



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

**Executive and Finance & Corporate
Standing Committee Meeting
Wednesday, 21 July 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, 21 JULY 2021 AT 9.11AM**

PRESENT: Councillors:

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Danita Potter, Cr Kirstie Schumacher, 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 Corporate Services), Celina Branch (Manager Finance), Louise Reidy (Strategic Procurement Coordinator), Tracy Baillie (Coordinator Governance), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2021/1

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the apology received from Cr Henschen be accepted and leave of absence granted.

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

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 30 JUNE 2021**

COMMITTEE RESOLUTION 2021/2

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the Minutes of the Budget Committee Meeting held on 30 June 2021 be received.

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

Against: Nil

CARRIED 6/0**5.2 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 16 JUNE 2021**

COMMITTEE RESOLUTION 2021/3

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021 be received.

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

Against: Nil

CARRIED 6/0**6 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****6.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2021/4

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

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 and Kathy Duff

Against: Nil

CARRIED 6/0

6.1.1 QUESTION ON NOTICE - QGAP

Question on Notice from Cr Schumacher:

Is there an opportunity to have a conversation with the Queensland Government around providing services at other Council Customer Services centres in the region similar to what is provided at Blackbutt? Report to a future Executive and Finance & Corporate Standing Committee Meeting on what current services are offered in each town.

6.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY - STATUTORY002

COMMITTEE RESOLUTION 2021/5

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002 be adopted as presented.

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

Against: Nil

CARRIED 6/0

6.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADVERTISING SPENDING POLICY - STATUTORY047

COMMITTEE RESOLUTION 2021/6

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Advertising Spending Policy – Statutory047 be adopted as presented.

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

Against: Nil

CARRIED 6/0

6.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONTACT WITH A LOBBYIST POLICY - STATUTORY049

COMMITTEE RESOLUTION 2021/7

Moved: Cr Danita Potter
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Contact with a Lobbyist Policy – Statutory049 be adopted as presented.

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

Against: Nil

CARRIED 6/0

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY- STATUTORY028

COMMITTEE RESOLUTION 2021/8

Moved: Cr Kirstie Schumacher
Seconded: Cr Brett Otto

That the matter lay on the table until the August Executive and Finance & Corporate Standing Committee Meeting

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

Against: Nil

CARRIED 6/0

6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CONFLICT OF INTEREST POLICY - STATUTORY048

COMMITTEE RESOLUTION 2021/9

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That the South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048 be adopted as amended:

Under Item 3.4 – Responsibilities of Employees – add in that all employees have an obligation to report conflicts of interest.

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

Against: Nil

CARRIED 6/0

6.6.1 COUNCILLOR CODE OF CONDUCT POLICY

RESOLVED 2021/10

Review Councillor Code of Conduct Policy for Councillors obligations to report Employees / Contractors conflict of interest.

Attendance:

At 10:29 am, Cr Kirstie Schumacher left the meeting.

At 10:31 am, Cr Kirstie Schumacher returned to the meeting.

At 10:39 am, Cr Danita Potter left the meeting.

At 10:40 am, Cr Danita Potter returned to the meeting.

6.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SURVEILLANCE CAMERA OPERATIONS POLICY - STATUTORY051

COMMITTEE RESOLUTION 2021/11

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051 be adopted as amended.

In Item 3.3 include the word 'property' - ... at risk to public, property and Council employee safety.

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

Against: Nil

CARRIED 6/0

6.7.1 CCTV CAMERAS

RESOLVED 2021/12

First quarter review of the Operational Plan to include the development of a CCTV Policy for open spaces and look at resourcing requirements as part of that. Report on current CCTV systems including where some of the needs are, who owns them, how we fund their ongoing maintenance or who maintains them, how all the different systems work together.

6.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM POLICY - STRATEGIC005

COMMITTEE RESOLUTION 2021/13

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Grants Program Policy – Strategic005 be adopted as amended:

- Remove line ‘Funding under this policy is not available for activities which are annually applied for after three (3) years’ from Item 3 – General Information
- Add dot point under Assessment heading in Item 3 – General Information – ‘Aligns with Council’s corporate priorities as stated in Council’s Corporate Plan
- Add dot point under Item 3.5 – In-kind Sponsorship – ‘Any request above \$2,000 must be put in writing and outcome to be decided at an ordinary meeting of Council
- Under Item 3.10 – Subsidised Hire of Council Facilities – Add in ‘In exceptional circumstances, reduction or Waiving of Hall Hire fees under delegation by the Chief Executive Officer’

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

Against: Nil

CARRIED 6/0

6.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY REFERENCE GROUP TERMS OF REFERENCE - STRATEGIC010

COMMITTEE RESOLUTION 2021/14

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Community Reference Group Terms of Reference – Strategic010 be adopted as presented.

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

Against: Nil

CARRIED 6/0

6.10 QUEENSLAND AUDIT OFFICE - 2021 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

COMMITTEE RESOLUTION 2021/15

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That subject to Section 213 of the *Local Government Regulation 2012*, Council receives the 2021 Interim Management Report from the Auditor-General detailing the observation report of South Burnett Regional Council’s financial statements as presented for consideration.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:35 AM, General Manager Aaron Meehan left the meeting.

At 11:41 AM, General Manager Aaron Meehan returned to the meeting.

6.11 20/21 EOFY STOCKTAKE VARIATIONS

COMMITTEE RESOLUTION 2021/16

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That South Burnett Regional Council are aware of the reasoning behind the stocktake variances in inventory and the report is received for information.

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

Against: Nil

CARRIED 6/0**MOTION**

COMMITTEE RESOLUTION 2021/17

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0**RESUME MEETING**

COMMITTEE RESOLUTION 2021/18

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 12.02pm

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

Against: Nil

CARRIED 6/0

7 PORTFOLIO - REGIONAL DEVELOPMENT

7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/19

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

CARRIED 6/0

7.1.1 MEETING - FUTURE ENERGY HUB

COMMITTEE RESOLUTION 2021/20

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That the Committee recommends to Council

- A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the coming months to progress further discussions with him about opportunities to work together.
- That Council advises RDA of its desire to be a participant in the sub-committee that is investigating the feasibility of an energy hub in the Wide Bay Burnett.

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

Against: Nil

CARRIED 6/0

7.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/21

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:38 PM, General Manager Aaron Meehan left the meeting.

7.3 DRAFT SOUTH BURNETT 2021-2026 REGIONAL DEVELOPMENT STRATEGY - COMMUNITY CONSULTATION AND FEEDBACK

COMMITTEE RESOLUTION 2021/22

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the amended draft 2021-2026 Regional Development Strategy incorporating feedback received be presented to the July Ordinary Council Meeting for adoption.

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

Against: Nil

CARRIED 6/0

7.4 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

COMMITTEE RESOLUTION 2021/23

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the matter lay on the table until the July General Meeting.

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

Against: Nil

CARRIED 6/0

7.5 REVIEW OF SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT) MEMBERSHIP

COMMITTEE RESOLUTION 2021/24

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the Southern Queensland Country Tourism Membership report be received for information and noted for review during Council's first quarter budget deliberations.

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

Against: Nil

CARRIED 6/0

8 QUESTIONS ON NOTICE

8.1 FUEL TAX CREDIT AUDIT

COMMITTEE RESOLUTION 2021/25

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the response to the question regarding Fuel Tax Credit Audit by Mayor Otto be received and noted.

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

Against: Nil

CARRIED 6/0

8.1.1 FUEL TAX CREDIT METHODOLOGY REPORT

RESOLVED 2021/26

Report back to Council in the next 3 months in terms of the methodology for fuel tax credit that has been applied in the 3 years 2018/19, 2019/2020 and 2020/2021 and a recommendation with that as to risk assessment on the methodology applied in those 3 years and the future process moving forward.

Attendance:

At 12:50 pm, GM Aaron Meehan returned to the meeting

At 12:50 pm, GM Peter O'May left the meeting.

At 12:51 pm, GM Peter O'May returned to the meeting.

9 CONFIDENTIAL SECTION

COMMITTEE RESOLUTION 2021/27

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

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*:

9.1 Financial Hardship Rates Application - Property Number - 223190

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.

9.2 Sale of Land for Overdue Rates and Charges

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.

9.3 Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 1/5 Banksia Drive Kingaroy

This matter is considered to be confidential under Section 254J - g 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 negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:51 pm, GM Aaron Meehan left the meeting.

At 1:13 pm, Cr Danita Potter left the meeting.

At 1:15 pm, Cr Danita Potter returned to the meeting.

COMMITTEE RESOLUTION 2021/28

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

9.1 FINANCIAL HARDSHIP RATES APPLICATION - PROPERTY NUMBER - 223190

COMMITTEE RESOLUTION 2021/29

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council accede to the request from the owners of Property Number 223190 and approve the payment plan as detailed below:

1. Payment plan initially for \$100.00 per fortnight;
2. Payment plan to increase to \$120.00 per fortnight from 1 August 2022;
3. Payment plan to increase to \$140.00 per fortnight from 1 August 2023 and until the rate arrears are cleared;
4. Additional payments to be made when possible throughout the payment plan;
5. Interest will not be charged on overdue rates, if the payment plan is maintained;
6. Payment plan will be reviewed in September 2022 or at other times if the Rates Section is advised that the property owners' circumstances have changed significantly;
7. Payment plan will expire upon payment in full of rates arrears; and
8. General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the owners seek to vary the approved payment plan.

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

Against: Nil

CARRIED 6/0

9.2 SALE OF LAND FOR OVERDUE RATES AND CHARGES

COMMITTEE RESOLUTION 2021/30

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That the matter lay on the table until the July General Meeting.

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

Against: Nil

CARRIED 6/0

9.3 OFFER TO PURCHASE PART OF 1 POUND STREET, KINGAROY AND OFFER TO LEASE 1/5 BANKSIA DRIVE KINGAROY

COMMITTEE RESOLUTION 2021/31

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the matter lay on the table until the July General Meeting.

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

Against: Nil

CARRIED 6/0

10 CLOSURE OF MEETING

The Meeting closed at 1.29pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 18 August 2021.

.....
CHAIRPERSON