

DISCLAIMER

*The following copy of the Minutes of the meeting of the South Burnett Regional Council held on Wednesday 17 February 2021 are **UNCONFIRMED** and are supplied as a courtesy.*



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting
Wednesday, 17 February 2021**

Order Of Business

1	Opening	3
2	Leave of Absence / Apologies	3
3	Acknowledgement of Traditional Owners	3
4	Declaration of Interest	3
5	Confirmation of Minutes of Previous Meeting	4
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 9 December 2020.....	4
6	Portfolio – Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT	4
6.1	Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio.....	4
7.5	National Water Infrastructure Development Fund (NWIDF) Project Update.....	5
6.2	ALGA National General Assembly Call for Motions - 2021	5
6.3	WBBROC Delegate.....	6
6.4	Assignment of Councillor Portfolio Representation.....	6
6.5	Adoption of the South Burnett Regional Council Customer Service Charter - Strategic 008.....	7
6.6	Adoption of the South Burnett Regional Council Procurement Policy - Statutory 007.....	8
6.7	SBRC 20/21-09 Health Care Providers	8
6.8	Purchase of Field Uniforms	9
6.9	Property and Rating Outstanding Debts Overdue by 90 Days.....	9
6.10	Wastewater Charges Options Modelling	9
7	Portfolio – Economic Development	10
7.1	Economic Development Portfolio Report.....	10
7.2	Economic Development and Tourism Monthly Update	11
7.3	Regional Development Advisory Committee	11
7.4	Arts Culture & Heritage Advisory Committee.....	11
8	Confidential Section	12
8.1	Rate Exemptions and Remissions - seeking a 50% reduction in water usage charges for Assessment No. 40388-00000-001.....	13
8.2	Financial Hardship Rates Application – Assessment Number 40229-00000-000.....	13
8.3	Financial Hardship Rates Application – Assessment Number 40274-00000-000.....	14
9	Closure of Meeting	14

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 17 FEBRUARY 2021 AT 9.01AM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), Tim Low (Manager Water & Wastewater), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Anthony Bills (Manager ICT), Kerri Anderson (Financial Accountant), Louise Reidy (Strategic Procurement Coordinator), Mikala Drew (TechOne Project Lead), Wendy Kruger (Administration Officer), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

4 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 6.6 - Adoption of the South Burnett Regional Council Procurement Policy - Statutory 007.**

The nature of my interest is as follows:

This declarable conflict of interest arises because my husband's business Schuey Brothers Drilling has conducted works for Council and is registered on the Felix System.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

In relation to **Item 6.7 Health Care Providers** it was noted that all Councillors would attend a local medical practice and the interest was no greater than that of a significant number of persons in the South Burnett Regional Area.

In relation to **Item 6.8 – Purchase of Field Uniforms**, Cr Duff advised she was a member of the Murgon Business Development Association. This interest is not a declarable conflict of interest in accordance with the *Local Government Act 2009* 150EO (1).

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 9 DECEMBER 2020****COMMITTEE RESOLUTION 2021/29**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 9 December 2020 be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT**6.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO****COMMITTEE RESOLUTION 2021/30**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Mayor Otto's Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

MOTION**COMMITTEE RESOLUTION 2021/31**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Item 7.5 – National Water Infrastructure Development Fund (NWIDF) Project Update be brought forward for discussion.

CARRIED 7/0

Attendance:

At 9:37 am, Cr Danita Potter left the meeting.

At 9:39 am, Cr Danita Potter returned to the meeting.

7.5 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWFDF) PROJECT UPDATE

COMMITTEE RESOLUTION 2021/32

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

1. That South Burnett Regional Council review resourcing requirements and allocate budgets to further works in the Burnett Water Feasibility Study upon approval of further stages; and
2. Council facilitate a meeting with interested irrigator groups to form one or more voluntary collaborative group/s to be funded between the parties under an external arrangement.
3. Once the group/s is established a further report to Council to appoint a Council representative/s to the group/s.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.2 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2021

COMMITTEE RESOLUTION 2021/33

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council resolves to submit the following topics for resolution to the National General Assembly of Local Government:
 - (a) Federal Assistance Grants
 - (b) ABC – re transmission sites – Natural disaster
 - (c) Renewable Energy Projects – National Energy Policy
 - (d) Regional Investment into Health

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.3 WBBROC DELEGATE

COMMITTEE RESOLUTION 2021/34

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council appoints the following representatives to the Wide Bay Burnett Regional Organisation of Councils:

Deputy Mayor Gavin Jones and Cr Kirstie Schumacher

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.4 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2021/35

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.4.1 PORTFOLIO ASSIGNMENTS FOR COUNCILLORS

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2021/37

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the meeting adjourn for morning tea.

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2021/38

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the meeting resume at 10.50am

CARRIED 7/0

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER - STRATEGIC 008

COMMITTEE RESOLUTION 2021/39

Moved: Cr Kirstie Schumacher
Seconded: Cr Gavin Jones

That the committee recommends to Council:

That the South Burnett Regional Council Customer Service Charter – Strategic 008 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

Attendance:

At 11.05am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 6.6, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PROCUREMENT POLICY - STATUTORY 007

COMMITTEE RESOLUTION 2021/40

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Procurement Policy – Statutory 007 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

Attendance:

At 11:20 am, Cr Kirstie Schumacher returned to the meeting.

6.7 SBRC 20/21-09 HEALTH CARE PROVIDERS

COMMITTEE RESOLUTION 2021/41

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That Council approve the list of providers to be included in the Register of providers for Health Care Services in alignment with the Tender Consideration Plan adopted on 19th August 2020 in accordance with s230 of the *Local Government Regulation 2012*.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

Attendance:

General Manager Aaron Meehan left the meeting at 11.30am

6.8 PURCHASE OF FIELD UNIFORMS

COMMITTEE RESOLUTION 2021/42

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council approve the recommendation to establish a 12-month supply arrangement for Hi-Visibility Field Uniforms.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0**

6.9 PROPERTY AND RATING OUTSTANDING DEBTS OVERDUE BY 90 DAYS

COMMITTEE RESOLUTION 2021/43

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the report on the status of Property and Rating debts that have been outstanding for 90 days or more be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0**

6.10 WASTEWATER CHARGES OPTIONS MODELLING

COMMITTEE RESOLUTION 2021/44

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That Council proceed to community consultation to engage with constituents that may be affected by the proposed changes to the wastewater methodology.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0**

MOTION

COMMITTEE RESOLUTION 2021/45

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting adjourn until 1.30pm.

CARRIED 7/0**MOTION**

COMMITTEE RESOLUTION 2021/46

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1.50pm.

CARRIED 7/0**7 PORTFOLIO – ECONOMIC DEVELOPMENT****7.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/47

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Cr Schumacher's Economic Development Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0**7.1.1 REVIEW OF PREVIOUS DRAFTS OF THE ECONOMIC DEVELOPMENT STRATEGY**

COMMITTEE RESOLUTION 2021/48

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That a review of the previous drafts of the Economic Development Strategy be undertaken by the Wide Bay Burnett Regional Plan Council Sub-committee and this committee report back to the April Standing Committee.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.2 ECONOMIC DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/49

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the Economic Development and Tourism monthly Update for December 2020 and January 2021 be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.3 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

COMMITTEE RESOLUTION 2021/50

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

1. That South Burnett Regional Council:
 - (a) In accordance with S. 264 of the *Local Government Regulation 2012* establish the South Burnett Regional Economic Development Advisory Committee.
2. That South Burnett Regional Council:
 - (a) Conclude the service of the Tourism Advisory Committee and South Burnett Directions and rescind any associated policy or procedures; and
 - (b) Note the service and positive contribution to the region of the Members of the Tourism Advisory Committee and South Burnett Directions and forward a letter of recognition.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

7.4 ARTS CULTURE & HERITAGE ADVISORY COMMITTEE

COMMITTEE RESOLUTION 2021/51

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the committee recommends to Council:

1. That South Burnett Regional Council:

In accordance with S. 264 of the *Local Government Regulation 2012* establish the South Burnett Arts Culture & Heritage Advisory Committee.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

8 CONFIDENTIAL SECTION

COMMITTEE RESOLUTION 2021/52

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

8.1 Rate Exemptions and Remissions - seeking a 50% reduction in water usage charges for Assessment No. 40388-00000-001

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

8.2 Financial Hardship Rates Application – Assessment Number 40229-00000-000

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

8.3 Financial Hardship Rates Application – Assessment Number 40274-00000-000

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

Attendance:

At 2:49 pm CEO Mark Pitt left the meeting
At 3:00 pm, Cr Danita Potter left the meeting.
At 3:00 pm, Cr Roz Frohloff left the meeting.

COMMITTEE RESOLUTION 2021/53

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That Council moves out of Closed Council into Open Council.

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 5/0

Attendance:

At 3:07 pm, CEO Mark Pitt returned to the meeting

8.1 RATE EXEMPTIONS AND REMISSIONS - SEEKING A 50% REDUCTION IN WATER USAGE CHARGES FOR ASSESSMENT NO. 40388-00000-001

COMMITTEE RESOLUTION 2021/54

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council

1. approve the request for a 50% rate reduction on the condition that they enter into a revised payment plan in accordance with Council's Hardship Policy and maintain compliance with this payment plan for the term of the payment plan.
2. establish a water management plan with Council

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 5/0**

8.2 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 40229-00000-000

COMMITTEE RESOLUTION 2021/55

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council;

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 40229-00000-000;
2. Request the owner enter into a payment arrangement for Assessment Number 40229-00000-000 for \$40.00 per week commencing 1 July 2021; then \$60.00 per week commencing 1 January 2022; then \$80.00 per week commencing 1 January 2023 with the view to clearing all outstanding amounts within a three (3) year period; (note no payments due until 1 July 2021)
3. Payments of \$80.00 per week or \$350.00 per month are to continue from 1 January 2023 until the rate arrears are cleared and rates are up to date.
4. No interest will be charged on overdue rates if the agreed payments are maintained;
5. This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 5/0**

8.3 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 40274-00000-000

COMMITTEE RESOLUTION 2021/56

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 40274-00000-000;
2. Write off interest charges to the value of \$18.84 & suspend interest from accumulating until 31 August 2021;
3. Request the owner enter into a payment arrangement for Assessment Number 40274-00000-000 for \$40.00 per week commencing 1 September 2021; then \$60.00 per week commencing 1 September 2022; then \$80.00 per week commencing 1 September 2023 with the view to clearing all outstanding amounts within a three (3) year period; (note no payments due until 1 September 2021)
4. Payments of \$60.00 per week or \$260.00 per month commencing 1 September 2021;
5. Payments of \$80.00 per week or \$347.00 per month are to continue from 1 September 2023 until the rate arrears are cleared and rates are up to date;
6. No interest will be charged on overdue rates if the agreed payments are maintained;
7. This Payment Plan will be reviewed 31 March 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
8. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
9. The General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 5/0

9 CLOSURE OF MEETING

The Meeting closed at 3.10pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 17 March 2021.

.....
CHAIRPERSON