



SOUTH BURNETT

REGIONAL COUNCIL

MINUTES

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

Wednesday, 20 April 2022

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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, 20 APRIL 2022 AT 9.00AM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), 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), Peter O'May (General Manager Community), Tim Low (Acting General Manager Infrastructure), Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Manager Finance and Sustainability), Joanne Newbery (Communications Officer), Rebecca Humphrey (Manager People and Culture), Wendy Kruger (Personal Assistant Finance and Corporate), Leanne Petersen (Manager Property), Bree Hunt (Executive Assistant)

1 OPENING

The Mayor opened the meeting with the Lords Prayer and welcomed all attendees and acknowledged Council's support of Denim Day.

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**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 16 MARCH 2022**

COMMITTEE RESOLUTION 2022/181

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 16 March 2022 be received.

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:06am, Personal Assistant Finance and Corporate Wendy Kruger entered the meeting (online).

6 BUSINESS ARISING**7 NOTICES OF MOTION****7.1 NOTICE OF MOTION - COUNCILLOR VOLUNTEER POLICY**

The Matter Is Being Dealt Within Item 7.2

That the Committee recommend to Council that:

Council develop and implement a policy that allows for Councillors to be registered as Council volunteers and receive the necessary induction and training to assist in Council facilities such as the VIC's and also to participate in outdoor works as defined as reasonable under the policy such as parks and gardens services.

7.2 NOTICE OF MOTION - COMMUNITY ENGAGEMENT POLICY

That the Committee recommend to Council that:

Council staff are to ensure that the divisional Councillor, the portfolio Councillor and/or the Mayor are invited to attend all meetings held with community members and the community engagement policy is updated to reflect such.

COMMITTEE RESOLUTION 2022/182

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the following amendment be added to South Burnett Regional Council Community Engagement Policy Statutory 050, the draft be circulated for comment through Council's governance process and be brought to the May Ordinary meeting of Council for final consideration.

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role. Some ways a councillor may be involved in formal community engagement include:

- a. Representation on committees or working groups.
- b. Speaking at or assisting with the facilitation of engagement events.
- c. Attending community engagement events as a member of the community.
- d. Engaging with consultation initiatives as a member of the community.
- e. Encouraging and acknowledging Councillors role in volunteering in accordance with Council's process.

When working together Councillors and staff should consider:

- a. Informing all Councillors of community engagement initiatives of interest.
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- b. Opportunities that may exist through Councillors' wealth of information about the community they represent, including networks, issues and opportunities.
 - c. Established policy and procedures governing interactions between staff and Councillors.
 - d. The appropriateness of undertaking engagement initiatives while observing a pre-election caretaker period.
 - e. Councillors' obligations under the Local Government Act 2009 and Integrity Act 2009 to disclose conflicts of interest.

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

Against: Nil

CARRIED 6/0

7.3 NOTICE OF MOTION - DONATING REPLACED MOWERS TO COMMUNITY GROUPS

COMMITTEE RESOLUTION 2022/183

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That the mowers being replaced in the 2021-2022 budget be offered by way of donation to local community groups that are:

- An incorporated association;
- Located within the South Burnett LGA;
- Provide a local community benefit,

through an expression of interest with priority given to those groups maintaining or offering to maintain a council or council-controlled land asset and with clarification that responsibility for insurance and all ongoing costs will rest with the recipients organisations taking ownership of the mowers.

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:46am, Manager Finance and Sustainability Kerri Anderson left the meeting (online).

At 9:51am, Manager Finance and Sustainability Kerri Anderson returned to the meeting (online).

8 GENERAL BUSINESS

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2022/184

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

9.2 SOUTH BURNETT REGIONAL COUNCIL DIVISION 1 BY-ELECTION

COMMITTEE RESOLUTION 2022/185

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the report be noted for information.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 9:56am, Communications Officer Joanne Newbery left the meeting.

At 9:58am, Communications Officer Joanne Newbery returned to the meeting.

9.3 CONFIRMING ATTENDANCE AT THE 126TH LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE IN CAIRNS 17-19 OCTOBER 2022 AND LGAQ CIVIC LEADERS SUMMIT 29-30 JUNE 2022

COMMITTEE RESOLUTION 2022/186

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That Mayor Otto and Cr Jones attend the 2022 LGAQ Conference as delegates, and the following councillors attend as observers:

Cr Henschen and the newly elected Division one Councillor be provided the opportunity to attend as an observer.

Each councillor appointed as a delegate be allocated one vote each.

CEO Mark Pitt to attend.

2. That Mayor Otto and Cr Schumacher attend the 2022 LGAQ Civic Leaders Summit as delegates.

CEO Mark Pitt to attend.

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

Against: Nil

CARRIED 6/0

9.4 ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION STRUCTURE CHANGE

COMMITTEE RESOLUTION 2022/187

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That South Burnett Regional Council endorse the administrative amendments to be made within Council's Policy Governance Framework and associated documents, reflective of the change to the organisation structure.

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

Against: Nil

CARRIED 6/0

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TECHNOLOGY PUBLIC ACCESS POLICY - STRATEGIC019

COMMITTEE RESOLUTION 2022/188

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Technology Public Access Policy – Strategic019 be adopted as presented.

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

Against: Nil

CARRIED 6/0

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2022/189

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0

RESUME MEETING

COMMITTEE RESOLUTION 2022/190

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

That the meeting resume at 10:40am.

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

Against: Nil

CARRIED 6/0

10 PORTFOLIO - REGIONAL DEVELOPMENT

10.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2022/191

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

10.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2022/192

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for March 2022 be received for information.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:08am, Manager Property Leanne Petersen entered the meeting (online).

10.3 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) PHASE TWO

COMMITTEE RESOLUTION 2022/193

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That Council notes the project update report; and
2. That Council approves the project scope extension under the available NWIDF project funding for the following components:
 - a) Barlil Weir and West Barambah Weir – Detailed Business Case Funding Application;
 - b) Investment Decision Analysis – Gordonbrook Dam Conversion;
 - c) Blackbutt Irrigation Project Advancement; and
 - d) Regional Sustainability Strategy.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:10am, Acting General Manager Infrastructure Tim Low left the meeting.

At 11:14am, Acting General Manager Infrastructure Tim Low returned to the meeting.

10.4 BLACK SUMMER BUSHFIRE RECOVERY GRANT FUNDING

COMMITTEE RESOLUTION 2022/194

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Black Summer Bushfire Recovery Grant Funding update be received.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:18am, Manager Property Leanne Petersen entered the meeting.

10.5 MINUTES OF THE SOUTH BURNETT REGIONAL DEVELOPMENT ADVISORY COMMITTEE (RDAC) MEETING

COMMITTEE RESOLUTION 2022/195

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the minutes of the South Burnett Regional Development Advisory Committee (RDAC) Meeting held on Tuesday 22 February 2022 be received for information.

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

Against: Nil

CARRIED 6/0**11 QUESTIONS ON NOTICE**

11.1 PURCHASING OF EQUIPMENT FROM LOCAL SUPPLIER

COMMITTEE RESOLUTION 2022/196

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the response to the question regarding purchasing of equipment from Local Suppliers raised by Councillor Kirstie Schumacher be received and noted.

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

Against: Nil

CARRIED 6/0

11.2 QUESTION ON NOTICE - NEW RESIDENT INFORMATION PACK

COMMITTEE RESOLUTION 2022/197

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the response to the question regarding new resident information pack raised by Councillor Schumacher be received and noted.

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

Against: Nil

CARRIED 6/0

11.2.1 QUESTION ON NOTICE - RESIDENT INFORMATION PACKS/LETTERS

Question on Notice from Cr Kirstie Schumacher:

Is there anyway to determine through rate searches if a resident is new to the South Burnett?

In the Creation of the South Burnett Community Information Platform scope, would there be an opportunity in there at working on a program with Cr Schumacher and Cr Potter with putting together welcome packs to give to the VICs and Real Estate Agents to welcome new residents and provide them with information about our region and how they can access the my Community app.

12 CONFIDENTIAL SECTION

COMMITTEE RESOLUTION 2022/198

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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*:

12.1 CTC Land Transfer

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, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

Attendance:

At 11:37am, Communications Officer Joanne Newbery left the meeting.

COMMITTEE RESOLUTION 2022/199

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:46am, Manager People and Culture Rebecca Humphrey left the meeting (online).

12.1 CTC LAND TRANSFER**COMMITTEE RESOLUTION 2022/200**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

1. That in accordance with Local Government Act 2009 (the Act), Section 257, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the land and building assets to the community organisation, South Burnett CTC for future consideration and/or approval by Council.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:48am, Communications Officer Joanne Newbery returned to the meeting.

13 CLOSURE OF MEETING

The Meeting closed at 11:49am.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 18 May 2022.

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CHAIRPERSON