

NOTICE OF MEETING & AGENDA

Special Meeting

Wednesday 17 September 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 17 September 2025

Mayor: Councillor W M Taylor

Deputy Mayor: Councillor C J O'Neil

Councillors: Councillor J R P Birkett
Councillor M K Brumpton
Councillor A K Davis
Councillor P J Flynn
Councillor J M Hancock
Councillor B R Seawright
Councillor J R Vincent

Chief Executive Officer: Robert Hayward

Executive Management: Cameron Hoffmann – Deputy CEO – Strategic Roads,
Airports & Major Projects
Brett Exelby – Director Corporate Services
Seamus Batstone – Director Engineering
Jamie Gorry – Director Regional Development,
Environment and Planning

Attached is the agenda for the **Special Meeting** to be held at the Roma Administration Centre on **September 17, 2025 at 4:25 PM.**



Robert Hayward
Chief Executive Officer

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	Prepared by: Lead Officer - Elected Members & Community Engagement
	Closure

OFFICER REPORT

Meeting: Special 17 September 2025

Date: 17 September 2025

Item Number: 3.1

File Number: D25/95468

SUBJECT HEADING: Proposed Adjustment to 2025 Meeting Schedule | Ordinary Meeting commencement time for 25 September 2025

Classification: Open Access

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

Executive Summary:

Proposed amendment to the meeting commencement time for the ordinary meeting on 25 September 2025.

Officer's Recommendation:

That Council adjust the meeting commencement from 9am to 1pm for the ordinary meeting on 25 September 2025.

Context (*Why is the matter coming before Council?*):

Proposed amendment to the meeting commencement time for the ordinary meeting on 25 September 2025. The meeting is currently scheduled to commence at 9am. It is proposed that the meeting instead commence at 1pm.

This change is proposed to allow Councillors, should they wish, to attend a Community Sporting Expo in Roma on the morning of Thursday 25 September 2025.

Background (*Including any previous Council decisions*):

Council set the meeting dates and times for the ordinary meetings from May 2025 – December 2025 at its ordinary meeting on 13 November 2024.

At that meeting, Council resolved:

That Council:

1. Adopt the revised ordinary meeting schedule.
2. Hold all ordinary meetings and briefings at Council's Roma Administration Centre.
3. Commence all ordinary meetings at 9.00am.

Maranoa Regional Council

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4. Continue to hold Councillor briefings (including an agenda familiarisation segment) on the day prior to each ordinary meeting this will generally be on the 2nd and 4th Tuesday of each month and commence briefings at 8:30am or 9:00am subject to need.
5. Hold Councillor briefings/community engagement on the 1st and 3rd Wednesday of each month and commence briefings/community engagement at 8:30am or 9:00am subject to need.
6. Notes that any future schedule changes to the ordinary meeting schedule are subject to formal approval by Council, and any changes to the briefing schedule (including times) are subject to informal agreement by Council.

Below is the current meeting schedule from May to December 2025, with the respective meeting date highlighted in yellow, including the adjusted start time proposed-

Month	No-Date	Meeting Type	Venue	Time
May	OM08-14.05.25 Tuesday	Ordinary	Council Chambers Roma Office	9am
	OM09-28.05.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
June	OM10-11.06.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM11-25.06.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
July	OM12-9.07.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM13-23.07.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
August	OM14-13.08.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM15-27.08.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
September	OM16-10.09.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM17-24.09.25 Wednesday	Ordinary	Council Chambers Roma Office	9am 1pm
October	OM18-08.10.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM19-22.10.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
November	OM20-12.11.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
	OM21-26.11.25 Wednesday	Ordinary	Council Chambers Roma Office	9am
December	OM22-10.12.25 Wednesday	Ordinary	Council Chambers Roma Office	9am

No other changes to the adopted meeting schedule are proposed.

Recommendation:

That Council adjust the meeting commencement from 9am to 1pm for the ordinary meeting on 25 September 2025.

Risks:

Risk	Description of likelihood & consequences
Mitigated	The proposed ordinary meeting schedule meets legislative requirements.

Policy and Legislative Compliance:

Local Government Regulation 2012-

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or
 - (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

Budget / Funding (*Current and future*):

N/a.

Timelines / Deadlines:

Council would need to formally approve any meeting schedule amendments ahead of the respective meeting proposed to be adjusted.

Consultation (*Internal / External*):

Mayor and Councillors of Maranoa Regional Council
Chief Executive Officer

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

N/a

Acronyms:

N/a

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

Supporting Documentation:

Nil.

Report authorised by:

Chief Executive Officer