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**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 22 APRIL 2020 COMMENCING AT 9.11 AM**

**ATTENDANCE**

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. G B McMullen, Cr. J R P Birkett, Cr. M C Edwards, Cr. J L Guthrie, Cr. J M Hancock, Cr. W L Ladbrook (until 5.02pm), Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

**AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Water, Sewerage & Gas – Graham Sweetlove, Rates and Utilities Billing Officer – Catherine (Katie) Ballard.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.11am.

**APOLOGIES**

There were no apologies for the meeting.

**CONFIRMATION OF MINUTES**

**Resolution No. OM/04.2020/01**

**Moved Cr McMullen**

**Seconded Cr O'Neil**

**That the minutes of the Ordinary Meeting held on 18 March 2020 be received and noted.**

CARRIED

9/0

**Resolution No. OM/04.2020/02**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That the minutes of the Post-Election Meeting held on 16 April 2020 be confirmed.**

CARRIED

9/0

**DECLARATION OF CONFLICTS OF INTEREST**

- **10.5 – Councillor Superannuation**

Cr O'Neil declared a 'Material Personal Interest' due to him being a member and director of a superannuation fund.

Cr O'Neil advised that he would be dealing with this matter by leaving the room.

Cr Guthrie advised that she is Chairperson of a superannuation fund.

**Resolution No. OM/04.2020/03**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That Council suspend 'Standing Orders' to allow Councillors to further discuss potential Conflicts of Interest for the items of business under consideration for the meeting.**

CARRIED

9/0

The Mayor facilitated a discussion about Cr Guthrie's and Cr Birkett's personal interests.

Following a query from Cr McMullen, Cr Guthrie clarified that she has a self-managed superannuation fund. Further that she would prefer to err on the side of caution and if there is a perceived conflict of interest she would prefer to step away, even if there is no real conflict of interest.

Cr Guthrie advised that even if it is just a family trust she would remove herself from discussions and decisions on this matter. This was based on a 'perceived conflict of interest'.

- **13.2 – Regional Pool Report February 2020 – Great Artesian Spa Management Report.**

Cr Birkett asked about this item. He then advised that he is on the management committee for the Booringa Action Group (BAG). Although he is looking to resign from the Booringa Action Group as an executive, he hasn't as yet. Therefore based on a 'conflict of interest' (as an executive) he would leave the room.

The Mayor advised Cr Ladbrook that there was another item coming up about Humphreys Road and he also wished to make him aware of that – item number not yet available.

## **BUSINESS**

**Item Number:**

**C.17**

**File Number: D20/33885**

**SUBJECT HEADING:**

**QUARTER 3 REPORT - PROGRESS ON IMPLEMENTING THE CORPORATE PLAN AND OPERATIONAL PLAN**

**Officer's Title:**

**Chief Executive Officer**

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***Executive Summary:***

*It was initially proposed to table the third quarter's progress on implementing the Corporate and Operational Plan. The Chief Executive Officer requested that the item be removed from the agenda.*

**Resolution No. OM/04.2020/04**

**Moved Cr McMullen**

**Seconded Cr O'Neil**

**That the item be removed from the agenda.**

CARRIED

9/0

**Responsible Officer**

**Chief Executive Officer**

**OFFICE OF THE CEO**
**Item Number:** 10.1 **File Number:** D20/33887

**SUBJECT HEADING:** **STANDING ORDERS POLICY AND MEETING PROCEDURES**
**Officer's Title:** **Director - Corporate & Community Services**
**Executive Summary:**

*Standing Orders Policy OM/11.2018/84 sets out Maranoa Regional Council's existing arrangements that govern the conduct of business and proceedings at Council meetings. Council's existing policy document has incorporated the mandatory Meeting Procedures as issued by the Department of Local Government, Racing and Multicultural Affairs.*

*Whilst Council's existing policy references both aspects, the Department has issued two separate 'template' documents:*

- *Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'*
- *Model Meeting Procedures*

*The report provided a copy of each for Council's consideration.*

<b>Resolution No. OM/04.2020/05</b>	
<b>Moved Cr Golder</b>	<b>Seconded Cr Edwards</b>
<b>That:</b>	
<ol style="list-style-type: none"> <li>1. <b>Council adopt the template Standing Orders and Model Meeting Rules (<i>Procedures</i>) provided by the Department of Local Government, Racing and Multicultural Affairs.</b></li> <li>2. <b>A report be presented to a future Council (<i>meeting</i>) if extra inclusions are required / amendments.</b></li> </ol>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Director - Corporate &amp; Community Services</b>
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**Item Number:** 10.2 **File Number:** D20/33882

**SUBJECT HEADING:** **CONFIDENTIALITY PROCEDURE**
**Officer's Title:** **Chief Executive Officer**
**Executive Summary:**

*With the commencement of the new Council (2020-2024) and the inclusion of newly elected Councillors and Mayor, the confidentiality procedure was tabled for Council's information and adoption.*

**Resolution No. OM/04.2020/06**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That the procedure be:**

1. Received and contents noted.
2. Adopted for use during the Council term 2020 – 2024.
3. Placed under the policy section of Council's website with the title "Maranoa Regional Council Confidentiality Procedure".

CARRIED

9/0

<b>Responsible Officer</b>	<b>Chief Executive Officer</b>
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**Item Number:**

**10.3**

**File Number: D20/33876**

**SUBJECT HEADING:**

**LOCAL GOVERNMENT REMUNERATION COMMISSION  
SCHEDULE - COMMENCING 1 JULY 2020**

**Officer's Title:**

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

***Executive Summary:***

*On 29 November 2019, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012.*

*This report formally tabled a copy of the Commission's remuneration determination.*

**Resolution No. OM/04.2020/07**

**Moved Cr Golder**

**Seconded Cr O'Neil *That Council:***

1. *Note the findings of the Local Government Remuneration Commission review.*
2. *Set the remuneration of the Mayor, Deputy and Councillors at current levels after July 1st 2020 for a period of twelve (12) months **as:***
  - *Mayor*                      **\$130,584**
  - *Deputy Mayor*            **\$ 81,615**
  - *Councillor*                **\$ 69,372**

**For completeness.**

***[This resolution has been updated following confirmation of these minutes at the Ordinary Meeting on 13 May 2020. The amendments resolved by Council on confirmation of the minutes are highlighted in red text]***

CARRIED

9/0

<b>Responsible Officer</b>	<b>Manager - Communication, Information &amp; Administration Services</b>
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**Item Number:** 10.4 **File Number:** D20/33884

**SUBJECT HEADING:** Elected Members – Pay As You Go (PAYG)/ Eligible Local Governing Body

**Officer's Title:** Director - Corporate & Community Services

**Executive Summary:**

*Councillors are not regarded as employees for taxation purposes. However, under section 446-5 of the Tax Administration Act 1953 (TAA), Council may resolve to be an 'eligible local governing body' meaning that Councillors will be regarded as employees for the purpose of Pay As You Go withholding. This would also result in Councillors being treated as employees for superannuation and a wide range of other taxation purposes.*

**Resolution No. OM/04.2020/08**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council not be considered as an Eligible Local Governing Body under the Tax Administration Act 1953 for taxation purposes.**

CARRIED

9/0

**Responsible Officer**

**Director - Corporate & Community Services**

Cr. O'Neil, having previously foreshadowed a 'Material Personal Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 9.31am, taking no part in discussions and debate on the matter.

Cr. Guthrie, having previously foreshadowed a perceived 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 9.31am, taking no part in discussions and debate on the matter.

**Item Number:** 10.5 **File Number:** D20/33805

**SUBJECT HEADING:** COUNCILLOR SUPERANNUATION

**Officer's Title:** Director - Corporate & Community Services

**Executive Summary:**

*This report was to consider the provision of superannuation benefits for Councillors.*

**Resolution No. OM/04.2020/09**

**Moved Cr McMullen**

**Seconded Cr Hancock**

**That Council:**

1. Take part in a superannuation scheme for its Councillors.
2. Pay contributions proportionate to contributions paid by Council to the Local Government Superannuation Scheme for its standard permanent employees on behalf of each Councillor.

CARRIED

7/0

**Responsible Officer**

**Director - Corporate & Community Services**

At cessation of discussion on the abovementioned item, Councillors O'Neil and Guthrie returned to the meeting at 9.33am.

**Item Number:** 10.6 **File Number:** D20/33696

**SUBJECT HEADING:** POSITION OF CHIEF EXECUTIVE OFFICER

**Officer's Title:** Chief Executive Officer

***Executive Summary:***

*With the commencement of the new term of Council, this report provided the opportunity for Council to consider the Chief Executive Officer position.*

**Resolution No. OM/04.2020/10**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That:**

- 1. In accordance with Clause 11.1.6(b) of the Chief Executive Officer's Contract of Employment:**
  - a) Council terminate the Contract, with effect from the close of business on Tuesday 5<sup>th</sup> May 2020; and**
  - b) There be payment in lieu of notice; and**
- 2. Council delegate the Mayor the power to give the effect to the decision, in accordance with the term of the Contract, on Council's behalf.**
- 3. Appoint the Deputy CEO Officer to the position of Acting CEO or Interim CEO, effective from the close of business on the 5<sup>th</sup> May 2020.**
- 4. Thank the CEO for service to Maranoa Regional Council.**

**NO VOTE TAKEN**

No vote was taken on the draft motion at that time and Mayor Golder proposed the following procedural motion at 10.03am:

**Resolution No. OM/04.2020/11**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That we move this item (10.6) into closed so that we can receive the financial (*information*).**

**At that point, clarification was sought from the seconder that the intent was to discuss the monetary figures.**

**Following discussions it was clarified that the item would remain in open but Council would move into closed to discuss this item (contract and financial issues). This was done in accordance with the following section 275 of the *Local Government Regulation 2012*:**

- (a) the appointment, dismissal or discipline of employees;**
- (b) industrial matters affecting employees;**
- (c) the local government's budget;**
- (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.**

**CARRIED**

**8/1**

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. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

**COUNCIL ADJOURNED THE MEETING**  
 FOR MORNING TEA AT 10.30AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.04AM

**Resolution No. OM/04.2020/12**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council open the meeting to the public at 11.06am.**

CARRIED

9/0

**Item Number:**

**10.6**

**File Number: D20/33696**

**SUBJECT HEADING:**

**POSITION OF CHIEF EXECUTIVE OFFICER**

**Officer's Title:**

**Chief Executive Officer**

***Executive Summary:***

*With the commencement of the new term of Council, this report provides the opportunity for Council to consider the Chief Executive Officer position.*

*This matter had been moved to closed session for further consideration.*

**Resolution No. OM/04.2020/13**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Item 10.6 lay on the table to the next meeting / for a future meeting, to receive questions of legal advice on this matter. The Mayor clarified that he will receive legal advice about this matter and he will be sharing that with the whole Council.**

CARRIED

9/0

**Responsible Officer**

**Mayor**

**DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES**

**Item Number:** 13.1 **File Number:** D20/24417

**SUBJECT HEADING:** REQUEST FOR SPONSORSHIP - ROMA & DISTRICT FAMILY HISTORY SOCIETY INC

**Officer's Title:** Support Officer - Economic & Community Development

**Executive Summary:**

*The Roma & District Family History Society Inc approached Council seeking sponsorship of \$5,000 to enable purchase of a new photocopier. This will allow the Roma & District Family History Society Inc to continue to printing locally published books, correspondence, pamphlets, and scanning and printing of photos.*

*They have been successful in obtaining sponsorship from the Santos grants program for \$2,000 to go towards purchasing a photocopier which is quoted to cost \$7,000.*

<b>Resolution No. OM/04.2020/14</b>	
<b>Moved Cr Edwards</b>	<b>Seconded Cr Guthrie</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Approve the request from the Roma and District Family History Society Inc.</li> <li>2. Provide financial support at the requested cost of \$5,000 (GST exc.) to be allocated to the Council's sponsorship budget GL 2887.2249.2001.</li> <li>3. Request the Roma and District Family History Society Inc. reflect Council's contribution.</li> </ol>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Support Officer – Economic &amp; Community Development</b>
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Cr Birkett, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 11.12am, taking no part in discussion or debate on the matter.

**Item Number:** 13.2 **File Number:** D20/28239

**SUBJECT HEADING:** REGIONAL POOL REPORT FEBRUARY 2020

**Author Title:** Administration Officer - Council Buildings & Structures

**Executive Summary:**

*Across the region, Council maintains five swimming pool complexes and the Great Artesian Spa complex.*

*Contractors operate the pools under Management Agreements, and provide monthly reports to Council identifying attendance, pool temperatures, chemical levels, maintenance issues and consumables.*



Reports were presented for the month of February 2020 including Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool, Roma Pool and The Great Artesian Spa.

<b>Resolution No. OM/04.2020/15</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Hancock</b>
<b>That Council receive the Regional Swimming Pool reports for the Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool, Roma Pool and The Great Artesian Spa for the month of February 2020.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Administration Officer – Council Buildings &amp; Structures</b>
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At cessation of discussion and debate on the abovementioned item, Cr Birkett returned to the meeting at 11.22am.

Mayor Golder left the meeting at 11.24am, with the Deputy Mayor taking the role of 'Acting Chair' in his absence.

**Item Number:** 16.1 **File Number:** D20/33881

**SUBJECT HEADING:** REVIEW OF REPORT DEADLINES TO ORDINARY MEETINGS

**Councillor's Title:** Mayor Golder

***Executive Summary:***

*The report tabled a proposal to review the deadline for reports to ordinary meetings.*

<b>Resolution No. OM/04.2020/16</b>	
<b>Moved Cr McMullen</b>	
<b>That the matter lay on the table.</b>	
CARRIED	8/0

## CONFIDENTIAL ITEMS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to go into committee (*close the meeting to the public*).

*This was to discuss the confidential items listed in the agenda C1 – C17, pertaining to the following sections:*

- (c) *the local government budget;*
- (d) *rating concessions;*
- (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. OM/04.2020/17**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council go into committee (*close the meeting to the public*). (11.28am)**

CARRIED

8/0

Mayor Golder returned to the meeting and assumed the Chair at 11.28am.

Cr. O'Neil left the meeting at 11.47am, and returned at 11.49am.

Cr. Hancock left the meeting at 12.08pm, and returned at 12.11pm.

**COUNCIL ADJOURNED THE MEETING**  
FOR LUNCH AT 12.45 PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.43PM

**COUNCIL ADJOURNED THE MEETING**  
FOR A BRIEF RECESS AT 2.49 PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.56PM

Cr O'Neil left the meeting at 3.12pm, and returned at 3.14pm.

**Resolution No. OM/04.2020/18**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council open the meeting to the public at 3.33pm.**

CARRIED

9/0

#### **DECLARATION OF CONFLICTS OF INTEREST – LATE CONFIDENTIAL ITEMS**

Mayor Golder enquired if Cr Ladbrook wanted to declare a conflict of interest on LC.1 and LC.2, what type of conflict (e.g. perceived conflict) and how he would deal with it.

Following discussion and enquiry by the Mayor and Cr O'Neil, the following declarations of conflicts of interest were made:

- LC.1 – Request to use the Maranoa Parenting Van for COVID-19 Temperature Testing outside the Maranoa Region - Cr Ladbrook advised that he is a committee member of the Roma Turf Committee and would deal with the matter by leaving the room.
- LC.2 – Unnamed Section of Road off Humphreys Road - Cr Ladbrook advised that they are family members (*i.e. persons mentioned in the report*) and would leave the room.

**Item Number:** C.1 **File Number:** D20/25352

**SUBJECT HEADING:** EXPRESSIONS OF INTEREST - AGISTMENT OF Paddock - 2 NEWBON STREET, ROMA

**Officer's Title:** Administration Officer - Land Administration

**Executive Summary:**

*Council publicly invited interested parties to submit Expressions of Interest for the agistment of a Council owned paddock located at 2 Newbon Street, Roma.*

*The Expression of Interest was advertised on 6 and 13 March 2020 with a closing date of 20 March 2020.*

*Three (3) responses were received.*

*The Expressions of Interest states, 'If more than one expression of interest is received, the successful applicant will be decided via a ballot draw.'*

<b>Resolution No. OM/04.2020/19</b>	
Moved Cr O'Neil	Seconded Cr Birkett
That Council conduct the ballot draw to decide the successful applicant.	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Manager – Facilities (Land, Buildings &amp; Structures)</b>
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<b>Resolution No. OM/04.2020/20</b>	
Moved Cr Hancock	Seconded Cr McMullen
That Council:	
<ol style="list-style-type: none"> <li>1. Enter into a formal licence agreement with Sarah Holt.</li> <li>2. Authorise the Chief Executive Officer, or delegate, to sign the licence agreement to keep and graze horses on land described as Lot 2 on RP101099 for a six (6) month period.</li> </ol>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Administration Officer – Land Administration</b>
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**Item Number:** C.2 **File Number:** D20/25609

**SUBJECT HEADING:** EXPRESSION OF INTEREST - AGISTMENT OF Paddock - 58-62 STEPHENSON STREET, YULEBA

**Officer's Title:** Administration Officer - Land Administration

**Executive Summary:**

*Council publicly invited interested parties to submit Expressions of Interest for the agistment of Council owned paddock located at 58-62 Stephenson Street, Yuleba.*

The Expression of Interest was advertised on 6 and 13 March 2020 with a closing date of 20 March 2020.

One response was received.

<b>Resolution No. OM/04.2020/21</b>	
<b>Moved Cr McMullen</b>	<b>Seconded Cr Edwards</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. <b>Accept Mr Leslie Ruru's offered amount.</b></li> <li>2. <b>Enter into a formal licence agreement with Mr Leslie Ruru.</b></li> <li>3. <b>Authorise the Chief Executive Officer, or delegate, to sign the licence agreement to keep and graze horses on land described as Lot 1 on Y22137 for a one (1) year period.</b></li> </ol>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Administration Officer – Land Administration</b>
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**Item Number:** C.3 **File Number:** D20/32126

**SUBJECT HEADING:** COVID-19 - LEASED CAFES AND CAR HIRE COMPANIES

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

***Executive Summary:***

*Council received requests from the lessees of Council commercial café spaces and car hire companies asking for a rent reprieve due to current COVID-19 restrictions.*

<b>Resolution No. OM/04.2020/22</b>	
<b>Moved Cr Golder</b>	<b>Seconded Cr McMullen</b>
<b>That Council, in reference to the National Cabinet, National Code of Conduct for commercial leases during the COVID-19 pandemic 'emergency period':</b>	
<ol style="list-style-type: none"> <li>1. <b>Provide Rebecca Swan trading as Becks Chopping Board a 100% waiver of management agreement payments payable under the management agreement for the Big Rig Café backdated to 23 March 2020 for a period of six (6) months.</b></li> <li>2. <b>Provide A &amp; G Spinks trading as Café 54 a 100% waiver of lease payments payable under the lease for the Saleyards Cafe backdated to 23 March 2020 for a period of six (6) months.</b></li> <li>3. <b>Provide A &amp; G Spinks trading as Café 54 a 100% waiver of lease payments payable under the lease for the Airport Cafe backdated to 23 March 2020 for a period of six (6) months.</b></li> <li>4. <b>Provide Keltone Pty Ltd a 100% waiver of lease payments payable under the lease for Injune Café on Second backdated to 23 March 2020 for a period of six (6) months.</b></li> <li>5. <b>Provide Hertz Australia Pty Ltd, Jonday Holdings Pty Ltd Trading as Thrifty Car Rentals, Stromben Pty Ltd Trading as Avis Toowoomba and MH5 Pty Ltd a 100% waiver of lease payments payable under the agreements for car park licences at the Roma Airport backdated to 23 March 2020 for a period of six (6) months.</b></li> <li>6. <b>Review the fee waivers again in five (5) months' time.</b></li> </ol>	

*[Wording amended by the Mayor from his original motion following discussion with Council]*

CARRIED

9/0

**Responsible Officer**

**Manager - Facilities (Land, Buildings & Structures)**

**Item Number:**

**C.4**

**File Number: D20/32335**

**SUBJECT HEADING:**

**COMMERCIAL TENANT - LEASED CARAVAN PARK**

**Officer's Title:**

**Manager - Facilities (Land, Buildings & Structures)**

***Executive Summary:***

*Council received a request from the lessee of the Major Mitchell Caravan Park for a reprieve on rates and lease payments due to the current COVID-19 restrictions.*

**Resolution No. OM/04.2020/23**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That Council, in reference to the National Cabinet, National Code of Conduct for commercial leases during the COVID-19 pandemic 'emergency period':**

- 1. Provide Cashellwest Pty Ltd as Trustee for the Hilly Family Discretionary Trust a 100% waiver of lease payments payable under the commercial lease for the Major Mitchell Caravan Park backdated to 22 March 2020 for a period of six (6) months.**
- 2. Defer rates and charges (excluding interest) for a period of six (6) months, subject to the operators demonstrating financial hardship by close of business on Friday 1 May 2020, and then request that the operator enter into a payment plan, and the payment plan be brought back to Council for approval.**

*[Wording amended by the Mayor from his original motion following discussion with Council]*

CARRIED

9/0

**Responsible Officer**

**Manager - Facilities (Land, Buildings & Structures)**

**Item Number:**

**C.5**

**File Number: D20/32915**

**SUBJECT HEADING:**

**COVID-19 - COMMUNITY ORGANISATION TENANTS**

**Officer's Title:**

**Manager - Facilities (Land, Buildings & Structures)**

***Executive Summary:***

*Council received requests from the community organisations who tenant the Roma on Bungil Community Arts Centre Art Studios, and also the Roma Roadrunners Boxing Group, seeking a reprieve on hire fees, due to the current COVID-19 restrictions which prevent the groups from meeting and using the facilities.*

**Resolution No. OM/04.2020/24**
**Moved Cr Hancock**
**Seconded Cr Birkett**

That Council, in recognition of the current COVID-19 restrictions, waive applicable hire fees payable by the:

1. Roma Performing Arts Society, The Silversmiths Roma Group Inc, Roma Pottery Group Inc, Roma Arts & Ceramics, Maranoa Artists and Roma Patchwork & Crafters Inc for use of the Roma on Bungil Community Arts Studios as outlined in tenancy agreements between each of the groups and Council. The fee waiver to be backdated to 26 March 2020 and be in place until four weeks after a directive is received that the groups' activities are able to recommence.
2. Roma Road Runners for use of the wool display area/storage room at Bassett Park as outlined in the tenancy agreement between the group and Council with the fee waiver to be backdated to 23 March 2020 and be in place until four weeks after a directive is received that the groups' activities are able to recommence.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Manager - Facilities (Land, Buildings &amp; Structures)</b>
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**Item Number:**

C.6

**File Number:** D20/27313

**SUBJECT HEADING:**
**REQUEST WAIVER OF DEBT RECOVERY LEGAL FEES - ASSESSMENT 14010219**
**Officer's Title:**
**Rates & Utilities Billing Officer**
***Executive Summary:***

*Correspondence was received from ratepayer requesting waiver of debt recovery legal fees.*

**Resolution No. OM/04.2020/25**
**Moved Cr Golder**
**Seconded Cr McMullen**
**That Council:**

1. Waive the debt recovery legal fees of \$629.29 on receipt of a statutory declaration stating that the ratepayer did not receive the rates notices in question. *[Number amended by the Mayor from the original motion following discussion with Council].*
2. Request that the Rates Recovery Policy come back to a future Council meeting for discussion.

CARRIED

6/3

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

<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

<b>Responsible Officer</b>	<b>Rates &amp; Utilities Billing Officer</b>
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**COUNCIL ADJOURNED THE MEETING**  
 FOR A BRIEF RECESS AT 4.10PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING AT 4.14PM

**Item Number:** C.7 **File Number: D20/31371**

**SUBJECT HEADING:** **REQUEST WAIVER OF RATES FOR 12 MONTHS FOR ASSESSMENTS 12001186 AND 12002945**

**Officer's Title:** **Rates & Utilities Billing Officer**

***Executive Summary:***

*Correspondence was received requesting a waiver of rates for 12 months for Assessments 12001186 and 12002945.*

<b>Resolution No. OM/04.2020/26</b>	
<b>Moved Cr Golder</b>	<b>Seconded Cr Edwards</b>
<p><b>That Council offer to defer the rates and charges for a period of six (6) months on receipt of evidence of financial hardship and request a payment arrangement be submitted before the end of six (6) months, for rates and charges for approval of Council.</b></p> <p><b><i>[Wording amended by the Mayor from his original motion following discussion with Council]</i></b></p>	
CARRIED	5/4
Cr. Golder called for a division of the vote.	
The outcomes were recorded as follows:	
<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Edwards	Cr. Birkett
Cr. Golder	Cr. Hancock
Cr. Guthrie	Cr. O'Neil
Cr. Ladbrook	Cr. Taylor
Cr. McMullen	

<b>Responsible Officer</b>	<b>Rates &amp; Utilities Billing Officer</b>
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**Item Number:** C.8 **File Number: D20/28188**

**SUBJECT HEADING:** **OUTSTANDING RATES AND CHARGES MONTHLY UPDATE - MARCH 2020**

**Author Title:** **Rates & Utilities Billing Officer**

***Executive Summary:***

*The purpose of this report was to provide Council with an update on the progress of debt recovery for overdue rates and charges.*

**Resolution No. OM/04.2020/27**

**Moved Cr Birkett**

**Seconded Cr Hancock**

**That:**

1. Council receive and note the Officer's report as presented.
2. In future, this report be incorporated into Council's quarterly reporting process.

*[Wording amended by Cr Birkett from his original motion following discussion]*

CARRIED

9/0

<b>Responsible Officer</b>	<b>Rates &amp; Utilities Billing Officer</b>
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**Item Number:**

**C.9**

**File Number: D20/32646**

**SUBJECT HEADING:**

**REQUEST DEFERMENT OF RATES PAYMENTS FOR SIX MONTHS - ASSESSMENT 14012181**

**Officer's Title:**

**Rates & Utilities Billing Officer**

***Executive Summary:***

*Correspondence was received requesting a deferment of rates payment arrangement for six months due to COVID-19.*

**Resolution No. OM/04.2020/28**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council agree to defer payment of rates for a period of six (6) months from the date of the request, provided that the ratepayer shows evidence of financial hardship, and request from the ratepayer a new payment arrangement, and that it be brought back to Council for approval before the end of the six (6) month deferment.**

*[Wording amended by the Mayor from his original motion]*

CARRIED

6/3

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

<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

<b>Responsible Officer</b>	<b>Rates &amp; Utilities Billing Officer</b>
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**Item Number:** C.10 **File Number:** D20/32878

**SUBJECT HEADING:** REQUEST DEFERMENT OF RATES PAYMENT FOR SIX MONTHS - ASSESSMENTS 14000384, 15012818 & 15012826

**Officer's Title:** Rates & Utilities Billing Officer

**Executive Summary:**

*Correspondence was received requesting a deferment of payment of rates due to their business having to shut down because of COVID-19.*

**Resolution No. OM/04.2020/29**

**Moved Cr Golder**

**Seconded Cr O'Neil**

**That Council agree to defer the payment of rates for six (6) months from the date of the request, and request from the ratepayer a payment arrangement to be submitted to Council before the end of six (6) months.**

CARRIED

9/0

**Responsible Officer**

**Rates & Utilities Billing Officer**

**Item Number:** C.11 **File Number:** D20/32313

**SUBJECT HEADING:** REQUEST TEMPORARY RELAXATION OF EXTRA PEDESTAL CHARGES - ASSESSMENT 12000956

**Officer's Title:** Rates & Utilities Billing Officer

**Executive Summary:**

*Correspondence was received requesting a temporary relaxation of the extra pedestals charges on Assessment 12000956.*

**Resolution No. OM/04.2020/30**

**Moved Cr Golder**

**Seconded Cr Birkett**

**That Council defer the extra pedestal charges for a period of six (6) months subject to evidence of financial hardship being provided, and request of the ratepayer a proposed payment arrangement for payment of deferred charges, to be submitted to Council for approval before the end of the six (6) month period.**

***[Wording amended by the Mayor from his original motion following discussion with Council]***

CARRIED

9/0

**Responsible Officer**

**Rates & Utilities Billing Officer**

Cr Birkett left the meeting at 4.49pm, and returned at 4.50pm.

Item Number: C.12 File Number: D20/33134

SUBJECT HEADING: DISPUTE OF WATER ACCESS INFRASTRUCTURE CHARGE - ASSESSMENT 13002738

Officer's Title: Lead Rates and Utilities Billing Officer / Systems Administrator

**Executive Summary:**

The applicant is disputing the water access infrastructure charge on the 2019/20 rates notices, regarding Assessment No. 13002738.

Resolution No. OM/04.2020/31

Moved Cr Golder

Seconded Cr McMullen

**That:**

1. Council, in accordance with Local Government Regulation 2012 Section 120 (1) (c), grant a concession (hardship concession) for the Water Access Infrastructure Charge effective from 1 July 2019.
2. The concession is provided to the current owner/s only for the time they own the property.

The difference there is that it is just back to 2019 because the customer has paid.

*[This resolution has been updated following confirmation of these minutes at the Ordinary Meeting on 13 May 2020. The amendments resolved by Council on confirmation of the minutes are highlighted in red text]*

CARRIED

8/1

Cr. 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. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Responsible Officer	Lead Rates and Utilities Billing Officer / Systems Administrator
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Item Number: C.13 File Number: D20/32744

SUBJECT HEADING: ROMA CEMETERY - REQUEST TO INSTALL STREET BOLLARDS

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

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**Services**
**Executive Summary:**

Correspondence was received requesting Council to place street bollards in Lewis street at the intersection with Conlan Street at the Roma Cemetery.

**Resolution No. OM/04.2020/32**
**Moved Cr McMullen**
**Seconded Cr Golder**
**That:**

1. The matter lay on the table for further consideration at the next meeting on 13 May 2020, to allow officers additional time to investigate potential installation options and associated costs.
2. In the interim a letter be provided to the resident by the way of update.

CARRIED

9/0

**Responsible Officer**
**Manager - Communication, Information & Administration Services**
**Item Number:**
**C.14**
**File Number: D20/27710**
**SUBJECT HEADING:**
**REQUEST FOR QUOTE SCADA UPGRADE PROJECT - SYSTEM INTEGRATION CONSULTANCY**
**Officer's Title:**
**Manager - Procurement & Plant  
 Manager - Water, Sewerage & Gas**
**Executive Summary:**

Council's Supervisory Control and Data Acquisition (SCADA) and Industrial Control Systems (ICS) are used to monitor and control the water reticulation network and wastewater network via telemetry networks and control systems. These systems are important for demonstrating and delivering efficient and effective management of assets.

The current system is outdated and contains operational inefficiencies.

The SCADA Upgrade Project has been developed to upgrade the SCADA system to modern technology providing reliable, timely monitoring and control of the water and wastewater networks.

A request for quote (RFQ) was sent to the Register of Pre-qualified Suppliers of the supply, installation and maintenance of SCADA systems and associated services for consultancy services for design, configuration, programming, integration and commissioning of the new SCADA system.

**Resolution No. OM/04.2020/33**
**Moved Cr O'Neil**
**Seconded Cr Guthrie**
**That Council:**

1. Select SAFEgroup Automation Pty Ltd as the recommended supplier for Supervisory Control and Data Acquisition (SCADA) upgrade project systems integration consultancy noting the tendered value of \$498,547.34 including GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with SAFEgroup Automation Pty Ltd, and form a contract to perform the consultancy if the

**final terms are acceptable.**

CARRIED 9/0

<b>Responsible Officer</b>	<b>Manager - Procurement &amp; Plant</b>
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**Item Number:** C.15 **File Number:** D20/30327

**SUBJECT HEADING:** REQUEST FOR REDUCED TRADING TERMS

**Officer's Title:** Manager - Procurement & Plant

***Executive Summary:***

*Council received correspondence from a supplier requesting a reduction in trading terms from 28 days to 14 days.*

*The request was tabled for Council consideration.*

<b>Resolution No. OM/04.2020/34</b>	
<b>Moved Cr McMullen</b>	<b>Seconded Cr Edwards</b>
<p><b>That Council approve the requested reduction in trading terms from twenty-eight days (28) to fourteen days (14) for any invoices submitted by creditor 14959.</b></p>	
CARRIED <span style="float: right;">9/0</span>	

<b>Responsible Officer</b>	<b>Manager - Procurement &amp; Plant</b>
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**Item Number:** C.16 **File Number:** D20/30594

**SUBJECT HEADING:** ROMA FLOOD MITIGATION PROJECT - STAGE 2 - REQUEST FOR EXTENSION OF TIME FOR PROJECT COMPLETION

**Officer's Title:** Program Funding & Budget Coordinator  
Deputy Director / Strategic Road Management

***Executive Summary:***

*This report presents Council with a status/progress update on the Roma Flood Mitigation Project - Stage 2 and the funding arrangements that are currently in place for these works. The report seeks to submit a funding agreement variation to extend the current project completion date of the project.*

<b>Resolution No. OM/04.2020/35</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Birkett</b>
<p><b>That:</b></p> <ol style="list-style-type: none"> <li><b>1. Council authorise the CEO to prepare and sign a funding agreement variation to the Department of State Development, Manufacturing, Infrastructure &amp; Planning to extend the project completion date for the Roma Flood Mitigation Project – Stage 2 to 15 December 2020.</b></li> <li><b>2. Councillors and officers undertake an on-site inspection to familiarise Councillors with the project.</b></li> </ol> <p><b><i>(Slight amendment included by Cr O'Neil following discussion)</i></b></p>	

CARRIED

9/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

Cr Ladbrook left the meeting at 5.02pm, and did not return for the remainder of the meeting.

**LATE CONFIDENTIAL ITEMS**

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

- (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. OM/04.2020/36**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council move into committee (close the meeting) to the public. (5.04pm)**

CARRIED

8/0

**Resolution No. OM/04.2020/37**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council open the meeting to the public (at 5.24pm).**

CARRIED

8/0

**Item Number:**

**LC.1**

**File Number: D20/34940**

**SUBJECT HEADING:**

**REQUEST TO USE THE MARANOA PARENTING VAN FOR COVID-19 TEMPERATURE TESTING OUTSIDE THE MARANOA REGION**

**Officer's Title:**

**Executive Customer Service Officer - Office of the Mayor & CEO**

***Executive Summary:***

*Council received correspondence on 21 April 2020 from a commercial business requesting to use the Maranoa Parenting Van to conduct temperature testing at race meetings in Charleville, Emerald and Longreach.*

*This matter was before Council as the request is outside the hire parameters of Council's adopted Hire Deed GM/04.2013/23.*

**Resolution No. OM/04.2020/38**

**Moved Cr Golder**

**Seconded Cr O'Neil**

**That Council decline the request from the applicant because the parenting van, as per the agreement, cannot go outside of the Maranoa region.**

CARRIED

8/0

**Responsible Officer**
**Executive Customer Service Officer - Office of the Mayor & CEO**
**Item Number:**

LC.2

**File Number:** D20/35071

**SUBJECT HEADING:**

UNNAMED SECTION OF ROAD OFF HUMPHREYS ROAD

**Author Title:**

Deputy Director / Strategic Road Management

**Executive Summary:**

At the Council Meeting on 11 March 2020, it was resolved that a report be prepared for an upcoming meeting regarding a section of unnamed road off Humphreys Road.

The report followed discussions with officers, and Council's correspondence on 17 January 2020.

Since the Council meeting, Council staff have been working to establish what options are available to Council to help resolve this ongoing matter, aspects of which date back to 1999 and 2002 (prior to amalgamation) and have been considered by Maranoa Regional Council on a number of occasions.

The information report provided Council with a progress update on the matter, and foreshadowed a formal Officer's Report that is planned for tabling to the Ordinary Meeting of 13 May 2020.

**Resolution No. OM/04.2020/39**
**Moved Cr O'Neil**
**Seconded Cr McMullen**
**That Council:**

1. Receive and note the Information Report as presented.
2. Note that a subsequent report is planned to be tabled to the Ordinary Meeting of Council on 13 May 2020 regarding the matter.
3. Send correspondence to the relevant persons (i.e. All parties). *(Point 3 added by Cr O'Neil following discussion with Council).*

CARRIED

8/0

**Responsible Officer**
**Deputy Director / Strategic Road Management**
**COUNCILLOR BUSINESS**
**Item Number:**

14.1

**File Number:** D20/33881

**SUBJECT HEADING:**

REVIEW OF REPORT DEADLINES TO ORDINARY MEETINGS

**Councillor's Title:**

Mayor Golder

**Executive Summary:**

The report tabled a proposal to review the deadline for reports to ordinary meetings. This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

**Resolution No. OM/04.2020/40**

<b>Moved Cr Golder</b>	<b>Seconded Cr McMullen</b>
<b>That a report be prepared for the ordinary meeting on 13 May 2020.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Lead Officer – Elected Members &amp; Community Engagement</b>
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## **CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 8.27pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 13 May 2020, at the Roma Administration Centre.**

.....  
 Mayor.

.....  
 Date.