



# Ordinary Meeting

TRC Community Education and  
Disaster Coordination Centre  
15 Vernon Street, Atherton  
Thursday, 30 April 2020  
at 9:04am

## MINUTES

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### 1. MEMBERS IN ATTENDANCE

**Members Present:** Cr R Marti (Mayor), Cr K Cardew (Deputy Mayor), Crs, A Haydon, D Clifton, D Bilney, P Hodge and B Wilce.

### OFFICERS IN ATTENDANCE

J Commons (Chief Executive Officer), H Jackson (General Manager Organisational Services), M Vis (General Manager Infrastructure Services), B Owen (General Manager Community, Planning and Environment), E Bowden (Finance Manager) N van Beuningen (Senior Executive Officer) T Vallance (Strategic Communication Advisor) A Loudon (EA Corporate, Planning & Environment) and J Hunter (Minute Secretary).

### 2. APOLOGIES/LEAVE OF ABSENCE

Nil

### 3. ACKNOWLEDGEMENT OF COUNTRY

The Chief Executive Officer read the following Acknowledgement of Country: *'I would like to acknowledge the traditional custodians of this land we are meeting on and pay respect to their Elders both past, present and emerging.'*

#### 4. BEREAVEMENTS/CONDOLENCES

A minute's silence was observed as a mark of respect for those residents who had passed away during the previous month.

#### 5. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/ CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

There were no Material Personal Interests or Conflicts of Interest declared by any Councillor or senior Council officer in relation to the items of business listed on the Agenda.

#### 6. MOTION TO ALTER THE ORDER OF BUSINESS

Nil

#### 7. CONFIRMATION OF MINUTES

Moved by Cr Bilney

Seconded by Cr Haydon

"That the Minutes of the Ordinary Council Meeting held on 12 March 2020, be confirmed as true and correct."

**CARRIED UNANIMOUSLY**

Moved by Cr Hodge

Seconded by Cr Cardew

"That the Minutes of the Post Election Meeting held on 20 April 2020, be confirmed as true and correct."

**CARRIED UNANIMOUSLY**

#### 8. DEPUTATIONS AND DELEGATIONS

Nil

#### 9. MAYORAL MINUTE

In accordance with section 4.2 of the Standing Orders, the Mayor tabled a Mayoral Minute. .

Moved by Cr Marti

- "1. In order for Council to comprehensively review and reduce costs, management provide urgent and comprehensive information and advice to councillors as part of the budget process regarding opportunities to reduce expenditure levels, including but not limited to:
  - Reviewing the organisational structure
  - Reviewing consultancies and contractors
  - Procurement policy and practices, including financial delegations
  - Reviewing vehicle fleet levels and existing turnover arrangements

- 
- Re-aligning ratepayer investment to critical infrastructure
  - Efficiency improvements
2. A moratorium is placed on all recruitment including, all requests to fill vacancies, appointing new employees/filling new positions, as well as hire and contract staff and engagement of consultants. Any appointments sought during the moratorium must be approved by the Mayor, Deputy Mayor and the Chief Executive Officer.
  3. A freeze be applied to the bank accounts of Tablelands Regional Council Enterprises Pty Ltd and officers provide an urgent and comprehensive briefing regarding its finance and operations.
  4. A report to Council at the May Ordinary Council Meeting on all corporate credit cards, inclusive of credit limits, related procurement policy, and monthly reconciliation report for corporate cards for current financial year."

**CARRIED UNANIMOUSLY**

## **10. BUSINESS ARISING/ACTIONS OUT OF MINUTES OF PREVIOUS MEETINGS**

Nil

## **11. COMMUNITY, PLANNING & ENVIRONMENT**

Nil

## **12. CHIEF EXECUTIVE OFFICER**

### **ITEM-12.1 STANDING ORDERS AND MEETING PROCEDURES POLICY**

Moved by Cr Cardew

Seconded by Cr Hodge

"That Council adopts the Standing Orders and Meeting Procedures as presented."

#### **Amendment to the motion**

Moved by Cr Clifton

Seconded by Cr Hodge

"That Council adopts the Standing Orders and Meeting Procedures, **as amended to remove section 7.1.2 of the part of standing orders which relates to the right of the mover of a motion which has failed to get a seconder, an additional 5 minutes to try to get a seconder.**"

**CARRIED 6-1**  
**The amendment becomes the motion**  
**CARRIED UNANIMOUSLY**

**ITEM-12.2**

**COUNCILLOR REMUNERATION, EXPENSE REIMBURSEMENT  
AND RESOURCES POLICY**

Moved by Cr Bilney

Seconded by Cr Wilce

"That Council:

- (1) Adopt the amended Councillor Remuneration, Expenses Reimbursement and Resources Policy; and
- (2) Adopt the amended Travel and Accommodation Policy."

**Amendment to the motion**

Moved by Cr Clifton

Seconded by Cr Wilce

"That Council

- (1) Adopt the amended Councillor Remuneration, Expenses Reimbursement and Resources Policy:
- (2) Adopt the amended Travel and Accommodation Policy, and
- (3) Amend the Travel and Accommodation Policy to remove 4.4.3(2)."

**CARRIED 6-1**  
**The amendment become the motion**  
**CARRIED 6-1**

**ITEM-12.3**

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND -  
POLICY EXECUTIVE DISTRICT REPRESENTATIVE**

Moved by Cr Hodge

Seconded by Cr Haydon

"That Council not nominate a TRC Councillor to the Policy Executive and advise LGAQ accordingly."

**CARRIED UNANIMOUSLY**

**ITEM-12.4**

**QUARTERLY REPORT PERIOD ENDING 31 MARCH 2020**

Moved by Cr Hodge

Seconded by Cr Bilney

"That Council adopts the Quarterly Report for the period 1 January to 31 March 2020."

**CARRIED UNANIMOUSLY**

## 13. ORGANISATIONAL SERVICES

### ITEM-13.1 FINANCIAL REPORT MARCH 2020

Moved by Cr Hodge

Seconded by Cr Clifton

"That Council receive and note the Financial Report for March 2020."

**CARRIED UNANIMOUSLY**

### ITEM-13.2 COVID-19 COMMUNITY RELIEF

Moved by Cr Wilce

Seconded by Cr Bilney

"That Council:

1. Pursuant to section 9(1) of the *Local Government Act 2009*, not require payment of all rates and charges levied by Council rates notices issued 24 February 2020 for the period 1 January 2020 to 30 June 2020 until 30 June 2020.  
The extension to pay is granted on the following conditions:
  - i. the eligibility date for rates discount will also be extended from 25 March 2020 to 30 June 2020, and
  - ii. the extension of time to pay does not apply to any rates or charges that Council levied prior to 24 Feb 2020 or interest accruing on those past due rates and charges, and
  - iii. a ratepayer who has paid the Current Rates and Charges on or before 25 March 2020 (the due date for payment) will not be entitled to a refund of the amount paid or any other special benefit.
2. Approve the suspension of advanced debt collection activity for outstanding rates. This position to be reviewed in January 2021.
3. Approve a variation to the due date for supplementary rates notices (usually 30 days) to 90 days from date of issue.
4. Approve the reduction of creditor payment terms to local business from 30 days to 14 days.
5. Approve the extension to existing accommodation licences for period of six months at no charge.
6. Approve the extension to existing food licences for a period of six months at no charge, noting that all compliance requirements and assessment activities will continue.
7. Approve the extension to existing commercial use roads permits for a period of six months at no charge.
8. Approve the extension of existing personal appearance services licences for a period of six months at no charge, noting that all compliance requirements and assessment activities will continue.
9. Approve the extension to existing dog registrations for a period of six months at no charge.
10. Approve the refund, on application, of any new permits issued since 1 January 2020, where the activity was not commenced or was cancelled due to COVID-19 restrictions.
11. Approve the suspension of Trade Waste invoicing for the current financial year.
12. Approve the immediate waiving of rent on true community leases and licences on Council owned/or managed land from 1 March 2020 until 30 June 2020.
13. Approve immediate adoption of the National Cabinet Mandatory Code of Conduct - SME Commercial Leasing Principles During COVID-19 to guide Council's approach to managing commercial leasing and licensing.
14. Approve the refund of all fees associated with cancelled bookings for halls and other venues.

15. Approve the immediate waiving of cemetery application fees until 30 June 2020 in good faith that the savings will be passed on to clients by Funeral Homes.
16. Direct the Chief Executive Officer to develop, through consultation with the local business community, a complementary support package directed specifically at small and medium enterprises within the Tablelands Regional Council (TRC) local government area, for adoption as part of the 20/21 budget process."

**CARRIED UNANIMOUSLY**

### **ITEM-13.3 BUSINESS CONTINUITY MANAGEMENT COVID-19**

Moved by Cr Hodge

Seconded by Cr Haydon

"That Council:

1. Acknowledge the efforts of staff and the progress made by the organisation in the preparation and response to COVID-19;
2. Adopt the Business Continuity Management Framework;
3. Adopt the Corporate Business Continuity Plan v2; and
4. Adopt the COVID-19 Pandemic Management Plan."

**CARRIED UNANIMOUSLY**

### **ITEM-13.4 LOCAL DISASTER MANAGEMENT GROUP - TERMS OF REFERENCE**

Moved by Cr Wilce

Seconded by Cr Clifton

"That Council adopt the Local Government Disaster Management Group Terms of Reference provided as Attachment 1 to the officer's report."

**CARRIED UNANIMOUSLY**

## **14. INFRASTRUCTURE SERVICES**

Nil

## **15. NOTICE OF MOTION**

Nil

## 16. BUSINESS WITHOUT NOTICE

### ADHOC-1 DISTRIBUTION OF MOLASSES

#### ATTENDANCE

Cr Marti declared that he may have a **perceived Conflict of Interest**, (as defined in Section 175(d) of the *Local Government Act 2009*), in relation to ADHOC-1 in Business Without Notice as he has a relative that distributes molasses. Cr Marti declared that he proposes to exclude himself from the meeting while this matter is debated and the vote is taken.

The Mayor left the room at 9.45am and the Deputy Mayor assumed the Chair.

Moved by Cr Cardew

Seconded by Cr Bilney

"That Council:

1. Notes the significant impact the recent announcements made by MSF Sugar will have on our local dairy and beef industry, and also the stock feed industry in our area and more broadly rural Queensland;
2. Write to the Federal Government seeking:
  - a. urgent intervention to ensure MFS Sugar provide for Australian customers before they export molasses overseas, at a price and purchasing conditions consistent with their previous domestic supply.
  - b. an ACCC investigation into the recent prohibitive and excessive pricing and contract terms MSF Sugar have effected to Australia consumers for 2020.
  - c. an assurance that the increased cost of molasses be factored into the increase in price of milk paid to dairy farmers by supermarkets and processors, and
  - d. that the Foreign Investment Review Board amend foreign investment laws to ensure future foreign acquisitions include a requirement to prioritise Australian domestic needs ahead of exports, particularly in emergency or hardship situations.
3. Write to the Queensland State Government:
  - a. requesting crisis relief funding for the Tablelands Dairy Industry to offset the significant increase in input costs farmers will incur as a result of MSF Sugar's price increases, and
  - b. requesting emergency funding for the installation of bulk storage molasses facilities in regional areas to provide security and resilience for the feedstock supply chain in times of drought, natural disasters and other emergency events.
4. Write to FNQROC to seek support for Council's advocacy effort to address the critical insecurity to our region's stock feed supply chain.
5. Write to MSF Sugar to express and confirm its dismay at the recent changes made to price and contract terms and requesting an immediate reconsideration given the significant impact it will have on our local industries and communities.

**CARRIED UNANIMOUSLY**

#### ATTENDANCE

The Mayor returned to the meeting at 9.47am and resumed the Chair.



**ADHOC-2**

**FNQ REGIONAL ROADS TRANSPORT GROUP -  
APPOINTMENT OF REPRESENTATIVE**

Moved by Cr Cardew

Seconded by Cr Hodge

"That Cr Haydon be appointed TRC's representative and Cr Bilney appointed as proxy to the FNQ Regional Roads Transport Group."

**CARRIED UNANIMOUSLY**

**ADHOC-3**

**AMENDMENT TO TIMING OF INFORMAL WORKSHOP**

Moved by Cr Cardew

Seconded by Cr Hodge

"That Council change the date of its informal workshop from the 4<sup>th</sup> Wednesday to the 4<sup>th</sup> Tuesday of each month."

**CARRIED UNANIMOUSLY**

**17. CONFIDENTIAL ITEMS**

Nil

**18. NEXT MEETING OF COUNCIL**

The next meeting of Council will be held at Atherton  
9:00 am on Thursday 28 May 2020

There being no further business, the meeting closed at 10.06am.

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Cr Rod Marti  
Mayor

.....  
Justin Commons  
Chief Executive Officer