

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 27/28 JANUARY 2021 SCHEDULED TO COMMENCE AT 9.00AM

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, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, and Minutes Officer – Brittany Lafrenais in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services - Rob Hayward, Director Corporate & Community Services - Sharon Frank, Manager Economic & Community Development - Ed Sims, Deputy Director/Strategic Road Management - Cameron Hoffmann, Acting Manager Procurement & Plant - Michael Worthington, Manager Facilities (Land, Buildings & Structures) - Tanya Mansfield, Manager Water, Sewerage & Gas - Graham Sweetlove, Rural Land Services & Funding Officer / Team Coordinator - Kent Morris, Manager Environment, Waste & Rural Land Services - Kay Crosby, Manager Planning & Building Development - Danielle Pearn, Manager Organisational Development & Human Resources - Noela Ward, Manager Saleyards - Paul Klar, Associate to the Director / Budget & Emergency Management - Gemma Lines

WELCOME

The Deputy Mayor (Acting Chair) welcomed all present and declared the meeting open at 9.12am. He put in an apology for the Mayor who would be absent for the first 40 minutes or so.

CONFIRMATION OF MINUTES

Resolution No. OM/01.2021/01	
Moved Cr Guthrie	Seconded Cr Ladbrook
That the minutes of the Ordinary Meeting held on 9 December 2020 be confirmed.	
CARRIED	8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Resolution No. OM/01.2021/02	
Moved Cr Edwards	Seconded Cr Taylor
That the minutes of the Special Meeting held on 17 December 2020 be confirmed.	
CARRIED	8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Resolution No. OM/01.2021/03	
Moved Cr Birkett	Seconded Cr Guthrie
That the minutes of the Special Meeting held on 21 December 2020 be confirmed.	
CARRIED	8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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ON THE TABLE

Cr O’Neil raised a question about Cr Ladbrook having a conflict of interest due a letter under consideration for this item, and the associated report later in the meeting. Following discussion with Councillors, Cr Ladbrook advised as follows:

I, Cr Ladbrook, have a prescribed conflict of interest for item 5.1 relating to airport fees towards the Roma Turf Club. My relationship with the entity is that I am a member of the Roma Turf Club. As a result of my conflict of interest I will now leave the meeting while the matter is discussed and voted upon.

Cr Ladbrook left the meeting at 9.18am and returned at 9.19am following Council’s consideration of the above item.

Item Number:	5.1	File Number: D20/116894
SUBJECT HEADING:	UPDATED REQUEST FOR FEE WAIVER - SHEEHAN EVENTS	
Officer’s Title:	Manager – Airports	

Executive Summary:

Council received correspondence from Sheehan Events requesting a fee waiver for passenger and landing fees at Roma Airport.

Sheehan Events is planning on chartering an aircraft for the 2021 Roma Rugby Races, with up to 80 persons attending the event for the weekend.

At its Ordinary Meeting of 28 October, 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. Following this report, Council further laid the matter on the table to seek information from the beneficiaries.

This report provided the background to the request and the correspondence received relating to the beneficiaries.

Resolution No. OM/01.2021/04	
Moved Cr O’Neil	Seconded Cr Taylor
That Council receive and note the Officer’s report as presented.	
CARRIED	7/0

Responsible Officer	Manager - Airports (Roma, Injune, Surat, Mitchell)
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Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Cr O'Neil advised that, whilst he had shared with Council the details of his conflict, he again declared a prescribed conflict of interest for item 8.1 (Country University) as he is Chair and non-executive Director of the board of Country University Centre and he would be dealing with this matter by leaving the room while the matter is discussed and voted on.

Cr O'Neil left the meeting at 9.20am.

CONSIDERATION OF NOTICES OF MOTION

Item Number: 8.1 **File Number:** D21/1849

SUBJECT HEADING: COUNTRY UNIVERSITY

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

Executive Summary

After negotiations with Country University Centre (CUC) Maranoa, it has been found that a more workable solution for both parties, is for CUC Maranoa to use the current meeting and training room as a student social area and kitchenette. To ensure continued access to a meeting space by the community, it is recommended that a smaller meeting room space be developed by removing a dividing wall between interview room 2 and interview room 3.

It was recommended that Council repeal (rescind) resolution OM/12.2020/50 (9 December 2020) and replace with an alternative resolution.

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Cr O'Neil returned to the meeting at 9.27am.

Resolution No. OM/01.2021/05

Moved Cr Hancock

Seconded Cr Birkett

That Council Rescind Resolution Number OM/12.2020/50 replacing with the following:

That Council:

- 1. Through the Chief Executive Officer (or delegate) enter into negotiations with Country Universities Centre Maranoa Ltd to lease the front section of the Roma Community Hub for a period of 3 years, on the following basis:**
 - an annual rental of not more than \$14,000 plus GST for the first year, and \$20,000 per annum plus GST for years 2 and 3;
 - outgoings in addition to the rent;
 - capital improvements with the prior agreement of Council's representative at lessees' expense;
 - the conference / training room be included in the area to be leased to CUC Maranoa.

<p><input type="checkbox"/> CUC Maranoa to develop an alternative conference/training room in the building by combining interview room 2 and interview room 3, with this new meeting space to be available for use by the community. All costs associated with construction and fit out of the new conference/training room to be borne by CUC Maranoa, and CUC Maranoa to be responsible for booking and coordination of the room.</p> <p>2. Authorise the Chief Executive Officer to sign the lease documentation subject to negotiations with the existing lessees and any variations following informal consultation with Councillors.</p> <p>3. Confirms this is a short term lease opportunity for CUC Maranoa to start operating, however, Council encourages the entity to explore alternative accommodation options for the period beyond the initial 3 years.</p> <p>4. Allow contractors on-site from 14 December 2020 to engage in building assessments.</p>	7/0
CARRIED	

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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<p>Section 150FA (2)(e) of the Local Government Act 2009 <i>For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.</i></p> <p>Name of each eligible councillor who voted on the matter: Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Wendy Taylor.</p> <p>How each eligible councillors voted: Each councillor voted in favour of the motion.</p>

Cr Birkett left the meeting at 9.32am and returned at 9.33am.

Item Number: 8.2 **File Number:** D21/3165

SUBJECT HEADING: EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)

Officer's Title: Director – Corporate & Community Services

Executive Summary
For Resolution No. GM/06.2020/52 there was a box included in the motion that has some different wording to the information under the section 'Policy as adopted'. It was recommended that this box and the preamble be removed. The wording under 'Policy as adopted' was correct and reflected Council's intention at the Council meeting of 10 June 2020. The policy included in the minutes was the final result (including Council's amendments at the meeting) and therefore needed no further explanation.

Resolution No. OM/01.2021/06	Moved Cr McMullen	Seconded Cr Guthrie
<p>That Council amend Resolution Number GM/06.2020/52 (removing the preamble / 'explanatory' note) and simply retain the section 'Policy as adopted' as detailed below:</p>		

Policy as adopted

Title of policy

Expenses Reimbursement Policy (including Facilities)

Why do we need this policy?

All councils in Queensland are required to have an Expenses Reimbursement Policy under the local government legislation. It pertains to the Mayor, Deputy Mayor and all persons elected as a Councillor in the Council term 2020-2024.

Although it is called “Expenses Reimbursement Policy”, its contents are broader than its name suggests. Under Section 249 of the *Local Government Regulation 2012*, the policy includes:

- (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- (b) provision of facilities to councillors for that purpose.

Facilities include equipment, resources and administrative support (employee time) that facilitate the performance of Councillors’ duties and responsibilities.

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

What are the key considerations for Maranoa Regional Council in developing its Expenses Reimbursement Policy?

- **Maranoa Councillors represent the current and future interests of the residents of the local government area:**
 - Current residents - 12,665¹ at 30 June 2019;
 - Area - 58,835km² (approximately 91% of mainland Tasmania).
- The region comprises 10 towns (Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla, Yuleba) covering an urban area of 31.7 km² in total, spread out over a large geographic area.
- Although approximately 70% of the population lives in urban areas across the region, approximately 30% live in rural areas across 58,802.8 km².
- Travel (and associated expenses) is not limited to Council meetings but also regular attendance at community and other representative meetings and events across the region.
- Due to the vast area which the Maranoa Regional Council region covers, and to encourage Councillors to participate in all Council activities / events held across the region, Council (from September 2008 to June 2020), deemed it necessary to provide a vehicle to Councillors for official Council business.

¹ Australian Bureau of Statistics; 3218.0 Regional Population Growth, Australia; Released at 11.30am (Canberra time) 25 March 2020; Table 3. Estimated Resident Population, Local Government Areas, Queensland, "2019".

In the first term of Maranoa Regional Council (2008/09), the following options were included:

- Mileage allowance at a higher cents per kilometre to recognise the difference between the costs of running a vehicle in the Brisbane Metropolitan area and the then Roma Regional Council:

or

- A council vehicle;

or

- The option of individual use vehicle for business and private use through a (lease back) fee being automatically deducted from the fortnightly Councillor remuneration payments.

- A third of the Councillors for this term (2020 – 2024) live in rural areas.
- All of the present term Councillors have identified the importance of improving the region's road network, and at times will need to travel the region's road network for meetings with residents. Maranoa Regional Council has:
 - the largest local government road network (by length) in the State on a per capita basis.
 - the 3rd largest local government road network (by length) in the State.

The network comprises:

- Sealed/bitumen roads (20%);
- Unsealed roads (51% gravel and 29% formation / dirt).

How will the policy assist Councillors in providing high quality leadership to the local government and the community?

(a) Supporting councillor participation

It will assist councillors to fully participate in Council meetings, deputations, events and inspections across our large geographical area.

(b) Encouraging democratic representation

No individual should be 'out of pocket'- i.e. Councillors and/or their families should not be financially disadvantaged because of the Councillor carrying out their responsibilities.

Similarly, no one should be discouraged from standing for public office due to being required to contribute personal funds for the performance of public office.

(c) Ensuring honesty

Expenses and facilities are used for the purpose of performing Councillors' legal responsibilities.

Council will be compensated for any incidental or limited private use.

(d) Demonstrating accountability

Any expenditure has appropriate records kept to confirm that it has been used for an approved purpose.

(e) Providing transparency

The community will be kept up to date with the expenses incurred by, and the facilities provided to, each Councillor under this policy by publishing the particulars as required by legislation.

(f) Supporting productivity initiatives

Councillors will be provided with modern 'tools of the trade' to support the implementation of effective processes and efficient use of employee time.

(g) Being respectful of others

Councillors have different needs in performing their councillor responsibilities.

The policy aims to provide for full participation by all councillors while also providing employees that support them with a safe, meaningful and productive work environment.

One size may not fit all. Some degree of flexibility may be needed to enable councillors to balance their public, professional, business and personal commitments, while still complying with the local government principles in the performance of their responsibilities.

The policy aims to be respectful of other individuals' choices – including the ability to accept or reject payment for all or any expenses depending on the individuals' circumstances.

(h) Incurring fair and reasonable expenses

The aim is to ensure fair and reasonable expenses and the allocation of Council resources in the form of facilities, to enable all Councillors to conduct their responsibilities. Expenses are separate to, and not intended to supplement, remuneration as determined by the Local Government Remuneration Commission.

(i) Selecting the most cost effective option for ratepayers

This ensures that an analysis is undertaken, and that decisions about the provision of facilities is based on actual data rather than perceptions.

(j) Recognising that councillors have a different role to employees

Important distinctions are:

- Given Councillors' representative role, their 'workplace' is the whole region, representing all residents. A Councillor's representative role begins and ends at their home and is often undertaken during their private time at home, including reading and consideration of Council meeting agendas.

- Whilst employees have specific hours of work, and are engaged to perform particular tasks councillors are rarely “off duty.”

Even when Councillors are out and about in the region in a private capacity e.g. shopping for groceries or at events that are not Council events, there is considerable expectation from ratepayers and residents to stop and discuss Council matters.

(k) Ensuring that expenses and facilities are commensurate with industry standards and community expectations about Councillors’ visibility across the region.

In developing this policy, Council has benchmarked expenses and facilities provided by like Councils (e.g. regional councils with similar road length and number of elected members, nearby category 3 councils).

What expenses and facilities for Councillors are permitted?

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:

- Attending or preparing for Ordinary or Special Meetings, Standing Committees or Advisory Committees, briefings, deputations and inspections;
- Advocacy to other tiers of government;
- Council community engagement activities including advisory committees, town meetings representation on community committees as a Council representative and project specific engagement activities;
- Council civic and ceremonial events;
- Professional development;
- Deputations or meetings with residents of the local government area about Council matters;
- Council/Councillor representation at local government events;
- Council sponsored events (directly or through a Council sponsored organisation) and attending in a Councillor capacity;
- Industry events or community initiated and arranged events where a Councillor is invited in an official capacity (as a Councillor) and the invitation is sent to Maranoa Regional Council;
- Matters otherwise resolved by Council.

Civic and ceremonial events are events that are primarily for the residents of the region (where organised by Council), including:

- 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).

The format of the event’s proceedings may:

- 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.

Expenses

This section pertains to 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, paid for via a Council credit card issued to a Councillor, or paid directly by Council.

The term 'reasonable' refers to what would be perceived as prudent, responsible and acceptable to the community. The term includes 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.

Expenses are not included in remuneration as set by the Local Government Remuneration Commission or equivalent.

Type of expense	Policy detail
Accommodation	<p>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 region, Council will book and pay for accommodation at a local service provider.</p> <p>All Councillor accommodation for Council Business will generally be booked and paid for by Council through the Elected Members and Community Engagement Officers.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Community engagement	<p>Councillors may incur expenses for the purpose of conducting community engagement activities relevant to the business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).</p> <p>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).</p>
Flights and frequent flyer points	<p>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.</p> <p>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.</p>

	<p>Due to the time of commencement or completion of Council Business the Council may elect to travel on the day prior to and/or return on the day after the Council Business.</p> <p>Frequent flyer points</p> <p>Where a Councillor identifies in the Options 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:</p> <ol style="list-style-type: none"> 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). <p>The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.</p>
<p>Food, drink and incidentals</p>	<p>Councillors may claim for the actual (and reasonable) cost of meals and beverages (excluding alcohol) when travelling outside the region for Council Business. For the purposes of this policy, the reasonable amount claimable will be:</p> <ul style="list-style-type: none"> • for the breakfast, lunch or dinner that falls within the time of day from the commencement of the travel to the end of the travel. • using Table 1 of the Australian Taxation Office Determination (TD 2018/11 or current equivalent). At the time of policy adoption, the amounts were: <ul style="list-style-type: none"> - Breakfast - \$27.55 - Lunch - \$31.00 - Dinner - \$52.80 - Incidental - \$19.70 (each day of travel) <p>Reimbursement will be made through the Elected Members & Community Engagement Officers upon presentation of an official tax invoice, provided:</p> <ul style="list-style-type: none"> • The Councillor incurs the cost personally; • The meal was not provided as part of registration costs of an activity, or during a funded flight; <p>Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.</p>
<p>Inappropriate conduct (suspected) including investigation costs</p>	<p>In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs:</p> <p>Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:</p> <ul style="list-style-type: none"> • the president of the Tribunal in undertaking an investigation for Council

	<ul style="list-style-type: none"> • a mediator engaged under this investigation policy • a private investigator engaged on behalf of or by the investigator • travel where the investigator needed to travel to undertake the investigation or to interview witnesses • seeking legal advice • engaging an expert. <p>Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.</p> <p>Any costs incurred by complainants or the subject Councillors will not be met by Council.</p>
Legal costs	<p>Council will pay:</p> <ul style="list-style-type: none"> • Through its relevant insurance policy, costs incurred through Council inquiry, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with the Councillor's performance of his/her Councillor functions. Where it has been found that the Councillor breached the provisions of the Local Government Act 2009 or other legislation, the Councillor will reimburse Council all associated costs incurred by Council. • Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors.
Professional development	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> • Mandatory Professional Development; and • Discretionary Professional Development. <p>Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.</p> <p>Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.</p> <p>Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.</p>
Transport / transfer costs (excluding flights)	<p>Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. hire cars, taxis, trains, taxis, buses and ferry fares).</p> <p>Toll fees will be reimbursed or paid for by Council.</p> <p>Any costs for additional travel expenses for personal reasons that may be incurred while out of the region for Council Business must be met by the Councillor.</p>
Other expenses / events	<p>From time to time, Councillors (in their official capacity), may be invited to industry events or community initiated and arranged events.</p> <p>Industry events 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>

	<p>Community initiated and arranged events 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>
<p>Facilities</p> <p>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.</p>	
<p>Administrative support for elected members</p>	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <ul style="list-style-type: none"> • Registering into Council’s records management system, copies of public records sent to or from the Councillor group e-mail or Councillors; • Ad-hoc photocopying; • Ad-hoc printing of documents; • Arranging secure disposal of copies of confidential papers; • Coordinating diary catch-up / calendar management; • Facilitating the reimbursement of expenses and other arrangements under this policy; • Processing payments: <ul style="list-style-type: none"> ○ made for or on behalf of Councillors; ○ to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); • Arranging 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, event bookings where a councillor is accompanied by their spouse); • Assisting with professional development arrangements and resources for elected members; • Ensuring that individual councillor profiles are sought and periodically reviewed for the Council website and publications; • Preparing speech notes where the request is received from the Councillor in sufficient time to enable information to be collated in business hours; <p>These tasks will usually be undertaken by the Elected Members and Community Engagement Officers.</p>
<p>Administrative and technical support for council meetings, policy development, and decision-making</p>	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <p>Agenda and minutes</p> <ul style="list-style-type: none"> • Notice of meetings • Agenda coordination (Council and committee meetings) <ul style="list-style-type: none"> ○ Printed; or ○ Online with LG Hub • Minute taking • Use of Council’s agenda software for entering of Councillors’ requests for agenda reports; <p>Attendance records</p> <ul style="list-style-type: none"> • Collating Councillors’ attendance records for the purpose of fulfilling Council’s legislative reporting obligations.

	<p>Location</p> <ul style="list-style-type: none"> • Meeting room bookings and setup coordination <p>Technology support</p> <ul style="list-style-type: none"> • Video and livestreaming (as required) • Computer set up, projector and screen • Agenda and minutes software access <p>Transport</p> <ul style="list-style-type: none"> • Council meeting and inspection coordination
<p>Civic and ceremonial support</p>	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <ul style="list-style-type: none"> • Organisation of citizenship ceremonies and liaison with the Mayor and Australian Government’s Department of Home Affairs; • Organisation of official openings;
<p>Community engagement including deputations</p>	<p>This includes making Council administrative officers available to organise whole-of-Council initiatives to engage with the community as part of its decision making about policies and priorities – e.g. inform, consult, involve, collaborate, empower (depending on the type of decision) ^{IAP2}.</p>
<p>Councillor correspondence including letterhead and associated clerical support</p>	<p>Council administrative officers and letterhead for elected members are provided solely for the purpose of:</p> <ul style="list-style-type: none"> • 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; • acknowledging letters/e-mails for correspondence to the Elected Members’ Office; <p>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, internal reviews (complaints) and Council meeting correspondence.</p> <p>Letters of support on Council letterhead 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:</p> <ul style="list-style-type: none"> • 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 letter of support requested is not for application to a program administrated by or the outcome approved by Council (e.g. RADF); • the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council. <p>If Council is in receipt of a request that does not fall clearly within the above categories then an email can be circulated to all Councillors to seek input as to the appropriateness of Council support and potential benefits to the region.</p>

	<p>Nothing in this policy prevents someone who is elected to public office to provide a personal letter of support or recommendation as a private citizen, provided that Council related information and resources are not used.</p>
Credit card facility	<p>Councillor will be provided with a Council issued credit card (upon request). Use will be in accordance with Council's Credit Card Policy. The card will be subject to limits and tax invoices will be required as part of the reconciliation process.</p>
E-mail addresses	<p>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:</p> <p>Office of the Mayor mayor@maranoa.qld.gov.au Mayor and Councillors councillors@maranoa.qld.gov.au</p> <p>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.</p> <p>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</p> <p>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 & Process. Administrative action complaints, for example, will be forwarded to: internal.review@maranoa.qld.gov.au</p> <p>Complaints passed onto an individual Councillor will be managed in the same way. Contact in relation to the investigation of a complaint will occur directly with the complainant by the relevant officer under the policy. Where a Councillor requests information about a complaint (verbally or in writing) the request for information will be forwarded to: S170A@maranoa.qld.gov.au</p> <p>Whilst progress updates can be provided, the final outcome cannot be determined or communicated until the Internal Review is completed.</p>
Information and Communication Technology (ICT) equipment	<p>Councillors will be provided with the following ICT equipment and mobile communication:</p> <ul style="list-style-type: none"> • Mobile phone handset and protective case • Mobile phone monthly plan (voice, data, shared data services) • iPad monthly plan (voice, data, shared data services) • iPad Pro hardware (with sim) • iPad software • Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount) • Printers and consumable for Council printers. <p>If any Councillors wish to use their personal mobile phone or iPad (as selected on the Councillor Options Form), they will be entitled to reimbursement equivalent to what Council is currently paying for a Council device.</p>

	<p>Council will only pay for the purchase and arrange installation and support of software applications ('apps') or individually priced services that are required to conduct official Council Business.</p> <p>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 users).</p>
Insurance	<p>In accordance with Section 107 of the <i>Local Government Act 2009</i>, Council will take out professional indemnity and public liability insurance. Further, Council will take out Workers Compensation insurance cover and Directors and Officers Liability insurance cover for Councillors while carrying out their legislative responsibilities.</p> <p>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).</p> <p>If a Councillor is found to have breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</p>
Office space, access to meeting rooms	<p>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.</p> <p>While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:</p> <ul style="list-style-type: none"> • 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.
Stationery and other office supplies (excluding caretaker period)	<p>Council will supply and pay for associated postage for reasonable quantities of the following items where used for official (Council) purposes and arranged through the Elected Members Support & Community Engagement Officers:</p> <ul style="list-style-type: none"> • Business cards • Councillor letterhead • Certificates of appreciation, congratulations, recognition • Customer service cards • Diary • Paper for printing • Pens • Notepaper • Thank-you cards • Internal review cards • Computer backpack / briefcase <p>Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out Councillor responsibilities.</p> <p>Stationery does not include any form of advertising by Council.</p>

Uniforms	<ul style="list-style-type: none"> • Name badges • Council branded shirts (upon request) • Council branded jacket (upon request) • Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.
Vehicles	<p>Ad-hoc use for Council Business</p> <p>Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.</p> <p>Use of own private vehicle</p> <p>(a) An allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.</p> <p style="text-align: center;">OR</p> <p>(b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.</p> <p>Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually.</p> <p>In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.</p> <p>If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of \$50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.</p>

General conditions

- Councillors are to complete their preferred options (via the Councillor Options Form) within 14 days of the policy adoption.
- Payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval of costs (by resolution) for travel outside the region and budget provisions.
- Councillors accept full responsibility for the accuracy of each expenses reimbursement claim – with payment forms / copies of receipts or other supporting documentation to be signed by the requesting Councillor. Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may represent corrupt conduct and be referred to the Crime and Corruption Commission after a preliminary assessment.
- Councillors are responsible for providing public records (i.e. documents about Council Business) received or generated to the Elected Members and Community Engagement Officers for registering in Council's records management system.

- 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.
- All Customer Requests and/or Complaints are to be administered in accordance with the policies adopted by Council.
- Clerical 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.
- In accordance with section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.
- When travelling, 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 flights, transport / transfers or accommodation.

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.

- To remove any doubt, at no time is administrative support provided pursuant to this policy to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*); nor is a Councillor to seek to direct staff in contravention of this policy.
- A Councillor's letterhead or individual e-mail addresses are not 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.
- 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.
- 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.

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.

- Any use of personal ICT devices is subject to management of Council applications and associated data for information security purposes.

End of Policy

CARRIED

8/0

Responsible Officer

Director - Corporate & Community Services

BUSINESS

OFFICE OF THE CEO

Item Number: 10.1

File Number: D21/4613

SUBJECT HEADING: COLLATION OF FEEDBACK FROM THE COMMUNITY AND EMPLOYEES ON THE HIGH LEVEL ORGANISATIONAL STRUCTURE AND RECOMMENDATIONS

Officer's Title: Chief Executive Officer

Executive Summary:

The agenda included a placeholder for collation of feedback from the community upon close of the consultation period on 25 January 2021 and associated recommendations.

Resolution No. OM/01.2021/07

Moved Cr McMullen

That this item lay on the table (until later in the meeting).

CARRIED

7/0

Responsible Officer

Chief Executive Officer

CORPORATE & COMMUNITY SERVICES

Item Number: 11.1

File Number: D20/116614

SUBJECT HEADING: RAILWAY HISTORICAL CEMETERY

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

Executive Summary:

Council received correspondence addressed to the elected members, in relation to Council supporting the preservation of railway land originally used as the site for Roma's first cemetery.

This correspondence was presented to the Council meeting held on 11 November, 2020 with the recommendation that a report be prepared for an upcoming Council meeting.

Resolution No. OM/01.2021/08

Moved Cr Edwards

Seconded Cr Ladbrook

That Council:

1. Acknowledge from the research provided that the railway owned land of Lot 335 on CP WV 1915 is the site where Roma's first cemetery is located.
2. Contact Queensland Rail as the registered owner of Lot 335 on CP WV 1915 to ascertain if this lot would be available to acquire for the historical preservation of the early grave sites located at this site, possibly dating back to 1863.
3. If successful in obtaining the railway land, work with the local historians to erect a plaque/memorial marking the significance of the site.

CARRIED

8/0

Responsible Officer

Manager - Communication, Information & Administration Services

Item Number:

11.2

File Number: D21/1106

SUBJECT HEADING:

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2020

Officer's Title:

Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the month of November 2020 (including year to date).

Resolution No. OM/01.2021/09

Moved Cr O'Neil

That this be laid on the table until later in the meeting.

CARRIED

8/0

Responsible Officer

Contractor - Finance Systems Support

Item Number:

11.3

File Number: D21/1157

SUBJECT HEADING:

INVESTMENT REPORT AS AT 30 NOVEMBER 2020

Officer's Title:

Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was to present to Council the Investment Report (including the Trading Limits report) as at 30 November 2020.

Resolution No. OM/01.2021/10

Moved Cr Hancock

Seconded Cr Guthrie

That the Investment Report as at 30 November 2020 be received and noted.

CARRIED

8/0

Responsible Officer

Contractor - Finance Systems Support

Item Number:

11.4

File Number: D21/2843

SUBJECT HEADING:

NEX-GEN PROCUREMENT SYSTEM

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

Local Buy Pty Ltd, in conjunction with VendorPanel and Arcblue, are expanding the functionality of the Vendorpanel software to introduce the Nex-Gen Procurement Ecosystem (Nex-Gen).

The Nex-Gen Procurement System will provide current and enhanced services as well as replace LGTenderbox resulting in Council reducing the number of systems for procurement to two (2) - VendorPanel and Beakon.

The Nex-Gen Procurement System contains the following modules:

- *Request for Quotes*
- *Tenders*
- *Contracts Register*
- *Contracts Monitor*
- *Procurement analytics.*

It is expected that these changes will improve the procurement function and Council's integration with the local business community as well as reduce the number of systems that Council and Business owners will need to use.

Resolution No. OM/01.2021/11

Moved Cr O'Neil

Seconded Cr Taylor

That Council authorise the Chief Executive Officer to sign the Letter of Intent with Local Buy Pty Ltd if the final terms are acceptable, to begin the Nex-Gen assessment process.

CARRIED

8/0

Responsible Officer

Manager - Procurement & Plant

Mayor Golder joined the meeting at 9.47am and took the chair.

Item Number:

11.5

File Number: D21/3559

SUBJECT HEADING:

REQUEST FOR REDUCED TRADING TERMS – CREDITOR 15578.

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

Council received correspondence from a supplier, requesting a reduction in trading terms. This request was tabled for Council's consideration.

Resolution No. OM/01.2021/12

Moved Cr Hancock

Seconded Cr Ladbrook

That Council approve the request for a reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by Creditor 15578.

CARRIED

8/0

Responsible Officer

Manager - Procurement & Plant

Item Number:

11.6

File Number: D21/3577

SUBJECT HEADING:

OVERDUE RATES - COMMENCEMENT OF LEGAL ACTION

Officer's Title:

Rates & Utilities Billing Officer

Executive Summary:

Letters of Demand have been sent to ratepayers who are not in a rates payment arrangement and have a rates debt of \$750 or more outstanding.

In accordance with Council's adopted Rates Recovery Policy, a Council resolution is required to take the next step in the rates recovery process by filing a Statement of Liquidated Claim at the Local Magistrates Court and serving on the ratepayer.

Resolution No. OM/01.2021/13

Moved Cr O'Neil

That this matter lays on the table until later in the meeting.

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

Item Number:

11.7

File Number: D21/3720

SUBJECT HEADING:

INVESTMENT REGISTER AS AT 31 DECEMBER 2020

Officer's Title:

Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was to present to Council the Investment Report (including the Trading Limits report) as at 31 December 2020.

Resolution No. OM/01.2021/14

Moved Cr Ladbrook

Seconded Cr McMullen

That:

- 1. The investment report as at 31 December 2020 be received and noted.**
- 2. Future investment reports be included in the Quarterly (Operational Plan) Reports to Council.**

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

CARRIED

7/2

Responsible Officer

Contractor - Finance Systems Support

Item Number: 11.8

File Number: D21/4242

SUBJECT HEADING:

**MONTHLY FINANCIAL REPORT FOR THE PERIOD
ENDING 31 DECEMBER 2020**

Officer's Title:

Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the month of December 2020 (including year to date).

Resolution No. OM/01.2021/15

Moved Cr O'Neil

That the item lay on the table until later in the meeting.

CARRIED

9/0

Responsible Officer

Contractor - Finance Systems Support

INFRASTRUCTURE SERVICES

Item Number: 12.1

File Number: D20/107099

SUBJECT HEADING:

**ADDITION TO THE ROAD REGISTER - UNNAMED ROAD
OFF SUNNYSIDE ROAD**

Officer's Title:

**Deputy Director / Strategic Road Management
Assets Officer - Transport Network**

Executive Summary:

Council has received a request to add a section of unnamed road off Sunnyside Road to Council's Rural Road Register. This section of unnamed road provides primary access to four (4) lots.

This report tabled the details of the request, the investigation completed by Council officers and recommendations for Council's consideration.

Resolution No. OM/01.2021/16

Moved Cr McMullen

Seconded Cr Guthrie

That Council:

1. Provide in principle support to the addition of 1.0 kilometre of unnamed section road off Sunnyside Road to Council's Rural Road Register given that the section of road provides direct access to a number of freehold lots in the area.
2. Undertake community engagement with residents that directly adjoin both Sunnyside Road and the unnamed section of the road off Sunnyside Road to gauge their input on the potential configuration and naming of the section of road as outlined in Part 1 of this resolution.
3. Be presented with a subsequent report detailing the outcome from the community engagement on the matter, with the view of formally naming and adding this section of the road to the Rural Road Register.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number:

12.2

File Number: D20/121979

SUBJECT HEADING:

**MAINTENANCE AT THE ROMA TENNIS COURTS –
ARTHUR STREET FOOTPATH**

Officer's Title:

Manager - Maintenance Delivery & Works

Executive Summary:

A report was tabled at the Ordinary meeting held on 11 November 2020 to request that Council consider mowing from the footpath to the tennis court fence in Arthur Street Roma on a routine basis.

Resolution No. OM/01.2021/17

Moved Cr Taylor

Seconded Cr O'Neil

That Council:

1. Authorise the programming of the additional mowing and whipper snipping as part of the programmed delivery to Arthur Street, Roma, noting that Arthur Street is classed as a higher order road and is serviced every 4 weeks (or sooner if the need arises from rain events)
2. Write to the Roma Tennis Club notifying them of the change.

CARRIED

9/0

Responsible Officer	Manager - Maintenance Delivery & Works
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Item Number: 12.3 **File Number:** D21/2201

SUBJECT HEADING: AMBY BORE TENDER AWARD

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

Council publicly invited tenders via LGTenderbox from suitably qualified and experienced contractors to construct a new bore at Amby.

The Tender period opened on 27 November 2020 and closed on 21 December 2020.

The responses received were reviewed by an evaluation panel and the report was submitted for Council's consideration.

Resolution No. OM/01.2021/18

Moved Cr Golder

That this item be laid on the table until later in the meeting.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Cr Ladbrook informed the meeting (declared) that he had a prescribed conflict of interest as a result of him having a commercial building in the CBD for Item 12.4 – *Renewal of Licence to Occupy – 81 Arthur Street, Queensland Ambulance Service and Maranoa Regional Council*. As a result of this conflict of interest, he advised that he would leave the meeting room while the matter was being considered and voted on.

In light of Cr Ladbrook's advice, Mayor Golder declared that he had a conflict of interest (he subsequently decided on declaring a prescribed conflict of interest) in agenda item 12.4 - *Renewal of Licence to Occupy – 81 Arthur Street, Queensland Ambulance Service and Maranoa Regional Council* on the basis that he has a business in the CBD even though it is quite some way away and that he would be dealing with this interest by leaving the room while this is dealt with.

Cr Edwards informed the meeting (declared) that he had a prescribed conflict of interest as a result of conducting business in the immediate vicinity (in McDowall Street). The nature of the interest/relationship is that his employer leases property at 63 McDowall Street. As a result of this conflict of interest, he advised that he would leave the meeting room while the matter is considered and voted on.

[The conflict of interest arises because the businesses could benefit from the additional carparking space in the vicinity of their businesses].

The 3 councillors left the meeting at 10.13am. The Deputy Mayor took the chair.

Item Number: 12.4 **File Number:** D20/98893

SUBJECT HEADING: RENEWAL OF LICENCE TO OCCUPY - 81 ARTHUR STREET - QUEENSLAND AMBULANCE SERVICE AND MARANOA REGIONAL COUNCIL

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

In August 2017, Council entered into a Licence to Occupy Agreement with the Department of Health for the land located at 81 Arthur Street, Roma.

Following execution of the agreement the land was developed by Council into a carpark to help provide some relief for the on-street parking within the Roma CBD.

The Licence to Occupy Agreement is due for renewal. The Queensland Ambulance Service has provided Council with a draft agreement to offer a 3-year licence renewal. This report sought Council consideration on the matter, including provisions to delegate the execution power to enter into a new 3-year licence for the site.

Resolution No. OM/01.2021/19	
Moved Cr O'Neil	Seconded Cr Taylor
That Council:	
<ol style="list-style-type: none"> 1. Enter into discussions with the State of Queensland acting through Queensland Health on their appetite for the purchase of land at 81-85 Arthur Street Roma. 2. Enter into a Licence to Occupy Agreement subject to the above discussions with the State of Queensland acting through Queensland Health for the use of 81-85 Arthur Street, Roma. 3. Pursuant to Section 236 of the <i>Local Government Act 2009</i>, authorise the Chief Executive Officer to execute the Licence to Occupy Agreement with the State of Queensland, acting through Queensland Health, for the use of 81-85 Arthur Street, Roma for the purposes of an off-street Council Carpark. 	
CARRIED	6/0

Responsible Officer	Deputy Director / Strategic Road Management
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<p>Section 150FA (2)(e) of the <i>Local Government Act 2009</i> <i>For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.</i></p> <p>Name of each eligible councillor who voted on the matter: Cr. John Birkett, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.</p> <p>How each eligible councillors voted: Each councillor voted in favour of the motion.</p>

The 3 Councillors returned to the meeting at 10.26am and Mayor Golder took the Chair.

Item Number:	12.5	File Number: D21/3638
SUBJECT HEADING:	SURAT DIGITAL CONNECTIVITY PROJECT - PROJECT VARIATION - QUEENSLAND GOVERNMENT'S BUILDING OUR REGIONS PROGRAM	
Officer's Title:	Program Funding & Budget Coordinator Deputy Director / Strategic Road Management	

Executive Summary:

Council was successful in obtaining funding for the Surat Digital Connectivity project under the Queensland Government's Building Our Regions program. The funding agreement for the project was executed on 30 May 2019.

This report sought Council's approval to submit a project variation to amend the original funding agreement and the 2020/21 project budget.

Resolution No. OM/01.2021/20

Moved Cr Hancock

Seconded Cr McMullen

That Council:

1. Authorise the Chief Executive Officer, or delegate to sign a project variation for the Surat Digital Connectivity Project Building our Regions funding agreement as detailed in the draft project variation attached to this report that includes the following:
 - a. Extension of the project timeframes;
 - b. Changes to the milestone deliverables;
 - c. Changes to project details that include project description, project site, total project costs, approved funds and co-contribution amounts.
2. Amend the 2020/21 project budget (and co-contributions) for the Surat Digital Connectivity Project (WO20182) to \$475,000.
3. Write to the Surat & District Development Association in reply to their letter clarifying the Surat Connectivity Projects.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 10.40AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.09AM

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number:

13.1

File Number: D20/92646

SUBJECT HEADING:

**APPROVAL FOR BASKETBALL EQUIPMENT
 INSTALLATION-ROMA**

Officer's Title:

Regional Sport & Recreation Development Coordinator

Executive Summary:

A request had been received from Maranoa Basketball Association to install basketball hoops on the eastern asphalt court adjacent to Maranoa PCYC in Roma.

Resolution No. OM/01.2021/21

Moved Cr Birkett

Seconded Cr Guthrie

That Council:

1. Approve basketball equipment purchased by Maranoa Basketball Association to be installed on the eastern asphalt court adjacent to Maranoa PCYC.

2. Approve installation of equipment and line marking by Council staff at an estimate of \$1,500 from GL 2831.2001.2001

CARRIED

9/0

Responsible Officer

Regional Sport & Recreation Development Coordinator

Deputy CEO Rob Hayward returned to the meeting at 11.25am.

Item Number:

13.2

File Number: D20/114689

SUBJECT HEADING:

SPONSORSHIP - MT HUTTON RETIREMENT VILLAGE/PINAROO ROMA INC

Officer's Title:

Manager - Economic & Community Development

Executive Summary:

The Mayor tabled a proposal for Council to sponsor the Mt Hutton Retirement Village / Pinaroo Roma Inc, for the amount of \$10,000 for a 12-month television promotional campaign to advertise cost effective independent living for over 55's available at the village with the aim of increasing numbers so the village is financially self-sustainable. This report sought the approval of Council for a budget allocation.

Moved Cr Golder

That:

1. A budget allocation of \$10,000 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.
2. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).

Cr Hancock proposed an amendment, outlined below. The Mayor advised that he would not accept the amendment. It went to the vote as follows:

Moved Cr Hancock

Seconded Cr O'Neil

That:

1. A total budget allocation of \$10,000 be provided for a television campaign advertising vacancies at the retirement villages in the Maranoa region.
2. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).

MOTION LOST

4/5

Mayor Golder then moved the following amended motion.

Resolution No. OM/01.2021/22

Moved Cr Golder

Seconded Cr Edwards

That:

1. A budget allocation of \$10,000 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.

2. A budget allocation of \$10,000 be provided to Waroona Retirement Village to advertise vacancies.
3. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).

CARRIED

7/2

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

Responsible Officer

Manager - Economic & Community
Development

Item Number:

13.3

File Number: D20/116843

SUBJECT HEADING:

FUTURE DEVELOPMENT AT THE MITCHELL SWIMMING
POOL

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At the Ordinary Council Meetings held on 25 November 2020 and 9 December 2020, Council considered reports on the future development of a wading pool and other improvements at the Mitchell Swimming Pool. Council requested that a further Officer's report be presented on the matters for consideration.

Resolution No. OM/01.2021/23

Moved Cr Golder

Seconded Cr Birkett

That Council:

1. Note the Officers report as presented.
2. Install two (2) taps along the eastern boundary of the Mitchell Memorial Swimming Pool and one (1) tap on the eastern change room funded by the existing Mitchell Swimming Pool Maintenance Budget.
3. Consider an Outline Business Case on the development of a wading pool at the Mitchell Swimming Pool in the 2021/22 budget deliberations.

CARRIED

9/0

Responsible Officer

Manager - Facilities (Land, Buildings &
Structures)

Cr Guthrie informed the meeting that she would like to declare a conflict of interest for the following item because the applicant for this particular plumbing fee refund is applying based on circumstances that are very similar to Cr Guthrie's own personal circumstances, and the public may perceive that she may not be able to vote in an unbiased capacity and therefore would leave the room while the matter is discussed and voted on.

Cr Guthrie left the meeting at 11.53am and returned at 11.59am

Item Number: 13.4 **File Number:** D20/122425

SUBJECT HEADING: **PLUMBING FEE REFUND - COVID-19 RECOVERY PACKAGE**

Officer's Title: **Administration Officer – Building Services**

Executive Summary:

Council received a request for a refund of plumbing application fees paid for a new dwelling at 352 Geoghegan Road, Roma.

Resolution No. OM/01.2021/24

Moved Cr O'Neil

Seconded Cr Golder

That Council:

1. Refund the plumbing application fees paid for a new dwelling at 352 Geoghegan Road, Roma (Approval Reference No. 2020/20132).
2. Refund eligible plumbing and trade waste application fees from 1st July 2020, noting the end date of 30th June 2021.

[Cr O'Neil amended the motion after discussion with Councillors]

CARRIED

8/0

Responsible Officer

Administration Officer – Building Services

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder (Mayor), Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Cr Guthrie returned to the meeting at 11.59am.

Item Number: 13.5 **File Number:** D21/468

SUBJECT HEADING: **TACKLING REGIONAL ADVERSITY THROUGH INTEGRATED CARE (TRAIC) GRANT OPPORTUNITY**

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

Executive Summary:

Queensland Health has released the 2021/22 Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program. This program is not new to Council as we were successful in the 2019/20 grant round. Council received \$66,000 to be used in conjunction with agricultural field days within our rural areas, in order to raise awareness about help with mental health in the rural sector.

A similar amount has been released for the 2021/22 program.

Resolution No. OM/01.2021/25

Moved Cr Hancock

Seconded Cr Taylor

That Council:

1. Apply for funding for the 2021/22 Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program.
2. If successful, continue to work with Connect Ag to deliver the projects.
3. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement if the application is successful.

CARRIED

9/0

Responsible Officer

Support Officer - Economic & Community Development

Item Number:

13.6

File Number: D21/1576

SUBJECT HEADING:

RESULTS OF COMMUNITY CONSULTATION - INJUNE GREASE TRAP

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At the Council meeting held on 11 November 2020, Council resolved to undertake community consultation on the grease trap installed to service Café on Second in Injune.

Resolution No. OM/01.2021/26

Moved Cr Guthrie

Seconded Cr Edwards

That:

1. The grease trap remain in its current location to service Café on Second.
2. Council note the community's preference for a screening fence of aluminium slat construction, to be installed around the loading bay.
3. In consideration of the advice received from the lessees of Café on Second on 24 December 2020, that Council not install the screening fence until after the tender process to lease the commercial space at the Injune multi-purpose centre is finalised.

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

CARRIED	6/3
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Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number: 13.7 **File Number:** D21/3565

SUBJECT HEADING: CURRENT CAPITAL PROJECT - WALLUMBILLA COUNCIL DEPOT - TOILET BLOCK RENEWAL

Officer's Title: Project Officer - (Facilities Planning & Delivery)

Executive Summary:

A capital project for this financial year is the renewal of the Wallumbilla Council Depot – Toilet Block. On recent inspection, the building is in poor condition and if we were to complete a renewal on the building, we would need to bring the building up to code due to more than 20% of work needing to be done to the building. The budget allocated for this project would not suffice to bring the building up to code.

Costs have been received for a brand-new demountable Male/Female toilet block to be located beside the old building. This is a more cost-effective option and the \$35,000 allowed in the budget would complete the project.

Council was asked to consider changing the scope of WO22299, from renewal to new.

Resolution No. OM/01.2021/27	
Moved Cr Taylor	Seconded Cr Birkett
<p>That Council amend the current 2020/21 capital works budget to reflect a change in scope from “renew” to “new” for the Wallumbilla Depot toilet block located 19-21 East Street, Wallumbilla.</p>	
CARRIED	9/0

Responsible Officer	Project Officer - Facilities Planning & Delivery
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Item Number: 13.8 **File Number:** D21/1693

SUBJECT HEADING: REQUEST FOR CLOSURE - ROMA SWIMMING POOL

Officer's Title: Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council received a request from St John's School seeking permission for exclusive use of the Denise Spencer Memorial Swimming Pool (Roma Swimming Pool) to hold their annual and district swimming carnivals.

Resolution No. OM/01.2021/28

Moved Cr O'Neil

Seconded Cr Ladbrook

That Council:

1. Approve the request for exclusive use of the Denise Spencer Memorial Swimming Pool Roma on 1 February 2021 and 14 February 2021 between the hours of 8.00am and 3.00pm for the Annual St John's Swimming Carnival and the District School Sports Carnival respectively.
2. Advise the community of this event through a notice at the pool and through a media release.

CARRIED

9/0

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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Item Number:

13.9

File Number: D21/2275

SUBJECT HEADING:

SALE OF LAND AND BUILDING AT 6 BURROWES STREET, SURAT QLD 4417

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

The property located at 6 Burrowes Street, Surat Qld 4417 was advertised for sale through Tender 21013 in September 2020. The tender attracted only one applicant, who also tendered for the sale of the property at 52 Oxford Street, Mitchell Qld 4465.

The applicant intended to purchase both properties subject to financing. The applicant advised Council that they could only secure financing for one property and chose to purchase 52 Oxford Street, Mitchell, leaving the property at 6 Burrowes Street unsold.

Resolution No. OM/01.2021/29

Moved Cr Hancock

Seconded Cr McMullen

That Council re-tender the property at 6 Burrowes Street, Surat Qld 4417 for sale. If this Tender fails to attract a viable offer, that Council list this property for sale with real estate agents within the Maranoa Region.

CARRIED

9/0

Responsible Officer	Manager - Procurement & Plant
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Cr McMullen left the meeting at 12.29pm and returned at 12.31pm.

Cr O'Neil left the meeting at 12.31pm and returned 12.34pm.

Cr Ladbrook left the meeting at 12.33pm and returned 12.34pm

Item Number: 13.10 **File Number:** D21/2491

SUBJECT HEADING: PAYMENT TO DEPARTMENT OF AGRICULTURE & FISHERIES - ON GROUND RESEARCH AND WILD DOG BARRIER FENCE 2020/21

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Council has received its annual precept invoice from the Department of Agriculture & Fisheries regarding payment as required under the Biosecurity Act 2014. The report sought Council's approval to pay the invoice.

Resolution No. OM/01.2021/30

Moved Cr Birkett

Seconded Cr Hancock

That Council:

1. Authorise payment to the Department of Agriculture & Fisheries, totalling \$407,578 (GST free), pursuant to Section 94 of the *Local Government Regulation 2012*.
2. Authorise the Chief Executive Officer to raise a purchase order with expenditure assigned to the 2020/21 budget allocation for pest and weed control.
3. Authorise the Chief Executive Officer to complete future precept payments invoiced by the Department of Agriculture & Fisheries in accordance with budget approvals.

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

**COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.43PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 1.53PM**

Mayor advised that he may be a life member of the Lake Recreation Association Inc. but was unsure and not officially advised. Following discussions with Councillors it was considered that there was no further action required.

Item Number: 13.11 **File Number:** D21/2911

SUBJECT HEADING: DISPOSAL OF UNUSED OUTDOOR FITNESS EQUIPMENT

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

A request has been received from Lake Recreation Association Inc expressing interest in Council gifting the organisation the unused outdoor fitness equipment removed from Adungadoo Pathway at Shady's Lagoon during construction of the Roma Dog Park.

Three pieces of equipment were removed adjacent to Shady's Lagoon and are currently stored at Cartwright Street depot. The equipment is not being reinstated at any Council facility.

Resolution No. OM/01.2021/31

Moved Cr Taylor

Seconded Cr Edwards

That:

1. Council approve disposal of the discontinued outdoor fitness equipment to Lake Recreation Association Inc, at no charge.
2. Equipment is accepted by Lake Recreation Association Inc as is and they must assume responsibility for its safe use, and maintenance and future replacement of the equipment.

CARRIED

9/0

Responsible Officer	Regional Sport & Recreation Development Coordinator
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Item Number:

13.12

File Number: D21/2917

SUBJECT HEADING:

RECTIFICATION WORKS FOR ASBESTOS A

Officer's Title:

Project Officer - Facilities Planning & Delivery

Executive Summary:

Every 5 years Council must undertake Asbestos auditing on each structure to determine Asbestos location and the condition the Asbestos is in. This is a requirement of How to Manage and Control Asbestos in The Workplace Code of Practice 2016.

Council engaged Envirohealth Consulting Pty Ltd to undertake Asbestos re-audits within the buildings and assets between June and September 2020. During the audits, several items requiring attention were identified as needing repair.

There were 11 "Class A" Asbestos items that require repair. Asbestos "Class A" removal requires a contractor to be a holder of a Business Certificate for the activity of Asbestos Removal (Class A). There is not a contractor in the Maranoa who holds this Class of licence, so we are having to engage a contractor from away.

An Occupational hygienist is also required to be present for the removal of the Asbestos. The hygienist is responsible for airborne asbestos monitoring and site clearance. The contractor engaged to do these works is Envirohealth Consulting Pty Ltd. There are no local contractors who can undertake these works.

Resolution No. OM/01.2021/32

Moved Cr McMullen

Seconded Cr Ladbrook

That Council consider including \$80,000 in the Quarter 2, 2020/2021 budget review, being the Asbestos Removal (Class A) works (which have been identified by Envirohealth Consulting Pty Ltd) that Council is required to complete, to comply with the Code of Practice 2016.

CARRIED

9/0

Responsible Officer	Project Officer - Facilities Planning & Delivery
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Cr Ladbrook declared a prescribed conflict of interest as a result of being a member of the Roma Turf Club (one of the beneficiaries of the proposed fee waiver) for item 13.13 – *Request for Fee Waiver for Sheehan Events*. He advised that he would be leaving the room while the matter is considered and voted on. Cr Ladbrook left the meeting at 2.02pm.

Mayor Golder, having previously declared a conflict of interest on this matter (as the proponent has bought prizes from his business for the event) advised he would also be leaving the meeting.

Mayor Golder left the meeting at 2.03pm. The Deputy Mayor took the Chair.

Item Number: 13.13 **File Number:** D21/3464

SUBJECT HEADING: REQUEST FOR FEE WAIVER – SHEEHAN EVENTS

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

Executive Summary:

Council has received a request from Pinaroo Roma Inc. and the Roma Turf Club requesting Council provide a fee waiver for passenger and landing fees at Roma Airport for the upcoming 2021 Roma Rugby Races, being organised by Sheehan Events, with up to 80 persons attending for the weekend. Pinaroo Roma Inc. and Roma Turf Club will be the beneficiaries of funds raised.

Council has already considered this matter in a report by Manager Airports, Ben Stewart, at its Ordinary Meeting of 28 October 2020. Council resolved that the matter lay on the table several times due to queries about eligibility of a commercial entity receiving a fee waiver.

This report provided the background to the original request and the correspondence received which details the beneficiaries of the proposed activity for which the fee waiver relates.

Resolution No. OM/01.2021/33

Moved Cr Edwards

Seconded Cr Birkett

That:

- 1. Council waive the airport fees for Sheehan Events' proposed Rugby Races charter in 2021 to the value of \$7,750.19 (Inc GST), on the condition that at least the fee amount of \$7,750.19 is donated to Pinaroo Inc and the Roma Turf Club, and Council requires a report from Sheehan Events with evidence of the donations.**
- 2. Maranoa Regional Council be recognised for their contribution in any of the event's advertising material.**
- 3. The fees be allocated to the In-Kind Major GL 2887.2248.2001**

CARRIED

7/0

Responsible Officer

Support Officer - Economic & Community Development

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Cr Ladbrook and Mayor Golder returned to the meeting at 2.23pm.

Item Number: 13.14 **File Number:** D21/4230

SUBJECT HEADING: **EXPANSION OF THE REXEL ELECTRICAL SUPPLY STORE IN ROMA (2020/20214 - MCU)**

Location: 91 Quintin Street, Roma

Applicant: Ken and Veronica Beitz

Officer's Title: Christopher Tickner

Executive Summary:

Ken and Veronica Beitz want to expand the existing Rexel-Electrical Supply shop that is located at 91 Quintin Street in Roma. The expansion includes a side extension to the existing shopfront and a replacement of the existing storage shed to the rear of the site. The development application required to facilitate the outcome is subject to Impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the Planning Act 2016 and any matters prescribed by regulation. The Development Assessment Rules set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules for no less than 15 business days between the 26th November 2020 and 13th January 2021. There was one properly made submission received about the development during this period. The submitter was not fundamentally opposed to the development but sought clarity around what measures would be implemented to mitigate potential impacts. The submitter will have the right to appeal Council's decision in the Planning and Environment Court or join an appeal if filed by the applicant.

All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled, including receipt of a referral response from the State Assessment Referral Agency. The referral agency did not direct Council to refuse the application and have provided Council with development conditions in the event the application is approved.

The development application has been assessed against all relevant assessment benchmarks and found to generally comply or be able to be conditioned to comply. Further, as part of the assessment of the application, Council officers have also identified several relevant matters that support the approval of the development. These include - the development is for the expansion of a well-established, lawfully-existing business such that the use is not out of character and within a reasonable expectation of the type of development anticipated in this area; and that there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use.

Resolution No. OM/01.2021/34

Moved Cr Ladbrook

Seconded Cr Taylor

That Council approve the development application for a Material change of use for a "Warehouse" at 91 Quintin Street, Roma, being Lot 3 on RP83836, subject to the listed relevant and reasonable Development Conditions and General Advice.

Development Conditions

Development details

- 1. The approved development is a Material Change of Use – "Warehouse" as defined in the Planning Scheme and as shown on the approved plans.**

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless noted in the approval conditions or otherwise confirmed in writing by Council.
3. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

4. The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number	Plan/Document Name	Date
Drawing Number 001	Site Plan	

Detailed plans

5. Detailed elevation plans, generally in accordance with approved Site Plan 001, must be submitted to Council for approval prior to the commencement of works.

The elevation plans must be drawn to scale and clearly show the roof-pitch and maximum height of all existing and proposed buildings on the site. The roof profile of new buildings shall match in with the existing buildings and must not exceed a maximum height of 4.2 metres within 1.5 metres of a property boundary and 3.0 metres in height within 300mm of a property boundary.

Privacy

6. Windows and openings of all buildings must not overlook the living areas of adjoining dwellings (including outdoor living areas).

Building setbacks

7. The exterior side wall of the 'proposed extension' shown on approved Site Plan 001 shall be setback a minimum of 300mm from the southern property boundary. Stormwater infrastructure, including guttering and downpipes, must be a minimum of 200mm from the southern property boundary. The front elevation of the proposed extension shall be setback a minimum of 900mm from the front (eastern) property boundary.
8. The proposed 'new storage shed' shown on approved Site Plan 001 shall be setback a minimum of 1.5 metres from all property boundaries.

Building appearance

9. Building materials and surface finishes are to be predominately within the colour range of the local landscape to blend with the surrounding environment and existing buildings on the site.
10. The exterior cladding of proposed buildings must not include any reflective materials.

Development works

11. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
12. All works on or near roadways shall be adequately signed in accordance with the “Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.”
13. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners’ requirements and specifications and to the satisfaction of the asset owners’ representative(s).

Applicable standards

14. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant provisions in the Planning Scheme and the Capricorn Municipal Development Guidelines;
 - c) any relevant Australian Standard that applies to that type of work; and
 - d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Works in road reserve

15. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel and site access/crossovers. All works on or near roadways shall be adequately signed in accordance with the “Manual for Uniform Traffic Control Devices – Part 3, Works on Roads”.

No cost to Council

16. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development, survey, registration, document lodgement, easement documentation preparation and plan sealing.

Latest versions

17. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

Application documentation

18. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

Maintain the premises

19. The area and its surrounds must be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

Refuse storage

20. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state, screened from view from the street and adjoining properties, and shall be emptied and the waste removed from the site on a regular basis.

Access

21. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards (refer to referral agency conditions).
22. Vehicle crossovers to and from the development site shall be provided from Quintin Street generally in the location shown on the approved Site Plan – 001.
23. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.

Advertising signage

24. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
25. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

Parking and manoeuvring

26. A minimum of five car parking spaces are to be provided within the development site area generally in accordance with Site Plan 001. PWD parking spaces are to be provided in accordance with the Building Code of Australia.
27. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.
28. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities.

29. Car parking spaces shall be setback a minimum of 1 metre from all property boundaries and include wheel stops or bollards to prevent encroachment into this prescribed setback.
30. Onsite service vehicle access, parking and manoeuvring is to be designed in accordance with Australian Standard AS/NZS 2890.2:2004 - Parking facilities Part 2: Off-street commercial vehicle facilities requirements.
31. Vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments.
32. Vehicle parking bays must not encroach into swept paths for vehicle movements.
33. Vehicles accessing the site and designated onsite parking area must be able to enter and leave the site in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.
34. All onsite access, parking and manoeuvring areas are to be sealed with an approved impervious surface. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.

No on-street parking in front of adjacent properties

35. Signage shall be installed near the vehicle access to the site and along the front elevation of the building directing visitors and customers to the designated on-site parking areas. Parking of vehicles and trailers in front of adjacent properties is strictly prohibited.

Bicycle parking

36. A dedicated area for bicycle parking with a minimum of four spaces is to be provided internally within the development site area. Bicycle parking areas must be well-lit, sheltered and protected from other use areas and traffic.

Avoiding nuisance

37. No unreasonable and sustained nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

Note: Refer to the *Environmental Protection Regulation 2019* for acceptable emission levels.

38. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
39. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.
40. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
41. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

Screening mechanical equipment

42. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Services

43. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication and the CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.

44. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.

45. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council. Any damage caused to Council's sewer infrastructure due to the progression of works or as a result of the approved use must be rectified at the landowner's expense.

46. Connection of the development to a telecommunication service must be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.

47. The development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.

Note: Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

48. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such designs exist (iv) the Capricorn Municipal Development Guidelines (CMDG) where it applies (v) any relevant Australian Standard that applies to that type of work and (vi) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

49. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

50. Stormwater runoff from buildings and impervious surface areas is to be collected internally and piped generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the lawful point of discharge on Quintin Street.

51. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during construction and at all times after the commencement of use.
52. Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties.
53. Stormwater must not be allowed to pond on the property being developed during the development process and after the development has been completed.
54. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.
55. A stormwater management plan prepared by a suitably qualified professional demonstrating how compliance with conditions 50 to 54 will be achieved must be submitted to Council prior to the commencement of works, and then complied with at all times afterwards.

Construction activities and erosion control

56. During the course of any construction activities, soil erosion and sediment must be managed in accordance with the CMDG Design Guidelines D-7 'Erosion and Control and Stormwater Management'.
57. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
58. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
59. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
60. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.
61. Temporary fencing must be erected and maintained around the perimeter of the development site whilst construction activities are carried out.

Construction plan

62. A construction plan that includes the estimated construction timeframe and construction hours shall be provided to all adjacent properties prior to the commencement of works. The plan is to include details of any potential impacts that may be experienced by adjacent landowners/occupants during the construction phase and how these impacts will be managed.
63. Adjacent properties shall not be accessed during the construction of the approved development without first obtaining the written consent of the affected property owner.
64. Vehicles associated with the construction of the approved development are strictly prohibited from parking in front of adjacent properties.

Operating hours

65. Operating hours are restricted to 7:00am to 8:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. The approved development is not permitted to operate on Sundays or Public Holidays.

Delivery of goods

66. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.

Fencing

67. The existing fencing along the southern property boundary shall be maintained or replaced in the event of any damage upon completion of the works. If the existing fencing on the southern elevation is removed during construction, a temporary fence shall be installed to ensure that adequate safety, privacy and security is achieved for the occupier of the adjacent premises to the south.

General advice

- (a) The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- (b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- (c) The land use rating category may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: www.maranoa.qld.gov.au.
- (d) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- (e) Under the Maranoa Planning Scheme "Warehouse" means the use of premises for—
- (a) storing or distributing goods, whether or not carried out in a building; or
 - (b) the wholesale of goods, if the use is ancillary to the use in paragraph (a).
- Examples of a warehouse— self-storage facility, storage yard
- (f) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- (g) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land.

<p>The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.</p>	
(h)	It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
(i)	Refer to attachments for the Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
(j)	In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.
(k)	This development approval has been issued during the COVID-19 applicable event declared under 275F of the <i>Planning Act 2016</i> . The period for undertaking the approved development may be subject to an extension of time under section 275R of the <i>Planning Act 2016</i> .
CARRIED	
9/0	

Responsible Officer	Lead Town Planner
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COUNCILLOR BUSINESS

Item Number: 16.1 File Number: D21/2234

SUBJECT HEADING: REFORM PROCUREMENT POLICY FOR INCREASED SUPPORT FOR LOCAL BUSINESS

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report proposed for Council to:

- a) *Bring local weighting increase to 20% monetary amount and;*
- b) *Introduce a one-page feedback form to support efficient and competitive local business.*

Resolution No. OM/01.2021/35	
Moved Cr Golder	Seconded Cr Edwards
That a report be prepared for an upcoming Council meeting.	
CARRIED	
9/0	

Responsible Officer	Director Corporate & Community Services / Acting Manager Procurement & Plant
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Item Number: 16.2 **File Number:** D21/2244

SUBJECT HEADING: MARANOA REGIONAL COUNCIL REGISTER FOR LOCALLY IDENTIFIED ROAD SIDES, RESERVES, COUNCIL SPACE OR SPECIAL AREAS WITH HERITAGE FLORA & FAUNA ETC.

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The agenda item proposed that members of the community be able to nominate certain areas in the Maranoa before work is carried out in these areas so that they are not affected by work carried out.

Resolution No. OM/01.2021/36	
Moved Cr Golder	Seconded Cr Birkett
That a report be prepared for an upcoming Council meeting.	
CARRIED	9/0

Responsible Officer	Manager Planning & Building Development
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Item Number: 16.3 **File Number:** D21/2263

SUBJECT HEADING: MARANOA CRIME REDUCTION STRATEGY

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The agenda item proposed that Council send out invitations and call for expressions of interest for suppliers to meet with Council to discuss how to cost effectively provide Wi-Fi security with cameras for all major intersections starting in all Maranoa towns with the option for residents to be able to request for Council to provide extra security cameras for street areas with crime problems.

Resolution No. OM/01.2021/37	
Moved Cr Golder	Seconded Cr McMullen
That a report be prepared for an upcoming Council meeting.	
CARRIED	9/0

Responsible Officer	Manager Information & Communications Technology / Manager Economic & Community Development
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Mayor Golder declared a prescribed conflict of interest as he has a business in the CBD. Out of an abundance of caution, he advised that he would leave the room and take no further part in the meeting for item 16.4 (Pedestrian Crossing on Wyndham Street Roma).

Cr Ladbrook informed the meeting that he had a declared prescribed conflict of interest for item 16.4 (Pedestrian Crossing on Wyndham Street Roma) because he has a building in the CBD, and advised that he would leave the meeting room while the matter is being considered and voted on.

Cr Edwards declared a prescribed conflict of interest in agenda item 16.4 (Pedestrian Crossing on Wyndham Street Roma) as a result of conducting business in the vicinity of the Wyndham Street area and the CBD. He explained that the relationship is that he is an employee of a firm that leases property at 63 McDowall Street and he would leave the meeting while the matter is considered and voted on.

Cr Ladbrook Mayor Golder and Cr Edwards left the meeting at 2.43pm and returned at 2.53pm.

The Deputy Mayor took the chair.

Item Number: 16.4 **File Number:** D21/2835

SUBJECT HEADING: PEDESTRIAN CROSSING ON WYNDHAM STREET ROMA

Councillor's Title: Cr. Wendy Taylor

Executive Summary:

The purpose of this request was for Council to consider whether to add a pedestrian crossing on Wyndham Street between Woolworths and the other side.

Resolution No. OM/01.2021/38	
Moved Cr Taylor	Seconded Cr O'Neil
That a report be prepared for an upcoming Council meeting.	
CARRIED	6/0

Responsible Officer	Deputy Director / Strategic Road Management
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<p>Section 150FA (2)(e) of the Local Government Act 2009 <i>For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.</i></p> <p>Name of each eligible councillor who voted on the matter: Cr. John Birkett, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.</p> <p>How each eligible councillors voted: Each councillor voted in favour of the motion.</p>
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Item Number: 11.2 **File Number:** D21/1106

SUBJECT HEADING: MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2020

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the month of November 2020 (including year to date).

Resolution No. OM/01.2021/39
Moved Cr O'Neil
Seconded Cr Birkett

That the monthly financial report for the period ending 30 November 2020 be received and noted.

CARRIED

9/0

Responsible Officer
Contractor - Finance Systems Support

Cr Hancock declared a prescribed conflict of interest for item 11.6 – *Overdue Rates – Commencement of Legal Action*, because of her and her husband's ownership of Surat Post and News (due to postage) and advised that she would leave the meeting while the matter was discussed and voted on.

Cr Hancock left the meeting at 2.57pm.

Item Number:
11.6
File Number: D21/3577
SUBJECT HEADING:
OVERDUE RATES - COMMENCEMENT OF LEGAL ACTION
Officer's Title:
Rates & Utilities Billing Officer
Executive Summary:

Letters of Demand have been sent to ratepayers who are not in a rates payment arrangement and have a rates debt of \$750 or more outstanding.

In accordance with Council's adopted Rates Recovery Policy, a Council Resolution is required to take the next step in the rates recovery process by filing a Statement of Liquidated Claim at the Local Magistrates Court and serving on the ratepayer.

During discussions it was identified that a better approach might be to remove this step from the policy to allow officers to proceed without referral to Council.

Resolution No. OM/01.2021/40
Moved Cr O'Neil
Seconded Cr Ladbrook

That Council adopt the amended policy as presented (removing the Council referral step).

CARRIED

6/2

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

Responsible Officer
Rates & Utilities Billing Officer

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Julie Guthrie, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Cr. Mark Edwards and Cr. Tyson Golder (Mayor) voted against the motion.

Cr Hancock returned to the meeting at 3.05pm.

Item Number: 11.8 **File Number:** D21/4242

SUBJECT HEADING: MONTHLY FINANCIAL REPORT FOR THE PERIOD
ENDING 31 DECEMBER 2020

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the month of December 2020 (including year to date).

Resolution No. OM/01.2021/41

Moved Cr O'Neil

Seconded Cr Taylor

That the monthly financial report for the period ending 31 December 2020 be received and noted.

CARRIED

9/0

Item Number: 12.3 **File Number:** D21/2201

SUBJECT HEADING: AMBY BORE TENDER AWARD

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

Council publicly invited tenders via LGTenderbox from suitably qualified and experienced contractors to construct a new bore at Amby.

The Tender period opened on 27 November 2020 and closed on 21 December 2020.

The responses received were reviewed by an evaluation panel and this report was submitted for Council's consideration.

Resolution No. OM/01.2021/42

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Reallocate funds, in the amount of \$45,000 exclusive of GST from the Water Reserves to Work Order 22223.

2. **Select Johnson Drilling Pty Ltd recommended tenderer for Tender 21017 – Amby Bore Drilling and construction.**
3. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Johnson Drilling Pty Ltd, noting the tendered value of \$278,700 (Exc GST) with GST of \$27,870 for a total sum of \$306,570 (Inc GST) and accept the contract if final terms are acceptable.**

CARRIED

9/0

Statement of reason for selecting a tender \$63,290 higher

This motion is to develop competitive local business, local history of the company and a history of maintaining assets.

The meeting was adjourned for 10 minutes and returned at 3.50pm. The Deputy CEO assisted during the meeting while the CEO was unavailable at the resumption of proceedings.

Cr Taylor advised that she had a declarable interest in item L.1 as Kylie Taylor, her daughter, works for AAM Corporation Services, a contractor for Council at the Saleyards. Kylie is based in Brisbane, and works in the finance area. Cr Taylor advised that she wished to remain in the meeting.

Resolution No. OM/01.2021/43

Moved Cr Guthrie

Seconded Cr McMullen

That it is in the public interest that Cr Taylor participates and votes on L.1 as a reasonable person would trust that the final decision is made in the public interest.

CARRIED

8/0

Responsible Officer

Lead Officer - Elected Members & Community Engagement

LATE ITEMS

Item Number:

L.1

File Number: D20/98664

SUBJECT HEADING:

ROMA SALEYARDS - DOCUMENTING AND ANALYSING OPERATIONS

Officer's Title:

Manager – Saleyards

Executive Summary:

At the Council meeting on 14 October 2020, Council resolved to seek advice as to how to best document and analyse saleyard operations.

Resolution No. OM/01.2021/44

Moved Cr Golder

Seconded Cr McMullen

That Council approve the resources required to capture and analyse the time to load and unload times (times at the ramp) as follows:

- **Supply and installation of two (2) additional CCTV Cameras for the transporter delivery yards. Total cost for supply and installation estimated at \$3,000 excluding GST.**

- **Cost of one (1) casual employee for an estimated period of one month \$7,000 to:**
 - Review all the footage from the 5 cameras at the loading ramps for the trial month and record the arrival time of each truck; and forward to when the truck departs and record the departure time, note if unloading or loading cattle and cross check with consignment details to confirm numbers. (estimated at approximately 1,000 per month)
 - Review the additional 2 cameras to monitor the timeframe from when trucks are in the que until they are arrive at a ramp.

CARRIED

9/0

Responsible Officer

Manager – Saleyards

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Julie Guthrie, Cr. Mark Edwards, Cr. Tyson Golder (Mayor), Cr. Johanne Hancock Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number:

L.2

File Number: D20/119653

SUBJECT HEADING:

UPDATE OF STATUTORY FEES AND CHARGES TO REFLECT COST RECOVERY OF SERVICE DELIVERY – WASTE & RURAL LANDS

Officer's Title:

Environment, Health & Waste Officer

Executive Summary:

The Environmental Health, Waste and Rural Lands department has conducted a review of Council's Statutory Fees and Charges, in order to provide an improved service to customers. Officers have identified two additions or amendments required within the current schedule of fees and charges.

Resolution No. OM/01.2021/45

Moved Cr O'Neil

Seconded Cr Ladbrook

That Council:

1. **Include an additional fee within its Statutory Schedule of fees and charges for multiple dead animals based on weight:**
 - **Multiple Carcass (Large animal) \$0.187 per kilogram (Council fee only)**
 - **Multiple Carcass (Medium animal) \$0.50 per kilogram (Council fee only)**

2. **Include an additional fee within the Statutory Schedule of fees and charges for a Rural Lands record search of \$192.30 (including GST)**

CARRIED

9/0

Responsible Officer

Environment, Health & Waste Officer

Item Number: L.3 **File Number:** D20/117290

SUBJECT HEADING: GRAZING LAND - SURAT

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council requested that other land options in the town of Surat and surrounding area be investigated for the purpose of grazing horses to improve the liveability attraction for prospective new residents of Surat.

Resolution No. OM/01.2021/46	
Moved Cr Hancock	Seconded Cr Taylor
That Council note the report.	
CARRIED	9/0

Responsible Officer	Administration Officer - Land Administration
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Item Number: L.4 **File Number:** D21/4995

SUBJECT HEADING: FEDERAL GOVERNMENT'S STRONGER COMMUNITIES PROGRAMME ROUND 6

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Maranoa MP David Littleproud is seeking Expressions of Interest from community groups to receive a share of \$150,000 under the Federal Government's Round 6 of the Stronger Communities Programme.

To be eligible to apply, organisations must be invited to apply by your MP.

Resolution No. OM/01.2021/47	
Moved Cr McMullen	Seconded Cr O'Neil
That Council:	
<ol style="list-style-type: none"> 1. Not submit an expression of interest for Round 6 of the Stronger Communities Programme. 2. Write to Maranoa MP David Littleproud to thank him for his invitation to submit an expression of interest to the Round 6 of the Stronger Communities Programme, and advise Council's intention to encourage local community organisations to submit applications instead. 3. Proactively encourage eligible local community organisations to apply for this round of funding through a media release and Officer engagement with community groups. 	
CARRIED	9/0

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: L.5 **File Number:** D21/5517

SUBJECT HEADING: **MEMORANDUM OF UNDERSTANDING - RED CROSS SOCIETY AND MARANOA REGIONAL COUNCIL**

Officer's Title: **Associate to the Director / Directorate Budget & Emergency Management Coordination**

Executive Summary:

Council has a current memorandum of understanding with Red Cross Society that is due to expire in February 2021. A three-year draft memorandum of understanding for the period February 2021 to February 2024 has been written for Council's consideration.

This Service is based around the evacuation of and management of Evacuation Centre's for the benefit of community members. The Red Cross Society is recognised as world leaders in these aspects of disaster management.

Council will be eligible to claim the financial costs of Red Cross Society in the event of an activation through Disaster Recovery Funding Arrangements (DRFA) for eligible events.

Resolution No. OM/01.2021/48

Moved Cr Edwards

Seconded Cr Guthrie

That Council authorise the Chief Executive Officer or delegate to enter into a memorandum of understanding with Red Cross Society for the purpose of assisting Council and the community during the planning, response and recovery measures for disasters.

CARRIED

9/0

Responsible Officer

Associate to the Director / Directorate Budget & Emergency Management Coordination

Item Number: L.6 **File Number:** D21/5324

SUBJECT HEADING: **PROPOSED DWELLING AND SHED AT 111 BURTONS RD, ORANGE HILL (REF: 2020/20208)**

Location: 111 Burtons Road, Roma (SP194573)

Applicant: Daniel Murray

Officer's Title: **Christopher Tickner**

Executive Summary:

Daniel Murray wants to build a house and a shed at 111 Burtons Road, Orange Hill. Ordinarily the development would be accepted development and not need a development permit, but in this instance the requirement for a development permit is triggered because a part of the site is mapped as containing areas of flood hazard.

The development application required to facilitate the outcome is subject to Impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the Planning Act 2016 and any matters prescribed by regulation. The Development Assessment Rules set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules for no less than 15 business days between the 18th December 2020 and 22nd January 2021. There were no properly made submissions received during this period. All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled.

The development application has been assessed against all relevant assessment benchmarks and found to generally comply or be able to be conditioned to comply. Further, as part of the assessment of the application, Council officers have identified several relevant matters that support the approval of the development. These include:

- the development footprint is outside of the mapped flood hazard areas on the site;
- the proposed development is consistent with the type and character of development in the immediate area; and
- there is an overall absence of negative impacts resulting from the proposed development.

Resolution No. OM/01.2021/49

Moved Cr Hancock

Seconded Cr Birkett

The application for a Material Change of Use for a “Dwelling house” and associated “Outbuilding” on part of the land located at 111 Burtons Road, Orange Hill, being more accurately described as Lot 2 on SP 194573 be approved subject to the listed relevant and reasonable Development conditions and General advice:

Development conditions

Use

1. The approved development is for a “Dwelling house” and associated ‘Outbuilding’ as defined in the Planning Scheme and as shown on the approved plans.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
3. Prior to the commencement of use the applicant shall contact Council’s Planning Department and arrange a development compliance inspection.

Approved plans and documents

4. The approved development is to be carried out in accordance with the following approved plans/documents and subject to approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan Number	Plan/Document Name	Date
2020-0084-MUB-07-01	Site Plan	28/10/2020
Q06542;A	Floor Plan	27/10/2020
Q06542;B	Elevations	27/10/2020

Detailed plans

5. Detailed plans of the approved dwelling house, including elevations and floor plans, must be submitted and approved by Council prior to works being carried out on the dwelling house. The plans must be generally in accordance with the approved plans.

Development works

6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

Applicable standards

8. All works must comply with:
 - a. this development approval;
 - b. the applicable codes of the planning scheme for the area;
 - c. Council's standard designs for such work where such designs exist;
 - d. the Capricorn Municipal Development Guidelines; and
 - e. any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-e above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-e in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any lawful requirements outside those stated above.

Access road

9. A 4.0 metre wide internal access road shall be provided from the existing crossover from Burtons Road to the "Proposed New House & New Shed" shown on Site Plan 2020-0084-MUB-07-01 prepared by Stanford Structural dated 26/10/2020. The internal access road shall remain free of impediment and obstacle at all times.
10. The landowner is responsible for the maintenance of the vehicle crossover from the road carriageway to the property boundary. Should any damage be caused to Burtons Road at the approved access location, it is the landowner's responsibility to ensure it is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.

Refuse storage

11. Waste containers must be provided on site and must be maintained in a clean and tidy state at all times while the use continues. The waste containers shall be emptied and the waste disposed of on a regular basis.

Avoiding nuisance

12. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

13. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
14. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
15. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

Construction activities

16. During construction, soil erosion and sediment must be managed in accordance with the Capricorn Municipal Design Guidelines.
17. If there is a possibility of erosion or silt or other materials being washed off the property being developed during the development process, the developer must document and implement a management plan that prevents this from occurring.
18. All fill placed on the site is limited to that necessary to accommodate the approved use.

Note: An Operational works application will be required to be submitted to and approved by Council for any of cut and/or filling works that exceed 100m³.
19. Excavation or filling must be undertaken in accordance with the Capricorn Municipal Development Guidelines.

Services

20. The “Dwelling house” is to have an approved water allocation as provided by the relevant agency that is adequate for the use and must meet the requirements of the Queensland Development Code MP 4.2.
21. The “Dwelling house” must be connected to an on-site sewerage treatment system adequate for the use, that is designed in accordance with AS/NZS 1547:2012.
22. Where required, the removal and disposal of any effluent from the site must be performed by a suitably licensed contractor.

Note: The landowner is responsible for obtaining any permits required to achieve compliance with environmental laws relevant to the provision of onsite sewerage treatment and/or disposal.
23. In the event that the “Dwelling house” cannot be supplied with an adequate supply of electricity through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be provided in accordance with the relevant service provider’s requirements and specifications.
24. If the “Dwelling house” is connected to a telecommunication service, then such works shall be undertaken in accordance with the relevant service provider’s requirements and specifications along with relevant building standards requirements and specifications.
25. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

26. Stormwater is to be collected and discharged so as to:
 - i. protect the stability of buildings and the use of adjacent land;
 - ii. prevent water-logging of nearby land;
 - iii. protect and maintain environmental values; and
 - iv. maintain access to reticulated infrastructure for maintenance and replacement purposes.
27. Appropriate pollution control devices and/or methods shall be implemented to ensure that no contamination or silting of creeks or other waterways result from the stormwater generated from the approved use.
28. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties, during the development process or after the development has been completed.

Emergency events

29. A flood management plan shall be prepared prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood. All occupants of the premises shall be made aware of the flood management plan, its content, and the procedures that need to be followed in the case of a major flood event.

Latest versions

30. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

31. It is the developer's responsibility to ensure that all entities associated with the Development Approval have a legible copy of the Decision Notice and the Approved Plans and the Approved Documents bearing 'Council Approval'.

General advice

- i. The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- ii. The relevant planning scheme for this development is the Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- iii. Under the Planning Scheme a "Dwelling house" means a residential use of premises involving –
 - a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or

b) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.

- iv. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- v. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- vi. The land use rating category for the site may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: www.maranoa.qld.gov.au.
- vii. It is the responsibility of the developer to obtain all necessary permits and approvals associated with the development of the site and submit all necessary plans and policies to the relevant authorities for the approved use.
- viii. Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.
- ix. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved operations on the site may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- x. This development approval has been issued during the COVID-19 applicable event declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

CARRIED

9/0

Responsible Officer	Lead Town Planner
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Item Number: L.7 **File Number:** D21/5161

SUBJECT HEADING: REQUEST FOR PARTICIPATION - NATIONAL DAY OF ACTION AGAINST BULLYING AND VIOLENCE 2021

Officer's Title: Deputy Director / Strategic Road Management
Assets Officer - Transport Network

Executive Summary:

Council has received a request from the Queensland Education Department inviting Council to participate in raising awareness of National Day of Action against Bullying and Violence (NDA), on the third Friday in March.

On this day, 19 March 2021, organisations are being asked to light public spaces with orange lighting to indicate support and raise community awareness.

Resolution No. OM/01.2021/50

Moved Cr Guthrie

Seconded Cr Edwards

That Council:

- 1. Note the email from the Department of Education requesting Council's support for the National Day of Action against Bullying and Violence (NDA).**
- 2. Support the National Day of Action against Bullying and Violence (NDA) by amending the variable street tree lighting in McDowall Street Roma to display orange only on 19 March 2021.**
- 3. Distribute a media release to inform the community of the reason behind the orange colour change in the tree lighting.**

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

CONFIDENTIAL ITEMS

Cr McMullen initially moved to go into closed. However it was suggested that, before seeking a seconder, Council first deal with the conflicts of interest. The Chair agreed to this occurring.

Cr Taylor informed the meeting that she had declarable conflict of interest in the matter of C.8 (*NLIS Compliance Scanning and Data Collection Services Agreement – Roma Saleyards*) (as defined in Section 150EN of the *Local Government Act 2009*) – the interest arises because her daughter who is a related party has an interest in an entity that has an interest in the matter.

The name of the related party is Kylie Taylor. Kylie Taylor is her daughter. The nature of the related party's interest is that she works for AAM Corporation Services which is a contractor to Council for movement and control of stock. Kylie is based in Brisbane and works in the finance area. Following a suggestion from the Mayor, Cr Taylor elected to leave the room while the matter was discussed and voted on.

Mayor Golder declared a prescribed conflict of interest for item C.6 (*Request for Council to Acquire Land – Carpark*) as his mother has a building on the corner and because of this will deal with it by leaving the room and having no further interest while the matter is being discussed and voted on.

Cr Ladbrook informed the meeting that he had a prescribed conflict of interest due to having a commercial property in the CBD Roma – item C.6 (*Request for Council to Acquire Land – Carpark*) and as a result of the conflict he would leave the meeting while the matter is being discussed and voted on.

Cr Edwards advised that he had a prescribed conflict of interest as a result of C.6 (*Request for Council to Acquire Land – Carpark*) due to conducting business in the vicinity of the said carpark. The relationship is that his employer leases property at 63 McDowall Street and as a result of his conflict of interest he would leave the meeting room while the matter was discussed and voted on.

Cr Edwards advised that he had a declarable conflict of interest in item C.9 (*Roma Hospital – Historical Building Acquisition*) as a result of his professional relationship – the relationship with the person and business is a professional one due to his employment (mention of a removalist). Although he does have a declarable conflict of interest, he did not believe that a reasonable person would have a perception of bias therefore he would choose to remain in the meeting however he would respect the decision of the meeting on whether he could remain and participate in the decision.

Resolution No. OM/01.2021/51	
Moved Cr Guthrie	Seconded Cr McMullen
That it is in the public interest that Cr Edwards participates and votes on agenda item C.9 because a reasonable person would trust that the final decision is made in the public interest.	
CARRIED	8/1
Cr O'Neil abstained from voting.	

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Resolution No. OM/01.2021/52	
Moved Cr McMullen	Seconded Cr Birkett
That in accordance with the provisions of section 254J(3) of the <i>Local Government Regulation 2012</i>, a local government may resolve to close a meeting to the public to discuss confidential items that its Councillors or members consider it necessary to close the meeting. [4.42pm]	
CARRIED	9/0

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Cr O'Neil left the meeting at 5.01pm and returned at 5.04pm.

Mayor Golder, Cr Ladbrook and Cr Edwards left the meeting at 5.19pm and returned 5.25pm. Deputy chair took the chair.

Mayor Golder, Cr Ladbrook and Cr Edwards returned to the meeting at 5.25pm.

Cr Taylor left the meeting at 5.38pm and returned at 5.51pm.

Cr Birkett left 5.45pm and returned 5.49pm.

Cr Ladbrook left 5.46pm and returned 5.49pm.

Cr Hancock and Cr Guthrie left the meeting at 6.00pm and returned 6.02pm.

Cr Edwards left the meeting at 6.14pm and returned 6.18pm.

Cr O'Neil left the meeting at 6.32pm and returned at 6.34pm.

Cr Ladbrook left the meeting at 6.35pm and returned at 6.52pm.

Cr O'Neil left the meeting at 6.36pm and returned at 6.47pm.

Cr McMullen left the meeting at 6.48pm and returned at 6.51pm.

Resolution No. OM/01.2021/53	
Moved Cr O'Neil	Seconded Cr Taylor
That Council open the meeting to the public. [7.32pm]	
CARRIED	9/0
Responsible Officer	Lead Officer - Elected Members & Community Engagement

Item Number: C.1 **File Number:** D20/121711

SUBJECT HEADING: ROMA NEIGHBOURHOOD CENTRE

Councillor's Title: Cr. Geoff McMullen

Original Resolution Meeting Date: 11 November 2020

Resolution Number: OM/11.2020/24

Moved Cr McMullen	Seconded Cr O'Neil
That Council repeal (rescind) Resolution Number OM/11.2020/24 stating:	
That:	
<ol style="list-style-type: none"> 1. Council enter into negotiations for a 12 month agreement with Maranoa Gaming Community based on the proposal that Maranoa Gaming Community have put forward to Council on a 12 month trial of running a youth drop in facility for the Maranoa to deal with issues to do with youth crime. 2. A report be brought back to the next Ordinary Meeting for consideration following negotiations. 	
And replace with:	
That:	
<ol style="list-style-type: none"> 1. Council <u>does not proceed</u> with the proposal put forward by Maranoa Gaming Community Incorporated to enter in a 12 month trial of a youth drop in facility at the Roma Neighbourhood Centre, including the use of the associated land and improvements on Lot 1 on SP276517. 2. A report be brought back to the next Ordinary meeting for consideration following negotiations. 	

MOTION LOST

4/5

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

Responsible Officer
Manager Facilities (Land, Buildings & Structures)
Item Number:
C.2
File Number: D20/113810
SUBJECT HEADING:
2020/2021 RESEAL PROGRAM - TENDER AWARD
Officer's Title:
Deputy Director / Strategic Road Management
Executive Summary:

Council invited suitably qualified and experienced contractors to submit a schedule of rates pricing and supporting documentation for the delivery of Council's annual bitumen resealing program.

The tender period opened in late October, with a closing date of 16 November 2020. Responses were evaluated by an evaluation panel and the report was submitted for Council's consideration.

Resolution No. OM/01.2021/54
Moved Cr Golder
Seconded Cr McMullen
That Council:

1. **Select RPQ Spray Seal Pty Ltd as the recommended tenderer for Tender 21015 – Bitumen Reseal Program 2020/21.**
2. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with RPQ Spray Seal Pty Ltd, noting the tendered value of \$1,679,967.54 exclusive of GST, with GST of \$167,996.75 for the total sum of \$1,847,964.29 (Inc GST) and execute the contract if the final terms are acceptable.**
3. **Through the CEO authorise the nominated Superintendent (for Council) to order variations up to the value outlined in the body of the report to deliver the scope of work, noting the nature of the contract and the variability associated with the bitumen seal design process.**
4. **Assign expenditure to the 2020/21 budget allocation for the Rural Road and Urban Street Annual Bitumen Reseal Program.**

CARRIED

9/0

Responsible Officer
Deputy Director / Strategic Road Management

Item Number: C.3 **File Number:** D20/116663

SUBJECT HEADING: **SANTOS GLNG SERVICE LEVEL AGREEMENT (SLA) 5
(WITH REFERENCE TO APLNG PROJECTS ALSO)**

Officer's Title: **Deputy Director / Strategic Road Management**

Executive Summary:

In delivering of the GLNG Project, Santos GLNG has provided advice to Council of their next major development tranche in the Maranoa Region. Known as SD20, this tranche of work involves the installation of well and pipeline infrastructure north of Wallumbilla.

Under the requirements of the Road Infrastructure Agreement with Council, Santos GLNG is responsible for funding any identified road upgrades to facilitate the road use of our network for the purposes of delivering the SD20 program. This requirement is formally documented through what is known as a Service Level Agreement.

This report serves to obtain Council approval for the Mayor and CEO to sign, on behalf of Council, Service Level Agreements SLA 5 for the impacted roads under the SD20 program.

Resolution No. OM/01.2021/55

Moved Cr Hancock

Seconded Cr Golder

That Council:

- 1. Resolves, pursuant to Section 236 of the *Local Government Act 2009* and Road Infrastructure Agreement with Santos GLNG, authorise the Mayor and Chief Executive Officer to sign Service Level Agreement 5 for the SD20 development tranche of the GLNG Project.**
- 2. Complete the necessary budget amendments within the 2020/21 capital works program to reflect the contributions to road upgrades required by Santos GLNG.**
- 3. Receive a subsequent report on possible additional community consultation by Council for road upgrades on future Santos GLNG and APLNG projects.**

CARRIED

9/0

Responsible Officer

**Deputy Director / Strategic Road
Management**

Item Number: C.4 **File Number:** D20/117446

SUBJECT HEADING: **AGISTMENT OF PADDOCK - 2 NEWBON STREET, ROMA**

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

Executive Summary:

The Grazing Agreement for 2 Newbon Street, Roma expired on 30 November 2020. The current Licensee has indicated interest in a continuation of the agreement on a short term basis.

Resolution No. OM/01.2021/56
Moved Cr McMullen
Seconded Cr Edwards
That:

1. Council approve the continuation of the Grazing Agreement with Sarah Holt to keep and graze horses on land described as Lot 2 on RP101099.
2. The arrangement be back dated to 1 December 2020 and be based on a month-to-month agreement for a maximum period of six (6) months.

CARRIED

9/0

Responsible Officer
Administration Officer - Land Administration
Item Number:
C.5
File Number: D20/122633
SUBJECT HEADING:
EXPRESSION OF INTEREST - 2 X 25,000 LITRE WATER TANKS
Officer's Title:
Council Buildings & Structures Maintenance Officer / Team Coordination
Executive Summary:

Council publicly invited interested parties to submit Expressions of Interest for two (2) twenty-five thousand (25,000) litre water tanks that were considered surplus to Council's requirements. The closing date for Expressions of Interest was 16 December 2020.

Three (3) responses were received from community groups interested in acquiring the tanks.

Resolution No. OM/01.2021/57
Moved Cr Birkett
Seconded Cr Edwards
That Council:

1. Acknowledge that the two 25,000 litre water tanks do not meet the criteria of a valuable non-current asset due to their estimated value being under \$5,000.
2. Accept the Injune Golf Club's offer of \$1,100 GST Inc. to acquire the two 25,000 litre water tanks.

CARRIED

9/0

Responsible Officer
Council Buildings & Structures Maintenance Officer / Team Coordination
Item Number:
C.6
File Number: D20/122172
SUBJECT HEADING:
REQUEST FOR COUNCIL TO ACQUIRE LAND - CARPARK
Officer's Title:
Manager - Facilities (Land, Buildings & Structures)
Executive Summary:

Council received correspondence requesting that Council purchase land in McDowall Street, Roma to create additional car parking in the Roma Central Business District.

Resolution No. OM/01.2021/58

Moved Cr Taylor

Seconded Cr O'Neil

That Council:

1. **Acknowledge the request received.**
2. **Consider a report at a future Council meeting, on the current availability of car parking in the Roma CBD.**

CARRIED

6/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number:

C.7

File Number: D21/890

SUBJECT HEADING:

ACCESS REQUEST - MITCHELL GALLERY AND LIBRARY

Officer's Title:

Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

A request has been received from Access Learning and Training Pty. Ltd (Alt Skills) seeking Council to approve access to the Courtyard at the rear of the Mitchell Library and Art Gallery. Access is requested at all hours, including weekends, public holidays, and evenings.

Resolution No. OM/01.2021/59

Moved Cr McMullen

Seconded Cr Guthrie

That Council:

1. **Decline Access Learning and Training's request for 24 hour access to part of Lot 2 on SP206896 being the side courtyard of the Mitchell on Maranoa Gallery and Library.**
2. **Offer Access Learning and Training access to the side courtyard, during the Mitchell on Maranoa Gallery and Library's standard operating hours, for a period of six months, while they investigate alternative options.**

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Cr Taylor left 8.03pm returned 8.05pm.

Ordinary

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Item Number: C.8 **File Number:** D20/123555

SUBJECT HEADING: NLIS COMPLIANCE SCANNING AND DATA COLLECTION SERVICES AGREEMENT - ROMA SALEYARDS

Officer's Title: Manager - Saleyards

Original Resolution Meeting Date: 27 March 2019

Resolution Number: GM/03.2019/98

Resolution:
That:

1. Council select AAM Operations Pty Ltd as the preferred tenderer for Tender 19014 – NLIS Compliance Scanning and Data Collection.
2. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with AAM Operations Pty Ltd, and execute the service agreement if the final terms are acceptable.
3. The arrangement remain current until the end of March 2021, with the option to extend for an additional two year term with the written consent of both parties.

Resolution No. OM/01.2021/60

Moved Cr O'Neil

Seconded Cr Ladbrook

That Council amend Resolution Number: GM/03.2019/98 to read as follows:

That:

1. **Council select AAM Operations Pty Ltd as the preferred tenderer for Tender 19014 – NLIS Compliance Scanning and Data Collection.**
2. **Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with AAM Operations Pty Ltd, and execute the service agreement if the final terms are acceptable.**
3. **The arrangement remain current until the 30 June 2021, with the option to extend for an additional two year term with the written consent of both parties.**

Council has identified an administrative error in the resolution and therefore is amending to correct the end date to reflect the original tender documents (30 June 2021).

CARRIED

9/0

Responsible Officer

Manager - Saleyards

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Julie Guthrie, Cr. Mark Edwards, Cr. Tyson Golder (Mayor), Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number: C.9 **File Number:** D20/120300
SUBJECT HEADING: ROMA HOSPITAL - ACQUISITION HISTORICAL BUILDING
Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

This report provided an update on investigations and actions taken in regard to the possible acquisition of a historical building that has been marked for demolition at the Roma Hospital.

Resolution No. OM/01.2021/61

Moved Cr McMullen

Seconded Cr Guthrie

That Council:

1. Note the Officer's Report as presented.
2. Continue to work with Demex in regard to the acquisition and removal of the historical building, as identified, from the Roma Hospital Site.
3. Undertake consultation with community and sporting organisations for the purpose of ascertaining interest in acquiring the building for use by a not-for-profit organisation and consider a report outlining the results of the consultation at a future Council meeting.
4. Consider at a future Council meeting, revised costings for the removal and storage of this building pending Council decision on its final location.
5. Agree to provide Demex with photographs for use by Demex in media and promotions.

CARRIED

9/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Item Number: C.10 **File Number:** D20/106716
SUBJECT HEADING: 2020/21 CAPITAL WORKS PROGRAM AMENDMENT - OVERSTONE ROAD GRAVEL RESHEET
Officer's Title: Manager – Construction
 Program Funding & Budget Coordinator

Executive Summary:

This report sought to amend the location of the Overstone Road gravel resheet project that is currently approved on the 2020/21 Capital Works Program.

Resolution No. OM/01.2021/62

Moved Cr Hancock

Seconded Cr Birkett

That Council amend the location of the 2020/21 Overstone Road Gravel Resheet Project from Chainage 20.00kms to 27.70kms to Chainage 8.30kms to 16.00kms.

CARRIED

9/0

Responsible Officer

Manager – Construction / Program Funding & Budget Coordinator

Item Number: C.11 **File Number:** D21/3704

SUBJECT HEADING: WAIVE FEES FOR RECYCLING RESIDUAL WASTE – MARANOA CONTAINER REFUND

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

The proprietors of Maranoa Container Refund have requested a fee waiver for residual recycling waste delivered from their Drop off Depot to the Roma Waste Facility.

Resolution No. OM/01.2021/63

Moved Cr Birkett

Seconded Cr Edwards

That:

1. Council waive its statutory fees and charges for all of the applicant's recycling residual waste only up to and including 31 December 2021.
2. All residual recycling waste must be delivered to the Roma Refuse Site on a weekly basis.
3. The State's Waste Levy applicable for such residual waste must be paid in accordance with legislation.
4. Council work with the applicant to research alternate options of resource recovery for residual waste produced under the State's Container Refund program by 31 December 2021.

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number: LC.1 **File Number:** D20/120109

SUBJECT HEADING: RENEWAL OF LEASES - TERM LEASE 0/240231 OVER LOTS 11 & 30 ON WV412; TERM LEASE 0/240233 OVER LOT 7 ON SP127849

Officer's Title: Administration Officer - Land Administration

Executive Summary:

The Department of Natural Resources, Mines and Energy sought Council's views on the renewal of Term Lease 0/240231 over Lots 11 and 30 on WV412 and Term Lease 0/240233 over Lot 7 on SP127849.

Resolution No. OM/01.2021/64

Moved Cr Hancock

Seconded Cr Taylor

That Council advise the Department of Resources that:

1. Lot 11 and Lot 30 on WV412 are still required for the gazetted purpose and Council supports the Department's assessment of this application in line with its policy 'Land Dealings affecting the Stock Route Network PUX/901/238'; and

2. Council has no objection to the term lease being renewed over the reserve described as Lot 7 on SP127849 on the condition that prior to a new lease being granted the Lessee implements controls to manage *Harrisia* cactus on the land.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number:

LC.2

File Number: D21/3348

SUBJECT HEADING:

TRANSPORT & MAIN ROADS INVITATION TO OFFER -
 ARCADIA VALLEY ROAD INTERSECTION UPGRADE

Officer's Title:

Manager – Construction

Executive Summary:

Council has recently received an Invitation to Offer from the Department of Transport and Main Roads to assist with the construction of the State Government's planned upgrades to the Carnarvon Highway and Arcadia Valley Road Intersection.

This report sought to inform Council of the offer and to consider options in relation to submitting a price to deliver the works.

Resolution No. OM/01.2021/65

Moved Cr O'Neil

Seconded Cr Ladbrook

That Council:

1. Note and thank the Department of Transport and Main Roads for the Invitation to Offer and opportunity to construct the Carnarvon Highway and Arcadia Valley Road Intersection Upgrade Project.
2. Respond to Department of Transport and Main Roads and respectfully decline the offer due to Council's current capital works program and resource commitments – increased this year due to the stimulus packages, from both the State and Federal Governments, in response to the COVID-19 pandemic.

CARRIED

9/0

Responsible Officer

Manager – Construction
 Deputy Director / Strategic Road
 Management

Item Number:

LC.3

File Number: D21/3568

SUBJECT HEADING:

OFFER TO PURCHASE LAND AND BUILDINGS AT 29A
 BOWEN STREET AND 45 - 47 HAWTHORNE STREET
 ROMA

Officer's Title:

Council Buildings & Structures Maintenance Officer /
 Team Coordination

Executive Summary:

Council publicly invited tenders for the purchase or lease of the land and buildings at 29A Bowen Street and 45 – 47 Hawthorne Street, Roma. Tenders closed on 24 August 2020, with Council receiving one late offer. This offer was declined at its 23 September 2020 Ordinary Meeting (OM/09.2020/104).

The interested party has subsequently placed two further offers which were considered at Council's Ordinary Meetings on 25 November 2020 and 9 December 2020 but declined by Council.

The Interested party has again written to Council asking for Council to consider a final offer from the Company.

Resolution No. OM/01.2021/66

Moved Cr Golder

Seconded Cr Ladbrook

That Council decline the offer to purchase property situated at 29a Bowen Street Roma, QLD and described as Lot 1 on SP276517.

CARRIED

5/4

Statement of reason

Critical infrastructure needed for community services (Neighbourhood Centre), crime reduction and Council has already committed to another local group for the use of the Neighbourhood Centre.

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

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Item Number:

LC.4

File Number: D21/4616

SUBJECT HEADING:

COLLATION OF FEEDBACK FROM EMPLOYEES AND THEIR REPRESENTATIVES ON THE DETAILED DRAFT ORGANISATIONAL STRUCTURE

Officer's Title:

Chief Executive Officer

Executive Summary:

This report was circulated under separate cover once the feedback period had closed and information had been collated.

Resolution No. OM/01.2021/67

Moved Cr Golder

That this matter lay on the table (until 10am on 28 January 2021)

CARRIED

9/0

Responsible Officer

Chief Executive Officer

Item Number: LC.5 **File Number:** D20/115535
SUBJECT HEADING: CONSTRUCTION OF WASTE TRANSFER BUILDING AT ROMA WASTE FACILITY - FUNDING AND TENDER AWARD
Officer's Title: Deputy Director / Strategic Road Management Senior Engineer

Executive Summary:

Council released a public tender via LG Tenderbox inviting suitable qualified and experienced contractors to submit a lump sum price and supporting documentation for the Construction of a Waste Transfer Building at Roma Waste Facility. The tender period opened on 19 October 2020, with a closing date of 23 November 2020.

Responses were evaluated by the Tender Evaluation Panel, which has been summarised in this Officer's Report in the form of a recommendation to appoint a contractor to undertake the works.

The current approved project budget is not sufficient to complete the project, and therefore further funding options were provided for Council's consideration.

To manage the risk of improper disbursements, the shortfall in project funding must be addressed prior to the acceptance of the recommendation of successful tenderer

Resolution No. OM/01.2021/68	
Moved Cr Golder	
That this matter lay on the table until the meeting at 10.am tomorrow (or thereafter).	
CARRIED	9/0

Responsible Officer	Deputy Director / Strategic Road Management
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ADJOURNMENT

There being no further business, the Mayor thanked Council for their attendance and declared the meeting adjourned until 10.00am on 28 January 2021. [at 8.21pm].

WELCOME

The Mayor welcomed all present and declared the meeting open at 10.14am.

The meeting was adjourned and reconvened at 10.37am.

Resolution No. OM/01.2021/69	
Moved Cr McMullen	Seconded Cr Birkett
That in accordance with the provisions of section 254J(3) of the <i>Local Government Regulation 2012</i>, a local government may resolve to close a meeting to the public to discuss confidential items that its Councillors or members consider it necessary to close the meeting [10.38am].	
CARRIED	9/0

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Cr O'Neil left the meeting at 12.05pm and returned at 12.07pm
 Cr Guthrie left the meeting at 12.28pm and returned at 12.30pm

**COUNCIL ADJOURNED THE MEETING
 FOR LUNCH AT 1.00PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 1.30PM**

Resolution No. OM/01.2021/70	
Moved Cr O'Neil	Seconded Cr Guthrie
That Council open the meeting to the public [1.44pm].	
CARRIED	9/0

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number: LC.4 **File Number:** D21/4616

SUBJECT HEADING: COLLATION OF FEEDBACK FROM EMPLOYEES AND THEIR REPRESENTATIVES ON THE DETAILED DRAFT ORGANISATIONAL STRUCTURE

Officer's Title: Chief Executive Officer

Executive Summary:

This report was circulated under separate cover once the feedback period had closed and information had been collated.

Resolution No. OM/01.2021/71	
Moved Cr Hancock	Seconded Cr O'Neil
That Council receive and note the employees' and their representatives' feedback.	
CARRIED	9/0

Responsible Officer	Chief Executive Officer
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Cr Birkett left the meeting at 2.54pm and returned at 2.56pm
 Cr Edwards left the meeting at 2.56pm and returned at 3.02pm
 Cr O'Neil left the meeting at 3.02pm and returned at 3.06pm
 Cr Ladbrook left the meeting at 3.06pm and returned at 3.11pm
 Cr Hancock left the meeting at 3.11pm and returned at 3.13pm
 Cr Guthrie left the meeting at 3.57pm and returned at 3.59pm.
 Cr Birkett left the meeting at 4.02pm and returned at 4.04pm
 Cr Edwards left the meeting at 4.04pm and returned at 4.06pm

OFFICE OF THE CEO
Item Number: 10.1

File Number: D21/4613

SUBJECT HEADING: COLLATION OF FEEDBACK FROM THE COMMUNITY AND EMPLOYEES ON THE HIGH LEVEL ORGANISATIONAL STRUCTURE AND RECOMMENDATIONS

Officer's Title: Chief Executive Officer

Executive Summary:

The Chief Executive Officer delivered a presentation on the feedback received (community consultation period closed on 25 January 2021) and associated recommendations. Copies were tabled for Council's consideration, together with a recommended structure.

Resolution No. OM/01.2021/72
Moved Cr Golder
Seconded Cr McMullen
That:

1. Council provides clear direction that the high level structure will be based on the CEO and 8 Directors – 3 Regional Directors and 5 Local Directors (an increase of 5 Directors to Council's current staffing) based on the Mayor's structure.
2. A draft transition and funding plan be prepared for the proposed Organisational Structure.
3. A preliminary review of vacant positions be undertaken to ensure they align with the proposed Organisational Structure.
4. The Chief Executive Officer and Executive Leadership Team continue to engage with the Employee Consultative Committee and the broader workforce.
5. Once the steps have been completed, that a further report be provided to Council as soon as possible for final adoption of the structure.

Statement of reason:

Improved service delivery, improved competitive local business, more efficient running of the local government, reduced costs, greater community input and enhanced communications.

CARRIED

6/3

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

Responsible Officer
Chief Executive Officer

Item Number: LC.5 **File Number:** D20/115535

SUBJECT HEADING: CONSTRUCTION OF WASTE TRANSFER BUILDING AT ROMA WASTE FACILITY - FUNDING AND TENDER AWARD

Officer's Title: Deputy Director / Strategic Road Management
Senior Engineer

Executive Summary:

Council released a public tender via LG Tenderbox inviting suitable qualified and experienced contractors to submit a lump sum price and supporting documentation for the Construction of a Waste Transfer Building at Roma Waste Facility. The tender period opened on 19 October 2020, with a closing date of 23 November 2020.

Responses were evaluated by the Tender Evaluation Panel, which has been summarised in this Officer's Report in the form of a recommendation to appoint a contractor to undertake the works.

The current approved project budget was not sufficient to complete the project, and therefore further funding options were provided for Council's consideration.

To manage the risk of improper disbursements, the shortfall in project funding must be addressed prior to the acceptance of the recommendation of successful tenderer

Resolution No. OM/01.2021/73	
Moved Cr Golder	Seconded Cr Edwards
That Council resolve not to award any tender for Construction of the Waste Transfer Building at Roma Waste Facility, with the works to be retendered based on revised delivery times.	
<u>Statement of reason:</u>	
Timeframe and budget considerations.	
CARRIED	9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Resolution No. OM/01.2021/74	
Moved Cr Golder	Seconded Cr Ladbrook
That the following motion be included as the next item in the agenda.	
CARRIED	8/1

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number:

File Number: D21/6197

SUBJECT HEADING:

**[REQUEST FOR] APPROVAL FOR MAYOR TO INCUR
 LEGAL EXPENSES**

Councillor's Title:

Cr Tyson Golder

The report tabled a request for the Mayor to seek legal advice at the Mayor's discretion for the remainder of this Council term, by accessing the local buy panel of legal services with legal fees charged to General Ledger 02506.2094.

12 Responsibilities of councillors

- (2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.
- (4) The mayor has the following extra responsibilities—
 - (a) leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;
 - (b) leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high quality administration of the local government;
 - (c) directing the chief executive officer of the local government under [section 170](#);
 - (d) conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
 - (e) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
 - (f) being a member of each standing committee of the local government;
 - (g) representing the local government at ceremonial or civic functions.
- (5) A councillor who is not the mayor may perform the mayor's extra responsibilities only if the mayor delegates the responsibility to the councillor.
- (6) When performing a responsibility, a councillor must serve the overall public interest of the whole local government area.

Resolution No. OM/01.2021/75
Moved Cr Golder
That this matter lay on the table until the next ordinary meeting.
 CARRIED 9/0

Responsible Person	Mayor
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There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.18pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 10 February 2021, at Injune Memorial Hall.

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 Mayor.

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 Date.

.....
 Deputy Mayor.

.....
 Date.