



ROMA REGIONAL COUNCIL

MINUTES OF THE GENERAL MEETING OF ROMA REGIONAL COUNCIL HELD AT THE ADMINISTRATION CENTRE, ROMA ON 13 AUGUST 2008 COMMENCING AT 9.00AM

ATTENDANCE

Mayor, Cr. R S Loughnan chaired the meeting with Deputy Mayor, Cr. T G Hartley, Cr. J C Baker, Cr. J P Bartels, Cr. J L Chambers, Cr. R J Denton, Cr. M L Price, Cr. W S Wason, Cr. J S Watson, Chief Executive Officer, Stuart Randle, Donald Wells, Manager Human Resources – Roma Office, Rob Hayward, Director Planning & Environment, Kelly Rogers, Minutes Officer in attendance.

GUESTS

Representatives from the Surat District Development Association were in attendance at the meeting.

WELCOME

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

APOLOGIES

No apologies were received for the meeting.

CONFIRMATION OF MINUTES

Discussion had taken place at the General Meeting of 23 July, 2008 in relation to Council considering the removal of Agenda Item 'Condolences/Congratulations from future General Meeting Agendas. Following investigation by the CEO this matter was again brought before Council for further discussion.

Resolution No. GM.177.08

Moved Cr. Denton

Seconded Cr. Watson

That the agenda heading 'Condolences/Congratulations' be removed from all future General meeting Agenda's.

CARRIED

Resolution No. GM.178.08

Moved Cr. Bartels

Seconded Cr. Chambers

That the minutes of the General Meeting as amended (08-23.07.08) held on 23rd July 2008 be confirmed.

CARRIED



It was requested the recording of those Councillors for and against the motion detailed in Resolution No. GM176.08 be removed as a division of the vote was not called for by the Mayor.

Cr Wason entered the Council Chambers at 9.06am

BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes of the General Meeting.

ADOPTION OF REPORTS & MINUTES OF COMMITTEE MEETINGS

Resolution No. GM.179.08
Moved Cr. Price **Seconded Cr. Chambers**
That the minutes of the Committee Meeting Report held on 6th August 2008 as amended be received & adopted.
CARRIED

Cr. Chambers requested her objection to the motion detailed in Resolution CM117.08 be recorded. Council also requested Resolution CM117.08, point 1, be amended to state: 'That designated Council Officers receive dry wild dog scalps for disposal in the interim until scalp disposal authorised officers are recruited.' This is found on page 3 of the minutes.

BUSINESS ARISING FROM COMMITTEE MEETING REPORT

There was no business arising from the minutes Committee Meeting Report.

CORRESPONDENCE

Item Number: 09-01-Roma **File Number:** N/A
SUBJECT HEADING: CONSULTATION – ANNUAL VALUATION EFFECTIVE 30 JUNE 2009

Executive Summary: Correspondence received from the Department of Natural Resources and Water seeking Council's opinion on whether an annual valuation should be undertaken. The valuation will be effective in 2009.

Resolution No. GM.180.08
Moved Cr. Hartley **Seconded Cr. Chambers**
That Council does not wish to proceed with a valuation for the region at this time and will again review the matter in 12 months (13 August 2009)
CARRIED

Responsible Officer	CEO
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Item Number: 09-02-Roma **Reference:** N/A
SUBJECT HEADING: MEALS ON WHEELS - ROMA INC.

***Executive Summary:** Correspondence received from meals on Wheels - Roma Inc. requesting Council consider providing the group financial support by way of a donation which will in turn contribute to the group’s costs for meal containers.*

Resolution No. GM.181.08
Moved Cr. Bartels **Seconded Cr. Wason**
That Council donate the sum of \$2500 to Meals on Wheels – Roma Inc. to assist the group with packaging costs subject to the following condition:
Documented confirmation of the Former Roma Town Council having donated \$2500 to Meals on Wheels – Roma Inc. during the 2007-2008 financial year for meal container costs.
CARRIED

Delegated Officer	Executive Services Team
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Item Number: 09-03-Roma **Reference:** N/A
SUBJECT HEADING: VOICE OF WAROO

***Executive Summary:** Correspondence received from newly formed ‘Voice of Waroo,’ requesting \$1500 from Council to assist with the initial setup and establishment of the group and have requested Council consider regular attendance at their monthly meeting.*

Discussion:
 The process of Councillor attendance at selected monthly Community Group meetings was discussed. The view of Council is to determine the method of Councillor attendance which best provides continuity of representation and ongoing support of the groups.

Resolution No. GM.182.08
Moved Cr. Wason **Seconded Cr. Denton**
That Cr. Watson be Councils nominated permanent delegate to attend the monthly meetings held on the 2nd Thursday of each month for the community group ‘Voice of Waroo;’
And that an additional Councillor attends same on a rotational basis.
CARRIED

Delegated Officer	All Councillors
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Resolution No. GM.183.08
Moved Cr. Watson **Seconded Cr. Hartley**



That Council donate \$1500 in support of initial set up and establishment costs for the newly formed community group ‘Voice of Warroo.’
CARRIED

Delegated Officer	Executive Services Support Team
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REPORTS

Item Number: 09-04-Mitchell **File Number:** N/A
SUBJECT HEADING: APPLICATION FOR RECONFIGURATION OF LOT
Name of Applicant: Kehoe Myers Consulting Engineers Pty Ltd
Location: 44564 Warrego Highway, ROMA 4455
Author and Officer’s Title: Rob Hayward, Manager Building & Development

Executive Summary:

Resolution No. GM.184.08
Moved Cr. Watson **Seconded Cr. Baker**
That Council approve the application to subdivide Lot 53 on Plan SP209774 into twenty-eight lots, subject to the following conditions:

Compliance with all of Main Roads Conditions dated 04 July 2008 -

- 1. That the applicant provide 25.0 m wide road reserves and 12 metre wide bitumen carriageways [kerb to kerb] with asphalt at intersections (prior to lots being sold).**
- 2. The applicant shall also supply kerbing and channelling along both sides of all roads.**
- 3. All lots are to be connected to reticulated water and detailed plans to be lodged with operational works application in accordance with Council standards.**
- 4. Effluent disposal for each lot is connected in accordance with Schedule 5: “Standards for Sewerage Supply” and detailed plans to be lodged with operational works application.**
- 5. That the surface and roof stormwater drainage be in accordance with the Queensland Urban Drainage Manual and detailed plans to be lodged with operational works application.**
- 6. A 2 metre high solid fence combined with a 5 metre wide buffer strip is to be provided along the western boundary adjoining the existing Rural Residential Development. A detailed landscaping plan is to be lodged with operational works application.**
- 7. The applicant provide below ground electricity and street lighting design which conforms to AS/NZS 1158 – lighting for Roads and Public Spaces for Councils approval. (Prior to development commencing)**



8. The requirements to reconfigure a lot authorised by this Development Permit must be fully performed and completed within forty-eight (48) months of the date of this Development Permit at no cost to the Council.

The Plan of Survey must be duly signed by the registered proprietor of the land and the surveyor and submitted to Council for approval in a form acceptable to Council within twenty-four (24) months of the date of this Development Permit.

Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant plan of survey or as determined by the Council.

If the Plan of Survey is not submitted and the sub divisional requirements are not fully performed and completed within twenty-four (24) months of the date of this Development Permit at no cost to the Council, **THEN THIS DEVELOPMENT PERMIT LAPSES** and ceases to have any effect whatsoever as soon as the foregoing periods expire.

9. All rates and charges of any description whatsoever, and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the approval of the Plan of Survey.

10. Site layout shall conform generally with the proposal sketch included with the application

11. The applicant shall contribute \$5000 per additional lot (i.e. for the new lot/s) towards upgrading Council’s water supply, sewerage, stormwater, transport and public parks and community lands trunk infrastructure networks. These charges comprise the following , and shall be paid prior to the signing of the plan of subdivision:

a.	Water Supply	\$1500.00
b.	Sewerage	\$1500.00
c.	Stormwater Management	\$1000.00
d.	Transport	\$ 500.00
e.	Public Parks & Community Land.	\$ 500.00

i.e. \$5,000 per lot for 27 lots a Total of \$135, 000.

12. That no work on the roads, drainage, utility connections or site works etc be commenced until an application for operational works be submitted to Council for approval.

CARRIED

Delegated Officer	Director Planning & Environment
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Item Number: 09-05-Roma File Number: N/A
 SUBJECT HEADING: UPDATED TENDERS FOR CONSTRUCTION OF ROMA YOUTH ACCOMMODATION, ADAPTABLE HOUSING PROJECT
 Name of Applicant: N/a



Location: 4-5 an 8-10 South Street, ROMA 4455
 Author and Officer's Title: Rob Hayward, Manager Building & Development

Executive Summary: Updated tenders for the construction of Roma Youth Accommodation, Adaptable Housing Project have been sought from the previous two lowest tenderers.

Resolution No. GM.185.08
Moved Cr. Price **Seconded Cr. Wason**
That Council accept the Tender submitted by Paul Godford for \$415,000 (excluding GST) to undertake construction works for Roma Youth Accommodation, Adaptable Housing Project.
CARRIED

Delegated Officer	Director Planning & Environment
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Item Number: 09-06-Roma **File Number: N/A**
SUBJECT HEADING: REQUEST FOR COUNCIL CONTRIBUTION TOWARDS COST OF INSTALATION OF FIRE HYDRANT
 Name of Applicant: N/a
 Location: 41-43 Charles St, ROMA 4455
 Author and Officer's Title: Rob Hayward, Manager Building & Development

Executive Summary: Mark and Kathy Weidman have requested that Council contribute \$7500 towards the cost of installing 80 metre water line and hydrant to service their property in Charles Street.

Discussion:

The Director of Planning & Environment provided Council background in this matter. It was determined that the matter should lay on the table following receipt of written quotations for the installation of the water line and hydrant to the property for Councils further consideration.

Item Number: 09-07-Roma **File Number: N/A**
SUBJECT HEADING: PROPOSED EMPLOYEE CODE OF CONDUCT
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer's Title: Don Wells, Manager Human Resources

Executive Summary: The purpose of this report is to present to Council an Employee Code of Conduct setting out procedures for seeking guidance where areas of concern



exist, procedures for the notification of matters which potentially involve a compliance or business risk and guidelines for the resolution of grievances.

Resolution No. GM.186.08
Moved Cr. Denton **Seconded Cr. Hartley**
That Council adopt the proposed employee Code of Conduct as presented;
And,
That training of all employees be undertaken to assist in the implementation and understanding of employees’ obligations under this policy.
CARRIED

Delegated Officer	Manager Human Resources – Roma Office
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Item Number: 09-08-Roma **File Number:** N/A
SUBJECT HEADING: COUNSELLING & DISCIPLINARY POLICY
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Don Wells, Manager Human Resources

***Executive Summary:** The purpose of this report is to present to Council a discipline system to achieve a positive resolution of an unsatisfactory situation involving an employee’s performance or behaviour at work. It is an opportunity to outline the Council’s expectations and the consequences if those expectations are not met.*

Discussion:
 Cr. Watson suggested an employee handbook be provided to all staff.

Resolution No. GM.187.08
Moved Cr. Baker **Seconded Cr. Chambers**
That Council adopt the Counselling & Disciplinary Policy as presented;
And
That training of all employees be undertaken to assist in the implementation and understanding of employees’ obligations under this policy.
CARRIED

Delegated Officer	Manager Human Resources – Roma Office
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Item Number: 09-09-Roma **File Number:** N/A
SUBJECT HEADING: EMPLOYEE CONFIDENTIALITY AGREEMENT
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Don Wells, Manager Human Resources



***Executive Summary:** The purpose of this report is to present to Council an Employee Confidentiality Agreement. The policy aim is to set out the responsibilities and accountability of all Council staff when dealing with information either written or verbal along with intellectual property developed, utilised or otherwise gained in the course of employees’ employment with Roma Regional Council.*

Resolution No. GM.188.08
Moved Cr. Denton **Seconded Cr. Baker**
That Council adopt the Proposed Employee Confidentiality Agreement as presented;
And,
That training of all employees be undertaken to assist in the implementation and understanding of employees’ obligations under this policy.
CARRIED

Delegated Officer	Manager Human Resources – Roma Office
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Item Number: 09-10-Roma **File Number:** N/A
SUBJECT HEADING: PREVENTION OF WORKPLACE HARRASSMENT & BULLYING
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Don Wells, Manager Human Resources

***Executive Summary:** The purpose of this report is to present to Council a policy on the prevention of Workplace Harassment & Bullying. The policy aim is to demonstrate Roma Regional Council’s commitment to providing a work environment which is safe for employees to work in and which is conducive to good workplace relations. The policy will also assist in demonstrating that Council is committed to providing equal employment opportunity, fair treatment and is non-discrimination for all existing and future employees.*

Resolution No. GM.189.08
Moved Cr. Chambers **Seconded Cr. Denton**
That Council adopt the Prevention of Workplace Harassment & Bullying Policy as presented;
And,
That training of all employees be undertaken to assist in the implementation and understanding of employees’ obligations under this policy.
CARRIED

Delegated Officer	Manager Human Resources – Roma Office
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Item Number: 09-11-Roma **File Number:** N/A
SUBJECT HEADING: PROPOSED CREDIT CARD USAGE POLICY
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Don Wells, Manager Human Resources

Executive Summary: The purpose of this report is to present to Council a policy setting out the guidelines for the use of Council’s Corporate Credit Cards and the responsibilities of the cardholder.

Resolution No. GM.190.08
 Moved Cr. Denton **Seconded Cr. Wason**
That Council adopt the Credit Card Usage Policy as presented.
CARRIED

Delegated Officer	Manager Human Resources – Roma Office
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Item Number: 09-12-Roma **File Number:** N/A
SUBJECT HEADING: PROPOSED CHANGES & AMENDMENTS TO COUNCILLOR EXPENSES & PROVISION OF FACILITIES POLICY
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Don Wells, Manager Human Resources

Executive Summary: The purpose of this report is to provide Council with information on amending the existing Councillor Expenses & Provision of Facilities Policy.

Discussion:

Council discussed various points of the proposed policy amendments, with the determination that the following alterations be made:

That section 7.2- ‘Meal Allowance’ be amended to state:

- 7.1.1 Councillors may incur meal costs when attending Council meetings, travelling to conferences, training or workshops. In some cases this may involve interstate and overseas travel.
- 7.1.2 For approved meetings, and with the presentation of an official receipt/s, a meal allowance will be paid.
- 7.1.3 Claimable meal allowance means the cost of the meal and non-alcoholic beverages.

That section 7.5 – ‘Motor Vehicle’ be amended to state:



Item Number: 09-14-Roma **File Number:** N/A
SUBJECT HEADING: TREE CHANGE SHOW
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Jane Evans, Community Development Officer

Executive Summary: The first series of ‘Sea Change Tree Change’ aired on Channel 7 in December 2007 and was a true success- Number 1 in the ratings for its time slot and achieving the high expectations of Councils around Queensland. It is back in 2008 with a 10 week national series to be aired in late October.

Resolution No. GM.193.08
Moved Cr. Baker Seconded Cr. Bartels
That Council does not wish to participate in the 2008 Sea Change Tree Change Program due to budgetary constraints.
DENIED

Discussion took place on the motion put forward, with the Mayor calling for an indication of those for and against the motion. Councillors were also invited to speak in turn for and against the motion. The motion was lost.

Resolution No. GM.194.08
Moved Cr. Hartley Seconded Cr. Watson
That the newly appointed Director of Community Services review the request of Council participation in the 2008 Sea Change Tree Change Program in context with 2008/2009 budget considerations.
CARRIED

The Mayor again invited speakers for and against the motion.

Delegated Officer	Director Community Services
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Item Number: 09-15-Saleyards **File Number:** N/A
SUBJECT HEADING: OPERATIONS MANAGEMENT REPORT – AUGUST 2008
 Name of Applicant: Not Applicable
 Location: Not Applicable
 Author and Officer’s Title: Terry Hyland, Operations Manager

Executive Summary: The Operations Management report is presented to Council for information purposes.

Discussion:



Cr. Hartley raised concerns in relation to the filling of wash down ponds and the subsequent pumping of the ponds. Council discussed possibilities of waste removal from the ponds.

Resolution No. GM.195.08

Moved Cr. Watson

Seconded Cr. Chambers

That the newly appointed Director of Operations undertakes a cost analysis in relation to sewerage waste options for removal of sewerage from the Saleyards facility.

CARRIED

Delegated Officer

Director of Operations

Resolution No. GM.196.08

Moved Cr. Watson

Seconded Cr. Wason

That the Officers Report be adopted.

CARRIED

Item Number:

09-16-Roma

File Number: N/A

SUBJECT HEADING:

REQUEST FOR COUNCIL CONTRIBUTION – MARK & KATHY WEIDMAN

Executive Summary: This matter was brought forward for further discussion by Council following the Director of Planning & Environment providing further information in relation to costs of the installation of a 80 metre water line and hydrant to service their property in Charles Street, Roma.

Resolution No. GM. 197.08

Moved Cr. Bartels

Seconded Cr. Watson

That the installation of 80metre of water main and hydrant is carried out at the cost of the applicants, with the cost to the applicant capped at \$13,500.

CARRIED

Delegated Officer

Director Planning & Environment

SUBJECT HEADING:

SUSPENSION OF STANDING ORDERS

COUNCIL ADJOURNED FOR LUNCH AT 12.00PM

SUBJECT HEADING:

RESUMPTION OF STANDING ORDERS

COUNCIL RETURNED FROM LUNCH AT 1.15PM

GENERAL BUSINESS

- The CEO requested Council provide direction in relation to power supply arrangements for a development application submitted by Steven Merrick.



Council determined that it was acceptable overhead powerlines be the method of power supply for the development in question.

Delegated Officer	Director Planning & Environment
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- Cr. Watson raised the matter of the Mitchell Pony Club Shield. This event is scheduled for September 2008 at the Mitchell showgrounds. Due to works in progress at the Showgrounds, the group has requested the Carnival venue be relocated to the old Saleyards in Mitchell. Council agreed the venue change in this instance.

Delegated Officer	Director Operations
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Cr Hartley entered the Council Chambers at 1.50pm

- Cr. Baker suggested the water feature located in front of the Roma Administration Centre be emptied and alternate uses be investigate.

Resolution No. GM.198.08
Moved Cr. Baker Seconded Cr. Bartels
That Councils relevant Officer develop an alternate plan of use for the existing water feature located at the front of the Roma Administration Centre, inclusive of estimated costs. Once completed this matter is to be presented to Council for further consideration.
CARRIED

Responsible Officer	Director Operations
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- Cr. Loughnan indicated to Council that Santos had contacted him to determine a suitable date for a meeting with Council and other relevant organisations to discuss strategies for water re-use from Coal Seam Gas. This meeting will be held on 1 September 2008. It was agreed that Cr. Bartels and relevant Council officers would attend this meeting.

Responsible Officer	Director Operations
Responsible Officer	Director Planning & Environment

- Cr. Hartley provided Council an update of discussions at the monthly meeting of ‘Advance Injune,’ following his attendance at this meeting.
- Cr. Price attended the formation meeting of the Yuleba Development Association and advised she was heartened to see the community come together to discuss plans and ideas that are realistic and achievable. A newsletter will be produced by the group identifying activities in the local area. The next meeting will be held at the Yuleba Administration centre on 1 September 2008 at 5.15pm.



- Cr Watson raised for discussion the topic of development application procedures and alignment with the current planning schemes of the Region.

Resolution No. GM.199.08
Moved Cr. Watson **Seconded Cr. Baker**
That a review of existing Planning Schemes be reviewed as a matter of urgency with a view to produce a singular Planning Scheme for the Region.
CARRIED

Responsible Officer	Director Operations
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the Meeting closed at 3.35pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 27th August, 2008 at the Surat Administration Centre.

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Mayor.

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Date.