



MINUTES

General Meeting

25 September 2024

**MINUTES OF NORTH BURNETT REGIONAL COUNCIL
GENERAL MEETING
HELD AT THE MT PERRY BOARDROOM
ON WEDNESDAY, 25 SEPTEMBER 2024 AT 9:00 AM**

1 WELCOME/HOUSEKEEPING

The Mayor declared the meeting open at 9.00am and welcomed all attendees.

2 ATTENDEES

COUNCILLORS:

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)

OFFICERS:

Craig Matheson	(Interim Chief Executive Officer)*
Kim Mahoney	(General Manager Corporate & Community)*
Shaun Johnston	(Acting General Manager Works)*
Jenny Hall	(Customer Experience & Communities Manager)*^
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, Integrity and Risk Advisor)
Nori Luff	(Financial Services Manager)*^
Rhys Habermann	(Executive Manager – Strategic Operations)*

**attended part of the meeting*

^attended via Microsoft Teams

3 APOLOGIES/LEAVE OF ABSENCE

Nil.

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 since 18 September 2024.

June Kimber Biggenden

Charles Pinwill Gayndah

Pamela Taylor Gayndah

Margaret Seeds Monto

Pat Smith Mt Perry

6 DEPUTATIONS/PETITIONS

Ms Irene Duda attended the meeting at 9:11 AM to present a deputation on behalf of the Mt Perry community regarding the staircase at 66 Heusman Street.

Ms Duda expressed dissatisfaction with the lack of communication surrounding the staircase repairs and emphasised the significant time elapsed since the issue was first raised. Further, Ms Duda requested a meeting with Council at a mutually suitable time to discuss maintenance of public areas and other matters, noting that Mt Perry previously won a Tidy Towns award prior to amalgamation.

In response, Mr Matheson (Interim CEO) summarised the detail noted in the officers report.

Ms Duda concluded her presentation at 9:16am.

6.1 DEPUTATION - MOUNT PERRY STAIRCASE

OFFICERS RECOMMENDATION

That Council receive and note the deputation from residents of Mount Perry relating to the replacement of the staircase in front of the Customer Service and Library Centre, located at 66 Heusman Street, Mount Perry.

RESOLUTION 2024/212

Moved: Cr Moira Thompson

Seconded: Cr Michael Dingle

That Council receive and note the deputation from residents of Mount Perry relating to the replacement of the staircase in front of the Customer Service and Library Centre, located at 66 Heusman Street, Mount Perry.

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

Against: Nil

CARRIED 7/0

7 DECLARATIONS OF INTEREST

Nil.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GENERAL MEETING HELD ON 28 AUGUST 2024

OFFICERS RECOMMENDATION

That the Minutes of the General Meeting held on 28 August 2024 be confirmed.

RESOLUTION 2024/213

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That the Minutes of the General Meeting held on 28 August 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 SPECIAL MEETING HELD ON 11 SEPTEMBER 2024

OFFICERS RECOMMENDATION

That the Minutes of the Special Meeting held on 11 September 2024 be confirmed.

RESOLUTION 2024/214

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That the Minutes of the Special Meeting held on 11 September 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

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 to 12 September 2024.

RESOLUTION 2024/215

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That Council receives and notes the Outstanding Council Resolutions, Questions on Notice and Actions Report at **Attachments 1, 2 and 3** respectively to 12 September 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 INVITATION TO ATTEND 2024 LEXUS MELBOURNE CUP

OFFICERS RECOMMENDATION

That Council:

1. Thank Evolution Mining for the invitation to the Mayor to attend the Melbourne Cup Carnival at Flemington Racetrack, Melbourne Victoria, on 5 November 2024;
2. Authorise a Councillor to accept the invitation and attend this event as the representative of the North Burnet Regional Council; and
3. Subject to recommendation (2) above, determine whether the travel and accommodation costs for the Councillor authorised to attend this event will be met by Council under the Reimbursement and Provision of Facilities for Mayor and Councillors Policy and associated Procedure.

RESOLUTION 2024/216

Moved: Cr Melinda Jones

Seconded: Cr Trina Vaughan

That Council thank Evolution Mining for the invitation to the Mayor to attend the Melbourne Cup Carnival at Flemington Racetrack, Melbourne Victoria, on 5 November 2024 and advise that the invitation is regretfully declined.

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

Against: Nil

CARRIED 7/0

9.3 COUNCILLOR PORTFOLIOS

OFFICERS RECOMMENDATION

That Council:

1. Resolves to adopt the following Portfolio model -
 - i. Water and Waste
 - ii. Roads and Infrastructure
 - iii. Arts, Sports and Recreation
 - iv. Economic Development, Community and Tourism
2. Appoints the following Councillors as Portfolio and Proxy / Assistant Portfolio Councillors:

Portfolio	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	Cr [enter name]	Cr [enter name]
Roads and Infrastructure	Cr [enter name]	Cr [enter name]
Arts, Sports and Recreation	Cr [enter name]	Cr [enter name]
Economic Development, Community and Tourism	Cr [enter name]	Cr [enter name]

3. Notes the attached Governance Policy 2212 Portfolios.
4. Authorises the Chief Executive Officer to make administrative amendments to the Protocols/Terms of Reference contained at Annexure 1 within the Policy document, as required, to ensure operational efficiencies can be maintained.

RESOLUTION 2024/217

Moved: Cr Melinda Jones

Seconded: Cr Trina Vaughan

That Council:

1. Resolves to adopt the following Portfolio model -
 - i. Water and Waste
 - ii. Roads and Infrastructure
 - iii. Arts, Sports and Recreation
 - iv. Economic Development, Community and Tourism
2. Appoints the following Councillors as Portfolio and Proxy / Assistant Portfolio Councillors:

Portfolio	Portfolio Councillor	Proxy / Assistant Councillor
Water and Waste	Cr Payne	Cr Thompson
Roads and Infrastructure	Cr Dingle	Cr Vaughan
Arts, Sports and Recreation	Cr McGilvery	Cr Vaughan, Cr Thompson and Cr Jones
Economic Development, Community and Tourism	Cr Jones	Cr Vaughan, Cr McGilvery and Cr Thompson

3. Notes the attached Governance Policy 2212 Portfolios.
4. Authorises the Chief Executive Officer to make administrative amendments to the Protocols/Terms of Reference contained at Annexure 1 within the Policy document, as required, to ensure operational efficiencies can be maintained.

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

Against: Nil

CARRIED 7/0

9.4 2024-2028 ADVOCACY PLAN

OFFICERS RECOMMENDATION

That Council:

1. Endorse the North Burnett Regional Council 2024-2028 Advocacy Plan at **Attachment 1** to this report; and
2. Authorise the Chief Executive Officer to make minor administrative amendments and formatting enhancements to the 2024-2028 Advocacy Plan, if required, prior to publication.

RESOLUTION 2024/218

Moved: Cr Renee McGilvery

Seconded: Cr Melinda Jones

That Council:

1. Endorse the North Burnett Regional Council 2024-2028 Advocacy Plan at **Attachment 1** to this report; and
2. Authorise the Chief Executive Officer to make minor administrative amendments and formatting enhancements to the 2024-2028 Advocacy Plan, if required, prior to publication.

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

Against: Nil

CARRIED 7/0

At 9.45am, Ms Luff (Financial Services Manager) and Ms Hall (Customer Experience and Communities Manager) joined the meeting.

10 CORPORATE AND COMMUNITY

10.1 FINANCE REPORT AS AT 31 AUGUST 2024

OFFICERS RECOMMENDATION

That Council, under section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 31 August 2024 at **Attachment 1**.

RESOLUTION 2024/219

Moved: Cr Renee McGilvery

Seconded: Cr Moira Thompson

That Council, under section 204 (2) (b) of the *Local Government Regulation 2012*, receive and note the Finance Report for the period ended 31 August 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

At 10.01am, Ms Luff left the meeting.

I, Cr Melinda Jones, notify a deorable conflict of interest in relation to Item 10.2 - Regional Arts Development Fund (RADF) 2024-2025 as I am an appointed community member on the North Burnett Arts and Cultural Advisory Committee. I wish to remain in the room for the discussion and vote as the matter relates to the overall RADF fund initiatives and not how it is distributed and awarded to community groups and individuals.

DECLARATION OF INTEREST - CR JONES

RESOLUTION 2024/220

Moved: Cr Renee McGilvery

Seconded: Cr Trina Vaughan

That Cr Jones remain in the room for the discussion and vote in relation to Item 10.2 - Regional Arts Development Fund (RADF) 2024-2025.

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

Against: Nil

CARRIED 6/0

10.2 REGIONAL ARTS DEVELOPMENT FUND (RADF) 2024-2025

OFFICERS RECOMMENDATION

That Council endorse the following Regional Arts Development Fund (RADF) Council-Led Initiatives:

- (a) **Initiative 1:** Arts, Culture and Heritage Strategy - \$15,000.
- (b) **Initiative 2:** Quick Response Bursary Program - \$2,000.

RESOLUTION 2024/221

Moved: Cr Trina Vaughan

Seconded: Cr Moira Thompson

That Council endorse the following Regional Arts Development Fund (RADF) Council-Led Initiatives:

- (a) **Initiative 1:** Arts, Culture and Heritage Strategy - \$15,000.
- (b) **Initiative 2:** Quick Response Bursary Program - \$2,000.

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

Against: Nil

CARRIED 7/0

At 10.10am, Ms Hall left the meeting.

11 WORKS

Nil.

12 COUNCILLOR REPORTS**12.1 OVERVIEW OF MAYOR AND COUNCILLORS ACTIVITIES - AUGUST 2024****OFFICERS RECOMMENDATION**

That Council receives the Councillor Reports for the period 1 August 2024 to 31 August 2024.

RESOLUTION 2024/222

Moved: Cr Moira Thompson

Seconded: Cr Renee McGilvery

That Council receives the Councillor Reports for the period 1 August 2024 to 31 August 2024.

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

Against: Nil

CARRIED 7/0

13 URGENT BUSINESS

Through the Chair, Mr Matheson took the opportunity to brief the Mayor and Councillors on the progress of the project to reinstate the staircase in front of the Mount Perry Customer Service and Library Centre. Mr Matheson informed Council that given the estimated value of the proposed works, Council is required under section 225 of the *Local Government Regulation 2012* to seek at least three quotes to select a contractor to undertake these works.

Mr Matheson informed Council that Council officers have sought quotations from seven parties and is currently engaged in discussions with one of these contractors. Should these discussions result in a successful outcome, Councillors and the community will be advised of the appointed contractor and a schedule for the commencement and completion of these works.

At 10.16am, Mr Matheson, Ms Mahoney, Mr Johnston and Mr Habermann left the meeting.

14 CONFIDENTIAL REPORTS

OFFICERS RECOMMENDATION

That Council considers the confidential report listed below in a meeting closed to the public in accordance with section 254J of the *Local Government Regulation 2012*:

14.1 Update on the Appointment of the Chief Executive Officer

This matter is considered to be confidential under section 254J(3)(a) of the *Local Government Regulation 2012*, 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 the appointment, discipline or dismissal of the chief executive officer.

RESOLUTION 2024/223

Moved: Cr Melinda Jones

Seconded: Cr Michael Dingle

That Council considers the confidential report listed below in a meeting closed to the public in accordance with section 254J of the *Local Government Regulation 2012*:

14.1 Update on the Appointment of the Chief Executive Officer

This matter is considered to be confidential under section 254J(3)(a) of the *Local Government Regulation 2012*, 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 the appointment, discipline or dismissal of the chief executive officer.

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED INTO A CLOSED SESSION AT 10.17AM.

NOTE: During the confidential session, Councillors discussed the content in the confidential report listed above.

RESOLUTION 2024/224

Moved: Cr Trina Vaughan

Seconded: Cr Renee McGilvery

That Council moves out of Closed Session into Open Session.

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

Against: Nil

CARRIED 7/0

THE MEETING MOVED BACK INTO AN OPEN SESSION AT 10.48AM.

14.1 UPDATE ON THE APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER**OFFICERS RECOMMENDATION**

That Council:

1. Receive and note this report.
2. Authorise the Mayor and Deputy Mayor to finalise and execute on behalf of Council, a revised contract of employment, with the preferred candidate, as discussed in the confidential session of today's General Meeting.

OR

3. Advise the preferred candidate that Council is not amenable to the revised contract of employment; and
4. Authorise the Mayor and Deputy Mayor to finalise and execute on behalf of Council, a proposed contract of employment, with the alternate preferred candidate, as discussed in the confidential session of today's General Meeting.

RESOLUTION 2024/225

Moved: Cr Michael Dingle

Seconded: Cr Trina Vaughan

That Council:

1. Receive and note this report.
2. Authorise the Mayor and Deputy Mayor to finalise and execute on behalf of Council, a revised contract of employment, with the preferred candidate, as discussed in the confidential session of today's General Meeting.

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

Against: Nil

CARRIED 7/0

15 CLOSURE OF MEETING

The Meeting closed at 10.49am.

The minutes of this meeting were confirmed at the General Meeting held on 30 October 2024.


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CHAIRPERSON