

MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 10 JULY 2019 COMMENCING AT 9.09AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. J L Chambers, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank, Deputy Director Infrastructure Services/Strategic Road Management - Cameron Hoffmann, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Economic & Community Development – Ed Sims, Lead Animal Control / Community Safety Officer – Gavin (Jason) Scott, Project Officer Program & Contract Management – Luci Gunning.

GUESTS

There were no guests in attendance at the meeting.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.09am.

APOLOGIES

Resolution No. GM/07.2019/01

Moved Cr Newman

Seconded Cr Stanford

That apologies be received and leave of absence granted for Councillors O’Neil and Chandler for this meeting.

CARRIED

7/0

CONFIRMATION OF MINUTES

Resolution No. GM/07.2019/02

Moved Cr Chambers

Seconded Cr Scheffe

That the minutes of the General Meeting held on 26 June 2019 be confirmed.

CARRIED

7/0

Resolution No. GM/07.2019/03

Moved Cr Flynn

Seconded Cr Newman

That the minutes of the Budget Submissions & Financial Planning Standing Committee Meeting held on 2 July 2019 be confirmed.

CARRIED

7/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Scheffe declared a 'Conflict of Interest' with the following item:

- C.12 – Bassett Park – KD Bar Extension Project

due to his brother being 'President' of one of the groups consulted with for the project under consideration.

Cr. Scheffe foreshadowed that he would remove himself from discussions and decisions on this matter.

Cr. Flynn declared a 'Conflict of Interest' with the following item:

- C.12 – Bassett Park – KD Bar Extension Project

due to him being 'Treasurer' of the Easter in the Country Committee, an organisation mentioned in discussions on this matter.

Cr. Flynn foreshadowed that he would remove himself from discussions and decisions on this matter.

ON THE TABLE

Item Number:	5.1	File Number: D19/57753
SUBJECT HEADING:	REVISED EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)	
Officer's Title:	Chief Executive Officer	

Executive Summary:

The report sought adoption of a revised Expenses Reimbursement Policy (Councillors).

Resolution No. GM/07.2019/04

Moved Cr Chambers

Seconded Cr Newman

That Council adopt the revised Expenses Reimbursement Policy (Councillors) as presented, and as follows:

1. Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

Prior to seeking authorisation for the payment of reasonable expenses or seeking provision of the facilities referred to in this policy, all Councillors must complete the 'Councillor Options Form' included in Appendix A to this policy.

2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

Spouses, partners, family members or associates of Councillors are not entitled to:

- reimbursement of expenses; or
- use of Facilities (as defined in this policy) allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

3. Definitions

Councillors	Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
Council Business	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community. This includes:</p> <ul style="list-style-type: none"> • Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections; • Advocacy to other tiers of government; • Council community engagement activities including advisory committees and town meetings; • Council civic and ceremonial events; • Professional development; • Deputations or meetings with residents of the local government area about Council matters; • Councillor Portfolio activities; • Council/Councillor representation at local government events; • Matters otherwise resolved by Council.

	Council Civic and Ceremonial Events	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <ul style="list-style-type: none"> • Anzac Day Ceremonies • Australia Day Ceremonies and/or Celebrations • Remembrance Day Ceremonies • Official Openings of Council Projects • Citizenship Ceremonies • Council Arranged Events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week). <p>The format of the event's proceedings may:</p> <ul style="list-style-type: none"> • Include dignitaries and other invited guests, including representatives of the Federal and State Government; • In whole or part be governed by the Federal or State Government.
	Industry Events	<p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>
	Community Initiated and Arranged Events	<p>Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.</p>
	Community Engagement	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p> <ul style="list-style-type: none"> • Advisory Committees; • Councillor Out & About programs; • Town Meetings; • Representation on community committees as a Council representative; • Project specific engagement activities. <p>Refer also Council's Community Engagement Framework.</p>

Expenses	<p>Payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
Facilities	<p>Equipment, resources and administrative support (employee time) that facilitate the performance of Councillor duties.</p>
Professional Development	<p>All types of facilitated learning opportunities, both mandatory and discretionary.</p> <p>Mandatory Professional Development:</p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor's role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p>Discretionary Professional Development:</p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend, and is identified as relevant to their role as a Councillor (other than mandatory training as outlined above).</p>
Reasonable	<p>Refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.</p>

4. Details

4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;

- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

The policy aims to provide a range of options for Councillors to select which best meet their personal circumstances, while still complying with the local government principles in the performance of their responsibilities.

4.2 APPROVAL AND AUTHORISATION

Council officers will provide the specified facilities and administer expenses in accordance with this policy and the processes approved by the Chief Executive Officer for:

- payments made for or on behalf of Councillors; or
- payments to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); or
- reimbursement to a Councillor for expenses incurred by a Councillor; or
- issue of invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel).

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor advising whether or not they require a Council issued credit card – to be used in accordance with this policy.

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval for costs associated with travel outside the region and budget provisions.

Where Councillors claim reimbursement or are accountable for acquittal of expenses incurred via a credit card, payment forms / copies of receipts or other supporting documentation must be signed by the requesting Councillor and the officer delegated by the Chief Executive Officer.

Whilst this policy establishes clear accountabilities there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such request can be brought to Council for a decision, and an amendment made to the policy if required.

4.3 EXPENSES

4.3.1 Council Business & Other Events

Where Councillors are attending to Council Business or other events defined in this policy, Council will pay for relevant expenses, including tickets, associated with that activity:

- Council Business
- Council Civic and Ceremonial Events
- Industry Events
- Community Initiated and Arranged Events

In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

- (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
- (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g. airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

4.3.2 Professional Development

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.

4.3.3 Flights, Transport

Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Other than in the case of an after-hours emergency, personal or non-Council credit cards or accounts/funds are not to be used for the purposes of airfares for Council Business if reimbursement is sought.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise if Frequent Flyer points will accrue while on Council Business.

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:

- a) points plus pay (by the Councillor using the Council credit card); or
- b) via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the site).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed or paid for by Council.

Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. trains, taxis, buses and ferry fares).

Council recognises that in some instances Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for the travel or accommodation (4.3.4).

This extends to ensuring any airline / transit fares are no more than what would have been incurred had the Councillor returned at the end of the official business. Should the costs be additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.

Costs for incidental personal travel expenses ancillary to travel outside the region for Council Business must be met by the Councillor.

4.3.4 Accommodation

All Councillor accommodation for Council Business will generally be booked and paid for by Council through the normal administrative processes approved by the Chief Executive Officer.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Council provided accommodation; or
- Local accommodation service provider.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected accommodation type while attending Roma for Council Business and events covered by this policy.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.

4.3.5 Meals and Beverages

Councillors are entitled to be provided with a meal including non-alcoholic beverages, or reimbursed for the cost of a meal and non-alcoholic beverages, when travelling or attending to Council Business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.

Notwithstanding this clause, in instances where an elected member is hosting a dignitary/dignitaries at the invitation of Council, hospitality may include the purchase of meals or alcoholic beverages by either direct payment by Council or reimbursement to the Councillor.

4.3.6 Councillor Community Engagement (Excluding Caretaker Period)

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).

4.3.7 Additional Expenses for Mayor Hospitality

The Mayor may have occasion to incur hospitality expenses to entertain dignitaries while conducting Council Business.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor, or paid for by Council, in this regard is \$4,000 per annum.

Notwithstanding clause 4.3.5, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

4.4 FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

4.4.1 Office Space, Access to Meeting Rooms and Office Supplies and Equipment

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers);
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers;
- Council publications where available.
- Councillor letterhead arranged through the Elected Members Support & Community Engagement Officers and used in accordance with this policy;

The following stationery and office supplies will be made available in reasonable quantities to Councillors for official (Council) purposes arranged through the Elected Members Support & Community Engagement Officers;

- business cards
- customer contact cards
- 'with compliments' slips
- paper for printing
- notepaper
- pens
- other stationery as required from time to time (e.g. folders)

Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

4.4.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to invited Councillors. To facilitate the scheduling of the diaries of all nine Councillors, Councillors are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council Business appointments to assist with the planning process.

RSVP's in relation to invitations sent to Council will be provided by a Council representative, which will ordinarily be an Elected Members Support & Community Engagement Officer. RSVPs will be provided based on the responses received by the RSVP date – either electronically through (a) Elected Member Diary Meetings or (b) Electronic Diary Invitations.

(a) Elected Member Diary Meetings

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors. Meetings will generally take place from 9.00am - 9.45am on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

The Elected Members Support & Community Engagement Officer will seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;
- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors' (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all Councillors' electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;
- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;
- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

(b) Electronic Diary Invitations

Due to high volume of diary events pertaining to Councillors each year, Councillors' diaries are managed electronically through Microsoft Outlook by an Elected Members Support & Community Engagement Officer. Not only does this reduce printing and paper costs, it also provides automatic record-keeping and effective, efficient and economical management of public resources, with invitations sent to all Councillors in one step, and individual Councillors are able to indicate their attendance by clicking on 'Accept'.

Alternatively, Councillors may wish to use a mix of Option (a) and (b) depending on availability.

(c) Diary Entries' Printing / Record Keeping

In lieu of (a) and (b) Councillors may elect to have their diary entries (appointments, meetings, events) printed to view, and accept or decline in writing (on the printed copy) or verbal advice to the Elected Members Support & Community Engagement Officer or delegate.

Where this is a Councillor's preference, the Elected Members Support & Community Engagement Officer or delegate will undertake the following additional steps for the Councillor/s selecting this option:

- print diary entries;
- Accept or Decline based on the Councillor's written or verbal advice;
- Store associated records / advice confirmations;
- Print a copy of the calendar for the week in advance and the month ahead.

The Councillor will meet on a weekly basis with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009*.

Where the Mayor is unable to attend a particular appointment/meeting/event, such advice is to be provided to the Elected Members Support & Community Engagement Officer by the RSVP date and in sufficient time to enable alternative speech preparations to be made.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected option for diary management.

4.4.3 Other Administrative Support to Elected Members and Use of Letterhead

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:
 - the content is consistent with the role of a Councillor;
 - an individual Councillor is not speaking for or on behalf of Council;
 - the letter does not indicate or provide Council in-kind or financial support;

- the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.
- invitations to individual community engagement initiatives;
- congratulatory or thank-you messages;
- advocacy to other tiers of government for Council Business reflecting Council's position on matters;
- facilitating the reimbursement of expenses and other arrangements under this policy;
- preparation of speech notes where the request is received from the Councillor in sufficient time to enable information to be collated – as a general guide:
 - dot points (3) clear business days of the event;
 - 5 clear business days (full speech);
- acknowledgement letters/e-mails for correspondence to the Elected Members' Office;
- assisting with professional development arrangements and resources for elected members.

To remove any doubt, at no time is:

- Administrative support to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*).
- A Councillor's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.
- Seek to direct staff in contravention of this policy.

4.4.4 Maintenance Costs of Council Equipment

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

4.4.5 Insurance Cover

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

4.4.6 Uniform

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts (upon request)
- Corporate branded jacket (upon request)
- Personal Protective Equipment (PPE) as required in the discharge of official duties

4.5 VEHICLES

The aim of this policy is to ensure that no Councillor is financially disadvantaged by undertaking their Councillor responsibilities. However, it is recognised that due to an individual's personal/business circumstances their preference may be to use their private vehicle for all travel.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

4.5.1 Vehicle

- **Option 1 or Option 2 (Council Owned Vehicle)**

Due to the size of the Maranoa Regional Council area (58,834.5km²), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access these options. This will include the provision of a break down service and fuel card for Council Business use.

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council Business.

Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

Use of the vehicle is for Council Business and associated events only and is subject to compliance with any applicable motor vehicle policy adopted by Council from time to time.

- **Option 2 (Purchase of Limited Private Use)**

Councillors may enter into a private use agreement of the Council issued vehicle including for limited and reasonable private use (Note: To remove any doubt, travel to/from home wholly or mainly to undertake Councillor responsibilities is considered Council Business and not private use for the purpose of this policy).

The cost of limited private use at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council area is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

It is recognised that from time to time, another person, with the Councillor's consent, may drive the vehicle. In those instances, the Councillor must be aware of the general exclusions under Council's insurance policy. Specifically, a Councillor may be required to reimburse Council for any payments incurred by Council as a consequence of a claim made relating to the private use of a Council vehicle, where that claim is not covered by Council's insurance policy.

- **Option 3 or 4 (Private Vehicle for Council Business)**

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Due to their personal / business arrangements, a Councillor may prefer to use their private vehicles for undertaking their Councillor responsibilities.

It should be noted that Council insurance does not cover private vehicles used for Council Business.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council Business.

Details of the private use is to be recorded on a Councillor Expense Claim Form.

4.6 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND COMMUNICATIONS

4.6.1 Mobile Devices (Calls and Data)

The aim of this policy is to ensure that Council have a range of options for how they would like to be contactable while undertaking their Councillor responsibilities.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

4.6.2 Form of Councillor Communications for Correspondence

Due to high volume of correspondence received and documents generated by Council each year, these are managed electronically through Council's electronic document management system and Microsoft Outlook.

Not only does this reduce printing and paper costs, it automates a large part of Council's legislative record-keeping responsibilities, and assists in the effective, efficient and economical management of public resources.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option (i.e. electronic or printed/written format).

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and to provide instructions in paper/written format.

Where this is a Councillor's preference, an Executive Services Officer will:

- Print correspondence including correspondence sent to the Councillors' internal e-mail address;
- Enter the notes in Council's document management system and workflow the document to the relevant area.

The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice on each piece of correspondence.

Where a Councillor has selected to receive correspondence electronically, Attachment A ('**Councillor Options Form**') seeks clarification whether it is to be used for external correspondence direct to the Councillor noting that all internal communications will be direct to the Councillor address.

4.6.3 Other Methods of Contact for Council and Councillors

A number of e-mail address contacts for contacting Council to request a service, information or action are available on the Council website:

council@maranoa.qld.gov.au

customer.service@maranoa.qld.gov.au

As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

Office of the Mayor mayor@maranoa.qld.gov.au

Mayor and Councillors councillors@maranoa.qld.gov.au

Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy.

A copy of requests from customers for a service, information or action, received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to:

customer.service@maranoa.qld.gov.au

A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy & Processes. Administrative action complaints, for example, will be forwarded to:

internal.review@maranoa.qld.gov.au

5. Related Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Council Policies developed and reviewed from time to time in relation to:

- Credit Cards
- Councillors' Motor Vehicles
- Customer Service
- Complaints Management
- Mandatory Councillors' Code of Conduct (State Government)

6. Associated Documents

Nil

7. Revision History

Policy Revision	Approval Date	Internal Reference
1.00	25 January 2017	D17/3993 GM/01.2017/20
2.00	27 March 2019	D19/22790 GM/03.2019/108
3.00	10 July 2019	GM/07.2019/04

APPENDIX A – COUNCILLOR OPTIONS FORM

SELECTION OF OPTIONS

Decision 1 – Council issued credit card (Credit card facility)

Section 4.2

Expenses or Facilities Incurred / used by Councillors	New Councillor Checklist: (Please tick to select preferred option)	
	Option 1	Option 2
Credit card facility	Council issued credit card <input type="checkbox"/>	No Council credit card <input type="checkbox"/>

Reminder:
 Payment for all flights will be made by the officer delegated by the Chief Executive Officer (generally the Elected Member Support & Community Engagement Officer), or via a Council issued credit card.

Councillor Initial: _____

COUNCILLOR NAME:
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 2 – Frequent flyer program

Section 4.3.3

Expenses or Facilities Incurred / used by Councillors	Councillor Selected Option (tick applicable box)	
	Option 1	Option 2
Frequent Flyer points will accrue while on Council Business	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Reminder:

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:

- points plus pay (by the Councillor using the Council credit card); or
- via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the website).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

Councillor Initial: _____

COUNCILLOR NAME:
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 3 – Accommodation Preference within Roma for Councillor's Use while on Council Business or events where invited as a Councillor

Section 4.3.4

Expenses or Facilities Incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Not required
Accommodation for Councillor's Use	Council provided accommodation <input type="checkbox"/>	Local accommodation services provider (i.e. motel) <input type="checkbox"/>	<input type="checkbox"/>

Reminder:

Where a Councillor wishes to be accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor's accommodation (e.g. number or size of rooms) where the amount is reasonably practical to quantify.

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

3

Decision 4 – Diary management

Section 4.4.2

Expenses or Facilities Incurred / used by Councillors	Elected Members Support & Community Engagement	Councillor's Selected Option (Tick applicable box)	
		Option 1	Option 2
Diaries & Administrative Support for Diary Management – Appointments, Delegations, Meetings, Functions, Events	Calendar invitations received or initiated by Council for Councillors entered into Microsoft Outlook	Electronic This includes many electronic (printing infrequently upon request – e.g. for larger attachments) <input type="checkbox"/>	Printed <input type="checkbox"/>

Reminder:

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors ("Diary meetings"). Meetings will generally take place from 9.00am – 5.15pm on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

For Councillors selecting Option 2:

Councillors will meet collectively (generally on a weekly basis) with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- at the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the Local Government Act 2009 (by RSVP date to a sufficient time for alternative speech arrangements to be made).

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

4

Decision 5 – Vehicle

Section 4.5

Expenses or Facilities Incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)			
	Option 1	Option 2	Option 3	Option 4
Vehicle	Council Vehicle for Council Business Use OR Council Private Use <input type="checkbox"/>	Council Vehicle – Council Business Use Purchase of <u>Leased</u> Vehicle (Use by Councillor) <input type="checkbox"/>	Use of Private Vehicle Allowance based on <u>cost</u> of Council Business Use <input type="checkbox"/>	Use of Private Vehicle Council Business Use <input type="checkbox"/>
		Payment by Councillor to Council of \$2,500 per annum (RMSM) by 30 June 2020. Council will periodically review vehicle to ensure reasonable use of usage to individual Councillor payments pursuant to this option. Excessive usage may, subject to a Council resolution, result in an additional Councillor payment being required.	\$20 per km of Council Business Use (Log Book maintained and copies provided as part of the payment request) paid to the Councillor.	In the absence of a Log Book, the Councillor acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

5

Decision 6 – Information and Communication Technology (ICT) Equipment

Section 4.6.1

Expenses or Facilities incurred or used by Councilors	Councilor's Selected Option (Tick applicable box)				
	Option 1	Option 2	Option 3	Option 4	Option 5
Mobile Devices for Councilor's Use	Personal Mobile Phone	Personal Mobile Phone (Smart) + Call restriction to personal phone number	Personal Mobile Phone	Personal Mobile Phone	Personal Mobile Phone
	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	No mobile access to Council information
Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)
	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Councilor business, specifically.	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Councilor business, specifically.	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Councilor business, specifically.	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Councilor business, specifically.	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Councilor business, specifically.

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Microsoft Outlook (e-mail and Calendar)	Microsoft Outlook (e-mail and Calendar)	Microsoft Outlook (e-mail and Calendar) with corporate management of the Council's Outlook app. and (if necessary) managed through Council's mobile application management platform.	Microsoft Outlook (e-mail and Calendar) with corporate management of the Council's Outlook app. and (if necessary) managed through Council's mobile application management platform.	Microsoft Outlook (e-mail and Calendar) with corporate management of the Council's Outlook app. and (if necessary) managed through Council's mobile application management platform.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Phone number to be displayed on the Council website and other external Council communication networks	<input type="text"/>
Phone number to be displayed on Council internal communication networks (contact by a Councilor or Council Officer)	<input type="text"/>

Reminder:

Councilors, including those using a personal mobile phone to conduct Council business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

Councillor Initial: _____

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 7 – Councillor Communications for Correspondence Section 4.6.2

Expenses or Facilities incurred or used by Councilors	Councilor's Selected Option (Tick applicable box)	
	Option 1	Option 2
Communications	Electronic <input type="checkbox"/>	Paper <input type="checkbox"/> <i>Note: Spam/Marketing/Junk Mail will be separately sorted.</i>
If using your Councilor e-mail address to correspond externally, please tick.	External contact – Councilor address <input type="checkbox"/>	

Reminder:

In lieu of electronic receipt and responses in relation to correspondence, Councilors may elect to have copies printed to view and provide instructions in paper/written format. The Councilor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councilor's written advice in relation to correspondence (date received / date instructions provided or noted on the correspondence).

Councillor Initial: _____

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 8 – Speech Notes (As required)

Expenses or Facilities incurred or used by Councilors	Councilor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Option 3
Speech notes	Colombo <input type="checkbox"/>	Full speech <input type="checkbox"/>	Dependent on type of event <input type="checkbox"/>
	Councilor requested to write (if request for speech notes (S) clear business days prior to the event)	Councilor requested to write (if request for speech notes (S) clear business days prior to the event)	Councilor requested to write (if request for speech notes (S) clear business days prior to the event)

Councillor Signature _____

Date: _____
 13 / 19

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Chief Executive Officer

BUSINESS

OFFICE OF THE CEO

Item Number:

10.1

File Number: D19/55219

SUBJECT HEADING:

**ANNUAL SHOW (PUBLIC) HOLIDAYS FOR 2020 –
MARANOA REGIONAL COUNCIL AREA**

Officer's Title:

Human Resources & Training Advisor

Executive Summary:

The Office of Industrial Relations invited Maranoa Regional Council to submit nominations for the show (public) holidays for 2020.

The 2020 Roma Agricultural Show was proposed for Friday 8 and Saturday 9 May 2020 and the 2020 Mitchell Agricultural Show is scheduled for Monday 11 and Tuesday 12 May 2020.

Resolution No. GM/07.2019/05

Moved Cr McMullen

Seconded Cr Stanford

That the Chief Executive Officer make application for Ministerial approval for the following special holidays:

- Friday 8 May 2020 for the 2020 Roma Annual Show Holiday; and
- Tuesday 12 May 2020 for the 2020 Mitchell Annual Show Holiday.

CARRIED

7/0

Responsible Officer

Human Resources & Training Advisor

Item Number: 10.2 File Number: D19/57763

SUBJECT HEADING: CORPORATE PLAN - MINOR AMENDMENTS

Officer's Title: Chief Executive Officer

Executive Summary:

Preparation of the draft Operational Plan continued and some minor amendments were identified for Council's consideration.

Resolution No. GM/07.2019/06

Moved Cr Stanford

That the matter lay on the table for further consideration at a later point during the meeting.

CARRIED

7/0

CORPORATE, COMMUNITY & COMMERCIAL SERVICES

Item Number: 11.1 File Number: D19/34272

SUBJECT HEADING: PROPOSED ANIMAL MANAGEMENT (AMENDMENT)
LOCAL LAW AND SUBORDINATE LOCAL LAW

Officer's Title: Acting Executive Services Officer

Executive Summary:

The purpose of this report was to commence the local law making process for:

- *Animal Management (Amendment) Local Law (No.1) 2019,*
- *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and*
- *Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.*

Moved Cr Flynn

Seconded Cr Chambers

That Council resolves to propose to make each of:

- (a) **Animal Management (Amendment) Local Law (No. 1) 2019; and**
- (b) **Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and**
- (c) **Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.**

NO VOTE TAKEN

Cr. Newman enquired as to whether each item (points a, b and c), could be voted on separately, raising her concerns with regard to point (c) of the recommendation. The reporting officer provided further information in response to Cr. Newman's concerns, which Cr. Newman in turn indicated that she was satisfied with and was willing to vote on the recommendation.

Cr. Flynn then moved the following procedural motion:

Resolution No. GM/07.2019/07
Moved Cr Flynn
That the motion be put.

Subsequently, the initial draft motion was voted on, with the outcome recorded as follows:

Resolution No. GM/07.2019/08
Moved Cr Flynn
Seconded Cr Chambers
Council resolves to propose to make each of:

- (a) **Animal Management (Amendment) Local Law (No. 1) 2019; and**
- (b) **Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and**
- (c) **Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.**

CARRIED
5/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	Cr. McMullen
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer
Acting Executive Services Officer
Item Number:
11.2
File Number: D19/53028
SUBJECT HEADING:
SELECTIVE INSPECTION PROGRAM 2019
Officer's Title:
Manager - Community Services
Executive Summary:

A Selective Inspection Program was proposed for all township areas within the Maranoa Regional Council Area. The selective inspection program will monitor compliance with the Animal Management (Cats and Dogs) Act 2008 regarding registration and regulated dog provisions.

The inspection program may result in remedial action being undertaken and infringements issued where non-compliance is observed.

Properties will be selected where a Council Authorised Person has a reasonable belief that an unregistered and/or regulated dog may be present on the premises.

Public notice of the selective inspection program will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019.

Moved Cr Chambers

Seconded Cr Newman

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 2 September and conclude on Friday 29 November 2019.
4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of Subordinate Local Law No. 2 (Animal Management) 2011 where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019
6. Where non-compliance is observed, remedial action will be sought and infringements issued.

NO VOTE TAKEN

No vote was taken on the draft motion, with Cr. Chambers proposing the following procedural motion:

Resolution No. GM/07.2019/09

Moved Cr Chambers

Seconded Cr Newman

That Council suspend 'Standing Orders' to allow for all Councillors to speak on the matter should they wish to do so.

CARRIED

7/0

Resolution No. GM/07.2019/10

Moved Cr Chambers

Seconded Cr Newman

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.

3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 2 September and conclude on Friday 29 November 2019.
4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of Subordinate Local Law No. 2 (Animal Management) 2011 where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019
6. Where non-compliance is observed, remedial action will be sought and infringements issued.

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

Manager - Community Services

Item Number:

11.3

File Number: D19/54833

SUBJECT HEADING:

**ANNUAL VALUATION CONSULTATION FOR THE
MARANOA REGION**

Officer's Title:

Rates and Utilities Billing Officer

Executive Summary:

Correspondence was received from the Department of Natural Resources, Mines and Energy seeking Council's opinion on whether a valuation is required for the Maranoa Region to be effective 30 June 2020.

Resolution No. GM/07.2019/11

Moved Cr Schefe

Seconded Cr Flynn

That Council advise the Department of Natural Resources that an annual valuation should be undertaken for the Maranoa Region this financial year.

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Rates and Utilities Billing Officer
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Item Number: 11.4

File Number: D19/55635

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PLUMBING AND DRAINAGE REGULATION 2019

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Plumbing and Drainage Regulation 2019 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/12

Moved Cr Chambers

Seconded Cr Stanford

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Plumbing and Drainage Regulation 2019.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer	Governance Officer
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Item Number: 11.5

File Number: D19/55897

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PLUMBING AND DRAINAGE ACT 2018

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Plumbing and Drainage Act 2018 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/13

Moved Cr Newman

Seconded Cr Scheffe

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Plumbing and Drainage Act 2018.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer	Governance Officer
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Item Number: 11.6

File Number: D19/55956

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WASTE REDUCTION AND RECYCLING ACT 2011

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Waste Reduction and Recycling Act 2011 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/14

Moved Cr Flynn

Seconded Cr Stanford

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Waste Reduction and Recycling Act 2011.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer

Governance Officer

Item Number:

11.7

File Number: D19/55971

SUBJECT HEADING:

DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WASTE REDUCTION AND RECYCLING REGULATION 2011

Officer's Title:

Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Waste Reduction and Recycling Regulation 2011 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/15

Moved Cr Newman

Seconded Cr Stanford

That:

1. Under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Waste Reduction and Recycling Regulation 2011.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer

Governance Officer

Item Number: 11.8 File Number: D19/54871

SUBJECT HEADING: AMENDMENT TO COUNCIL'S FEES AND CHARGES
SCHEDULE - RIGHT TO INFORMATION (RTI)
APPLICATION

Officer's Title: Manager - Communication, Information & Administration
Services

Executive Summary:

Council's Fees and Charges Schedule includes a fee associated with Right to Information (RTI) Applications. These fees are administered by the Right to Information Regulation 2012. An amendment to the regulation requires Council to update the relevant fees to reflect the legislative change.

Resolution No. GM/07.2019/16

Moved Cr Chambers

Seconded Cr Stanford

That Council note the need to amend the Fees and Charges Schedule as follows in line with the *Right to Information Regulation 2012*:

1. Increase the Right to Information (RTI) Application Fee to \$50.80; and
2. Increase Right to Information (RTI) Processing Charges to \$7.85, noting the condition that this fee is nil, if the agency spends no more than 5 hours processing the application; or \$7.85 per 15 minutes or part of 15 minutes, if the agency spends more than 5 hours processing the application.

CARRIED

7/0

Responsible Officer

**Manager - Communication, Information &
Administration Services**

Item Number: 11.9 File Number: D19/57244

SUBJECT HEADING: CONSIDERATION OF COUNCILLOR ATTENDANCE AT
THE NATIONAL SALEYARDS EXPO

Officer's Title: Lead Officer - Councillors' Support & Community
Engagement

Executive Summary:

The report sought to formalise councillor attendance at upcoming elected member training as part of enhancing strategy and policy development for Maranoa Regional Council.

Resolution No. GM/07.2019/17

Moved Cr Chambers

Seconded Cr McMullen

That Council:

1. Endorse the attendance of Cr. Flynn at the 2019 National Saleyards Expo on 23 - 25 July 2019 in Roma.

2. Endorse the attendance of remaining Councillors who have confirmed their availability to attend the Networking Dinner and/or Expo Dinner on 24 and 25 July respectively.
3. Draw the required funds from attending individual Councillor Conference budgets.

CARRIED

7/0

Responsible Officer

Lead Officer - Councillors' Support & Community Engagement

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1

File Number: D19/49448

SUBJECT HEADING: SHOWGROUNDS CAMPING POLICY

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council currently allows camping at Bassett Park, Mitchell Showgrounds and the Wallumbilla Showgrounds. The purpose of this policy is to provide guidelines for the control of camping that takes place at these facilities.

Resolution No. GM/07.2019/18

Moved Cr McMullen

Seconded Cr Chambers

That Council adopt the Showgrounds Camping Policy as presented, and as follows:

1. Policy Purpose

The purpose of this policy is to provide guidelines for the control of camping that takes place at Bassett Park Showgrounds, Mitchell Showgrounds and Wallumbilla Showgrounds.

The objectives of this policy are:

- To establish a clear position and direction that builds on the existing Queensland State Government Caravan Park Policy PUX/901/102.
- To advise what type of travellers can camp at Council Showgrounds in the Maranoa region.
- To ensure visitor and community safety is upheld and minimum standards are met in accordance with existing Council policies.
- To foster and support local business and ensure Council does not unfairly compete with local business.

2. Policy Scope

This policy applies to any individual or group wishing to camp at Maranoa Regional Council Showgrounds being at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds.

3. Definitions

Maranoa Regional Council seeks to accommodate the travelling public who are travelling with livestock/animals or have circumstances that preclude them from staying in commercial caravan parks in the region. Council also aims to encourage and grow the caravan and camping market in Wallumbilla by meeting the individual needs of that community.

4. Policy Details

Camping may take place at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds under the following general conditions:

- Approval to be obtained prior to camping at Bassett Park and Mitchell Showgrounds.
- Camping is to be provided for the travelling public only and any stay be limited to no longer than three (3) nights in accordance with State Government Policy.
- All campers respect their fellow campers and the surrounding community by observing noise levels to ensure no inconvenience is caused.
- Dogs to be under the control of someone capable of restraining the animal, kept on a leash and waste to be cleaned up and placed in bins on site.
- For any livestock applicable to the NLIS Database, if unloaded at the grounds a transfer is required for the movement in and out of the showgrounds.
- Livestock/ animals must not be allowed to damage any building, fixture, fence, watering system or arena surface at the facility.
- Travellers are responsible for cleaning up after their livestock/animals including cleaning out any available stalls that have been used.

This policy does not apply to stock travelling under a stock route travel permit.

Council allows the travelling public to camp at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds in the following circumstances:

- The persons are directly associated with the operation of an event held at the showgrounds i.e. members of the showman's guild, trade displays or exhibitors.
- People travelling with large oversize vehicles and/or livestock i.e. horses.
- Armed forces on tour and staying overnight in our region.
- Where an organised tour are travelling through the region and require camping for a large group, and the purpose of the tour is to benefit a charity e.g. car rally fundraiser.
- Where camping is associated with an event and the event organisers have hired the entire complex and event organisers make arrangements with Council to offer camping i.e. Easter in the Country, Roma Cup, Mitchell Camel Races.

Wallumbilla Showgrounds

- In addition, camping is available at the Wallumbilla Showgrounds for bona fide travellers and tourists to meet the individual needs of this community. At its General Meeting on 12 July 2017, Council resolved to offer free camping at the Wallumbilla Showgrounds and to allow the Wallumbilla Town Improvement group to install a donation box at the showgrounds and for the group to retain all donations received. (*Resolution No. GM/07.2017/15*). When travellers and tourists stay at the Wallumbilla Showgrounds, no prior approval to camp needs to be sought from Council.

Special Provisions (e.g. Privacy Provisions etc.)

6. Related Policies and Legislation

State Government Caravan Park Policy PUX/901/102

https://www.dnrm.qld.gov.au/?a=109113%3apolicy_registry%2fcaravan-park-policy.pdf

7. Associated Documents

Council Fees and Charges Register

State Government Caravan Park Policy PUX/901/102

Local Laws:

Local Law No. 1 – Administration 2011 - Schedule 2

Local Law No. 4 – Local Government controlled Areas, Facilities and Roads 2011

Subordinate Local Law 1.6 – Operation of Camping Grounds 2011

Subordinate Local Law 1.8 – Operation of Caravan Parks 2011

Land Act 1994

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Manager - Facilities (Land, Buildings & Structures) Governance Officer
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Item Number:

13.2

File Number: D19/49829

SUBJECT HEADING:

CONTAINER COLLECTION AGREEMENT – ROMA & MITCHELL

Officer's Title:

Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Council commenced a three month 'Container Collection Agreement' on 13 February 2019, which has expired. A new agreement has been sent for execution purposes, which is for an extension of three months to commence on the "effective date" (date of signature).

Resolution No. GM/07.2019/19

Moved Cr McMullen

Seconded Cr Newman

That Council enter into another three month agreement with Container Exchange (Qld) Limited, and authorise the Chief Executive Officer to sign the agreement on behalf of Council.

CARRIED

7/0

Responsible Officer	Manager - Environment, Health, Waste & Rural Land Services
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Item Number: 13.3 File Number: D19/56156

SUBJECT HEADING: REQUEST TO HOST ARTS AS EXCHANGE FROM THE QUEENSLAND ART GALLERY - GALLERY OF MODERN ART (QAGOMA)

Officer's Title: Local Development Officer - Roma

Executive Summary:

The Queensland Art Gallery / Gallery of Modern Art (QAGOMA) program "Arts for Exchange" round table discussion, is an initiative to offer arts and cultural learning outcomes via workshops with QAGOMA's regional gallery partners. QAGOMA has proposed that Roma host this event on Monday 9 September 2019.

Resolution No. GM/07.2019/20

Moved Cr Chambers

Seconded Cr Newman

That Council:

1. Note the request from The Queensland Art Gallery | Gallery of Modern Art to host the event in the Ernest Brock room on Monday 9 September.
2. Support our Arts and Cultural community in hosting the The Queensland Art Gallery | Gallery of Modern Art program and comply with the venue responsibilities as an offer of in-kind sponsorship.
3. Charge the room hire and associated fees estimated to be \$500 to the Arts and Culture General Operation's budget (GL 2887.2246.2001).

CARRIED

7/0

Responsible Officer

Local Development Officer - Roma

Item Number: 13.4 File Number: D19/56886

SUBJECT HEADING: OPPORTUNITY TO NATIONALLY ADVERTISE ROMA'S AVENUE OF HEROES

Officer's Title: Local Development Officer - Roma

Executive Summary:

Council has been approached with an opportunity to partner with The Last Post Magazine and The Australian War Memorial to advertise our Avenue of Heroes in a special edition of The Last Post – 'Places of Pride' which is designed to help raise awareness of the digital record that they are compiling for future generations.

This organisation is endorsed by RSL Australia President, Cameron Dick and the Governor General His Excellency the Honourable Sir Peter Cosgrove. Cut-off date for inclusion is Wednesday 10 July 2019.

Resolution No. GM/07.2019/21
Moved Cr Schefe
Seconded Cr McMullen
That Council:

1. Accept the proposal from The Last Post Magazine and advertise the Avenue of Heroes in their upcoming special edition.
2. Allocate funds of up to \$500 from the Material and Services Local Development budget (GL 2883.2001.2001).

CARRIED
7/0
Responsible Officer
Local Development Officer - Roma
Item Number:
13.5
File Number: D19/56915
SUBJECT HEADING:
**REQUEST FOR SPONSORSHIP - AUSTRALIAN
LIVESTOCK MARKETS ASSOCIATION**
Officer's Title:
Local Development Officer - Roma
Executive Summary:

The Australian Livestock Markets Association has requested sponsorship from Maranoa Regional Council for their transportation costs during their National Saleyards Exhibition to be hosted in Roma on Tuesday 23 July – Thursday 25 July 2019.

Resolution No. GM/07.2019/22
Moved Cr Flynn
Seconded Cr McMullen
That Council:

1. Note the request from the Australian Livestock Markets Association and support the national event by providing sponsorship of their transportation costs throughout the exhibition.
2. Allocate funds of up to \$2,000 from the sponsorship budget (GL 2887.2249.2001).

CARRIED
7/0
Responsible Officer
Local Development Officer - Roma
Item Number:
13.6
File Number: D19/57148
SUBJECT HEADING:
WESTERN DOWNS AND MARANOA SILO ART TRAIL
Officer's Title:
Regional Tourism Development Coordinator
Executive Summary:

With the success of various silo art projects in other regions in Australia, the Chinchilla Chamber of Commerce and Industry (CCCI) would like to form a Committee and investigate the possibility of developing a silo art trail in this region.

The purpose of this report was to seek approval to provide the Wallumbilla Town Improvement Group with a letter of support that can be used in a joint grant application to develop a Scoping Study for the regional silo arts trail.

Resolution No. GM/07.2019/23

Moved Cr McMullen

Seconded Cr Newman

That Council provide a letter of support to the Wallumbilla Town Improvement Group stating 'in principle' support for a Scoping Study for the regional silo art trail project.

CARRIED

7/0

Responsible Officer

Regional Tourism Development Coordinator

Item Number:

13.7

File Number: D19/57191

SUBJECT HEADING:

**QUEENSLAND TRAINING AWARDS - DARLING DOWNS
SOUTH WEST REGIONAL FINAL**

Officer's Title:

Regional Tourism Development Coordinator

Executive Summary:

Visitor Information Centre Officer, Ms Tayla Dennis, is a finalist in two Queensland Training Awards - Darling Downs South West Region. Tayla has been nominated by Golden West Apprenticeships for her achievements as a Trainee when she completed her Cert III in Tourism whilst being hosted at The Roma Visitor Information Centre and The Big Rig.

The Award ceremony is being held in Gatton on Friday 26 July 2019. As a Finalist Tayla is provided with accommodation and a complimentary ticket. To support Tayla at the Awards Council's Tourism Officer, Leanne Crawford, will be attending the awards evening also. Tickets must be purchased by Wednesday 17 July 2019.

Resolution No. GM/07.2019/24

Moved Cr Chambers

Seconded Cr Newman

That Council:

- 1. Reimburse Roma Tourism Officer Leanne Crawford for the cost of Gala Awards Nights ticket (\$105).**
- 2. Sponsor relevant Maranoa Regional Councillor/s to attend the Gala Awards Dinner to be held in Gatton on Friday 26 July 2019 in support of Ms Dennis' nominations.**

CARRIED

7/0

Responsible Officer

Regional Tourism Development Coordinator

COUNCILLOR BUSINESS

Councillors discussed the potential 'Conflicts of Interest' in regard to Cr. Flynn and Cr. Chambers being involved in an executive capacity of:

- Cr. Flynn (Easter in the Country Committee), and;
- Cr. Chambers (Maranoa Diggers Race Club).

It was agreed by all present that a 'Conflict of Interest' did not exist for each of the Councillors as the discussion was primarily of a procedural nature and no decisions were being made on the item at that time.

Resolution No. GM/07.2019/25

Moved Cr McMullen

Seconded Cr Newman

That Councillors Flynn and Chambers do not have either a real conflict of interest or perceived conflict of interest in the matter as the discussion is primarily of a procedural nature and no decisions are being made on the item at this time.

Accordingly, Councillors Flynn and Chambers are free to participate in the meeting while the matter is discussed, including by voting on the matter.

CARRIED

5/0

Councillors Chambers and Flynn did not vote on this motion as they were the declaring Councillors under consideration in this matter.

Item Number:

16.1

File Number: D19/57308

SUBJECT HEADING:

COUNCIL IN-KIND CONTRIBUTIONS - KEY REGIONAL EVENTS

Councillor's Title:

Cr. Cameron O'Neil

Executive Summary:

The report tabled a proposal for Council to review its In-kind support and contributions for key regional events.

Resolution No. GM/07.2019/26

Moved Cr McMullen

Seconded Cr Stanford

That a report be prepared for an upcoming Council meeting detailing the In-kind contributions Council has made or has committed to key events across the region.

In addition, it proposed identification of potential options to include a specified Council liaison officer.

CARRIED (Councillors Flynn and Chambers voted in favour of the motion)

7/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 16.2 File Number: D19/57104

SUBJECT HEADING: POLICY FOR GRANT WRITING FOR COMMUNITY GROUPS

Councillor's Title: Cr. Jan Chambers

Executive Summary:

The report proposed development of a policy to support grant writing for community groups.

Resolution No. GM/07.2019/27

Moved Cr Chambers

Seconded Cr Stanford

That a report be prepared for an upcoming Council meeting.

CARRIED

7/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 16.3 File Number: D19/57127

SUBJECT HEADING: LANDHOLDER CONTRIBUTION TO ROADWORKS

Councillor's Title: Cr. Jan Chambers

Executive Summary:

The report proposed further investigation and development of a policy in regard to potential landholder contributions for roadworks.

Resolution No. GM/07.2019/28

Moved Cr Chambers

Seconded Cr Schefe

That a report be prepared for an upcoming Council meeting.

CARRIED

7/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management - Cameron Hoffmann

CONFIDENTIAL ITEMS (Discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.15, LC.1 and LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

Resolution No. GM/07.2019/29**Moved Cr Newman****Seconded Cr McMullen****That Council close the meeting to the public at 10.11am.****CARRIED****7/0**

Cr. Flynn left the Chamber at 10.12am, and returned at 10.15am.

Councillors Stanford and Scheffe left at 10.13am.

Cr. Stanford returned to the Chamber at 10.15am.

Cr. Scheffe returned to the Chamber at 10.16am.

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.33AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.35AM

Mayor Golder left the Chamber at 12.22pm, and returned at 12.24pm.

Councillors Flynn and Scheffe, having previously foreshadowed a 'Conflict of Interest' in Item C.12, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 12.22pm, taking no part in discussions on the matter.

At cessation of discussion on the abovementioned item, Councillors Flynn and Scheffe returned to the Chamber at 12.27pm.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.50PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.45PM

Mayor Golder left the Chamber at 2.00pm, and returned at 2.01pm.

Cr. McMullen left the Chamber at 3.16pm, and returned at 3.21pm.

Cr. Stanford left the Chamber at 3.17pm, and returned at 3.24pm.

Resolution No. GM/07.2019/30**Moved Cr Flynn****Seconded Cr McMullen****That Council open the meeting to the public at 3.27pm.****CARRIED****7/0**

Councillors Scheffe, Chambers and Newman left the Chamber at 3.28pm.

Councillors Chambers and Newman returned to the Chamber at 3.29pm.

Cr. Scheffe returned to the Chamber at 3.30pm.

Cr. McMullen left the Chambers at 3.38pm, and returned at 3.39pm.

Cr. Flynn left the Chambers at 3.45pm, and returned at 3.50pm.

Item Number: 10.2 **File Number:** D19/57763

SUBJECT HEADING: CORPORATE PLAN - MINOR AMENDMENTS

Officer's Title: Chief Executive Officer

Executive Summary:

Preparation of the draft Operational Plan continues and some minor amendments were identified. This item had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. GM/07.2019/31

Moved Cr Chambers

Seconded Cr Stanford

That the amendments be incorporated, and Council adopt the amended document.

CARRIED

7/0

Responsible Officer

Chief Executive Officer

Item Number: C.1

File Number: D19/57310

SUBJECT HEADING: ANTI-CORRUPTION COMMITMENT STATEMENT

Officer's Title: Director - Corporate, Community & Commercial Services

Executive Summary:

Recent fraud attempts in the Queensland public sector highlight the need for agencies to implement effective fraud control measures.

The purpose of this report was to endorse the draft Anti-Corruption Commitment Statement.

Resolution No. GM/07.2019/32

Moved Cr Newman

Seconded Cr Flynn

That the Anti-Corruption Commitment Statement be adopted.

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	

Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer	Director - Corporate, Community & Commercial Services
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Item Number: C.2 **File Number:** D19/57201

SUBJECT HEADING: REQUEST FOR WATER SUPPLY TO CHAPPELL LANE AND EVANS LANE

Officer's Title: Director - Corporate, Community & Commercial Services

Executive Summary:

The purpose of this report was to consider a draft response to landowners about their options for extending the water main down Chappell Lane and Evans Lane.

Resolution No. GM/07.2019/33	
Moved Cr Schefe	Seconded Cr Flynn
That Council communicate the outcomes of the community consultation, and outline potential ways for interested parties to move forward.	
CARRIED	7/0

Responsible Officer	Director - Corporate, Community & Commercial Services
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Item Number: C.3 **File Number:** D19/34363

SUBJECT HEADING: BILLBOARD AT THE ROMA SALEYARDS

Officer's Title: Acting Executive Services Officer

Executive Summary:

The applicant requested to continue using the sign for advertising, possibly on a commercial basis.

Resolution No. GM/07.2019/34	
Moved Cr McMullen	Seconded Cr Newman
That Council forward the draft licence agreement to the applicant for feedback.	
CARRIED	7/0

Responsible Officer	Acting Executive Services Officer
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Item Number: C.4 File Number: D19/57312

SUBJECT HEADING: TENDER 19015 - MOBILE CAMP MT MOFFATT ROAD PROJECT

Officer's Title: Manager - Procurement & Plant

Executive Summary:

At the General Meetings held 8 May and 10 April 2019, Council resolved to form a contract for Tender 19015 – Mobile Camp – Mt Moffatt Road Project.

A revised contract value was tabled for Council's consideration.

Resolution No. GM/07.2019/35

Moved Cr Stanford

Seconded Cr McMullen

That Council note and approve the revised contract value for Tender 19015 – Mobile Camp – Mt Moffatt Road Project as \$378,453.42 inclusive of GST.

CARRIED

7/0

Responsible Officer

Manager - Procurement & Plant

Item Number: C.5 File Number: D19/55622

SUBJECT HEADING: ROMA AIRPORT CAR PARKING OPTIONS

Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

Executive Summary:

At its meeting on 12 June, 2019 Council resolved that a report be prepared for an upcoming meeting with options to introduce free car parking tokens for residents (GM/06.2019/29).

This report advised Council of the identified options and implications for consideration.

Resolution No. GM/07.2019/36

Moved Cr Chambers

Seconded Cr Newman

That Council:

1. Received and note the contents of the report.
2. Maintain the current car parking arrangements at Roma Airport.

CARRIED

5/2

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. McMullen	Cr. Golder
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

Manager - Airports (Roma, Injune, Surat, Mitchell)

Item Number: C.6 File Number: D19/41807
 SUBJECT HEADING: REQUEST TO INSTALL WASTE TRANSFER TANKS AT ROMA LANDFILL – SHORT STREET ROMA
 Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

A proposal has been submitted by WestRex Services, Jackson seeking to install transfer tanks to receive liquid waste from grease traps and oil water inceptors at the Roma Landfill site.

Resolution No. GM/07.2019/37

Moved Cr Golder

Seconded Cr McMullen

That Council investigate a short term emergency ability to allow for Expressions of Interest to be called about housing a short term option to house grease trap waste for removal, whilst our composting future options are looked at being put in place.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with the Mayor proposing the following amended motion. The 'Seconder' indicated he was happy to accept the amended draft motion, which was then voted on with the outcome recorded as follows:

Resolution No. GM/07.2019/38

Moved Cr Golder

Seconded Cr McMullen

That Council:

- 1. Decline West Rex Services' offer to install liquid transfer tanks at the Roma Landfill site for the acceptance of regulated liquid waste.**
- 2. Implement a short term option to receive grease trap waste at the appropriate fee.**
- 3. Issue a communication to the community notifying when the service is available.**

CARRIED

7/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number: C.7 File Number: D19/42521
 SUBJECT HEADING: REQUEST TO COLLECT ELIGIBLE CONTAINERS FROM PUBLIC BINS – AMBY AND MITCHELL AREA
 Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

An application was received from an Amby community member, requesting to access and retrieve eligible containers (under the Container for Change Program) from public bins at the specific locations in the Amby and Mitchell areas.

Moved Cr Golder

Seconded Cr McMullen

That Council approve the retrieval of eligible containers in accordance with the *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*, for a period of three months from the following public bins:

1. Cambridge Street, between Ann and Mary Street intersections
2. Mitchell Memorial Park

With the following conditions:

- Public and or Personal injury insurance - the applicant must hold public liability insurance indemnifying Council for any injury caused by the implementation of the process; and
- Council is not liable for any injury caused through the collection of eligible container process; and
- Appropriate injections (recommended by doctor) to prevent illness from the process; and
- Personal protection equipment must be worn (gloves, long sleeve shirt, hat);
- Collection must occur between 5am and 7am; (outside business hours); and
- Each bin site must be in a clean and tidy state post collection of eligible containers; and
- The collection process must not impede any person using the facility or public space; and
- That the approval is on the basis that whilst picking up recycle products if there is any additional rubbish in the Mitchell Memorial Park it is picked up also as part of this approval.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with the Mayor putting forward an amendment, following discussion, to remove the final point of the draft motion. The 'Seconder' indicated he was happy to accept the amendment. The amended draft motion was then voted on, with the outcome recorded as follows:

Resolution No. GM/07.2019/39

Moved Cr Golder

Seconded Cr McMullen

That Council approve the retrieval of eligible containers in accordance with the *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*, for a period of three months from the following public bins:

1. Cambridge Street, between Ann and Mary Street intersections
2. Mitchell Memorial Park

With the following conditions:

- Public and or Personal injury insurance - the applicant must hold public liability insurance indemnifying Council for any injury caused by the implementation of the process; and
- Council is not liable for any injury caused through the collection of eligible container process; and
- Appropriate injections (recommended by doctor) to prevent illness from the process; and
- Personal protection equipment must be worn (gloves, long sleeve shirt, hat); and
- Collection must occur between 5am and 7am (outside business hours); and
- Each bin site must be in a clean and tidy state post collection of eligible containers;

and
<ul style="list-style-type: none"> The collection process must not impede any person using the facility or public space.
CARRIED 7/0

Responsible Officer	Manager - Environment, Health, Waste & Rural Land Services
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Item Number: C.8 File Number: D19/53423

SUBJECT HEADING: INDIGENOUS LAND USE AGREEMENT - GUNGGARI PEOPLE AND MARANOA REGIONAL COUNCIL

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

The purpose of this report was to seek Council's instructions to enter into an Indigenous Land Use Agreement with the Gunggari People including amendments that may be required, to enable the Indigenous Land Use Agreement to be registered on the Register of Indigenous Land Use Agreements held by the National Native Title Tribunal.

Resolution No. GM/07.2019/40

Moved Cr Chambers

Seconded Cr Newman

That Council resolve to negotiate and to enter into an Indigenous Land Use Agreement between Council and the Gunggari People (in QUD19/2019), with such amendments as may be required, including to update the Indigenous Land Use Agreement, to enable the Indigenous Land Use Agreement to be registered on the Register of Indigenous Land Use Agreements held by the National Native Title Tribunal.

CARRIED 6/1

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Scheffe
Cr. Flynn	
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. Stanford	

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number: C.9 File Number: D19/55618

SUBJECT HEADING: PAYMENT TO LOCAL GOVERNMENT MUTUAL ASSETS - ANNUAL ASSET INSURANCE PAYMENT

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council received the annual insurance premium invoice from Local Government Mutual – Assets for Council's Protection (ISR) Motor Vehicle, Engineering (Machinery Breakdown), Personal Accident - Group, Personal Accident – Voluntary Workers, Marine Hull Commercial, Personal Accident – Group 24/7.

Resolution No. GM/07.2019/41

Moved Cr Newman

Seconded Cr Chambers

That Council:

1. Authorise payment to Queensland Local Government Mutual Assets, totalling \$1,095,877.11 (GST Inclusive), being payment for Property Protection (ISR), Motor Vehicle, Engineering (Machinery Breakdown), Personal Accident - Group, Personal Accident – Voluntary Workers, Marine Hull Commercial and Personal Accident – Group 24/7.
2. Authorise the Chief Executive Officer to raise a purchase order with expenditure assigned to the 2019/20 budget allocation for associated insurances.
3. Authorise the Chief Executive Officer to complete future payments invoiced by Local Government Mutual Assets in accordance with budget approvals.
4. Undertake a review of the schedule of assets covered by Council's insurance policy to identify potential reductions and associated savings at an upcoming workshop.
5. Foreshadow with the insurer that the process referenced in point 4 will be occurring in the short term.

CARRIED

7/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Item Number: C.10 File Number: D19/56436

SUBJECT HEADING: PAYMENT TO QUEENSLAND LOCAL GOVERNMENT MUTUAL MANAGED BY JARDINE LLOYD THOMPSON PTY LTD - ANNUAL LIABILITY INSURANCE PAYMENT

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2019/20.

Resolution No. GM/07.2019/42
Moved Cr Chambers
Seconded Cr Stanford
That Council authorise:

1. Payment to Queensland Local Government Mutual (LGM Liability), totalling \$277,433.11 (including GST), being payment for LGM Liability Membership Contribution 2019/20.
2. The Chief Executive Officer to raise a purchase order with expenditure assigned to the 2019/20 budget allocation for liability insurance.
3. The Chief Executive Officer to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.

CARRIED
7/0

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number:
C.11
File Number: D19/54726
SUBJECT HEADING:
AGISTMENT OF HORSE PADDOCKS - DARGAL ROAD
Officer's Title:
Land Administration Officer
Executive Summary:

Council previously invited interested parties to submit Expressions of Interest (EOI) for the agistment of horses in Council owned paddocks off Dargal Road, Roma. Two of these paddocks are again available for use due to the successful applicants deciding against proceeding with the arrangement.

Resolution No. GM/07.2019/43
Moved Cr Flynn
Seconded Cr Newman
That Council:

1. Call for expressions of interest from parties interested in entering a licence to graze horses on Council land described as Paddock 3 and Paddock 6 in Dargal Road Roma.
2. Grant current tenant Briony O'Bree approval to use Paddock 5, instead of Paddock 3 for the balance of her licence term and amend the licence agreement to reflect this change.
3. Undertake minor repair work on the dam wall in Paddock 2.
4. Identify other land that may be suitable for grazing livestock within the vicinity of Roma, particularly land acquired by Council as part of the flood levee project, and table a report at a future Council meeting for consideration.

CARRIED
7/0

Responsible Officer	Land Administration Officer
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Councillors Flynn and Scheffe, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 4.36pm, taking no part in discussion or debate on the matter.

Item Number: C.12 File Number: D19/56037

SUBJECT HEADING: BASSETT PARK - KD BAR EXTENSION PROJECT

Officer's Title: Project Officer - Program & Contract Management

Executive Summary:

Council allocated \$10,000 to the Bassett Park KD Bar Extension Project. The report presented Council with an update on stakeholder consultation outcomes regarding the project scope and current available budget

Resolution No. GM/07.2019/44

Moved Cr Newman

Seconded Cr Stanford

That Council:

1. Receive and note the results of the consultation completed with the key users groups, undertaken as per Resolution GM/04.2019/14.
2. Confirm the scope of the Bassett Park KD Bar Extension Project as the delivery of a 6m (approximately) steel shade extension to the south western gable end of the existing bar.

CARRIED

5/0

Responsible Officer

Project Officer - Program & Contract Management

At cessation of discussion and debate on the abovementioned item, Councillors Schefe and Flynn returned to the Chamber at 4.38pm.

Item Number: C.13 File Number: D19/53033

SUBJECT HEADING: REQUEST TO NAME SPORTING FACILITY

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Roma Touch Fields upgrade has been a joint project between Roma Touch Association, Council and Department of Sport and Recreation. The project has been finalised and as per grant deed conditions between the Department and Council, an official opening must be held. The proposed date for this event is Tuesday 13 August 2019. The Roma Touch Association has indicated a wish at the opening to name the two western fields (incorporating the newly upgraded field).

Resolution No. GM/07.2019/45

Moved Cr Flynn

Seconded Cr Newman

That Council approve the request from Roma Touch Association regarding naming of the two Western Touch fields at the opening of the upgraded sporting facilities on 13 August 2019.

CARRIED

7/0

Responsible Officer

Regional Sport & Recreation Development Coordinator

Item Number: C.14 File Number: D19/30050

SUBJECT HEADING: BUSINESS EXCELLENCE PROGRAM HALL HIRE AGREEMENT

Officer's Title: Support Officer - Economic & Community Development
Regional Grants & Council Events Development
Coordinator

Executive Summary:

The report tabled a proposal to review administrative arrangements for venue bookings of Council facilities under the Business Excellence Program (BEP).

Resolution No. GM/07.2019/46

Moved Cr Chambers

Seconded Cr Scheffe

That Council:

1. Pay the associated costs of booking Council venues for Business Excellence program events. These bookings will be funded as part of Council's contribution to the program.
2. Request that bookings be made through Council's Customer Service Team.

CARRIED

7/0

Responsible Officer

**Manager – Economic and Community Development
Regional Grants and Council Events
Coordinator**

Item Number: C.15 File Number: D19/57203

SUBJECT HEADING: INJUNE CARAVAN PARK

Councillor's Title: Cr. Geoff McMullen

Executive Summary:

The report tabled a proposal to review lease arrangements for the Injune Caravan Park.

Resolution No. GM/07.2019/47

Moved Cr McMullen

Seconded Cr Stanford

That a report be prepared for the General Meeting on 7 August 2019 to consider a rent review.

CARRIED

7/0

Responsible Officer

Manager – Facilities (Land, Buildings & Structures)

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 File Number: D19/57338

SUBJECT HEADING: REQUEST FOR QUOTATION - THE BIGGER BIG RIG ARCHITECTURAL & DETAILED DESIGN

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Maranoa Regional Council invited suitably qualified and experienced Contractors to submit a lump sum price and supporting documentation for the completion of the architectural and detailed design for the Bigger Big Rig.

Responses were assessed by an evaluation panel and the report was submitted for Council's consideration.

Resolution No. GM/07.2019/48

Moved Cr Newman

Seconded Cr Chambers

That Council:

1. Select DM2 Architecture Pty Ltd as the recommended supplier for VP148447 – The Bigger Big Rig Architectural & Detailed Design (Option 2).
2. Authorise the Chief Executive Officer to enter into final negotiations with DM2 Architecture Pty Ltd, noting the value of \$388,285.70 inclusive of GST (for option 2), and form a contract by way of purchase order if the final terms are acceptable.
3. Assign the expenditure to the 2019/20 budget allocation for the Bigger Big Rig project.

MOTION LOST

2/5

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Newman	Cr. Golder
	Cr. McMullen
	Cr. Schefe
	Cr. Stanford

Responsible Officer

Manager - Procurement & Plant

Resolution No. GM/07.2019/49

Moved Cr Flynn

Seconded Cr Schefe

That Council:

1. Select DM2 Architecture Pty Ltd as the recommended supplier for VP148447 – The Bigger Big Rig Architectural & Detailed Design (Option 1).

2. Authorise the Chief Executive Officer to enter into final negotiations DM2 Architecture Pty Ltd, noting the value of \$357,100.70 inclusive of GST (for option 1 including local supplier Brandons) and form a contract by way of purchase order if the final terms are acceptable.
3. Assign the expenditure to the 2019/20 budget allocation for the Bigger Big Rig project.

CARRIED

4/3

Reason for Decision

Council selected the preferred supplier based on the inclusion of a local supplier.

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Flynn	Cr. Chambers
Cr. McMullen	Cr. Golder
Cr. Schefe	Cr. Newman
Cr. Stanford	

Responsible Officer	Manager - Procurement & Plant
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Item Number:

LC.2

File Number: D19/58877

SUBJECT HEADING:

**CORRESPONDENCE FROM COMMERCE ROMA & VISIT
ROMA - APLNG PROJECT**

Officer's Title:

Chief Executive Officer

Executive Summary:

The report tabled correspondence received from Commerce Roma and Visit Roma in regard to recent discussions between representatives of Maranoa Regional Council and APLNG.

Resolution No. GM/07.2019/50

Moved Cr Schefe

Seconded Cr Chambers

That Council:

1. Authorise the Chief Executive Officer to prepare a shorter response having regard to discussions held at the meeting.
2. Circulate the draft letter to all Councillors prior to its distribution.

CARRIED

7/0

Responsible Officer	Chief Executive Officer
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.50pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 24 July 2019, at Roma Administration Centre.

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Mayor.

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Date.