

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 13 MARCH 2025 SCHEDULED TO COMMENCE AT 9:00 AM**

**ATTENDANCE**

Mayor Cr W M Taylor chaired the meeting with Deputy Mayor Cr C J O'Neil, Cr J R P Birkett, Cr A K Davis, Cr P J Flynn, Cr J M Hancock, Cr B R Seawright, Cr J R Vincent, Chief Executive Officer – Robert Hayward and Kelly Rogers Minutes Officer in attendance.

**AS REQUIRED**

Director Corporate Services – Brett Exelby, Director Bendemere – Stephen Scott, Director Engineering – Seamus Batstone, Director Regional Development, Environment and Planning – Jamie Gorry, Deputy Director / Strategic Road Management – Cameron Hoffmann, Chief Information Officer – Rueben Broom, (Acting Manager) - Regional Facilities Management – Leah Cooper, Manager Fleet – Ollie Dowd, Manager - Regional Economic & Community Development – Greg Lawrence, Events Attraction Officer – Georgia Nichols, Project and Administration Officer – Tennielle Limpus, Project Officer - Contract Management Office – Luci Gunning.

**WELCOME**

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

**APOLOGIES**

<b>Resolution No. OM/03.2025/01</b>	
<b>Moved Cr Davis</b>	<b>Seconded Cr O'Neil</b>
<b>That apologies be received and leave of absence granted for Cr. Brumpton for this meeting.</b>	
<b>CARRIED</b>	<b>8/0</b>

**CONFIRMATION OF MINUTES**

<b>Resolution No. OM/03.2025/02</b>	
<b>Moved Cr Hancock</b>	<b>Seconded Cr Davis</b>
<b>That the minutes of the Ordinary Meeting held on 26 February 2025 be confirmed.</b>	
<b>CARRIED</b>	<b>8/0</b>

<b>Resolution No. OM/03.2025/03</b>	
<b>Moved Cr Vincent</b>	<b>Seconded Cr Davis</b>
<b>That the minutes of the Special Meeting held on 5 March 2025 be confirmed.</b>	
<b>CARRIED</b>	<b>8/0</b>

**CONSIDERATION OF NOTICES OF MOTION**

**Item Number:** 8.1 **File Number:** D25/19104

**SUBJECT HEADING:** **AMENDMENT - LOT 121 ON DL437 - RESERVE FOR CAMPING THE WATER PURPOSES**

**Officer's Title:** **Administration Officer - Council Facilities Management**

**Original Resolution Meeting Date:** **24/07/2024**

**Original Resolution Number:** **OM/07.2024/71**

**Original Resolution:**

*In line with Council's Stock Route Management Plan 2024-2029, Council:*

1. *Advise the Department of Resources it objects to the renewal of Term Lease 0/238367 over Lot 121 on DL437.*
2. *If required, authorise the Chief Executive Officer (or delegate) to enter into direct negotiations between the current Lessee and Council to offer a Trustee Lease over Lot 121 on DL437 for a period of two (2) years.*
3. *Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.*

**Resolution No. OM/03.2025/04**

**Moved Cr Seawright**

**Seconded Cr Vincent**

**That Council amend Resolution Number OM/07.2024/71 to read as follows:**

**In line with Council's Stock Route Management Plan 2024-2029, Council:**

1. **Advise the Department of Resources it objects to the renewal of Term Lease 0/238367 over Lot 121 on DL437.**
2. **Authorise the Chief Executive Officer (or delegate) to enter into direct negotiations between the current Lessee and Council to offer a Trustee Lease over Lot 121 on DL437 for a period of five (5) years.**
3. **Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.**

CARRIED

8/0

**Responsible Officer**

**Administration Officer - Council Facilities Management**

## Declaration of Interest

<b>Item</b>	<b>8.2</b>
Description	Major Mitchell Caravan Park – Lease Arrangements
Declaring Councillor	Cr Wendy Taylor
Person with the interest Related party / close associate / other relationship	Roma Clay Target Club
Particulars of Interest	I am the Treasurer of the Gun Club and as a Gun Club we operate a caravan park.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Mayor Taylor left the meeting at 9.03am. The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

**Item Number:** 8.2 **File Number:** D25/21069

**SUBJECT HEADING:** MAJOR MITCHELL CARAVAN PARK - LEASE ARRANGEMENTS

**Officer's Title:** (Acting Manager) - Regional Facilities Management

**Original Resolution Meeting Date:** 13 December 2023

**Original Resolution Number:** OM/12.2023/64

Resolution No. OM/12.2023/64

That Council:

1. *Endorse Cashellwest Pty Ltd as the preferred respondent to Tender 24026, for a tendered amount of \$25,200 inclusive of GST per annum for a term of 20 years, with the option for a further 2 x 5 years contingent on the mutual agreement of the lessee and Council at the time renewal is due (total of 30 years).*
2. *Enter a lease with Cashellwest Pty Ltd in respect to Lot 41 on SP267081, Lots 42, 43, 44, 45, 48, 49 and 50 on M15114, for a total term, including options to renew, not to exceed 30 years.*
3. *Grant a trustee lease with Cashellwest Pty Ltd over reserve land described as Lot 1 on SP265644, for a total term, including options to renew, not to exceed 30 years.*
4. *Both leases are to be interdependent such that a breach by the tenant of one lease is a breach of the other lease and should one lease end for any lawful reason then the other lease will also end.*
5. *Authorise the Chief Executive Officer, or delegate, to finalise all terms if acceptable and execute any document necessary to finalise the lease.*
6. *Adjust the 2023/2024 budget to reflect the value of the new lease.*

**Resolution No. OM/03.2025/05**

**Moved Cr Davis**

**Seconded Cr Seawright**

**That Council:**

1. Receive and note the request from the Lessee of the Major Mitchell Caravan Park;
2. Not grant an amendment to the current Lease covering the Lots 42, 43, 44, 45, 48, 49 and 50 on M15114 and Lot 41 on SP267081.

CARRIED

7/0

**Responsible Officer**

**(Acting Manager) - Regional Facilities Management**

**Section 150F A (2)(e) of the *Local Government Act 2009***

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

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O’Neil, Cr Brendan Seawright, Cr. Jane Vincent.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Mayor Taylor returned to the meeting at 9.07am, assuming the Chair.

**BUSINESS**

**OFFICE OF THE CEO**

**Item Number:**

**10.1**

**File Number: D25/20695**

**SUBJECT HEADING:**

**ADOPTION OF TERMS OF REFERENCE | STRATEGIC STEERING COMMITTEE – DENISE SPENCER AQUATIC CENTRE PROJECT**

**Officer’s Title:**

**Deputy Director / Strategic Road Management  
Project Officer - Contract Management Office**

***Executive Summary:***

*Following Council’s approval of the Strategic Steering Committee for the Denise Spencer Aquatic Centre Project at the Ordinary Meeting on 12 February 2025, the committee held its first meeting on Monday, 03 March 2025, where it endorsed the draft Terms of Reference. These outlined the governance structure, composition, responsibilities, and reporting requirements of the Committee.*

*This report sought Council’s review and approval of the Terms of Reference to establish a structured governance framework, ensuring strategic alignment and accountability in line with Council’s intent.*

<b>Resolution No. OM/03.2025/06</b>	
<b>Moved Cr Seawright</b>	<b>Seconded Cr Davis</b>
<b>That Council approve the Terms of Reference for the Strategic Steering Committee – Denise Spencer Aquatic Centre Project as presented.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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**Item Number:** 10.2 **File Number:** D25/20940

**SUBJECT HEADING:** AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) 2025 NATIONAL GENERAL ASSEMBLY | MOTION SUBMISSION & ELECTED MEMBER ATTENDANCE

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

***Executive Summary:***

*Formalisation of submission of motions and elected member attendance at an upcoming conference as part of advocacy activities and/or enhancing strategy and policy development for Maranoa Regional Council.*

*Council did not consider potential draft motions at this meeting.*

<b>Resolution No. OM/03.2025/07</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Vincent</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Endorse the attendance of Mayor Taylor, Deputy Mayor O'Neil and Cr Hancock at the 2025 Australian Local Government Association (ALGA) National General Assembly on 24 – 27 June 2025, and Mayor Taylor, Deputy Mayor O'Neil and Cr Hancock at the 2025 Regional Cooperation and Development Forum on 24 June 2025 in Canberra.</li> <li>2. Draw the funds from attending individual Councillor Conference budgets.</li> </ol>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
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**CORPORATE SERVICES**

**Item Number:** 11.1 **File Number:** D25/9256

**SUBJECT HEADING:** **REPORT ON CHANGES TO THE GST OF BURIAL RIGHTS - REGISTER OF REGULATED FEES AND CHARGES - CEMETERIES**

**Officer's Title:** **Manager - Information Management**

**Executive Summary:**

*The Australian Taxation Office finalised Taxation Determination on GST and burial rights. These changes have affected the pre-paid package fees of our Regulated Cemetery Fees and Charges. Council needs to adopt the revised fees to be compliant with the Taxation Determination.*

<b>Resolution No. OM/03.2025/08</b>	
<b>Moved Cr Vincent</b>	<b>Seconded Cr Davis</b>
<b>That Council adopt the revised cemetery fees as presented in Schedule A.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Manager - Information Management</b>
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**Item Number:** 11.2 **File Number:** D25/11596

**SUBJECT HEADING:** **FLEET REPLACEMENT - PROCUREMENT OF THREE (3) WORKER ACCOMODATION CARAVANS**

**Officer's Title:** **Manager – Fleet**

**Executive Summary:**

*The adopted budget for 2024-2025 included funding for the procurement of three (3) Worker Accommodation Caravans to replace existing caravan assets. These assets were identified for replacement in Council's Plant Investment Program for 2024-2025 in accordance with Councils Plant Replacement Policy.*

*Quotations were called via direct written contact for the following the Supply & Delivery of three (3) Worker Accommodation Caravans.*

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

<b>Resolution No. OM/03.2025/09</b>	
<b>Moved Cr Birkett</b>	<b>Seconded Cr Seawright</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Select Traymark Industrial Caravans Pty Ltd as the preferred supplier for the Supply &amp; Delivery of three (3) Worker Accommodation Caravans, for the contract sum of \$265,293.60 including GST, excluding Registration and CTP Insurance under Local Buy arrangement Trucks, Buses, Specialised Trucks &amp; Bodies NPN1.2.</b></li> <li><b>2. Authorise the Chief Executive Officer, (or delegate) to negotiate, vary and execute the contract with Traymark Industrial Caravans Pty Ltd.</b></li> </ol>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Manager – Fleet</b>
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## REPORTS - LOCAL AREA DIRECTORS

### Declaration of Interest

<b>Item</b>	<b>13.1</b>
Description	Rollover of Funds from FY24/25 to FY25/26: Injune Museum Project
<b>Declaring Councillor</b>	<b>Cr Jane Vincent</b>
Person with the interest Related party / close associate / other relationship	My mother, Janice Humphreys
Particulars of Interest	Janice is the secretary of CHIPS, who are mentioned in the report.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Vincent left the meeting at 9.28am.

**Item Number:** 13.1 **File Number:** D25/18814

**SUBJECT HEADING:** ROLLOVER OF FUNDS FROM FY24/25 TO FY25/26:  
INJUNE MUSEUM PROJECT

**Officer's Title:** Project and Administration Officer

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

*As part of the FY24/25 adopted budget, Council resolved to allocate \$150,000 to the Cultural Heritage Injune Preservation Society to be used as a co contribution towards securing grant funding to complete the fit out of the Injune Museum.*

*The group wrote to Council requesting this funding be recommitted in the FY25/26 budget.*

<b>Resolution No. OM/03.2025/10</b>	
<b>Moved Cr Seawright</b>	<b>Seconded Cr O'Neil</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Receive and note the correspondence from Cultural Heritage Injune Preservation Society.</li> <li>2. Include an allocation of \$150,000 in the draft Capital Works Budget for consideration as part of the 2025/26 Budget deliberations.</li> <li>3. Request a follow up report outlining the new staged approach with costings associated with the stages.</li> </ol>	
CARRIED	7/0

<b>Responsible Officer</b>	<b>Project and Administration Officer</b>
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**Section 150F A (2)(e) of the Local Government Act 2009**

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

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O’Neil, Cr Brendan Seawright, Cr Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Vincent returned to the meeting at 9.41am.

**REGIONAL DEVELOPMENT**

<b>Item Number:</b>	<b>14.1</b>	<b>File Number: D25/7703</b>
<b>SUBJECT HEADING:</b>	<b>ANNUAL MEMBERSHIP OF TOOWOOMBA AND SURAT BASIN ENTERPRISE (TSBE)</b>	
<b>Officer’s Title:</b>	<b>Manager - Regional Economic &amp; Community Development</b>	

**Executive Summary:**

*The partner agreement of the Toowoomba & Surat Basin enterprise (TSBE) is now due for renewal. This report provided an update to Council of the annual renewal fee as well as performance measures / deliverables that will bind the two parties.*

**Resolution No. OM/03.2025/11**

**Moved Cr O’Neil**

**That this lay on the table until later in the meeting [for more information on the matter].**

**CARRIED**

**8/0**

<b>Item Number:</b>	<b>14.2</b>	<b>File Number: D25/16479</b>
<b>SUBJECT HEADING:</b>	<b>GREAT AUSTRALIAN CHARITY CATTLE DRIVE - ROMA EVENT</b>	
<b>Officer’s Title:</b>	<b>Events Attraction Officer</b>	

**Executive Summary:**

*The Great Australian Charity Cattle Drive are requesting that Council holds an event to mark the end of the cattle drive on 6 August 2025.*

*We are proposing two event options at the Roma Saleyards – a ‘cocktails and canapes’ style event, or a sit-down banquet/share platter-style event.*

*This report sought Council’s direction and approval of the proposed event.*



<b>Moved Cr Hancock</b>	<b>Seconded (not called)</b>
<b>That:</b>	
<ol style="list-style-type: none"> <li>1. Council endorse a ticketed sit down event at the Roma Saleyards on Wednesday 6 August 2025 to mark the end of the Great Australian Charity Cattle Drive (GACCD).</li> <li>2. Create an MOU to clearly outline responsibilities and costs for GACCD and MRC in the planning and execution of the event. and be brought back to Council for endorsement.</li> </ol>	
NO VOTE TAKEN	

No 'Seconder' was called for the draft motion at that time, and given questions and further discussions the following procedural motion was put forward-

<b>Resolution No. OM/03.2025/12</b>	
<b>Moved Cr Hancock</b>	
<b>That this lay on the table until later in the meeting [<i>to be provided a copy of the In-kind support requested of Council</i>].</b>	
CARRIED	8/0

## LATE ITEMS

### Declaration of Interest

Item	L.1
Description	RCAT Tourism Sub Committee
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I have a friendship with Camille Johnson who is a committee member of Roma Commerce and Tourism. I also have a friendship with Deb Joppich who is the General Manager of Roma Commerce and Tourism.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

<b>Resolution No. OM/03.2025/13</b>	
<b>Moved Cr Seawright</b>	<b>Seconded Cr Davis</b>
<b>That it is in the public interest that Councillor O'Neil participates and votes on agenda item L.1 because a reasonable person would trust that the decision is made in the public interest.</b>	
CARRIED	7/0

Item Number: L.1 File Number: D25/22040

**SUBJECT HEADING:** RCAT TOURISM SUBCOMMITTEE

**Officer's Title:** Manager - Regional Economic & Community Development

**Executive Summary:**

*Roma Commerce And Tourism (RCAT) has formed a Tourism Subcommittee that will work closely with the RCAT Board to provide strategic advice, identify opportunities, and collaborate with stakeholders to enhance visitor experiences and support the local tourism industry. The objective of the subcommittee is to offer recommendations that help guide tourism policies and initiatives, ensuring they align with regional needs and expectations of our local industry.*

**Resolution No. OM/03.2025/14**

**Moved Cr Hancock**

**Seconded Cr Davis**

**That Council:**

1. Receive and note the report.
2. Nominate Tourism Portfolio Chair, Cr Jane Vincent to be Maranoa Regional Council's representative on the Roma Commerce And Tourism (RCAT) Subcommittee.
3. Nominate Maranoa Regional Council's Tourism Officer to participate in an observatory role - when appropriate.

CARRIED

8/0

**Responsible Officer**

**Manager - Regional Economic & Community Development**

**Section 150F A (2)(e) of the *Local Government Act 2009***

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

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor, Cr. Jane Vincent.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

**Item Number:** L.2 **File Number:** N/a

**SUBJECT HEADING:** DENISE SPENCER AQUATIC CENTRE UPGRADE

**Councillor's Title:** Cr. Cameron O'Neil

**Executive Summary:**

*The Denise Spencer Aquatic Centre is set to undergo an extensive 18-month redevelopment, with the pool scheduled to close on April 4, 2025. This project has received substantial support from various levels of government and industry partners, reflecting its significance to the community. Funding and Support:*

- *Federal Government: In January 2025, the Federal Government announced a \$9.5 million grant under its Growing Regions Program to support the redevelopment of the aquatic centre. This funding aims to enhance local amenities and strengthen community infrastructure.*
- *State Government: The Queensland State Government has committed \$5 million towards the project, emphasizing the importance of regional infrastructure that supports local economies and enhances liveability for residents.*
- *Maranoa Regional Council: Council has allocated \$12.5 million in the 2024/25 Budget, which includes \$7.5 million funded through a low-interest loan from the Queensland Treasury Corporation and \$5 million from Council's annual budget allocation.*
- *Industry Partnership: An additional \$5 million has been secured through the Maranoa Regional Council / Origin APLNG Worker's Transition Agreement*

*Extensive community consultation has been conducted, revealing strong support for rebuilding the aquatic centre at its current location.*

*Since the closure was announced, a small number of passionate swimmers and parents have raised the idea of installing a temporary 25-metre pool on Council-owned land to mitigate the impact of the aquatic centre's temporary closure.*

**Resolution No. OM/03.2025/15**

**Moved Cr O'Neil**

**Seconded Cr Flynn**

**That Council:**

- 1. Notes that staff are preparing a package of potential support initiatives for Council to consider during the 18-month closure of the Denise Spencer Aquatic Centre while redevelopment works are undertaken.**
- 2. Requests that Officers include the updated and previous costings for both an outright purchase of a 25-metre temporary pool for installation on Council-owned land, with estimated costs provided for purchase, installation, operation, and decommissioning and the hiring of a temporary pool.**
- 3. Consider the package of support initiatives and report findings at an upcoming council meeting with the information to then be shared across the community.**

CARRIED

8/0

**Responsible Officer**

**Deputy Director / Strategic Road Management**

**COUNCIL ADJOURNED THE MEETING**  
 FOR MORNING TEA AT 10.37am

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING AT 11.07am

**Item Number:** L.3 **File Number:** D25/23929

**SUBJECT HEADING:** WALLUMBILLA MULTI-PURPOSE CENTRE LETTABLE SPACE

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

**Executive Summary:**

*The Wallumbilla Multi-Purpose Building project is nearing completion, with internal works substantially finished and the facility expected to open around June 2025, following the completion of car parking and landscaping.*

*As part of the project, a 24m<sup>2</sup> space was included in the plans as a potential commercial kitchen, alongside a 46m<sup>2</sup> shared dining area. However, Council has not approved the fit-out of this space, and it was not included in the original builder's construction contract. The room has been constructed but remains unsheeted and unfinished, requiring Council's consideration regarding its future use.*

*This report outlined the background, options, risks, and relevant considerations to assist Council in determining the next steps for the space.*

**Resolution No. OM/03.2025/16**

**Moved Cr Seawright**

**Seconded Cr Davis**

**That Council:**

- 1. Undertake an Expression of Interest (EOI) process to gauge interest from potential commercial or community tenants for the 24m<sup>2</sup> space currently allocated as a commercial kitchen and cafe within the Wallumbilla Multi-purpose Building.**
- 2. Invite respondents to the EOI to provide:**
  - **Details of their proposed use for the space.**
  - **Any requirements for fit-out and anticipated financial contributions.**
  - **Capacity and appreciation to manage and operate the facility in compliance with relevant regulations.**
  - **The potential benefits to the local community and/or business sector.**
- 3. Acknowledges that it is in the public interest to test market interest in the space before making further financial commitments.**
- 4. Defer the fit-out of the space until the EOI process is completed to ensure that any future design and construction aligns with the needs of potential users and minimises the risk of unnecessary rework.**
- 5. Receive a further briefing and report on the outcomes of the EOI process, including recommendations for the future use and management of the space.**

CARRIED

8/0

**Responsible Officer**

**Deputy Director / Strategic Road Management**

## Declaration of Interest

Item	C.3
Description	Request for Waiver of Interest - 13014303
Declaring Councillor	Cr Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am employed by the company who is mentioned in the report.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

### Resolution No. OM/03.2025/17

Moved Cr O'Neil

Seconded Cr Birkett

*In accordance with the provisions of Section 254(J(3) of the Local Government Regulation 2012, that Council resolve to close the meeting to the public [at 11.21am] to discuss confidential items that its Councillors consider is necessary to close the meeting.*

*In accordance with Section 254J(5) of the Local Government Regulation 2012, the following table provides:*

- *The matters to be discussed;*
- *An overview of what is to be discussed while the meeting is closed.*

Agenda Item	Matters to be discussed (Reasons to close the meeting under the Local Government Regulation 2012)	Overview
C.1 – Application for Permit to Occupy – Lot 1 on PER208205	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Council has been asked to provide their view on an application for a Permit to Occupy over a portion of Primary Stock Route known as Lot 1 on PER208205, adjoining Freehold land described as Lot 4 on MAR65.
C.2 – Request for Views – Renewal of Term Lease 0/238771 over Lot 12 on BDR17	Section 254J(3)(e) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development seeks Council's views on the Renewal of Term Lease 0/238771 being Lot 12 on BDR17 that is due to expire 1 November 2025.
C.3 – Request for waiver of interest - 13014303	Section 254J(3)(d) rating concessions.	A request has been received from the ratepayer of Rate Assessment 13014303, requesting a waiver of interest.

C.4 – Request for Extended Payment Arrangement - 14002919	Section 254J(3)(d) rating concessions.	A request has been received by Council from the ratepayer of rate assessment 14002919 for an extended payment arrangement.
C.5 – Request for Extended Payment Arrangement - 14004428	Section 254J(3)(d) rating concessions.	A request has been received by Council from the ratepayer of rate assessment 14004428 for an extension to a payment arrangement.
LC.1 – Tender for Construction Works   Carnarvon Highway Footpath Upgrade Project for Department of Transport and Main Roads	Section 254J(3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government; AND (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	<p>Council has been invited to submit a tender response for the construction of the Shared Concrete Pathway along the Carnarvon Highway in Roma on behalf of the Department of Transport and Main Roads (DTMR).</p> <p>This report provides an update and overview of the project, outlining Council’s involvement in the tender process and the steps required before submitting a formal tender response, and if approved, project delivery.</p>
CARRIED		8/0

**COUNCIL ADJOURNED THE MEETING**  
 FOR A BRIEF RECESS AT 11.30am

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.32am

<b>Resolution No. OM/03.2025/18</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Birkett</b>
<b>That Council open the meeting to the public [at 11.32am].</b>	
CARRIED	
8/0	

**Item Number:** C.1 **File Number:** D25/19092

**SUBJECT HEADING:** APPLICATION FOR PERMIT TO OCCUPY - LOT 1 ON PER208205

**Officer’s Title:** Administration Officer - Council Facilities Management

***Executive Summary:***

*Council was asked to provide their view on an application for a Permit to Occupy over a portion of Primary Stock Route known as Lot 1 on PER208205, adjoining Freehold land described as Lot 4 on MAR65.*

**Resolution No. OM/03.2025/19**

**Moved Cr Vincent**

**Seconded Cr Seawright**

**That Council:**

1. Advise that the 'Surrender of a Permit to Occupy' must be submitted to the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development on behalf of the deceased estate representative.
2. Offer an objection to the application for a Permit to Occupy described as Lot 1 on PER208205.
3. This is a state-controlled road and therefore a matter for the Department of Transport and Main Roads (DTMR) to address. The Department of Resources should engage with DTMR for a formal assessment of the proposed changes' impact on road functionality and alignment with state transport policies.
4. Authorise the Chief Executive Officer (or delegate) to sign documentation related to this decision.

CARRIED

8/0

<b>Responsible Officer</b>	<b>Administration Officer - Council Facilities Management</b>
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**Item Number:**

**C.2**

**File Number: D25/19132**

**SUBJECT HEADING:**

**REQUEST FOR VIEWS - RENEWAL OF TERM LEASE  
0/238771 OVER LOT 12 ON BDR17**

**Officer's Title:**

**Administration Officer - Council Facilities Management**

***Executive Summary:***

*The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development sought Council's views on the Renewal of Term Lease 0/238771 being Lot 12 on BDR17 that is due to expire 1 November 2025.*

**Resolution No. OM/03.2025/20**

**Moved Cr Birkett**

**Seconded Cr Vincent**

**That Council advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that:**

1. The land is still required for its gazetted purpose; and
2. Council has no objection to the renewal of Term Lease 0/238771 over Lot 12 on BDR17.

CARRIED

8/0

<b>Responsible Officer</b>	<b>Administration Officer - Council Facilities Management</b>
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Cr Seawright, having previously declared a declarable conflict of interest in the following item, left the meeting at 11.34am.

**Item Number:** C.3 **File Number:** D24/111610

**SUBJECT HEADING:** REQUEST FOR WAIVER OF INTEREST - 13014303

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

**Executive Summary:**

*A request was received from the ratepayer of Rate Assessment 13014303, requesting a waiver of interest.*

**Resolution No. OM/03.2025/21**

**Moved Cr Hancock**

**Seconded Cr Davis**

**That Council:**

1. Decline the request to waiver interest, as it is the ratepayer's responsibility to ensure that Rates and Charges are paid to avoid interest being accrued.
2. Advise the ratepayer that pursuant to Section 133 of the *Local Government Regulation 2012*, interest is payable on overdue rates or charges.

CARRIED

7/0

**Responsible Officer**

**Lead Rates and Utilities Billing Officer / System Administrator**

**Section 150F A (2)(e) of the *Local Government Act 2009***

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

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Amber Davis, Cr. Peter Flynn, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Wendy Taylor, Cr. Jane Vincent.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Seawright returned to the meeting at 11.35am.

**Item Number:** C.4 **File Number:** D25/16493

**SUBJECT HEADING:** REQUEST FOR EXTENDED PAYMENT ARRANGEMENT - 14002919

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

**Executive Summary:**

*A request was received by Council from the ratepayer of rate assessment 14002919 for an extended payment arrangement.*



<b>Resolution No. OM/03.2025/22</b>	
<b>Moved Cr Davis</b>	<b>Seconded Cr Seawright</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Approve the payment arrangement for assessment number 14002919 until 30 June 2025.</li> <li>2. Advise the ratepayer that:           <ol style="list-style-type: none"> <li>(a) interest will continue to accrue until the balance is paid in full.</li> <li>(b) should payments not be received by their due date as per Schedule A, Council's debt recovery process will recommence.</li> <li>(c) Council not approve any adjustments to this payment arrangement.</li> <li>(d) should this payment arrangement not be adhered to, no further arrangements will be accepted.</li> </ol> </li> </ol>	
CARRIED	7/0 8/0

<b>Responsible Officer</b>	<b>Lead Rates and Utilities Billing Officer / System Administrator</b>
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**Item Number:** C.5 **File Number:** D25/8523

**SUBJECT HEADING:** REQUEST FOR EXTENDED PAYMENT ARRANGEMENT - 14004428

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

***Executive Summary:***

*A request was received by Council from the ratepayer of rate assessment 14004428 for an extension to a payment arrangement.*

<b>Resolution No. OM/03.2025/23</b>	
<b>Moved Cr Seawright</b>	<b>Seconded Cr Davis</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Approve the payment arrangement for assessment number 14004428 until 20 February 2026.</li> <li>2. Advise the ratepayer that interest will still accrue until the balance is paid in full.</li> <li>3. Advise the ratepayer that all outstanding rates and charges including interest accrued must be paid in full on or before 20 February 2026.</li> <li>4. Advise the ratepayer that should payments not be received on their due date as per the attached Schedule A, Council's debt recovery process will recommence.</li> <li>5. Advise the ratepayer that Council will not approve any adjustments to this payment arrangement.</li> </ol>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Lead Rates and Utilities Billing Officer / System Administrator</b>
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**LATE CONFIDENTIAL ITEM**

**Item Number:** LC.1 **File Number:** D25/23078  
**SUBJECT HEADING:** TENDER FOR CONSTRUCTION WORKS | CARNARVON HIGHWAY FOOTPATH UPGRADE PROJECT FOR DEPARTMENT OF TRANSPORT AND MAIN ROADS  
**Officer's Title:** Deputy Director / Strategic Road Management

**Executive Summary:**

*Council has been invited to submit a tender response for the construction of the Shared Concrete Pathway along the Carnarvon Highway in Roma on behalf of the Department of Transport and Main Roads (DTMR).*

*This report provided an update and overview of the project, outlining Council's involvement in the tender process and the steps required before submitting a formal tender response, and if approved, project delivery.*

<b>Resolution No. OM/03.2025/24</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Birkett</b>
<b>That Council receive and note the report.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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**Item Number:** 14.1 **File Number:** D25/7703  
**SUBJECT HEADING:** ANNUAL MEMBERSHIP OF TOOWOOMBA AND SURAT BASIN ENTERPRISE (TSBE)  
**Officer's Title:** Manager - Regional Economic & Community Development

**Executive Summary:**

*The partner agreement of the Toowoomba & Surat Basin enterprise (TSBE) is now due for renewal. This report provides an update to Council of the annual renewal fee as well as performance measures / deliverables that will bind the two parties.*

<b>Resolution No. OM/03.2025/25</b>	
<b>Moved Cr Hancock</b>	<b>Seconded Cr Vincent</b>
<b>That Council authorise the CEO (or delegate) to execute the annual partnership agreement with Toowoomba and Surat Basin Enterprise (TSBE) for the period from September 2024 to September 2025 with the following amendments:</b>	
<ul style="list-style-type: none"> <li>• Under - Broader Economic Development initiatives – TSBE will work with Maranoa Regional Council, Roma Commerce and Tourism ( RCAT) and other regional stakeholders to further progress industry collaboration within the region.</li> </ul>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Manager - Regional Economic &amp; Community Development</b>
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**Item Number:** 14.2 **File Number:** D25/16479  
**SUBJECT HEADING:** GREAT AUSTRALIAN CHARITY CATTLE DRIVE - ROMA EVENT  
**Officer's Title:** Events Attraction Officer

**Executive Summary:**

*The Great Australian Charity Cattle Drive are requesting that Council holds an event to mark the end of the cattle drive on 6 August 2025.*

*We are proposing two event options at the Roma Saleyards – a ‘cocktails and canapes’ style event, or a sit-down banquet/share platter-style event.*

*This report sought Council’s direction and approval of the proposed event.*

<b>Resolution No. OM/03.2025/26</b>	
<b>Moved Cr Hancock</b>	<b>Seconded Cr O’Neil</b>
<b>That:</b>	
<ol style="list-style-type: none"> <li>1. Council endorse a ticketed sit down ‘Beef Banquet’ event at the Roma Saleyards on Wednesday 6 August 2025 to mark the end of the Great Australian Charity Cattle Drive (GACCD).</li> <li>2. An Memorandum of Understanding (MOU) be created to clearly outline responsibilities and costs for GACCD and Maranoa Regional Council in the planning and execution of the event and be brought back to Council for endorsement.</li> <li>3. Consider a post event report including profits from the event and potential donations.</li> </ol>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Events Attraction Officer</b>
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**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 11.55am.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 26 March 2025, at Roma Administration Centre.**