



LATE ITEMS
BUSINESS PAPER

Ordinary Meeting

Wednesday 28 October 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 20 November 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 **October 28, 2020 at 9.00AM.**

Julie Reitano
Chief Executive Officer

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LC. Late Confidential Items

- LC.1 Offer to purchase land and buildings at 29 Bowen Street and 45 - 47 Hawthorne Street**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- LC.2 COVID-19 Rent Reprieve - Hibernian Hall User Dance West03**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- LC.3 Glen Olive Road Access - Mount Howe**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.
- LC.4 Consideration of Budget Amendment - Proposal for Council to Purchase Land and Building**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 2 October 2020

Item Number: L.1

File Number: D20/94289

SUBJECT HEADING: Council Meeting Schedule

Classification: Open Access

Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:

This report seeks Council's approval for proposed amendments the remainder of the 2020 Council Meeting Schedule, and requests direction in setting of the 2021 Council Meeting Schedule.

Officer's Recommendation:

That Council:

1. Approve the remaining ordinary meeting schedule for 2020, noting removal of the ordinary meeting scheduled for 23 December 2020 as follows:

November	OM19-11.11.20 Wednesday	Ordinary	Surat Shire Hall COVID-19 restrictions in place	6.30pm
	OM20-25.11.20 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
December	OM21-09.12.20 Wednesday	Ordinary	Yuleba Memorial Hall COVID-19 restrictions in place	12pm

2. Approve the initial ordinary meeting schedule for January – March 2021 as follows:

January	OM01-27.01.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
February	OM02-10.02.21 Wednesday	Ordinary	Injune Memorial Hall COVID-19 restrictions in place	12pm
	OM03-24.02.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
March	OM04-10.03.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
	OM05-24.03.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am

3. Consider the outcome of the trial once concluded in February 2021 and review the ordinary meeting schedule for the remainder of 2021 (April – December).

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).

Not Applicable

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
Not Applicable	

Context:

Why is the matter coming before Council?

For Council to consider its ordinary meeting schedule for the remainder of 2020, and for the months of January – March 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At its Post-Election Meeting, in accordance with Section 256 (1) of the *Local Government Regulation 2012*, Council considered the setting of meeting days and times.

At that meeting Council resolved:

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates of 22 April 2020, 13 May 2020 and 27 May 2020, commence the meeting at 9am at Council's Roma Administration Centre.
- Council conduct a three (3) month trial on the 2nd and 4th Wednesday of each month for the months of June, July and August 2020, with the meeting commencing at 6.30pm and finishing no later than 10.30pm.
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, Surat, Yuleba and Injune.
- All meetings be held at existing Council buildings in each area.

- Council foreshadow that the intention is to retain the 2nd and 4th Wednesday as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- A report be tabled at the ordinary meeting on 27 May 2020 in relation to the Chief Health Officer's directions in regard to COVID-19.

At a Special Meeting on 3 June 2020, the Mayor put forward a proposal to amend the commencement of the trial due to COVID-19 restrictions in place, which could potentially impact community attendance at meetings during the trial period. Council subsequently resolved (Resolution No. SM/06.2020/05):

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates from 22 April 2020 to 23 September 2020 inclusive, commence the meeting at 9am at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- Council conduct a four (4) month trial commencing on 14 October 2020 with two (2) of those meetings commencing at 6.30pm until no later than 10.30pm (with supper from 5.30pm), and the other two (2) of the meetings will be commencing at 12.00pm (lunch at 11.30am), until no later than 6.00pm, followed by supper. This relates directly to the first meeting of the month. The second meeting of the month commences at 9am in Roma at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, then Surat, then Yuleba and then Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesdays as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- The Mayor issue a letter of invitation to residents at least two weeks in advance (with an RSVP date) inviting residents in the meeting locality to join Council for supper / lunch (which will be provided by Council) ~~at 6.00pm~~ and inviting them to stay for the meeting if they wish.
- The above be subject to compliance with the Chief Health Officer's directions current at the time.

This report seeks to:

- Confirm the meeting locations in accordance with Council's Policy position for meeting locations for the remainder of 2020.
- Remove the second meeting of the month for December 2020 given the approved Christmas closures.
- Confirm the date of the first ordinary meeting for 2021.
- Confirm the date of the final meeting for the trial period in Injune.

Meeting schedule and meeting venues for the remainder of 2020

At its diary meeting on 16 September 2020, attending Councillors informally indicated that the Ordinary Meeting on 23 December 2020 be removed from the schedule, with Annual Christmas and New Year Closures commencing on 21 or 23 December 2020, and a rolled out opening of services commencing on 2 January 2021.

Council's approval regarding venue locations for the remainder of 2021 have been included in the proposed schedule and comply with Resolution No. SM/06.2020/05.

The suggested venues allow flexibility to maintain the COVID-19 social distancing requirements currently in place. These restrictions continue to be monitored for change requirements prior to each meeting, and where required updated in line with requirements.

2021 Council Meeting Schedule

Council has informally discussed a few options as to when the Ordinary Meetings will commence in 2021. Following those informal discussions, Council's confirmation of a formal return date is sought.

Historically the first Ordinary Meeting of the new year has taken place as follows:

- 2019 Friday 24 January (4th Friday of the month)
- 2018 Wednesday 24 January (4th Wednesday of the month)
- 2017 Wednesday 25 January (4th Wednesday of the month)
- 2016 Wednesday 20 January (3rd Wednesday of the month)

It is recommended that Council hold its first Ordinary Meeting on Wednesday 27 January 2021. This complies with Council's legislative requirements concerning frequency of meetings.

If approved, an agenda for this meeting will be issued on Monday 18 January 2021, when most staff will have returned to work following the Christmas / New Year period for report preparations. This is also the return date for students following the Christmas/New Year holidays.

If required, Council can hold Special Meetings for emergent matters.

It is recommended that Council continue with the current Ordinary meeting frequency of the 2nd and 4th Wednesday of each month up until and including March 2021, to allow time for Council to consider the results of the trial.

To complete the meeting rotation trial, an ordinary meeting is to be held in Injune. Council informally discussed holding the final meeting for the trial on the first meeting of the month in February, rather than January 2021, allowing time for families to be settled following the return of school on 27 January 2021.

It is proposed that the ordinary meeting in Injune be held on Wednesday 10 February 2021 at the Injune Memorial Hall, commencing at 12pm until no later than 6.00pm, with supper to follow.

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)

The relevant sections of the legislation (*Local Government Regulation 2012*) is detailed below with regard meeting locations, frequency and advertising:

Local Government Regulation 2012

254B Public notice of meetings

(1) *A local government must, at least once in each year, publish a notice of the days and times when—*

- (a) its ordinary meetings will be held; and*
- (b) the ordinary meetings of its standing committees will be held.*

(2) *The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.*

(3) *A local government must display in a conspicuous place in its public office a notice of the days and times when—*

- (a) its meetings will be held; and*
- (b) meetings of its committees will be held.*

(4) *A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.*

257 Frequency and place of meetings

(1) *A local government must meet at least once in each month.*

(2) *However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.*

(3) *All meetings of a local government are to be held—*

- (a) at 1 of the local government's public offices; or*
- (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.*

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)

This report seeks to confirm Council's policy position regarding meetings for the remainder of 2020, and January – March 2021.

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)

Councillors of Maranoa Regional Council

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)

No

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?

No

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)

No

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)

Members of the community who would like to attend Council meetings in person will be interested in Council's meeting schedule.

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
None identified	

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

Recommendation:

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

Maranoa Regional Council

Ordinary Meeting - 28 October 2020

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)).

That Council:

1. Approve the remaining ordinary meeting schedule for 2020, noting removal of the Ordinary Meeting Scheduled for 23 December 2020 as follows:

November	OM19-11.11.20 Wednesday	Ordinary	Surat Shire Hall COVID-19 restrictions in place	6.30pm
	OM20-25.11.20 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
December	OM21-09.12.20 Wednesday	Ordinary	Yuleba Memorial Hall COVID-19 restrictions in place	12pm

2. Approve the initial ordinary meeting schedule for January – March 2021 as follows:

January	OM01-27.01.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
February	OM02-10.02.21 Wednesday	Ordinary	Injune Memorial Hall COVID-19 restrictions in place	12pm
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March	OM04-10.03.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am
	OM05-24.03.21 Wednesday	Ordinary	Roma (Ernest Brock Room) COVID-19 restrictions in place	9am

3. Consider the outcome of the trial once concluded in February 2021 and review the ordinary meeting schedule for the remainder of 2021 (April – December).

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

This recommendation seeks to confirm Council's policy position regarding meetings.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

Nil

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 15 October 2020

Item Number: L.2

File Number: D20/98184

SUBJECT HEADING: Request for Reduced Trading Terms.

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council has received correspondence from a supplier, requesting a reduction in trading terms.

This request is tabled for Council's consideration.

Officer's Recommendation:

That Council approve the reduction in trading terms as requested by creditor 15401 as detailed below:

- Fourteen (14) days from date of invoice or from receipt of invoice (whichever is the later) for invoices issued after Council has received the completed services or invoices issued while the services are still in progress.

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).

Suppliers on the Register of Pre-Qualified Suppliers for Water Trucks and Wet Hire may consider that they will suffer a loss. However, Council does not have a Water Truck on these Registers located in Mitchell. Also, this supplier will be engaged to perform small adhoc works that are not cost viable in engaging a supplier from another town to perform. Requests for Quotes for larger works will continue to be sought through the appropriate Registers.

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
Nil.	Nil.

Context:

Why is the matter coming before Council?

A reduction in trading terms requires Council approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Creditor 15401 is a local supplier based in Mitchell whose primary costs are plant and labour. Council does not have a Water Truck located in Mitchell as such, this supplier will be engaged to perform small adhoc works that are not cost viable in engaging a supplier from another town to perform. Requests for Quotes for larger works will continue to be sought through the appropriate Registers.

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)

N/A

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)

N/A

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?

Council may wish to consider the impacts of the reduction in payment terms more broadly, and what its position may be if further requests are received from other businesses. Although the interest income over the two-week period will be foregone, in the current low interest environment the change to fourteen (14) day payment will have little effect on council's interest income or budget.

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)

As above.

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 majority of Council's creditors are operating on standard twenty-eight (28) day trading terms, with payment effected twenty-eight (28) days from the date of the invoice or date of receipt (whichever is the later). Approving this request may lead to other businesses applying for reduced payment terms.

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
Precedent	As the number of approved exceptions to the standard payment terms increase, it may be incumbent on Council to approve all similar requests that it receives.
Processing Time	Considering the volume of invoices that Council receives on a weekly basis, the 28 day payment terms provides sufficient time for payment claims to be entered into the finance system and for creditors/procurement staff to secure approval (goods receipting) from the requesting officers. Halving the payment terms (to 14 days) may result in an increase in overdue invoices.

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 the request for reduced trading term. This recommendation has been formed on the basis that the business is small business whose primary input costs are labour.

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 a reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 15401.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

Nil

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 23 October 2020

Item Number: L.3

File Number: D20/101121

SUBJECT HEADING: Tender 21006 Register of Preferred Suppliers for Real Estate & Valuation Services

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

This report seeks Council's approval to establish supplier arrangements for an Approved Contractor List of Suppliers for Valuation Services.

The evaluation panel assessed the submissions and the report is tabled for Council's consideration.

Officer's Recommendation:

That Council:

1. Approve the formation of an Approved Contractor List for Valuation Services.
2. Include the suppliers below in the Approved Contractor List:
 - 3D Property Consulting
 - Acumentis
 - CIVIS (Qld) Pty Ltd T/A Colliers International
 - Frasers Valuers
 - Price Waterhouse Coopers
3. Approve the Approved Contractor List until October 2024, with a refresh opportunity every twelve (12) months.
4. Authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected suppliers formalising the terms and conditions detailed in the draft agreement.

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).

N/A

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?

The Approved Contractor Lists was advertised as a tender as per s231 of the Local Government Regulation 2012 and requires Council approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council publicly advertised Tender 21006, inviting suitably skilled, qualified, and experienced businesses to submit a schedule of rates pricing and supporting documentation for the formation of an Approved Contractor List for Real Estate and Valuation Services, to assist Council with the disposal of surplus assets, and other land and building transactions.

The tender was advertised in the Western Star online between 31 July 2020 and 24 August 2020.

The Tender Evaluation Panel (TEP) comprised the following Council staff members:

- Manager - Facilities (Land, Buildings & Structures)
- Manager-Procurement & Commercial Services

Seventeen (17) entities/individuals downloaded the tender documents from LG Tender Box with Council receiving the following five (5) tenders.

No.	Tenderer Name	Service/s Offering
1	3D Property Consulting	Valuation Services
2	Acumentis	Valuation Services
3	CIVIS (Qld) Pty Ltd T/A Colliers International	Valuation Services
4	Frasers Valuers	Valuation Services
5	Price Waterhouse Coopers	Real Estate & Valuation Services

Insufficient interest was shown for the Real Estate Services, therefore it is recommended that Council not include these services in the Approved Contractor List.

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)

Tender 21006 was developed in accordance with section 231 of the *Local Government Regulation 2012*.

231 Exception for contractor on approved contractor list

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for services.
- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list.
- (3) An ***approved contractor list*** is a list of persons who the local government considers to be appropriately qualified to provide the services.
- (4) The local government must put together the approved contractor list by—
 - (a) publishing an invitation for expressions of interest from suitably qualified persons for at least 21 days on the local government's website; and
 - (b) taking all reasonable steps to publish the invitation in another way to notify the public about the making of the approved contractor list; and

Examples for paragraph (b)—

publishing an invitation in an industry publication or on the QTENDERS website

- (c) allowing written expressions of interest to be given to the local government while the invitation is published on the website; and
- (d) choosing persons for the approved contractor list on the basis of the sound contracting principles.

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's Procurement Policy

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)

N/A

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?

When a Valuation service is required, the required funds will be from the relevant operational budget.

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)

It is expected that operational budget allocations will fund these services in future budgets, as required.

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)

N/A

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
N/A	N/A

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 advised that Council approve the formation of an Approved Contractor List for Valuation Services.

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 formation of an Approved Contractor List for Valuation Services.

2. Include the suppliers below in the Approved Contractor List:
 - 3D Property Consulting
 - Acumentis
 - CIVIS (Qld) Pty Ltd T/A Colliers International
 - Frasers Valuers
 - Price Waterhouse Coopers
3. Approve the Approved Contractor List until October 2024, with a refresh opportunity every twelve (12) months.
4. Authorise the Chief Executive Officer (or delegate) to enter into Deeds of Agreement with the selected suppliers formalising the terms and conditions detailed in the draft agreement.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

 Evaluation Report - Tender 21006 -Real Estate &
Valuation Services

D20/101138

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Director - Corporate & Community Services

CONFIDENTIAL

EVALUATION OF TENDER RESPONSES

RFT 21006

Approved Contractor List for Supplier/s of Real Estate & Valuation Services

REPORT COORDINATED BY:

Michael Worthington

ON BEHALF OF THE TENDER EVALUATION PANEL

- Manager - Facilities (Land, Buildings & Structures) – Tanya Mansfield
- Manager-Procurement & Plant – Michael Worthington

OCTOBER 2020

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1. EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Tender 21006 – *Approved Contractor List for Supplier/s of Real Estate & Valuation Services*.

The tender period opened on 31 July 2020 with a closing date of 24 August 2020.

The Tender Evaluation Panel (TEP) comprised the following Council staff members:

- Tanya Mansfield - Manager - Facilities (Land, Buildings & Structures)
- Manager-Procurement & Commercial Services (Michael Worthington)

Insufficient interest was shown for the provision of Real Estate Services, therefore it is recommended that Council not include these services in the Approved Contractor List.

This report recommends that an *Approved Contractor List* be established for Valuation Services with the following businesses added to the Approved Contractor List for Valuation Services.

Sub-Panel	Tenderer	Tenderer's Business	Key Personnel	Supp Services	Price	Local Content	Evaluation Score
	Total Available Score	20	15	15	35	15	100
Real Estate Services	Not Recommended						
Valuation Services	3D Property Consulting	20	15	15	35	0	85
	Acumentis	20	15	15	23	3	76
	CIVIS (Qld) Pty Ltd T/A Colliers International	20	15	15	20	0	70
	Frasers Valuers	20	15	15	28	0	78
	Price Waterhouse Coopers	20	15	15	15	0	65

2. BACKGROUND

Council publicly advertised Tender 21006, inviting suitably skilled, qualified, and experienced businesses to submit a schedule of rates pricing and supporting documentation for the formation of an Approved Contractor List for Real Estate and Valuation Services, to assist Council with the disposal of surplus assets, and other land and building transactions.

Council's property holdings are constantly under review as an element of the annual budgeting process, and as such it is necessary for Council to dispose of certain land and building assets when they become surplus to Council's requirements. There are also times when other Real Estate and Valuation Services are required in the ordinary course of Council's operations.

Additionally, Council requires independent property valuations to assist with compensation negotiations that pertain to the acquisition/resumption of land for public purposes, or to inform Council's own investment/divestment strategy.

3. SCOPE

The scope of this Tender includes the provision of services, advice and expertise relating to the marketing and disposal of a portfolio of Council owned properties and includes valuation services. The properties have a broad range of uses, including commercial facilities, industrial land, buildings and residential housing. The successful Tenderer/s will be required to provide services in one or both categories:

Real Estate Services

- provide Council access to, and knowledge of, a pool of potential buyers;
- advise Council on the selling price and how to present the property (market intelligence);
- act as a first point of contact for potential buyers and answer their enquiries;
- show potential buyers around the property; and
- negotiate the sale and purchase agreement with the buyer.

•

Valuation Services

- independent property valuations including valuations for pre-property purchase and sale of land and buildings;
- compensation negotiations; and
- land access negotiations.

4. ADVERTISING DETAILS

The tender was advertised in the Western Star online between 31 July 2020 and 24 August 2020.

[← Back to results](#) | [All Classifieds](#) > [Notices](#) > [Tenders \(Notices\)](#)

A.B.N. 99324089164

Date listed: 29/7/2020



A.B.N. 99324089164

Approved Contractor List of Supplier/s for Real Estate and Valuation Services

Tender Number - 21006

Maranoa Regional Council invites suitably skilled, qualified, and experienced businesses to submit a schedule of rates pricing and supporting documentation for the formation of an Approved Contractor List of Supplier/s for Real Estate and Valuation Services, to assist Council with the disposal of surplus assets.

Tenders close 10 am, 24 August 2020.

Tender specifications can be obtained from www.lgtenderbox.com.au

Submissions received after the closing date will not be accepted.
Only electronic submissions uploaded in the LG Tender Box will be considered.

Julie Reitano

Chief Executive Officer

Roma 4455

5. TENDER PERIOD

The tender documents were released on 31 July 2020 and closed on 24 August 2020.

6. LEVEL OF INTEREST FROM THE MARKET

Seventeen (17) entities/individuals downloaded the tender documents from LG Tender Box with Council receiving the following five (5) tenders.

No.	Tenderer Name	Service/s Offering
1	3D Property Consulting	Valuation Services
2	Acumentis	Valuation Services
3	CIVIS (Qld) Pty Ltd T/A Colliers International	Valuation Services
4	Frasers Valuers	Valuation Services
5	Price Waterhouse Coopers	Real Estate & Valuation Services

Nominated Work Location

Part 4 – Tender Response document also requested from Tenderers the part of the region within which they would like to be considered for work.

Response from Tenderers	Work Location/s ✓ = Preferred work location # = Closest work location (in case of emergency work)					
	Anywhere in the Region	Roma, Muckadilla & Surrounds	Wallumbilla, Yuleba, Jackson & Surrounds	Surat & Surrounds	Mitchell, Amby, Mungallala & Surrounds	Injune & Surrounds
3D Property Consulting	✓					
Acumentis	✓					
CIVIS (Qld) Pty Ltd T/A Colliers International	✓					
Frasers Valuers	✓					
Price Waterhouse Coopers	✓					

7. TENDER COMPLIANCE

Overview

Before undertaking the scoring evaluation, each tender was assessed for compliance with the Conditions of Tender. No non-compliances were identified.

Part 4 Tender Response – Section 3 Statement of Departures

Tenderers were asked to set out particulars of all matters in respect of which the tender varies from the requirements of the Tender Documents. Two Statements of Departure were received from the following Tenderers.

No.	Tenderer Name	Departure	Significance
2	Acumentis	Part 7 – Form 6 not applicable	Insignificant and relevant

No.	Tenderer Name	Departure	Significance
5	Price Waterhouse Coopers	<ul style="list-style-type: none"> Changes requested to the Deed of Agreement Changes to requested to Purchase Order Terms and Conditions 	Significant changes have been requested to these documents due to the generic nature of these documents. Council can alter the documents or alternatively use PWC documents for each engagement. Negotiations will be completed prior to the signing of the Deed of Agreement.

(a) Compliance Considerations (YES / NO)

The following table provides an overview of the general information provided by tenderers (overview of the business, ASIC company extract & insurance details).

Part 4 - Tender Response also asked key questions about the financial capacity of the company (to ensure that there are no major financial risks). The response also sought to identify any conflicts of interest that need to be managed.

Overall Panel Assessment	Compliance Considerations			
	ASIC Company Extract	Insurance Coverage	Financial (All ok?)	Conflicts of Interest (Any issues?)
3D Property Consulting	Yes	Professional Indemnity Insurance: 2020-AVAL29710-47239 Public Liability Insurance: 2020-AVAL29710-47239	OK	NO
Acumentis	Yes	Professional Indemnity Insurance: P19A326722P Public Liability Insurance: 15T2820344	OK	NO
CIVIS (Qld) Pty Ltd T/A Colliers International	Yes	Professional Indemnity Insurance: PL-SY-SPC-20-501971 Public Liability Insurance: 58375834	OK	NO
Frasers Valuers	Yes	Professional Indemnity Insurance: 2020-AVAL4007-47172 Public Liability Insurance: SPX019890697	OK	NO
Price Waterhouse Coopers	Yes	Professional Indemnity Insurance: 0000139921 Public Liability Insurance: 0000139921	OK	NO

8. TENDER EVALUATION PROCESS

The following Evaluation Criteria was used to assess the Tenders.

Evaluation Criteria	Points
About the Tenderer's Business	20 points
Key Personnel and Experience	15 points
Supplementary Services (Value Added)	15 points
Price/Commission	35 points
Contribution to the Local Economy	15 points
Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

(a) Tenderer's Business & Key Personnel

A detailed overview of the evaluation observations for the *tenderer's business* and *personnel* is available in the following table & Attachment A.

Respondent	Criterion	Comments
3D Property Consulting	Tenderer's Business	Business Profile – Provided
	Personnel	Dean Dederer – Owner Registered Valuer QRV N0. 3519, API No. 71041, Real Estate Licence No. 4410092, Master of Business (Property), B.Bus (Applied Economics), G.Dip. Property
Acumentis	Tenderer's Business	Business Profile – Provided
	Personnel	<ul style="list-style-type: none"> Lauren Schelberg - Senior Valuer: Bachelor of Business (Property), Certified Practising Valuer, Associate Member of Australian Property Institute Lachlan Dunsdon - National Director Rural & Agribusiness, Certified Practising Valuer, Associate Member Australian Property Institute, Bachelor of Business (Property) Andrew Innes - Regional Director Bachelor of Business (Property), Certified Practising Valuer, Associate Member Australian Property Institute Jack McDonald - Valuer Bachelor of Business Management (Major Real Estate & Development), Certified Practising Valuer, Associate Member of Australian Property Institute Ayla McIntyre - Valuer Bachelor Urban Development (Property Economics), Certified Practising Valuer, Associate Member Australian Property Institute
CIVIS (Qld) Pty Ltd T/A Colliers International	Tenderer's Business	Capability Statement – Provided
	Personnel	<ul style="list-style-type: none"> Amy Hamilton (Brisbane) QLD - Registered Valuer No.3013, AAPI, MRICS Matthew Persley (Brisbane) QLD - Registered Valuer No. 4057, AAPI Shaun Hendy (Toowoomba) QLD - Registered Valuer No. 2131FAPI, MRICS Paul Ellis (Brisbane) QLD - Registered Valuer No. 2242, AAPI Malcolm Malone (Brisbane & Toowoomba) QLD Registered

Respondent	Criterion	Comments
		Valuer No. 2402, AAPI, MRICS <ul style="list-style-type: none"> Edward Hale (Brisbane) QLD - Registered Valuer No. 4072, AAPI, MRICS
Frasers Valuers	Tenderer's Business	Capability Statement – Provided
	Personnel	<ul style="list-style-type: none"> Shaun Salter - Bachelor of Business (Agribusiness), Bachelor of Business (Property Studies), Registered Valuer No. 2646 Rob Fraser - Bachelor of Business (Property Studies), Registered Valuer No. 3377 Digby Makim - Bachelor of Business Management (Real Estate & Development), Registered Valuer No. 3398 Clayton Arnell - Bachelor of Business (Property Studies), Registered Valuer No. 4030 Danielle Rigg - Bachelor of Property & Real Estate, Registered Valuer No. 4098
Price Waterhouse Coopers 3D Property Consulting	Tenderer's Business	Capability Statement – Provided
	Personnel	<ul style="list-style-type: none"> Damian Horton- Qualified Valuer, NSW & QLD Real Estate License, Ass Dip Business (Valuation) Dylan Price - Bachelor of Finance, Bachelor of Engineering, Qld Real Estate Licence Elizabeth Walsh - Bachelor of Business (Property), Graduate Diploma (Property), Certified Practising Valuer, Licensed Land Valuer, Registered Valuer (Qld) Claire Sandig - Bachelor of Property (Economics) Vivian Wang - Master of Valuation and Property Development, Master of Business Administration, Bachelor of Business Administration Timothy Olifiers - Bachelor of Applied Science, Certified Practising Valuer Isaac Naumann - Bachelor of Commerce, Bachelor of Economics

(b) Supplementary Services

Tenderer Name	Services Offered
3D Property Consulting	Strategic Advice on property disposals, acquisitions, condition reports, pricing, leasing, portfolio management, property & economic analysis, land supply and demand analysis, compile reports for internal use, economic development and promotion. Manage asset valuations, financial reporting, and project management for property related projects.
Acumentis	Desktop Valuations, Desktop Rental Assessments, Insurance Valuations, Effective/Economic Life Reviews, Buyers Agent, Illicit Substance Screening and Property Health, Quantity Surveying and Tax Depreciation matters including: Pre-acquisition budgetary advice, Land Acquisition Strategies, Assessment of compensation for land acquisition, Presentation of evidence at courts and tribunals, Negotiations and property acquisition advice, Valuation of mining assets, Property Assessments for Stamp Duty Purposes, Compulsory Acquisition and Resumption Valuation Service, Financial Reporting Asset and Portfolio Valuations, Strata and Community Scheme Entitlements Valuations

Tenderer Name	Services Offered
CIVIS (Qld) Pty Ltd T/A Colliers International	<p>Colliers International's Government Property Services team delivers tailored, comprehensive solutions to all levels of government. Our experts from Strategic Advisory, Valuation Services, Occupier Services, Project Management, Leasing, Capital Markets & Investment Services, and Real Estate Management form a national capability to provide expert advice across all aspects of government sector real estate including land and building as well as more unique property types, including Public Open Space, Special Uses, Non-Operational, as well as Office, Industrial, Retail, Residential, Healthcare & Retirement Living and Agribusiness. With the most senior and specialised experts in the industry and through a culture of service excellence we identify hidden value and possibilities for our clients, ensuring they receive greater opportunities, faster.</p> <p>As an extension of Government Property Services, our Strategic Advisory and Valuation experts provide unique real estate solutions to all levels of Government, as well as the legal and allied legal fraternity through our Statutory & Litigation offering. Our senior Valuation & Advisory team have the knowledge, skills and experience to provide you with valuation advice across all asset classes. From a single office/commercial building to a portfolio of properties across the world, we utilise industry-leading, quality assured systems and processes to ensure you receive the most accurate, informed and knowledgeable service possible.</p> <p>For specific requirements that necessitate tailored reporting, our experienced Strategic Advisory team can provide a wide range of services including opportunity identification, market sounding, assessments, portfolio demand forecasting, transaction structuring, development feasibility, divestment strategies, GIS mapping and reporting and project management. We can assist you from the vision through to delivery.</p> <p>We are credentialed advisers on matters associated with Resumption and Compulsory Acquisition, Financial Reporting Valuations, Compensation for unique property disputes and Expert Witness matters within specialist areas of Family Law, Retrospective Valuations, Rental Advice and Disputes, Crane Swing, Rock Anchors and other highly specialised requirements.</p>
Fraser's Valuers	<p>Shaun Salter is a long time career banking and property consultant who has extensive experience throughout South Western Queensland and resided in the Maranoa Regional Council Area. His specialties include:</p> <ul style="list-style-type: none"> • Compensation Valuations • Family Law & Litigation Purposes • Land Court & Compensation • Plant and Machinery & Stock Appraisals • Rental Assessment & Superannuation Fund Requirements • Retrospectively Dated Calculations • Rural Property Management • Stamp Duty, Capital Gains Tax, Margin Scheme, Depreciation Schedules • Vegetation Management & GIS mapping • Vendor & Purchaser requirements either for Mortgage Security or Client Information
Price Waterhouse Coopers	<p>As detailed throughout this document, we believe that there may be an opportunity for our team to provide significant benefit to Maranoa Regional Council and its ratepayers through provision of our Local Government Portfolio Optimisation services. The approach that we would take (and our corresponding fee) would be tailored to your specific requirements, including the size of Council's portfolio, and the extent of the strategic review desired by Council.</p> <p>We would be pleased to have an obligation-free discussion regarding the opportunity to provide these services to Council at a bespoke value-for-money fee aligned with your requirements.</p>

9. CONTRIBUTION TO THE LOCAL ECONOMY

Contractors were evaluated by using Council's 5 Star rating process.

LOCAL CONTENT CHECKLIST						
Stars	Criterion	3D Property Consulting	Acumentis	CIVIS (Qld) Pty Ltd T/A Colliers International	Frasers Valuers	Price Waterhouse Coopers
5 Star (15 points)	100% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	100% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head office in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Star (12 points)	> 75% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> 75% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head office in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Star (9 points)	> 50% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> 50% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Star (6 points)	1 or more owner/director live in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employs residents of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Star (3 points)	Business is ratepayer or long-term lessee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employs residents of the region	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office in the region	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Content Score		0 points	3 points	0 points	0 points	0 points

10. FINDINGS ANALYSIS, OBSERVATIONS AND RECOMMENDATIONS

The Tender Evaluation Panel evaluated and discussed the results and make the following recommendation based on the collective outcome, that:

- Insufficient interest was shown for the provision of Real Estate Services, therefore it is recommended that Council not include these services in the Approved Contractor List; and
- An *Approved Contractor List* be established for Valuation Services with the following businesses added to the Approved Contractor List for Valuation Services.
 - 3D Property Consulting
 - Acumentis
 - CIVIS (Qld) Pty Ltd T/A Colliers International
 - Frasers Valuers
 - Price Waterhouse Coopers

Scoring

Real Estate Services

No	Tenderer	Tenderer's Business (20 points)	Personnel (15 points)	Supplementary Services (15 points)	Price (35 points)	Local (10 points)	Total
1	Price Waterhouse Coopers	20	15	15	35	0	85

Valuation Services

No	Tenderer	Tenderer's Business (20 points)	Personnel (15 points)	Supplementary Services (15 points)	Price (35 points)	Local (15 points)	Total
1	3D Property Consulting	20	15	15	35	0	90
2	Acumentis	20	15	15	23	3	76
3	CIVIS (Qld) Pty Ltd T/A Colliers International	20	15	15	20	0	70
4	Frasers Valuers	20	15	15	28	0	78
5	Price Waterhouse Coopers	20	15	15	15	0	65

ATTACHMENT A - SCORING CONSIDERATIONS/COMMENTS:

Real Estate Services

Business	Tenderer's Business (20 points)	Key Personnel Resumes & Qualifications (15 points)	Supplementary Services (15 points)	Price (35 points)
Price Waterhouse Coopers	Provided an adequate business profile outlining business and staff capability. 20 points out of 20	Provided qualifications and resumes for all staff members. Staff have a broad range of experience, mostly commercial, industrial, Government. Not much experience relating to Local Government. 15 points out of 15	Can provide a range of relevant supplementary services. Services and prices to be negotiated as required. 15 points out of 15	Only Tenderer to submit a response for Real Estate Services. Hence the 35 points. 35 points out of 35

Valuation Services

Business	Tenderer's Business (20 points)	Key Personnel Resumes & Qualifications (15 points)	Supplementary Services (15 points)	Price (35 points)
3D Property Consulting	Provided an adequate business profile outlining business and staff capability.	Qualifications for Valuation services. Seems to have relevant regional experience	Can provide a range of relevant supplementary services.	Lowest price (1 of 5)
	20 points out of 20	15 points out of 15	15 points out of 15	35 points out of 35
Acumentis	Provided an adequate business profile outlining business and staff capability.	Provided qualifications and high-level resumes for all staff members. Relevant regional experience.	Can provide a range of relevant supplementary services.	Price score (3 of 5)
	20 points out of 20	15 points out of 15	15 points out of 15	23 points out of 35
CIVIS (Qld) Pty Ltd T/A Colliers International	Provided an adequate business profile outlining business and staff capability.	Provided qualifications and resumes for all staff members. Staff have a broad range of relevant experience.	Can provide a range of relevant supplementary services.	Price score (4 of 5)
	20 points out of 20	15 points out of 15	15 points out of 15	20 points out of 35
Fraser's Valuers	Provided an adequate business profile outlining business and staff capability.	Provided qualifications and resumes for all staff members. Staff have a broad range of relevant experience.	Can provide a range of relevant supplementary services.	Price score (2 of 5)
	20 points out of 20	15 points out of 15	15 points out of 15	28 points out of 35
Price Waterhouse Coopers	Provided an adequate business profile outlining business and staff capability.	Provided qualifications and resumes for all staff members. Staff have a broad range of experience, mostly commercial, industrial, Government. Not much experience relating to Local Government.	Can provide a range of relevant supplementary services. Services and prices to be negotiated as required.	Price score (2 of 5) Highest price
	20 points out of 20	15 points out of 15	15 points out of 15	15 points out of 35

All Tenderers are capable of supply the services nominated, with some Tenderer's having more relevant local government and rural experience.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 6 October 2020

Item Number: L.4

File Number: D20/94835

SUBJECT HEADING: Request for reduced trading terms

Classification: Open Access

Officer's Title: Lead Accounts Processing Officer / System Administrator

Executive Summary:

Council has received correspondence from a supplier requesting a reduction in trading terms from 28 days to 7 days.

Officer's Recommendation:

That Council approve the request in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 12817.01.

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 request for reduced trading terms was received from Toowoomba Fuel Management (Creditor 12817.01).

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?

Council has received a request for the reduction in trading terms. The request is tabled for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This supplier has requested a reduction in trading terms to 7 days. Although the request is supported, it is recommended that the trading terms be reduced to 14 days. This is consistent with other requests approved at previous General Meetings.

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)

Council has previously communicated its position on trading terms to suppliers:

That Council's standard payment terms are 28 days from the invoice date or the date of receipt (whichever is later). However, small businesses with high input costs (labour and/or material) could apply for an exception to the standard payment terms, for Council's consideration.

This test (small business with high input costs) has been used to form the recommendations for previously-obtained requests.

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)

David Parker – Operations manager – Plant, Fleet & Workshops

Toowoomba Fuel Management offer Council a 24-hour service to maintain and calibrate our fuel tanks.

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?

Council may wish to consider the impacts in payment terms more broadly, and what its position may be if further requests are received from other businesses. It is important to note that interest income over the two-week period will be foregone in the event of approval for continued reduction in trading terms. The cumulative effect of this over the long term needs to be considered.

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)

As above.

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 majority of Council’s creditors are operating on the standard twenty-eight (28) days from the invoice date or date of receipt (whichever is later)

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
Precedent	As the number of approved exceptions to the standard payment terms increase, it may be incumbent on Council to approve all similar requests that it obtains.
Financial	Although the financial impact of reducing or continuing an individual supplier’s trading terms may be minimal, the cumulative impact, primarily the value of interest forgone, may be significant over the long term.
Processing Time	Considering the volume of invoices that Council receives on a weekly basis, the 28 day payment term provides sufficient time for payment claims to be entered into the finance system and for Accounts Processing / Procurement Staff to secure approval (goods receipting) from the requesting officers. Halving the payment terms (to 14 days) may result in an increase of overdue invoices.

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 a reduction in trading terms to 14 days. This recommendation has been formed on the basis that the business is a small operation (minimal number of employees) with high material input costs.

Recommendation:

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

That Council approve the request in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 12817.01.

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?

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

[1](#)  Toowoomba Fuel Management - Request for reduced trading terms D20/94826

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

From: [Peter Reynolds](#)
To: [Office of the CEO](#)
Subject: Credit terms
Date: Thursday, 1 October 2020 9:17:14 AM

Julie

My name is Peter Reynolds from Toowoomba Fuel Management,my wife & I are one of your councils sub contractors.I am corresponding with you regarding councils credit terms. We are a small business (2 of us)& only have (2)14 day accounts,we pay for all other materials,fuel,accomodation,consumables & meals ect at time of purchase.We need cash flow now more than ever in this time of economic uncertainty. Your councils understanding & compliance is nearly a necessity. We would like a 7 day account to help keep us in cash flow. Thanking you & council.

Regards Reynolds

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 8 October 2020

Item Number: L.5

File Number: D20/95878

SUBJECT HEADING: Bigger Big Rig Interpretive Design Development - Project Working Group

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

The purpose of this report is to table, for Council's consideration, the establishment of a Project Working Group. It would be the intent that this group collaboratively works with Council's Project Management Team and the successful tenderer of the Bigger Big Rig Interpretive Design Tender (Tender 21008) on the interpretive content and design concepts for approval by Council at each stage.

Officer's Recommendation:

That Council:

1. Approve in principle the temporary *Bigger Big Rig Interpretive Design Development - Project Working Group*, with the membership arrangements as follows:
 - Historical (oil and gas) Representative
 - Tourism Representative
 - Environmental Representative
 - Business Representative
 - Indigenous Representative
 - Historical Representative (Big Rig Site/Museum)
 - Industry Representative
 - Councillor Representative (Chair)
 - Council Representative – Regional Tourism Development Coordinator
 - Council Representative - Manager, Economic & Community Development
 - Council Representative - Project Superintendent (Attendee only)
 - Council Representative - Project Manager (Attendee only)
2. Invite representatives as outlined in the report; with an update to a future meeting to confirm the membership of the Project Working Group.
3. Note the Terms of Reference, with the formal adoption to occur as part of the subsequent report to Council on this topic; and
4. Acknowledge that during the concept and design development stage, additional stakeholders (individuals, industry representatives, and local

tourism & historical/heritage organisations) may be approached to provide local tourism content and/or artefacts may feature on the project.

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).

- Peter Keegan
- Visit Roma
- Boobook
- Commerce Roma
- Mandandanji Limited
- Former Roma Town Council Councillors Bruce Garvie, Baden Waldron and Barry McCabe
- Queensland GasField Commission

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
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Context:

Why is the matter coming before Council?

To establish a *Bigger Big Rig Interpretive Concept and Design - Project Working Group*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Following the success of the *Saleyards Interpretive Centre Concept and Design - Project Working Group*, it is proposed to use a similar model for the interpretive design of the Bigger Big Rig.

Council will assess the tenders for Tender 21008 – Bigger Big Rig Interpretive Design and Construction at the Ordinary Meeting, 28 October with the view to select the preferred tenderer.

It is proposed that the project working group will provide input and collaboratively work with the successful contractor on the interpretive content and design concepts for consideration by Council for approval at each stage.

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)

N/A

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)

- Director, Corporate, Community & Commercial Services
- Director, Development, Facilities & Environmental Services
- Deputy Director, Strategic Road Management
- Coordinator, Regional Tourism Development

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)

The Bigger Big Rig Project is funded through the Queensland Government, Outback Tourism Infrastructure Fund (\$1.230m) and Building Our Regions Fund (\$1.628m), Maranoa Regional Council (\$2.824m) and Visit Roma (\$0.010m).

The Multimedia Design and Construction component of this project is externally funded through BoR's contribution to the project.

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?

The establishment of a working group does not have an impact on the current financial year's budget.

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)

It is recommended that the following membership arrangements be endorsed and representatives invited:

Representation	Recommended Member
1. Historical Representative (Oil and Gas)	Mr Peter Keegan, local oil and gas historian
2. Tourism Representative	Visit Roma - One (1) representative
3. Environmental Representative	Boobook, ecological consultants – One (1) representative
4. Business Representative	Commerce Roma – One (1) representative
5. Indigenous Representative	Mandandanji Limited – One (1) representative
6. Historical Representative (Big Rig Site/Museum)	Former Maranoa Regional Council Councillors with a keen interest in the project – One (1) representative
7. Industry Representative	GasFields Commission – One (1) representative
8. Councillor Representative (Chair)	One (1) representative
9. Council Representative	Manager, Economic & Community Development
10. Council Representative	Regional Tourism Development Coordinator
11. Council Representative (Attendee only)	Project Superintendent (Deputy Director – Strategic Road Management)
12. Council Representative (Attendee only)	Project Manager (Project Officer – Program & Contract Management)

Notes:

1. Historical representative (oil and gas) – it is recommended that Mr Peter Keegan is invited to participate in the working group given his extensive oil and gas research history and knowledge.
2. Tourism representative - it is recommended that Visit Roma be invited to nominate one (1) representative to participate in the working group as the representative tourism group for Roma.
3. Environmental representative – It is recommended that Boobook ecological consulting be invited to nominate one (1) representative to participate in the working group given their local environmental and ecological knowledge.
4. Business representative - it is recommended that Commerce Roma be invited to nominate one (1) representative to participate in the working group as the representative business group for Roma.

5. Indigenous representative – It is recommended that Mandandanji Limited be invited to nominate one (1) representative to participate in the working group, to provide local knowledge of Indigenous history especially as it relates to the Bungil Creek area as well as the oil and gas industry.
6. Historical Representative (Big Rig Site/Museum) – Former Roma Town Council Councillor’s Bruce Garvie, Baden Waldron and Barry McCabe who were involved in the original formation of the Big Rig museum have demonstrated a keen interest to be involved in the development of the interpretive content for this project. It is recommended that Council write to them asking that they nominate a representative for the working group.
7. Industry representative – It is recommended that the GasFields Commission Queensland are invited to nominate one (1) representative to participate in the working group. The GasFields Commission Queensland are an independent statutory authority with a charter to educate, engage and inform about all aspects of Queensland’s gas industry.
8. Councillor representative (Chair) – it is recommended that Council nominate a Councillor representative to chair the working group.
9. Council staff – It is recommended that Regional Tourism Development Coordinator and Manager, Economic & Community Development, be invited to participate in the working group due to their knowledge and experience in community development and tourism.

Council’s Project Superintendent (Deputy Director – Strategic Road Management) and Project Manager (Project Officer – Program & Contract Management) will sit on the committee as attendees only.

It is acknowledged that during the concept and design development stage, additional stakeholders (individuals, industry representatives and local tourism & historical/heritage organisations) may be approached to provide local tourism content and/or artefacts may feature on the project.

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
Membership too large - reducing the group’s ability to collaboratively work towards a successful project outcome.	Based on the experience from the Saleyards Interpretive Working Group, it is recommended to restrict the membership to a group of approximately 6-8 members. The recommendation has tried to include a broad spectrum of representation, while maintain consistency with previous advice.
Unclear remit and power of the Project	It is recommended that the draft Terms of Reference (attached) be considered, approved by Council at a

Working Group	subsequent meeting and communicated to the group at the first meeting.
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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)

Based on the experience on the Saleyards interpretive development, it is recommended that Council form a temporary working group to assist with the development of interpretive content on the Bigger Big Rig project. It is recommended that the size of the group be restricted to a small group of members who can provide a broad spectrum of advice, with specialist input provided by expert stakeholders as required.

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 in principle the temporary *Bigger Big Rig Interpretive Design Development - Project Working Group*, with the membership arrangements as follows:
 - Historical (oil and gas) Representative
 - Tourism Representative
 - Environmental Representative
 - Business Representative
 - Indigenous Representative
 - Historical Representative (Big Rig Site/Museum)
 - Industry Representative
 - Councillor Representative (Chair)
 - Council Representative – Regional Tourism Development Coordinator
 - Council Representative - Manager, Economic & Community Development
 - Council Representative - Project Superintendent (Attendee only)
 - Council Representative - Project Manager (Attendee only)

2. Invite representatives as outlined in the report; with an update to a future meeting to confirm the membership of the Project Working Group.
3. Note the Terms of Reference, with the formal adoption to occur as part of the subsequent report to Council on this topic; and
4. Acknowledge that during the concept and design development stage, additional stakeholders (individuals, industry representatives, and local tourism & historical/heritage organisations) may be approached to provide local tourism content and/or artefacts may feature on the project.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

Supporting Documentation:



Draft Terms of Reference - Roma Bigger Big Rig

D20/99216



Interpretive Design Advisory Committee (Temporary)

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**Maranoa Regional Council
Roma Bigger Big Rig Interpretive Design Working Group (Temporary)**

Terms of Reference

Title of Committee

Roma Bigger Big Rig Interpretive Design Working Group (Temporary)

Purpose of Committee

The Roma Bigger Big Rig Interpretive Content and Design Working Group is a temporary working group responsible for providing input into the content and design concepts of the Roma Bigger Big Rig Interpretive Development (fit out).

Objectives

- Provide a forum for open discussion to share ideas, content and stories.
- Provide recommendations on the content and design concepts of the Interpretive Fit Out for Council's consideration and approval.
- Work collaboratively with respect for roles, expertise, knowledge, views and the due process of the meeting.
- Facilitate communication between Council, industry representatives and organisations, community organisations and community members; for specific content and/or artefacts.

Working Group Structure and Format

The working group is set up to assist with the development of the interpretive content of the Bigger Big Rig Project. It is planned that the Working Group's considerations have broader community input through information exchange and the committee having input into content and design concepts. The working group cannot formally endorse concepts or designs on Council's behalf but can provide recommendations to Council for further consideration.

Frequency of Meetings

In the initial stages, the committee will meet on a monthly basis, with this to be reviewed at Stage 4 of the Multimedia Development Project Schedule – Client Approval of Design & Documentation.

Quorum

The minimum quorum shall be 5 members.

Order of Meetings

Discussion at the working group meetings will be controlled through an agenda. Any individual wishing a specific item to be included in the agenda should advise the Chairperson or delegate prior to the meeting date.

Decision Making

The Working Group will, wherever possible, reach any decision by consensus. Where this is not possible the chair shall call for a vote. A simple majority shall be required to carry any motion. Reasons for any dissent shall be recorded in the minutes.

Recording of Minutes

Accurate and concise minutes will be recorded at each meeting and all agreed actions should include the responsible person's name and an 'action by' date.

The minutes will be distributed to each Working Group member prior to the next meeting where they will be accepted as a true and accurate record at that meeting.

Once the minutes have been accepted and signed by the chairperson they are to be placed on record and reported to the Council.

Responsibilities of Chairperson

- Approve meeting time and venue
- Direct and guide discussion at meetings
- Ensure all agenda items are discussed and a recommendation made to Council where considered appropriate by the majority of the committee
- Review and sign minutes
- Ensure all members have an opportunity to contribute

Administrative Support

- Prepares and distributes agenda for meetings
- Makes administrative arrangements for meetings
- Maintains all Working Group records
- Ensures information is accessible to all members

Working Group Members

- Attend meetings
- Contribute to the discussions by providing input and sharing ideas, content and stories
- Undertake designated actions in a timely manner

Modification of Terms of Reference

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. In order for the modification to occur there needs to be an agreement between committee members and elected Council members.

Disbanding of the Temporary Working Group

The Roma Bigger Big Rig Interpretive Design Working Group will be disbanded at the conclusion of the Bigger Big Rig Multimedia Development Project – being the date of practical completion in the Multimedia Development Project Schedule.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 20 October 2020

Item Number: L.6

File Number: D20/99400

SUBJECT HEADING: Request for Fee Waiver - Sheehan Events

Classification: Open Access

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

Executive Summary:

Council has received correspondence from Sheehan Events requesting a fee waiver for passenger and landing fees at Roma Airport.

Sheehan Events are planning on chartering an aircraft for the 2021 Roma Rugby Races, with up to 80 persons attending the event for the weekend.

Officer's Recommendation:

That Council waive the airport fees for Sheehan Events proposed Rugby Races charter in 2021.

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).

Sheehan Events.

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?

Council has received a request from Sheehan Events requesting a fee waiver for the Roma Airport landing and passenger fees for the Rugby Races in 2021.

Sheehan Events are a commercial business that organises events and tours etc across Queensland and have previously requested fee waivers for Roma Airport in the past.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Sheehan Events have requested waiver of all airport fees, this includes landing and passenger fees.

The costs are outlined below:

Airport fees:

Passenger fees: 80 x \$43.90 x 2 movements = \$7,024.00

Landing Fees for Fokker 70: \$726.19

Total: \$7,750.19 including GST

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)

Local Government Act 2009 | S 262 (3)(c)

Powers in support of responsibilities

(1) This section applies if a local government is required or empowered to perform a responsibility under a Local Government Act.

(2) The local government has the power to do anything that is necessary or convenient for performing the responsibilities.

(3) The powers include all the powers that an individual may exercise, including for example—

(a) power to enter into contracts; and

(b) power to acquire, hold, deal with and dispose of property; and

(c) power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

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)

N/A

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)

This is an opportunity for Council to support up to 80 visitors to the region. The event also includes a fundraising opportunity for Pinaroo, The Roma Turf Club and the Ruma Rugby Club. Additionally, there are flow on benefits to local businesses within Roma as a result of additional tourists for the weekend.

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.

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?

This operation was not included in the budget proposed, the revenue that would be gained would be in addition to the budget, therefore waiving the fees would not impact the 2020/2021 budget.

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)

Organisers of the Rugby races and Sheehan Events would have interest in the outcome of this matter.

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 approve request	It is likely to attract negative public attention and would potentially result in cancellation of the charter, impacting on tourism revenue for Roma.

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)

In the interest of the wider potential benefits to the region, it is the Author's opinion that Council should waive the fees for this movement.

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 waive the airport fees for Sheehan Events proposed Rugby Races charter in 2021.

In the Author's opinion, this draft decision is not contrary to an existing Council policy

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Provide airports that contribute to economic and community development of the region

4.10.3 Provide opportunities for community groups to apply for financial and inkind assistance from Council for arts and cultural initiatives.

Supporting Documentation:

[1](#)  Request from Sheehan Events to Waive Roma Airport D20/99416

 Fees for 2021 Rugby Races

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

From: sheehanevents@iinet.net.au
To: [Office of the Mayor](#)
Subject: FW: Roma Rugby Races
Date: Tuesday, 13 October 2020 8:04:19 AM
Attachments: [image003.png](#)

Morning Tyson

As you are aware we are bringing a group of 80 people to Roma for the Rugby Races in June 2021.

We arrive on 25th June and depart on Sunday 27th June.

We are conducting a Sports Persons dinner on the Friday night with proceeds going to Pinaroo Aged Care Facility and to the Race Club and the Rugby Club.

Guests will also have a \$100 voucher to spend at participating businesses in Roma.

I was wondering if your Council could waive all airport fees for our visit to your town.

Kind Regards

Danny & Julie Sheehan

Sheehan Events

Email: sheehanevents@iinet.net.au

Ph: 0409 638765



OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 21 October 2020

Item Number: L.7

File Number: D20/100326

SUBJECT HEADING: Australia Day Ambassador Program

Classification: Open Access

Officer's Title: Local Development Officer - Surat

Executive Summary:

The Australia Day Ambassador Program sends high achieving Australians to local Australia Day celebrations in cities, and regional and remote areas across the nation.

Each year, on the 26 January, the towns in the Maranoa Regional Council area organise Australia Day Awards & Celebrations for their communities.

The inclusion of the Australia Day Ambassador Program in these celebrations will enhance these celebrations.

Officer's Recommendation:

That Council approve the inclusion of the Australia Day Ambassador Program as part of the Australia Day Awards & Celebrations held each year.

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).

N/A

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?

Australia Day is one of the main Council events held each year. The Australia Day Ambassador Program will be a drawcard to gain the interest of attendees and create a greater level of interest due to the presence of the Ambassadors.

This report requests that Councillors approve the inclusion of the Australia Day Ambassador Program as part of the Australia Day celebrations across the region.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The annual Australia Day Awards and celebrations are held on the 26 January each year in Roma, Mitchell, Surat, Injune, and Wallumbilla. Council staff work with local businesses and community organisations to deliver each event.

The Australia Day Ambassador Program, coordinated by the Queensland Government in association with the National Australia Day Council (NADC), matches inspirational Queenslanders with Australia Day celebrations across the State. Previous Australia Day Ambassadors have included past recipients of the Australian of the Year Awards and Queensland Greats Awards, athletes, medical professionals, academics, business people, television personalities and local heroes.

Council has participated in the Australia Day Ambassador program for many years up to, and including 2016. In the 2016 Australia Day Awards & Celebrations Post Event Report it states that the program was well received by community members with enthusiastic crowds in attendance throughout the region. In addition, positive media coverage was received and feedback from community members and Australia Day Ambassadors was also extremely positive and complimentary. Council is accustomed to reviewing participation on an annual basis in accordance with resources available.

2020 has been a very difficult year for many community members and business operators in the region. Having Ambassadors at the Australia Day celebrations will make the day feel special and create a greater feeling of celebration for members of the community after a difficult year. It is an ideal time for Council to reintroduce the Australia Day Ambassador Program.

Ambassadors generously volunteer their time and energy to contribute to celebrations. They participate in a diverse range of activities which, in the past, have included presentations to share their story, presenting Australia Day Awards, judging baking competitions and connecting with locals over a cup of tea.

The council will pay for the accommodation and meal expenses of the Ambassador/s while they are in the region. Travelling arrangements dictate the need for accommodation for the night prior to and/or the night after Australia Day. Flights and/or travel expenses as well as meals in transit will be covered by the Program.

It is envisaged that Council could submit an expression of interest to have up to three Ambassadors so that as many communities can have access to an Ambassador as possible. It varies year on year as to how many Ambassadors are available and therefore, how many Council would host.

The maximum costs if Council were allocated an Ambassador would be:
Accommodation @ \$150 a night for two nights per Ambassador - \$300
Food @ \$70 per day for two days per Ambassador - \$140
Total cost per Ambassador would be \$440

The total cost for three Ambassadors would be \$1320

Having an Australia Day Ambassador attend the Australia Day events will create interest, inspire and unite the communities on Australia Day.

The benefits of having an Ambassador at the Australia Day celebrations include:

- the opportunity for the local communities to meet and listen to Australians who have distinguished themselves by their contribution to our country
- being a drawcard to gain the interest of attendees
- the chance for community members to hear stories of the Ambassador's achievements,
- the opportunity to reinforce the diversity of achievers in Australia to the local communities.

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)

N/A

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)

Local Development Officers in Roma, Mitchell and Injune.

The Project Coordinator, Events and Engagement with the Department of the Premier and Cabinet has given Council an extension to Friday 30 October 2020 to submit their Expression of Interest for the 2021 Australia Day Ambassador Program.

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)

Ambassadors volunteer their time. Flights and/or travel expenses as well as meals in transit will be covered by the Program.

Council is required to cover the Ambassadors accommodation and meal costs while they are in the region.

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?

There is \$14,000 allocated in the 2020/21 financial year budget under 02888.2253.2001 - Australia Day.

Council has been successful in gaining a grant of \$20,000 in addition to the allocated budget to cover the additional costs incurred with running Australia Day events so they comply with Covid-19 restrictions.

In 2021 the maximum cost to Council for the Australia Day Ambassador program will be \$1320. There are sufficient funds available in the allocated budget to cover the costs of the Australia Day Ambassador Program.

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)

Australia Day has historically received an annual allocation in Council's yearly budget.

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)

N/A

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
N/A	N/A

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 approve the inclusion of the Australia Day Ambassador Program as part of the Australia Day Awards & Celebrations held each 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)).

That Council approve the inclusion of the Australia Day Ambassador Program as part of the Australia Day Awards & Celebrations held each year.

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 21 October 2020

Item Number: L.8

File Number: D20/100425

SUBJECT HEADING: Roma Denise Spencer Pool Tender

Classification: Open Access

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

Executive Summary:

At the Ordinary Council meeting held on 14 October 2020, Council resolved to undertake a number of actions prior to the release of the invitation to tender to manage the Denise Spencer Pool Roma.

Officer's Recommendation:

That Council

1. Proceed with community consultation in regard to whether respondents would increase their usage of regional pools if pool entry was free, and if so would respondents spend more at the kiosks;
2. Consider findings from this community consultation in a future report to an Ordinary meeting, along with the outcomes of the Roma Denise Spencer Pool Feasibility Study Community Survey completed in 2019.
3. Not call for tenders to manage the Denise Spencer Pool until Council has had an opportunity to consider community feedback and decide on how the facility will operate in the future.
4. Authorise the Chief Executive Officer, or delegate, to secure the services of a contractor to manage the Denise Spencer Pool for a period of 3 months, as per the current opening hours and admission charges, and execute any necessary documentation relating to the engagement.

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).

Pool Managers – Surat, Wallumbilla, Injune, Mitchell and Roma Pools who all have current management agreements that Council entered after a competitive tender process.

Swimming Clubs

Pool users

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
Nil	Nil

Context:

Why is the matter coming before Council?

At the Ordinary Council meeting held on 14 October 2020, Council resolved:-

Resolution No. OM/10.2020/30

That Council:

- 1. Acknowledge the letter of resignation received from the contract manager of the Denise Spencer Pool, Stacey Robertson, giving a completion date of 14 December 2020.***
- 2. Review the draft tender specifications at the Ordinary Meeting on 28 October 2020.***
- 3. Seek preliminary feedback from regional pool contract managers about pricing (entry fees).***
- 4. Seek community feedback as to whether they would increase their usage of the pool if the pool entry was free, and if so would they spend more at the canteen.***
- 5. Call for tenders to manage and operate the Denise Spencer Memorial Pool in Roma following the review.***

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In accordance with Council's resolution, the following information is presented for Councillor's consideration. The Great Artesian Spa in Mitchell was not included in the review as it was considered a "tourist attraction" rather than a regional pool. If Council wish to include the Great Artesian Spa in the review of pricing, information on this facility can be presented at a future Council meeting.

1. Draft tender specifications (Point 2 of resolution)

It is recommended that the tender specifications not be finalized until Council has sought and considered "*community feedback as to whether they would increase their usage of the pool if the pool entry was free, and if so would they spend more at the canteen*" (point 4 of resolution).

2. ***Preliminary feedback from regional pool contract managers about pricing (entry fees)***

Feedback has been sought from Managers of the Denise Spencer Pool, Surat Pool, Wallumbilla Pool, Mitchell Pool and Injune Pool.

	Summary of responses.
Do you think more people would use the pool you manage, if it was free?	<p>No, if people want to come to the pool they will, making it free will not make any more people come.</p> <p>Additional lifeguards and staff may be required.</p> <p>Sometimes when a service is free people don't appreciate or respect the service.</p> <p>Free entry may lead to behavioural issues at the pool.</p> <p>Pool entry is used to pay staff to do the cleaning/ lifeguard etc.</p>
Do you think people would spend more money at the pool kiosk if they were allowed free admission?	<p>People will not use the kiosk just because entry is free.</p> <p>If people want to spend money they will. It is not generally nutritious food anyway.</p> <p>If entry was free parents would be reluctant to bring money or send money with their children therefore I would be losing money from both the canteen and the entry fee.</p>
What kind of food/snack items do you sell at the kiosk? What price range?	<p>All the pools sell softdrink, mixed lollies, chips and ice creams.</p> <p>Some of the pools sell pies, sausage rolls, pizza etc.</p> <p>Range of prices (all pools)</p> <p>Mixed lollies \$1- \$2</p> <p>Pies - \$3.50 - \$4.00</p> <p>Sausage Roll - \$3.00 -\$3.50</p> <p>Noodles - \$2.50</p> <p>Soft Drinks - \$2.00 - \$2.50/ Water \$2.00</p>

	<p>Pizza -\$3.50</p> <p>Ice Creams - \$2.00 - \$4.50</p> <p>Pkt chips - \$2.00 - \$2.50</p> <p>Zoppa Doopers - \$0.50</p> <p>Googles - \$15.00 - \$35.00</p> <p>Togs - \$40.00</p> <p>With the pool supervision rules it is difficult to offer more from the canteen without employing additional staff.</p>
<p>How much on average does a customer currently spend at the kiosk (if they spend anything)?</p>	<p>Most pools reported average expenditure of \$2.00. Roma Pool reported between \$3.00- \$4.00 per person</p>
<p>What is the most popular selling item?</p>	<p>Mixed lollies (\$1.00 or \$2.00 depending on pool).</p>
<p>Is there anything you feel affects your kiosk sales?</p>	<p>It's just a sign of the times, money is short.</p> <p>Living in a more health conscious society, most go for a swim and go home for meals.</p> <p>To increase kiosk sales, additional staff would need to be employed to run the the kiosk which isn't financially viable. Lifeguards need to be on the pool deck.</p> <p>Mitchell Pool mentioned that the Caltex across the road has a full café menu and also snacks, lollies and icecreams. The spa next door sells icecreams, milkshakes etc. Pool patrons support both local businesses.</p>
<p>Would you wish to renegotiate your management fee if your pool was made free entry</p>	<p>Injune Pool is already free entry and this loss of admission income is already accommodated in the pool management monthly fee.</p> <p>All other pool managers responded that there would have to be a higher management fee in lieu of lost entry fees.</p> <p>One pool manager raised concerns about the idea of free entry. Explained that paying entry no matter how minimal is a safety tool, as people cannot enter the pool until they</p>

	<p>have paid.</p> <p>If there are no entry fees, people can enter the complex and into the water, possibly before the Manager realises they are on the premises.</p> <p>Training of more qualified staff for larger pools would be necessary if free entry was approved.</p> <p>If people have to pay for entry then there is a deterrent for people to congregate and cause issues. If pools were free this would not be the case and in a pool environment this can become a very dangerous situation.</p>
Hours of Operation	<p>Managers of four pools mentioned that they are happy with the current pool opening hours and detailed the activities that happen at the pool when the doors are closed to the public (eg. School swimming)</p> <p>Roma Pool Manager mentioned that she feels that Roma Pool hours need to go back to the old winter opening hours being</p> <p>5.30 – 7.00am</p> <p>3.00pm – 6.30pm</p> <p>“Manager could run swim schools during the day and open the pool to users if they wanted to.”</p>
Season Passes	<p>Managers of four pools responded positively in regard to season passes.</p> <p>Season Passes – are a good idea for larger pools as it makes attending more affordable for families.</p> <p>Season Passes are great as people are committed to come to exercise or with their family to make the most of the money they have already spent on the season pass.</p> <p>Roma Pool Manager is not in favour of season passes advising:- “They make it hard, not all people sign in and they share their season passes with others. It is uncomfortable when we have to confront people in regards to the misuse of season passes.</p>

3. Seek community feedback as to whether they would increase their usage of the pool if the pool entry was free, and if so would they spend more at the canteen.

Consultation has been undertaken with Council's Corporate Communications Team who have suggested that community consultation can occur in the following ways:-

- Have your say
- Facebook – sharing to the Roma Pool page and other regional pages where appropriate
- Media Release

In addition signs could be put up at the pools for people who don't have access to social media. Estimated time for the consultation material to be developed and released is 3-7 days. Consultation could be open for a two week period.

It is proposed to ask the community the following questions (wording in the final document may be tweaked, but intention will remain the same):-

- Have you visited a swimming pool locally in the last 12 months?
 - Yes
 - No

- Which of the following local swimming pools have you visited?
 - Roma Swimming Pool
 - Injune Swimming Pool
 - Wallumbilla Swimming Pool
 - Surat Swimming Pool
 - Mitchell Swimming Pool

- On average, how often did you visit a swimming pool during the last 12 months?
 - More than three times a week in summer
 - Once a week in summer
 - More than once a month, but less than once per week in summer
 - Less than once a month in summer
 - Once in summer
 - More than three times a week all year
 - Once a week all year
 - More than once a month, but less than once per week all year
 - Less than once a month all year
 - Once a year

- **Please answer if you visited the Roma, Wallumbilla, Surat or Mitchell Pools.**
If the pool was free entry, do you think you would go to the pool more often?
 - Yes
 - No

- Thinking back on your last visit to the swimming pool, did you make a purchase of food and/or drinks at the kiosk?

- Yes
 - No
- If yes, how much did you spend on your purchase of food and drinks.
- Less than \$2
 - Between \$2 and \$5
 - Between \$5 and \$10
 - Between \$10 and \$20
 - More than \$20
- Please answer if you visited the Roma, Wallumbilla, Surat or Mitchell Pools.
If the pool was free entry, do you think that you would spend more money on food and drinks at the kiosk?
- Yes
 - No
- If yes, how much more would you spend?
- 25% increase in purchases
 - 50% increase in purchase
 - 100% increase in purchases
 - More than 100% increase in purchases

4. ***Operation of the Denise Spencer Swimming Pool after 15 December 2020***

Direct contact has been made with a local experienced pool operator to gauge his interest in operating the Roma Pool short-term. After consideration of the matter, he has advised that he is not interested in managing the Roma Pool.

Contact has also been made with a pool consultancy company that deliver services in Queensland and they have been asked to assist Council in identifying a suitable contactor to operate the Roma Pool short-term while Council completes its review of Roma Pool entry fees. This company has indicated that, at this time of year, most pool management contractors are already in arrangements to operate pools and that ideally pool management contactors should be engaged in the pool “off-season”. The company has agreed to put the news out that Council is seeking a contractor, through their communication channels and contacts.

The proposed short-term management of the Denise Spencer Roma Pool will be considered a **Medium-Sized Contractual Arrangements (\$15,000 to \$200,000 (GST exclusive) (LGR 2012, s. 225.)** under Council’s Procurement Policy. Council staff can enter this type of contract without the need for a report to be presented to council meeting for decision. It is recommended that to streamline and expedite the engagement process, that Council’s Chief Executive Officer (or delegate) be authorized to engage a suitable contractor for a period of 3 months.

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)

The Maranoa Regional Council Corporate Plan 2018 – 2023 includes specific mention of Council's swimming pools . 4.9.4 – Manage the regions 6 swimming pools. Council manages its pools with reference to the Royal Life Saving Guidelines and strives to comply with these guidelines. Council pays an annual subscription to this entity and requires all its pool managers to do likewise. Council also contracts Royal Life Saving to audit its pool operations.

Royal Life Saving has a guideline specifically relating to the supervision of pools. Council and its managers have developed risk assessments specifically relating to achieving compliance with the Royal Life Saving Guidelines.

To comply with the guidelines, pool managers need to give consideration (assess the risk) of the patrons and ensure that swimmers are supervised.

Council's standard pool management contracts include reference to use of the kiosk at item 9. *"The contractor has the sole right to operate the kiosk in the Centre during the Term provided that the operation of the kiosk does not interfere with the general supervision and control of the patrons of the Centre....."*

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)

Regional Pool Managers

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)

Not applicable

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?

Fees payable to Surat, Wallumbilla and Mitchell Pool Managers will need to be increased if Council opts to make the pools free entry in accordance with standard

pool contract conditions. Injune Pool is already free, and has been since prior to amalgamation.

Council should anticipate that higher management fees will be tendered for the Denise Spencer Roma pool to compensate for loss of entry fees.

Council’s standard pool management contracts include at 10.2 – *Fee Waivers*.
“Council may, in its absolute discretion, approve fee waivers for certain members of the public, community groups or community events. In the event that Council approves a fee waiver, Council must reimburse the Contractor for the entry fee/s as if the recipient of the fee waiver had paid the applicable entry fee”

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)

Additional budget will need to be allocated for pool management fees, if Council opts to make the pools free entry to compensate for loss of income (in accordance with 10.2 of the Pool Management Agreements). Alternatively Council may wish to renegotiate the pool management agreements.

Council should anticipate that higher management fees will be tendered for the Denise Spencer Roma pool to compensate for loss of entry fees.

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)

- Pool Managers
- Swimming Clubs
- Regular Pool users
- Holders of current season passes

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
Legal Risk	Council needs to seek and consider legal advice before making any decision that may be in contradiction to the intent of existing pool management contracts.
Financial	Any decision regarding making pools free entry will have a financial implication for Council.
Public Safety	Some existing pool managers have raised concerns about public safety/risk to patrons that will need to be addressed.
Reputation /Publicity	Any decision may result in positive or negative publicity for Council. Regular pool users may support any decision to make the pools free entry. Residents and

	rate payers who don't swim or use local pools, may also be vocal in response to any decision.
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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 essential that Council appoints a temporary pool contractor on a short term engagement to manage the Denise Spencer Roma Pool and that this appointment take place as soon as possible to ensure continuity of service for the community.

Under Council's Procurement Policy, this contractor can be engaged without the matter having to be presented at an ordinary Council meeting for decision which will streamline the engagement process and help with timeframes. This process was also used when the previous pool manager relinquished his contract and the current manager was appointed initially on a short term basis, before submitting a tender for the management contract.

Council should invite feedback from the community to investigate the suggestion that making entry to the pool free, will increase expenditure at canteen/kiosk.

Consultation can be conducted via the following platforms:-

- Have your say
- Facebook – sharing to the Roma Pool page and other regional pool pages where appropriate
- Media Release
- Signs at pools

In addition Council should also again review the feedback from the Roma Pool upgrade feasibility study - community survey which Council conducted in July 2019.

This community survey was made available to the public on Council's website, and in hard copy at Customer Service Centre's & open pool facilities in the region. 267 people completed the on-line questionnaire, including 12 responses on a hard copy paper questionnaire. This survey asked respondents questions about their use of the pools and asked a specific question about entry fees to the Roma Swimming Pool being – *"If a new pool was constructed how much would you be willing to pay for one visit, given the current entry price is \$4 for an adult, with discounts for children, concessions and multi-pass"*, with the multi-choice answers being \$4, no more than \$5, no more than \$6, no more than \$7, no more than \$8.

Council should note that included in the conditions of Council's standard pool management agreements, Council must reimburse the pool manager for the entry fee/s as if the recipient of the fee waiver had paid the applicable entry fee, if Council grants fee waivers to members of the public, community groups or community events.

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. Proceed with community consultation in regard to whether respondents would increase their usage of regional pools if pool entry was free, and if so would respondents spend more at the kiosk;
2. Consider findings from this community consultation in a future report to an Ordinary meeting, along with the outcomes of the Roma Denise Spencer Pool Feasibility Community Survey completed in 2019.
3. Not call for tenders to manage the Denise Spencer Pool until Council has had an opportunity to consider community feedback and decide on how the facility will operate in the future.
4. Authorise the Chief Executive Officer, or delegate, to secure the services of a contractor to manage the pool for a period of 3 months, as per the current opening hours and admission charges, and execute any necessary documentation relating to the engagement.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 22 October 2020

Item Number: L.9

File Number: D20/100868

SUBJECT HEADING: Bassett Park Racing Stables Expansion - Roma project variation - Queensland Government's Building our Regions program

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Council was successful in obtaining funding for the Bassett Park Racing Stables Expansion – Roma project under the Queensland Government's Building Our Regions Round 5 program. The funding schedule for the project was executed on 10 July 2020.

This reports seeks Council's approval to submit a project variation to the funding schedule scope of works.

Officer's Recommendation:

That Council authorise the Chief Executive Officer, or delegate to submit a project variation for the Bassett Park Racing Stables Expansion – Roma Building our Regions funding schedule to amend the scope of works as listed below:

1. Increase the number of new racing stables to be constructed from thirty-eight (38) to forty-four (44) and
2. Increase the number of feed/tack storage bays to be constructed from six (6) to eight (8).

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).

Bassett Park facility users

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
Nil	

Context:

Why is the matter coming before Council?

As this is a variation to the original project funding schedule, Council will need to authorise the Chief Executive Officer, or delegate, to sign the request for a project variation.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The original scope of works included 38 stables and 6 feed/tack storage bays. The revised scope of works includes 44 stables and 8 feed/tack storage bays without any increase in project cost.

Savings were identified in the design and building practices that will enable Council to deliver more stables for the same amount of money and the increased number of stables delivered will make the project more viable and provide a greater benefit to the region.

The tender for the construction of the works included in the revised scope of works and was awarded at the Ordinary meeting of 12 August 2020, with Council resolving the following:

Resolution No. OM/09.2020/91

That Council:

1. **Select JEM Building Pty Ltd as the recommended tenderer for Tender 21005 – Bassett Park Stables Upgrade.**
2. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with JEM Building Pty Ltd, noting the tendered value of \$580,629.56 including GST, and accept the contract if the final terms are acceptable.**
3. **Assign expenditure to Work Order 22132.**

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)

N/A

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)

N/A

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)

The project is funded by the Queensland Government through the Building our Regions program and the Roma Turf Club.

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?

This variation request has no impact to the approved budget.

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)

Bassett Park users of these facilities. This request for variation is for additional stables and feed/tack rooms to be constructed which will provide a positive benefit to the users.

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 authorise the Chief Executive Officer, or delegate, to sign a request for variation to the project funding schedule for the Bassett Park Racing Stables Expansion – Roma. The revised scope of works provides additional benefits without any increase in project budget.

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 authorise the Chief Executive Officer, or delegate to submit a project variation to the Bassett Park Racing Stables Expansion – Roma Building our Regions funding schedule to amend the scope of works as listed below:

1. Increase the number of new racing stables to be constructed from thirty-eight (38) to forty-four (44) and
2. Increase the number of feed/tack storage bays to be constructed from six (6) to eight (8)

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

COUNCILLOR NOTICE OF BUSINESS

Meeting: Ordinary 28 October 2020

Date: 26 October 2020

Item Number: L.10

File Number: D20/101846

SUBJECT HEADING: Request for Support - Railway Documentary for Injune Tourism

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

A request has been received through the Office of the Mayor, requesting Council's support for an Injune railway documentary to support Injune tourism.

Councillor's Recommendation:

That Council

1. Waive the fees for the use of the Hibernian Hall
2. Approve for promotional material and media to be distributed in support of encouraging 'extras' required for the movie shoot.
3. Work with users of the Hibernian Hall to make this project happen.

Background:

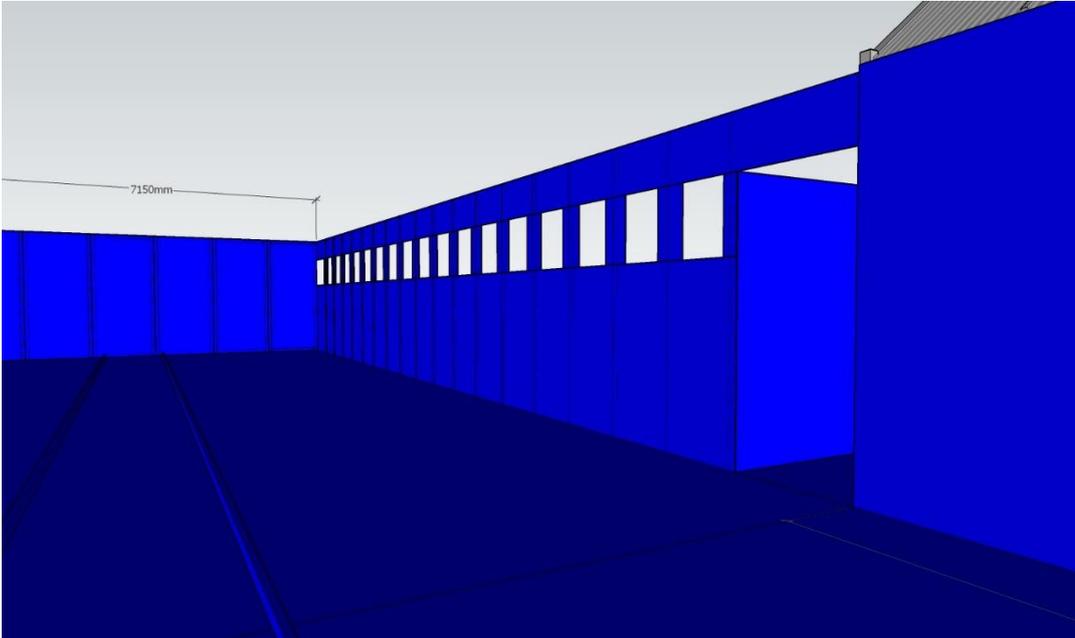
Supporting Documentation:

Nil.

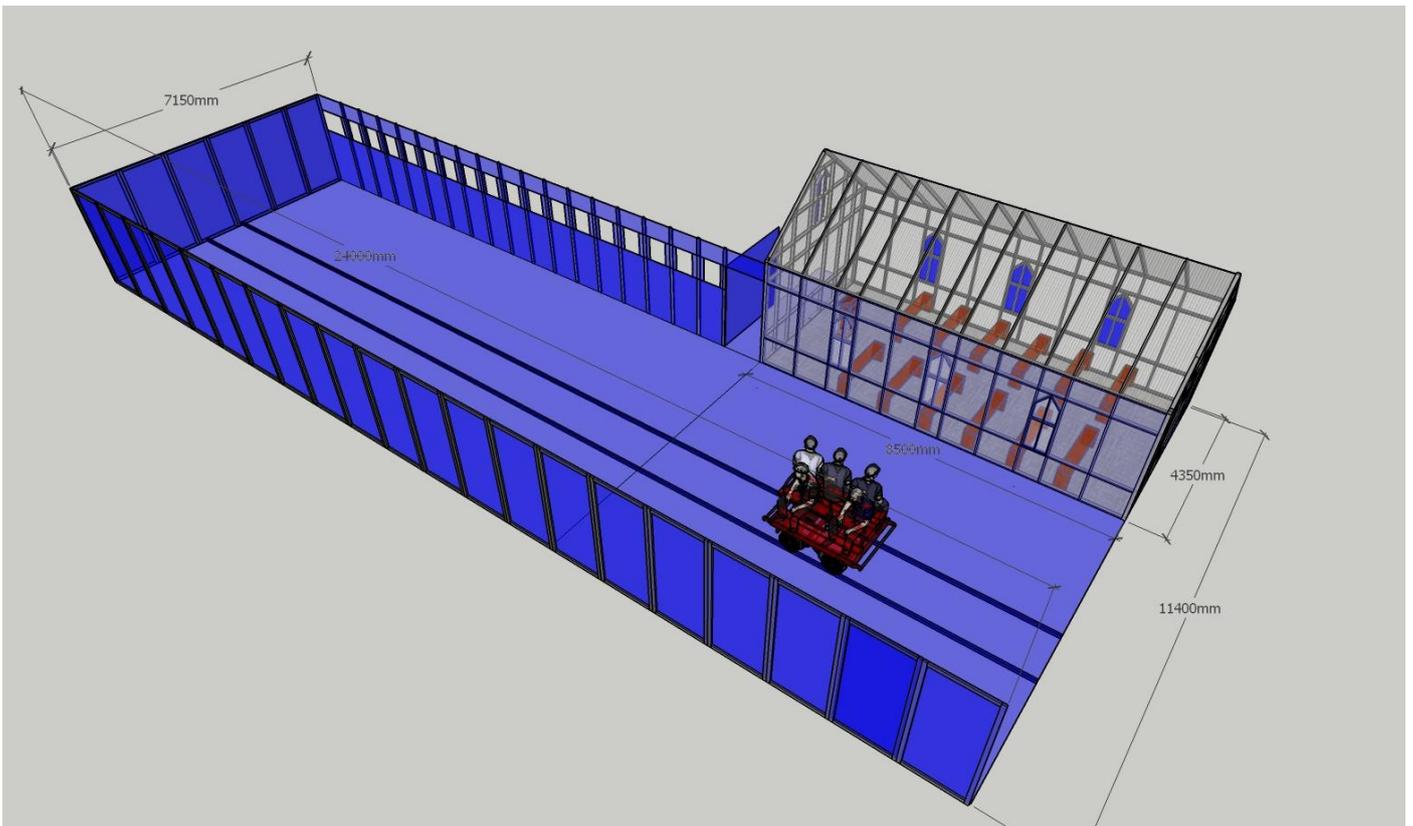
Notice prepared by: Cr. Tyson Golder

These images are some indicative images to demonstrate the film set needed to create for scenes at the Hibernian Hall.

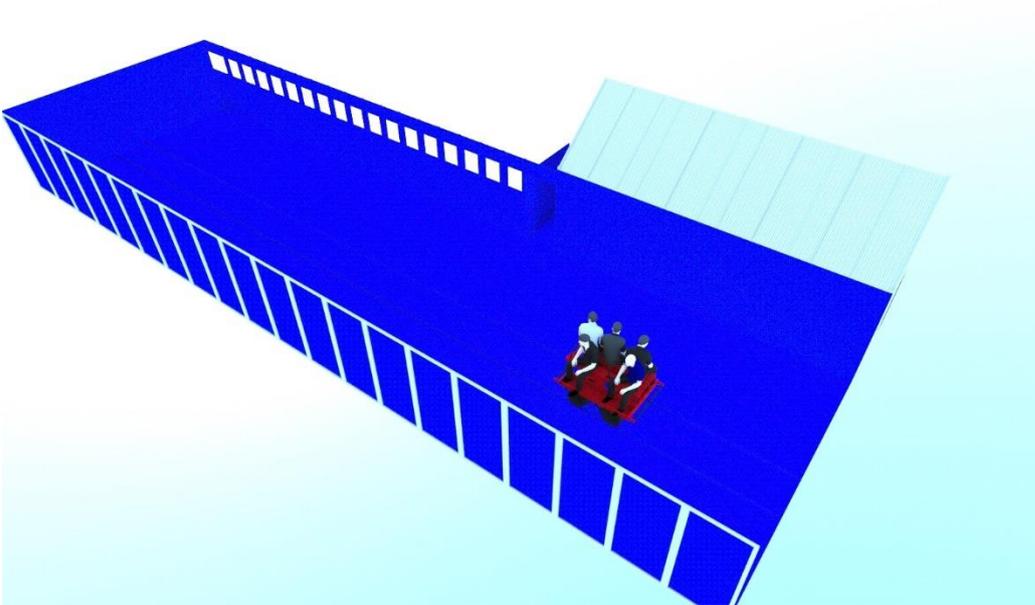
RPA FILM SET carriage windows



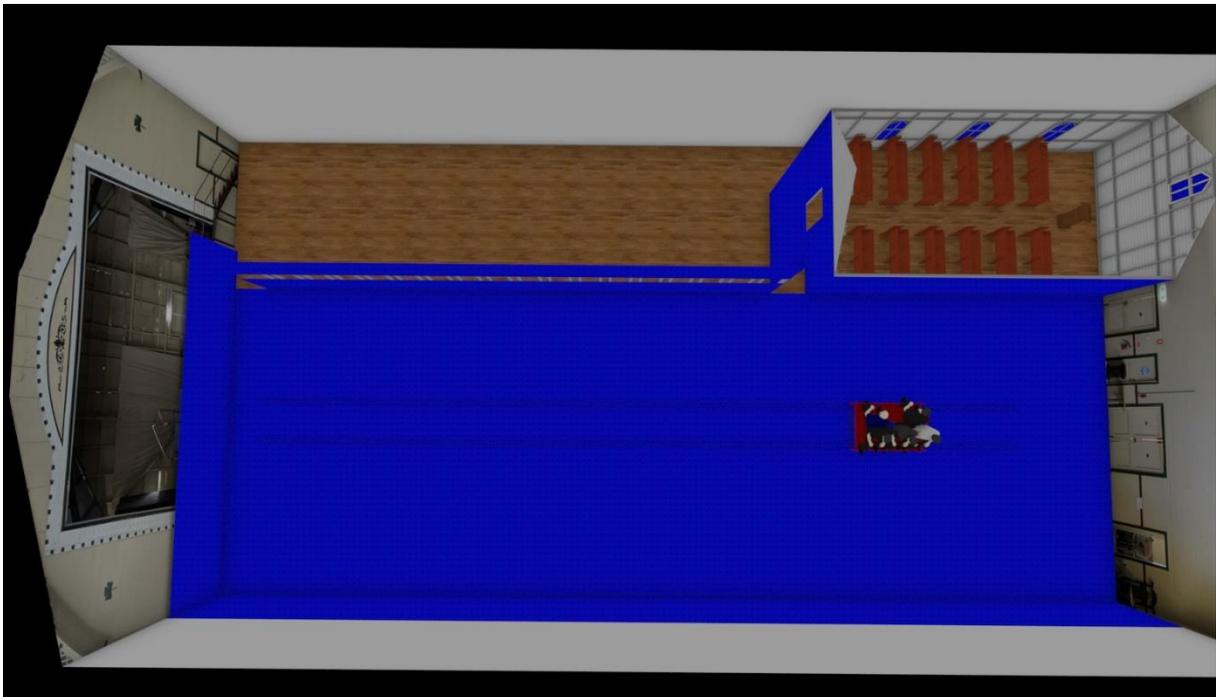
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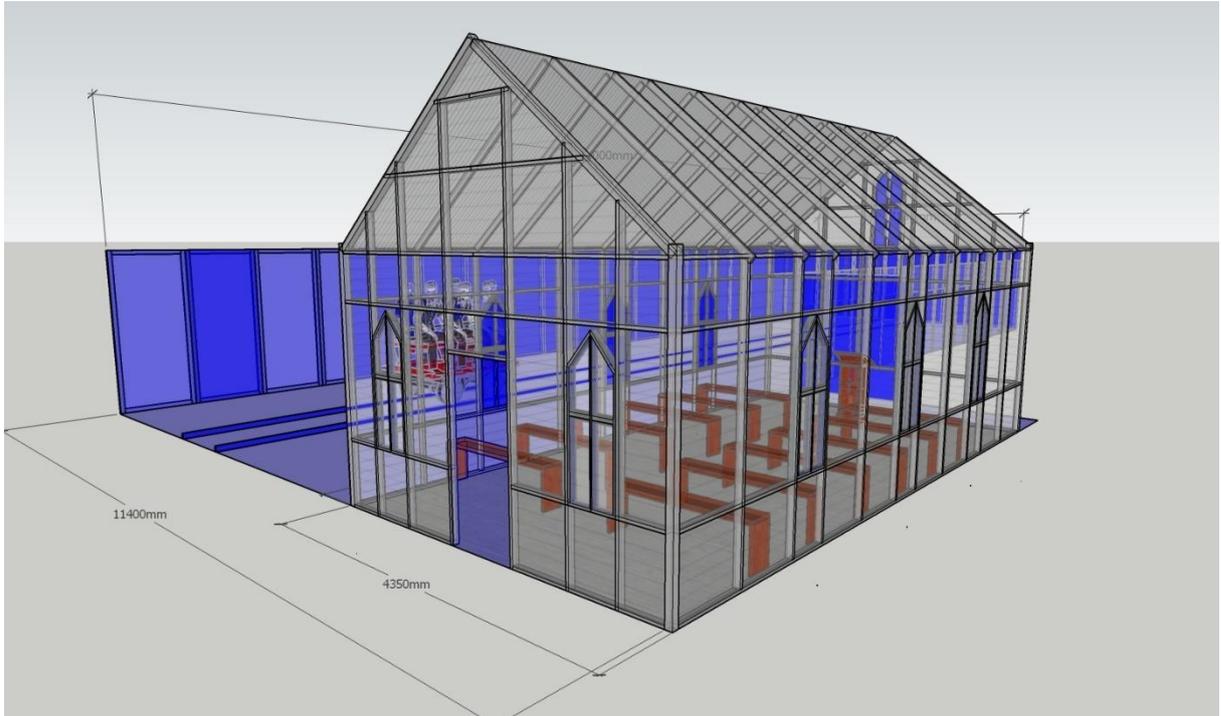
RPA FILM SET render



RPA FILM SET render



RPA FILM SET Yingerbay church



Yingerbay Church & Roma Town Hall set interior



OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 11 September 2020

Item Number: L.11

File Number: D20/87429

SUBJECT HEADING: Request for Support of the Construction of a Cattle Cross Loading Station

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council has received a request from IOR Petroleum Pty Ltd formally seeking support, either financial or through the provision of quarry materials, for the construction of a Cattle Cross Loading Facility to the west of Roma.

Recommendation:

That Council:

1. Note the letter of support provided with the request from the Livestock and Rural Transporters Association of Queensland (LRATQ) for the construction of a Cattle Cross Loading Facility to the west of Roma.
2. Authorise that negotiations, on the basis of Council providing 1544m³ of roadbase to the proposed site, be held with IOR Petroleum with the view developing an arrangement, binding to the property, that conditions;
 - a. the facility be available for use by the public (i.e. not just IOR fuel customers) for the term outlined in 2(b).
 - b. the facility is to be operated and maintained for a minimum of ten (10) years;
 - c. should either of the above item not be satisfied the value of the material would be returned to Council in the form of a financial payment.
3. Through Roma Saleyards staff, undertake further consultation with key Roma Saleyards users regarding the proposed Cattle Cross Loading Facility, with a summary to be provided, through a subsequent report to Council, with the outcomes of the Dot Point 2.

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).

IOR Petroleum Pty Ltd

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
IOR	IOR Petroleum Pty Ltd
DTMR	Department of Transport and Main Roads
LRATQ	Livestock and Rural Transporters Association of Queensland

Context:

Why is the matter coming before Council?

The request received from IOR Petroleum Pty Ltd currently falls outside any approved budget provision, and therefore is a matter for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received a request from IOR Petroleum Pty Ltd formally seeking support for the construction of a Cattle Cross Loading Facility to the west of Roma.

For completeness, a copy of the request has been included as Attachment 1 under the *Supporting Documentation* to this report.

An example of a similar IOR facility constructed in Port Augusta is included below.



The pertinent details of the request have been included below. In short, the request seeks from Council:

1. in the first instance, financial support in the order of \$220,000 (the balance of the project estimate less contributions from IOR and DTMR).
2. in lieu of financial support, request for in-kind support through the provision of quarry materials from Roma Quarry.
3. information on the availability of grants and incentives to assist.

To further understand Dot Point 2 (i.e. request for quarry material), it was confirmed that IOR would require in the order of 1544m³ of gravel to complete the project. A summary of the commercial value of this request is outlined below.

1. A supply and delivered price to the Truck Breakdown Pads for 772m³ of 3.2 and 772 m³ of 3.1 roadbase as if it was a commercial sale from the Roma Quarry;

3.1	3.2	
~1850t	~1850T	
Supply: \$39,775	Supply: \$37,925	
Delivery (45km): \$16,650	Delivery (45km): \$16,650	
Total: \$56,425	Total: \$49,575	Total: \$106,000

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)

Local Government Act 2009

The following provisions under the *Local Government Act 2009* have been outlined in this report as particularly relevant to this matter.

An extract of the local government principles that underpin the *Local Government Act 2009* have been included as they are referenced in the draft correspondence that has been prepared in relation to this matter.

Section 4(2)

The local government principles are—

- a) transparent and effective processes, and decision-making in the public interest; and*
- b) sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- c) democratic representation, social inclusion and meaningful community engagement; and*
- d) good governance of, and by, local government; and*
- e) ethical and legal behaviour of councillors, local government employees and councillor advisors.*

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)

N/A – there is no specific policy that provides delegation to the officers to approve or decline the request.

Council does provide a Community Grants Program, however it should be noted that this program is for *not-for-profit organisations with funding for community based projects under its grants program*. The request falls outside the scope of this program.

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)

Since the initial request, Council officers have been in contact with IOR to seek further information on two main items:

1. TMR Contribution

Question (from Council): What conditions (if any) did TMR have on their investment contribution given the facility is planned for freehold land?

Response (from IOR): *TMR have only placed one condition on their support in the project, the use approved materials for road construction.*

2. Access Restrictions

Question (from Council): What is involved in becoming an approved person – that is able to access the Cross Loading Station? For example, does a person need to be an IOR client to qualify for an approved person status?

Response (from IOR): *To become an approved person you need to agree to the access conditions. This document is separate to our fuel supply terms and conditions and you do not need to be an IOR fuel client to accept these conditions and become an approved person. Section 4 limits our liability and allows IOR to control the site for maintenance and ensure people and organisations are operating safely in line with our Safety Management Plan.*

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)

Based on the information provided in the request, it is understood that the Queensland Government, through the Department of Main Roads, has committed \$150,000 towards the project.

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?

In the first instance, financial support in the order of **\$220,000** (the balance of the project estimate less contributions from IOR and DTMR) is requested.

In lieu of financial support, the request seeks in-kind support through the provision of quarry materials from Roma Quarry. The commercial value of the roadbase requested for the project is estimated at **\$106,000**.

Local Governments are eligible to apply for funding under the Heavy Vehicle Safety and Productivity Program (HVSPP) for projects that will upgrade road infrastructure to improve heavy vehicle safety and freight efficiency, saving lives and reducing travel times for freight on Australia's roads. Successful nominations for Round 7 of this program were only recently announced and therefore the next round is not anticipated to be called for quite some time. The funding guidelines requires that projects must be associated with a road and therefore unlikely this project would be considered for HVSPP funding.

The report seeks to authorise discussions to commence with IOR on the basis of providing material to an estimated value of \$106,000. A subsequent report would need to be tabled to Council – to execute the agreement – should the negotiations with IOR reach agreement in principle. At such time, Council would need to consider the approval of budget allocation to the value of the quarry materials.

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)

IOR Petroleum Pty Ltd
Livestock Transport Industry
Department of Transport and Main Roads

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
Investment on Private Land – potential to exclude users as the facility will be on freehold land.	Mitigation options could include entering into arrangement that binds the owner of the land (similar to State Government Funding Agreements).

<p>Consultation with Key User Groups</p>	<p>At this stage, consultation with user groups has been limited to what has been undertaken by IOR. Notwithstanding, this consultation does include a letter of support from LRATQ.</p> <p>Consultation provides the opportunity to canvas the industries thoughts on the proposal – prior to Council formalising and agreement with IOR. Consultation also may provide the opportunities for potential improvements / value add to the current proposal that Council could pass on to IOR for consideration.</p>
<p>Opportunity to incorporate a cross loading facility into Primaries Road</p>	<p>The opportunity to incorporate a cross loading facility into Primaries Road has been raised. Based on the site constraints, it is felt that this is not a viable option.</p>

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)

The construction of a cattle cross loading facility to the west of Roma has the potential to provide tangible safety benefits to the livestock transport industry. The proposal seeks to install to facility on private (freehold) property.

The recommendation, for Council’s consideration, has been drafted with the view trying to help facilitate the proposal, through assisting with the supply and delivery of quarry material required, however also aims to protects Council’s investment into the project.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

That Council:

1. Note the letter of support provided with the request from the Livestock and Rural Transporters Association of Queensland (LRATQ) for the construction of a Cattle Cross Loading Facility to the west of Roma.
2. Authorise that negotiations, on the basis of Council providing 1544m³ of roadbase to the proposed site, be held with IOR Petroleum with the view developing an arrangement, binding to the property, that conditions;
 - a. the facility be available for use by the public (i.e. not just IOR fuel customers) for the term outlined in 2(b).
 - b. the facility is to be operated and maintained for a minimum of ten (10) years;
 - c. should either of the above item not be satisfied the value of the material would be returned to Council in the form of a financial payment.
3. Through Roma Saleyards staff, undertake further consultation with key Roma Saleyards users regarding the proposed Cattle Cross Loading Facility, with a summary to be provided, through a subsequent report to Council, with the outcomes of the Dot Point 2.

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?

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1  | Letter from IOR to Maranoa Regional Council Letter seeking Council Support to Improve Safety for Truck Drivers | D20/89908 |
| 2  | Letter of support for cross loading gantry installation at IOR Roma depot from the Livestock and Rural Transporters Association of Queensland Inc. | D20/89920 |
| 3  | IOR Cattle Cross Access Conditions | D20/89921 |
| 4  | IOR Buy Local Program | D20/89915 |

Report authorised by:

Program Funding & Budget Coordinator

Director - Corporate & Community Services

Chief Executive Officer



FUELLING AUSTRALIA

Tuesday, 18 August 2020

Maranoa Regional Council

By Email

To the Mayor and Councillors of Maranoa Regional Council,

RE: Seeking Council Support to Improve Safety for Truck Drivers

IOR Petroleum’s network of 24/4 unmanned diesel stops are used by some of Australia’s largest transport operators who travel along Australia’s popular road train routes.

IOR Petroleum has a commitment to Health and Safety for our team members, our contractors, our customers, and our Australian communities. We demonstrate this in our actions when dealing with staff and the community and through the ongoing support of organisations that save lives and improve people’s wellbeing.

In livestock transport, transferring cattle between road train crates, in the traditional sense, is considered one of the most dangerous activities along the transport supply chain for both drivers and the livestock.

In 2018, we identified an opportunity to improve industry safety at our Port Augusta diesel stop by installing a cross loader facility, in an area where one was not easily available. The purpose of the facility is to assist livestock transport drivers to transfer livestock efficiently from crate to crate without placing the health and safety of themselves or the livestock at risk. Port Augusta, South Australia was chosen specifically for this facility as it is located at the end of the road train route in South Australia.



Figure 1 IOR Port Augusta Cross Loading Facility

IOR Petroleum Pty Ltd
ABN 36 009 653 070

PO Box 576, CANNON HILL, Q 4170
99 Southgate Ave, CANNON HILL, Q 4170

t. 07 3895 4444
f. 07 3395 7902

e. info@ior.com.au
w. ior.com.au

Following the welcomed addition of the cross loader at Port Augusta, we have identified an opportunity to duplicate this safety facility at our Roma diesel stop. Given the volume of livestock transported through Roma, we anticipate strong interest in the facility from drivers in the livestock transport community.

Project overview

Development approval for the project has been received from the Maranoa Regional Council and a cross loader has been sourced from a vendor in Toowoomba. The cross loader has been manufactured with similar specifications to IOR's existing facility in Port Augusta.

As part of IOR's Buy Local Program, we have engaged a contractor based in Roma to manage all earthworks and lay bitumen. The quote we have received includes a provision for road base sourced from the Maranoa Council Quarry. The total cost for this component of the project is \$110,000.

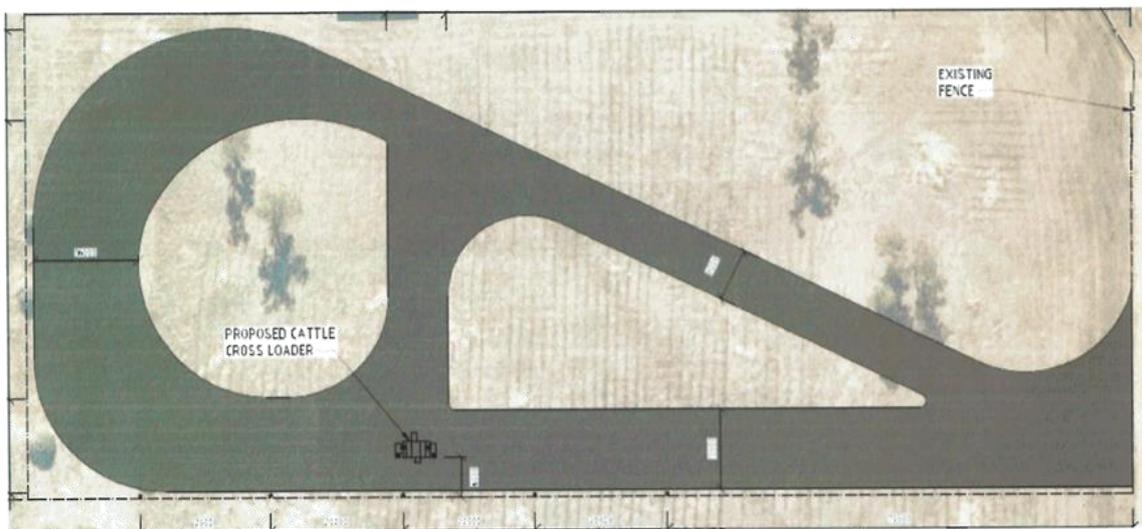


Figure 2 Roma Diesel Stop Site Plan

Project funding

Current estimates place the total cost of construction and installation at \$420,000.

Queensland Transport and Main Roads have committed to a grant of \$150,000 and IOR has committed \$50,000 in addition to the cost of plans, development approval and land value.

We have made approaches to various livestock transport associations who unfortunately do not have funds available. However, they have pledged their support for the project.

Support required

IOR is seeking from Maranoa Regional Council further financial support to cover the remaining expenses associated with this safety project. In lieu of financial support, we would appreciate any goods in-kind, such as materials from the Maranoa Council Quarry, to support the project. We would also greatly appreciate any guidance on the availability of grants and incentives to assist.



Figure 3 Proposed Roma Cross Loading Facility

For further information, we have attached to this letter the following documents:

- A copy of our Buy Local Policy.
- A letter of support from The Livestock and Rural Transporters Association of Queensland.
- IOR's Cattle Cross Loader Safety Guidelines and Access Conditions.

We look forward to progressing conversations with you on this project and welcome you to contact us if you have any questions.

Yours faithfully,



Stewart Morland
Managing Director



Ross Mackenzie
Executive Director

**LRTAQ**

ABN 82 252 478 543
PHONE 07 3726 5039
WEB www.lrtaq.com.au

WORKING TOGETHER – CARRYING QUEENSLAND

ADDRESS PO Box 1039, ROMA QLD 4455
EMAIL admin@lrtaq.com.au

17 August 2020

LETTER OF SUPPORT FOR CROSS-LOADING GANTRY INSTALLATION AT IOR ROMA DEPOT

To whom it may concern

Please accept this letter as endorsement from the Livestock and Rural Transporters Association of Queensland (LRTAQ) to support the installation of a cross-loading gantry at the IOR Petroleum Roma Depot.

The LRTAQ is the peak body representing livestock and rural transport businesses throughout Queensland. We strongly support the project as it will result in improved safety for livestock transporters, better animal welfare outcomes and significant increases in efficiency and productivity.

Safety

Cross-loading (transferring) cattle between trailers is considered one of the most dangerous activities along the cattle transport supply chain. Cross-loading without a gantry involves reversing two trucks together, the drivers climbing up the side of the cattle crate, standing on top of the crate and often inside the crate to move the cattle from one trailer to the next.

Installation of a cross-loading gantry will significantly improve the safety of drivers unloading cattle. Practically speaking it will mean that drivers no longer need to climb up and down along the side of the crate, reducing the risk of falling from height or being struck by livestock.

Animal welfare

Use of a cross-loading gantry will reduce the stress placed upon cattle during loading or unloading practices and is consistent with 'low stress' livestock handling techniques.

Efficiency and productivity

The Roma Saleyards is the largest livestock selling centre in the Southern Hemisphere processing more than 400,000 head of cattle per year. Having access to a cross-loading gantry in Roma will result in improved efficiencies and productivity by dozens of livestock transport operators.

If the LRTAQ can provide any further information to support this project please do not hesitate to contact me.

Yours sincerely

Gerard Johnson
President
Livestock and Rural Transporters Association of Queensland



IOR Petroleum Pty Ltd
ABN 36 009 653 070

Cattle Cross Loading Stations

CATTLE CROSS LOADING STATIONS - ACCESS CONDITIONS

IOR is willing to make cattle cross loading stations available at nominated IOR Sites to persons approved by IOR.

By accessing a cattle cross loading station at an IOR Site, you agree to the following Conditions.

1. Definitions

In these Conditions:

- (a) **Facility** means a cattle cross loading station designed to enable safer cross-loading of cattle between trailers;
- (b) **IOR** means IOR Petroleum Pty Ltd ACN 009 653 070;
- (c) **IOR Site** means IOR fuel depots within Australia at which IOR makes a cattle cross loading station available for use;
- (d) **Safety Guidelines** means the guidelines developed by IOR for the safe use of the Facility, which are attached to these Conditions and available at www.ior.com.au;
- (e) **PIN** means a user selected personal identification number which enables the use of a Tag; and
- (f) **Tag** means a digitally encoded key tag or card with a user selected PIN issued by IOR to access an IOR Site.

2. Risk

You acknowledge that cross-loading of cattle between trailers can be a dangerous activity and agree that the use of any Facility is at your own risk.

3. Responsibilities

It is your responsibility to:

- (a) operate the Facility with the highest regard to safety;
- (b) ensure that your employees, contractors, agents and invitees understand and agree to abide by the Safety Guidelines prior to using the Facility;
- (c) call **000** in the event of a serious injury or incident requiring immediate assistance; and
- (d) notify IOR of any injury, property damage or defective equipment by calling **1300 457 467**.

4. Access

- (a) IOR will use its best endeavours to make the Facility available to all approved persons at all times, but will not be liable for any failure, refusal or inability to do so.
- (b) IOR may approve or deny access to a Facility to any person at its absolute discretion.
- (c) IOR may suspend use of the Facility (for all persons or specific persons) if IOR believes that the Facility is being used unsafely or inappropriately.

5. Security

- (a) All Tags remain the property of IOR. You must notify IOR promptly on **1300 457 467** if your Tag is lost or stolen.
- (b) You must keep your Tag secure and your PIN confidential.

- (c) You may nominate a PIN for each Tag, and change a PIN at any time by request to IOR at tags@ior.com.au.
- (d) 24-hour surveillance cameras operate at most IOR Sites to monitor the security of IOR's equipment. Surveillance cameras may collect personal information. You must inform your employees, contractors, agents and invitees of the existence of the cameras and the possible disclosure of personal information to the relevant police service, IOR's external legal advisers or an IOR customer at the discretion of IOR and without further notice if an incident occurs.

6. Liability

You indemnify IOR against and release IOR from all and any loss or liability (including, without limitation, under any statute) arising in connection with:

- (a) the use or misuse of the Facility by you, your employees, contractors, agents and invitees;
- (b) any failure or ineffectiveness of the Facility; or
- (c) injury to any person or damage to a Facility or any other property at an IOR Site caused by you, your employees, contractors, agents and invitees;

whether or not IOR causes or contributes to the loss or liability, including (without limitation) due to its negligence.

7. Variations

- (a) IOR may vary these Conditions from time to time by notice in writing. The varied Conditions will take effect and apply to all future use of each Facility 7 days after any such notice is forwarded to you at your last notified postal or email address.
- (b) No representation, statement or other communication by or on behalf of IOR shall derogate from or override these Conditions unless the same is in writing signed by IOR.

8. Whole Agreement

These Conditions represent the entire, complete and exclusive understanding and agreement between the parties relating to each use of a Facility.

9. Severance

If any provision of these Conditions is determined to be illegal, invalid, void or voidable the legality or validity of the remainder of these Conditions will not be affected and will continue in full force and effect.

10. Governing law

These Conditions are governed by the laws of Queensland and the parties irrevocably agree that the courts of that state shall have exclusive jurisdiction to hear and decide any suit, action or proceedings and settle any dispute which may arise out of or in connection with these Conditions.

 <p>USE OF THIS CATTLE CROSS LOADING STATION IS AT YOUR OWN RISK</p>	<p><u>This facility must only be used in accordance with the Safety Guidelines below.</u></p> <p>In the event of a serious injury or incident requiring immediate assistance, contact the emergency services on 000.</p> <p>IOR may suspend use if, in IOR's opinion, the facility is being used unsafely or inappropriately. Please report any injury, property damage or defective equipment to IOR on 1300 457 467. Users will be liable for any damage to equipment caused by negligent or inappropriate use. IOR will not be liable to any person in connection with the use of this facility, including for negligence. 24-hour surveillance cameras may operate at this facility to monitor security and safe use.</p>
<h2 style="text-align: center;">Safety Guidelines</h2> <p style="text-align: center;">The following guidelines represent best practice for the use of this facility.</p> <p style="text-align: center;">This facility must be used in accordance with these guidelines.</p> <ol style="list-style-type: none">1. Ensure all vehicles and equipment are in working order and do not present any hazards.2. Ensure all involved parties are familiar with the facility and its operation before unloading.3. Take care when positioning vehicles, especially if reversing. If possible, use a spotter.4. Set up the facility for your intended use before starting to avoid the need to change the layout during use.5. Remain inside of the guarded work platforms at all times.6. Use three points of contact when using ladders.7. If any part of the facility is faulty, stop operations and report the fault to IOR on 1300 457 467.	



We are proud of the longstanding relationships we have with our local communities across Australia.

We manage our business in a way that ensures the benefits of our longstanding operations are shared with our people, neighbouring communities, and the local economies in which we operate. The IOR Buy Local Program provides a direct link between our business and local suppliers to build a competitive local supplier base. For regional Australian small businesses, we offer guaranteed payment terms of 21 days to encourage all local suppliers to register for ongoing procurement opportunities.

The goals of the IOR Buy Local Program are to:

- Support economic and employment growth in regional Australia.
- Create a fair opportunity for regional Australian small businesses.
- Provide regional Australian small businesses with resources to grow.

Learn more about our Buy Local Program and request a registration form for your business.



Our company exists to make a real difference in the communities in which we operate.”

Stewart Morland
IOR Managing Director

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 21 October 2020

Item Number: L.12

File Number: D20/100132

SUBJECT HEADING: Applications for Community Grants Round One 2020/21

Classification: Open Access

Officer's Title: Local Development Officer - Mitchell

Executive Summary:

Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.

Eleven grant applications were received and assessed under Round 1 for 2020/21. Six Small Grants and Five Community Grants were recommended for funding, subject to conditions where applicable.

Officer's Recommendation:

That Council:

1. Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:

GROUP	GRANT TYPE	FUNDED
Surat Hospital Auxiliary	Small	\$2,355
Eumamurrin Gun Club	Small	\$2,800
Injune and District Men's Shed Inc	Small	\$3,000
Queensland Blue Light Association Inc – Mitchell Branch	Small	\$1,008.50
QCWA – Roma Branch	Small	\$2,901.55
Warroo Retirement Village	Small	\$1,985
Total		\$14,050.05

GROUP	GRANT TYPE	FUNDED
Surat Bowls Club	Community	\$4,000
Roughlie Community Centre	Community	\$7,887 (\$2 420 from Small grants and \$5 467 from Community Grants)
Maranoa Horse and Pony	Community	\$8,000

Maranoa Regional Council

Ordinary Meeting - 28 October 2020

Club Inc		
Roma Polocrosse Club Inc	Community	\$8 000
Begonia Golf and Sports Club Inc	Major	\$14 000
TOTAL	Overall Total	\$39 467 \$ 55 944.05

2. Remove the Major Grant Category from Round Two, 2020/21 due to budget constraints

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).

Community groups as listed above

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
QCWA	Queensland Country Women's Association
Inc	Incorporated

Context:

Why is the matter coming before Council?

Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.

Council's Community Grants Program includes three types of funding:

- Small Grants (\$500 – \$3 000), where 50% funding is provided by Council. In February 2019, Senex committed \$15 000 per annum for the next three years towards this category, on the proviso that this amount is matched by Council.
 - **Aim:** To assist eligible organisations with community projects, events or activities which will enhance the liveability of the Maranoa Region and the wellbeing of residents.
- Community Grants (\$3 001 – \$10 000), where Council provides 50% funding.
 - **Aim:** To assist eligible organisations with community projects, events or activities which will enhance the liveability of the Maranoa Region and the wellbeing of residents.
- Major Grants (\$10,001 - \$20,000), where Council provides up to 25% funding.
 - **Aim:** To assist eligible organisations to undertake larger scale projects, events or activities which will make a positive contribution to the Maranoa Region's community wellbeing, cultural life, environmental sustainability and economic prosperity.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Six (6) Small Grants, four (4) Community Grant applications and one (1) Major Community Grant, totalling eleven (11) grants, were received with a total amount requested of \$65,345.05 for Round One of 2020/21. There was \$18,479.00 available in the Small Grants category, and \$38,654.00 in the Community/ Major Grants budget for round one, which totalled \$ 57,133.00 of available funds. As there was a short fall of \$26 691.05 in the Community/ Major Grants budget it is recommended that some of the applicants be offered less than requested as outlined below. It is also recommended to remove the Major Grant Category for round two due to budget constraints.

The assessment panel met on Wednesday 21 October 2020 and consisted of:

- Cr Geoff McMullen, Deputy Mayor
- Cr Wendy Taylor,
- Trevor Robertson, Government and Stakeholder Relations Manager, Senex
- Jane Fenton, Mitchell Local Development Officer
- Fiona Vincent, Regional Sport & Recreation Coordinator

The assessment panel recommended the following projects for funding:

Small Grants

1. **Applicant:** Surat Hospital Auxiliary
Project Title: Surat Hospital Fete
Funding Requested: \$2 355
Funding Recommended: \$2 355
Total Project Cost: \$5 069
Comments: All in favour of project

- 2. Applicant:** Eumamurrin Gun Club
Project Title: Purchase of tables, chairs, and clay targets
Funding Requested: \$2 800
Funding Recommended: \$2 800
Total Project Cost: \$6 067
Comments: All in favour of project subject that the items will be available to other community groups
- 3. Applicant:** Injune and District Men's Shed
Project Title: External works at the Injune Men's shed
Funding Requested: \$3 000
Funding Recommended: \$3 000
Total Project Cost: \$6 000
Comments: All in favour of project, subject to requesting a gathering when the project is completed as an acknowledgement of the efforts of the group.
- 4. Applicant:** Queensland Blue Light Association Inc
Project Title: Blue Light Equipment Upgrade
Funding Requested: \$1 008.50
Funding Recommended: \$1 008.50
Total Project Cost: \$2 017
Comments: All in favour of project subject to attempting to source the equipment from the local electrical goods business in Mitchell.
- 5. Applicant:** QCWA – Roma Branch
Project Title: CWA Roma Branch Technology Update
Funding Requested: \$2 901.55
Funding Recommended: \$2 901.55
Total Project Cost: \$6 101
Comments: All in favour of project, subject that equipment is sourced locally.
- 6. Applicant:** Warroo Retirement Village
Project Title: Upgrading recreation area
Funding Requested: \$1 985
Funding Recommended: \$1 985
Total Project Cost: \$4 090
Comments: All in favour of project.

Community Grants

- 1. Applicant:** Surat Bowls Club
Project Title: Re Stumping of the Surat Bowls Club House
Funding Requested: \$4 590
Funding Recommended: \$4 000
Total Project Cost: \$9 590

Comments: all in favour of project, subject to budget constrains funding recommendation less than requested.

2. **Applicant:** Roughlie Community Centre Inc
Project Title: Community Centre outdoor area
Funding Requested: \$7 887
Funding Recommended: \$7 887 (\$2 420 from Small grants budget and \$5 467 from Community Grants budget)
Total Project Cost: \$15 775
Comments: All in favour of project, subject that Senex is acknowledged for their contribution of the \$2 427 from the small grants category.
3. **Applicant:** Maranoa Horse and Pony Club
Project Title: Permanent Horse yards
Funding Requested: \$8 843
Funding Recommended: \$8 000
Total Project Cost: \$17 843
Comments: all in favour of project, subject to budget constrains funding recommendation less than requested
4. **Applicant:** Roma Polocrosse Club Inc
Project Title: Water Infrastructure
Funding Requested: \$10 000
Funding Recommended: \$8 000
Total Project Cost: \$20 413
Comments: all in favour of project, subject to budget constrains funding recommendation less than requested

Major Grants

1. **Applicant:** Begonia Gold and Sports Club Inc
Project Title: Community Hall Renewal
Funding Requested: \$19 975
Funding Recommended: \$14 000
Total Project Cost: \$85 506
Comments all in favour of project, subject to budget constrains funding recommendation less than requested.

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)

The Local Government Regulation 2012 states that:

Section 194 – Grants to community organisations

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

- (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
(b) in a way that is consistent with the local government's community grants policy.

<https://www.legislation.qld.gov.au/view/html/inforce/2018-02-18/sl-2012-0236#sec.194>

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)

Applications were assessed in accordance with Council Grants Policy and Community Grant Guidelines.

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)

Manager-Economic and Community Development
Coordinator-Regional Sport and Recreation
Local Development Officer-Mitchell

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)

Senex has provided \$15 000 per annum towards the Small Grants category for the next 3 years, on the condition that this is matched by Council.

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?

There is \$115,000 allocated in the 2020/21 budget, which includes Senex contribution of \$15,000 and the underspend from Senex funding in 2019/2020.

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)

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
Risk that allocations of grants could fall outside the Act	All grants have been assessed in accordance with Council's guidelines and policy. Unlikely.
Risk of exceeding budget	All grants have been assessed in accordance with Council's guidelines and policy, and the available budget at the time. Unlikely.

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)

Based on the applications, and the amount of budget available at the time, it is recommended that the funds be disbursed as listed, and with special conditions where applicable.

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. Endorse the recommendations of the assessment panel.
2. Remove the Major Grant Category from for funding in Round Two, 2020/21 due to budget constraints

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

4.11.1 Coordinate Council's grant programs and other funding to community groups.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services