



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

### **Minutes**

**Of The**

## **General Council Meeting**

**Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy**

**On Wednesday 29 April 2020**

**Chief Executive Officer: Mark Pitt**

#### **Our Vision**

*"South Burnett Region, working together building a strong, vibrant and safe community"*

#### **Our Values**

- |          |                           |   |
|----------|---------------------------|---|
| <b>A</b> | <b>Accountability:</b>    | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i>      |
| <b>C</b> | <b>Community:</b>         | <i>Building partnerships and delivering quality customer service.</i>                                 |
| <b>H</b> | <b>Harmony:</b>           | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| <b>I</b> | <b>Innovation:</b>        | <i>Encouraging an innovative and resourceful workplace.</i>   |
| <b>E</b> | <b>Ethical Behaviour:</b> | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i>   |
| <b>V</b> | <b>Vision:</b>            | <i>This is the driving force behind our actions and responsibilities.</i>                             |
| <b>E</b> | <b>Excellence:</b>        | <i>Striving to deliver excellent environmental, social and economic outcomes.</i>                     |

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 29 April 2020

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 29 April 2020 at 9.00am

**PRESENT:**

**Councillors:**

Cr BW Otto (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr KM Schumacher, Cr KA Duff, Cr SW Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

**1. Leave Of Absence**

Nil.

**2. (a) Prayers**

A representative of the Kingaroy District Ministers Association, Pastor Lyle Slinger, offered prayers for Council and for the conduct of the Council meeting.

**(b) Acknowledgement of Country**

**3. Confirmation of Minutes of Previous Meeting**

**3.1 South Burnett Regional Council Minutes**

**Resolution:**

*Moved Cr DA Potter, seconded Cr GA Jones.*

*That the minutes of the previous meeting held on Wednesday 18 March 2020 as recorded be confirmed.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**3.2 South Burnett Regional Council Post Election Minutes**

**Resolution:**

*Moved Cr DA Potter, seconded Cr GA Jones.*

*That the minutes of the Post Election meeting held on Monday 20 April 2020 as recorded be confirmed.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**4. Declaration of Interest**

Nil.

**CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS**

See Business Function Headings

**5. Portfolio - Economic Development and Corporate Performance**

**5.1 Councillor Statement**

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That Cr Schumacher's Portfolio Statement be received*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.2 Economic Development (ED)**

***Officer's Report***

**5.2.1 ED - 2681889 - Economic Development 2020- Marketing Plan**

**Resolution:**

*Moved Cr KA Duff, seconded Cr SW Henschen.*

*That the marketing plan be received for information and reviewed in light of COVID-19.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3 Corporate Performance (CP)**

***Officer's Report***

**5.3.1 CP - 2681976 - Adoption of Portfolio Representative Policy**

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That Council adopts the Councillor Portfolio Representative Policy.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3.2 CP - 2682224 - Assignment of Councillor Portfolio Representation****Resolution:**

*Moved Cr KA Duff, seconded Cr DA Potter.*

*That Council adopts the assignments of specific portfolios as:*

<b>Portfolio</b>	<b>Portfolio Councillor</b>
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Mayor Brett Otto
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Cr Kathy Duff
Community Arts Heritage Sport & Recreation	Cr Danita Potter
Local Disaster Management Water Wastewater Waste	Cr Roz Frohloff
Economic Development - industry - agriculture - water security - tourism	Cr Kirstie Schumacher
Rural Services Natural Resource Management Planning Compliance Services	Cr Scott Henschen
Roads & Drainage	Cr Gavin Jones

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3.3 CP - 2682021 - Appointment of Councillor Representatives on Council Committees and Other Organisations****Resolution:**

*Moved Cr SW Henschen, seconded Cr RJ Frohloff.*

*That the following Councillors be appointed as the Council representatives to Council Committees and other organisations as listed below:*

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
South Burnett Regional Council Audit Advisory Committee	2 Councillors with 1 appointed as the Chair	Mayor Brett Otto Cr Kirstie Schumacher
South Burnett Regional Council Australia Day Judging Panel	3 Councillors	Mayor Brett Otto Deputy Mayor Gavin Jones

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
		<i>Cr Kathy Duff</i>
<i>Blackbutt Pool Committee</i>	<i>Division 2 Councillor</i>	<i>Deputy Mayor Gavin Jones</i>
<i>Boondooma Homestead Management Advisory Committee</i>	<i>2 Councillors</i>	<i>Cr Kathy Duff Cr Scott Henschen</i>
<i>Burnett Inland Economic Development Organisation (BIEDO)</i>	<i>1 Councillor</i>	<i>Cr Kirstie Schumacher</i>
<i>South Burnett Community Police Consultative Committee</i>	<i>2 Councillors</i>	<i>Cr Danita Potter Cr Scott Henschen</i>
<i>Murgon Sports Association</i>	<i>1 Councillor</i>	<i>Cr Kathy Duff</i>
<i>Reconciliation Action Plan Committee</i>	<i>Mayor &amp; 2 Councillors</i>	<i>Mayor Brett Otto Deputy Mayor Gavin Jones Cr Kathy Duff</i>
<i>South Burnett Community Consultative Committee (Health)</i>	<i>1 Councillors</i>	<i>Cr Danita Potter</i>
<i>South Burnett Community Network Committee (Interagency)</i>	<i>3 Councillors</i>	<i>Cr Danita Potter Cr Kathy Duff Cr Scott Henschen</i>
<i>Traffic Advisory Committee</i>	<i>3 Councillor</i>	<i>Deputy Mayor Gavin Jones Cr Scott Henschen Cr Roz Frohloff</i>
<i>Wide Bay Burnett Regional Organisation of Councils (WBBROC)</i>	<i>Mayor &amp; Deputy Mayor</i>	<i>Mayor Brett Otto Deputy Mayor Gavin Jones</i>
<i>Wide Bay Burnett Regional Road Transport Group (WBBRRTG)</i>	<i>Mayor &amp; Deputy Mayor</i>	<i>Mayor Brett Otto Deputy Mayor Gavin Jones</i>
<i>Wide Bay Burnett Regional Sport &amp; Recreation Advisory Committee</i>	<i>Portfolio Councillor</i>	<i>Cr Danita Potter</i>
<i>South Burnett Tourism Advisory Committee</i>	<i>2 Councillors will be appointed to the Committee, 1- Council's Tourism Portfolio Holder who will perform the role of Committee Chairperson. 1 Councillor appointed to the Committee as Deputy Chair.</i>	<i>Cr Kirstie Schumacher Deputy Mayor Gavin Jones</i>
<i>Wide Bay Burnett Regional Arts Committee</i>	<i>Councillor</i>	<i>Cr Danita Potter</i>
<i>Kingaroy Stakeholder Consultative Group</i>	<i>Mayor</i>	<i>Mayor Brett Otto</i>
<i>South Burnett Local Drug Action Team</i>	<i>Portfolio Councillor</i>	<i>Cr Danita Potter</i>
<i>BIEDO Sub Committee - Ag Network</i>	<i>2 Councillor</i>	<i>Cr Kathy Duff Cr Kirstie Schumacher Cr Scott Henschen</i>
<i>Mundubbera – Jandowae Road Working Group</i>	<i>2 Councillors</i>	<i>Cr Kathy Duff Deputy Mayor Gavin Jones</i>
<i>South Burnett Drought Resilience Committee</i>	<i>2 Councillors</i>	<i>Cr Kathy Duff Cr Danita Potter</i>

*Carried 7/0*  
**FOR VOTE - Councillors voted unanimously**

**5.3.4 CP - 2682018 - Election of the Local Government Association of Queensland's (LGAQ) Executive District Representative**

**Resolution:**

*Moved Cr KA Duff, seconded Cr DA Potter.*

*That Council:*

- 1. nominate Mayor Brett Otto to the Local Government Association of Queensland for the Executive District Representatives for 2020-2024 to represent Wide Bay and Burnett District; and*
- 2. delegate Mayor Brett Otto and Deputy Mayor Gavin Jones to vote on behalf of South Burnett Regional Council at the Local Government Association of Queensland Executive Elections in June 2020.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3.5 CP - 2682016 - Adoption of the Expenses Reimbursement Policy for Councillors**

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr GA Jones.*

*That Council adopt the Expenses Reimbursement Policy for Councillors.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3.6 CP - 2681981 - Adoption of Councillor Code of Conduct Policy**

**Resolution:**

*Moved Cr DA Potter, seconded Cr GA Jones.*

*That Council adopt the Councillor Code of Conduct Policy.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**5.3.7 CP - 2682005 - Adoption of Acceptable Request Guidelines**

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That Council adopt the Acceptable Request Guidelines Policy.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*



**5.3.8 CP - 2682014 - Annual Operational Plan 2019/2020 Implementation Third Quarter Progress Report**

***PROCEDURAL MOTION:***

*Moved Cr KA Duff, seconded Cr DA Potter.*

*That the previous item lay on the table until the May meeting.*

**The Procedural motion was withdrawn with the consent of the mover and seconder and the leave of the meeting.**

**Resolution:**

*Moved Cr GA Jones, seconded Cr SW Henschen.*

*That Council adopt the Annual Operational Plan 2019/2020 Implementation Third Quarter Progress Report for the period 1 July 2019 to 31 March 2020.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**6. Portfolio - Roads & Drainage**

**6.1 Councillor Statement**

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That Cr Jones's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**7. Portfolio - Community, Arts, Tourism and Health Services**

**7.1 Councillor Statement**

**Resolution:**

*Moved Cr DA Potter, seconded Cr GA Jones.*

*That Cr Potter's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**8. Portfolio - Planning & Property****8.1 Councillor Statement****Resolution:**

*Moved Cr SW Henschen, seconded Cr KA Duff.*

*That Cr Henschen's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**9. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation****9.1 Councillor Statement****Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

*That Cr Frohloff's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**9.2 Water & Waste Water (W&WW)****Officer's Reports****9.2.1 W&WW - 2680410 - Water and Sewerage Declared Service Areas****Resolution:**

*Moved Cr KA Duff, seconded Cr DA Potter.*

*It is recommended that Council declare the additional water supply and sewerage service areas as follows and that Council, as registered Service Provider (491), is responsible for the provision of the services within these areas, including the operation and maintenance of the water and sewerage infrastructure that provide these services:*

<b>Potable Water Supply Service Area</b>	<b>Extent of Service Area</b>
Yallakool Water Supply Service Area	Maps – Water Service Area Yallakool
<b>Sewerage Service Area</b>	<b>Extent of Service Area</b>
Boondooma Sewerage Service Area	Maps – Sewerage Service Area Boondooma
Yallakool Sewerage Service Area	Maps – Sewerage Service Area Yallakool

*In addition, it is recommended that Council adopt the current boundary extents for the declared Water Supply and Sewerage Service areas for the 2020-2021 financial year, as provided in the attached report Development of Water Service Areas and Sewerage Service Areas (Morris Water 2020) and subsequent maps of the services areas, as follows:*

<b>Potable Water Supply Service Area</b>	<b>Extent of Service Area</b>
<i>Blackbutt Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Blackbutt</i>
<i>Boondooma Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Boondooma</i>
<i>Kingaroy Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Kingaroy Region &amp; Water Service Area Kingaroy Town</i>
<i>Murgon Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Murgon</i>
<i>Nanango Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Nanango</i>
<i>Proston Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Proston (Town)</i>
<i>Wondai Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Wondai &amp; Maps<sup>1</sup> – Water Service Area Tingooora</i>
<i>Yallakool Water Supply Service Area</i>	<i>Maps<sup>1</sup> – Water Service Area Yallakool</i>

Notes: 1 Refers to Maps contained in Appendix A-Water Service Areas of Development of Water Service Areas and Sewerage Service Areas

<b>Non-Potable Water Supply Service Area</b>	<b>Extent of Service Area</b>
<i>Kumbia Water Supply Service Area</i>	<i>Maps – Water Service Area Kumbia</i>
<i>Proston Rural Water Supply Service Area</i>	<i>Maps – Water Service Area Proston (Region) &amp; Maps – Water Service Area Proston (Rural)</i>
<i>Wooroolin Water Supply Service Area</i>	<i>Maps – Water Service Area Wooroolin</i>

Notes: 1 Refers to Maps contained in Appendix A-Water Service Areas of Development of Water Service Areas and Sewerage Service Areas

<b>Sewerage Service Area</b>	<b>Extent of Service Area</b>
<i>Blackbutt Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Blackbutt</i>
<i>Boondooma Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Boondooma</i>
<i>Kingaroy Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Kingaroy</i>
<i>Murgon Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Murgon</i>
<i>Nanango Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Nanango</i>
<i>Proston Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Proston (Town)</i>
<i>Wondai Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Wondai</i>
<i>Yallakool Sewerage Service Area</i>	<i>Maps<sup>2</sup> – Sewerage Service Area Yallakool</i>

Notes: 2 Refers to Maps contained in Appendix B – Sewerage Service Areas or Development of Water Service Areas and Sewerage Service Areas

*The Development of Water Service Areas and Sewerage Service Areas (Morris Water 2020) report details the extent of the service areas and the reasons used for establishing the boundary extents. The service area maps are to be reviewed and updated as necessary each financial year.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

## **9.2.2 W&WW - 2680553 - South Burnett Regional Council Customer Service Standards Water and Wastewater 5 Year Review**

### **Resolution:**

*Moved Cr RJ Frohloff, seconded Cr DA Potter.*

*That the South Burnett Regional Council – Customer Service Standards: Water and Wastewater be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**10. Portfolio - Natural Resource Management, Rural Services, Parks and Indigenous Affairs**

**10.1 Councillor Statement**

**Resolution:**

*Moved Cr KA Duff, seconded Cr DA Potter.*

*That Cr Duff's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11. Portfolio - Finance, ICT & Human Resources**

**11.1 Councillor Statement**

**Resolution:**

*Moved Cr BW Otto, seconded Cr RJ Frohloff.*

*That Mayor Otto's Portfolio Statement be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11.2 Finance (F)**

***Officer's Reports***

**11.2.1 F - 2681898 - Monthly Financial Report Including Third Quarter Review of 2019/20 Operating and Capital Budgets**

***PROCEDURAL MOTION:***

*Moved Cr KA Duff, seconded Cr KM Schumacher.*

*That the item lay on the table until the May General meeting.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11.2.2 F - 2682025 - Revenue Policy for the Financial Year Ending 30 June 2021**

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That in accordance with Section 193 of the Local Government Regulation 2012 the following Revenue Policy for the year ending 30 June 2021 be adopted.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11.2.3 F - 2681957 - Fees and Charges Schedule**

**Resolution:**

*Moved Cr KA Duff, seconded Cr RJ Frohloff.*

*That the Fees and Charges listed be received and adopted effective from 1 July 2020 continuing in place until further reviewed by Council.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**11.2.4 F - 2681659 - Sale of Land for Overdue Rates Update - Auction Held 19 November 2019**

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That this report be received and Council approve a write-off to the value of \$306,047.87 in unpaid rates and interest charges, plus \$2,250.47 in unpaid overgrown allotment charges, that were not cleared by the proceeds of the rates auction. Total requested write-off is valued at \$308,298.34.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**12. Consideration of Notices of Motion**

No Report.

**13. Information Section (IS)**

**13.1 IS - 2673757 - List of Correspondence Pending Completion of Assessment Report**

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That the List of Correspondence Pending Completion of Assessment Report be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**13.2 IS - 2681808 - Delegated Authority Report**

**Resolution:**

*Moved Cr KA Duff, seconded Cr GA Jones.*

*That the Delegated Authority Report be received.*

*Carried 7/0  
FOR VOTE - Councillors voted unanimously*

**14. Confidential Section**

No Report.

There being no further business the meeting was declared closed at 10.48am.

Confirmed before me this ..... day of .....2020

..... **MAYOR**

