



SOUTH BURNETT

REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting**

Wednesday, 19 May 2021

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**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, 19 MAY 2021 AT 9.00AM**

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), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Kerri Anderson (Coordinator Finance), Wendy Kruger (Personal Assistant Finance & Corporate), 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 6.2 - South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited** – The nature of my interest is as follows:

This declarable conflict of interest arises because I am a member of the South Burnett Community Hospital Board.

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 21 APRIL 2021**

COMMITTEE RESOLUTION 2021/107

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 21 April 2021 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 - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****6.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2021/108

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Mayor Otto's Corporate Services, 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**Attendance:**

At 9:57 am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 6.2, 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.

6.2 SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED

COMMITTEE RESOLUTION 2021/109

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the following amendments be made to the existing Lease held between South Burnett Regional Council (Lessor) and South Burnett Community Hospital Foundation Limited (Lessee)

1. In Item 6 of the Form 7, the Expiry Date is amended to 30/06/2022.
2. In Part 1 (Reference Particulars), in Item E, the duration is amended to 20 years, 3 months and 16 days.
3. In Part 1 (Reference Particulars). In Item 3, the Expiry Date is amended to 30 June 2022.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 10:00 am, Cr Kirstie Schumacher returned to the meeting.

6.3 ADOPTION OF "SUPPORTING INFORMATION FOR DEVELOPING GUIDELINES FOR THE PROVISION OF COUNCILLOR ADMINISTRATION SUPPORT STAFF"

COMMITTEE RESOLUTION 2021/110

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the "Supporting information for developing guidelines for the provision of councillor administration support staff" publication be endorsed as presented to develop a policy to assist all parties in meeting their obligations under the *Local Government Act 2009* and to include such in the 2021/22 Operational Plan.

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 RESOLUTION 2021/88 - SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC-001

COMMITTEE RESOLUTION 2021/111

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

1. That the committee note the update report for information; and
2. The draft South Burnett Regional Council Media Relations Policy – Strategic-001 be represented for discussion at the Executive and Finance & Corporate Standing Committee, 16 June 2021.

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

Against: Nil

CARRIED 7/0

MEETING ADJOURN

COMMITTEE RESOLUTION 2021/112

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting adjourn.

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/113

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the meeting resume at 11.02am

CARRIED 7/0

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FINANCIAL HARDSHIP POLICY - STATUTORY-012

COMMITTEE RESOLUTION 2021/114

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Financial Hardship Policy – Statutory-012 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

6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNDETECTED WATER LEAKS POLICY - STATUTORY-043

COMMITTEE RESOLUTION 2021/115

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Undetected Water Leaks Policy – Statutory-043 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

6.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RATE COLLECTION POLICY - STATUTORY-041

COMMITTEE RESOLUTION 2021/116

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Rate Collection Policy – Statutory-041 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0****6.7.1 SLASHING PROGRAM**

COMMITTEE RESOLUTION 2021/117

Report on the slashing program to be presented at the June Infrastructure Standing Committee Meeting.

6.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE QUALITY POLICY - STATUTORY-029

COMMITTEE RESOLUTION 2021/118

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Infrastructure Quality Policy – Statutory-029 be adopted as presented.

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

6.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TRADE WASTE MANAGEMENT POLICY - STATUTORY - 036

COMMITTEE RESOLUTION 2021/119

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Trade Waste Management Policy – Statutory–036 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

6.9.1 QUESTION ON NOTICE

Question on notice from Cr Schumacher:

In the Trade Waste Management Policy it says “dried sludge is carted off site and used as a fertilizer resource or for compost processing”. What are the current arrangements and can South Burnett Farmers access that product? Information to be provided at the next Infrastructure Standing Committee Meeting.

6.10 DEBTORS WRITE-OFFS FOR THE 2020/2021 YEAR

COMMITTEE RESOLUTION 2021/120

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the Committee recommends to Council:

- that the \$3,943.83 in bad debts to be written off be approved
- that Council receive and note the future potential write-offs of approximately \$2,000 to be confirmed at the June 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

Attendance:

At 11.40am GM Aaron Meehan left the meeting.

6.11 COUNCILLOR ATTENDANCE AT THE ALGA NATIONAL GENERAL ASSEMBLY 2021

COMMITTEE RESOLUTION 2021/121

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That Cr Duff be nominated to attend the ALGA National General Assembly 2021 in the absence of Cr Jones.

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 2021/122

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That Item 7.2 be brought forward and discussed.

CARRIED 7/0

7.2 SMALL BUSINESS FRIENDLY COUNCIL CHARTER - UPDATE

COMMITTEE RESOLUTION 2021/123

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the Small Business Friendly Council Charter - Update report 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

MEETING ADJOURN

COMMITTEE RESOLUTION 2021/124

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the meeting adjourn.

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/125

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1.07pm

CARRIED 7/0**7 PORTFOLIO - REGIONAL DEVELOPMENT****7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/126

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That Cr Schumacher's Regional 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 DuffAgainst: Nil**CARRIED 7/0****7.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**

COMMITTEE RESOLUTION 2021/127

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for April 2021 be received for information.

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

7.4 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY 2021-26 - COMMUNITY CONSULTATION - UPDATE

COMMITTEE RESOLUTION 2021/128

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the Regional Development Strategy Community Consultation - Update report 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

7.5 INVITATION TO PARTICIPATE IN A FREEDOM OF ENTRY MARCH - KINGAROY

COMMITTEE RESOLUTION 2021/129

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the Invitation to participate in the Freedom of Entry March - Kingaroy report 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

7.6 REGIONAL AUSTRALIA INSTITUTE - 'MOVE TO MORE' CAMPAIGN

COMMITTEE RESOLUTION 2021/130

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the Committee receives the Regional Australia Institute (RAI) 'Move To More' campaign report for information and notes that the SBRC website will be updated in accordance with this initiative.

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

Against: Nil

CARRIED 7/0

7.7 DRIVE INLAND - COMMUNICATION PLAN - MAY-JUNE 2021

COMMITTEE RESOLUTION 2021/131

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Drive Inland - Communication Plan - May-Jun 2021 report 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

8 CONFIDENTIAL SECTION

9 CLOSURE OF MEETING

The Meeting closed at 1.49pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021.

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CHAIRPERSON