



**SOUTH BURNETT**  
REGIONAL COUNCIL

# **MINUTES**

**Executive and Finance & Corporate  
Standing Committee Meeting  
Wednesday, 13 July 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, 13 JULY 2022 AT 3.05PM**

**PRESENT:****Councillors:**

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Tim Low (Acting General Manager Infrastructure), Peter O'May (General Manager Liveability), Carolyn Knudsen (Manager Corporate Services), Karen Searle (Coordinator Corporate), Bree Hunt (Executive Assistant)

**1 OPENING**

The Mayor opened the meeting and welcomed all attendees.

Cr Danita Potter acknowledged the passing of the late member for Nanango, Trevor Perrett.

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS****4 DECLARATION OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 15 JUNE 2022**

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**COMMITTEE RESOLUTION 2022/1**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 15 June 2022 be received.

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

Against: Nil

**CARRIED 7/0**

**6 BUSINESS ARISING****7 GENERAL BUSINESS****8 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****8.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO**

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**COMMITTEE RESOLUTION 2022/2**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

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

Against: Nil

**CARRIED 7/0****8.1.1 CASH RECONCILIATION**

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**RESOLVED 2022/3**

A report to come back to a future standing committee meeting with a full cash reconciliation.

**Attendance:**

At 3:21pm, Manager Finance and Sustainability Kerri Anderson entered the meeting (online).

## 8.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

### COMMITTEE RESOLUTION 2022/4

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

Procedural Motion:

That the matter be lifted from the table.

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

Against: Nil

**CARRIED 7/0**

### COMMITTEE RESOLUTION 2022/5

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

That the assignment of Councillor portfolio representation remain as previously defined with the portfolios including:

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance &amp; Strategy People &amp; Culture Communications/ Media Finance ICT</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience Parks &amp; Gardens Property &amp; Facility Management Indigenous Affairs</i>	<i>Cr Kathy Duff</i>
<i>Community Arts Heritage Sport &amp; Recreation Local Disaster Management</i>	<i>Cr Danita Potter</i>
<i>Water Wastewater Waste Tourism</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> <li>• <i>industry</i></li> <li>• <i>agriculture</i></li> <li>• <i>water security</i></li> </ul>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Planning Compliance Services</i>	<i>Cr Scott Henschen</i>
<i>Roads &amp; Drainage Water Wastewater</i>	<i>Cr Gavin Jones</i>

**AMENDMENT**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the following portfolios be used as a guide for the Chief Executive Officer and a report be brought back to the August Standing Committee Meeting.

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance &amp; Strategy People &amp; Culture Communications/ Media Finance ICT Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery Parks &amp; Gardens Property &amp; Facility Management Indigenous Affairs Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> <li>• <i>health</i></li> <li>• <i>youth</i></li> </ul> <i>Arts Heritage Local Disaster Management Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism Sport &amp; Recreation Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> <li>• <i>industry</i></li> <li>• <i>agriculture</i></li> <li>• <i>water security</i></li> <li>• <i>energy and circular economy</i></li> </ul> <i>Planning Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Agriculture Industry Development Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads &amp; Drainage Water Wastewater Plant and Fleet</i>	<i>Cr Gavin Jones</i>

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

Against: Nil

**CARRIED 7/0**

**The amendment became the resolution.**

**COMMITTEE RESOLUTION 2022/6**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the following portfolios be used as a guide for the Chief Executive Officer and a report be brought back to the August Standing Committee Meeting.

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Corporate Governance &amp; Strategy People &amp; Culture Communications/ Media Finance ICT Advocacy and Community Relations</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience and Disaster Recovery Parks &amp; Gardens Property &amp; Facility Management Indigenous Affairs Compliance</i>	<i>Cr Kathy Duff</i>
<i>Community and Liveability</i> <ul style="list-style-type: none"> <li>• <i>health</i></li> <li>• <i>youth</i></li> </ul> <i>Arts Heritage Local Disaster Management Waste and Recycling</i>	<i>Cr Danita Potter</i>
<i>Tourism Sport &amp; Recreation Commercial Services</i>	<i>Cr Jane Erkens</i>
<i>Regional Development</i> <ul style="list-style-type: none"> <li>• <i>industry</i></li> <li>• <i>agriculture</i></li> <li>• <i>water security</i></li> <li>• <i>energy and circular economy</i></li> </ul> <i>Planning Housing</i>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Agriculture Industry Development Environment</i>	<i>Cr Scott Henschen</i>
<i>Roads &amp; Drainage Water Wastewater Plant and Fleet</i>	<i>Cr Gavin Jones</i>

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

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 4:10pm, General Manager Liveability Peter O'May left the meeting.

At 4:12pm, General Manager Liveability Peter O'May returned to the meeting.

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**8.3 LGAQ 126TH ANNUAL CONFERENCE: MOTION REQUEST**

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**COMMITTEE RESOLUTION 2022/7**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That South Burnett Regional Council resolves to submit the following motions to the 2022 Local Government Association of Queensland Annual Conference:

- a) That the LGAQ advocate for more funding for domestic violence in rural, regional and remote areas as more allocation of funds is needed for counsellors and ground support for all people in a DV situation including the people and organisations that support them.
- b) That the State Government amend the windfarm code 23 and solar farm code guidelines to regulate broader community consultation and social licence to operate requirements.
- c) Call on the State Government to increase the RMPC funding to cover the significant number of unfunded defects that exist in the state network rural/regional Councils so as to better reflect the transport asset maintenance requirements.
- d) That the State Government invest and back the LGAQ housing action plan and prioritise funding for social and affordable housing outcomes in regional Queensland.
- e) That the State Government develop and invest in core trunk infrastructure that is impeding growth in housing in regional Queensland.
- f) That the State Government develop a process of advocacy to the Australian Government in relation to regional university centres across rural Queensland.
- g) That the State Government make representation to the Federal Government in relation to increasing primary health care services (general practitioners) across suburban and regional Queensland.

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

Against: Nil

**CARRIED 7/0**

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**8.4 COUNCIL NOMINATE THE 2023 SPECIAL HOLIDAY**

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**COMMITTEE RESOLUTION 2022/8**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

South Burnett Regional Council progress the Monday of the 2023 Royal National Exhibition, Brisbane – Monday 14 August 2023, as the 2023 Show Holiday for the South Burnett region and further, complete the 2023 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 29 July 2022.

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

Against: Nil

**CARRIED 7/0**



**Attendance:**

At 4:39pm, Coordinator Executive Services Lynelle Paterson entered the meeting.

At 4:39pm, Executive Assistant Bree Hunt left the meeting.

At 4:41pm, Executive Assistant Bree Hunt returned to the meeting.

At 4:43pm, Coordinator Executive Services Lynelle Paterson left the meeting.

At 4:42pm, Cr Scott Henschen left the meeting.

**8.5 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION**

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**COMMITTEE RESOLUTION 2022/9**

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommend to Council:

1. The South Burnett Regional Council 2023 Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at the Nanango Showgrounds on Sunday 22 January 2023

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 4:45pm, Cr Scott Henschen returned to the meeting.

**8.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RINGSFIELD HOUSE ADVISORY COMMITTEE TERMS OF REFERENCE - STRATEGIC023**

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**COMMITTEE RESOLUTION 2022/10**

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Ringsfield House Advisory Committee Terms of Reference – Strategic023 be adopted as presented.

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

Against: Nil

**CARRIED 7/0**

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**8.7 21/22 EOFY STOCKTAKE**

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**COMMITTEE RESOLUTION 2022/11**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

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

Against: Nil

**CARRIED 7/0**

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**9 PORTFOLIO - REGIONAL DEVELOPMENT****9.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/12**

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, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 4:58pm, Coordinator Corporate Karen Searle entered the meeting.

**9.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**

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**COMMITTEE RESOLUTION 2022/13**

Moved: Cr Scott Henschen  
Seconded: Cr Danita Potter

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

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

Against: Nil

**CARRIED 7/0**

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### 9.3 TOURISM INDUSTRY & ENTITIES IDENTIFICATION

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#### COMMITTEE RESOLUTION 2022/14

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That South Burnett Regional Council investigate the costings to fund a workshop with VSB to look for further promotion of our tourism industry and entities identification and the safety of our Country with foot and mouth disease on our door step.

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

Against: Nil

**CARRIED 7/0**

#### **Attendance:**

At 5:16pm, Cr Kirstie Schumacher left the meeting.

At 5:19pm, Cr Kirstie Schumacher returned to the meeting.

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### 9.4 TOWN BROCHURES

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#### COMMITTEE RESOLUTION 2022/15

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That Council supports local business groups who wish to put together and fund their own town brochures that include Council assets and the Chief Executive Officer approve where appropriate the inclusion of Council assets.

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

Against: Nil

**CARRIED 7/0**

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#### 9.4.1 WONDAL TOWN BROCHURES

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Question on Notice from Cr Kirstie Schumacher:

Can we update the electronic file and share with Wondai business groups for the Wondai town brochure?

#### **Attendance:**

At 5:20pm, Manager Finance and Sustainability Kerri Anderson left the meeting (online).

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**9.3 REGIONAL UNIVERSITY CENTRES**

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**COMMITTEE RESOLUTION 2022/16**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Council note the report for information.

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

Against: Nil

**CARRIED 7/0****10 QUESTIONS ON NOTICE****10.1 QUESTION ON NOTICE - CR SCHUMACHER - CORPORATE INSURANCE RESERVOIRS**

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**COMMITTEE RESOLUTION 2022/17**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council receive and note the response to the question on notice raised by Councillor Kirstie Schumacher at the Infrastructure Standing Committee meeting held 3 November 2021.

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

Against: Nil

**CARRIED 7/0****11 CONFIDENTIAL SECTION****12 CLOSURE OF MEETING**

The Meeting closed at 5:35pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 17 August 2022.

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**CHAIRPERSON**