

# BUSINESS PAPER

## Ordinary Meeting

**Wednesday 9 September 2020**

Roma Administration Centre

### NOTICE OF MEETING

Date: 31 August 2020

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

Councillor G B McMullen  
Councillor J R P Birkett  
Councillor M C Edwards  
Councillor J L Guthrie  
Councillor J M Hancock  
Councillor W L Ladbrook  
Councillor C J O'Neil  
Councillor W M Taylor

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Development, Facilities & Environmental Services)  
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **9 September 2020 at 9.00AM.**



Julie Reitano  
**Chief Executive Officer**

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## Status Reports

### Next General Meeting

- To be held at the Roma Administration Centre on 23 September 2020.

## Confidential Items

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

### C Confidential Items

**C.1 Expressions of Interest - Corner of Ironbark and Barnard Road, Roma (Lot 3 on SP230317)**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.2 Injune Caravan Park - Amendment to Fees and Charges**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.3 Wallumbilla Pool Management Agreement - Option to Renew**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.4 South West Drag Racing Association Inc - Lease Agreement over Lot 5 on RP10338**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.5 Injune Swimming Pool - Request to Amend Opening Hours**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.6 State Government Surplus Properties - Maranoa Region**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.7 Unallocated State Land - Lot 312 on A3843 and Lot 313 on A3843**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.8 Scout Hut - Mitchell**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.9 Execute the agreement between Media Mortar Pty Ltd and Maranoa Regional Council**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

**C.10 Agreement between Maranoa Regional Council and Robert Good to publish the Ketching the Kenniffs book**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

**C.11 Surat Digital Connectivity Project**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

**C.12 Request for Fee Waiver-Dunkeld Pony Club**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

**C.13 Request to vary the operating hours for a particular event at the Moorelands Bush Nursery and Function Facility**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(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.

- C.14 Request for reduced trading terms**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 275(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.
- C.15 Write Off Amounts in Accounts Receivable**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 275(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.
- C.16 Request to grant discount - Assessment 12011813**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 275(d) rating concessions.
- C.17 Warroo Sporting Complex Raw Water Requirements**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 275(c) the local government budget.
- C.18 Roma Saleyards - Enhancements to Stud Stock Selling Arena**  
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- C.19 Tender 21003: Injune Caravan Park Management or Lease Agreement**  
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 Prepared by: Mayor

**Closure**

**COUNCILLOR NOTICE OF MOTION**

**Meeting:** Ordinary 9 September 2020

**Date:** 31 August 2020

**Item Number:** 8.1

**File Number:** D20/83104

**SUBJECT HEADING:** Structures for Community Contact

**Classification:** Open Access

**Officer's Title:** Mayor

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**Executive Summary:**

I would like Council to consider the notice of motions I have proposed.

This notice was proposed at the Ordinary Meeting on 12 August 2020, and was laid on the table in order for Council to further discussion at a Councillor Briefing. This briefing was held on 25 August 2020.

**Councillor's Recommendation:**

That Council:

1. Not elect to have portfolios for the 2020-2024 term.
2. Be invited for photo opportunities.
3. Be invited for consultation with the community at meetings.
4. Elect the Mayor to be the spokesperson in press releases and if he is not available, the Deputy Mayor to be.
5. Instead of having advisory groups, schedule special meetings to hear the feedback and concerns of former advisory members and community members on topics such as wild dogs, saleyards etc. with the frequency of meetings decided by Council. Thus incorporating involvement of all Councillors in all issues.

**Supporting Documentation:**

Nil.

**Notice prepared by:** Cr. Tyson Golder

## **OFFICER REPORT**

**Meeting:** Ordinary 9 September 2020

**Date:** 24 August 2020

**Item Number:** 12.1

**File Number:** D20/80934

**SUBJECT HEADING:** Request from Assessment 13014683 for  
Extension to Council's Regional Water Supply  
Zone Boundary

**Classification:** Open Access

Graham Sweetlove

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### **Executive Summary:**

The applicant wishes to develop their lot and have requested a connection to the Council water reticulation network. There is a water main across the road from this lot, but they are outside of the Regional Water Supply Zone. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network

### **Officer's Recommendation:**

That Council

- Approve this request to expand the Regional Water Supply Zone
- Advise the applicant of this decision

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The Applicant BJ McCabe on lot 17 on Plan M5315 is requesting the extension of the Regional Water Supply Zone boundary, to enable them to connect to the water supply.

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
N/A	N/A

### **Context:**

***Why is the matter coming before Council?***

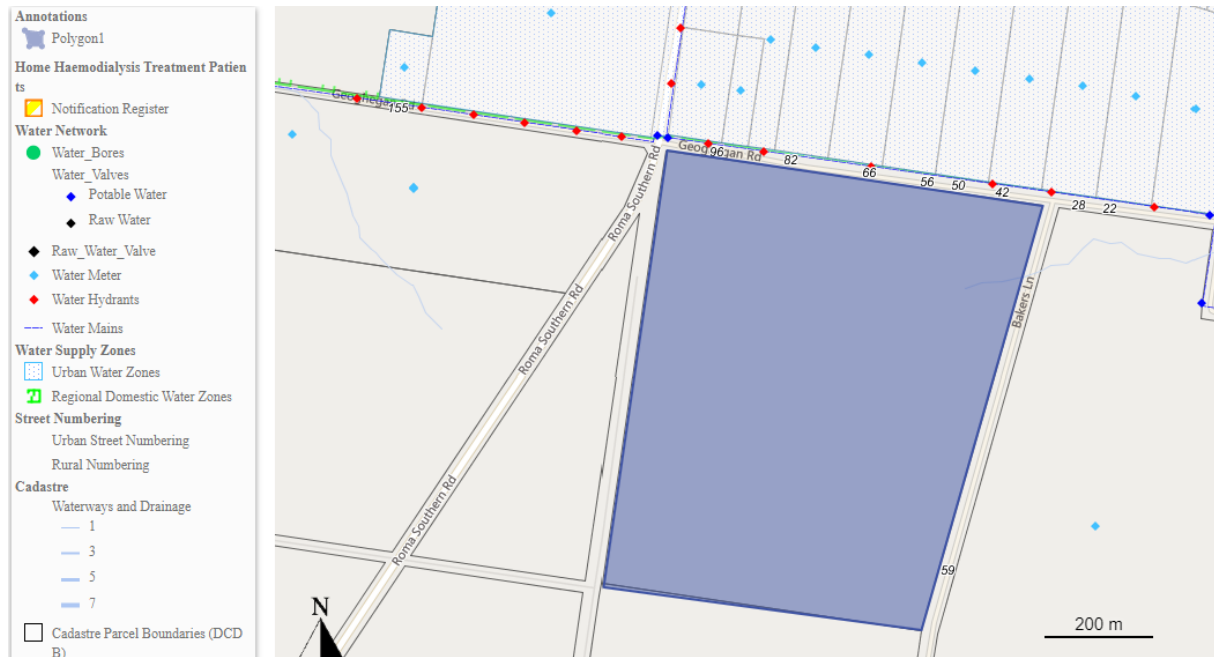
There is a request to extend the boundary of the Regional Water Supply Zone. This requires Council approval to implement.

## Background:

### ***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The applicant wishes to develop their lots and have requested a connection to the Council water reticulation network. There is a water main across the road from these lots but they are outside of the Regional Water Supply Zone. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network.



## Legislation, Local Laws, State Policies & Other Regulatory Requirements:

### ***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A

## Council Policies or Asset Management Plans:

### ***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

### ***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

The Regional Domestic Water Services Policy sets out the conditions of the connection should this request be approved.

## Input into the Report & Recommendation:

### ***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?***

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Team Coordinator - Projects & Compliance WSG. He supports the recommendation to accept this request.



### Funding Bodies:

*Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.* (Please do not just include names)

N/A

### This Financial Year's Budget:

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?* *Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

N/A

### Future Years' Budgets:

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?* (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The applicant would be charged an access charge as well as usage charge for the water connection, which would go towards the ongoing cost for maintenance and operations.

### Impact on Other Individuals or Interested Parties:

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?* (Interested Parties Analysis - IS9001:2015)

The Roma water supply has been modeled assuming growth in the urban area. Allowing the Regional Water Supply Zone to expand, places an additional burden on the system that could impact on existing and future users in the Urban Supply Zone. It is recommended that the Regional Water Supply Zones only be expanded in exceptional circumstances.

This expansion would include a block that is adjacent to the existing water main and other lots with water connections and would not create lots with an expectation that can apply for connections in the future.

### Risks:

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
Pressure and supply issues to other consumers	The expansion of the Regional Water Supply Zone places an additional burden on the system with a high probability of affecting other consumers. This can result in other consumers experiencing pressure problems and other supply issues such as poor flow. If bores are used for excessive hours this can also create taste problems.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is recommended that Council approve this request and approve the expansion of the Regional Water Supply Zone. The expansion of this zone will have a very minor negative impact on other consumers.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy?***

***If so, for what reason?***

That Council

- Approve this request to expand the Regional Water Supply Zone
- Inform the applicant of this decision

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

**Supporting Documentation:**

Nil.

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 9 September 2020

**Date:** 28 August 2020

**Item Number:** 12.2

**File Number:** D20/82496

**SUBJECT HEADING:** Apex Roma - Children Road Safety Signage Initiative

**Classification:** Open Access

**Officer's Title:** Deputy Director / Strategic Road Management

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### **Executive Summary:**

Council has received a request from the Apex Roma Club seeking Councils support of a road safety initiative to install signage to improve road safety for pedestrians around Roma and the Maranoa. This report outlines the details of the request and possible locations

### **Officer's Recommendation:**

That Council:

1. Approve the installation of the road signage at the four (4) locations outlined in the body of the report.
2. Prepare and issue a media release, including a photo with representative(s) from Apex Roma, once the signage has been installed at the above locations.

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Roma Apex Club  
Road users, pedestrians and motorists.

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
MUTCD	Manual of Uniform Traffic Control Devices

**Context:**

*Why is the matter coming before Council?*

Council has received a request from the Apex Roma Club seeking Council's support of a road safety initiative to install signage to improve road safety for pedestrians around Roma and the Maranoa.

**Background:**

*Has anything already happened in relation to this matter?*

(Succinct overview of the relevant facts, without interpretation)

**The Association of Apex Australia**

Council has received a request from the Apex Roma Club President, Tyson Campbell, seeking Council's support for the road safety initiative that has been successfully implemented by neighbouring clubs. An example of this is the Apex Club of Chinchilla.

Additionally, several Apex Clubs around Australia have installed signage to improve road safety and driver behavior in areas where children gather and play. Apex Roma would like to establish this initiative in the Roma and Maranoa Community with Council's in-kind support.

**Who is Apex?**

The Apex Club of Roma is one of the many service clubs across Australia and the Asia Pacific region servicing local communities. Apex Roma considers itself as a gateway to making a difference in the community, meeting new people and making friends.

Since Apex began in 1931, clubs across Australia have been transforming communities at both a grass roots level and through raising millions of dollars for causes such as the Royal Flying Doctors, Autism, Craniofacial Surgery, disadvantaged children and families affected by cancer.

Each Apex club is unique and the volunteers' experience is individualistic. The club experience, relates to where people live, work and what interests they have. Each local Apex group gives volunteers the chance to learn more about Australia, themselves, those in need and effective ways that one can help.

When people join Apex they become part of an organisation that empowers working-aged adults to create positive and lasting change in themselves and their local community. Apex coordinates many youth Camps, from the beach, to the bush and the snow. The group hold many annual events; an example of this is the Apex Outback Postie Bike Ride across the Nullarbor, to raise funds for cancer patients and the Cancer Council.

In 2017, Tyson was awarded National Apexian of the Year. The Toowoomba Chronicle published an article about Tyson and his dedication and community spirit that led to him being nominated and win the accolade.

Apex Roma is one of the many clubs across Australia –



Examples of signage that has been used in other locations around Australia has been included below:



Originally, Apex Australia designed the signage in a triangle shape and the signs are commonly used for playgrounds that are near roads, bus shelters near schools, etc. The intent is to give a very clear message to drivers to slow down as children are nearby.



The proposed signage received from Apex Roma is a rectangle shape that is a consistent shape and size with other road sign specifications.

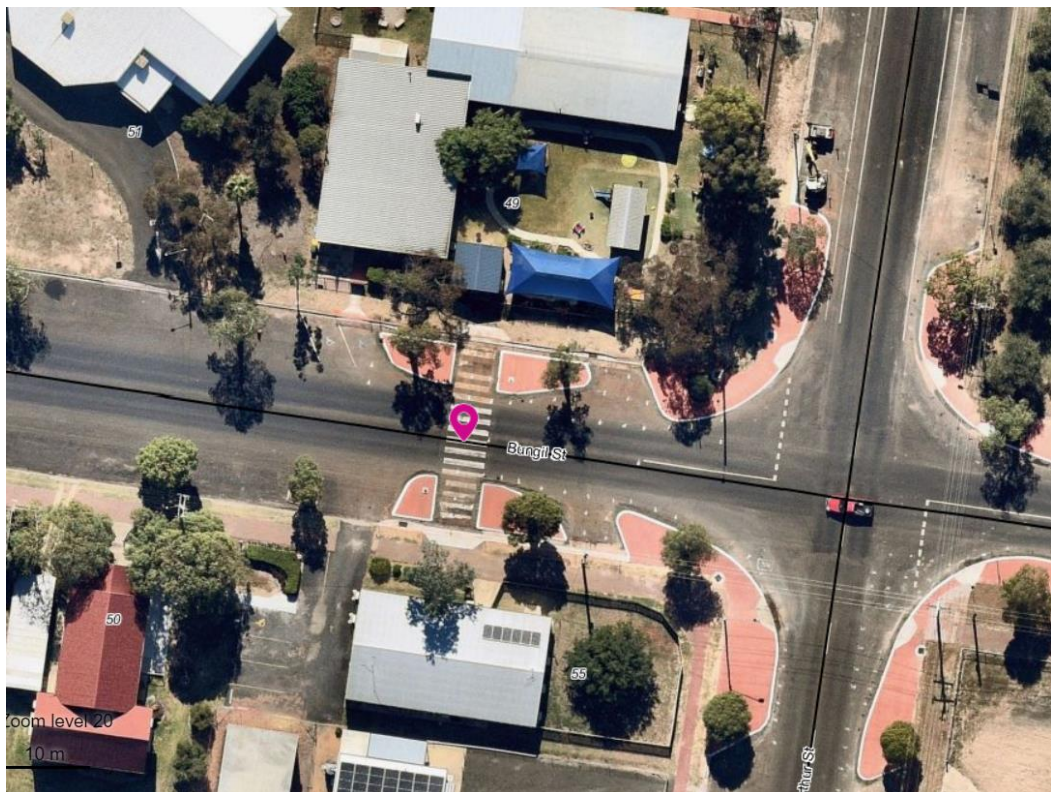
Below is an example of the two proposed sign proofs the club is proposing.



Council officers have worked with the club president to identify suitable locations for this signage. A list of proposed sites have detailed below for Councils consideration.

### **Proposed locations**

#### **Site 1 – Bungil Street Pedestrian Crossing – Near the Kindy**





**Site 2 – Duke Street Pedestrian Crossing – Near the corner store**



**Site 3 – McDowall Street Pedestrian Crossing – Near the Pool**





**Site 4 – McDowall Street Crossings – Near the Hospital, Skate park and play grounds and Childcare**



**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Manual of Uniform Traffic Control Devices

MUTCD Part 10: Pedestrian control and protection

- Provides technical background and guidance for placement of signage and devices around pedestrian crossings

MUTCD Part 1: General introduction and sign illustrations

- Provides technical background on the use of non-standard signs and signage and placement in the road corridor



**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

**Council Policy – Road Network Design Standards**

Council has adopted the Capricorn Municipal Development Guidelines (CMDG) as a guide to requirements within the Maranoa Region. The proposed any signage would be installed in accordance with the CMDG detailed design standards.

**Urban Streets – Asset Management Plan (AMP)**

Councils Asset Management plan, Section 2.2 Goals and Objectives, identifies the Corporate Goals for the Urban Street Network.

***Goal: 4.8 Footpaths and Other pathways***

***Objective: Provide safe passage of pedestrians adjacent roadways and through public space.***

Whilst Goal 4.8 falls short of outlining specific actions associated with signage initiatives etc., the proposed signage would be consistent with Section 2.2 of the asset management plan.

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Deputy Director – Infrastructure / Strategic Road Management  
Assets Officer – Transport Network (Report Author)  
Manager – Maintenance Delivery & Works  
Team Leader Signs & Lines

Apex Club President – Tyson Campbell

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

Apex Roma – contribution for the purchase of the signage

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

At the time of the request, there is no specific budget allocation for this type of community request.

It is estimated that costs associated with the proposed project would be in the order of \$1,400 - \$1,500.

- Signage costs proposed by way of Apex Roma's contribution are approximately \$60 per sign, an estimated total of \$480.
- Materials and labour for the placement of eight (8) sign posts is expected to be approximately \$120 per sign.
- Council's in-kind contribution to the project is estimated to be in the order of \$900-\$1,000.

This estimated cost has the potential to be reduced through the use of existing sign posts where feasible. Further assessment of each site in accordance with the relevant guidelines will determine what sites this cost saving could occur, should the project be adopted.

#### **Future Years' Budgets:**

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?* (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Nil

#### **Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?* (Interested Parties Analysis - IS9001:2015)

Roma Apex Club  
Community members of the Maranoa

#### **Risks:**

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
Should Council fund the extension	Installation of the signage is likely to provide a positive community reaction.
Risk of signage not being effective	There is potential that the signage once installed, may not be effective solution for slowing down traffic. Signage is an administrative control when considered in the context of the hierarchy of control.
Increase risk to pedestrian / children safety	A number of road design guidelines apply to the placement of a signage near pedestrian crossings. It is planned that these guidelines would be used as the basis before implementing the "Slow Down" signage.  Use of the signage in an advanced warning position would be recommended, this would provide sufficient time to enable the driver to react appropriately when approaching these locations.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Consideration of the matter as per draft recommendation.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

That Council;

1. Approve the installation of the road signage at the four (4) locations outlined in the body of the report;
2. Prepare and issue a media release, including a photo with representatives from Apex Roma, once the signage has been installed at the above locations

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

- |   |  |           |
|---|--|-----------|
| 1 | <a href="#">Apex Roma - Letter of Request - Road Safety Initiative - Kids Don't Bounce</a> | D20/82550 |
| 2 | <a href="#">Apex Roma - Signage Artwork - Proof - Kids Don't Bounce - Slow Down</a>        | D20/82552 |
| 3 | <a href="#">Apex Roma - Quote for Signage - Kids Don't Bounce - Slow Down</a>              | D20/82556 |

**Report authorised by:**

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services



*The heart of a community... the hope of a nation!*

Address PO Box 175

Phone 0428 834 953

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To the Councillors of the Maranoa Regional Council,

The Roma Apex Club would like to employ a road safety idea from the Chinchilla Apex Club by proposing the installation of SLOW DOWN signs in Roma. These signs will be located on the approach to children's pedestrian crossings and the pedestrian crossings in the main street. These signs will have the Apex Logo and the words 'Slow Down' and 'Kids Don't Bounce'.

I have liaised with Council Officer, Karen McMillan and identified the proposed locations where the club believes the signs would be needed in such a project. This accumulation of signs would be at a maximum of 41 and a minimum of 37 signs. The difference being, some signs may not be needed or physically able to be installed on the approach to the crossings in the main street. A proof of the proposed signage and a location map has been included for your consideration. I have also included images of the signage installed in Chinchilla.

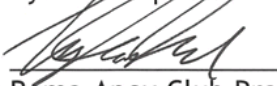
The Roma Apex Club is prepared to fund the purchase of the signage from Signasaurus once approved by Council. The Roma Apex Club would like to offer Council the opportunity to work alongside the club to create a joint community safety venture.

The Roma Apex Club is asking if Council have the recourses to install the signs in the proposed locations. Should Council agree to the proposal, the Roma Apex Club will approach the Western Star for media coverage as well as covering the project on the Apex Facebook page.

If there are any further questions, please do not hesitate to contact me and I can accommodate any recommendations the Council and or Councillors may have to offer for this project.

Yours in Apex

Tyson Campbell

  
Roma Apex Club President  
0428834953



**Apex... it's another word for Aussie made volunteers!**

S E R V I C E C I T I Z E N S H I P F E L L O W S H I P





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15 November 2019

**Apex Club Roma**

**Quotation**

**QS21129**

Delivery / Installation Address

Ph:0746227716

Fax:

Attention:Tyson Campbell

Reference:25-10-19 Slow Down, Apex Triangle, Kids Don't Bounce

**Re:QS21129**

Dear Tyson ,

Qty 41 Signs 450mm x 600mm - Slow Down, Apex Triangle, Kids Don't Bounce  
Digitally printed with exterior grade inks on class 2 reflective vinyl, □coated with a UV inhibiting overlamine  
Applied to 1.6mm Marine Grade Aluminium, with radial corners, and brackets for 50nb posts to suit

PO#

Supply Only

Order to be collected from: Signasaurus, 184 Duke Street, Roma QLD 4455

Please note that all quotations are only valid for a period of 30 days. If this time frame has passed, please ask for a revised quotation.

Total Cost	<b>\$2,197.00</b>
GST	<b>\$219.70</b>
Project Total	<b>\$2,416.70</b>

### Approval to Proceed

I have read and understood this Quote and the terms & conditions of engaging the services of Signasaurus as outlined above for the Quoted amount of \$2416.70 inc GST.

I agree that all products & services remain the property of Signasaurus until paid in full.

on behalf of Apex Club Roma

Date

Purchase Order



## **OFFICER REPORT**

**Meeting:** Ordinary 9 September 2020

**Date:** 24 August 2020

**Item Number:** 13.1

**File Number:** D20/80939

**SUBJECT HEADING:** Annual membership of Outback Queensland Tourism Association and Great Inland Way Committee for 2020/2021

**Classification:** Open Access

**Officer's Title:** Regional Tourism Development Coordinator

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### **Executive Summary:**

Annual membership of Council's Regional Tourism Organisation, Outback Queensland Tourism Association (OQTA) and the Great Inland Way, are now overdue for renewal.

### **Officer's Recommendation:**

1. Council renew their OQTA Local Government Membership in the 2020/21 Financial Year,
2. Council renew their Great Inland Way Committee Local Government Membership in the 2020/21 Financial year
3. Pay a total of \$32,851.50 (inc GST) Local Government Contribution to OQTA, and \$3,000 (inc GST) Local Government Contribution to Great Inland Way with expenses to be costed to Council's Tourism Budget – Memberships and Contributions, with Work Order 14484.2537.2001.

### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Nil

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
OQTA	Outback Queensland Tourism Association
GIW	Great Inland Way Committee

### **Context:**

***Why is the matter coming before Council?***

Annual membership to these two organisations is now overdue.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council has been a member of Outback Queensland Tourism Association since 2013.

Each year, Local Government Associations (LGA's) (and other public/private tourism stakeholders) can pay a membership fee to their Regional Tourism Organisation (RTO) to represent them as the primary Destination Marketing Organisation for the region.

For OQTA (and many RTO's), the LGA Membership fee is based on a per capita contribution. The Board of OQTA has carefully considered this and has deemed that this structure best accounts for the varying scale and budget of their eighteen member Councils.

Being a member of OQTA has given Maranoa Regional Council access to State Government funding such as the Outback Tourism Infrastructure fund which Council was successful in securing \$1.3M and also the recently released Queensland Tourism Icons Program 2020 funding.

OQTA print and distribute 65,000 Regional Visitor Guides which our region features in, they have a social media audience of 95,000 and almost half a million people visit their website annually. Membership ensures our region and tourism experiences are promoted to this very large audience.

Other OQTA marketing campaigns that benefit the Maranoa (directly), include:

- A new partnership with Localis, which is a Brisbane based location analytics company that is going to provide Council and the wider business community with real-time visitor data that will enable us to uncover the relationship between destinations, people, and time, and this has never been achievable before. This will be highly valuable in strategic planning and also helping to communicate with private businesses wishing to establish new tourism product in the region.
- Outback Drive Routes Cooperative Marketing Campaign – OQTA markets the Strategic Drive Routes in Outback Queensland to promote the 'self drive' market.
- Travel Trade – OQTA promoted the outback to over 750 domestic and international travel agents. This campaign continues to ensure that more operators are 'Trade ready' (have the capacity to manage bookings from domestic and international agents).
- When not impacted by COVID-19 OQTA also attends consumer shows across Australia including Townsville, Toowoomba, Sydney, Adelaide, 2 x Melbourne and 2 x Brisbane, promoting Outback Queensland to the nation.

In relation to The Great Inland Way Committee, Maranoa Regional Council has been a financial member and active Committee member of this Committee since amalgamation. The GIW Committee has committed to using their membership fees for this financial year to assist regions recover from COVID-19 impacts by way of



designing and printing a brand new regional tourism guide and developing new digital assets to compliment the guide.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Nil

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

Nil

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Denise Brown, Chief Executive Outback Queensland Tourism Association  
Ed Sims, Manager Community and Economic Development  
Rob Hayward, Deputy CEO/Director of Development, Facilities and Environmental Services

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

Nil

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

\$32,851.50 (inc GST) for OQTA membership, and \$3,000 (inc GST) for Great Inland Way membership is included annually in Council's Tourism Budget – Memberships and Contributions, Work Order 14484.2537.2001

**Future Years' Budgets:**

***Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?*** (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Membership is an annual cost to Council.

**Impact on Other Individuals or Interested Parties:**

***Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?***  
(Interested Parties Analysis - IS9001:2015)

**Risks:**

***What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)*** (List each identified risk in a table)

Risk	Description of likelihood & consequences
Not becoming members	By not being a member of the Regional Tourism Organisation access to State Government tourism funding is limited, and you are not included or consulted in the lobbying efforts or regional marketing campaigns of the organisation and you are unable to participate in the OQTA Travel Trade program which enables our region and premier attraction to be promoted and sold through travel agents across Australia.

**Advice to Council:**

***What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?***

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Renew membership with Outback Queensland Tourism Association and Great Inland Way for the 2020/2021 financial year.

**Recommendation:**

***What is the 'draft decision' based on the advice to Council?***

***Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

***Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?***

<Provide details>

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

**Supporting Documentation:**

[1](#) Great Inland Way - 2020-21 Membership Renewal - D20/65145  
Supporting Digital Promotional Assets

**Report authorised by:**

Regional Sport & Recreation Development Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services



24<sup>th</sup> June 2020

**2020/21 Membership Renewal; supporting digital promotional assets**

Dear CEO,

As 2020 continues to be an extremely tough time for tourism and our visitor economies, the Great Inland Way Drive route has never been more important for driving tourism and visitors to our regions.

In these COVID 19 times the drive tourism market within Australia is being seen as one of the few tourism experiences that will actually be able to continue and may well even increase as travel overseas remains curtailed. The caravan and motorhome manufacturing sector are reporting strong sales and orders for 2020.

The Great Inland Way (GIW) promotions group met recently and after much discussion decided not to defer 2020/21 membership but rather seek this membership and dedicate funds from this to upgrade and develop new and considerable digital assets and website to support and compliment the upgrade and reprinting of the GIW Map and Brochure that is currently underway.

Our aim is to complete the print collateral over the coming weeks, and then develop our digital assets over the coming months, with both being in the market place ready for regions to leverage off these and create enticing drive routes and packages for the drive market to spend time in your region along the GIW.

We hope you see the value in this and look forward to your continued support of what many regard as the best inland drive route in Australia.

If you have any questions, please do not hesitate to contact our secretary;  
Paul Thompson [pthompson@chdc.com.au](mailto:pthompson@chdc.com.au)

Kind regards

*Gail Nixon*

Gail Nixon  
GIW Chairperson



• SYDNEY • BLUE MOUNTAINS • LITHGOW • BATHURST • ORANGE • WELLINGTON • DUBBO • GILGANDRA  
GULARGAMBONE • COONAMBLE • WALGETT • LIGHTNING RIDGE • HEBEL • DIRRANBANDI • ST GEORGE • SURAT  
ROMA • INJUNE • ROLLESTONE • SPRINGSURE • EMERALD • CAPELLA • CLERMONT • BELYANDO CROSSING  
CHARTERS TOWERS • GREENVALE • RAVENSHOE • ATHERTON • MAREEBA • KURANDA • CAIRNS • LAKE LAND • COOKTOWN

## **OFFICER REPORT**

**Meeting:** Ordinary 9 September 2020

**Date:** 25 August 2020

**Item Number:** 13.2

**File Number:** D20/81358

**SUBJECT HEADING:** Bright Nights Projection Project

**Classification:** Open Access

**Officer's Title:** Specialist - Arts & Culture

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### **Executive Summary:**

A request has been received to provide in principle support to the South West Queensland Regional Arts Services for an application for the Bright Nights Projection Project in 2021. This project delivers on Council's strategic objectives of fostering arts and culture within our communities through a variety of events across the region.

The purpose of this report is to seek approval to provide the South West Queensland Regional Arts Services with a letter of support that can be used for a grant application to deliver the Bright Nights Projection Project in 2021.

### **Officer's Recommendation:**

That Council provide a letter of support to the South West Queensland Regional Arts Services for an application for the Bright Nights Projection Project in 2021.

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### **Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

South West Queensland Regional Arts Services

### **Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description

### **Context:**

***Why is the matter coming before Council?***

The Bright Nights Projection Project would see the Wallumbilla Silos lit up at night with works that will tell the story of the region. In conjunction with the projection, the community will hold an event that can be attended by locals and visitors alike.

Previous community consultation has identified showcasing the silos as a key project for the town of Wallumbilla.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

Bright Nights will be delivered in conjunction with the South West Qld Regional Arts Services Network and Illuminart. The following towns have been selected to participate in this project and they include: Wallumbilla (Maranoa Regional Council), Bell (Western Downs Regional Council) and Cecil Plains (Toowoomba Regional Council).

Through a series of community consultations Illuminart will create a 15-minute display that represents the stories of each town on the tour. The intended dates for the tour will be between the 4 – 12 June 2021. In conjunction with the projection each town will host a celebration which can include, food, drink, music and can be promoted as a tourism opportunity also.

GrainCorp have verbally indicated their support with the proviso that a detailed timeline, traffic management plan and viewing of the final product before projection is submitted to them for approval.

It has been recognised that Qld Rail will also need to be consulted due to the railway lines being in close proximity to the silos.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

***What does the legislation and other statutory instruments include about the matter under***

***consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?***

***What are relevant sections of the policy or plan?***

(Quote/insert the relevant section's wording / description within the report)

**Input into the Report & Recommendation:**

***Have others' views or input been sourced in developing the report and recommendation to***

***Council? (i.e. other than the report author?) What did each say?*** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Michelle Blair – Regional Arts Officer – South West Queensland  
Kym-maree Walters – Specialist Arts & Culture

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.*** (Please do not just include names)

N/A

**This Financial Year's Budget:**

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

N/A

**Future Years' Budgets:**

*Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$) (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)*

N/A

**Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)*

Wallumbilla Community

**Risks:**

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)*

Risk	Description of likelihood & consequences
Nil	

**Advice to Council:**

*What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?*

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council provide a letter of support to the South West Queensland Regional Arts Services for their application for the Bright Nights Projection Project in 2021.

**Recommendation:**

*What is the 'draft decision' based on the advice to Council?*

*Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

*Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

As above.

That Council provide a letter of support to the South West Queensland Regional Arts Services for their application for the Bright Nights Projection Project in 2021.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Foster arts and culture within our communities and help preserve our local history

4.11.5 Provide support to community festivals and events through access to opportunities for financial and in kind assistance.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Regional Sport & Recreation Development Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**COUNCILLOR REQUEST FOR AN AGENDA REPORT**

**Meeting:** Ordinary 9 September 2020

**Date:** 24 August 2020

**Item Number:** 16.1

**File Number:** D20/80866

**SUBJECT HEADING:** Attractive Communities in the Maranoa

**Classification:** Open Access

**Councillor's Title:** Cr Tyson Golder

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**Executive Summary:**

To recognise and acknowledge the residents in the Maranoa who continue to keep their houses / yards attractive in the community.

**Councillor's Recommendation:**

That a report be prepared for an upcoming Council meeting.

**Details of Requested Agenda Report:**

I would like Council to consider creating a *Tidy Homes Initiative* where residents in the Maranoa can be nominated for keeping their house / yard tidy and an award be given by way of a Insignia to display out the front of their house, recognising their efforts to keep the community attractive.

**Supporting Documentation:**

Nil