



# MINUTES

## Special Meeting

**Wednesday 25 March 2020**

commencing at 3.00pm

Strathpine Chambers  
220 Gympie Road, Strathpine

This meeting was live-streamed via a link on Council's website

**ENDORSED GM20200513**

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5. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

**RESOLUTION**

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

**CARRIED 13/0**

That the following minutes be confirmed:

- **General Meeting held 25 February 2020 (Pages 20/552 - 20/589)**
- **Special Meeting held 25 March 2020 (Pages 20/590 - 20/601)**
- **Post-election Meeting held 29 April 2020 (Pages 20/602 - 20/618)**

# Moreton Bay Regional Council

SPECIAL MEETING - 505  
25 March 2020

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Minutes

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## **CHIEF EXECUTIVE OFFICER STATEMENT**

The Chief Executive Officer made the following statements regarding the convening of this Special Meeting:

*“The caretaker period prior to a quadrennial election does not prohibit meetings of the Council being conducted, however section 90B of the Local Government Act 2009 states the Council must not make a ‘major policy decision’ during this period.*

*Council’s Legal Services have confirmed to me that the purpose of this Special Meeting is not related to the making of any ‘major policy decision’ and is therefore not affected by the limitations under section 90B of the Act.*

*This Special Meeting has been convened pursuant to section 258(3) of the Local Government Regulation 2012, noting that the only business that may be conducted is the business stated in the notice of the meeting.*

*Also, under delegated authority (Council-147), I (as CEO) have given approval for Councillors to attend this Special Meeting via teleconference and that this meeting be livestreamed for access by interested members of the public, the recording of which will be maintained in accordance with the Public Records Act.*

*At a state-wide teleconference this morning with a number of state government officials, many mayors and CEOs across Queensland, the Director-General of the Department of Local Government, Racing and Multicultural Affairs confirmed that:*

- *councils can meet during caretaker period and determine emergency matters such as rates relief measures; and*
- *councils can conduct this meeting by teleconference*

*My final comments prior to the formal opening of this special council meeting by the acting mayor relate to the council’s operations and staff, which I would like to bring to attention of the acting mayor and councillors.*

*This organisation has responded calmly and responsibly to the changing challenges we face. Whilst many council owned facilities and venues have been closed, often by us only a matter of days before they would have been closed by state or commonwealth government decisions in any case, our primary focus is to maintain as many services, functions and roles as we can.*

*Our most vulnerable employees and particular staff who we really rely on for specialist roles have been working either from home or in isolated separate workspaces for some time. Our call centre is now operating from 4 separate locations. Many other staff are now working from home or in separated work teams. Our core services of waste management, roadworks and capital projects, parks maintenance, our rangers and inspectors, development assessment are all functioning through diverse locations and some from home, and functioning well.*

*It’s not perfect but councillors (and any members of the community watching this livestream), your staff have responded superbly. And I thank them all.”*

1. OPENING PRAYER

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The Acting Mayor recited the Opening Prayer and invited Councillors to join him in the recitation of the Lord's Prayer.

2. ATTENDANCE & APOLOGIES

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**Attendance:**

Cr Mike Charlton (Acting Mayor) (Chairperson)  
Cr Brooke Savige \*attended via video conference from Caboolture Chambers  
Cr Peter Flannery \*attended via video conference from Caboolture Chambers  
Cr Adam Hain \*attended via video conference from Caboolture Chambers  
Cr Julie Greer  
Cr James Houghton  
Cr Koliana Winchester  
Cr Denise Sims  
Cr Mick Gillam  
Cr Matthew Constance  
Cr Darren Grimwade

**Officers:**

Chief Executive Officer	(Mr Greg Chemello)
Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Community & Environmental Services	(Mr Bill Halpin) *attended via video conference from Caboolture Chambers
Director Finance & Corporate Services	(Ms Donna Gregory)
Director Planning	(Mr David Corkill) *attended via video conference from Caboolture Chambers
Director Infrastructure Planning	(Mr Andrew Ryan)
Manager Legal Services	(Mr John Hall)
Manager Community Services, Sport & Recreation	(Mr Mark McCormack)
Financial Operations Manager	(Mr Jason Linsdell)
Meeting Support	(Hayley Kenzler)

**Suspended:**

Under section 175K (previously section 182A) of the *Local Government Act 2009* Cr Allan Sutherland (Mayor) and Cr Adrian Raedel are currently suspended from office.

ACTING MAYOR STATEMENT

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The Acting Mayor made the following statement:

*'It is with a heavy heart that I sit in this chair today.*

*This is a meeting I never envisaged us having. And the situation we're dealing with is something no one could have ever foreseen.*

*The global pandemic that is coronavirus has changed our world and will probably change the world for generations to come.*

*As of this morning there were 420,000 confirmed cases globally.*

*Already more than 18,000 people have died. That is a mortality rate over 4%.*

*Worldwide there are currently more than 2 billion people living in total lockdown... and despite Governments' best efforts, this aggressive virus continues to spread in Australia at an accelerated rate.*

*Overnight Queensland's cases jumped by 46 to a total of 443.*

*There may be some political players watching on Facebook right now who think it's inappropriate for us to be meeting days out from an election.*

*To those people, I say... get real.*

*We have seen reports of national job losses in the hundreds of thousands, and we've already seen a huge impact locally.*

*You only have to walk 100 metres from this building to the Centrelink across the road to see the growing queue of distressed and confused residents looking for leadership and most importantly, some financial relief.*

*Everyone in this room is still employed, many are not. We have a job to do, so let's do it.*

*This meeting is about providing the leadership and financial relief to the most exposed people, community groups and businesses in our region need right now.*

*I hope whoever is elected on Saturday - the results of which we may not know for weeks - will proceed with the work we're starting today by going even further than these emergency measures, to articulate a full recovery plan.*

*On that note, I want to address the concerns that have been raised about crowds gathering for Saturday's election.*

*Frankly, I share those concerns.*

*Earlier this month I wrote to both the state government and the Electoral Commission of Queensland encouraging them to extend postal voting.*

*But that is something Council has absolutely no control over.*

*I would like to acknowledge the stimulus packages announced by the federal and state governments to support residents and businesses doing it tough in our Region. Council also has a role to play in supporting our community.*

*Before you is a \$15 million stimulus package designed to provide some immediate relief to locals - this is only the first step. This could not wait for council budget processes or outcomes of the election. This crisis and the impact it is having on our community, demands we take action now.*

*If approved, this package will provide:*

- **\$7 million** worth of rate relief to recipients of the Federal Government's Coronavirus Supplement
- **\$5 million** for grants to community groups and clubs
- **\$2 million** in accelerated asset maintenance works to keep people employed on local projects
- **\$500,000** refund on food licencing fees for businesses, many now entirely relying on takeaway

*Earlier this week council announced doubling payment runs to two per week. This will get money flowing into the community and we're doubling payment terms for contractors and tradies from 30 to 60 days.*

*This is not the complete solution. It is not a silver bullet... but right now we have to be doing absolutely everything we can to help immediately.*

*I will be proposing that we go beyond these recommendations to look at other ways we can ensure businesses have some cashflow, to help suppliers, tradies and apprentices stay on the tools.*

*Additionally, I am proposing we waive the development application fees associated with some building works like carports, sheds, retaining walls, minor house extensions of a certain value where private certification has already been secured.*

*But we can discuss the details of this further in our meeting.*

*Before we get underway, I want to remind you all that we - You and I - are public servants.*

*We are here to serve, and you all know that I believe in a life dedicated to service.*

*So, let's get on with the job of serving our community and get this package done for the benefit of those people who are suffering right now in the Moreton Bay Region.*

*Thank you.'*

## **ATTENDANCE**

Mr John Hall attended the meeting at 3.14pm to provide clarification and for Item 1.1.

### 3. PURPOSE OF MEETING

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The purpose of the special meeting is:

To consider a community and local business support package in response to the COVID-19 pandemic. The proposed package aims to provide relief to residents, community organisations and local businesses within the Moreton Bay Region experiencing financial hardship, and to stimulate the local economy in the region.

#### **ITEM 1.1 - CLARIFICATION BY THE CHIEF EXECUTIVE OFFICER**

Cr Brooke Savige sought clarification on whether or not Councillors who may have previously declared Conflicts of Interest when determining Council's Fees & Charges would be required to do so when considering the fees as outlined in Item 1.1, or would this item be an ordinary business item.

The Chief Executive Officer and Manager Legal Services clarified that Item 1.1 was an ordinary business item and therefore would not require Councillors to declare any conflicts of interest.

#### **ATTENDANCE**

Mr Jason Linsdell attended the meeting at 4.46pm for Item 1.1

Cr Adam Hain left the meeting at 4.55pm during Item 1.1 and was not present when the votes were taken.



**ITEM 1.1  
CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT  
PACKAGE - REGIONAL**

*Meeting / Session:* 1 GOVERNANCE  
*Reference:* A19846513 : 24 March 2020 - Refer Supporting Information A19849715,  
A19848759, & A19848127  
*Responsible Officer:* GC, Chief Executive Officer

**Executive Summary**

The Coronavirus (COVID-19) has been declared a pandemic by the World Health Organisation (WHO). Worldwide there are over 350,000 cases of COVID-19 with a current mortality rate of over 4%. The Prime Minister, the Hon Scott Morrison MP, has assembled the National Cabinet of State and Territory First Ministers to respond to this pandemic based on expert health advice from the federal and state Chief Health Officers.

Initially, Federal and State Governments announced a range of public health measures eg. social distancing and self-isolation in order to slow the spread of COVID-19. Further exceptional measures were announced on 20 and 24 March 2020 including limiting people attendance at indoor and outdoor events, banning all non-essential domestic and international travel, closing the international border and the indefinite closure of businesses, venues and services in the community.

These public health measures have had a significant impact on the economy with many businesses closing or significantly reducing their trading hours. This has resulted in large numbers of people becoming unemployed and experiencing financial hardship both nationally, and across the Moreton Bay Region.

On 23 March 2020, a modified House of Representatives passed Bills for a national stimulus package worth \$83.6 billion. The State Government on 24 March 2020 announced a further stimulus package of \$4 billion in addition to existing measures.

Council has been recalled during the caretaker period to consider an immediate and urgent support package worth over \$15 million to boost the regional economy and support residents, community groups and businesses suffering financial hardship. It is envisaged that Council's initiatives will complement packages announced by the State and Federal Government.

This report outlines the stimulus measures that Moreton Bay Regional Council can take to support the community during this unprecedented disaster.

**MOTION**

**Moved by Cr Matt Constance**

**Seconded by Cr Koliana Winchester**

1. That Council endorses the COVID-19 Community and Local Business Support Package as outlined in the attached report in order to provide relief to residents, community organisations and local businesses within the Moreton Bay Region experiencing financial hardship due to the coronavirus (COVID-19), and to stimulate the local economy in the region.
2. That Council adopts the policy appearing as Supporting Information #1 to this report and titled "Financial Hardship Policy (Coronavirus COVID-19)" (Hardship Policy).
3. That pursuant to section 122(1)(b) of the Local Government Regulation 2012 (Regulation), council grants a rebate of rates and charges for eligible ratepayers within the eligible ratepayer categories, for those periods, identified in the Hardship Policy.

ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)

4. That pursuant to section 122(4) of the Regulation Council delegates to the Chief Executive Officer the right to determine the eligibility of ratepayers for the rates and charges concession mentioned in recommendation 3 above.
5. That Community Grants Policy (No.2150-030) is amended by the addition of:
  - i. COVID-19 Community Infrastructure Revitalisation Grant
  - ii. COVID-19 Community Organisation Hardship and Assistance Grant
6. That pursuant to section 195 of the Regulation Council adopts the Community Grants Policy as amended and appearing as Supporting Information #2 to this report (Amended Grants Policy).
7. That pursuant to section 257 of the *Local Government Act 2009* Council delegates to the Chief Executive Officer the power under section 194 of the Local Government Regulation 2012 to:
  - i. determine whether council is satisfied a grant will be used for a purpose that is in the public interest; and
  - ii. determine whether the community organisation meets the criteria stated in the Amended Grants Policy; and
  - iii. give a grant consistent with the Amended Grants Policy;
8. That the Chief Executive Officer be authorised to take all action reasonably required to give effect to COVID-19 Community and Local Business Support Package.
9. That Council notes the list of Council's facility closures as appearing Supporting Information #3.

**AMENDMENT MOVED**

**Cr Peter Flannery moved the following amendment:**

That an additional recommendation be added to the original motion, as follows:

That the category RV1 be added under Eligible Properties within the Hardship Policy.

**Seconded by Cr Julie Greer**

The amendment was put to the vote and declared **CARRIED 10/0**

*Cr Adam Hain had left the meeting and was not present when the vote was taken.*

**AMENDMENT MOVED**

**Cr Peter Flannery moved a further amendment as follows:**

That an additional recommendation be added to the amended motion, as follows:

That the food licencing fees be amended to read as follows:

A pro-rata refund will be provided to local restaurants and cafes for 12 months (for the 2020 Calendar year) to provide relief to those businesses who have had to cease operations or change to takeaway offerings only.

**Seconded by Cr Brooke Savige**

The amendment was put to the vote and declared **CARRIED 10/0**

*Cr Adam Hain had left the meeting and was not present when the vote was taken.*

ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)

**THE AMENDMENTS BECAME THE MOTION**

and was put as follows:

**RESOLUTION**

Moved by Cr Mick Gillam

Seconded by Darren Grimwade

CARRIED 10/0

*Cr Adam Hain had left the meeting and was not present when the vote was taken.*

1. That Council endorses the COVID-19 Community and Local Business Support Package as outlined in the attached report in order to provide relief to residents, community organisations and local businesses within the Moreton Bay Region experiencing financial hardship due to the coronavirus (COVID-19), and to stimulate the local economy in the region.
2. That Council adopts the policy appearing as Supporting Information #1 to this report and titled "Financial Hardship Policy (Coronavirus COVID-19)" (Hardship Policy).
3. That pursuant to section 122(1)(b) of the Local Government Regulation 2012 (Regulation), council grants a rebate of rates and charges for eligible ratepayers within the eligible ratepayer categories, for those periods, identified in the Hardship Policy.
4. That pursuant to section 122(4) of the Regulation Council delegates to the Chief Executive Officer the right to determine the eligibility of ratepayers for the rates and charges concession mentioned in recommendation 3 above.
5. That Community Grants Policy (No.2150-030) is amended by the addition of:
  - i. COVID-19 Community Infrastructure Revitalisation Grant
  - ii. COVID-19 Community Organisation Hardship and Assistance Grant
6. That pursuant to section 195 of the Regulation Council adopts the Community Grants Policy as amended and appearing as Supporting Information #2 to this report (Amended Grants Policy).
7. That pursuant to section 257 of the *Local Government Act 2009* Council delegates to the Chief Executive Officer the power under section 194 of the Local Government Regulation 2012 to:
  - i. determine whether council is satisfied a grant will be used for a purpose that is in the public interest; and
  - ii. determine whether the community organisation meets the criteria stated in the Amended Grants Policy; and
  - iii. give a grant consistent with the Amended Grants Policy;
8. That the Chief Executive Officer be authorised to take all action reasonably required to give effect to COVID-19 Community and Local Business Support Package.
9. That Council notes the list of Council's facility closures as appearing in Supporting Information #3.
10. That the category RV1 be added under eligible properties within the Hardship Policy.
11. That in relation to the food licencing fees, a pro-rata refund will be provided to local restaurants and cafes for 12 months (for the 2020 Calendar year) to provide relief to those businesses who have had to cease operations or change to takeaway offerings only.

ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)

**OFFICER'S RECOMMENDATION**

1. That Council endorses the **COVID-19 Community and Local Business Support Package** as outlined in the attached report in order to provide relief to residents, community organisations and local businesses within the Moreton Bay Region experiencing financial hardship due to the coronavirus (COVID-19), and to stimulate the local economy in the region.
2. That Council adopts the policy appearing as Supporting Information #1 to this report and titled "Financial Hardship Policy (Coronavirus COVID-19)" (Hardship Policy).
3. That pursuant to section 122(1)(b) of the Local Government Regulation 2012 (Regulation), council grants a rebate of rates and charges for eligible ratepayers within the eligible ratepayer categories, for those periods, identified in the Hardship Policy.
4. That pursuant to section 122(4) of the Regulation Council delegates to the Chief Executive Officer the right to determine the eligibility of ratepayers for the rates and charges concession mentioned in recommendation 3 above.
5. That Community Grants Policy (No.2150-030) is amended by the addition of:
  - i. COVID-19 Community Infrastructure Revitalisation Grant
  - ii. COVID-19 Community Organisation Hardship and Assistance Grant
6. That pursuant to section 195 of the Regulation Council adopts the Community Grants Policy as amended and appearing as Supporting Information #2 to this report (Amended Grants Policy).
7. That pursuant to section 257 of the *Local Government Act 2009* Council delegates to the Chief Executive Officer the power **under section 194 of the Local Government Regulation 2012 to:**
  - i. determine whether council is satisfied a grant will be used for a purpose that is in the public interest; and
  - ii. determine whether the community organisation meets the criteria stated in the Amended Grants Policy; and
  - iii. give a grant consistent with the Amended Grants Policy;
8. That the Chief Executive Officer be authorised to take all action reasonably required to give effect to COVID-19 Community and Local Business Support Package.
9. That Council notes the list of Council's facility closures as appearing Supporting Information #3.

**REPORT DETAIL**

**1. Background**

The World Health Organisation (WHO) has announced that COVID-19 is a pandemic. Across the world there have been more than 354,000 confirmed cases with more than 16,000 deaths. As at 3pm on 24 March 2020, there have been 2,136 confirmed cases of COVID-19 in Australia. The rate of transmission is rapid with 427 new cases since 3:00pm on 23 March 2020 (397 in Queensland).

The unprecedented nature of this pandemic has led to the formation of the National Cabinet consisting of the Prime Minister and State and Territory First Ministers who have made decisions around closures of national borders, travel, indoor and outdoor gatherings, venues to stop the spread of the virus. The National Cabinet was last formed in World War II. Furthermore, consistent with the Federal Government's requirements for venue closures, Council has closed the facilities listed in Supporting Documentation #3.

The local, national and global economies are facing an unprecedented downturn. All levels of government have a role to play in stimulating the economy and assisting those who are experiencing financial hardship.

ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)

## 2. Explanation of Item

To follow are the components of council's proposed **COVID-19 Community and Local Business Support Package**.

### **Rebate on Council Rates**

Council's 2019-20 quarter four rates are due to be issued in early April. Quarterly rating revenue is approximately \$80 million and is a significant component of council's cash flow which is used to deliver its community services.

However, Council acknowledges the financial hardship faced by many members of the community as a result of COVID-19. It is proposed that council undertake the following in recognition of this financial hardship:

- Delay the issuing of rates by two to three weeks;
- Suspend rates collection activities for a period of at least 3 months; and
- Adopt the **Council Rates and Charges - Financial Hardship Policy (Coronavirus COVID-19)** (Refer to Supporting Information #1).

This new Policy outlines that owner-occupiers eligible for the Federal Government's Coronavirus Supplement are eligible for a rates remission of \$100 in each of the April - June rating period and July - September rating period (only applies once per property).

It is anticipated that this initiative will cost approximately \$7 million.

In addition, other property owners experiencing financial hardship can apply to utilise council's existing repayment plan option to pay off their rates, and

### **Community Grants – COVID-19 Community Response and Recovery Program**

Council's Policy 2150-030 - Community Grants has been modified to enable the provision of grants to support community organisations in their endeavours to respond and recover from the impacts of COVID-19. In addition to the community benefits envisaged, these grants will also aim to provide stimulus to the Moreton Bay Region economy through the engagement of local suppliers and contractors (Refer to Supporting Information #2).

The following grants will be provided under the COVID-19 Community Response and Recovery Program:

- Community Infrastructure Revitalisation Grant:
  - This grant aims to provide opportunities for eligible community organisations to revitalise their existing community facilities, in preparation for their return to standard operating conditions, all while stimulating the local economy.
- Community Organisation Hardship and Assistance Grant
  - This grant aims to provide 'quick response' financial assistance to eligible community organisations that are either: experiencing financial hardship as a result of COVID-19 related service disruptions; seeking to establish alternate service delivery models for business continuity; or seeking to provide support services to vulnerable residents impacted by COVID-19.

This initiative will cost \$5 million.

### **Asset Maintenance Program**

There is a large amount of asset maintenance work including defect rectification that could be brought forward immediately in order to stimulate the local economy. Approximately \$2 million worth of work will be brought forward over the next two quarters and preference will be given to local suppliers in completing this work.

This initiative will cost \$2 million.

ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)

**Food Licencing Fees**

A pro-rata refund will be provided to local restaurants and cafes for up to six months to provide relief to those businesses who have had to cease operations or change to takeaway offerings only.

This initiative will cost approximately \$500,000.

**Community and Commercial Leases**

There are a range of community and commercial leases that will be assessed on a case by case basis.

**Accounts Payable**

Council has commenced undertaking two payment runs per week to local businesses and suppliers and has doubled the payment terms for contractors and tradespersons who use council services from 30 days to 60 days in order to increase cash flow in the community.

**3. Strategic Implications**

3.1 Legislative / Legal Implications

**Rebate on Council rates**

The local government may make a resolution under s122 of the *Local Government Act 2009* about rates concessions before the local government levies the rates or charges. The concession may be granted only to the ratepayers whom the local government is satisfied are eligible for the concession. The resolution may include conditions for granting the concession to the class of ratepayers.

A delegation to the CEO exists for decisions to be made about whether a ratepayer is eligible for the concession once the concession type is adopted by Council.

**Community Grants – COVID-19 Community Response and Recovery Program**

In accordance with sections 194 and 195 of the *Local Government Act 2009*, in order to award community grants a local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government. The recommendation in this report will amend, as required, the existing policy to accommodate the new community grants mentioned in this report.

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Strong local governance - strong leadership and governance.

3.3 Policy Implications

As outlined above.

3.4 Risk Management Implications

Council is currently finalising a business continuity plan for the COVID-19 pandemic as a sub-plan of its corporate business continuity plan.

3.5 Delegated Authority Implications

As outlined above.

3.6 Financial Implications

The stimulus and support initiatives will impact upon the current financial year and the forthcoming 2020/21 Budget. Financial modelling undertaken indicates Council will remain within its long-term financial sustainability parameters.

3.7 Economic Benefit Implications

As outlined above.

*ITEM 1.1 CORONAVIRUS (COVID-19) COMMUNITY AND LOCAL BUSINESS SUPPORT PACKAGE - REGIONAL - A19846513 (Cont.)*

- 3.8 Environmental Implications  Nil identified
- 3.9 Social Implications  
As outlined above.
- 3.10 Consultation / Communication  
Relevant Directors and Managers has been consulted in the development of this report.

4. CLOSURE

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There being no further business the meeting closed at 5.18pm.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 20/590 to 20/601 constitute the minutes of the Special Meeting of the Moreton Bay Regional Council held 25 March 2020.

\_\_\_\_\_  
Greg Chemello  
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council to be held on a date to be advised.

\_\_\_\_\_  
Greg Chemello  
Chief Executive Officer

\_\_\_\_\_  
Mayor