



# **ROMA REGIONAL COUNCIL**

## **MINUTES OF THE GENERAL MEETING OF ROMA REGIONAL COUNCIL HELD AT THE ADMINISTRATION CENTRE, SURAT ON 27 AUGUST 2008 COMMENCING AT 10.35AM**

### **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, Andrew Byrnes – Director Operations, Tony Klein - Director Community Services, Karen Searle, Interim Executive Director – Surat Office Katherine Gibson-Beier, Minutes Officer in attendance.

### **GUESTS**

Representatives from the Voice of Warroo were in attendance at the meeting.

### **WELCOME**

The Mayor welcomed all present and declared the meeting open at 10:37am.

### **APOLOGIES**

No apologies were received for the meeting.

### **CONFIRMATION OF MINUTES**

**Resolution No. GM.200.08**

**Moved Cr. Denton**

**Seconded Cr. Price**

**That the minutes of the General Meeting (10-13.008) held on 13th August 2008 be confirmed.**

**CARRIED**

### **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.201.08**

**Moved Cr. Bartels**

**Seconded Cr. Wason**



**That the minutes of the Committee Meeting Report held on 20<sup>th</sup> August 2008 as amended be received & adopted.  
CARRIED**

Cr Watson requested that the Committee Meeting minutes, page 8, be amended to state “Cr Price and Cr Wason declared a conflict of interest.”

**BUSINESS ARISING FROM COMMITTEE MEETING REPORT**

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

**PRESENTATION**

**Item Number:** 10-01-Surat **File Number:** N/A

**SUBJECT HEADING:** VOICE OF WARROO ADDRESS TO COUNCIL

**Discussion:**

Les Beckman, Interim President of the Voice of Warroo, attended the meeting to provide Council with an organisational overview of the newly formed group. Les outlined the key objectives of the group and listed the concerns of the group to Council.

It was requested that the group be provided with Council’s organisational structure listing officer positions and names. This would assist the group in identifying relevant officers who would be able to assist with any queries the group may have.

**Action:**  
**A copy of the staff communication protocol, once finalised be forwarded to the group.**

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| <b>Responsible Officer</b> | <b>CEO</b> |
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Les also advised Council that the group would be meeting with both local and other regional groups to discuss matters of common interest. Following discussions a list of issues will be formulated for presentation to Council at a later date.

Les informed Council that the group had hoped the Department of Infrastructure and Planning would hold a workshop in Surat to present the draft Maranoa and Districts Regional Plan. A presentation by the Department to the Surat community is not currently planned.

**Action:**  
**Council to contact George Martin from the Department of Infrastructure to request presentation of the draft Maranoa and Districts Regional Plan in Surat.**

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| <b>Delegated Officer</b> | <b>Director Community Services</b> |
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The Mayor congratulated the group on its recent formulation and confirmed Council would be happy to assist with any queries or concerns the group may have.

**Resolution No. GM.202.08**

**Moved Cr. Denton**

**Seconded Cr. Watson**

**Council resolved that the order of business for the General Meeting be altered with reports to be presented followed by correspondence.**

**CARRIED**

**REPORTS**

**Item Number:** 10-02-Mitchell **File Number:** N/A  
**SUBJECT HEADING:** TRANSFER OF MAJOR MITCHELL CARAVAN PARK LEASE  
**Name of Applicant:** Mr Alan William Hicks & Mrs Joanne Maree Hicks  
**Location:** Mitchell  
**Author and Officer's Title:** Noela Ward, Principle Manager Economic Development  
**Authorised Officer:** Stuart Randle, Chief Executive Officer

*Executive Summary: Booringa Shire Council assigned the lease of the Major Mitchell Caravan Park to Mr Alan Hicks and Mrs Joanne Hicks in March 2008. Recently, the Hicks advised Council that they would be unable to continue with the lease of the Major Mitchell Caravan Park due to personal reasons. Council has received an application to transfer the lease of the Major Mitchell Caravan Park from Mr Alan William Hicks and Mrs Joanne Maree Hicks to Minserv Pty Ltd ATF Minnett Family Trust. Council's consent to the transfer of lease is being sought.*

**Resolution No. GM.203.08**

**Moved Cr. Bartels**

**Seconded Cr. Watson**

- 1. That Council's consent to the transfer of the Lease for the Major Mitchell Caravan Park be conditional and subject to -**
- (i) the incoming tenant's ability to clearly demonstrate to the satisfaction of Council that they will operate the business in accordance with Council's and the community's expectations;**
  - (ii) provision of business references;**
  - (iii) provision of an appropriate financial position statement to support the tenant's ability to meet their financial obligations to Council and the operation of the Major Mitchell Caravan Park as per the proposed business plan;**
  - (iv) the tenant's agreement to sign all appropriate documentation to facilitate the assignment of the lease;**
  - (v) the tenant's agreement to pay for the legal fees and all other costs and expenses of Council arising out of or in relation to the assignment of the lease; and**
  - (vi) Ministerial approval.**



**2. That Council not provide consent to the Transferee mortgaging the Lease to their financier.**

**CARRIED**

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| <b>Delegated Officer</b> | <b>Principle Manager Economic Development</b> |
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**Item Number:** 10-03-Mitchell-Late Item    **File Number:** N/A

**SUBJECT HEADING:** ROMA REGIONAL COUNCIL LOGO & BRANDING

**Author and Officer's Title:** Noela Ward, Principle Manager Economic Development

**Authorised Officer:** Stuart Randle, Chief Executive Officer

***Executive Summary:** Council recently called for Expressions of Interest for the design of branding and logo for the Roma Regional Council. Councillors were provided with copies of all twelve submissions received, at the Committee Meeting on 20 August 2008, with time being allowed for deliberation. The CEO invited Noela Ward to provide an update on the matter and at that time the CEO requested Council provide their decision on the outcome.*

**Discussions:**

The Expressions of Interest submissions were reviewed at length by Council.

The CEO advised that once determined, the successful candidate would be advised to proceed immediately with the design of the Council logo.

**Resolution No. GM.204.08**

**Moved Cr. Denton**

**Seconded Cr. Watson**

**That Council approve the Brandhaus submission for the design of Council's logo and branding;**

**and,**

**that the Community Development Manager be authorised to progress the matter.**

**CARRIED**

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| <b>Delegated Officer</b> | <b>Manager Community Development</b> |
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**Item Number:** 10-04-Surat    **File Number:** N/A

**SUBJECT HEADING:** COUNCIL NEWSLETTER

**Author and Officer's Title:** Charisse Edwards, Corporate Communications Officer

**Authorised Officer:** Stuart Randle, Chief Executive Officer



**Executive Summary:** The previously formed Coordination Group identified the need for development of a Communication Plan for internal and external clients. As part of the External Communication Strategy, it is proposed that a Roma Regional Council newsletter be established as a mode for external communication. Council approval is sought for newsletter format and methodology of newsletter distribution.

**Discussion:**

Council discussed with the Corporate Communications Officer, intended newsletter content. It was determined that positive, non-political stories sourced from the Council workplace and the community would be core material for the newsletter.

On a trial basis, the newsletter will initially be published fortnightly. Draft newsletters are to be forwarded to the CEO and Directors for final approval.

**Action:**  
**The Corporate Communications Officer proceeds with publication of a Council newsletter.**

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| Delegated Officer | Corporate Communications Officer |
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**SUBJECT HEADING:** SUSPENSION OF STANDING ORDERS

COUNCIL ADJOURNED FOR LUNCH AT 11:56AM

**SUBJECT HEADING:** RESUMPTION OF STANDING ORDERS

COUNCIL RETURNED FROM LUNCH AT 1:18PM

**CORRESPONDENCE**

**Item Number:** 10-05-Surat **File Number:** N/A

**SUBJECT HEADING:** SURAT POTTERY GROUP- REQUEST FOR LOCATION OF THE PROPOSED SHED

**Executive Summary:** Correspondence received from the Surat Pottery Group requesting Council consider placement of the proposed shed at rear of the Shire Hall in Surat or at Recreation Grounds opposite the Canteen.

**Resolution No. GM.205.08**  
**Moved Cr. Hartley** **Seconded Cr. Denton**  
**That Council approve construction of the shed at the rear of the Town Hall;**  
**and,**  
**that the Surat Pottery Group be advised that the pottery kilns are not to be operated in the new shed.**  
**CARRIED**

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| Responsible Officer | Director Community Services |
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**GENERAL BUSINESS**

- Cr Bartels stressed to Council that the Roma Recreation Centre was in need of maintenance works. Council was informed that the CEO and Mayor had recently met with the current lessee in regards to this matter. The CEO additionally commented that with the current lease due to expire shortly, Council will need to consider terms and processes for the new tender.

**Action:  
CEO to determine Roma Recreation Centre maintenance responsibilities.**

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| <b>Responsible Officer</b> | <b>CEO</b> |
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The Mayor left the chambers with Cr Chambers taking the chair at 1:31pm  
The Mayor resumed the chair at 1:33 pm

- Cr Bartels was of the opinion that Council imposed water conditions on the Reardon’s development were excessive. Cr Bartels asked if these conditions were standard and if they were applicable to similar development applications.

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| <b>Delegated Officer</b> | <b>Director Planning and Environment</b> |
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- The Injune Kindergarten Committee has informed Council that kindergarten operations can only be sustained for a maximum of one month. Previously, the Committee had put forward a proposal for Council to take over the management of the Injune Kindergarten. The Committee now requests a formal response to the proposal. The Director Community Services has received a copy of an auditors report on the Injune Kindergarten and will make a recommendation to Council.

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| <b>Delegated Officer</b> | <b>Director Community Services</b> |
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- An audit on the Surat Child Care Centre has also been requested by Council. The Director Community Services was requested to provide Council with an operational cost listing for the centre and to report back to Council on the matter at a future Council meeting.

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| <b>Delegated Officer</b> | <b>Director Community Services</b> |
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- Cr. Denton requested that a delegated Council Officer attend the next Transport meeting to be held 8 September 2008, 12.00pm in the Community Room at the Roma Administration Centre.

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| <b>Delegated Officer</b> | <b>Finance Manager, Operations</b> |
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- Cr Price provided a report to Council following her attendance at the Surat Energy Conference.



- The CEO informed Council that at a recent meeting with Dalby Regional Council, the Western Downs Regional Organisation of Councils entity had been dissolved.
- Cr Hartley provided Council with an overview of his attendance of the 17<sup>th</sup> Annual Work Conference in Springsure. He informed Council that Brian Martyn, Coordinator Corrective Services Works Scheme will be visiting the region in September and suggested that Council invite Brian to formally meet with Council during his visit.

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| <b>Delegated Officer</b> | <b>Executive Support Team</b> |
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- The CEO informed Council that appointment of managerial positions was expected for completion by the end of the week. Once finalised, Council will be provided with an updated organisational structure listing appointed staff members to corresponding positions and a Councillor/Staff communication protocol will also be provided.
- Cr Wason informed Council that tenders for the Saleyard proposed extension works had been received.
- Tenders have also been received for construction works at the student hostel. The CEO will provide Council with a copy of correspondence from the Roma Rural Student Hostel.

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| <b>Responsible Officer</b> | <b>CEO</b> |
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- Cr Watson tabled suggested matters for future policy and organisational performance planning.
- The Interim Executive Director, Surat Office was invited to provide Council with an update on current operations at the Surat Office.
- The Director Community Services, Director Operations and Director Planning and Environment were invited in turn to present to Council an overview of intended departmental structure and functions. Council was provided with updated departmental structure charts.

**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the Meeting closed at 3:13pm.

**These Minutes are to be confirmed at the next General Meeting of Council to be held on 10<sup>th</sup> September, 2008 at the Roma Administration Centre.**

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**Mayor.**

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**Date.**