



# **MINUTES**

**General Meeting**

**31 July 2024**

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL  
GENERAL MEETING  
HELD AT THE BIGGENDEN BOARDROOM  
ON WEDNESDAY, 31 JULY 2024 AT 9.00AM**

**1 WELCOME/HOUSEKEEPING**

The Mayor declared the meeting open at 9.02am and welcomed all attendees.

**2 ATTENDEES**

<b>COUNCILLORS:</b>	Cr Leslie Hotz	(Mayor)
	Cr Melinda Jones	(Deputy Mayor / Division 1)
	Cr Trina Vaughan	(Division 2)
	Cr Susan Payne	(Division 3)
	Cr Renee McGilvery	(Division 4)
	Cr Michael Dingle	(Division 5)
	Cr Moira Thompson	(Division 6)
<b>OFFICERS:</b>	Craig Matheson	(Interim Chief Executive Officer)
	Anna Scott	(General Manager Works)
	Kim Mahoney	(General Manager Corporate and Community)
	Garth Nolan	(Planning and Environment Manager)
	Jane Sutherland	(Assets, Facilities and Fleet Manager)^*
	Jess Marteene	(Administration Officer – Executive Services)
	Kat Bright	(Senior Executive Assistant to the CEO & Mayor)
	Kath Hamilton	(Executive Assistant to the GM C&C)^
	Marlene Carstens	(Executive Assistant to the GM Works)^
	Michael Cartwright	(Governance, Policy and Risk Advisor)^
	Nori Luff	(Financial Services Manager)
	Rhys Habermann	(Executive Manager – Strategic Operations)
	Shaun Johnston	(Water and Wastewater Manager)*

*\*attended part of the meeting*

*^attended via Microsoft Teams*

**3 APOLOGIES/LEAVE OF ABSENCE**

The Mayor noted Cr Melinda Jones request for a leave of absence from the General Meeting scheduled for 28 August 2024.

**4 ACKNOWLEDGEMENT OF COUNTRY**

On behalf of Council, the Mayor extended an Acknowledgement of Country.

**5 MOMENT OF SILENCE AND REFLECTION**

The Mayor called for a moment of silence to pay respects to those who have passed in our region.

*Bevan Haupt Biggenden*

*Edward Neumann Gayndah*

*Ronald Hampson Monto*

*William Allen Monto*

**6 DEPUTATIONS/PETITIONS**

Nil.

**7 DECLARATIONS OF INTEREST**

Nil.

**8 CONFIRMATION OF MINUTES****8.1 MINUTES OF THE SPECIAL MEETING HELD ON 12 JUNE 2024****OFFICERS RECOMMENDATION**

That the Minutes of the Special Meeting held on 12 June 2024 be confirmed.

**RESOLUTION 2024/175**

Moved: Cr Melinda Jones

Seconded: Cr Renee McGilvery

That the Minutes of the Special Meeting held on 12 June 2024 be confirmed.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery,  
Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0****8.2 MINUTES OF THE GENERAL MEETING HELD ON 26 JUNE 2024****OFFICERS RECOMMENDATION**

That the Minutes of the General Meeting held on 26 June 2024 be confirmed.

**RESOLUTION 2024/176**

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That the Minutes of the General Meeting held on 26 June 2024 be confirmed.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery,  
Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 8.3 MINUTES OF THE BUDGET MEETING HELD ON 10 JULY 2024

#### OFFICERS RECOMMENDATION

That the Minutes of the Budget Meeting held on 10 July 2024 be confirmed.

Cr Payne requested an administrative amendment to the minutes on page 72 of the agenda. The proposed amendment is to encourage the private sector to provide new housing, thereby freeing up housing owned by contractors for itinerant workers. Through the Chair, Mr Matheson confirmed that the administrative amendment would be made before the minutes are officially published.

#### RESOLUTION 2024/177

Moved: Cr Susan Payne

Seconded: Cr Michael Dingle

That the Minutes of the Budget Meeting held on 10 July 2024 as amended be confirmed.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

## 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 9.1 OUTSTANDING COUNCIL RESOLUTIONS, QUESTIONS ON NOTICE AND ACTIONS REPORT

#### OFFICERS RECOMMENDATION

That Council receives and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 30 June 2021 to 23 July 2024.

#### RESOLUTION 2024/178

Moved: Cr Susan Payne

Seconded: Cr Moira Thompson

That Council receives and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively for the period from 30 June 2021 to 23 July 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**9.2 2023-2024 (FY24) - QUARTERLY PROGRESS REPORT (Q4)****OFFICERS RECOMMENDATION**

That Council receive and note the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

**RESOLUTION 2024/179**

Moved: Cr Susan Payne

Seconded: Cr Renee McGilvery

That Council receive and note the 2023-24 (FY24) Q4 Progress Report for the period 1 April 2024 – 30 June 2024 at **Attachment 1**.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**GM ACTION 33 QON - JUNE 2024 FLEET AUCTION COMMUNICATION TO COUNCILLORS**

Cr Payne enquired about the fleet auction held in June 2024, as noted on page 161 of the agenda, questioning whether Councillors were informed that this event was occurring. Ms Scott indicated that she understood that notice had been provided to Councillors and that the auction was promoted through Council's website and Facebook presence. Ms Scott advised that further clarification would be provided, taking the question on notice.

**GM ACTION 34 QON - CLARIFICATION ON ANIMAL IMPOUNDMENTS**

Cr Payne asked about the increase in animal impoundments as noted on page 185 of the agenda specifically asking if these impoundments were dogs. Ms Mahoney noted that clarification would be provided, taking the question on notice.

**GM ACTION 35 QON - ONLINE PAYMENT SYSTEM ETA**

Cr Jones enquired about the estimated time for completion of testing and commissioning of the online payment system, as noted on page 126 of the agenda. Ms Mahoney noted that clarification would be provided, taking the question on notice.

**GM ACTION 36 COMMUNICATION REGARDING THE RESEAL PROGRAM**

On page 158 of the agenda, Cr Jones requested communication to residents regarding the reseal program due to concerns raised by community of unfinished works. Ms Scott noted that the specific works in question were contracted out and that efforts are being made to consolidate work into targeted areas rather than distributing this across the region. Additionally, weather conditions have impacted the progress of these works. Mr Haberman confirmed that communication would be provided.

**GM ACTION 37 COMMUNITY AWARENESS OF GRADING ZONES**

Cr Thompson enquired about grading zones on page 155 of the agenda, asking if the locations of each zone was known to community. Mr Matheson confirmed that a link to the zone maps would be provided in future reports and also suggested that this would be included on Councils website.

**10 CORPORATE AND COMMUNITY****10.1 FINANCE REPORT TO 30 JUNE 2024****OFFICERS RECOMMENDATION**

That Council, in accordance with section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 30 June 2024 at **Attachment 1**.

**RESOLUTION 2024/180**

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Council, in accordance with section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 30 June 2024 at **Attachment 1**.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**GM ACTION 37 COMMUNICATION RE. PRIVATE WORKS AND JET PATCHER AVAILABILITY**

Cr Payne enquired on page 196 about private works exceeding budget, asking for clarification on this matter. Ms Scott explained that Council's position is to not offer to undertake private works. However, Council does consider requests on a case by case basis to seal driveways while the Jet Patcher is in the vicinity, as no other affordable service providers are available in the region. The Mayor requested that the community be informed of Council undertaking such works on this basis.

**GM ACTION 38 ENHANCED COMMUNICATION FOR RATES PAYMENT OPTIONS**

Cr Thompson enquired whether information on payment options for rates is provided, such as weekly and fortnightly payments. Through the Chair, Mr Matheson confirmed that payment options are included in the rates notice and suggested that additional communications could be shared on social media when rates are issued.

**GM ACTION 39 QON - PROVIDE UTILISATION DATA OF RATES PAYMENT OPTIONS**

Cr Thompson also enquired if Council had data on the number of people utilising the different payment options. Mr Matheson noted that the information would be provided to Councillors, taking the question on notice.

## 10.2 2024 INTERIM AUDIT REPORT

### OFFICERS RECOMMENDATION

That Council receives and notes the Queensland Audit Office 2024 Interim Report for the year ended 30 June 2024 at **Attachment 1**.

#### RESOLUTION 2024/181

Moved: Cr Susan Payne

Seconded: Cr Melinda Jones

That Council receives and notes the Queensland Audit Office 2024 Interim Report for the year ended 30 June 2024 at **Attachment 1**.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

#### GM ACTION 40 DISTRIBUTE REVALUATIONS WORKING PAPER TO COUNCILLORS

Cr Dingle raised a concern about the onsite valuation of roads and bridges not being updated in the asset management plan. Through the Chair, Ms Scott noted that a full onsite valuation was conducted approximately two years ago and that the 2024/2025 budget process highlighted the need for a review due to high infrastructure and road depreciation. Mr Matheson added that a revaluation of assets is required every five years. Ms Mahoney stated that Councillors would be provided with the revaluations working paper tabled at the previous Audit and Risk Committee Meeting, detailing the works to be completed.

### 10.3 PLANNING SCHEME AMENDMENT

#### OFFICERS RECOMMENDATION

That Council:

1. Approve the consultation program for the 'Major Amendment – Business Resilience Amendment' planning scheme amendment in accordance with the Communications Strategy provided at **Attachment 1**.
2. Authorise the Chief Executive Officer to commence consultation for at least the minimum 20 business days as soon as practicable, whilst ensuring that matters like the timing of the September school holidays period is taken into account in terms of determining the overall duration of the consultation program.

#### RESOLUTION 2024/182

Moved: Cr Moira Thompson

Seconded: Cr Renee McGilvery

That Council:

1. Approve the consultation program for the 'Major Amendment – Business Resilience Amendment' planning scheme amendment in accordance with the Communications Strategy provided at **Attachment 1**.
2. Authorise the Chief Executive Officer to commence consultation for at least the minimum 20 business days as soon as practicable, whilst ensuring that matters like the timing of the September school holidays period is taken into account in terms of determining the overall duration of the consultation program.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**



## 11 WORKS

### 11.1 PARADISE DAM REFERENCE GROUP MEETING SUMMARY - 9 MAY 2024

#### OFFICERS RECOMMENDATION

That Council notes the meeting summary provided by Sunwater following the Paradise Dam Reference Group Meeting held on 9 May 2024.

#### RESOLUTION 2024/183

Moved: Cr Trina Vaughan

Seconded: Cr Melinda Jones

That Council notes the meeting summary provided by Sunwater following the Paradise Dam Reference Group Meeting held on 9 May 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 11.2 TRADE WASTE POLICY REVIEW

#### OFFICERS RECOMMENDATION

That Council adopts the revised Governance Policy 2232 - Trade Waste.

#### RESOLUTION 2024/184

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That Council adopts the revised Governance Policy 2232 - Trade Waste.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 11.3 ASSET MANAGEMENT POLICY

#### OFFICERS RECOMMENDATION

That Council adopt the amended Policy 2256 - Asset Management.

#### RESOLUTION 2024/185

Moved: Cr Renee McGilvery

Seconded: Cr Michael Dingle

That Council adopt the amended Policy 2256 - Asset Management.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 12 COUNCILLOR REPORTS

#### 12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - JUNE 2024

#### OFFICERS RECOMMENDATION

That Council receives the Councillor Reports for the period 1 June 2024 to 30 June 2024.

#### RESOLUTION 2024/186

Moved: Cr Melinda Jones

Seconded: Cr Trina Vaughan

That Council receives the Councillor Reports for the period 1 June 2024 to 30 June 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**12.2 MAYOR AND DEPUTY MAYORS REPORT - ALGA NGA 2024****OFFICERS RECOMMENDATION**

That Council:

1. Acknowledges the feedback from the Mayor and Deputy Mayor regarding their attendance at the 2024 ALGA National General Assembly; and
2. Requests the Chief Executive Officer to provide feedback to the ALGA Board regarding the limited debate opportunities for motions grouped in Section A, including the inadequate four-hour allotted debate time and insufficient adherence to debating rules.

**RESOLUTION 2024/187**

Moved: Cr Moira Thompson

Seconded: Cr Michael Dingle

That Council:

1. Acknowledges the feedback from the Mayor and Deputy Mayor regarding their attendance at the 2024 ALGA National General Assembly; and
2. Requests the Chief Executive Officer to provide feedback to the ALGA Board regarding the limited debate opportunities for motions grouped in Section A, including the inadequate four-hour allotted debate time and insufficient adherence to debating rules.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

### 12.3 CR PAYNE - COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - LOCAL AUTHORITY WASTE MANAGEMENT ACTION COMMITTEE (LAWMAC) WORKSHOP, AGM & GENERAL MEETING

#### OFFICERS RECOMMENDATION

That Council receive the Councillor Payne's report on her participation at the LAWMAC events held in Cairns on 20 & 21 June 2024

#### RESOLUTION 2024/188

Moved: Cr Melinda Jones  
Seconded: Cr Moira Thompson

That Council:

1. Receive the Councillor Payne's report on her participation at the LAWMAC events held in Cairns on 20 & 21 June 2024; and
2. Note that the opening address was conducted by Councillor Brett Mollier.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**NOTE:** Mayor Hotz commended Councillors for their efforts in providing engagement and insight reports to Council. Mr Matheson advised (in response to the discussion) that moving forward, when recommendations or suggestions are identified, a report would be presented to Councillors at an appropriate General Meeting or Councillor Workshop.

### 12.4 CR VAUGHAN - COUNCILLOR ENGAGEMENTS & INSIGHTS FORM - SUSTAINABLE FUTURES FESTIVAL GYMPIE

#### OFFICERS RECOMMENDATION

That Council receive the Councillor Vaughan's report on her attendance at the Sustainable Futures Festival on 23 June 2024.

#### RESOLUTION 2024/189

Moved: Cr Renee McGilvery  
Seconded: Cr Melinda Jones

That Council receive the Councillor Vaughan's report on her attendance at the Sustainable Futures Festival on 23 June 2024.

In Favour: Crs Leslie Hotz, Melinda Jones, Trina Vaughan, Susan Payne, Renee McGilvery, Michael Dingle and Moira Thompson

Against: Nil

**CARRIED 7/0**

**GM ACTION 41 FUTURE RENEWABLES PRESENTATION BY THE DEPARTMENT OF ENERGY AND CLIMATE**

Cr Jones queried whether the Department of Energy and Climate could be invited to present to Council and Community to discuss the future of renewables and potential opportunities in the region. Through the Chair, Mr Matheson suggested that officers would investigate upcoming opportunities for such a presentation.

**13 URGENT BUSINESS**

Nil.

**14 CONFIDENTIAL REPORTS**

Nil.

**15 CLOSURE OF MEETING**

The Meeting closed at 11.16am.

The minutes of this meeting were confirmed at the General Meeting held on 28 August 2024.

  
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CHAIRPERSON