



LATE ITEMS BUSINESS PAPER

Ordinary Meeting

Wednesday 11 November 2020

Surat Administration Centre

NOTICE OF MEETING

Date: 10 November 2020

Mayor: Councillor T D Golder

Deputy Mayor: Councillor G B McMullen
Councillors: 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 Surat Administration Centre on
11 November, 2020 at 6.30PM.

A handwritten signature in black ink, appearing to read "Julie Reitano".

Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject

L. Late Items

L.1	Roma and Injune Visitor Information Centre Christmas and New Year Operating Hours	3
	Prepared by: Regional Tourism Development Coordinator	
L.2	Development application fee refund.....	7
	Prepared by: Lead Town Planner	
	Attachment : Letter requesting fee waiver	12
L.3	Australia Day 2021.....	13
	Prepared by: Local Development Officer - Surat	
L.4	My Maranoa Christmas Street Party	17
	Prepared by: Regional Events Attraction / Local Development Project Officer	
L.5	Historical Building at the Roma Hospital	25
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
	Attachment : Letter to Queensland Health	29
L.6	Agreement to use Surat Water Tower.....	30
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
L.7	Landowner's Consent - Application for Environmentally Relevant Activity for Stage 2B Roma Flood Mitigation Project.....	36
	Prepared by: Deputy Director / Strategic Road Management Manager - Construction	
L.8	Drought Communities Programme - Extension for Maranoa water supply security - Surat and Yuleba Townships request for variation to funding agreement.....	41
	Prepared by: Program Funding & Budget Coordinator	
	Manager - Water, Sewerage & Gas	

LC. Late Confidential Items

LC.2	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.3	Review of Council Decision - Capital Upgrade Request 262 Currey Street, Roma	
	Classification: Closed Access	

Ordinary Meeting - 11 November 2020

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.4 Letter of Support for proposed data centre in Roma.

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.5 Offer of Sale of Cinema to Council

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

OFFICER REPORT

Meeting: Ordinary 11 November 2020

Date: 28 October 2020

Item Number: L.1

File Number: D20/102514

SUBJECT HEADING:

Roma and Injune Visitor Information Centre
Christmas and New Year Operating Hours

Classification:

Open Access

Officer's Title:

Regional Tourism Development Coordinator

Executive Summary:

Whilst the Roma and Injune Council Administration offices close from Wednesday, 23 December 2020 and reopen Monday, 4 January 2021, due to Council's contractual obligation with Visit QLD the Roma and Injune Visitor Information Centres are required to remain open over the Christmas and New Year period.

In previous years, in order to offer tourism staff and volunteers a work-life balance over the festive period, Council has resolved to reduce the operating hours of the Roma and Injune Visitor Information Centres and The Big Rig.

Closing the visitor information centres on the gazetted public holidays and reducing operating hours between Christmas and New Year enables staff and volunteers to spend quality time with family and travel safely to attend Christmas celebrations.

Officer's Recommendation:

- 1) Close the Roma Visitor Information Centre, Injune Visitor Information Centre and The Big Rig on the gazetted public holidays of Friday 25 December, Saturday 26 December and Friday 1 January,
 - 2) Open the Roma Visitor Information Centre, Injune Visitor Information Centre (dependent on volunteer availability) and The Big Rig from Wednesday 23 December- Sunday 3 January (excluding the above mentioned public holidays) between 9am – 2pm,
 - 3) Not operate The Big Rig Night Show Sunset Experience Friday 25 December to Friday 1 January 2021, recommencing the tour on Monday 4 January 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).

Nil

Acronyms:

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

Maranoa Regional Council

Ordinary Meeting - 11 November 2020

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
VIC	Visitor Information Centre

Context:

Why is the matter coming before Council?

These facilities are Council owned and operated by Council staff and local volunteers.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Visitation to the Maranoa region is relatively low in December, approximately 20 visitors a day, and with daytime temperatures regularly reaching 40 degrees it has been observed that a majority of visitors move around earlier in the day. Last year visitor numbers were particularly low due to the bushfires that raged across most of eastern Australia.

	December 2019	December 2018	December 2017
Roma VIC	573	665	714
Injune VIC	505	620	795

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)

Accredited Visitor Information Centres must open for a minimum 42 hours every week, 7 days, excluding approved Public Holidays. We have had discussions with the accreditation body, Visit Queensland, who are aware of these reduced hours during this period.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Ed Sims, Manager Community and Economic Development
Leanne Crawford, Tourism Officer (Roma)
Jane Vincent, Tourism Officer (Injune)

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

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)

Accommodation operators, cafes, other local businesses and locals in both Injune and Roma often recommend visitors, friends and family come down to the local Visitor Information Centres. The reduced operating hours will be widely and clearly advertised to all Visitor Information Centre volunteers, notices placed on The Big Rig and My Maranoa Facebook pages and suitable signage placed at the relevant Centres. An email with the reduced operating hours will be sent to all accommodation operators. Both Centres have answering machines. Roma and Injune Visitor Information Centres have after hours brochures available.

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
Complaints that no visitor information was available	Likelihood is low and both Injune and Roma have after hours visitor brochures available.

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)

Reduce operating hours at the Roma and Injune Visitor Information Centres over Christmas and New Year to provide tourism staff and volunteers work/life balance over the festive period.

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?***

This recommendation is not contrary to existing Council policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

4.3.3 Operate two 7 day a week Visitor Information Centres (Roma, Injune) and support three other Visitor Information Centres (Mitchell, Wallumbilla, Surat).

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 11 November 2020

Date: 22 October 2020

Item Number: L.2

File Number: D20/100644

SUBJECT HEADING:

Development application fee refund

Classification:

Open Access

Officer's Title:

Lead Town Planner

Executive Summary: Kate Duff is seeking a refund on fees recently paid for a development application for a car wash at 92 Bowen Street, Roma. The request coincides with Council's recent decision to waive most development application fees until 30 June 2021 to support economic activity and growth in the region in direct response to the coronavirus pandemic.

Officer's Recommendation:

That Council refund the development application fee paid for a Material change of use for a "Car wash" at 92 Bowen Street, Roma (Council reference 2020/20145).

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).

Council's decision regarding this matter is likely to affect the owners of the premises, Kate and Stephen Duff.

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	

Context:

Why is the matter coming before Council?

A determination on whether to refund development application fees sits outside the scope of Officer delegations and a decision about this matter is required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- A development application for a car wash at 92 Bowen Street, Roma was submitted to Council on the 4th August 2020. The application was subsequently approved at the Ordinary Meeting of 23 September 2020 (OM/09.2020/63). Car wash operations commenced shortly after the approval was issued.
- At its Ordinary Meeting of 9 September 2020 Council resolved to waive most development application fees as part of its COVID-19 recovery package (OM/09.2020/46). This followed several months of deliberations about how Council could support the development community through the pandemic and stimulate economic growth in the region.

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)

- Chapter 3, Part 6, Division 3, Part 7 of the *Planning Act 2016* authorises an assessment manager, referral agency or responsible entity to refund all or part of a required fee.

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)

Deviations from the adopted *Fees and Charges Schedule* and the *Adopted Infrastructure Charges Resolution* are approved by resolution of the elected Council at a General Meeting.

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, Development Facilities and Environmental Services (internal)
- Manager Planning & Building Development (internal)

The officer's recommendation has been informed by feedback from the parties consulted.

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 - The car wash is a private development that will be funded by an external party.

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?

Endorsing the officer recommendation will result in Council refunding \$4,282.30 to the applicant. The fees can be transferred from sub ledger account 01011.1175 (GL 1011.1170.1002)

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 – a decision on this matter will not impact future year budgets.

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 current landowner and applicant of the originating application, Kate and Stephen Duff will be *interested and impacted* by Council's decision.

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
See below	

The *Planning Act 2016* provides Council, as assessment manager, the ability to refund development application fees at its discretion. There is no opportunity to appeal Council's decision on these matters to the Court.

There is a risk that other development proponents may seek a refund of recently paid development application fees. As with any request for a fee waiver or a refund, Council can consider these requests on a case by case basis, taking into consideration any issue it considers to be reasonable or relevant.

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 the development application fees paid for a Material change of use for a car wash at 92 Bowen Street, Roma be refunded the following reasons;

- The date that Council resolved to waive most development application fees (9 September 2020) is not necessarily a true reflection of when economic impacts as a result of the coronavirus pandemic started to be felt in the region. Council had been considering its economic response to the pandemic since as

early as February 2020, and the waiver of development application fees had formed part of these early deliberations;

- There is a reasonable argument that the long term economic benefit generated to the region as a result of a new business establishing in Roma outweighs the short term financial impact of an application fee refund, particularly in the context of a pandemic. The development approval has resulted in additional Council rates and more importantly, the creation of two local jobs that will have a long term and wider financial benefit to the community;
- The justification for a fee waiver that will be afforded to other development proponents over until 30 June 2021 is the same for which can be applied for the car wash application;
- A decision to approve the car wash was made *after* Council had resolved to waive development application fees. The application was decided on the 23 September 2020 and a decision to waive application fees was made on the 9 September 2020. In other words, the application was being assessed and decided at the same time that other development applications made during the same period had not incurred a fee. The fee for this application was incurred only because it was *submitted* approximately 1 month before the fee waiver was formally introduced; and
- Such was the discussion around Council's response to the coronavirus pandemic, and specifically to encouraging economic growth by waiving some application fees, that there was a reasonable expectation by the applicant that Council would support a fee refund. Unable to wait any longer for a resolution due to the fear of losing a perspective new business at a time when there is a lot of uncertainty around economic activity, the applicant proceeded with an application in good faith.

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 endorse the Officer recommendation and refund the application fees paid for a Material change of use for a "Car wash" at 92 Bowen Street, Roma. This recommendation is consistent with a recent resolution by Council to waive development fees until 30 June 2021 to encourage economic activity in the region.

Maranoa Regional Council

Ordinary Meeting - 11 November 2020

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

1  Letter requesting fee waiver

D20/102682

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



PO Box 641 Roma Q 4455

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7th October, 2020

Maranoa Regional Council
Cnr Bungil & Quinton Streets
Roma Q 4455

Dear Sir/Madam,

Re: Development Application for Material Change of Use – “Carwash” 92 Bowen Street, Roma

Thankyou for the approval recently received for our material change in use application for the car detailing business.

It will enable this business to proceed with confidence and continue to employ locals.

Given that we still have to make a number of expensive renovations to the area, to ensure that the business is appropriately fitted out ie oil separator and wash down bay, we were wondering if Council may offer assistance by way of waiving the application fees in this instance.

It has been a year of great uncertainty for local businesses and it would be great to know we are all supported, where possible, by our Council.

Kind regards
Kate Duff



OFFICER REPORT**Meeting:** Ordinary 11 November 2020**Date:** 3 November 2020**Item Number:** L.3**File Number:** D20/105045**SUBJECT HEADING:** Australia Day 2021**Classification:** Open Access**Officer's Title:** Local Development Officer - Surat**Executive Summary:**

Each year, on the 26 January, the towns in the Maranoa Regional Council area organise Australia Day Awards & Celebrations for their communities. Australia Day is one of the main Council events held each year.

The last annual Australia Day Awards and celebrations were held on Sunday, 26 January 2020 in Roma, Mitchell, Surat, Injune, and Yuleba. Wallumbilla and Yuleba take turns to host the day. In 2021 Wallumbilla will host the Australia Day celebrations.

Council staff worked with local businesses and community organisations to deliver each event.

Officer's Recommendation:

It is recommended that Council receive and note the officer's report as presented.

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).

<provide details>

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
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

For information to outline the program for Australia Day 2021 as is currently known.

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 will be held on Tuesday 26 January 2021 in Roma, Mitchell, Surat, Injune, and Wallumbilla.

Council has applied to host three Australia Day Ambassadors in 2021. Once confirmed accommodation in Roma will be booked and their itinerary and transport organised.

It is anticipated that an Ambassador will attend each of the towns, ideally for the awards ceremonies and also take part in other community activities depending on their areas of interest or expertise.

It is also envisaged that there would be a dinner for the Mayor and Councillors and Australia Day Ambassadors on the evening of Monday 25th January 2021.

Each town has a day of celebration and it is planned that the days will be:

Mitchell & District - 8AM to 1PM - purchased breakfast at the Great Artesian Spa then Australia Day awards at Mitchell Shire Hall, cutting of the Australia Day cake and morning tea. Council provides discounted adult entry swim at the Great Artesian Spa all day (\$5) and children for FREE!

Injune & District - 9am – 2pm - Australia Day awards, cutting of the Australia Day cake and morning tea. Then music and fun activities with a free BBQ lunch. The Injune Swimming Pool is open for your enjoyment for free.

Surat & District – 12 noon to 3pm - a free BBQ at the Surat River Walk Parklands and then Welcome to Country, the Australia Day awards, cutting of the Australia Day cake and afterwards be entertained with fun activities including possible yabby racing. Free pool entry in the afternoon.

Wallumbilla & District - 09:00am – 2pm - Australia Day awards, cutting of the Australia Day cake and morning tea! Free entry all day at Wallumbilla pool.

Roma & District – 9am – 2pm - Welcome to Country, presentation of Australia Day Awards and cutting of the Australia Day cake. Then entertainment, activities for the kids and a Food Truck Feast. Free all day entry to the Denise Spencer Memorial Pool.

All events are being planned to meet Covid-19 restrictions.

These are subject to change depending on the number of Ambassadors and how they fit with activities in each town, the community organisations in each town, updated Covid-19 restrictions and scheduling demands.

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.

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)

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

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

Council was also successful in gaining a grant of \$1,000 to buy merchandise with the new branding "We are all part of the story".

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 additional costs incurred with running Australia Day events so they comply with Covid-19 restrictions.

Council was also successful in gaining a grant of \$1,000 to buy merchandise with the new branding "We are all part of the story".

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
Nil	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)

It is recommended that Council receive and note the officer's report as presented.

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?

It is recommended that Council receive and note the officer's report as presented.

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 11 November 2020

Date: 4 November 2020

Item Number: L.4

File Number: D20/105438

SUBJECT HEADING:

My Maranoa Christmas Street Party

Classification:

Open Access

Officer's Title:

Regional Events Attraction / Local Development

Executive Summary:

The My Maranoa Christmas Street Party was initiated to provide both an economic stimulus to business owners throughout the Maranoa and Christmas cheer to the community.

Current COVID-19 restrictions and the implementation of a COVID Safe Event Checklist, however, poses extensive challenges for large community gatherings and events such as the My Maranoa Christmas Street Party.

In lieu of the My Maranoa Christmas Street Party, it is proposed the event be replaced with a number of smaller community activities to enhance community Christmas cheer and a regional 'Think Local First This Christmas' campaign to support businesses in the Maranoa.

Whilst it is disappointing that the community will not be able to gather for a major Christmas event in 2020, support for local businesses and the spread of Christmas cheer can still be achieved.

Essentially, the funds allocated to the My Maranoa Christmas Street Party would be diverted to the 'Think Local First This Christmas' & 'Community Christmas Cheer' initiatives as part of the 'My Maranoa Christmas 2020' campaign.

Officer's Recommendation:

It is recommended that:

1. Due to restrictions imposed by the COVID19 pandemic, Council replace the 'My Maranoa Christmas Street Party' with a revised 'My Maranoa Christmas 2020' campaign that incorporates both an economic stimulus component and community Christmas cheer element, and
 2. Use the budget from the My Maranoa Christmas Street Party WO. 20485
 3. That Maranoa Music Inc. be granted permission to position themselves in front of the large Christmas tree (McDowall St) and play to the public on a Saturday morning 5 December as part of the 'My Maranoa Christmas 2020' campaign.
-

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).

Market stall holders and food vendors will miss an opportunity to sell their products and services. A number of these stalls were community groups.

All businesses across the region will have the opportunity to participate in the 'Think Local this Christmas Campaign' which is anticipated to provide an economic stimulus.

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
None	

Context:

Why is the matter coming before Council?

As part of the Queensland Government imposed restrictions due to COVID-19, gatherings in homes and public spaces of more than 40 people and less than 1000 require the implementation of a COVID Safe Event Checklist.

- Section 3 of the COVID Safe Event Checklist outlines the responsibility of event organisers to monitor attendance numbers and use separate entry and exit points.
- Section 5 outlines the responsibility of organisers to provide contact information for staff and attendees immediately upon request of Queensland Health officials.

A large outdoor event that is not confined to a controlled space (such as the My Maranoa Christmas Party) and doesn't offer defined points of entry or exit, poses significant challenges in complying with Government requirements, monitoring numbers and collecting contact information for all attendees.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council in conjunction with the My Maranoa Christmas Street Party advisory committee hosted the My Maranoa Christmas Street Party on Thursday, 5 December 2019. Although attendee's numbers are not 100% accurate, the attendance rate was unprecedented, and it estimated up to 800 community members and families attended throughout the course of the evening.

500m of McDowall Street was closed in order to host the event. 25 market stalls and 8 food vendors were in attendance, as well as a number of retailers and food outlets within the closure who participated on the night. Maranoa Regional Council offered

photographs with Santa free to the community as a gift and approximately 80 families utilised this offer.

In addition to the community event, Maranoa Regional Council also conducted a shop local campaign in conjunction with the street party and received 3395 entries. Prizes for the campaign were donated by local businesses. Based on these figures and community feedback, the event and campaign were successful in providing an economic stimulus to business owners throughout the Maranoa.

The coronavirus continues to limit events and large community gatherings and therefore the lead up to Christmas in 2020 is looking very different to 2019. It is proposed that the My Maranoa Street Christmas Party be replaced with several smaller community activities and a regional “Think Local First This Christmas” campaign.

Below is an outline of the ‘Think Local First This Christmas’ campaign will entail.

Throughout July & August The COVID19 Taskforce successfully rolled out the “Think Local First” campaign that incorporated digital media training, media assets and a physical reminder in the forms of banners. It is proposed an extension of this campaign be implemented through the following:

- Rebranded (Christmas themed) digital assets: “Think Local First This Christmas”
 - Re-launch of a fresh Christmas themed “Think Local First This Christmas” branding via social media in conjunction with the COVID19 Taskforce.
- A “Think Local First This Christmas” shopping campaign.
 - From 23 November to the 20th December, when residents spend \$10 in a participating local store, they are invited to enter into a competition to win “Local Dollars”, which can then be re-spent in the community
 - A “Local Dollars” prize will be drawn in 5 towns (Roma, Mitchell, Injune, Surat & Wallumbilla/Yuleba) with a major winner also drawn from all entries across the region. Entries will be via a QR code, making it a safe, non-contact method of entry. (A paper-based entry form will also be available in a central location in each town)
 - Assistance of the Development Associations in each of the towns to implement the campaign
 - Promotion through posters, social media, Development Associations & council networks.

The Community Christmas Cheer element will then be achieved through community events including (but not limited to):

- Colouring-in competition with an art gallery exhibition in each town (for those towns that do not have a gallery, artwork would be displayed at the local library)
- Roving Santa with photo opportunities in towns across the region – in this instance a professional photographer would be engaged to take photos and email digital copies to participants. Consideration would be given for community events that are already scheduled and support offered for those events in lieu of this activity.
- Saturday morning Christmas Carols played/broadcasted in the main street of Roma during December
- Maranao Music Inc. positioned in front of the large Christmas tree (in McDowall St) to play Christmas music to the public on a Saturday morning either in late November or during December
- An ‘Elf on the Shelf’ Selfie competition (incorporating Christmas hashtags #mymaranoaelfontheshelf #mymaranoachristmas2020) – with Elf to be hidden around iconic locations in the Maranoa
- Christmas movies incorporated into the School Holiday Program
- ‘Christmas Greetings from Maranoa Regional Council’ video to be streamed on social media to correspond with the lighting of the Christmas tree

In addition, the following annual activities as coordinated by MRC’s Community Support Officer – Janaya Greenwood, will take place:

- Community Christmas Luncheon
- Christmas Hamper Drive

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)

Chief Health Officer public health directions

Restrictions on Businesses, Activities and Undertakings Direction (No.08)

Effective from: 4pm 16 October 2020

Outdoor Events

Fewer than 1,000 people – must comply with a COVID Safe Event Checklist, no further approval needed

COVID Safe Event Checklist

3. Maintain Physical Distancing

- Establish a system to monitor numbers of people entering and exiting the event site, to ensure the site capacity of limit of 500 people (whichever is least is not exceeded).
- Use separate entries and exits within discrete areas of the event site

5. Facilitate Contact Tracing

- Records of contact information for staff and attendees to be provided immediately upon request by public health officials from Queensland Health.

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)

Contact has been made with the 2019 My Maranoa Christmas Street Party advisory committee to gain feedback regarding the event for 2020.

Those that provided feedback acknowledged holding such an event under current COVID-19 restrictions would be extremely challenging with a suggestion to hold an event at Bassett Park put forward. This option did not provide the economic benefit to businesses and would pose similar challenges for COVID tracing as a street party.

Furthermore, it was stated that the Street Christmas Party event itself, would not provide any additional benefits to retail shops in the main street as limitations regarding the number of people allowed in shops at the one time would still apply.

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?

The 2020/2021 adopted budget includes an allocation of \$15,000.00 for the My Maranoa Street Christmas Party. WO 20485

To run the My Maranoa Christmas Street Party, additional staff, extensive security measures and fencing would be required to ensure a COVID Safe Event Checklist is effectively implemented. This cost for this, would have severe implications with the budget and limit the activities / entertainment provided at the event.

The following budget is proposed for the new 'My Maranoa Christmas 2020' campaign.

Budget

Expenses	Estimated Costs	TOTALS
Think Local First This Christmas		
Marketing & Paid Advertising		3,000.00
Prizes		
• 5 x Towns @ \$500 each	2500.00	
• 1 x Regional winner	1000.00	3,500.00
Additional Think Local First Banners		
• 10 x \$150 each		1,500.00
Community Christmas cheer activities		
Colouring-in Competition Prizes		
• 6 x hampers @ \$100 each		600.00
Elf on the Shelf Prize (1 x regional winner)		100.00
Roving Santa & Photographer		2,500.00
Christmas Movie @ The Big Rig (using the Night Show screen)		300.00
TOTAL		\$11,500.00

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)

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
Non-compliance with Chief Health Officer public health directions	If Council were to go ahead with the My Maranoa Christmas Party and not approve the substituted 'My Maranoa Christmas 2020' campaign, there would be a high possibility Council would be at risk of breaching the COVID Safe Checklist requirements, resulting in significant penalties.
Negative feedback from the Community	If the proposed 'My Maranoa Christmas 2020' campaign (in replacement of the Street Christmas Party) did not go ahead, Council may receive negative community feedback regarding lack of initiative to provide support to local businesses and COVID Safe compliant community Christmas activities.

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)

Taking into account the logistics involved in planning such a large-scale event, to do so within the current timeframe is not feasible. Furthermore, implementing a COVID Safe Checklist for the My Maranoa Christmas Street Party would impose extreme pressure and enormous responsibility on Council staff.

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?**

It is recommended that Council replace and divert the funds allocated to the 'My Maranoa Christmas Street Party' with a 'My Maranoa Christmas 2020' campaign that incorporates both an alternative economic stimulus component and community Christmas cheer element.

It is also recommended that Maranoa Music Inc. be granted permission to position themselves in front of the large Christmas tree (McDowall St) and play to the public on a Saturday morning as part of the 'My Maranoa Christmas 2020' campaign.

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 11 November 2020

Date: 5 November 2020

Item Number: L.5

File Number: D20/105745

SUBJECT HEADING:

Historical Building at the Roma Hospital

Classification:

Open Access

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

This report provides an update on investigations and actions taken in regard to possible acquisition of an historical building that has been marked for demolition at the Roma Hospital.

Officer's Recommendation:

That Council note the Officers Report as presented.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

At the Ordinary Meeting held on 28 October 2020, Council considered a Councillor report in relation to a historical timber building at the Roma Hospital. The building was referred to in the report as the former engineers' office in the old board room at the Roma Hospital. Council's decision at this meeting on 28 October was:-

Resolution No. OM/10.2020/132

That a report be prepared for an upcoming Council meeting, and in the interim write to the South West Hospital Board asking them not to enact demolition of the identified building.

This report provides an interim update on research completed and actions taken to date.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In accordance with Council's decision, a letter was sent to South-West Hospital and Health Service on 29 October 2020, by the Office of the CEO. Correspondence is attached.

On 29 October 2020, Council's Facilities Team made contact with a company that regularly undertakes large scale demolition work within this region. This company verbally advised that they had not been notified of the outcome of the tender process and were unaware if they would be granted this job.

Council received a response from the South-West Hospital and Health Service on 5 November 2020. In their correspondence, the South-West Hospital and Health Service advised that the Queensland Government (QBuild) were managing the demolition project and Council should be communicating with that entity.

Executive Customer Service Officer - Office of the Mayor and CEO, made contact with the Queensland Government (QBuild) who confirmed that the tender had closed but the contract had not yet been granted. The process had been delayed due to the Queensland Government being in caretaker mode prior to the State Election. The Queensland Government website shows that tenders closed on 18 September 2020.

Council's Officer forwarded a copy of the letter sent to Queensland Health, to QBuild.

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)

No

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)

South-West Hospital and Health Service
QBuild

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Council has not allocated any funds in the 2020/21 budget to acquire the building or for removal costs. If Council is successful in acquiring the building, Council will need to allocate funds to reestablish the building on another site and make the building functional.

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)

If Council is successful in acquiring the building, it will become an asset of Council. The building will need to be maintained and insured and there will be a depreciation cost associated with the asset.

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)

South-West Hospital and Health Service

Queensland Government (QBuild)

Parties who may be interested in the local historical significance of the building.

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
Community Expectation	Council may not be successful in acquiring and preserving this building. As the tender has already closed, tendering demolition businesses may have submitted a tender price based on being able to salvage and on-sell this building. Demolition businesses may have already identified a potential buyer for the building.
Financial	There is no budget allocated to acquire, relocate or reestablish the building. The building may need a substantial investment of funds to make it fit for purpose, depending on the final location decided upon.

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)

QBuild have called tenders to demolish the old hospital site. Tenders closed on 18 September 2020 and the successful company is yet to be notified. Considering how far the procurement process has progressed, Council may need to negotiate to acquire the building from the eventual successful demolition company which may have a financial implication for Council.

The building may also no longer still be available if the demolition company has plans to salvage and on-sell the building, and if the company has already found a buyer.

It is suggested that Council continue to liaise with Queensland Government – (QBuild) and if needed, negotiate with the demolition company who is eventually granted the contract.

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 note the Officers Report as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[1](#) Letter to Queensland Health

D20/103001

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Enquiries: Brittany Lafrenais – Office of the Mayor/CEO
Phone: 07 4624 0672 (Direct) or
1300 007 662 (via Customer Service)
Our Refs: D20/103001

29 October 2020

Mr Matthew Boyd
Acting Health Service Chief Executive
South West Hospital and Health Service
Po Box 1006
Roma Qld 4455

Via email: md07-southwest-hhs@health.qld.gov.au

Dear Mr Boyd

Re: Old board room at the Roma Hospital

At the Ordinary Meeting on 28 October 2020, the Mayor presented a report for Council's consideration in relation to re-locating the historic timber building which was the former engineers' office in the old board room located at the Roma Hospital.

Council considered this proposal at the meeting and resolved to have a report brought back to an upcoming Council meeting. In the interim Council asked that the South West Hospital Board not enact demolition until a decision is made by Council.

The next Ordinary meeting is being held on 11 November 2020. We formally request that no action be undertaken until this proposal has been considered by Council.

If you have any queries in the interim, please contact Council's Executive Customer Service Officer – Office of the Mayor/CEO, Brittany Lafrenais, on one of the numbers provided above.

Yours sincerely

A handwritten signature in black ink, appearing to read "Julie Reitano".

Julie Reitano
Chief Executive Officer

OFFICER REPORT**Meeting:** Ordinary 11 November 2020**Date:** 5 November 2020**Item Number:** L.6**File Number:** D20/106129**SUBJECT HEADING:**

Agreement to use Surat Water Tower

Classification:

Open Access

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council has received a request for a Telecommunications Site Licence Agreement in respect to the Surat Water Tower.

Officer's Recommendation:**Council resolves to:**

1. *Enter into an agreement with March IT Pty Ltd ACN 165 285 728 (for the use of part of the Surat Water Tower and associated land for the installation and operation of telecommunications equipment) other than by tender or auction pursuant to the exception under section 236(1)(c)(vi) of the Local Government Regulation 2012 (Qld);*
2. *Authorise the Chief Executive Officer (or delegate) to enter into an agreement with March IT Pty Ltd ACN 165 285 728, subject to the final terms and conditions being satisfactory and not restricting Council's ability to provide services as a public utility; and*
3. *Accept that the annual fee be set at \$1,800 per annum plus GST.*

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).

March IT Pty Ltd – a private company undertaking works for a private company in the Surat district.

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?

Council has been approached by March IT Pty Ltd seeking an agreement in respect to installing equipment in and on the Surat Water Tower.

The Surat Water Tower is a “public utility structure” as it is used by Council (being a public utility) to supply reticulated water to the public.

March IT Pty Ltd, as a carrier, must make reasonable efforts to enter into an agreement with Council (as a public utility) to place equipment on the tower.

On their website March IT Pty Ltd describe themselves as an ACMA licensed telecommunications carrier that designs and delivers telecommunications services (www.marchnet.com.au)

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

March IT Pty Ltd has contacted Council seeking approval to install infrastructure on top of and within the Surat Water Tower. March IT Pty Ltd have been engaged by a private company to undertake a communications project in Surat. It is unknown who March IT Pty Ltd's client is.

Council's Manager - Information Technology Rueben Broom has also had discussions and received a price from March IT Pty Ltd, to possibly utilize their services to improve Council's internet speed in Surat.

The Surat Water Tower is a Council facility, designed and used for the purpose of supplying reticulated water to the public.

March IT Pty Ltd were requested to forward an agreement that they would like Council to consider. An agreement was sent through, proposing to pay Council \$0 for have equipment on the tower.

Manager Facilities, (Land, Buildings and Structures) Tanya Mansfield and Manager Water, Sewerage, Gas reviewed the draft agreement and provided feedback to March IT Pty Ltd on:-

1. Annual fees (most recent fee agreed to by Council for equipment on the Roma Tower is \$5,000 per annum plus GST). Both Managers agree that having equipment on the tower has an associated cost to Council for maintenance and upkeep, electricity and also arranging access to the site by Council Plumbers.

Outcome – After initially refusing to pay any fees, and contact being made by Director/CEO Paul Torrisi, reinforcing their position that they will pay no fees and threatening action under the Telecommunications Act, March IT Pty Ltd's position has softened and the offer is now \$1,800 per annum.

2. Electromagnetic Frequency/Safety Risk to Council Workers.

Outcome - March IT Pty Ltd have advised that all the equipment they use in their network is “Compliance 1” and poses no risk on workers on the tower.

3. Installation of equipment in the tower and on top of the tower. Manager Graham Sweetlove.

Outcome – March IT Pty Ltd have advised that all equipment will now be installed outside the tower.

Council's Surat Water Tower is located on land described as Lot 9 on RP67606.



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)

Telecommunications Act 1997

Telecommunications (Low-impact Facilities) Determination 2018.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager Water, Sewerage, Gas (Graham Sweetlove) reviewed the draft agreement and provided comment on:-

1. Annual fees. Manager Graham Sweetlove provided feedback that the company should be paying an annual fee.
2. Installation of equipment in the tower and on top of the tower. Manager Graham indicated that it was his preference that the cabinet (that is rated external) go outside the tower as he had concerns that if Council had a few similar requests the base area of the tower would become crowded.
3. Requirement for unimpeded access. The door to the tower is locked for safety and security reasons. Council plumber will need to attend site each time to unlock the tower to allow access.

Manager Information Technology (Reuben Broom) confirmed that he had conversations with March IT Pty Ltd in regard to them possibly providing a service that will improve Council's internet speed in Surat. Manager – Reuben confirmed that he had been provided with a quote, and that the price given was not discounted in any way in recognition of March IT Pty Ltd's request to place equipment on Council's Water Tower.

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

If Council enters an agreement with March IT Pty Ltd, there will be a small financial contribution to Council in exchange for having equipment on the site. \$1,800 per annum.

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)

Income of \$1800 per annum. Payment of ongoing expenses.

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)

March IT Pty Ltd

Private company that has engaged March IT Pty Ltd (details unknown)

Council's Information Technology Services Team

Council's Water Sewerage Gas Team

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
Effect on Council's water operations	Approval conditional on there being no negative impact on Council's water reticulation operations.

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)

Having the equipment on the Surat Water Tower, has the potential to increase internet speed at Council facilities in Surat. It is recommended that Council provide approval for March IT Pty Ltd to put equipment on the tower on the condition that the works do not have any negative impact on Council's ability as a utility provider to supply reticulated water in Surat.

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?*

Council resolves to:

1. *Enter into an agreement with March IT Pty Ltd ACN 165 285 728 (for the use of part of the Surat Water Tower and associated land for the installation and operation of telecommunications equipment) other than by tender or auction pursuant to the exception under section 236(1)(c)(vi) of the Local Government Regulation 2012 (Qld);*
2. *Authorise the Chief Executive Officer (or delegate) to enter into an agreement with March IT Pty Ltd ACN 165 285 728, subject to the final terms and conditions being satisfactory and not restricting Council's ability to provide services as a public utility; and*
3. *Accept that the annual fee be set at \$1,800 per annum plus GST.*

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 11 November 2020**Date:** 9 November 2020**Item Number:** L.7**File Number:** D20/106821**SUBJECT HEADING:**

Landowner's Consent - Application for Environmentally Relevant Activity for Stage 2B Roma Flood Mitigation Project

Classification:

Open Access

Officer's Title:

Deputy Director / Strategic Road Management

Executive Summary:

As part of the delivery of Stage 2B – Flood Mitigation Project, Council is required to obtain an Environmental Authority.

For the purposes of this report, and in order to progress the Stage 2B – Flood Mitigation Project, Council is required to make an application, and ultimately obtain, an ERA 16 for the Extractive and Screening Activities due to the volume of spoil required to be removed from the site exceeding the legislative threshold (threshold 2(a) is for extracting 5000 tonnes to 100,000 tonnes of material in a year).

Officer's Recommendation:

That Council authorise the Chief Executive Officer to sign the required documentation, including the provision on landowner's consent, for an application for an Environmental Authority (ERA162(a)) for Stage 2B of the Roma Flood Mitigation 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).

Department of Environment and Science (DES)

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
DES	Department of Environment and Science
EP Act	<i>Environmental Protection Act 1994</i>
EA	Environmental Authority
ERA	Environmentally Relevant Activity (refer EP Act)

Context:

Why is the matter coming before Council?

Council is required to obtain an Environmental Authority for Stage 2B of the Roma Flood Mitigation Project. The relevant Environmentally Relevant Activity is ERA 16 2(a) for Extractive and Screening Activities.

As part of the process, Council is required to submit an application, including landowner's consent to the Department of Environment and Science.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council was successful in securing funding to undertake a stormwater improvement project at the Railway Dam in Roma. This project is typically referred to as the Stage 2B – Flood Mitigation Project.

Council's Construction Team is currently working through the pre-construction activities for the project. In consultation with Council's Building and Planning team. In completing the Development Application it has been identified that – due to the extent of earthworks and the volume of spoil to be removed from the site exceeding the legislative threshold, an environmental authority is required before works can commence.

The relevant environmental authority required for the project is for ERA 16, being the Extractive and Screening Activities (threshold 2(a) for extracting 5000 tonnes to 100,000 tonnes of material in a year).

As part of the process, Council is required to prepare and submit an application to the Department of Environment and Science. A properly made application includes the provision of landowner's consent – of which, Council is the landowner in this instance.

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)

Environmental Protection Act 1994

- Under the EP Act, an environmental authority is required in order to undertake a prescribed activity as defined under the legislation. An environmental authority authorises the carrying out of an activity and the conditions as to what is, and what is not permitted, as part of carrying out that activity.
- EA conditions relate to the operation of the activity and may also cover rehabilitation requirements. In most cases, the conditions in an EA will set the environmental outcomes intended to be achieved.

Where there is a high risk that something associated with the activity will cause serious environmental harm if it is not managed appropriately, the EA may include conditions that prescribe how that risk must be managed.

- For the purposes of this report, and in order to progress the Stage 2B – Flood Mitigation Project, Council is required to make an application, and ultimately obtain, an ERA 16 for the Extractive and Screening Activities (threshold 2(a) is for extracting 5000 tonnes to 100,000 tonnes of material in a year).

General Environmental Duty

A person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm¹.

This is a person's general environmental duty. Council have the responsibility to work out what you need to do to make sure that you manage your environmental risk and achieve the outcomes set out in your EA. Failure to comply with the general environmental duty is not, itself, an offence. However, causing an environmental nuisance or causing serious or material environmental harm is an offence.

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)

- Manager - Planning & Building Development
- Planning Officer - Planning & Building Development
- Manager - Construction
- Department of Environment and Science (DES)
- GHD Pty Ltd

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 Roma Flood Mitigation Project – Stage 2, which includes the Stage 2B scope, is jointly funded by Queensland Government's Building our Regions Program and Maranoa Regional Council.

The recommendation is generally consistent with the current arrangement in place with the Queensland Government as obtaining the applicable environmental authority would allow the project to commence to the construction stage.

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?

An application fee of \$2,538.00 is required.

This fee will be paid through the approved budget for the project. There is sufficient funds in the budget to disburse this expense.

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)

- Residents of the Maranoa
- Department of Environment and Science (DES)
- Department of State Development, Tourism and Innovation

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
Project unable to be completed without relevant environmental approvals.	<p>Under the EP Act, an environmental authority is required in order to undertake a prescribed activity as defined under the legislation.</p> <p>For the purposes of the Stage 2B – Flood Mitigation Project, Council is required to make an application, and ultimately obtain, an ERA 16 for the Extractive and Screening Activities (threshold 2(a) is for extracting 5000 tonnes to 100,000 tonnes of material in a year).</p>
Failure to deliver project would result in the return of external funding.	<p>The project is funded by the Queensland Government under the Building our Regions Program (Round 1).</p> <p>Failure to obtain the applicable environmental authority will impact Council's ability to commence construction and therefore would require Council to return and/or forfeit any funds that were approved for the Stage 2B scope.</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)

To progress the project, Council is required by law to obtain the relevant environmental approvals. It would be recommended that Council consider and endorse the recommendation as drafted.

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 to sign the required documentation, including the provision on Landowner's Consent, for an application for an Environmental Authority (ERA162(a)) for Stage 2B of the Roma Flood Mitigation Project.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer

OFFICER REPORT**Meeting:** Ordinary 11 November 2020**Date:** 10 November 2020**Item Number:** L.8**File Number:** D20/107488**SUBJECT HEADING:**

Drought Communities Programme - Extension for Maranoa water supply security - Surat and Yuleba Townships request for variation to funding agreement

Classification:

Open Access

Officer's Title:

Program Funding & Budget Coordinator

Executive Summary:

This report requests Council's approval to submit a variation request to the funding agreement for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension.

Officer's Recommendation:

That Council authorise the Chief Executive Officer, or delegate to sign the request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to extend the project end date to 11 June 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).

Department of Industry, Science, Energy and Resources

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?

This report seeks Council's consideration to submit a variation (amended) to extend the project end date from the original variation request of 31 March 2021 (**Resolution No. OM/09.2020/48**) to the 11 June 2021 for the Drought Communities Programme – Extension for the Surat and Yuleba bore projects.

This report is to request approval for the CEO or delegate to sign the variation request with the amended project end date of 11 June 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Ordinary meeting held on 9 September 2020, Council resolved the following:

Resolution No. OM/09.2020/48

That Council authorise the Chief Executive Officer (CEO), or delegate, to sign the request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to:

1. ***Extend the project completion date to 31 March 2021.***
2. ***Increase the project budget for the change to Surat bore location.***

CARRIED

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Following advice from the funding body, it was suggested that Council extend the project end date to 11 June 2021 to allow for any further unexpected delays to the project. It is recommended that Council request the project end date be extended to 11 June 2021.

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)

Manager Water, Sewerage & Gas – Graham Sweetlove
Department of Industry, Science, Energy and Resources

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)

This project is funded under the Australian Government's Drought Communities Programme – Extension.

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 additional funds have been included in Council's 2020-21 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)

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)

Surat & Yuleba Communities

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
Losing external funding	This project is funded under the Australian Government's Drought Communities Programme. If the request for variation is not approved, loss of the funding may occur

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 authorise the CEO or delegate to submit a request for variation to extend the project end date to 11 June 2021.

Recommendation:

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

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

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

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

That Council authorise the Chief Executive Officer, or delegate to sign the request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to extend the project end date to 11 June 2021.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services