

---

**MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 25 MAY 2016 COMMENCING AT 9.00AM**

**ATTENDANCE**

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor Cr. J L Chambers, Cr. R Bryant, Cr N H Chandler, Cr. P J Flynn, Cr. C J O'Neil, Cr. G B McMullen, Cr. D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano and Kelly Rogers Minutes Officer in attendance.

**AS REQUIRED**

Director Infrastructure Services – Cameron Castles, Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Customer and Community Services – Julie Neil, Manager Roads, Drainage & Parks – Evan Woods, Manager Infrastructure Contracts – Dylan Hesselberg, Manager Planning & Building Development – Danielle Pearn, Coordinator Debtors – Debbie Gelhaar, Coordinator Grants, Local Development & Council Events – Susan Sands, Project Officer (Community Liaison) – Cassandra Elder.

**GUESTS**

There were no guests in attendance at the meeting.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.10am, noting that Cr. Flynn would be a late arrival at the meeting. Councillor Flynn was travelling back from Toowoomba where he represented Council at the Building Design Awards.

**APOLOGIES**

There were no apologies for the meeting

**CONFIRMATION OF MINUTES**

**Resolution No. GM/05.2016/43**

**Moved Cr Chambers**

**Seconded Cr Bryant**

**That the minutes of the General Meeting (22-11.05.16) held on 11 May 2016 be confirmed, noting that further correction to Resolution No. GM/05.2016/24 is required, following further discussion at an upcoming Workshop, in relation to Item 10.1 – Amendment to Urban Road Train Routes – Roma.**

CARRIED

8/0

**BUSINESS ARISING FROM MINUTES**

**Item Number:**

**13.11**

**File Number: D16/**

**SUBJECT HEADING:**

**FEE WAIVER – RODEO SCHOOL – BASSETT PARK**

**Officer's Title:**

**Manager – Facilities (Land, Buildings & Structures)**

---

***Executive Summary:***

*At the General Meeting on 11 May 2016, Council resolved to provide sponsorship in the amount of \$1,733 to support the Queensland Police drug and alcohol diversion program in facilitating a Rodeo School event on 1 – 2 October 2016 in Roma. (Resolution No. GM/05.2016/26).*

Since the meeting, the Manager – Facilities (Land, Buildings & Structures), received advice that the Queensland Police were unsuccessful in accessing further funding required to hold the event, and as a result no longer require assistance from Council.

<b>Resolution No. GM/05.2016/44</b>	
<b>Moved Cr Chambers</b>	<b>Seconded Cr Scheffe</b>
<b>That Council not enact Resolution No. GM/05.2016/26.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Manager – Facilities (Land, Buildings &amp; Structures)</b>
----------------------------	--

**SUBJECT HEADING: STANDING ORDERS POLICY**

**Councillor's Title: Cr. Cameron O'Neil**

***Executive Summary:***

*Cr. O'Neil recommended that Council discuss an amendment to the Standing Orders Policy (adopted on 11 April 2016) at an upcoming Workshop. This is to ensure that meeting procedures provide for contribution to debate by the Chair through comment 'for' and 'against' motions at meetings. A motion was put forward by Cr. O'Neil to allow for this procedure to be enacted immediately.*

<b>Resolution No. GM/05.2016/45</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Chambers</b>
<b>That:</b>	
<ol style="list-style-type: none"> <li><b>1. The meeting Chair contribute to debate when voting 'for' and 'against' motions under formal consideration, commencing at this meeting.</b></li> <li><b>2. An amendment to the Standing Orders Policy be discussed at an upcoming Councillor Workshop and then formally tabled for adoption at an upcoming meeting.</b></li> </ol>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Coordinator – Elected Members &amp; Community Engagement</b>
----------------------------	---

**ON THE TABLE**

**Item Number: C.10 File Number: D16/38667**

**SUBJECT HEADING: EXCESS ANIMAL APPLICATION 2016/18 - EXCESS DOG**

**Officer's Title: Community Safety Administration Officer**

***Executive Summary:***

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments were made of the application, mandatory documents provided, site inspection results reviewed and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.*

*This matter had been laid on the table at the General Meeting on 11 May 2016, as the reporting officer had advised that additional information was to hand on the matter, which at that time had not been provided to Council. This item was again presented to Council, incorporating the additional information, and discussed as part of the 'Confidential Items' segment of the Agenda.*

## **PRESENTATIONS/PETITIONS AND DEPUTATIONS**

There were no presentations/petitions or deputations at the meeting.

## **CONSIDERATION OF NOTICES OF BUSINESS**

There were no notices of business for consideration.

## **CONSIDERATION OF NOTICES OF MOTION**

There were no notices of motion for consideration.

## **RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

No notices of motion were received for the next meeting.

## **BUSINESS**

### **CORPORATE, COMMUNITY & COMMERCIAL SERVICES**

**Item Number:** 11.1 **File Number:** D16/38108  
**SUBJECT HEADING:** AMENDMENTS TO THE DEBT RECOVERY POLICY  
**Officer's Title:** Coordinator - Debtors

---

#### ***Executive Summary:***

*Tabling of an updated policy for Council's consideration, to enable the effectiveness of initial opening of credit accounts and to outline debt collection practices. This policy provides clarity for Council Officers who process accounts and administer debt collection proceedings and also to the public who may owe sundry (excluding rates) monies to Council.*

*The following amendments were proposed as highlighted below:*

*(Additional Clause)*

*4.1.1 An account application must be completed, processed and approved prior to an account being opened/made active for a debtor, in accordance with the Granting of Credit Policy.*

*(Wording revised and added)*

*5.1.a Once an acceptable arrangement is approved no further interest shall be charged on the overdue sundry debt for the duration of the arrangement from the date the arrangement was made; unless the debtor has been issued with a Claim and Statement of Claim – where Council can recover interest and legal costs as part of the legal process.*

(Replacement of wording)

5.1.e *If there is a balance outstanding and the arrangement is cancelled or has expired, the total outstanding amount shall be referred to Council's solicitor or debt collection agency for legal recovery action in accordance with this policy, further credit will be immediately stopped and the debtor may be listed with ~~Veda Information Services and Solutions Ltd~~, a Credit Reporting Body which may affect their credit history.*

**Resolution No. GM/05.2016/46**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council adopt the updated Debt Recovery Policy as follows:**

**1. Policy Purpose**

**To establish a policy for the recovery of sundry debts due to Council in a timely, efficient and effective manner.**

**2. Policy Scope**

**This policy applies to all sundry debts owing to Council unless otherwise specified.**

**3. Definitions**

**In this policy unless the contrary intention appears:**

**a) "sundry debt" – means any debt due to Council other than a rate or overdue rate**

**4. Policy Details**

**The management and recovery of outstanding revenue is an important aspect of Council's financial management function. The principles that will apply in the management and recovery of debt are:**

- a) Council has a responsibility to recover sundry debts owing to it in a timely and efficient manner to finance its operations and ensure effective cash flow management;**
- b) Council will operate effective billing and debt collection processes;**
- c) Council will aim to minimise the amount of outstanding money that is owed;**
- d) Debtors are expected to take responsibility for their sundry debt obligations and to organise their affairs in such a way as to be able to discharge their sundry debt obligations to Council as and when they fall due;**
- e) If a debtor cannot discharge their sundry debt obligations on or before the due date, Council considers it to be in the interest of the debtor and Council for the debtor to contact Council at the earliest opportunity to discuss acceptable arrangements to address the debt;**
- f) Council will not issue a final demand letter to a debtor without taking steps to endeavour to establish an acceptable payment arrangement or negotiate settlement of the outstanding sundry debt;**
- g) Monthly debtor statements detailing all sundry debts due to Council shall be forwarded by postal or electronic means to debtors.**

**4.1 Credit Management**

**4.1.1 An account application must be completed, processed and approved prior to an account being opened/made active for a debtor, in accordance with the Granting of Credit Policy.**

**4.1.2 Credit terms for all Sundry debtors are thirty (30) days from the date of invoice, unless otherwise approved in writing.**

**4.1.3 Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods and/or services.**

## **4.2 Debt Management**

### **4.2.A General**

**4.2.A.1 At the beginning of each new month a Statement is issued to the debtor advising of invoices still to be paid.**

**4.2.A.2 If payment has not been received within 30 days of the invoice date, a 1st Reminder Letter will be issued to the debtor advising they have seven (7) days to pay outstanding monies.**

**4.2.A.3 If payment has not been received within seven (7) days from the date of the 1st reminder letter, where possible, telephone contact is made with the debtor requesting payment or to enter into a payment arrangement. The debtor will also be issued a Demand Letter if applicable, advising that if payment is not received within 7 days, their account will be placed on 'stop credit' with Council and associated third parties.**

**4.2.A.4 If payment has not been received within seven (7) days of the date listed on the demand letter (4.2.3), a Final Demand Letter will be issued to the debtor requesting payment within 7 days. The letter will also state that Council may refer their account to the Debt Collection Agency for legal proceedings unless payment is received within this timeframe.**

**4.2.A.5 If payment is not received within seven (7) days as stated in the final demand letter the account may be referred to the Debt Collection Agency for legal proceedings to commence.**

### **4.2.B Natural Gas**

**4.2.B.1 If payment has not been received within 30 days of the invoice/notice date, a 1st Reminder Letter will be issued to the debtor advising they have seven (7) days to pay outstanding monies.**

**4.2.B.2 If payment has not been received within seven (7) days from the date of the 1st reminder letter, where possible, telephone contact is made with the debtor requesting payment or to enter into a payment arrangement. The debtor will also be issued a Disconnection/Demand Letter if applicable, advising that if payment is not received within fourteen (14) days, their natural gas service will be disconnected on a specified date.**

**4.2.B.3 If no response to the disconnection/demand letter has been received by the debtor – the gas service is disconnected and a final account and final gas account letter is issued advising they have fourteen (14) days from date of invoice/notice to make payment.**

**4.2.B.4 If payment has not been received within fourteen (14) days of the date listed on the final gas account letter (4.2.3), a Final Demand Letter will be issued to the debtor requesting payment within 7 days. The letter will also state that Council may refer their account to the Debt Collection Agency for legal proceedings unless payment is received within this timeframe.**

**4.2.B.5 If payment is not received within seven (7) days as stated in the final demand letter the account may be referred to the Debt Collection Agency for legal proceedings to commence.**

## **4.3 Debt Collection Agency Procedures**

**4.3.1 Councils Debt Collection Agency will as soon as practicable after receipt of a referral from Council issue a letter to the account holder in relation to each overdue account advising that Council has referred the debt to the agency for collection and that payment is required within seven (7) days of the date of the letter.**

- 4.3.2 Following the expiration of the 7 days as requested in the letter, the debt collection agency, where possible make telephone contact with the debtor requesting payment and issue a Solicitors Letter to the debtor, advising that payment is required within seven (7) days.
- 4.3.3 If payment is not received within 7 days as stated, debtors (accounts receivable) staff will liaise with the debt collection agency as to how to proceed.
- 4.3.4 All accounts prior to the debt collection agency issuing a claim & statement of claim to the debtor must have approval by way of Council Resolution to proceed with legal action. This resulting action will be determined on a case by case basis taking into consideration section 8 of this policy.

**5. Special Provisions (e.g. Privacy Provisions etc)**

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently in the delivery of Council services and business. Council will comply with all relevant legislative requirements relating to the collection, storage, use and disclosure of personal information acquired for the purposes of administering this policy.

**5.1 Acceptable Arrangements**

If a debtor has difficulty in paying a sundry debt by the due date and they meet the qualifying criteria set out below 5.1(a), Council will, upon application being made by the debtor, enter into an acceptable arrangement with the debtor on the following basis.

- a) Once an acceptable arrangement is approved no further interest shall be charged on the overdue sundry debt for the duration of the arrangement from the date the arrangement was made; unless the debtor has been issued with a Claim and Statement of Claim – where Council can recover interest and legal costs as part of the legal process.
- b) Payments must be made in the amounts agreed and at the specific intervals agreed;
- c) An arrangement must clear the sundry debt within no more than three (3) months from the date the arrangement was made, unless written application is made to Council;
- d) If Council has not received payments under an arrangement by the due date, a default letter will be sent advising the debtor that unless payment of the outstanding amount is received within seven (7) days, their arrangement will be cancelled and the matter will be referred to Council's debt collection agency or solicitor for legal recovery action and their account will be immediately placed on "stop credit".
- e) If there is a balance outstanding and the arrangement is cancelled or has expired, the total outstanding amount shall be referred to Council's solicitor or debt collection agency for legal recovery action in accordance with this policy, further credit will be immediately stopped and the debtor may be listed with a Credit Reporting Body which may affect their credit history.

**6. Residential Tenancies**

Should the sundry debt be in relation to a Residential Tenancy, then the provisions of the Residential Tenancy legislation must also be addressed and complied with.

To the extent of any inconsistency between this policy and the Residential Tenancy legislation, the provisions of the Residential Tenancy legislation shall take precedence.

**7. Avdata Australia**

**Avdata's Billing Service involves invoicing and collecting payments on Council's behalf in relation to Council owned Airports (Landing and Usage), Council owned Standpipes and Wash-down facilities across the region.**

**Should the sundry debt be in relation to an Avdata account, then the debt is the responsibility of Avdata until the debt reaches an outstanding period of 90 days. The debt is then the responsibility of Maranoa Regional Council. Council will arrange for Avdata to forward the account to Council's debt collection agency or solicitor for legal recovery action and their account will be immediately placed on "stop credit" with Avdata and Maranoa Regional Council; and the debtor may be listed with a Credit Reporting Body, once approved by way of Council Resolution to confirm the listing on such website, which may affect the debtors credit history.**

**8. Write off Bad Debts**

**All amounts listed as bad debts must only be written off by Council Resolution.**

**9. Related Policies and Legislation**

**Queensland Local Government Act 2009  
 Queensland Local Government Regulation 2012  
 Gas Industry Code Sixth Edition  
 Residential Tenancies & Rooming Accommodation Act 2008  
 Australian Competition and Consumer Commission Debt Collection Guidelines  
 National Energy Retail Law (Queensland) Regulation 2014 (schedule 1)  
 Gas Supply Act 2003  
 National Energy Customer Framework  
 Privacy Act 1988  
 Queensland Information Privacy Act 2009**

**10. Associated Documents**

**Debt Recovery Process for General Debtors  
 Debt Recovery Process for Gas Billing**

CARRIED

8/0

<b>Responsible Officer</b>	<b>Coordinator - Debtors</b>
----------------------------	------------------------------

**Item Number: 11.2 File Number: D16/38351**

**SUBJECT HEADING: MONTHLY FINANCIAL STATEMENTS APRIL 2016**

**Officer's Title: Specialist - Finance Systems Support**

***Executive Summary:***

*The monthly financial report for the month of April 2016 was presented to Council, in accordance with section 204 of the Local Government Regulation 2012 for the month of April 2016.*

**Resolution No. GM/05.2016/47**

**Moved Cr Chambers**

**Seconded Cr Stanford**

**That Council receive and note the financial reports to 30 April 2016 as presented.**

CARRIED

8/0

<b>Responsible Officer</b>	<b>Specialist - Finance Systems Support</b>
----------------------------	---

**Item Number:** 11.3 **File Number:** D16/38836

**SUBJECT HEADING:** CONSIDERATION OF ELECTED MEMBER ATTENDANCE AT CONFERENCES

**Officer's Title:** Coordinator - Elected Members & Community Engagement

**Executive Summary:**

*The report sought formalisation of Elected Member attendance at an upcoming conference as part of advocacy activities and/or enhancing strategy and policy development for Maranoa Regional Council.*

**Discussion:**

Cr. O'Neil advised he had been informed by Cr. Flynn, that the project submitted by Struxi for design of Council's new truck wash project at the Roma Saleyards was announced as winner under the 2016 Building Designers' Association of Queensland, South West. This project will now go forward as a nomination to the State awards program.

<b>Resolution No. GM/05.2016/48</b>	
<b>Moved Cr Stanford</b>	<b>Seconded Cr Bryant</b>
<b>That Council endorse the attendance of:</b>	
<ul style="list-style-type: none"> <li>• Cr. Flynn at the 2016 Building Designers' Association of Queensland, South West Design Awards on 24 May 2016 in Toowoomba;</li> <li>• Cr. Chambers, and officers – Director and Coordinator – Corporate, Community &amp; Commercial Services at an awards presentation on 8 June 2016 in Sydney;</li> <li>• Councillors Flynn and O'Neil at the 2016 National General Assembly on 19 – 22 June 2016 in Canberra;</li> <li>• Cr. O'Neil at the Food Leaders Forum – Grown Today and Flown Tomorrow event on 27 June 2016 in Brisbane.</li> </ul>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Coordinator - Elected Members &amp; Community Engagement</b>
----------------------------	---

**Item Number:** 11.4 **File Number:** D16/39293

**SUBJECT HEADING:** DRAFT COMMUNITY ENGAGEMENT FRAMEWORK 2016 - 2020

**Officer's Title:** Coordinator - Elected Members & Community Engagement

**Executive Summary:**

*The proposed Community Engagement Framework formalises a range of structured and informal community engagement activities to be undertaken by Councillors, in order to seek community input to best represent the current and future interests of its residents.*

*These sessions also provide an opportunity for Councillors to provide information to the community and answer questions about Council's local and regional priorities and projects.*



**Resolution No. GM/05.2016/49**

**Moved Cr O'Neil**

**Seconded Cr Stanford**

**That Council:**

1. **Adopt the Community Engagement Framework 2016 – 2020 as presented.**
2. **Commence the Council initiated Advisory Committees meetings as a matter of priority.**
3. **Communicate the adopted framework to the public via Council's communication channels.**

CARRIED

8/0

<b>Responsible Officer</b>	<b>Coordinator - Elected Members &amp; Community Engagement</b>
----------------------------	---

**DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES**

**Item Number:**

**13.1**

**File Number: D16/34124**

**SUBJECT HEADING:**

**POLICY REVIEW - 'REMOVAL, RELOCATION OR DEMOLITION OF BUILDINGS'**

**Officer's Title:**

**Support Officer - Planning & Building Development Support**

***Executive Summary:***

*Through a periodic review of the "Removal, Relocation or Demolition of Buildings" policy it has been determined that a series of minor amendments were required to clearly define the requirements for associated works.*

*The proposed amendments included:*

- (a) updated references to relevant legislation;*
- (b) reference to additional relevant legislation;*
- (c) an extension of the policy review period from one year to two years; and*
- (d) a restructure of the policy to align with Council's preferred document format.*

*The proposed amendments do not affect the intent of the policy.*

**Resolution No. GM/05.2016/50**

**Moved Cr Schefe**

**Seconded Cr McMullen**

**That Council endorse the proposed amendments to Council's Policy for "Removal, Relocation or Demolition of Buildings" and adopt the policy as follows:**

**1. Policy Purpose**

**To provide standards for the removal and relocation of existing buildings and structures, complementing controls provided through building legislation and planning scheme requirements. To facilitate the approval and security bond processes of Local Government.**

## 2. Policy Scope

This policy applies in whole or in part to –

- Buildings and structures when relocated within or into the Maranoa Regional Council area.
- Buildings and other structures repositioned on a site. For example, when reconfiguration of the lot is undertaken.
- Demolition of a building or structure.

This policy does not apply to –

- Houses being raised if remaining in the same location.
- Temporary relocatable buildings in accommodation camps or caravan parks.
- New relocatable houses purposely built for transporting from factory to site.

## 3. Definitions

**Building Work** is— building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure.

**Region** – Maranoa Regional Council area.

## 4. Policy Details

This policy is in three parts. The first part establishes Council's requirements for the demolition or removal of a building within the region. The second part deals with Council's requirements for relocating a building within or into the region. The third part deals with Council's requirements for Development Approval (Building Works).

## PART 1 - DEMOLITION OR REMOVAL OF A BUILDING

### Demolishing or Removing a building or structure from a site (starting site)

#### 1 Jurisdiction

Council as the Concurrence Agency must be advised in writing of an intention to remove or demolish a building from site (*Sustainable Planning Regulation 2009* Schedule 7 Table 1 Item 25 (a)).

The removal of a building or other structure, whether for rebuilding at another site or not, within the Maranoa Regional Council area requires payment of the prescribed clean up security bond as set by Council in the annual fees and charges.

#### 2 Desired Outcomes

Approval for building work to allow the building to be removed or demolished to ensure that the work:

- a) meets the required provisions of the *Building Act 1975* for removing or demolishing a building. This work is defined as '*building work*' and therefore requires a Development Approval (Building Works); and
- b) does not result in any cost to Council in ensuring works are completed to the appropriate standard; and
- c) is carried out in accordance with the Division of Workplace Health and Safety and Council's Environmental Health Waste Management requirements for the handling of asbestos and other materials to be removed and disposed of; and
- d) approval is to be obtained from the relevant Authority prior to disconnection of all services.

Wires, cables, pipes etc. are to be disconnected, capped or sealed, and meters removed as follows:

- i) electricity meters are removed and electrical wires disconnected; and
- ii) telephone wires are disconnected; and
- iii) high speed data cables and television provider boxes are disconnected and removed; and
- iv) gas meters are removed and pipes in the ground are sealed; and
- v) all open ends of sanitary drains are sealed by a cap; or a plug; or
- vi) any sanitary drain is sealed at the sewer connection point by a cap; or a plug, to prevent the entry of vermin; and where a sanitary arrangement is part of a combined drain, the sanitary drain for the subject property only is sealed. The combined drain is kept alive for all upstream and downstream properties; and
- vii) a water service pipe is sealed at the outlet of the water meter by a cap; or a plug;
- viii) an on-site sewerage treatment plant if installed is to be disconnected and removed if not to be reused; and
- ix) a septic tank or a holding tank if disused is to be pumped out by a licensed liquid waste contractor and cleaned by hosing with water and have holes punched in the bottom and sides and is to be demolished to 300mm below finished ground level and suitably backfilled. Refer to Queensland Development Code: NMP 1.6 – Removal Houses and Structures (Disconnection of on-site sewerage facilities).

### 3 Relevant period for completion of works

- a) The relevant period for the completion of building works is determined under Part 5 section 71 of the *Building Act 1975*.
- b) An extension to the relevant period may be granted by Council as a result of extenuating circumstances such as delays as a result of weather and where a genuine effort has been made to complete the works in the timeframes indicated.

### 4 Security for the performance of work

- a) Site clean-up bond monies (as per scheduled fee) will need to be paid prior to issuing a development permit for removal or demolition of a building.
- b) The security is to be in the form of either:
  - i) a 100% cash bond held in trust by Council; or
  - ii) an irrevocable bank guarantee that is to be maintained until such time as Council provides written advice that the security (or part of the security) can be released; or
  - iii) 50% cash bond plus 50% bank guarantee.
- c) The bond amount shall be refunded upon the site being left clean and drained to the satisfaction of Council.
- d) A fee may be applicable if a separate inspection is required to determine if the site has been left in a satisfactory condition.

## PART 2 - RELOCATING A DWELLING INTO THE REGION

The rebuilding or re-siting of a building or other structure removed from another site.

**1 Jurisdiction**

Council as the concurrence agency must be advised in writing of an intention to relocate a building within or into the Maranoa Regional Council area (*Sustainable Planning Regulation 2009* Schedule 7 Table 1 item 25 (b)).

**2 Desired outcomes**

**Amenity and aesthetic determination**

A report is required from an approved Council Building Certifier or Council approved Registered Professional Engineer of Queensland or a licensed Building Certifier. The report is to outline the structural adequacy of the building and any upgrades required to make it suitable for reoccupation.

The report is to include:

- a) sufficient photographs (minimum of ten) to assess the appearance of the building
- b) a site plan to scale showing the location of the dwelling to be rebuilt
- c) elevations or details of the proposed floor level when rebuilt
- d) details on the condition of the building outlining the following:

- i) condition of external cladding/bargeboards/fascia;
- ii) condition of guttering and downpipes;
- iii) if the building is to be moved in sections;
- iv) glazing type and condition;
- v) joinery items;
- vi) age of the building;
- vii) plumbing fixtures;
- viii) internal condition;
- ix) the proposed location for the re-siting of the building;
- x) type of roofing material (note asbestos roofing is to be removed before relocating the building into the Maranoa Regional Council area);
- xi) identify any materials containing asbestos and the removal of any such materials if they are broken or cracked before the building is relocated into the Maranoa Regional Council area.  
Council delegation will determine the suitability of the building in the proposed location. Council is unlikely to agree to the relocation of buildings into established areas where:

- a) the proposed building will have an adverse impact on the amenity of the neighbourhood;
- b) is inconsistent with the amenity and character of the locality in regard to style, age, scale and materials used to complete the rebuilding;
- c) may result in any nuisance in regard to reflectivity of building materials;
- d) is inconsistent with the character and amenity outcomes sought in the relevant planning scheme/s administered by the Maranoa Regional Council;  
or
- e) is inconsistent with any development covenants regarding building design or construction existing for the locality.

If the appearance of the building is to be upgraded and sufficient evidence in the form of architectural drawings is provided, Council delegation may consider the proposed outcome for impact on the amenity of the area.

**3 Security for the performance of building work**

If approval is granted a list of conditions and bond determination will be set based on the amount of work required to satisfactorily complete the development. The security is to be in the form of either:

- a) a 100% cash bond held in trust by Council; or
- b) an irrevocable bank guarantee that is to be maintained until such time as Council provides written advice that the security (or part of the security) can be released;
- c) 50% cash bond plus 50% Bank Guarantee.

**4 Release of security for rebuilding**

- a) The following conditions are to be met prior to the release of the security bond:
  - i) meeting all conditions of the approval, or carry out sufficient work for a staged release of the security bond on a pro-rata basis;
  - ii) the replacement and/or making good of all interior/exterior wall cladding material so as to be free of any visible or performance related defects (cracked or broken asbestos during transportation will be replaced);
  - iii) the completion of all external wall finishes so as to provide a surface that is free of flaking paint, stains or rust. Wall finishes are to be renewed or replaced so as to match the colour and finish of surrounding wall areas of the building or structure;
  - iv) the replacement and/or making good of all roof cladding materials so as to be free of any visible or performance related defects including rust, flaking paint or broken tiles;
  - v) where the finished floor level exceeds 600mm above natural ground, the sub-floor space is to be enclosed around its full perimeter from the ground line to the underside of the floor with timber battens or other material that is compatible with the external wall cladding.
- b) If the building work is not completed satisfactorily or within the specified time frame Council will use the security bond to:
  - i) complete the work; or
  - ii) remove the building or structure from the site.
- c) A fee may be applicable if a separate inspection is required to determine if the work has been satisfactorily carried out or completed to allow refund of bond monies.

**5 Use of security bond to complete work**

- a) If works are not completed within the relevant period or time period required through a condition, Council may:
  - i) complete the works to the required standard; or
  - ii) in the case of rebuilding, remove the building or structure from the site.
- b) At its discretion, Council will complete the works if:
  - i) the time period for completion has expired and the applicant has not requested or been granted an extension to the relevant period; or 2) the works have not been completed in accordance with the approved plans, the Building Act 1975, the Building Regulation 2006 or the Building Code of Australia.
- c) At its discretion, Council will remove the building or structure if:
  - ii) the building or structure is dilapidated or dangerous and there is a danger to life or property;

- iii) the works have not been completed in accordance with the approved plans, the Building Act 1975, the Building Regulation 2006 or the Building Code of Australia and there is no practical way to complete the works in accordance with the nominated requirements.

**PART 3 – BUILDING WORK**

**1 Jurisdiction**

Rebuilding of dwellings relocated into the region or within the region is defined as *building work* under the *Building Act 1975* and therefore requires a Development Approval (Building Works).

**2 Desired outcomes**

**a) Building work is to:**

- i) meet all required standards under the Building Act 1975, Building Regulation 2006 and Building Code of Australia for the rebuilding of a building or structure; and
- ii) does not result in any costs to the Council in ensuring works are completed to the appropriate standard; and
- iii) any asbestos that is to be removed from the building or structure is to be undertaken prior to transportation within or into the local government area; and
- iv) any asbestos that is broken or cracked during transportation, construction or renovation will be removed prior to the bond being released.

**b) Application for building work:**

If approval is granted to relocate to the proposed area, a Development Approval (Building Works) is required to be issued by a building certifier (Council or Private) before the building can be relocated to the site. This approval will require an application on the approved forms and the accompanying plans and engineering details.

**3 Relevant period for completion of works**

- a) The relevant period for the completion of building works is determined under Part 5 section 71 of the *Building Act 1975*.
- b) An extension to the relevant period may be granted by Council as a result of extenuating circumstances such as delays as a result of weather and where a genuine effort has been made to complete the works in the timeframes indicated.
- c) A secondary Building Permit is required for additional works outside of the scope of the removal permit. Builders details, Insurance, QBCC, Q Leave (where applicable for works over \$150,000), Licence number are required to be supplied as part of application.

**5. Special Provisions (e.g. Privacy Provisions etc.)**

**Building Bond as per Council's adopted Fees and Charges Schedule:**

**Relocated Dwelling**  
Refundable Cash bond or bank guarantee (minimum)  
Urban - \$20,000  
Rural - \$10,000

<p><b>Demolition of a Building (does not apply when building relocated to another site)</b></p> <p><b>Bond will be refunded when site has been cleared to the satisfaction of the Building Certifier. \$2,000</b></p>
<p><b>6. Related Policies and Legislation</b></p> <p><i>Sustainable Planning Regulation 2009 Schedule 7 section 25</i>  <i>Building Act 1975</i>  <i>Building Regulation 2006</i>  <i>Heavy Vehicle National Law Act 2012</i>  <i>Heavy Vehicle (Mass, Dimension and Loading) National Regulation;</i>  <i>Plumbing and Drainage Act 2002</i>  <i>Building Code of Australia</i>  <i>Queensland Development Code – NMP 1.6 Removal Houses and Structures</i>  <i>Applicable Codes in the Queensland Development Code as amended from time to time.</i></p>
<p><b>7. Associated Documents</b></p> <p>Any planning or other approvals required from Council or other authorities must be obtained before removal or repositioning of any building.</p>
<p><b>8. Policy Review</b></p> <p>This policy shall be reviewed at the following stages:</p> <ul style="list-style-type: none"> <li>• Periodic review of two (2) years</li> <li>• Change in legislation; corporate plan, planning scheme etc. affecting this policy</li> <li>• Change in community priorities or circumstances relating to this policy</li> </ul>
<p>CARRIED <span style="float: right;">8/0</span></p>

<b>Responsible Officer</b>	<b>Manager – Planning &amp; Building Development</b>
----------------------------	--

**Item Number:** 13.2 **File Number:** D16/38380

**SUBJECT HEADING:** APPLICATION TO ARTS QUEENSLAND FOR REGIONAL ARTS DEVELOPMENT FUND (RADF) IN 2016/17

**Officer's Title:** Coordinator - Grants, Local Development & Council Events

***Executive Summary:***

*Queensland Councils have been asked to apply to Arts Queensland for funding for the 2016/17 Regional Arts Development Fund (RADF) Program. It was recommended that Maranoa Regional Council submit an application, and allocate the required funding contribution in the 2016/17 budget.*

<b>Resolution No. GM/05.2016/51</b>	
<b>Moved Cr Chandler</b>	<b>Seconded Cr McMullen</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li>1. Apply to Arts Queensland for \$30,000 under the Regional Arts Development Fund (RADF) program in 2016/17.</li> </ol>	

**2. Provide the required contribution of \$12,857 from Council's 2016/17 budget allocations.**

CARRIED

8/0

**Responsible Officer**

**Coordinator - Grants, Local Development & Council Events**

**Item Number:**

**13.3**

**File Number: D16/38478**

**SUBJECT HEADING:**

**MONTHLY POOL REPORTS**

**Officer's Title:**

**Coordinator - Buildings & Structures Maintenance**

***Executive Summary:***

*Across the region Council maintains five swimming pool complexes and The Great Artesian Spa Complex.*

*The pools are operated by contractors under management arrangements. Contractors provide monthly reports to Council identifying attendance, pool temperatures, chemical levels, maintenance issues and consumables.*

*The Roma Swimming Pool Report for the month of March and the Roma Pool and Regional Swimming Pool Reports for the month of April were presented for Council's information.*

**Resolution No. GM/05.2016/52**

**Moved Cr McMullen**

**Seconded Cr Stanford**

**That Council receive and note the Roma Swimming Pool Report for the month of March 2016, and the Roma Pool and Regional Swimming Pool Reports for the month of April 2016, as presented.**

CARRIED

8/0

**Responsible Officer**

**Coordinator - Buildings & Structures Maintenance**

Cr. Scheffe declared a potential perceived 'Conflict of Interest' in the following item. Cr. Scheffe has family members associated with the Maranoa Team Penning Inc.

Cr. Scheffe left the Chamber at 9.26am, taking no further part in discussion or debate on the matter.

**Item Number:**

**13.4**

**File Number: D16/38184**

**SUBJECT HEADING:**

**REQUEST MARANOA TEAM PENNING INC - ARENA BASSETT PARK**

**Officer's Title:**

**Manager - Facilities (Land, Buildings & Structures)**

***Executive Summary:***

*Council received correspondence from Maranoa Team Penning Inc. requesting Council's permission to install a portable cattle head bail and crush in the Rodeo Arena at Bassett Park.*

**Resolution No. GM/05.2016/53**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council approve the request from Maranoa Team Penning Inc. to install a cattle head bail and crush in the Rodeo Arena at Bassett Park, subject to the following conditions:**



- a) the structures don't affect any other users of the arena;
- b) the structures are able to be removed if requested by Council;
- c) equipment is purchased and work is performed at no cost to Council.

CARRIED

7/0

<b>Responsible Officer</b>	<b>Manager - Facilities (Land, Buildings &amp; Structures)</b>
----------------------------	--

At cessation of discussion and debate on the abovementioned item, Cr. Schefe entered the Chamber at 9.28am.

**Item Number:** 13.5 **File Number:** D16/37089

**SUBJECT HEADING:** REQUEST FOR FINANCIAL CONTRIBUTION - BOORINGA HERITAGE GROUP INC.

**Officer's Title:** Manager - Facilities (Land, Buildings & Structures)

***Executive Summary:***

*Council received correspondence from the Booringa Heritage Group requesting a financial contribution towards the cost incurred by the organisation in building a toilet at the Booringa Heritage Museum. The Booringa Heritage Museum is located in a Council owned building.*

**Resolution No. GM/05.2016/54**

**Moved Cr Chambers**

**Seconded Cr O'Neil**

**That:**

1. Council allocate funds of \$3,840.50 to the Booringa Heritage Group Inc. being 50% contribution towards the costs incurred by the group in constructing a toilet within the Council owned facility.
2. Funds be transferred from GL 2490.2001 - Council Buildings and Facilities Support.

CARRIED

7/1

<b>Responsible Officer</b>	<b>Manager - Facilities (Land, Buildings &amp; Structures)</b>
----------------------------	--

**LATE ITEMS**

**Item Number:** L.1 **File Number:** D16/41160

**SUBJECT HEADING:** APPROVAL OF MUCKADILLA WALKING TRAIL MAP

**Applicant:** Muckadilla Community Association

**Officer's Title:** Local Development Officer Roma

***Executive Summary:***

*Council had previously resolved to give the Muckadilla Community Association Inc. permission to use the Muckadilla Map (produced by Dianne Gibson), to create a map showing walking trails of the area. One of the conditions of the resolution was that final designs and uses must be approved by Council.*

*Muckadilla Community Association Inc. has provided the finalised map, and sought approval for the map to be provided to tourists.*

**Resolution No. GM/05.2016/55**

**Moved Cr Stanford**

**Seconded Cr Chandler**

**That Council allow the Muckadilla Community Association Inc. to proceed with the Muckadilla Map as presented, incorporating the artwork produced by Dianne Gibson, to provide tourists with a guided walk of Muckadilla history.**

CARRIED

8/0

**Responsible Officer**

**Local Development Officer Roma**

**CONFIDENTIAL ITEMS**

In accordance with the provisions of section 275 of the Local Government Regulation 2012, Council resolved to close the meeting to discuss items it has deemed to be of a confidential nature and specifically pertaining to the following sections:-

- (a) the appointment, dismissal or discipline of employees;
- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (f) starting or defending legal proceedings involving the local government;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

**Resolution No. GM/05.2016/56**

**Moved Cr O'Neil**

**Seconded Cr Chambers**

**That Council close the meeting to the public at 9.34am.**

CARRIED

8/0

Cr. Bryant left the Chamber at 9.36am, and entered at 9.37am.

Cr. O'Neil left the Chamber at 10.00am, and entered at 10.03am.

**SUBJECT HEADING: SUSPENSION OF STANDING ORDERS**  
 COUNCIL ADJOURNED THE MEETING FOR A MORNING TEA AT 10.39AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.07AM

Cr. Bryant left the Chamber at 11.09am, and entered at 11.12am.

Cr. Flynn entered the Chamber, arriving back from Toowoomba, at 11.15am.

Cr. Flynn declared a 'Conflict of Interest' in relation to Item C.14 – April – Airport Monthly Business Unit Report, due to his personal business operations out of the Roma Airport. Cr. Flynn left the Chamber at 12.22pm, taking no further part in discussions on the matter.

At cessation of discussions on the abovementioned item, Cr. Flynn entered the Chamber at 11.24pm.

Cr. Chandler left the Chamber at 12.05pm, and entered at 12.06pm.

Cr. Bryant left the Chamber at 12.08pm, and entered at 12.10pm.

Cr. Stanford left the Chamber at 12.13pm, and entered at 12.15pm.

Cr. Bryant left the Chamber at 12.15pm, and entered at 12.16pm.

**SUBJECT HEADING: SUSPENSION OF STANDING ORDERS**  
COUNCIL ADJOURNED THE MEETING FOR A LUNCH AT 12.35PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.19PM

Cr. Stanford left the Chamber at 1.39pm, and entered at 1.41pm.

Cr. Flynn left the Chamber at 1.57pm.

**Resolution No. GM/05.2016/57**

**Moved Cr O'Neil**

**Seconded Cr Bryant**

**That Council open the meeting to the public at 2.11pm.**

**CARRIED**

**8/0**

**SUBJECT HEADING: SUSPENSION OF STANDING ORDERS**  
COUNCIL ADJOURNED THE MEETING FOR A BRIEF RECESS AT 2.12PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 2.22PM

Cr. Flynn returned to the Chambers at 2.16pm, during recess.

**File Number: D16/38787**

**Item Number: C.1**

**SUBJECT HEADING: APPLICATION FOR PERMIT TO OCCUPY - LOTS 14, 15 & 5 ON PLAN M54414**

**Officer's Title: Administration Officer - Property & Legal**

***Executive Summary:***

*The Department of Natural Resources and Mines sought Council's views or requirements on an application it has received for a Permit to Occupy over Lots 14, 15 and 5 on Plan M54414 for the proposed use of the land for storage of personal items i.e. cars and containers.*

**Resolution No. GM/05.2016/58**

**Moved Cr Chambers**

**Seconded Cr McMullen**

**That Council request an extension of time from the Department of Natural Resources and Mines in consideration of this matter, to allow for additional time for Council to make enquiries around the applicant's intentions with respect to use of the land on lots 14,15 and 5 on Plan M54414.**

CARRIED

9/0

**Responsible Officer**

**Administration Officer - Property & Legal**

**Item Number:**

**C.2**

**File Number: D16/32923**

**SUBJECT HEADING:**

**BEAUMONT DRIVE DRAINAGE**

**Officer's Title:**

**Manager - Planning & Building Development**

***Executive Summary:***

*Correspondence has been received from the applicant acting on behalf of landholders impacted by the construction of stormwater drainage infrastructure in Beaumont Drive, Roma.*

*In order to respond to the landholders and enable construction works to resume, Council must settle on the final design and cost apportionment for the works.*

**Resolution No. GM/05.2016/59**

**Moved Cr O'Neil**

**Procedural Motion - That the matter lay on the table for further consideration at a future General Meeting of Council, to allow time for additional information to be received from Council's consulting engineer prior to further consideration of the matter.**

CARRIED

9/0

**Responsible Officer**

**Manager - Planning & Building Development**

**Item Number:**

**C.3**

**File Number: D16/38929**

**SUBJECT HEADING:**

**USER AGREEMENT RENEWAL - INJUNE HALL**

**Officer's Title:**

**Specialist - Lease Management & User Facility Agreements**

***Executive Summary:***

*The applicant formally advised Council of their interest in renewing the user agreement for use of a room in the Injune Hall for the purpose of operating a visiting health and well-being business.*

*Council was asked to consider the request and enter into a formal agreement with the applicant.*

**Resolution No. GM/05.2016/60**

**Moved Cr Stanford**

**Seconded Cr Chandler**

**That Council:**

- 1. Enter into a non-exclusive User Agreement with Ellie's Range for the use of the community room at the Injune Hall for a period of 1 (one) year.**

2. Charge Ellie's Range a hire fee as per Council fees and charges for the use of the room for the term of this agreement.

CARRIED

9/0

Responsible Officer

Specialist - Lease Management & User Facility Agreements

Item Number:

C.4

File Number: D16/35194

SUBJECT HEADING:

PERMIT TO OCCUPY - LOT 12 ON SP145275

Officer's Title:

Administration Officer - Property & Legal

**Executive Summary:**

Council received a request for permission to occupy land described as Lot 12 on SP145275 for the purpose of allowing a cluster fence to be erected.

Resolution No. GM/05.2016/61

Moved Cr O'Neil

Seconded Cr Bryant

That Council:

1. Offer no objection to the application for a Permit to Occupy over land described as Lot 12 on SP145275.
2. Approve that authorisation of the use of the land be dealt with under the Land Act by the Department Natural Resources Mines.

CARRIED

9/0

Responsible Officer

Administration Officer - Property & Legal

Item Number:

C.5

File Number: D16/38988

SUBJECT HEADING:

APPLICATION FOR LEASE - LOT 25 ON CP903190 BEING WATER RESERVE R339

Officer's Title:

Administration Officer - Property & Legal

**Executive Summary:**

The Department of Natural Resources and Mines sought Council's views or requirements on an application it has received for a lease over Lot 25 on CP903190 being Water Reserve R339.

Resolution No. GM/05.2016/62

Moved Cr Chambers

Seconded Cr McMullen

That Council advise the Department of Natural Resources and Mines that it has no objection to a lease over Lot 25 on CP903190 being Water Reserve R339 for grazing purposes.

CARRIED

9/0

Responsible Officer

Administration Officer - Property & Legal

**Item Number:**

**C.6**

**File Number: D16/36179**

**SUBJECT HEADING:**

**EXCESS ANIMAL APPLICATION - 2016/22 EXCESS DOG**

**Officer's Title:**

**Community Safety Administration Officer**

***Executive Summary:***

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments have been made of the application, mandatory documents provided, site inspection results reviewed and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011. Based on these assessments, officers recommend that the application be approved.*

**Resolution No. GM/05.2016/63**

**Moved Cr Chambers**

**Seconded Cr Scheffe**

**That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council grants an excess dogs approval for the keeping of the three (3) dogs identified in Excess Animal Application Number 2016-22 (each an "identified dog") microchip numbers 956 000 008 688 624, 956 000 002 401 785, 956 000 003 728 321. On the premises, 11 Beitz Street Roma identified in Excess Animal Application Number 2016-22 (the "premises") for a term of 1 year subject to the following conditions:**

- (a) this approval allows for a total of three (3) dogs to be kept on the premises and is limited to the three (3) identified dogs; and**
- (b) if any identified dog dies or is relocated to other premises or is kept by another owner or keeper at other premises, the dog may not be replaced by another dog unless the keeping of the dogs on the premises is approved under another excess dogs approval; and**
- (c) the approval holder must ensure each and every identified dog is:
  - (i) implanted with a prescribed permanent identification device in accordance with section 14 of the Animal Management (Cats and Dogs) Act 2008; and**
  - (ii) registered with Council; and****
- (d) the approval holder must take all reasonable steps to prevent each and every identified dog kept on the premises from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and**
- (e) the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is properly drained and that run-off is kept off adjoining premises; and**
- (f) the approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and**
- (g) the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is maintained in:
  - (i) a clean and sanitary condition and disinfected regularly; and**
  - (ii) an aesthetically acceptable condition; and****

- (h) the approval holder must ensure a proper enclosure is maintained on the premises in accordance with the requirements of Local Law No. 2 (Animal Management) 2011; and
- (i) the approval holder must notify Council in writing in the event of the suspension or cancellation of a relevant approval for the keeping of any identified dog on the premises within 3 days of the suspension or cancellation of the relevant approval. For example, if the approval holder is the occupier of the premises and the owner of the premises suspends or cancels the approval holder's right to keep any identified dog at the premises, the approval holder must notify Council in writing of the suspension or cancellation of the approval within 3 days of the suspension or cancellation.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Coordinator – Community Safety</b>
----------------------------	---------------------------------------

**Item Number:** C.7 **File Number:** D16/36622

**SUBJECT HEADING:** EXCESS ANIMAL APPLICATION - 2016/29 EXCESS DOG

**Officer's Title:** Community Safety Administration Officer

***Executive Summary:***

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments have been made of the application, mandatory documents provided, site inspection results reviewed and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011. Based on these assessments, officers recommend that the application be approved.*

**Resolution No. GM/05.2016/64**

**Moved Cr O'Neil**

**Seconded Cr Stanford**

**That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council grants an excess dogs approval for the keeping of the three (3) dogs identified in Excess Animal Application Number 2016-29 (each an "identified dog") microchip number 956 000 004 097 320, 943 094 320 476 573, 982 000 190 383 970. On the premises, 3 Tiffin Street Roma identified in Excess Animal Application Number 2016-29 (the "premises") for a term of 1 year subject to the following conditions:**

- (a) this approval allows for a total of three (3) dogs to be kept on the premises and is limited to the three (3) identified dogs; and
- (b) if any identified dog dies or is relocated to other premises or is kept by another owner or keeper at other premises, the dog may not be replaced by another dog unless the keeping of the dogs on the premises is approved under another excess dogs approval; and
- (c) the approval holder must ensure each and every identified dog is:
  - (i) implanted with a prescribed permanent identification device in accordance with section 14 of the Animal Management (Cats and Dogs) Act 2008; and
  - (ii) registered with Council; and

- (d) the approval holder must take all reasonable steps to prevent each and every identified dog kept on the premises from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and
- (e) the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is properly drained and that run-off is kept off adjoining premises; and
- (f) the approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and
- (g) the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is maintained in:
  - (i) a clean and sanitary condition and disinfected regularly; and
  - (ii) an aesthetically acceptable condition; and
- (h) the approval holder must ensure a proper enclosure is maintained on the premises in accordance with the requirements of Local Law No. 2 (Animal Management) 2011; and
- (i) the approval holder must notify Council in writing in the event of the suspension or cancellation of a relevant approval for the keeping of any identified dog on the premises within 3 days of the suspension or cancellation of the relevant approval. For example, if the approval holder is the occupier of the premises and the owner of the premises suspends or cancels the approval holder's right to keep any identified dog at the premises, the approval holder must notify Council in writing of the suspension or cancellation of the approval within 3 days of the suspension or cancellation.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Coordinator – Community Safety</b>	
<b>Item Number:</b>	<b>C.8</b>	<b>File Number: D16/35009</b>
<b>SUBJECT HEADING:</b>	<b>EXCESS ANIMAL APPLICATION - 2016/24</b>	
<b>Officer's Title:</b>	<b>Community Safety Administration Officer</b>	

***Executive Summary:***

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments have been made of the application, mandatory documents provided, site inspection results and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.*

*Based on these assessments, officers recommended that the application not be approved.*

**Resolution No. GM/05.2016/65**

**Moved Cr Flynn**

**Seconded Cr Chandler**

**That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council does not grant an excess dogs approval for the keeping of the three (3) dogs identified in Excess Animal Application Number 2016-24 (each an "identified dog") microchip numbers 943 094 320 476 273, 943 094 320 476 324, 956 000 004 872 364 on the premises, 3 Powell Street Roma identified in Excess Animal Application Number 2016-24, as the owner does not comply with the requirement of ownership prior to 12 August 2015.**



CARRIED

8/1

**Responsible Officer**
**Coordinator – Community Safety**
**Item Number:**
**C.9**
**File Number: D16/38082**
**SUBJECT HEADING:**
**EXCESS ANIMAL APPLICATION - 2016/27 EXCESS DOG**
**Officer's Title:**
**Community Safety Administration Officer**
**Executive Summary:**

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments have been made of the application, mandatory documents provided, site inspection results and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.*

*Based on these assessments, officers recommended that the application not be approved.*

**Resolution No. GM/05.2016/66**
**Moved Cr Chandler**
**Seconded Cr Bryant**

**That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council does not grant an excess dogs approval for the keeping of the three (3) dogs identified in Excess Animal Application Number 2016-27 (each an "identified dog") microchip numbers 982 000 364 624 991, 981 000 300 567 864, 981 000 300 562 104 on the premises, 6 South Street Roma identified in Excess Animal Application Number 2016-27, as the nominated excess dog was acquired after the date of Council resolution, 12 August 2015 acknowledging applications for existing excess dogs.**

CARRIED

8/1

**Responsible Officer**
**Coordinator – Community Safety**
**ON THE TABLE - CONFIDENTIAL ITEM**
**Item Number:**
**C.10**
**File Number: D16/38667**
**SUBJECT HEADING:**
**EXCESS ANIMAL APPLICATION 2016/18 - EXCESS DOG**
**Officer's Title:**
**Community Safety Administration Officer**
**Executive Summary:**

*An excess animal application for an additional dog has been lodged for Council's consideration.*

*Assessments have been made of the application, mandatory documents provided, site inspection results reviewed and the background checks performed on the dog owner and nominated dog(s). The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.*

*Based on these assessments, officers recommended that the application not be approved.*

**Resolution No. GM/05.2016/67**

**Moved Cr Bryant**

**Seconded Cr McMullen**

That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council does not grant an excess dog approval for the keeping of two (2) excess dogs identified in Excess Animal Application Number 2016-18 (each an “identified dog”) microchip numbers; 956 000 004 880 712 and 981 000 300 691 110 on the premises, 41 & 43 College Street, Wallumbilla, identified in Excess Animal Application Number 2016-18, as excess dog one and excess dog two were acquired after the date of Council resolution, 12 August 2015 acknowledging applications for existing excess dogs.

CARRIED

8/1

<b>Responsible Officer</b>	<b>Coordinator – Community Safety</b>
----------------------------	---------------------------------------

**Item Number:**

**C.11**

**File Number: D16/35717**

**SUBJECT HEADING:**

**MANAGEMENT AGREEMENT FOR LONG TERM  
COMMUNITY HOUSING PROGRAM**

**Officer’s Title:**

**Coordinator - Council and Community Housing**

***Executive Summary:***

*Council entered into a Management Agreement with St Vincent de Paul Society to manage in partnership with Council the property and tenancy of Long Term Community Housing.*

*The Management Agreement between the two organisations expired 31 January 2016.*

**Resolution No. GM/05.2016/68**

**Moved Cr McMullen**

**Seconded Cr Flynn**

**Procedural Motion - That the matter lay on the table for further consideration at a future General Meeting, following a further briefing on the matter at an upcoming Councillor Workshop.**

CARRIED

9/0

<b>Responsible Officer</b>	<b>Coordinator - Council and Community Housing</b>
----------------------------	--

**Item Number:**

**C.12**

**File Number: D16/38823**

**SUBJECT HEADING:**

**FINANCIAL CONTRIBUTION FOR THE CONSTRUCTION  
OF STORMWATER DRAINAGE INFRASTRUCTURE IN  
BEAUMONT DRIVE, ROMA**

**Officer’s Title:**

**Coordinator - Planning**

***Executive Summary:***

*Ducmar Investments has made a financial offer to Council in lieu of Ducmar Investments carrying out the remaining works required to complete the construction of the Roma One Beaumont Drive stormwater channel.*

Resolution No. GM/05.2016/69

Moved Cr O'Neil

Procedural Motion – That the matter lay on the table for further consideration at a later point during the meeting.

CARRIED

9/0

Item Number:

C.13

File Number: D16/39126

SUBJECT HEADING:

REGIONAL ARTS DEVELOPMENT FUND (RADF)  
 APPLICATIONS

Officer's Title:

Coordinator - Grants, Local Development & Council  
 Events

**Executive Summary:**

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has assessed eight funding applications for arts and cultural projects.

Resolution No. GM/05.2016/70

Moved Cr Stanford

Seconded Cr O'Neil

That Council endorse the Regional Arts Development Fund (RADF) Committee's grant assessment recommendations, with a total funding allocation of \$31,199 approved, as follows:

Organisation	Project Description	Funding Approved	Total Project Cost
Roma Performing Arts	Hiring of a Director for performance 'Boy From Oz'	\$ 4,940	\$ 7,600
Maranoa Artists Inc.	Hiring of tutor for pastels workshop	\$ 1,383	\$ 2,130
Creative Injune	Skill Development workshop 'Brush Strokes'	\$ 3,370	\$ 6,269
Injune Arts	Employing a Tutor for workshop 'Odyssey' weekend	\$11,000	\$18,487
The Silversmiths Roma Group Inc.	Employing tutors for stone setting workshop	\$ 990	\$ 2,125
Stephen Brown (on behalf of NAIDOC Week organisers)	Conduct a 3 day tour to indigenous communities (Roma, Mitchell & Surat)	\$ 3,000	\$ 5,050
Roma on Bungil Gallery	Bring museum & gallery professionals to work with cultural organisers in the Maranoa	\$ 5,016	\$94,337
Calloused Hearts Short Film	Locally developed short film shot on location in Jackson	\$1,500	\$10,800

CARRIED

9/0

Responsible Officer

Coordinator - Grants, Local Development &  
 Council Events

Cr. Flynn declared a 'Conflict of Interest' in the following item, due to his personal business operations out of the Roma Airport. Cr. Flynn left the Chamber at 2.51pm, taking no further part in discussion or debate on the matter.

**Item Number:** C.14 **File Number:** D16/37686

**SUBJECT HEADING:** APRIL - AIRPORT MONTHLY BUSINESS UNIT REPORT

**Officer's Title:** Manager - Airports (Roma, Injune, Surat & Mitchell)

**Executive Summary:**

*This monthly report was presented to Council to provide a summary of the performance of Council's Airports (Roma, Injune Surat & Mitchell) over the past month and year to date. The information in this report aims to review the month's activities, give an overview of financial performance & bring to Council's attention any emerging issues.*

<b>Resolution No. GM/05.2016/71</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Chambers</b>
<b>That Council receive and note the Officer's report as presented.</b>	
CARRIED	8/0

<b>Responsible Officer</b>	<b>Manager - Airports (Roma, Injune, Surat &amp; Mitchell)</b>
----------------------------	--

At cessation of discussion and debate on the abovementioned item, Cr. Flynn entered the Chamber at 2.52pm.

**Item Number:** C.15 **File Number:** D16/38022

**SUBJECT HEADING:** AMENDMENTS TO COUNCIL ROAD REGISTER - LOOP ROAD

**Officer's Title:** Senior Engineer ( Roads, Drainage & Parks)  
Support Officer - Roads, Drainage & Parks

**Executive Summary:**

*At its April 2016 meeting, Council resolved to write to the applicant to invite them to make application to Council to reinstate damage caused by unapproved roadworks on the Loop Road.*

*Following initial correspondence from the applicant, the report outlined a recommended course of action.*

<b>Resolution No. GM/05.2016/72</b>	
<b>Moved Cr Chambers</b>	
<b>Procedural Motion - That the matter lay on the table to allow for receipt of a further update and response from the applicant.</b>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Senior Engineer ( Roads, Drainage &amp; Parks)</b>
----------------------------	---

**Item Number:** C.16 **File Number:** D16/38665

**SUBJECT HEADING:** SURAT RAW WATER CONNECTION REQUEST

**Location:** 100 Carnarvon Highway Wellesley, Surat

**Officer's Title:** Manager - Water, Sewerage & Gas

**Executive Summary:**

*A request was received from Warroo Water & Gravel, 100 Carnarvon Highway, Wellesley, QLD 4417 to connect a raw water connection to the aforementioned property. The property is located outside the Regional Domestic Water Service Area of Surat.*

**Resolution No. GM/05.2016/73**

**Moved Cr Scheffe**

**Seconded Cr Chandler**

**That Council:**

1. Issue the applicant, Warroo Water & Gravel with a quotation to extend the raw water reticulation network and connect the property at 100 Carnarvon HWY, Wellesley, QLD 4417 to the Raw Water Reticulation at a cost of \$6,583.50 GST inclusive.
2. Advise the applicant, that connection works commence upon the quotation being accepted and paid in its entirety.
3. Upon receipt of acceptance and payment as required, undertake the works including installation of a meter to monitor usage.

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**Item Number:** C.17 **File Number:** D16/38948

**SUBJECT HEADING:** MINOR AMENDMENTS TO ORGANISATIONAL STRUCTURE

**Officer's Title:** Associate to the CEO & Mayor

**Executive Summary:**

*The report sought Council approval for a number of minor changes to the organisational structure.*

**Resolution No. GM/05.2016/74**

**Moved Cr Chambers**

**Seconded Cr Chandler**

**That Council endorse the proposed amendments to the organisational structure as follows:**

- Retitle the position of Coordinator – Rural Roads Maintenance to Coordinator – Maintenance Delivery Central / North (Roma/Muckadilla/Injune);
- Create new positions of Coordinator – Maintenance Delivery South / East (Surat/Yuleba/Wallumbilla) and Coordinator – Maintenance Delivery West (Mitchell/Amby/Mungallala), reporting to the Operations Manager – Maintenance Delivery & Works;
- Remove the casual Computerised Weighbridge Quarry Operator position from the organisational structure;
- Retitle the vacant position of Surat – Library & Cultural Services Officer to Mitchell – Libraries, Arts & Culture Officer to facilitate cover of staff absences in Mitchell;

- Create a dedicated position number for the vacant casual position of Cleaner – Facilities, which has previously been operating under a shared position number.
- Retitle the role of Quarry Supervisor to Team Leader – Materials Production to reflect the role’s increased responsibilities.

CARRIED

9/0

**Responsible Officer**

**Associate to the CEO & Mayor**

**Item Number:**

**C.18**

**File Number: D16/36713**

**SUBJECT HEADING:**

**WRITE OFF AMOUNTS IN DEBTORS**

**Officer’s Title:**

**Coordinator - Debtors**

**Executive Summary:**

*The report recommended to Council the formal write off of debts that are deemed to be irrecoverable or unviable to pursue with further recovery action.*

**Resolution No. GM/05.2016/75**

**Moved Cr Stanford**

**Seconded Cr Scheffe**

**That Council:**

1. Approve the write off of debts as presented owing to their current status of being irrecoverable or unviable for Council to pursue with further recovery action, as follows:

Account Number	Amount of Write Off
71783.01	\$312.32
71636.02	\$13,017.16
76073.02 and 76073.14	\$107,166.82
75405.13	\$12,552.94
74959.13	\$5,335.85
74358.02 and 74358.14	\$77,369.85
75929.14	\$3,000
74806.03	\$321.43
1000101	\$1,361.67
1000491	\$123.80
1000481	\$94.21
1001034	\$432.24
1000913	\$172.34

2. Undertake further investigation in relation to account number 75207.13.

CARRIED

9/0

**Responsible Officer**

**Coordinator - Debtors**

**LATE CONFIDENTIAL ITEMS**

**Item Number:**

**LC.1**

**File Number: D16/12781**

**SUBJECT HEADING:**

**NON-COMPLIANT GRID ON NAREETON ROAD**

**Officer’s Title:**

**Senior Engineer ( Roads, Drainage & Parks)**

---

**Manager - Roads, Drainage & Parks**


---

**Executive Summary:**

*A grid on Nareeton Road, Eumamurrin has been identified as being non-compliant with Council's Policy.*

*The owner has been advised in writing of the issues and given 60 days to address the non-compliant elements. The owner has responded requesting leniency and assistance by Council to bring the grid up to the current standard. Confirmation from Council was sought prior to enacting policy to remove the non-compliant grid and reinstate the roadway.*

**Resolution No. GM/05.2016/76**
**Moved Cr Bryant**
**Seconded Cr O'Neil**
**That Council:**

1. **Acknowledge receipt of the landowner's letter and proposed approach.**
2. **Mindful of the significant safety concerns associated with the grid, and the costs Council has been incurring to mitigate safety concerns, authorise at Council's cost:**
  - **Removal of the grid components and reinstatement of the road; and**
  - **Stockpiling of the grid components adjacent to the site**
3. **Provide details of the financial and in-kind support available under Council's policy including \$1,500 towards the cost of fencing.**
4. **Provide the landowner with a further period of 2 weeks from the date of the letter (i.e. notification of Council resolution) prior to the works being undertaken.**

CARRIED

8/1

**Responsible Officer**
**Manager - Roads, Drainage & Parks**
**Item Number:**
**LC.2**
**File Number: D16/39338**
**SUBJECT HEADING:**
**BITUMEN SEAL FOR THE PICKANJINNIE NORTH ROAD**
**Officer's Title:**
**Manager - Roads, Drainage & Parks  
 Engineer - Infrastructure Contracts**
**Executive Summary:**

*Engagement of Tier 1 Road Resurfacing services is required for the delivery of the Pickanjinie North Road Upgrade Project. The report sought approval from Council to authorise the Chief Executive Officer to enter into a contract with Boral for the supply of bitumen sealing services for the delivery of the Pickanjinie North Upgrade Project.*

**Resolution No. GM/05.2016/77**
**Moved Cr Flynn**
**Seconded Cr McMullen**
**That Council:**

1. **Delegate authority to the Chief Executive Officer to enter into an agreement with Boral for the supply of bitumen sealing services on the Pickanjinie North Road Upgrade Project, based on quoted rates. The initial estimated contract value based on the current works program is \$ 788,943.078 including GST.**
2. **Pursuant to section 257 of the Local Government Act 2009, resolve to delegate to the Chief Executive Officer the power to approve variations in quantities for the supply of**

**bitumen sealing services on the Pickanjinie North Upgrade Project.**

CARRIED 9/0

<b>Responsible Officer</b>	<b>Engineer - Infrastructure Contracts</b>
----------------------------	--

Item Number: LC.3 File Number: D16/39709

**SUBJECT HEADING: WATER ACCESS AGREEMENT - PICKANJINIE NORTH ROAD UPGRADE PROJECT**

**Officer's Title: Manager - Roads, Drainage & Parks  
Engineer - Infrastructure Contracts**

***Executive Summary:***

*In order to continue works on the Pickanjinie North Road Upgrade, Council accessed water from private dams, as an interim arrangement, as the initial water source provided by Santos GLNG proved to be an unviable source. An alternative water source has subsequently been located by Santos GLNG and is now in use.*

*The report sought approval for Council to provide appropriate compensation to the two (2) suppliers for the water accessed.*

<b>Resolution No. GM/05.2016/78</b>	
<b>Moved Cr Stanford</b>	<b>Seconded Cr Schefe</b>
<p><b>That Council authorise the Chief Executive Officer (or delegate) to enter into an agreement with the specified landowners in order to provide appropriate compensation for water accessed as part of the Pickanjinie North Road Upgrade Project, noting that the compensation could include in-kind works.</b></p>	
CARRIED <span style="float: right;">9/0</span>	

<b>Responsible Officer</b>	<b>Engineer - Infrastructure Contracts</b>
----------------------------	--

Item Number: LC.4 File Number: D16/40156

**SUBJECT HEADING: MINOR AMENDMENTS TO THE ORGANISATION CHART**

**Officer's Title: Manager - Roads, Drainage & Parks  
Support Officer - Roads, Drainage & Parks**

***Executive Summary:***

*This reports sought to make minor amendments to the Organisational Chart for the purposes of undertaking construction works for Stage Two (2) of the Roma Flood Mitigation Project. The total number of temporary positions proposed to be created is twenty (20), with these to be dissolved at the conclusion of the project.*

<b>Resolution No. GM/05.2016/79</b>	
<b>Moved Cr Chambers</b>	<b>Seconded Cr McMullen</b>
<p><b>That Council authorise the Chief Executive Officer to implement a temporary resource plan to deliver Stage Two (2) of the Roma Flood Mitigation Project, consisting of:</b></p> <ul style="list-style-type: none"> <li>• 1 x Project Engineer</li> <li>• 1 x Team Leader Construction</li> <li>• 1 x Project Control Officer</li> <li>• 1 x Leading Hand Concrete</li> <li>• 1 x Leading Hand Earthworks</li> </ul>	



- 15 x Multi-Skilled Operators

CARRIED

9/0

**Responsible Officer**

**Manager - Roads, Drainage & Parks**

**Item Number:**

**LC.5**

**File Number: D16/40793**

**SUBJECT HEADING:**

**ROMA FLOOD MITIGATION STAGE 2**

**Officer's Title:**

**Project Officer (Community Liaison)**

***Executive Summary:***

*The report provided an update to Council on the negotiations with landholders for Stage 2 Roma Flood Mitigation regarding access to properties affected by the Western Levee and Eastern Diversion Channel.*

*In addition, the report sought Council's delegation for CEO authorisation to negotiate 'reasonable costs' for legal fees incurred by landholders seeking legal advice on the contents of their agreements that were presented for Stage 2 Roma Flood Mitigation, and to request approval for an independent Valuer to be engaged to complete a full valuation to establish Fair Market Value.*

**Resolution No. GM/05.2016/80**

**Moved Cr Chambers**

**Seconded Cr Scheffe**

**That Council:**

- 1. Authorise the Chief Executive Officer to enter into a contract on behalf of Council with owners to purchase identified land based on the estimate of costs provided.**
- 2. Authorise the Chief Executive Officer to negotiate 'reasonable' legal fees on behalf of Council in negotiations with Stage 2 landholders.**
- 3. Engage an independent Valuer to ascertain Fair Market Value of properties included in the Stage 2a project.**

CARRIED

9/0

**Responsible Officer**

**Project Officer (Community Liaison)**

**Item Number:**

**LC.6**

**File Number: D16/41130**

**SUBJECT HEADING:**

**LOCAL WORKING GROUPS UPDATE**

**Officer's Title:**

**Chief Executive Officer**

***Executive Summary:***

*Mayor Golder previously raised with Council some suggestions about injecting some additional local case management in each of our region's towns.*

*Council's initial parameters included:*

- *Retention of the current organisational structure*
- *No increase to the bottom line*

*Following the workshop with the Executive Management Team and the report to Council, a smaller group met to discuss the proposal as part of the initial consultation process (Chief Executive Officer, Roads, Drainage & Parks management staff and Manager Organisational Development).*

*The team proposes some relatively minor changes to the Coordination of Rural Roads (revised model), which incrementally builds on all of the initiatives introduced by the previous Council (Corporate Plan 2014 – 2019 - Putting Local Back into Regional), and provides the framework to achieve some additional outcomes as suggested by the Mayor and workshopped by the Executive Management Team.*

**Resolution No. GM/05.2016/81**

**Moved Cr Chandler**

**Seconded Cr Stanford**

**That Council:**

1. **Endorse the recruitment of two additional Coordinators for Rural Roads, responsible for geographic areas (local focus).**
2. **Note that Team Leader positions already exist for North, South, East, West, Central and these will be linked to the new Coordinator roles.**
3. **Approve in principle the Local Working Group model, comprising staff from across the various Council departments, with a charter focussing on cross-Council and customer communication.**

CARRIED (Cr. Flynn requested that his vote be recorded against the motion)

8/1

**Responsible Officer**

**Chief Executive Officer**

**Item Number:**

**C.12**

**File Number: D16/38823**

**SUBJECT HEADING:**

**FINANCIAL CONTRIBUTION FOR THE CONSTRUCTION OF STORMWATER DRAINAGE INFRASTRUCTURE IN BEAUMONT DRIVE, ROMA (LOT 53 ON SP217817)**

**Officer's Title:**

**Coordinator - Planning**

***Executive Summary:***

*Ducmar Investments has made a financial offer to Council in lieu of Ducmar Investments carrying out the remaining works required to complete the construction of the Roma One Beaumont Drive stormwater channel.*

*This matter had been laid on the table earlier during the meeting. Council resumed discussions on the matter.*

**Resolution No. GM/05.2016/82**

**Moved Cr Bryant**

**Seconded Cr Scheffe**

**That Council:**

1. **Authorise the Chief Executive Officer to enter into an Agreement between Maranoa Regional Council and Ducmar Investments in a form and on terms and conditions recommended by Council's legal advisor, transferring responsibility to Council for the outstanding external stormwater drainage works on payment of the agreed value to Council.**
2. **Subject to satisfactory execution of item 1, accept the offer made by Ducmar Investments as a contribution in lieu of Ducmar's remaining responsibilities for works associated with the provision of stormwater infrastructure external to the Roma One development site under the development approval for Operational Works, dated 20 November 2015 (Ref: 2013/18632).**

3. Reflect the project in the 2016/17 Construction program to undertake the remaining construction works required for the completion of the Roma One Beaumont Drive stormwater channel.

CARRIED

9/0

Responsible Officer

Manager – Planning & Building Development

## CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.15pm.

**These Minutes are to be confirmed at the next General Meeting of Council to be held on 8 June 2016, at Roma Administration Centre.**

.....  
Mayor.

.....  
Date.