

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 10 JUNE 2020 SCHEDULED FOR COMMENCEMENT 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 Ladbroke, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

**AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Operations Manager Plant, Fleet & Workshops – David Parker, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Manager Planning & Building Development – Danielle Pearn, Manager Information & Communications Technology (ICT) – Rueben Broom, Manager Saleyards – Paul Klar, Lead Corporate Communications & Design Officer – Jane Frith, Support Officer Economic & Community Development – Tennielle Limpus.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.06am.

**CONFIRMATION OF MINUTES**

**Resolution No. GM/06.2020/01**

**Moved Cr McMullen**

**Seconded Cr Guthrie**

**That the minutes of the Ordinary Meeting on 27 May 2020 be accepted as true and correct [confirmed].**

**CARRIED**

**9/0**

**Resolution No. GM/06.2020/02**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That the minutes of the Budget Submissions & Financial Planning Standing Committee [Meeting] 3 June 2020 be accepted as true and correct [confirmed].**

**CARRIED**

**9/0**

**Resolution No. GM/06.2020/03**

**Moved Cr Edwards**

**Seconded Cr O'Neil**

**That [the minutes of] the Special Meeting [held on] 3 June 2020 be confirmed.**

**CARRIED**

**9/0**

In regard to regional meetings, referenced on page 52 of the agenda, Mayor Golder sought to clarify that Cr O'Neil's preference is for the supper to start at 5.30pm, as the Mayor's initial motion proposed that supper start at 6.00pm. Cr O'Neil in turn confirmed that it was his intention for supper to commence at 5.30pm to allow the community time to arrive to meet with Councillors.

*[Mayor Golder initially indicated that his comments as mentioned above were in relation to the Ordinary Meeting on 27 May 2020, but it was later confirmed through discussion that this was in reference to the minutes of the Special Meeting on 3 June 2020]*

## DECLARATION OF CONFLICTS OF INTEREST

### Cr Ladbrook

Item	Subject Heading
C.6	Addition to the Road Register - Extension of Humphreys Road Length / Request to rename Humphreys Road

Cr Ladbrook advised:

I, Councillor George Ladbrook declare that *[I have a]* 'Material and Personal Interest,' as defined by the *Local Government Act 2009*, section 175B for the agenda Item C.6 with the subject heading Humphreys Road *[Cr. Ladbrook subsequently confirmed/read out the full title reference for this item]* (Addition to the Road Register - Extension of Humphreys Road Length / Request to rename Humphreys Road) and the person to gain is myself, and the reason for my conflict is the use of Humphreys Road, my personal use of Humphreys Road. In accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while this matter is being discussed and voted on.

### Cr Hancock

Item	Subject Heading
C.28	Council News – June edition review

Cr Hancock advised:

Item C.28 - Council News – June edition, I declare that whilst I don't have a conflict with the Council News, I do have a 'Material Personal Interest' conflict with the *distribution* of the Council News as it is being posted or suggested to be posted locally, so I declare that I have a 'Material Personal Interest' conflict as defined by section 175D of the *Local Government Act 2009* as my husband Graham Hancock owns the Surat Post Office and stands to gain a benefit or suffer a loss depending on the outcome of the Council's distribution of the Council news. I will be dealing with this matter by leaving the meeting while the matter is discussed and voted on.

### Cr Birkett

Item	Subject Heading
C.21	Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement

Cr. Birkett advised:

I, have a declaration of 'Conflict of Interest' with *[Item]* C.21- Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement, ~~I am~~ **my father is** on the committee so I'll leave the room while that item is discussed.

[On confirmation of these minutes at the Ordinary Meeting on 24 June 2020, Cr Birkett confirmed that *his Conflict of Interest in regard to Item C.21 - Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement, pertained to his father, who is a member of the Booringa Heritage Group Incorporated, not himself [Cr Birkett].*]

*[This correction is highlighted in red text]*

[Mayor confirmed that Cr Birkett was declaring a 'Conflict of Interest' Cr Birkett reconfirmed this was the case]

## ON THE TABLE

**Item Number:** 5.1 **File Number:** D20/51929

**SUBJECT HEADING:** PROPOSED LOCAL ROADS STANDING COMMITTEE  
AND DRAFT POLICY (TERMS OF REFERENCE)

Initial discussions on this item commenced, but were ceased when Mayor Golder adjourned the meeting for recess.

**COUNCIL ADJOURNED THE MEETING**  
FOR A RECESS AT 9.18AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 10.05AM

**Item Number:** 5.1 **File Number:** D20/51929

**SUBJECT HEADING:** PROPOSED LOCAL ROADS STANDING COMMITTEE  
AND DRAFT POLICY (TERMS OF REFERENCE)

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

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### **Executive Summary:**

*This report proposed the formation of a Local Roads Standing Committee (including Roads, Drainage and Bridge Network).*

*A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.*

*This report was first presented to Council at the Ordinary Meeting on 27 May 2020 at which point Council resolved to lay the report on the table so that [Council] can receive a full briefing as to what delegated powers could be if Council chose to delegate to a Roads Standing Committee. Tables of delegable powers for the Local Government Act 2009 and Council's local laws, were attached to the report. These provided an example of the types of existing powers that could be delegated to a committee.*

**Resolution No. GM/06.2020/04**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That:**

1. **We do not have an additional briefing on days prior to the ordinary meeting for the areas of interest to the new Council\* in addition to an additional committee, and not have a formation of a Local Roads Standing Committee.**
2. **Use our Special Meetings needed for roads issues because they are a decision making device.**
3. **For the Special meetings, when roads are an issue to be brought up, that we invite to our Special Meetings a deputation, if so needed.**

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	
* Refer GM/06.2020/54 which indicates that there will need to be a formal amendment to this resolution.	

Responsible Officer

Director - Corporate & Community Services

Item Number:

5.2

File Number: D20/52948

SUBJECT HEADING:

**REVIEW OF REPORT DEADLINES TO ORDINARY MEETINGS & OTHER MEETINGS INCLUDING BRIEFINGS**

Officer's Title:

**Lead Officer - Elected Members & Community Engagement**

**Executive Summary:**

*At its Ordinary meeting on 22 April 2020, Council requested that a report be prepared about potentially bringing forward report deadlines for ordinary meetings. Given recent decisions about other Council forums (e.g. Special Meetings, Briefings and Committee meetings), consideration has been given to all meetings as part of this report's preparation. This matter had been included in the agenda for the Special Meeting on 3 June, 2020 and Council subsequently resolved to lay the item on the table until the next Ordinary Meeting.*

**Resolution No. GM/06.2020/05**

**Moved Cr Golder**

**Seconded Cr McMullen**

**[That Council]:**

**Not proceed with Item 1, and approve the proposed meeting report deadline schedule as presented.**

**[Point 1 of the officer's recommendation was - 'That Council reconsider its position on the agenda familiarisation briefing']**

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	

<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
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## ON THE TABLE – CONFIDENTIAL ITEMS

The following items had been laid on the table at a previous Ordinary Meeting:

- C.1 – Recommendation to purchase nine (9) Single Cab 4x2 Utilities – Ordinary Meeting 27 May 2020
- C.2 – Recommendation to purchase one (1) 5m<sup>3</sup> Front End Wheel Loader – Ordinary Meeting 27 May 2020
- C.6 – Addition to the Road Register – Extension of Humphreys Road Length / Request to rename Humphreys Road – Special Meeting 3 June 2020
- C.24 – Community Engagement Software – Ordinary Meeting 27 May 2020
- LC.2 – Financial Year 2021 Fees and Charges – Airports – Ordinary Meeting 27 May 2020

## BUSINESS

### OFFICE OF THE CEO

**Item Number:** 10.1 **File Number:** D20/53114

**SUBJECT HEADING:** REQUEST FOR COUNCILLOR BRIEFING

**Officer's Title:** Lead Officer - Elected Members & Community Engagement

### ***Executive Summary:***

*Council's approval was sought to hold an 'out of schedule' Councillor Briefing.*

### **Resolution No. GM/06.2020/06**

**Moved Cr Golder**

**Seconded Cr Birkett**

**That Council:**

1. Hold a Councillor Briefing on Monday 15 June 2020 from 9.30am until 12.30pm.
2. Confirm that the single item for discussion at the Councillor Briefing is the Mayor's Operating Locally proposal.
3. Hold the briefing in the Ernest Brock Room (Roma Cultural Centre) with participation by the Mayor and Councillors and Executive Leadership Team (Chief Executive Officer, Directors, Deputy Director).

***[Wording amended by Mayor Golder from his original motion following further discussion regarding the timing of the upcoming Councillor Briefing given an invitation had been received by Councillors to attend another meeting near the end of the proposed Briefing]***

**CARRIED**

**9/0**

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<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
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**Item Number:** 10.2 **File Number:** D20/39573  
**SUBJECT HEADING:** EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)  
**Officer's Title:** Director - Corporate & Community Services  
 Chief Executive Officer

**Executive Summary:**

*The report tabled a draft new Expenses Reimbursement Policy (Councillors) for consideration by the new term of Council.*

**Resolution No. GM/06.2020/07**

**Moved Cr Golder**

**I vote that we lay this on the table until later in the meeting.**

**CARRIED**

**9/0**

**DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES**

**Item Number:** 13.1 **File Number:** D20/51337  
**SUBJECT HEADING:** SERVICES AUSTRALIA - SURAT AGENCY AGREEMENT - 2020-2021  
**Officer's Title:** Lead Librarian

**Executive Summary:**

*Under the current National Agents & Access Points (NAAP) Program (Centrelink) contract, Services Australia has four, one (1) year options to renew (See Schedule 2 – Details Schedule). Services Australia has written to notify Council that they are exercising their option under Clause 3.3 of the Schedule 5 Terms and Conditions to the NAAP Contract to extend the term of our current contract for a further year from 1 July 2020 to 30 June 2021.*

**Resolution No. GM/06.2020/08**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That Council receive and note the National Agents & Access Points (NAAP) Program 2020-2021 Notice of Contract Extension.**

**CARRIED**

**9/0**

**Responsible Officer**

**Lead Librarian**

**COUNCILLOR BUSINESS**

**Item Number:** 14.1 **File Number:** D20/52627  
**SUBJECT HEADING:** EXTRA SERVICES FOR THE MARANOA [ROMA NEIGHBOURHOOD CENTRE]  
**Councillor's Title:** Mayor

**Executive Summary:**

*Mayor Golder requested that Council further investigate the former Roma Neighbourhood Centre premises being made available for the community as a shared space for local services.*

**Moved Cr Golder**

**Seconded Cr Edwards**

**That a report be prepared for an upcoming Council meeting.**

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr. O'Neil enquiring as to a previous resolution of Council in regard to this facility, to sell it and or demolish it, and therefore that would contradict a resolution of Council. In response, the Chief Executive Officer advised that a search of previous minutes would need to be undertaken.

Mayor Golder put forward the following procedural motion in consideration of Cr O'Neil's question:

**Resolution No. GM/06.2020/09**

**Moved Cr Golder**

**That the matter lay on the table until later in the meeting.**

CARRIED

9/0

**COUNCIL ADJOURNED THE MEETING**  
 FOR MORNING TEA AT 10.45AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING AT 11.13AM

**CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.5, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Resolution No. GM/06.2020/10**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That Council close the meeting to the public (11.13am).**

CARRIED

9/0

Cr McMullen left the meeting at 12.13pm, and returned at 12.14pm.

Cr O'Neil left the meeting at 12.14pm, and returned at 12.16pm.

**Resolution No. GM/06.2020/11**

**Moved Cr McMullen**

**Seconded Cr Edwards**

**That Council open the meeting to the public (12.57pm).**

CARRIED

9/0



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**Item Number:** C.5 **File Number:** D20/52736

**SUBJECT HEADING:** BIGGER BIG RIG - COMMUNITY FLYER - PROJECT OVERVIEW/UPDATE

**Officer's Title:** Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management

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***Executive Summary:***

*Council officers provided a Briefing to Elected Members on 26 May 2020.*

*This report provided Council with a draft Project Factsheet for consideration. It also provided Council with an update on additional project activities that have occurred since the Briefing.*

**Resolution No. GM/06.2020/12**

**Moved Cr McMullen**

**That we lay this on the table until further in the meeting to receive more advice.**

CARRIED

9/0

**COUNCIL ADJOURNED THE MEETING  
FOR LUNCH AT 12.58PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 1.59PM

**CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.5 – C.14 which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Resolution No. GM/06.2020/13**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council close the meeting to the public (1.59pm).**

CARRIED

9/0

Cr Ladbrook, having previously foreshadowed a 'Material Personal Interest' in Item C.6, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.04pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Ladbrook returned to the meeting at 2.18pm.

**Resolution No. GM/06.2020/14**

**Moved Cr McMullen**

**Seconded Cr Golder**

**That Council open the meeting to the public (3.13pm).**

**CARRIED**

**9/0**

**Cr Edwards**

Item	Subject Heading
C.14	Applications for Community Grants Round Two 2019/20
LC.2	Financial Year 2021 Fees and Charges - Airports

**C.14 - Applications for Community Grants Round Two 2019/20**

Cr Edwards advised:

I Cr Mark Edwards declare that I have a perceived 'Conflict of Interest' for Agenda Item C.14, with the subject heading - Applications for Community Grants Round Two 2019/20, because I am a member of Roma Historical Precincts Inc.

I have determined this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including by voting on the matter.

[Cr. O'Neil sought to clarify if Cr Edwards was an executive member of that group, and Cr Edwards advised he was only a member (i.e. not an executive member)].

**Resolution No. GM/06.2020/15**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Cr Edwards has a perceived 'Conflict of Interest' in the matter and, notwithstanding the conflict, Cr Edwards may participate in the matter, discuss and vote upon it.**

**[C.14]**

**CARRIED**

**8/0**

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

## LC.2 - Financial Year 2021 Fees and Charges – Airports

Cr Edwards advised:

I Cr Mark Edwards declare that I have a 'Conflict of Interest' for Agenda Item LC.2, with the subject heading – Financial Year 2021 Fees and Charges - Airports, because I am a member of the Roma Aero Club and I think it mentions something in there about licences etc. etc. therefore I will be dealing with this matter by leaving the room while this matter is discussed and voted on.

### CONFIDENTIAL ITEMS (discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.15 – C.29 and LC.1 – LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### Resolution No. GM/06.2020/16

Moved Cr O'Neil

Seconded Cr McMullen

**That Council close the meeting to the public (3.16pm).**

CARRIED

9/0

Cr O'Neil left the meeting at 3.30pm, and returned at 3.36pm.

Cr Birkett, having previously foreshadowed a 'Conflict of Interest' in Item C.21, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 3.50pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr. Birkett returned to the meeting at 3.35pm.

Cr. Ladbrook left the meeting at 3.50pm, and returned at 3.52pm.

Cr McMullen left the meeting at 3.59pm, and returned at 4.01pm.

Cr Hancock, having previously foreshadowed a 'Material Personal Interest' in Item C.28, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.09pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Hancock returned to the meeting at 4.12pm.

Cr Edwards, having previously foreshadowed a 'Conflict of Interest' in Item LC.2, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.15pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Edwards returned to the meeting at 4.34pm.

**Resolution No. GM/06.2020/17**
**Moved Cr McMullen**
**Seconded Cr Birkett**
**That Council open the meeting to the public (4.35pm).**
**CARRIED**
**9/0**

**COUNCIL ADJOURNED THE MEETING  
FOR A BRIEF RECESS AT 4.36PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 4.58PM**

**Item Number:**
**C.1**
**File Number: D20/51910**
**SUBJECT HEADING:**
**RECOMMENDATION TO PURCHASE NINE (9) SINGLE  
CAB 4X2 UTILITIES**
**Officer's Title:**
**Operations Manager - Plant, Fleet & Workshops**
***Executive Summary:***

*Requests for quotations were called for the supply & delivery of nine (9) Single Cab 4x2 Utilities via Vendor Panel (VP173132). This report was first presented to Council at the Ordinary Meeting on the 13<sup>th</sup> May 2020 at which point Council resolved to lay the report on the table until additional information could be provided. The additional information has been added to the Advice to Council section of the report.*

*Council resolved to lay the report on the table for a second time to receive advice on future financial priorities. A Plant Investment Program presentation was presented to Council on 3 June 2020. Additional information has been included in the Background section of this report.*

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

**Resolution No. GM/06.2020/18**
**Moved Cr Golder**
**Seconded Cr Ladbrook**
**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**
**CARRIED**
**7/2**

***[Wording amended by Mayor Golder from his original motion following further discussion with the Chief Executive Officer to include the financial year in which the funding was to be carried forward to]***

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Cr. McMullen	
Cr. Taylor	

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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**Item Number:** C.2 **File Number:** D20/51909

**SUBJECT HEADING:** RECOMMENDATION TO PURCHASE ONE (1) 5M<sup>3</sup> FRONT END WHEEL LOADER

**Officer's Title:** Operations Manager - Plant, Fleet & Workshops

**Executive Summary:**

*The report tabled the assessment and recommendation of quotations received for the supply and delivery of one (1) 5m<sup>3</sup> Front End Loader.*

*This report was first presented to Council at the Ordinary Meeting on the 27 May 2020 at which point Council resolved to lay the report on the table to receive advice on future financial priorities. A Plant Investment Program presentation was presented to Council on 3 June 2020. This report was updated with a photo of the plant to be replaced and disposed of.*

**Resolution No. GM/06.2020/19**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**

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	

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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**Item Number:** C.3 **File Number:** D20/42595

**SUBJECT HEADING:** RECOMMENDATION TO PURCHASE ONE (1) 28T - 32T EXCAVATOR

**Officer's Title:** Operations Manager - Plant, Fleet & Workshops

**Executive Summary:**

*The report tabled the assessment of quotations received and recommendation for the supply and delivery of one (1) 28T - 32T Excavator.*

**Resolution No. GM/06.2020/20**
**Moved Cr Golder**
**Seconded Cr Edwards**

**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**

MOTION LOST

4/5

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Resolution No. GM/06.2020/21**
**Moved Cr McMullen**
**Seconded Cr O'Neil**
**That Council:**

- 1. Select Hitachi Construction Machinery (Australia) Pty Ltd as the recommended supplier of one (1) Hitachi ZX290LC-5 excavator at a cost of \$390,500 including GST, excluding registration and Compulsory Third Party insurance.**
- 2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hitachi Construction Machinery (Australia) Pty Ltd and raise purchase orders if the final terms are acceptable.**
- 3. Assign expenditure to Ledger [General] 6551.6075.2005 (Plant Capital Works- Heavy Plant Purchase-Capital Purchase).**

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Responsible Officer**
**Operations Manager - Plant, Fleet & Workshops**

Item Number: C.4 File Number: D20/52538

**SUBJECT HEADING:** PROJECT ALLOCATION TO WORKS FOR QUEENSLAND (W4Q) ADDITIONAL COVID-19 PAYMENT AND ROADS TO RECOVERY SUPPLEMENTARY PAYMENT FOR LOCAL GOVERNMENT AREAS IN DROUGHT

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

**Executive Summary:**

*Both the Australian Government and the State Government have announced stimulus packages for local governments in the wake of the drought, and more recently, the COVID-19 pandemic.*

*This report presented Council with an overview of these packages, and a suite of projects for Council to consider nominating to receive funding. The funding is provided on a non-contestable basis, so the funding allocation is set, with the projects only needing to align with the applicable eligibility criteria of each program.*

**Resolution No. GM/06.2020/22**

**Moved Cr Golder**

**Seconded Cr Hancock**

**That Council:**

1. Nominate the projects eligible for funding as presented, with the exception of Knayers & Burtons Flood Gates funding to be reallocated to a floodway treatment at the Bungil Creek Crossing in Knayers Lane, under the:
  - a. Works for Queensland [Additional] COVID-19 Payment
  - b. Roads to Recovery Supplementary Payment for Local Government Area in Drought – 2020-21
2. Authorise the Chief Executive Officer, or delegate, to sign the submission form and any further agreements as required.

CARRIED

9/0

**Responsible Officer**

**Deputy Director / Strategic Road Management**

Item Number: C.5 File Number: D20/52736

**SUBJECT HEADING:** BIGGER BIG RIG - COMMUNITY FLYER - PROJECT OVERVIEW/UPDATE

**Officer's Title:** Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management

**Executive Summary:**

*Council officers provided a Briefing to Elected Members on 26 May 2020.*

*This report provided Council with a draft Project Factsheet for consideration. It also provided Council with an update on additional project activities that have occurred since the Briefing.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. GM/06.2020/23**

**Moved Cr McMullen**

**That this lay on the table until an upcoming meeting.**

*[Wording amended by Cr McMullen from his original motion following a further suggestion from the Chief Executive Officer to give flexibility as to which meeting this item may again be presented to]*

**CARRIED**

**9/0**

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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Cr Ladbrook, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.14pm, taking no part in discussion or debate on the matter.

**Item Number:**

**C.6**

**File Number: D20/52751**

**SUBJECT HEADING:**

**ADDITION TO THE ROAD REGISTER - EXTENSION OF HUMPHREYS ROAD LENGTH / REQUEST TO RENAME HUMPHREYS ROAD**

**Officer's Title:**

**Deputy Director / Strategic Road Management**

***Executive Summary:***

*At the Council Meeting on 13 May 2020, Council endorsed the addition of a section of unnamed formed road between Humphreys Road and Brookfield Road to Council's Rural Road Register.*

*This report sought to confirm the additional road attributes and classification information required to finalise the inclusion to the Road Register.*

**Resolution No. GM/06.2020/24**

**Moved Cr Birkett**

**Seconded Cr McMullen**

**That Council:**

- 1. Lay the matter on the table for a future meeting of Council until further information on the matter is received.**
- 2. Note that the request for a road name change of Humphreys Road and that the request be considered as per Council's Road Naming Policy, with a separate subsequent report to be tabled to a future meeting of Council.**

**CARRIED**

**8/0**

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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At cessation of discussion and debate on the abovementioned item, Cr Ladbrook returned to the meeting at 5.15pm.



Item Number: C.7 File Number: D20/51053

SUBJECT HEADING: AMBY WATER QUALITY UPDATE

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

**Executive Summary:**

*At its meeting on 13 May 2020, Council resolved that a report be prepared on the condition of Amby Town water. This report summarised the findings to date.*

**Resolution No. GM/06.2020/25**

**Moved Cr Golder**

**Seconded Cr O'Neil**

**That Council:**

1. Note the contents of this report.
2. Consider installation of a new bore in Amby as part of the upcoming budget deliberations.

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

Item Number: C.8 File Number: D20/52243

SUBJECT HEADING: TRADE WASTE APPLICATION FEE WAIVER

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

**Executive Summary:**

*As a result of the COVID-19 pandemic and the impact it has had on businesses, providing local support by waiving Trade Waste application fees will provide further support to their recovery.*

**Resolution No. GM/06.2020/26**

**Moved Cr Guthrie**

**Seconded Cr Ladbrook**

**That Council:**

1. Waive the Trade Waste application fee for the remainder of this financial year.
2. Consider in its operating budget deliberations for the 2020/21 financial year waiving the Trade Waste application fees.

*[Wording slightly amended by Cr Guthrie from her original motion following further discussion]*

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

Item Number: C.9 File Number: D20/51397  
 SUBJECT HEADING: CONTRACT PLUMBER FOR INJUNE 2020/21  
 Officer's Title: Manager - Water, Sewerage & Gas

**Executive Summary:**

*The plumber for Injune resigned several years ago and following several attempts to fill this position, through advertising, there was still no interest in the role. Council therefore made use of a local plumber, to assist with these tasks under a Deed of Agreement. This Agreement needs to be renewed for next financial year 2020/21.*

**Resolution No. GM/06.2020/27**

Moved Cr Guthrie

Seconded Cr Edwards

That:

1. The Council engage the Trustee for Portbury Family Trust T/A Portbury's Plumbing Service Pty Ltd to complete Injune Plumbing Maintenance works as required for the financial year of 2020/21.
2. This engagement be to 31 July 2021.
3. The engagement be made in accordance with section 235(a) of the *Local Government Regulation 2012*, that: the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
4. Council authorise the Chief Executive Officer (or delegate) to execute the Deed of Agreement.
5. Expenditure be assigned to the Injune Zone Water and Sewerage Maintenance Work Orders.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: C.10 File Number: D20/51428  
 SUBJECT HEADING: UPGRADE OF CONCRETE FOOTPATH AND  
 INSTALLATION OF CONCRETE VERGE - BOWEN  
 STREET ROAD RESERVE, ROMA  
 Officer's Title: Manager - Maintenance Delivery & Works

**Executive Summary:**

*This report provided information in regards to the replacement and upgrade of the damaged concrete footpath and installation of a concrete verge located within Bowen Street road reserve, outside of Kooka's BP Central Service Station, Roma.*

**Resolution No. GM/06.2020/28**

Moved Cr McMullen

Seconded Cr Edwards

That Council:

1. Approve the replacement and full width upgrade of a section of footpath on Bowen Street outside Kooka's BP Central Service Station.

2. Ensure the construction standard of footpath takes into consideration the fact that this particular section may be traversed by heavy vehicles.
3. Authorise the replacement and upgrade works totalling \$11,594 GST inclusive to be funded from the unallocated upgrade of footpaths contribution fund.

CARRIED

9/0

Responsible Officer

Manager - Maintenance Delivery & Works

Item Number:

C.11

File Number: D20/52045

SUBJECT HEADING:

REQUEST FOR THE REMOVAL OF CONCRETE  
FLOODWAY - GUNNEWIN WEST ROAD

Officer's Title:

Manager - Maintenance Delivery & Works

**Executive Summary:**

*Council is in receipt of a request for the removal of a concrete floodway located at chainage 8.700km on Gunnewin West Road reserve, due to concerns raised by the applicant that the floodway is causing erosion to property known as Lot 11WT344, 851 Gunnewin West Road.*

Resolution No. GM/06.2020/29

Moved Cr Golder

Seconded Cr McMullen

That Council authorise the Mayor to liaise with the landowner in relation to available Councillors meeting with the applicant on-site to discuss a proposed way forward.

CARRIED

9/0

Responsible Officer

Manager - Maintenance Delivery & Works

Item Number:

C.12

File Number: D20/50786

SUBJECT HEADING:

EXECUTION OF REGIONAL RECYCLING TRANSPORT  
ASSISTANCE PACKAGE

Officer's Title:

Manager - Environment, Health, Waste & Rural Land  
Services

**Executive Summary:**

*Council has recently been advised of its successful application under the Department of Environment and Science Regional Recycling Transport Assistance Package, which will recycle all 'end of use' tyres located at its refuse sites. This funded project is in 50% partnership with Balonne Shire Council, with Maranoa being the lead agency.*

Resolution No. GM/06.2020/30

Moved Cr McMullen

Seconded Cr Birkett

That Council endorse the project and authorise the Chief Executive Officer, or delegate, to execute the Grant Deed and any associated documents for this project.

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste &  
Rural Land Services

Item Number: C.13 File Number: D20/50759

**SUBJECT HEADING:** DELEGATION OF AUTHORITY TO SIGN GRANT AGREEMENT - COMMUNITIES COMBATING PESTS AND WEEDS DURING DROUGHT - ROUND 2

**Officer's Title:** Rural Land Services & Funding Officer / Team Coordinator

**Executive Summary:**

*Council has received advice that a previously submitted application for funding under the Communities Combating Pests and Weeds During Drought – Round 2 has been successful. A resolution was sought authorising the Chief Executive Officer to sign the grant agreement and other associated documents as required.*

**Resolution No. GM/06.2020/31**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council endorse the project, and authorise the Chief Executive Officer (CEO), or delegate, to execute the grant agreement and all associated documents between Council and the Federal Department of Agriculture, Water and the Environment for the Communities Combating Pests and Weeds During Drought – Round 2 project.**

CARRIED

9/0

**Responsible Officer**

**Rural Land Services & Funding Officer / Team Coordinator**

Item Number: C.14 File Number: D20/47776

**SUBJECT HEADING:** APPLICATIONS FOR COMMUNITY GRANTS ROUND TWO 2019/20

**Officer's Title:** Support Officer - Economic & Community Development Regional Sport & Recreation Development Coordinator

**Executive Summary:**

*Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.*

*Sixteen grant applications were received and assessed under Round 2 for 2019/20. Seven (7) Small Grants and six (6) Community Grants were recommended for funding, subject to conditions where applicable.*

**Resolution No. GM/06.2020/32**

**Moved Cr Hancock**

**Seconded Cr Ladbrook**

**That Council:**

- 1. Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:**

GROUP	GRANT TYPE	FUNDED
Noonga Community Association	Small grant	\$ 1,500
Corona Lodge No 318	Small grant	\$ 3,000
Yuleba Bowls Club	Small grant	\$ 1,825
All Saints Debutante Ball Committee	Small grant	\$ 3,000
Roma Life Christian Church	Small grant	\$ 2,807
Visit Roma Inc	Small grant	\$ 467
Injune Rodeo Association	Small grant	\$ 2,400
<b>TOTAL</b>		<b>\$14 999</b>

  

GROUP	GRANT TYPE	FUNDED
Roma Bush Gardens	Community grant	\$ 8,254
Roma Historical Precinct	Community grant	\$ 3,979
Surat Pony Club	Community grant	\$ 4,740
Roma Campdraft Association	Community grant	\$ 10,000
Wallumbilla P & C Association	Community grant	\$ 3,042
Roma Touch Association	Community grant	\$ 5,000
<b>TOTAL</b>		<b>\$ 35,015</b>
<b>ALL GRANTS</b>		<b>\$ 50,014</b>

  

**2. Fund the overspend of \$245 from WO.14856.2539.2001 Yuleba Local Development Materials and Services.**

CARRIED 9/0

<b>Responsible Officer</b>	<b>Support Officer - Economic &amp; Community Development</b>
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**Item Number:** C.15 **File Number:** D20/51037

**SUBJECT HEADING:** FEE WAIVER REQUEST - ANGLICARE

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

**Executive Summary:**

Council has been approached by Anglicare to consider a fee waiver for the use of a meeting room, at the Mitchell Customer Service Centre. Anglicare has available Emergency Relief vouchers that are to be distributed to clients in need within the Mitchell region and is seeking a base from which this can be done.

The room would be required for use on every 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of each month, between the hours of 9.30am and 12.30pm, depending upon client attendance. Anglicare is requesting the use of the room for a period of 6-months commencing on 11<sup>th</sup> June 2020.

Anglicare has also requested Council's consideration for the limited use of a photocopier during this time.

**Resolution No. GM/06.2020/33**
**Moved Cr Edwards**
**Seconded Cr Birkett**
**That Council:**

1. Approve the request from Anglicare for a fee waiver for the use of a meeting room in Mitchell as per Council's in-kind policy for a not-for profit organisation.
2. Approve the limited use of a photocopier free of charge.
3. Provide for this amount of expenditure in the In-kind Assistance (Major) budget, GL 02887.2248.2001, for the 2020-21 financial year.

**CARRIED**
**9/0**
**Responsible Officer**
**Support Officer – Economic & Community Development**
**Item Number:**
**C.16**
**File Number: D20/44645**
**SUBJECT HEADING:**
**CLAIM FOR DAMAGES - BYMOUNT WEST ROAD, ROMA**
**Officer's Title:**
**Lead Land Administration Officer**
***Executive Summary:***

*Council received correspondence regarding a claim for reimbursement for damage to two tyres that occurred in April 2020.*

**Resolution No. GM/06.2020/34**
**Moved Cr Golder**
**Seconded Cr Ladbrook**
**That:**

1. Council reimburse the claimant \$876 being the cost of replacing two tyres on the following conditions:
2. Council and the Claimant acknowledge that Council is not legally liable for the incident.
3. The claimant agrees to accept the amount of \$876 from Council as a full and final settlement of all claims arising from the alleged incident in April 2020.

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Land Administration Officer**
**Item Number:**
**C.17**
**File Number: D20/52080**
**SUBJECT HEADING:**
**ROMA GIRL GUIDES SURRENDER OF LEASE**
**Officer's Title:**
**Lead Land Administration Officer**
***Executive Summary:***

*Girl Guides Queensland has advised that they are surrendering their arrangement with Council in regard to the Girl Guides buildings located in George Street, Roma.*

**Resolution No. GM/06.2020/35**
**Moved Cr Golder**
**Seconded Cr McMullen**
**That Council:**

1. Receive and note the advice from Girl Guides Queensland that they are surrendering the long standing arrangement to occupy part of Lot 5 on SP103335.
2. Be provided with a report on the relationship arrangements between Girl Guides and Council going forward.
- ~~3. Consider at a future Council Meeting a condition of assessment [condition assessment] on the building with the view to identifying possible future uses if Girl Guides have no further interest.~~

*[Wording amended by Mayor Golder from his original motion to remove point 3, as a future report will contain information pertaining to point three of the initial draft motion]*

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Land Administration Officer**
**Item Number:**
**C.18**
**File Number: D20/45176**
**SUBJECT HEADING:**
**PUBLIC SAFETY BUSINESS AGENCY - LOT 14 ON W4097**
**Officer's Title:**
**Administration Officer - Land Administration**
***Executive Summary:***

*Correspondence was received from Public Safety Business Agency seeking to determine Council's potential interest in acquiring vacant land described as Lot 14 on W4097 for any community or commercial purposes. Council's direction is sought.*

**Resolution No. GM/06.2020/36**
**Moved Cr Golder**
**Seconded Cr Guthrie**

**That Council liaise with Wallumbilla Town Improvement [Group] before making a decision on this report to see if there is any interest in the offer.**

**CARRIED**
**9/0**
**Responsible Officer**
**Administration Officer - Land Administration**
**Item Number:**
**C.19**
**File Number: D20/45400**
**SUBJECT HEADING:**
**COUNCIL ASSET - 181 ALICE STREET, MITCHELL**
**Officer's Title:**
**Administration Officer - Land Administration**
***Executive Summary:***

*Council owns freehold property located at 181 Alice Street, Mitchell and described as Lot 8 on M15144. Council received contact from parties expressing interest in purchasing this property.*

**Resolution No. GM/06.2020/37**
**Moved Cr McMullen**
**Seconded Cr Taylor**

**That Council offer for sale by tender property located at 181 Alice Street, Mitchell and described as Lot 8 on M15144.**

**CARRIED**
**9/0**
**Responsible Officer**
**Administration Officer - Land Administration**
**Item Number:**
**C.20**
**File Number: D20/45753**
**SUBJECT HEADING:**
**APPLICATION FOR CONVERSION OF TENURE - LOT 1328 ON MNG53**
**Officer's Title:**
**Administration Officer - Land Administration**
***Executive Summary:***

*The Department of Natural Resources, Mines and Energy sought Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) 10/3330 being Lot 1328 on MNG53. The proposed use of the land is grazing.*

**Resolution No. GM/06.2020/38**
**Moved Cr Birkett**
**Seconded Cr Ladbrook**

**That the Council advise the Department of Natural Resources, Mines and Energy it offers no objection to the conversion of GHPL 10/3330 being Lot 1328 on MNG53 to freehold tenure.**

**CARRIED**
**9/0**
**Responsible Officer**
**Administration Officer - Land Administration**

Cr. Birkett, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.33pm, taking no part in discussion or debate on the matter.

**Item Number:**
**C.21**
**File Number: D20/50279**
**SUBJECT HEADING:**
**BOORINGA HERITAGE GROUP INCORPORATED - RENEWAL OF COMMERCIAL TENANCY AGREEMENT**
**Officer's Title:**
**Facility Lease Management & Housing Officer / Team Coordinator**
***Executive Summary:***

*Booringa Heritage Group Incorporated have advised Council that they wish to exercise the Option to Renew clause in the Commercial Tenancy Agreement, for the Booringa Heritage Museum expiring on 31 August 2020.*

**Resolution No. GM/06.2020/39**
**Moved Cr Edwards**
**Seconded Cr Guthrie**

**That Council renew the Commercial Tenancy Agreement with the Booringa Heritage Group Incorporated for a further five (5) year term expiring 31 August 2025.**



CARRIED

8/0

**Responsible Officer**

**Facility Lease Management & Housing  
Officer / Team Coordinator**

At cessation of discussion and debate on the abovementioned item, Cr Birkett returned to the meeting at 5.34pm.

**Item Number:**

**C.22**

**File Number: D20/46019**

**SUBJECT HEADING:**

**PLANNING CONSULTANCY SERVICES**

**Officer's Title:**

**Manager - Planning & Building Development**

***Executive Summary:***

*The existing Agreement for Council to provide town planning consultancy services to the Balonne Shire Council is due to expire on 30 June 2020. Council's endorsement to enter into a new agreement was required in order for Council to continue to provide these services to the Balonne Shire in 2020/21.*

**Resolution No. GM/06.2020/40**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That Council authorise the Chief Executive Officer (CEO) to enter into a new Agreement with Balonne Shire Council, to provide town planning services in accordance with the terms defined in the Agreement presented.**

CARRIED

9/0

**Responsible Officer**

**Manager - Planning & Building Development**

**Item Number:**

**C.23**

**File Number: D20/52335**

**SUBJECT HEADING:**

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

**Officer's Title:**

**Council Buildings & Structures Maintenance Officer /  
Team Coordinator**

***Executive Summary:***

*Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2020/21.*

**Moved Cr O'Neil**

**Seconded (No Seconded)**

**That Council:**

- 1. Authorise payment to Queensland Local Government Mutual (LGM Liability), totalling \$295,573.73 (including GST), being payment for LGM Liability Membership Contribution 2020/21 – \$327,490.66, less annual Surplus Distribution of \$31,916.93.**
- 2. Authorise the Chief Executive Officer (CEO) to raise a purchase order with expenditure assigned to the 2020/21 budget allocation for liability insurance.**

3. Authorise the Chief Executive Officer (CEO) to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.

*[Wording amended by Cr O'Neil from his original motion following further discussion surrounding a potential correction to the first funding amount quoted in point 1 of the draft motion]*

NO VOTE TAKEN

No seconder was obtained, and no vote was taken on the draft motion at that time, with Cr O'Neil proposing the following procedural motion in order for the funding amount to be checked for point 1 of the draft resolution.

**Resolution No. GM/06.2020/41**

**Moved Cr O'Neil**

I move we lay it on the table.

CARRIED

9/0

**Item Number:**

**C.24**

**File Number: D20/52963**

**SUBJECT HEADING:**

**COMMUNITY ENGAGEMENT SOFTWARE**

**Officer's Title:**

**Director - Corporate & Community Services**

***Executive Summary:***

*The report tabled further information regarding a proposal for Council to consider community engagement software to enhance Council and resident engagement about future initiatives and projects for the Maranoa region.*

**Resolution No. GM/06.2020/42**

**Moved Cr Hancock**

**Seconded Cr Guthrie**

**That Council:**

1. Enter into a licence and support agreement with Bang the Table for a period of 12 months for the Bang the Table Engagement HQ platform and Engagement IQ support.
2. Resolves that the engagement is in accordance with section 235(b) of the *Local Government Regulation 2012*, that because of the specialised nature of the services that are sought, it would be impractical for the local government to invite quotes.
3. Authorise the Chief Executive Officer to sign the Agreement.
4. Use existing Elected Members and Community Engagement budget with funds transferred from employee costs (available due to a vacant position in 2019/20) to material and services as part of the quarterly review - Work Order 21903 Community Engagement Software.

CARRIED

9/0

**Responsible Officer**

**Director - Corporate & Community Services**

**Item Number:** C.25 **File Number:** D20/50362  
**SUBJECT HEADING:** MAPINFO PRO AND SPECTRUM SPATIAL ANALYST GST SOFTWARE - LICENCE & SERVICE AGREEMENT  
**Officer's Title:** Manager - Information & Communications Technology (ICT)

**Executive Summary:**

*Council's current agreement for MapInfo Pro and Spectrum Spatial Analyst GIS software is due to expire on the 30/06/2020. The new agreement is to continue the service for another three (3) years.*

*This report was tabled to seek Council's approval to continue to engage a sole supplier for this software licence agreement.*

**Resolution No. GM/06.2020/43**

**Moved Cr McMullen**

**Seconded Cr Guthrie**

**That Council:**

1. Enter into a licence and service agreement with Precisely Pty Ltd for a further 3 years to continue with the MapInfo and Spectrum Spatial Analyst GIC [intended GIS] platform.
2. The engagement be made in accordance with s 235(a) of the *Local Government Regulation 2012*, that: the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
3. Authorise the Chief Executive Officer to sign the Agreement.

CARRIED

9/0

**Responsible Officer**

**Manager - Information & Communications Technology (ICT)**

**Item Number:** C.26 **File Number:** D20/52137  
**SUBJECT HEADING:** ROMA SALEYARDS PRIME SALES  
**Officer's Title:** Manager - Saleyards

**Executive Summary:**

*Roma Livestock Agents Association (RLAA) held a meeting on Wednesday 3 June 2020, to discuss and review the scheduled prime sales that are temporarily being incorporated in the weekly store sale.*

*A motion from this meeting was to recommend to Council that Roma Saleyards prime sales continue to be incorporated in the Tuesday store sale.*

**Resolution No. GM/06.2020/44**

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That Council:**

1. Temporarily nominate Tuesday as a regular sale day for prime cattle (incorporated in the weekly store sale) until 30 September 2020. This will give certainty to producers that prime sale cattle are auctioned weekly at Roma.

2. Undertake a review in September 2020 in consultation with the Roma Livestock Association, bringing a report back to Council.
3. Approve the continued temporary use of the receival/delivery yards (old selling pens) adjacent to the loading ramps, only where cattle numbers exceed 6,000 head or at the Manager Saleyards' discretion (depending on the prime sale numbers of that sale) until 30 September 2020. The auctioneer walkways are scheduled to be dismantled as the pens are now receival and delivery yards.

CARRIED

9/0

Responsible Officer	Manager - Saleyards
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Item Number: C.27 File Number: D20/51216

**SUBJECT HEADING: COUNCIL PUBLICATION - EXTENSION OF BOTTLE TREE BULLETIN CONTRACT**

**Officer's Title: Lead Corporate Communications & Design Officer**

***Executive Summary:***

*Maranoa Regional Council currently has a contract with Booringa Action Group to produce, print and distribute the Bottle Tree Bulletin, a 12 page newsletter that delivers community information to all households in the Maranoa region.*

*With the contract extension expiring at the end of June 2020, Council's approval for a further contract extension was sought.*

**Resolution No. GM/06.2020/45**

**Moved Cr Birkett**

**Seconded Cr Edwards**

**That Council:**

1. Extend the Bottle Tree Bulletin contract until 30 September 2020 (including October 2020 edition) with current service provider Booringa Action Group.
2. Assign expenditure to GL 2018.2210.2002.

CARRIED

9/0

Responsible Officer	Lead Corporate Communications & Design Officer
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Cr. Hancock, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.43pm, taking no part in discussion or debate on the matter.

**Item Number:** C.28 **File Number:** D20/51452  
**SUBJECT HEADING:** COUNCIL NEWS - JUNE EDITION REVIEW  
**Officer's Title:** Lead Corporate Communications & Design Officer

**Executive Summary:**

*Review of the Council News June 2020 edition draft was sought for the publication to progress to print.*

**Resolution No. GM/06.2020/46**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council note and approve the Council News June 2020 edition for print subject to final proofing.**

***[Proofing to be carried out by staff as Council has reviewed the edition]***

**CARRIED**

**8/0**

**Responsible Officer**

**Lead Corporate Communications & Design Officer**

At cessation of discussion and debate on the abovementioned item, Cr Hancock returned to the meeting at 5.44pm.

**Item Number:** C.29 **File Number:** D20/52966  
**SUBJECT HEADING:** BUDGET REVIEW  
**Officer's Title:** Chief Executive Officer  
 Contractor - Strategic Finance

**Executive Summary:**

*At the Special Meeting held on 3 June 2020, a report was tabled for the third quarter's progress on implementing the Corporate Plan and Operational Plan. Council's progress with the budget has also been integrated into the document so that all information about the quarter is in one place. An update on all projects to 31 May 2020 was also included in the bound document provided on the day.*

*In accordance with S170 (3) of the Local Government Regulation 2012, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.*

**Resolution No. GM/06.2020/47**

**Moved Cr Edwards**

**Seconded Cr Taylor**

**That, Council adopt the 2019/20 third quarter budget review as shown in the report's attachments:**

- **Revenue Policy 2019/20;**
- **Revenue Statement 2019/20;**
- **Revised Budget Financial Statements 2019/20 and following two years;**
- **Revised Budget Financial Statements 2019/20 and following nine years;**
- **Revised Financial Sustainability Ratios 2019/20;**
- **Total Value of Change in Rates and Charges; and**

That the documents be placed on the Council website:

<http://www.maranoa.qld.gov.au/council/budgets>

Furthermore, incorporate the result of Council's decision for Item C.24 of this meeting.

CARRIED

9/0

Responsible Officer	Chief Executive Officer
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Item Number:

C.23

File Number: D20/52335

SUBJECT HEADING:

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

Officer's Title:

**Council Buildings & Structures Maintenance Officer /  
Team Coordination**

***Executive Summary:***

*Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2020/21.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations with final figures for point one (1) confirmed.*

**Resolution No. GM/06.2020/48**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

- 1. Authorise payment to Queensland Local Government Mutual (LGM Liability), totalling \$295,573.73 (including GST), being payment for LGM Liability Membership Contribution 2020/21 – \$327,490.66 less annual Surplus Distribution of \$31,916.93.**
- 2. Authorise the Chief Executive Officer to raise a purchase order with expenditure assigned to the 2020/21 budget allocation for liability insurance.**
- 3. Authorise the Chief Executive Officer to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.**

CARRIED

9/0

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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## LATE CONFIDENTIAL ITEMS

**Item Number:** LC.1 **File Number:** D20/45758  
**SUBJECT HEADING:** MICROSOFT ENTERPRISE AGREEMENT - LICENSING RE-SIGNING  
**Officer's Title:** Manager - Information & Communications Technology (ICT)

### **Executive Summary:**

*The Maranoa Regional Council, like many organisations, rely heavily on Microsoft products to provide a technology platform. From the operating system used on every computer to the backend servers running services in the background.*

*As Maranoa Regional Council has grown so has the IT requirements and complexity of software licensing. The Microsoft Enterprise Agreement (MEA) is a licensing program that allows Council access to a flexible, cost-effective and manageable licensing contract.*

*The MEA also extends beyond just a licensing agreement as it allows the MRC to freely plan, test and deploy new and innovative solutions to provide a robust IT environment to meet Council's current and future IT needs. This in turn will allow Council to provide a more efficient and effective service to the community.*

### **Resolution No. GM/06.2020/49**

**Moved Cr Birkett**

**Seconded Cr McMullen**

### **That:**

1. Pursuant to section 234 of the *Local Government Regulation 2012*, proceed with the Microsoft Enterprise Agreement under a Local Government arrangement through Localbuy contract BUS274.
2. Council delegate to the Chief Executive Officer the authority to sign the Microsoft Enterprise Agreement before 30 June, 2020.
3. The annual payments for the agreement will be due as follows: July 2020, July 2021 and July 2022.

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

CARRIED

9/0

**Responsible Officer**

**Manager - Information & Communications Technology (ICT)**

Cr. Edwards, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.54pm, taking no part in discussion or debate on the matter.

**Item Number:** LC.2 **File Number:** D20/54217  
**SUBJECT HEADING:** FINANCIAL YEAR 2021 FEES AND CHARGES - AIRPORTS  
**Officer's Title:** Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*This report served to present the proposed fees and charges applicable to the operations of Maranoa Regional Council's airports for the 2020/21 financial year for Council's consideration.*

**Resolution No. GM/06.2020/50**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council:**

1. Adopt the Fees and Charges from 2019/2020 for the Maranoa Regional Council's airports into 2020/2021 except for a potential review that may result from point 5 of this resolution and noting no increase in fees and charges.
2. Remove the Commuter/Charter – Arrival Departure via Terminal unscreened fee provided in the 2019/20 fees and charges from the 2020/21 schedule.
3. Introduce a provision to enable business development in the airside [area] of the Roma airport through an Airside Infrastructure Access Commercial Purpose Fee, priced on application, executed via licence agreement.
4. Authorise the CEO (Chief Executive Officer) or delegate to enter into agreements for airside infrastructure access if the terms are acceptable.
5. Be provided with a further report around the implications and methodology for waiving fees for light aircraft less than 1,500kg.

*[Wording amended by Mayor Golder from his original motion following further discussion to refine and simplify the wording for clarity]*

CARRIED

8/0

<b>Responsible Officer</b>	<b>Manager - Airports (Roma, Injune, Surat, Mitchell)</b>
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At cessation of discussion and debate on the abovementioned item, Cr Edwards returned to the meeting at 5.57pm. Mayor Golder confirmed that Cr Edwards was not present during consideration of the abovementioned item.

Council then determined it would again clarify the resolution for the audience. Cr. Edwards again left the meeting at 5.58pm for this to take place having previously declared a 'Conflict of Interest' for the abovementioned item.

Mayor Golder then repeated the resolution as stated above. A vote was not taken on the matter, having already been resolved by Council.

Following the resolution being again read out, Cr Edwards returned to the meeting at 6.00pm.



Item Number: LC.3 File Number: D20/53566

SUBJECT HEADING: ADDITION TO THE ROAD REGISTER - UNFORMED ROAD OFF WOMBLEBANK GAP ROAD

Councillor's Title: Mayor Golder

**Executive Summary:**

*Mayor Golder had received a request for an unformed road reserve to be added to the Road Register.*

**Resolution No. GM/06.2020/51**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That a report be prepared for an upcoming Council meeting.**

CARRIED

9/0

**Responsible Officer**

**Deputy Director Infrastructure Services /  
Strategic Road Management**

Item Number: 10.2 File Number: D20/39573

SUBJECT HEADING: EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)

Officer's Title: Director - Corporate & Community Services  
Chief Executive Officer

**Executive Summary:**

*The report tabled a draft new Expenses Reimbursement Policy (Councillors) for consideration by the new term of Council.*

*This item had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. GM/06.2020/52**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council adopt the draft Expenses Reimbursement Policy (Councillors) for the 2020/24 term, with a change in regards to page 110 and 111:**

- **Removing Option 1 [incorporating sections (a) and (b)];**
- **Amending Option 2 for private use of a vehicle to make it 88 cents per kilometre as per the log book.**

***[Wording updated and further explained by Mayor Golder a number of times following further discussion. For clarity, the amended section of the policy incorporating the abovementioned changes is as follows:***

Vehicles	<b>Ad-hoc use for Council Business</b>  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.
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	<p><b>Use of own private vehicle</b></p> <p>(a) Australian Taxation Office 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><b>OR</b></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. 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>
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### 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 - 12,665<sup>1</sup> at 30 June 2019;
- Area - 58,835km<sup>2</sup> (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 km<sup>2</sup> 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 km<sup>2</sup>.
- 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 ~~has, since~~ (from September 2008 to June 2020), deemed it necessary to provide a vehicle to Councillors for official Council business.

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 3<sup>rd</sup> 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).

<sup>1</sup> 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".

**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><b>Frequent flyer points</b></p> <p>Where a Councillor identifies in the Options Form, a record will be maintained with the Elected Members Support &amp; 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> <ul style="list-style-type: none"> <li>a) points plus pay (by the Councillor using the Council credit card); or</li> <li>b) via the website for reward seats, booked by the Elected Members Support &amp; Community Engagement Officer in consultation with the Councillor (to facilitate access to the site).</li> </ul> <p>The Councillor selecting a) will ensure that the Elected Members Support &amp; Community Engagement Officer has copies of records in relation to the award redemption.</p>
Food, drink and incidentals	<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"> <li>• 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.</li> <li>• 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"> <li>- Breakfast - \$27.55</li> <li>- Lunch - \$31.00</li> <li>- Dinner - \$52.80</li> <li>- Incidental - \$19.70 (each day of travel)</li> </ul> </li> </ul> <p>Reimbursement will be made through the Elected Members &amp; Community Engagement Officers upon presentation of an official tax invoice, provided:</p> <ul style="list-style-type: none"> <li>• The Councillor incurs the cost personally;</li> <li>• The meal was not provided as part of registration costs of an activity, or during a funded flight;</li> </ul> <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>



Inappropriate conduct (suspected) including investigation costs	<p>In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs:</p> <p><i>Council must pay any reasonable expenses of <b>Council</b> associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:</i></p> <ul style="list-style-type: none"> <li>• <i>the president of the Tribunal in undertaking an investigation for Council</i></li> <li>• <i>a mediator engaged under this investigation policy</i></li> <li>• <i>a private investigator engaged on behalf of or by the investigator</i></li> <li>• <i>travel where the investigator needed to travel to undertake the investigation or to interview witnesses</i></li> <li>• <i>seeking legal advice</i></li> <li>• <i>engaging an expert.</i></li> </ul> <p><i>Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.</i></p> <p><i>Any costs incurred by <b>complainants</b> or the subject <b>Councillors</b> will not be met by Council.</i></p>
Legal costs	<p>Council will pay:</p> <ul style="list-style-type: none"> <li>• 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 <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</li> <li>• Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors.</li> </ul>
Professional development	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> <li>• Mandatory Professional Development; and</li> <li>• Discretionary Professional Development.</li> </ul> <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><b>Industry events</b></p> <p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>



### Community initiated and arranged events

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.

## Facilities

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

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

	<b>Technology support</b> <ul style="list-style-type: none"> <li>• Video and livestreaming (as required)</li> <li>• Computer set up, projector and screen</li> <li>• Agenda and minutes software access</li> </ul> <b>Transport</b> <ul style="list-style-type: none"> <li>• Council meeting and inspection coordination</li> </ul>
Civic and ceremonial support	This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks: <ul style="list-style-type: none"> <li>• Organisation of citizenship ceremonies and liaison with the Mayor and Australian Government's Department of Home Affairs;</li> <li>• Organisation of official openings;</li> </ul>
Community engagement including deputations	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) <sup>IAP2</sup> .
Councillor correspondence including letterhead and associated clerical support	<p>Council administrative officers and letterhead for elected members are provided solely for the purpose of:</p> <ul style="list-style-type: none"> <li>• invitations to individual community engagement initiatives;</li> <li>• congratulatory or thank-you messages;</li> <li>• advocacy to other tiers of government for Council Business reflecting Council's position on matters;</li> <li>• acknowledging letters/e-mails for correspondence to the Elected Members' Office;</li> </ul> <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"> <li>• the content is consistent with the role of a Councillor;</li> <li>• an individual Councillor is not speaking for or on behalf of Council;</li> <li>• the letter does not indicate or provide Council in-kind or financial support;</li> <li>• the letter of support requested is not for application to a program administered by or the outcome approved by Council (e.g. RADF);</li> <li>• the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.</li> </ul> <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	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.
E-mail addresses	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>Office of the Mayor <a href="mailto:mayor@maranoa.qld.gov.au">mayor@maranoa.qld.gov.au</a>          Mayor and Councillors <a href="mailto:councillors@maranoa.qld.gov.au">councillors@maranoa.qld.gov.au</a></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: <a href="mailto:customer.service@maranoa.qld.gov.au">customer.service@maranoa.qld.gov.au</a></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 &amp; Process. Administrative action complaints, for example, will be forwarded to: <a href="mailto:internal.review@maranoa.qld.gov.au">internal.review@maranoa.qld.gov.au</a></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: <a href="mailto:S170A@maranoa.qld.gov.au">S170A@maranoa.qld.gov.au</a></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"> <li>• Mobile phone handset and protective case</li> <li>• Mobile phone monthly plan (voice, data, shared data services)</li> <li>• iPad monthly plan (voice, data, shared data services)</li> <li>• iPad Pro hardware (with sim)</li> <li>• iPad software</li> <li>• Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount)</li> <li>• Printers and consumable for Council printers.</li> </ul> <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"> <li>• Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support &amp; Community Engagement Officers);</li> <li>• Photocopier/scanner, and paper shredding arranged through the Elected Members Support &amp; Community Engagement Officers.</li> </ul>
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 &amp; Community Engagement Officers:</p> <ul style="list-style-type: none"> <li>• Business cards</li> <li>• Councillor letterhead</li> <li>• Certificates of appreciation, congratulations, recognition</li> <li>• Customer service cards</li> <li>• Diary</li> <li>• Paper for printing</li> <li>• Pens</li> <li>• Notepaper</li> <li>• Thank-you cards</li> <li>• Internal review cards</li> <li>• Computer backpack / briefcase</li> </ul> <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"> <li>• Name badges</li> <li>• Council branded shirts (upon request)</li> <li>• Council branded jacket (upon request)</li> <li>• Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.</li> </ul>
Vehicles	<p><b>Ad-hoc use for Council Business</b></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><b>Use of own private vehicle</b></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><b>OR</b></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>
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## 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**

***[Council further discussed potential arrangements regarding Councillor pool vehicles located potentially in the towns of Mitchell, Surat, Injune and Roma]***

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Director - Corporate &amp; Community Services / Lead Officer – Elected Members &amp; Community Engagement</b>
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**Resolution No. GM/06.2020/53**

**Moved Cr McMullen**

**No Seconder**

**That Council seek a report to base a designated car in towns if required.**

**MOTION WITHDRAWN**

*[Cr McMullen withdrew the draft motion following further discussion and a comment from Cr O'Neil suggesting consideration of this element not proceed until options are selected by individual Councillors based on the adopted policy]*

**LATE VERBAL ITEM**

**Item Number:**

**L.1**

**File Number: N/a**

**SUBJECT HEADING:**

**ADDITIONAL COUNCILLOR BUDGET BRIEFING**

**Councillor's Title:**

**Cr. Wendy Taylor**

***Executive Summary:***

*Cr Taylor proposed that Council hold an additional Councillor Budget Briefing in the lead up to the 2021/21 Budget being adopted.*

**Resolution No. GM/06.2020/54**

**Moved Cr Taylor**

**Seconded Cr Hancock**

**That Council hold a Budget Briefing on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month commencing at 9.30am, scheduled through until the 2020/21 budget is adopted.**

*[Wording amended by Cr Taylor from her original motion following further discussion regarding timing of the additional briefing]*

**CARRIED**

**9/0**

**Responsible Officer**

**Chief Executive Officer / Lead Officer –  
Elected Members & Community Engagement**

**Item Number:**

**14.1**

**File Number: D20/52627**

**SUBJECT HEADING:**

**EXTRA SERVICES FOR THE MARANOA  
ROMA NEIGHBOURHOOD CENTRE**

**Councillor's Title:**

**Mayor**

***Executive Summary:***

*Mayor Golder requested that the former Roma Neighbourhood Centre premises be made available for the community as a shared space for local services.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. GM/06.2020/55**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That a report be prepared for an upcoming Council meeting.**

**MOTION WITHDRAWN**



No vote was taken on the draft motion, with Mayor Golder withdrawing the motion, and in its place proposed the following motion:

**Resolution No. GM/06.2020/56**

**Moved Cr Golder**

**Seconded Cr Birkett**

**[That] the past resolutions on this matter be circulated to Councillors.**

**CARRIED**

**9/0**

**Responsible Officer**

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

## **CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.51PM.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 24 June 2020, at Ernest Brock Room, Roma Cultural Centre.**

.....  
Mayor.

.....  
Date.