BUSINESS PAPER

Ordinary Meeting

Wednesday 27 January 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 29 January 2021

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 Roma Administration Centre on 27 **January, 2021 at 9.00AM.**



Julie Reitano
Chief Executive Officer

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Next General Meeting

- To be held at the Injune Memorial Hall on 10 February 2021.

Confidential Items

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012,* a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

C.1 Roma Neighbourhood Centre
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.

C.2 2020/2021 Reseal Program - Tender Award
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.

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Classification: Closed Access

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C.4 Agistment of Paddock - 2 Newbon Street, 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.

C.5 Expression of Interest - 2 x 25,000 Litre Water Tanks
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.

C.6 Request for Council to Acquire Land - Carpark
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.

C.7 Access Request - Mitchell Gallery and Library
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.

C.8 NLIS Compliance Scanning and Data Collection Services Agreement - Roma Saleyards
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.

C.9 Roma Hospital - Acquisition Historical Building
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.

C.10 2020/21 Capital works program amendment - Overstone Road gravel resheet
Classification: Closed Access

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Classification: Closed Access

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Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT YULEBA MEMORIAL HALL ON 9 DECEMBER 2020 SCHEDULED TO COMMENCE AT 9.00AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. G B McMullen, Cr. J R P Birkett, Cr. M C Edwards, Cr. J L Guthrie, Cr. J M Hancock, Cr. W L Ladbrook, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Economic & Community Development – Ed Sims, Manager Information & Communications Technology (ICT) – Rueben Broom, Manager Community Safety – Samantha Thrupp, Project Officer Program & Contract Management – Luci Gunning, Support Officer Economic & Community Development – Tennielle Limpus, Local Development Officer Injune – Kimberley Amor, Local Development Officer Surat – Dianne Clayton.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.07am.

CONFIRMATION OF MINUTES

Resolution No. OM/12.2020/01

Moved Cr Birkett **Seconded Cr Guthrie**

That the minutes of the Ordinary Meeting held on 25 November 2020 be confirmed.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Resolution No. OM/12.2020/02

Moved Cr O'Neil **Seconded Cr Taylor**

That the minutes of the Special Meeting held on 2 December 2020 be confirmed.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

DECLARATION OF CONFLICTS OF INTEREST

Declaration of conflicts of interest are now done as they happen upon introduction of each Item by the Chair and prior to Council considering the introduced item.

UNCONFIRMED

ON THE TABLE

The following items were laid on the table at a previous meeting:

- LC.5 – COVID-19 Rent Reprieve – Hibernian Hall User Dance West03
- LC.6 – Country Universities Centre Maranoa

BUSINESS

CORPORATE & COMMUNITY SERVICES

Item Number:	**11.1**	**File Number: D20/109895**
SUBJECT HEADING:	**ROMA SALEYARDS BULL SALES**	
Officer's Title:	**Manager - Saleyards**	

Executive Summary:
At the Council meeting on 22 July 2020, Council considered a request from Roma Livestock Agents Association that from 2021, bull sales are not scheduled or conducted on Monday prior to the Tuesday store sale. Council resolved as follows:

Resolution No. OM/07.2020/85

That Council engage with other stakeholders prior to making a decision.

Resolution No. OM/12.2020/03

Moved Cr McMullen **Seconded Cr Ladbrook**

That Council, from 1 January 2021:

1. **Allow the Advance bull sales and Roma Poll Hereford bull sales (pre-existing) to be scheduled and/or conducted on a Monday if a booking request is received from their respective agent.**

2. **Any new requests for bull/stud stock sales are not approved to be scheduled or conducted on a Monday prior to a Tuesday store sale.**

CARRIED 9/0

Responsible Officer	**Manager - Saleyards**

Item Number:	**11.2**	**File Number: D20/113455**
SUBJECT HEADING:	**REQUEST FOR REDUCED TRADING TERMS – CREDITOR 15465**	
Officer's Title:	**Manager - Procurement & Plant**	

Executive Summary:
Council received correspondence from a local supplier requesting a reduction in trading terms from twenty-eight days (28) to fourteen (14) days.

UNCONFIRMED

Resolution No. OM/12.2020/04

Moved Cr Guthrie **Seconded Cr Edwards**

That Council approve the request for a reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by Creditor 15465.

CARRIED 9/0

Responsible Officer	**Manager - Procurement & Plant**

INFRASTRUCTURE SERVICES

Item Number: **12.1** **File Number: D20/112334**

SUBJECT HEADING: **SURAT WATER STRATEGY CONSULTATION**

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

Executive Summary:
A strategy has been prepared for Surat water to address the current issues, including lack of redundancy of supply, storage capacity, renewal burden and firefighting capacity. Council resolved to undertake community consultation prior to approving this strategy.

Resolution No. OM/12.2020/05

Moved Cr Golder **Seconded Cr Edwards**

That Council:

1. **Note the contents of the report.**
2. **Adopt the 10 year water supply strategy for Surat, with the removal of the need for water meters on the rural water delivered to Surat.**

CARRIED 9/0

Responsible Officer	**Manager - Water, Sewerage & Gas**

Item Number: **12.2** **File Number: D20/113083**

SUBJECT HEADING: **ROMA POOL COMMUNITY ACTION GROUP**

Officer's Title: **Deputy Director / Strategic Road Management**
Project Officer - Program & Contract Management

Executive Summary:
Council received a letter from a community group, the Roma Pool Community Action Group, requesting the provision of documentation relating to the Roma Denise Spencer Pool Feasibility Study.

The group, in their letter, have also indicated a keen interest in working with Council in the development of the Denise Spencer Pool site.

UNCONFIRMED

Resolution No. OM/12.2020/06

Moved Cr Taylor **Seconded Cr O'Neil**

That Council extend an invitation to the Roma Pool Community Action Group to meet with Councillors and relevant Council Officers in early 2021 to discuss their request.

CARRIED 9/0

Responsible Officer	**Deputy Director / Strategic Road Management**

Item Number: **12.3** **File Number: D20/113142**

SUBJECT HEADING: **REQUEST FOR PARTICIPATION - NATIONAL CORRECTIONS DAY 2021**

Officer's Title: **Deputy Director / Strategic Road Management**
Assets Officer - Transport Network

Executive Summary:
Council received a request from Roma Community Corrections inviting Council to participate in raising awareness of National Corrections Day, 15 January 2021. On this day, organisations are being asked to light public spaces with blue lighting to indicate support and raise community awareness.

Resolution No. OM/12.2020/07

Moved Cr Guthrie **Seconded Cr McMullen**

That Council:

1. **Note the email from Roma Community Corrections requesting Council's support for the National Corrections Day.**
2. **Support the National Corrections Day by amending the variable street tree lighting in McDowall Street Roma to display blue only on the 15 January 2021.**
3. **Distribute a media release to inform the community of the reason behind the blue colour change in the tree lighting.**

CARRIED 9/0

Responsible Officer	**Deputy Director / Strategic Road Management**

UNOBSERVED

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number:	**13.1**	**File Number: D20/109256**
SUBJECT HEADING:	**CHANGE REPRESENTATIONS ABOUT MATTERS IN DEVELOPMENT APPROVAL REFERENCE 2020/20072**	
Location:	Sunnyside Road, Wallumbilla QLD 4428 (Lot 355 on WV290)	
Applicant:	Harley and Ellen Nixon T/A Beauview Partnership Pty Ltd C/- Danya Elizabeth Cook Town Planning	
Author and Officer's Title:	**Planning Officer**	

Executive Summary:
Harley and Ellen Nixon C/- Danya Elizabeth Cook Town Planning have made representations to change condition/s of the development approval recently issued by Council for a quarry at Sunnyside Road, Wallumbilla (Council reference 2020/20072).

The condition/s restrict screening and crushing activities at the quarry to between the hours of 8:00am and 5:00pm Monday to Saturday. The applicant is wanting to increase these hours to enable screening and crushing to be carried out between 6:00am and 6:00pm Monday to Friday. They accept reduced operating hours on Saturday.

Council must consider the change representations having regard to the matters that were considered when assessing the original development application. After carrying out its assessment, Council must then decide whether it agrees or disagrees with any of the change representations.

Moved Cr Golder

That Council:

Give a negotiated decision notice to Harley and Ellen Nixon C/- Danya Elizabeth Cook Town Planning that states that Council agrees to the following changes to Development Approval Reference 2020/20072:

Delete the following conditions:

18.a General hours of operation are restricted to between 6:00am to 6:00pm Monday to Friday and between 8:00am to 5:00pm on Saturdays. General hours of operation include heavy vehicle movements to and from the site, loading, scraping and pushing of extracted material and general maintenance and administrative activities carried out on site.

18.b Screening and crushing of extracted material is restricted to between 8:00am to 5:00 pm Monday to Saturday.

18.c Operations are not permitted on Sundays or public holidays.

18.d The quarry owner/operator may apply to Council to vary the hours of operation for a particular project where the extended operating hours are necessary in the opinion of the Council having considered the requirements and community benefits of the particular project and the duration of the additional impacts upon the local community.

And:

Insert the following development condition:

18. **Hours of operation for the approved use are restricted to between 6.00am to 6.00pm Monday to Friday and between 8.00am to 5.00pm on Saturdays. Operations are not permitted to occur on Sundays or public holidays.**
Note: The quarry owner/operator may apply to Council to vary the hours of operation for a particular project where the extended operating hours are necessary in the opinion of the Council having considered the requirements and community benefits of the particular project and the duration of the additional impacts upon the local community.

[Mayor Golder sought to include a clause which limited the amount of crushes that can occur in the first year].

NO VOTE TAKEN

The Mayor then put forward the following procedural motion, to seek further advice from the reporting officer, in drafting an additional clause which incorporated his intent:

Resolution No. OM/12.2020/08

Moved Cr Golder

That the matter lay on the table until later in the meeting.

CARRIED 8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **13.2** **File Number: D20/92640**

SUBJECT HEADING: **APPROVAL FOR DISK GOLF RELOCATION**

Officer's Title: **Regional Sport & Recreation Development Coordinator**

Executive Summary:
A request was received from staff at Mitchell State School for Council to lend support to the purchase of disk golf equipment, with proposed installation adjacent to the Mitchell Youth Precinct in Mitchell Memorial Park.

Disk golf is a sport in which players throw a disk at a target. It is played using rules similar to golf

around a course with 9 or 18 holes. There is a disk golf course in Roma situated on Adungadoo Pathway at the Big Rig end of the trail, which has nil to minimal use.

The purpose of this report was to seek approval to move a portion of the Roma course to Mitchell so the equipment will have increased utilisation and to gauge interest and to ascertain if equipment should be placed permanently in Mitchell.

Resolution No. OM/12.2020/09

Moved Cr Birkett **Seconded Cr Guthrie**

That Council approve the relocation of 5 disk golf cages from Roma to Mitchell to allow an additional low cost sport to be experienced by local youth, with overall layout of the course in Mitchell Memorial Park to be decided by Council staff in consultation with Mitchell State School staff, and work in with the park re-development masterplan.

CARRIED 9/0

Responsible Officer	**Regional Sport & Recreation Development Coordinator**

Item Number: **13.3** **File Number: D20/102378**

SUBJECT HEADING: **MITCHELL SWIMMING POOL UPGRADES**

Officer's Title: **Council Buildings & Structures Maintenance Officer / Team Coordination**

Executive Summary:
The report proposed upgrades to the Mitchell Memorial Swimming Pool.

Resolution No. OM/12.2020/10

Moved Cr Birkett **Seconded Cr McMullen**

That:

1. **This be added to the upcoming agenda item in January 2021.**
   [The strategic feedback for future development of the Mitchell Memorial Swimming Pool which was contained in the report].
2. **[*Council be presented*] with a Business Outline Case for the installation of a dry shade structure and upgrades to the pool amenities in the 2021/22 capital works budget deliberations.**

CARRIED 9/0

Responsible Officer	**Council Buildings & Structures Maintenance Officer / Team Coordination**

COUNCILLOR BUSINESS

Item Number:	**16.1**	**File Number: D20/112270**
SUBJECT HEADING:	**PROPOSED PARK TO HONOUR QUEENSLAND RUGBY LEAGUE CAPTAINS**	
Councillor's Title:	**Cr. Tyson Golder**	

Executive Summary:
The Elected Members received correspondence with a proposal for Council to consider the possibility of Roma having a park dedicated to the Queensland Captains of Rugby League.

Moved Cr Golder

That a report be prepared for an upcoming Council meeting.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil advising he had not, to his knowledge, received a copy of the letter referred to in the request, and subsequently proposed the following procedural motion:

Resolution No. OM/12.2020/11

Moved Cr O'Neil

That we lay it on the table until later in the meeting so that the correspondence can be circulated.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 9.37AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 10.09AM

CONFIDENTIAL ITEMS

Item Number:	**C.1**	**File Number: D20/109725**
SUBJECT HEADING:	**STATE GOVERNMENT SURPLUS PROPERTIES - MARANOA REGION**	
Officer's Title:	**Administration Officer - Land Administration**	

Executive Summary:
Council received details of State Government property listed as surplus in the Maranoa Region for the period 9 to 16 November 2020.

Resolution No. OM/12.2020/12

UNCONFIRMED

Moved Cr Hancock	**Seconded Cr Ladbrook**

That Council note the Government Land Register for the period 9 November 2020 to 16 November 2020.

CARRIED 9/0

Responsible Officer	**Administration Officer - Land Administration**

Item Number: **C.2** **File Number: D20/112774**

SUBJECT HEADING: **MUCKADILLA WATER SUPPLY FIRE FLOW CAPACITY**

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

Executive Summary:
A report on the Muckadilla water supply was presented to Council on 11 March 2020. Council resolved that a further report be provided to Council once the duty pumps had been replaced.

Resolution No. OM/12.2020/13

Moved Cr McMullen	**Seconded Cr Birkett**

That:

1. **Council note the contents of this report.**
2. **A project be included in the budget deliberations for 2021/22 to upgrade the affected 50mm diameter pipework to 100mm diameter.**

CARRIED 9/0

Responsible Officer	**Manager - Water, Sewerage & Gas**

Item Number: **C.3** **File Number: D20/112301**

SUBJECT HEADING: **MITCHELL NETWORK CONNECTION - CONTRACT RENEWAL**

Officer's Title: **Manager - Information & Communications Technology (ICT)**

Executive Summary:
In 2017 Council resolved to engage with Nexium (now known as Yurika and part of Ergon Energy Telecommunications), for a 36 month period, to provide the Mitchell office, depot and library with a suitable and stable network connection back to Council's core network. This solution deployed a mixture of microwave and fibre technologies across the Ergon Energy data network.

Council's agreement with Yurika will be at an end as of December 2020. A new agreement will need to be signed if Council intends to continue to use the service.

Resolution No. OM/12.2020/14

UNCONFIRMED

Moved Cr Golder	**Seconded Cr Ladbrook**

That Council:

1. **Pursuant to section 234 of the *Local Government Regulation 2012*, proceed with the Ergon Energy Telecommunications Pty Ltd Standing Offer Arrangement (SOA) Order under the SOA No: ICTSS.1705.**

2. **Delegate to the Chief Executive Officer the authority to approve and sign the Ergon Energy Telecommunications Pty Ltd Standing Offer Arrangement (SOA) Order – ICT Products and Services.**

CARRIED 9/0

Responsible Officer	**Manager - Information & Communications Technology (ICT)**

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
C.4	Legal Advice for Councillors	Geoff McMullen	Cr McMullen provided the reason that he was the author of the report under consideration.

Cr McMullen advised as follows:

I, Councillor Geoff McMullen, inform the meeting that I have a declarable conflict of interest as a result of C.4, my relationship is because I was the author of this report, and I will be dealing with this by leaving the room while the matter is discussed and voted on.

Cr Hancock indicated she had a question prior to Cr McMullen leaving the room, advising that the report did not indicate what it was for [the legal advice], and that other Councillors may have a conflict.

Mayor Golder advised that he was made aware that the matter may be regarding a performance review, indicating that he too intended to declare a conflict.

Cr O'Neil commented that the conflict couldn't be because a report is authored by a Councillor. The Chief Executive Officer added that [Councillors] initiate reports all the time. Cr O'Neil indicated that that he believed that the conflict, by his assumption, was not due to Cr McMullen being the author of a report.

Cr McMullen left the meeting at 10.19am, taking no part in discussion or decision on the matter.

The Chief Executive Officer suggested it may be better to withdraw the item from the agenda given that the author had declared an interest, and then suggested that Council move into closed to discuss the matter.

Cr O'Neil indicated that if Mayor Golder too had a declaration to make, that it needed to be made in open session.

DECLARATION OF CONFLICT OF INTEREST

UNCONFIRMED

Agenda item	Item description and key content	Councillor	Precis of personal interest
C.4	Legal Advice for Councillors	Tyson Golder	Cr Golder has had complaints made against him to the Office of the Independent Assessor.

Cr Golder advised as follows:

I, Councillor Tyson Golder, inform the meeting that I have a declarable conflict of interest as a result of complaints made against me to the Office of the Independent Assessor and because of that in relation to this report, I will be dealing with that declarable Conflict of Interest by leaving the meeting.

As a result of my conflict of interest, I will now leave the meeting while the matter is considered and voted on.

Mayor Golder left the meeting at 10.22am, taking no part in discussion or decision on the matter.

Council then voted to determine an 'Acting Chair' in the absence of the Mayor and Deputy Mayor.

Resolution No. OM/12.2020/15

Moved Cr Hancock **Seconded Cr Taylor**

That Cr O'Neil will Chair the meeting in the absence of the Mayor [*who has a*] conflict and the Deputy Mayor has a conflict.

CARRIED 7/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement

Resolution No. OM/12.2020/16

Moved Cr Hancock **Seconded Cr Taylor**

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, I move that Council resolve to close the meeting to the public to discuss the confidential Item C.4 – Legal Advice for Councillors [at 10.25am] that its Councillors consider is necessary to close the meeting.

In accordance with Section 254J(5) of the *Local Government Regulation 2012*, the following table provides (Item C.4 only).

***[The Chief Executive Officer advised that an overview of the matter to be discussed in closed session was required].* This is provided as follows:**

Agenda Item	Matters to be discussed (Reasons to close the meeting under the *Local Government Regulation 2012)*	Overview

C.4 – Legal Advice for Councillors	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.	The agenda item tables a proposal for Council to seek legal advice.

CARRIED 7/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

The Chief Executive Officer left the meeting at 10.28am.

Resolution No. OM/12.2020/17

Moved Cr Taylor **Seconded Cr Ladbrook**

That Council open the meeting to the public [at 11.08am].

CARRIED 7/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Mayor Golder and Cr McMullen returned to the meeting briefly at 11.09am, however, left the meeting again as the 'Acting Chair' advised that further consideration of the matter was required.

Mayor Golder and Cr McMullen left the meeting at 11.08am, taking no part in discussion or decision on the matter.

Item Number: **C.4** **File Number: D20/113722**

SUBJECT HEADING: **LEGAL ADVICE FOR COUNCILLORS**

Councillor's Title: **Cr. Geoff McMullen**

Executive Summary:
The agenda item tabled a proposal for Council to seek legal advice.

Resolution No. OM/12.2020/18

Moved Cr Hancock

I move that we lay this on the table until further in the meeting.

CARRIED 7/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Wayne (George) Ladbrook, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

UNCONFIRMED

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

At cessation of discussion and debate on the abovementioned item, Mayor Golder, Cr McMullen and the Chief Executive Officer returned to the meeting at 11.12am.

Item Number: **C.5** **File Number: D20/113351**

SUBJECT HEADING: **SEWERAGE CONNECTION IN TOWN AREA - ROMA**

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

Executive Summary:
Council has received a request from the owner of a property in Roma who maintains a pump system on her property that pumps sewage into Council's main. The owners had asked if it was possible to connect directly to Council's sewerage system instead of maintaining their current system.

Resolution No. OM/12.2020/19

Moved Cr McMullen **Seconded Cr Ladbrook**

That Council:

1. **Agree to extend the reticulated sewerage network to service 3 & 5 Powell Street, Roma.**
2. **Fund the works required to extend the sewer main from Council's Infrastructure contributions reserves for sewerage.**

CARRIED 9/0

Responsible Officer	**Manager - Water, Sewerage & Gas**

Item Number: **C.6** **File Number: D20/109792**

SUBJECT HEADING: **HEAVY VEHICLE SAFETY AND PRODUCTIVITY PROGRAM AND BRIDGES RENEWAL PROGRAM - OFFER OF FUNDING**

Officer's Title: **Deputy Director / Strategic Road Management Program Funding & Budget Coordinator**

Executive Summary:
Maranoa Regional Council was successful for funding under the Australian Government's Heavy Vehicle Safety and Productivity Program (HVSPP) and Bridges Renewal Program (BRP).

Council has since received the Offer of Funding documentation (i.e. funding agreement) from the Australian Government for execution.
One of the conditions outlined in the funding agreement is the requirement that all works greater than $100,000 must be subject to public tender. The report requests that Council authorise the CEO to apply for a tender exception.

Resolution No. OM/12.2020/20

Moved Cr Edwards **Seconded Cr Guthrie**

UNCONFIRMED

That Council authorise the Chief Executive Officer to apply for a tender exception, including the provision of supporting documentation, under the Heavy Vehicle Safety and Productivity Program and Bridges Renewal Program at the time of signing the Offer of Funding for the relevant programs.

CARRIED 9/0

Responsible Officer	**Deputy Director / Strategic Road Management**

LATE ITEMS

Item Number: **L.1** **File Number: D20/113514**

SUBJECT HEADING: **COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY**

Officer's Title: **Manager - Economic & Community Development**

Executive Summary:
It is a legislative requirement for Council to have a policy regarding Community Grants.

The Community Grants & Non-Financial Assistance Policy has been reviewed and was tabled for consideration.

Resolution No. OM/12.2020/21

Moved Cr Golder **Seconded Cr Ladbrook**

That Council adopt the 'Community Grants & Non-Financial Assistance Policy' as presented.

CARRIED 9/0

Responsible Officer	**Manager - Economic & Community Development**

Item Number: **L.2** **File Number: D20/105781**

SUBJECT HEADING: **HISTORIC BONUS DOWNS PIANO HOUSED IN THE MITCHELL ON MARANOA GALLERY & LIBRARY**

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

Executive Summary:
The Booringa Action Group (BAG) has been offered an historic piano from Bonus Downs Station, which has been re-homed in the Mitchell on Maranoa Gallery / Library.

Resolution No. OM/12.2020/22

Moved Cr Birkett **Seconded Cr Guthrie**

That:

1. **Council accede to the wish of Booringa Action Group to house the historic piano**

UNCONFIRMED

from Bonus Downs Station in the Mitchell library.

2. Booringa Action Group is to insure and maintain the instrument at no cost to Council.

CARRIED 9/0

Responsible Officer	**Specialist - Arts & Culture**

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.3	Development Application for Material Change of Use – "Tourist Park" (REF: 2020/20118)	Wendy Taylor	The interest for Cr Taylor arises because Cr Taylor is the Treasurer of the Roma Clay Target Club.

Cr Taylor advised as follows:

I, Councillor Wendy Taylor, inform the meeting that I have a declarable conflict of interest in this matter (as defined in section 150E[N] of the Local Government Act 2009). This declarable conflict of interest arises because I am the Treasurer of the Roma Clay Target Club.

As a result of my conflict I will leave the room while the matter is discussed and voted on.

Cr O'Neil left the meeting at 11.28am, and returned at 11.29am.

Cr Taylor left the meeting at 11.28am, taking no part in discussion or decision on the matter.

Item Number: **L.3** **File Number: D20/105125**

SUBJECT HEADING: **DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - "TOURIST PARK" (REF: 2020/20118)**

Location: Geoghegan Road, Roma

Applicant: RCTC

Author and Officer's Title: **Lead Town Planner**

Executive Summary:
The Roma Gun Club Caravan Park located at the intersection of Geoghegan Road and Duke Street in Roma is wanting to increase the number of 'caravan park' sites it has from forty-four to sixty-eight. The proposed increase constitutes a material change of use under the Planning Act 2016, being a material increase in the scale or intensity of the use of the premises and requires a development permit.

The development application is subject to impact assessment and in accordance with Section 45 of the Planning Act 2016 must be assessed against the assessment benchmarks (to the extent relevant) and any matters prescribed by regulation. Assessment may also be carried out against, or have regard to, any other relevant matter. An example of a relevant matter is a planning need for the proposed development.

The Development Assessment Rules set out the procedural requirements for the development

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assessment process.

Public notification of the application was carried out in accordance with Part 4 of the Development Assessment Rules between the 20th August 2020 and 11th September 2020. There were two properly made submissions opposing the development during this period. There were also two submissions received during the assessment process that were not properly made. These submissions did not oppose the development but had requested consideration be given to mitigating potential impacts arising from the development. Consideration has been given to all the submissions through the assessment process; however only the properly made submissions will have the right to appeal Council's decision in the Planning and Environment Court or join an appeal if filed by the applicant.

All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled, including receipt of a referral response from the State Assessment Referral Agency. The referral agency did not direct Council to refuse the application and have provided Council with development conditions in the event the application is approved.

The development application has been assessed against all relevant assessment benchmarks and found to comply, or able to be conditioned to comply. Further, officers have also identified a number of relevant matters that support approval of the application, including; the development is for the expansion of an established 'caravan park', such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area; and that there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use.

Resolution No. OM/12.2020/23

Moved Cr O'Neil

I'll move we lay it on the table.

[This was laid on the table for Council to be provided a copy of a map pertaining to condition 27 of the development application].

CARRIED 8/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

At cessation of discussion and debate on the abovementioned matter, Cr Taylor returned to the meeting at 11.31am.
Cr Edwards foreshadowed he may have a declarable conflict of interest regarding one of the submitters for the following application.

The Chief Executive Officer advised Council that the report had been updated to remove the individual names, addresses and signatures, but Councillors still had access to the information.

Item Number:	**L.4**	**File Number: D20/113217**
SUBJECT HEADING:	**MATERIAL CHANGE OF USE - HOME BASED BUSINESS (PERSONAL TRAINING STUDIO)**	
Author and Officer's Title:	**Lead Town Planner**	

Executive Summary:
Fiona Flanders is wanting to expand her 'home-based' personal-training-studio that is in the outbuilding at the rear of her residence at 58 Chrystal Street, Roma.

The proposal presents inconsistencies with the assessment benchmarks including some of the development codes in Council's planning scheme. This is primarily as a result of the proposed scale of the development, which at 207m^2 is significantly larger than what is contemplated for a 'home based business' (80m^2) and what is considered acceptable for an ancillary residential structure (118m^2).

The development application required to facilitate the outcome is subject to code assessment and would generally be decided under delegated powers. Given the extent of the inconsistencies and the potential for a decision to affect proponents of future home-based businesses, as well as residential development more generally, it is appropriate for the matter to be decided by the elected officials.

Assessing officers have recommended that this application be refused because of its scale, and the potential it has to compromise residential amenity and impact the viability of commercial or industrial areas in Roma. In the event that Council resolve to approve the application, it is recommended that reasonable, relevant and enforceable development conditions be imposed to achieve consistency with the Planning Scheme to the greatest extent possible.

Resolution No. OM/12.2020/24

Moved Cr Edwards

That we lay it on the table, Item L.4 – Material Change of Use – Home Based Business (Personal Training Studio) until further in the meeting.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Cr Birkett left the meeting at 11.46am, and returned at 11.47am.

The Chief Executive Officer advised Council that an individual's name had initially been included in the report. It had been removed for privacy reasons, but Councillors retained access to that information.

UNCONFIRMED

Item Number:	**L.5**	**File Number: D20/112577**
SUBJECT HEADING:	**UPDATE ON SALE OF SURPLUS VEHICLES BY TENDER - SIX (6) PRADOS**	
Author and Officer's Title:	**Operations Manager - Plant, Fleet & Workshops**	

Executive Summary:
The purpose of this information report was to provide Council with an update on the sale of surplus vehicles; Plant # 1427, 6010, 6012, 6013, 6015 and 6028 in accordance with Council's resolution:

Resolution No. SM/06.2020/64

That Council approve the disposal of surplus plant 1427, 6010, 6012, 6013, 6015 and 6028 by way of public tender.

Resolution No. OM/12.2020/25

Moved Cr Guthrie **Seconded Cr Hancock**

That Council receive and note the information.

[Wording amended by Cr Guthrie from her original motion following further discussion regarding disposal of the vehicles].

CARRIED 9/0

Responsible Officer	**Operations Manager - Plant, Fleet & Workshops**

Item Number:	**L.6**	**File Number: D20/110275**
SUBJECT HEADING:	**ROMA SALEYARDS PRIME SALES**	
Officer's Title:	**Manager - Saleyards**	

Executive Summary:
Roma Livestock Agents Association (RLAA) held a meeting on Wednesday, 11 November 2020, to discuss prime sales at Roma Saleyards.

A motion from this meeting was to request to Council that Roma Saleyards prime sales continue in the current format (incorporated into the weekly store sale) until 30 June 2021.

Resolution No. OM/12.2020/26

Moved Cr Hancock **Seconded Cr Ladbrook**

That due to the recommendation from the Roma Livestock Agents Association (RLAA), Council:

1. **Nominate Tuesday as a regular sale day for prime cattle until 30 June 2021. This will give certainty to producers that prime sale cattle are auctioned weekly at Roma.**

2. **Undertake a review in May 2021 in consultation with the RLAA; bringing a report back**

UNCONFIRMED

to Council. CARRIED 9/0

Responsible Officer	**Manager - Saleyards**

Item Number: **L.7** **File Number: D20/114780**

SUBJECT HEADING: **REQUEST FROM WALLUMBILLA TOWN IMPROVEMENT GROUP**

Officer's Title: **Local Development Officer - Injune**

Executive Summary:
Wallumbilla Town Improvement Group (WTIG) volunteers requested permission to install a watering system at the Wallumbilla cemetery with assistance from Origin Energy workers in December.

In addition WTIG has also requested equal payment of a co-contribution towards the material costs of the project totalling $1,337.55.

Resolution No. OM/12.2020/27

Moved Cr Taylor **Seconded Cr McMullen**

The Council:

1. **Approve the installation of a watering system at the cemetery in December with assistance from Origin Energy workers.**

2. **Approve the payment of a co-contribution towards the cost of materials for the project to the value of $1,337.55 to be allocated to the In Kind Major Budget (GL 2887.2248.2001)**

[Wording amended by Cr Taylor from her original motion following further discussion regarding timing of the works, with it confirmed that discussions with relevant Council staff had already been undertaken].

CARRIED 9/0

Responsible Officer	**Local Development Officer - Injune**

Item Number: **L.8** **File Number: D20/115411**

SUBJECT HEADING: **RECOMMENDATION TO PURCHASE NINE (9) SINGLE CAB 4X2 UTILITIES**

Officer's Title: **Operations Manager - Plant, Fleet & Workshops**

Executive Summary:
Quotations were called for the supply and delivery of nine (9) Single Cab 4x2 Utilities via Vendor Panel (VP216312).

Responses were reviewed by the evaluation panel and the report was submitted for Council's consideration.

Additional information was included in the Background section of the report.

Resolution No. OM/12.2020/28

Moved Cr O'Neil

I move that we lay this matter on the table until later in the meeting.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **L.9** **File Number: D20/116914**

SUBJECT HEADING: **INCREASE IN WASTE LEVY STATUTORY FEES AS SET BY LEGISLATION**

Officer's Title: **Manager - Environment, Health, Waste & Rural Land Services**

Executive Summary:

The State Government's waste levy for all waste type classifications was scheduled to increase by $5 on 1 July each year. However, to assist businesses in dealing with the financial impacts of COVID-19, in 2020 the Queensland Government deferred the increase of the legislative waste levy from 1 July 2020 to 1 January 2021.

Council's waste levy fees in its Statutory Schedule of Fees & Charges 2020/21 needs to be amended to reflect the change in waste levy fees as at 1 January 2021.

Resolution No. OM/12.2020/29

Moved Cr McMullen **Seconded Cr Birkett**

That Council:

1. **Approve the increase in waste levy fees to the applicable category of waste in line with the rise of the State's legislative waste levy.**
2. **Update Council's Statutory Fees and Charges Schedule to reflect the increase in waste levy fees.**

CARRIED 9/0

Responsible Officer	**Manager - Environment, Health, Waste & Rural Land Services**

Item Number: **L.10** **File Number: D20/116659**

SUBJECT HEADING: **SELECTIVE INSPECTION PROGRAM 2020 RESULTS**

Officer's Title: **Manager - Community Safety**

Executive Summary:

Between 7 September and 27 November 2020 Community Safety Officers inspected a total of 163 properties as part of a Council approved Selective Inspection Program assessing compliance with dog registration and regulated dog provisions.

At the conclusion of the program 157 properties were compliant, and 6 were deemed as non-compliant, meaning that dog registration had not been received by the end of the program. A total of 12 infringement notices for unregistered dogs were issued during this period.

UNCONFIRMED

The program was very successful with Council processing an additional 496 dog registrations during the term of the three month program. At conclusion of the program there were 3,009 dogs registered within the Maranoa Regional Council local government area. This is the highest number of dogs registered on our systems since amalgamation.

Resolution No. OM/12.2020/30	
Moved Cr Taylor	**Seconded Cr Birkett**
That the report be received and contents noted.	
CARRIED	9/0

Responsible Officer	**Manager - Community Safety**

Item Number: **L.11** **File Number: D20/117226**

SUBJECT HEADING: **REQUEST FOR LETTER OF SUPPORT**

Officer's Title: **Regional Events Attraction / Local Development**

Executive Summary:
Council received a request from Alicia Jones on behalf of Surat Aboriginal Corporation, requesting a letter in support of a funding application to Arts Queensland. The Surat Aboriginal Corporation is applying for funding through the Queensland Arts Showcase Program to further develop reliable and effective creative teams within the Maranoa in anticipation for the inaugural Bamba Gii Festival. The funding application is due by 20 December.

Resolution No. OM/12.2020/31	
Moved Cr Edwards	**Seconded Cr Hancock**
That Council provide a support letter to Alicia Jones that promotes Council's commitment to community cultural development, ongoing localised employment, and collaborative practices across the region.	
CARRIED	9/0

Responsible Officer	**Regional Events Attraction / Local Development**

Item Number: **L.12** **File Number: D20/117223**

SUBJECT HEADING: **LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) CONFERENCE 2020**

Councillor's Title: **Cr. Johanne (Joh) Hancock & Cr. Cameron O'Neil**

Executive Summary:
The LGAQ Conference was held on 19 -21 October 2020 at the Gold Coast. The conference provided opportunity to network with other Councils and represent the Maranoa Regional Council at the LGAQ Annual General Meeting including voting on motions that have direct impact on the Maranoa region.

UNCONFIRMED

Resolution No. OM/12.2020/32	
Moved Cr O'Neil	**Seconded Cr Hancock**
That Council receive and note the report.	
CARRIED	9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

COUNCIL ADJOURNED THE MEETING
FOR A LUNCH AT 12.11PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 1.13PM

Item Number:	**L.13**	**File Number: D20/117237**
SUBJECT HEADING:	**2020 SMALL MUSEUMS CONFERENCE**	
Councillor's Title:	**Cr. Johanne (Joh) Hancock**	

Executive Summary:
The Small Museum Conference was held on 16 – 18 October 2020 at Ormiston House Redlands Bay. The conference provided professional development opportunity for representatives of Small Museums and Art Galleries from expert leaders in the field.

Resolution No. OM/12.2020/33	
Moved Cr Hancock	**Seconded Cr Taylor**
That Council receive and note the report.	
CARRIED	9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number:	**L.14**	**File Number: D20/111902**
SUBJECT HEADING:	**REQUEST FOR SPONSORSHIP ROMA RUGBY 7'S 2021**	
Officer's Title:	**Support Officer - Economic & Community Development**	

Executive Summary:
The Roma Echidnas Rugby Union Football Club approached Council seeking sponsorship for their upcoming Roma Rugby 7's Tournament, which will be held in Roma on the first weekend of February 2021. The event will consist of approximately 20 men's teams and 20 women's teams competing in the tournament and will attract a considerable number of visitors to the region.

UNCONFIRMED

Resolution No. OM/12.2020/34

Moved Cr Edwards **Seconded Cr McMullen**

That Council:

1. **Approve the request from the Roma Echidnas Rugby Union Football Club for sponsorship of their Roma Rugby 7's Tournament, to be held in Roma on the first weekend of February 2021.**

2. **Provide financial support as a Bronze Sponsor for the Men's or Women's Bowl (Trophy) at a cost of $1,000 (GST exc) to be allocated to the Sponsorship budget GL 2887.2249.2001.**
3. **Request sponsorship acknowledgement before and during the event, in accordance with benefits listed in the sponsorship prospectus, including an invitation to the Mayor to present the trophy.**

CARRIED 9/0

Responsible Officer	**Support Officer - Economic & Community Development**

Item Number: **L.15** **File Number: D20/116348**

SUBJECT HEADING: **LACK OF AFFORDABLE FLIGHTS FOR THE MARANOA**

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

Executive Summary:
The Mayor put forward a report regarding the need for improved and affordable air services for the Maranoa.

Resolution No. OM/12.2020/35

Moved Cr Golder **Seconded Cr Guthrie**

That:

1. **Council advocate to Qantas and the state government to provide more availability for cost effective return and one-way flight options, including Saturday and Sunday as a high priority, through our local travel agent also for increased amount of flights requested by the community, business, and health professionals.**

2. **Council organise a public meeting and use of 'Have your Say' to gain information on requests in relation to improved air services and affordability.**

3. **If Qantas is unable to accommodate these requests, for Council to lobby the state government for another operator that can provide flight times and options needed for Maranoa residents and businesses at an affordable price.**

4. **Develop a list of requirements to deliver future air services into Roma, to be provided to the government.**

[Wording amended by Cr Golder from his original motion following further discussion with Councillors].

CARRIED 9/0

Responsible Officer	**Manager – Airports (Roma, Injune, Mitchell, Surat)**

DECLARATION OF CONFLICT OF INTEREST

CONFIRMED

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.16	Operating Hours for Main Street Party Lights in Roma	Tyson Golder	Cr Golder operates his personal business 'Golders' on McDowall Street Roma.

Cr Golder advised as follows:

I'd like to declare a declarable conflict of interest in relation to item L.16 as my business operates in the main street [McDowall Street Roma].

Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias because this has no effect on the trading hours of our business as our store is shut when the lights are on however I do believe this has a major benefit for the community and visitors. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision or leave the meeting and have no further involvement.

Resolution No. GM/12.2020/36

Moved Cr Taylor **Seconded Cr Guthrie**

That it is in the public interest that Cr Golder participates and votes on the Agenda Item L.16, because a reasonable person would trust that the final decision was made in the public interest.

CARRIED 8/0

Cr Golder did not vote on this motion as he was the declaring Councillor under consideration in this matter.

Responsible Officer	Lead Officer – Elected Members & Community Engagement

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.16	Operating Hours for Main Street Party Lights in Roma	Mark Edwards	Cr Edwards is an employee of the Leichardt Group, which leases a building on McDowall Street Roma.

Cr Edwards advised as follows:

I, Councillor Mark Edwards, inform the meeting that I have a declarable conflict of interest in Item L.16 - Operating Hours for Main Street Party Lights in Roma, (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because I'm an employee of Leichhardt Group who lease a building in the main street. I don't believe this will cause a problem as the office is closed at night.

I make the declaration of conflict of interest as a precaution and I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*

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• *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Resolution No. OM/12.2020/37

Moved Cr Taylor **Seconded Cr Guthrie**

That it is in the public interest that Cr Edwards participates and votes on the Agenda Item L.16, because a reasonable person would trust that the final decision was made in the public interest.

CARRIED ~~8/0~~ 7/0

[The vote count was updated as Mayor Golder had stated that he had declarable conflict of interest in this item].

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **L.16** **File Number: D20/116349**

SUBJECT HEADING: **OPERATING HOURS FOR MAIN STREET PARTY LIGHTS IN ROMA**

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

Executive Summary:
The report tabled a proposal for the Main Street party lights to operate during summertime.

Resolution No. OM/12.2020/38

Moved Cr Golder **Seconded Cr Ladbrook**

That Council:

1. **Operate the party lights in the Main Street of Roma [McDowall Street], for the summer period as a major welcome to Roma initiative.**

2. **Be presented with operating costs and a capital estimate to replace lights, including LED replacement options, at a subsequent meeting of Council.**

[Wording amended by Cr Golder from his original motion following further discussion regarding the duration of when the lights are switched on and consideration of future arrangements].

CARRIED 9/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

CONFIRMED

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:
All Councillors voted in favour of the motion.

Responsible Officer	**Deputy Director / Strategic Road Management**

Item Number: **L.17** **File Number: D20/116563**

SUBJECT HEADING: **LEGAL ADVICE**

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

Executive Summary:
Mayor Golder requested Council consider him seeking free legal advice from Local Government Association of Queensland (LGAQ) at his discretion in carrying out Mayoral duties, as part of Council's LGAQ membership.

Resolution No. OM/12.2020/39

Moved Cr Golder **Seconded Cr McMullen**

That Council write to Local Government Association of Queensland (LGAQ) Chief Executive Officer, Greg Hallam, approving the request for free legal advice to be sought at the Mayor's discretion in carrying out Mayoral duties from LGAQ.

[Wording amended by Cr Golder from his original motion following a suggestion from Hancock, which the Mayor indicated he was happy to accept].

CARRIED 8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **L.18** **File Number: D20/116347**

CONFIRMED

SUBJECT HEADING: **FIRE BREAKS IN MUCKADILLA**

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

Executive Summary:
The report tabled a proposal for urgent completion of fire breaks in Muckadilla, as requested by Muckadilla Progress Association.

Resolution No. OM/12.2020/40

Moved Cr Golder **Seconded Cr Birkett**

That Council carry out an urgent maintenance grade (from a Council grader with a front blade), before Council shut down 2020, to address the concerns as advised by Muckadilla Progress Association, using the maps provided by the association.

[Wording amended by Mayor Golder following further discussion to provide clarity of timing, location and equipment for the works].

CARRIED 9/0

Responsible Officer	**Manager – Maintenance Delivery & Works Deputy Director / Strategic Road Management**

Cr Taylor, having previously foreshadowed a declarable conflict of interest in the following item, left the meeting at 1.55pm, taking no part in discussions or decision on the matter.

Item Number: **L.3** **File Number: D20/105125**

SUBJECT HEADING: **DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - "TOURIST PARK" (REF: 2020/20118)**

Location: Geoghegan Road, Roma

Applicant: RCTC

Author and Officer's Title: **Lead Town Planner**

Executive Summary:
The Roma Gun Club Caravan Park located at the intersection of Geoghegan Road and Duke Street in Roma is wanting to increase the number of 'caravan park' sites it has from forty-four to sixty-eight. The proposed increase constitutes a material change of use under the Planning Act 2016, being a material increase in the scale or intensity of the use of the premises and requires a development permit.

The development application is subject to impact assessment and in accordance with Section 45 of the Planning Act 2016 must be assessed against the assessment benchmarks (to the extent relevant) and any matters prescribed by regulation. Assessment may also be carried out against, or have regard to, any other relevant matter. An example of a relevant matter is a planning need for the proposed development.

The Development Assessment Rules set out the procedural requirements for the development assessment process.

Public notification of the application was carried out in accordance with Part 4 of the Development Assessment Rules between the 20th August 2020 and 11th September 2020. There were two

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properly made submissions opposing the development during this period. There were also two submissions received during the assessment process that were not properly made. These submissions did not oppose the development but had requested consideration be given to mitigating potential impacts arising from the development. Consideration has been given to all the submissions through the assessment process; however only the properly made submissions will have the right to appeal Council's decision in the Planning and Environment Court or join an appeal if filed by the applicant.

All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled, including receipt of a referral response from the State Assessment Referral Agency. The referral agency did not direct Council to refuse the application and has provided Council with development conditions in the event the application is approved.

The development application has been assessed against all relevant assessment benchmarks and found to comply, or able to be conditioned to comply. Further, officers have also identified a number of relevant matters that support approval of the application, including; the development is for the expansion of an established 'caravan park', such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area; and that there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use.

This item had been laid on the table earlier during the meeting, following a request for further information. This information now to hand, Council resumed its deliberations.

Resolution No. OM/12.2020/41

Moved Cr O'Neil **Seconded Cr McMullen**

That Council approve the development application for a Material change of use for a "Tourist Park" at 155 Geoghegan Road, Roma, being Lot 317 on SP219057, subject to the listed relevant and reasonable Development Conditions and General Advice:

<u>Development Conditions</u>

Development details

1. **The approved development is a Material Change of Use – "Tourist Park" as defined in the Planning Scheme and as shown on the approved plans.**

2. **The approved "Tourist Park" is permitted to provide a maximum of sixty-eight accommodation sites.**

3. **Four of the approved sixty-eight accommodation sites may be occupied by visitors for up to 90 consecutive days over a 12-month period. These sites must be fully contained within Stage 1 of the approved development as shown on approved plan 20209504 Proposed detailed site carpark and caravan park layout dated 23/06/20, be located away from the designated entrances to the site, and be screened entirely from view at the adjacent street frontage by fencing, so as not be visually obtrusive from the street.**

   The remaining tourist park sites must not be occupied by any guest or caravan, campervan, motor home or similar for a period exceeding 14 consecutive days, or for any cumulative period of more than 30 days within a 12-month period.

4. **A maximum of one of the approved sixty-eight tourist park sites is permitted to be occupied by a resident caretaker. The caretaker's accommodation may only be occupied by a person or persons associated with the day to day operations and maintenance of the premises. Caretaker's accommodation is exempt from the above occupancy restrictions.**

   The caretaker's accommodation is to be contained within Stage 1 of the approved

development as shown on approved plan 20209504 Proposed detailed site carpark and caravan park layout dated 23/06/20, be located away from the designated entrances to the site, and be screened entirely from view at the adjacent street frontage by fencing, so as not be visually obtrusive from the street.

5. **Relocatable homes and any permanent accommodation structures are not permitted within the "Tourist Park", with the exception of a caretaker's residence.**

Compliance inspection

6. **All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless noted in the approval conditions or otherwise confirmed in writing by Council.**

7. **Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.**

Approved plans and documents

8. **The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.**

Plan/Document Number	Plan/Document Name	Date
Drawing Number 20209503 Rev A	Stage 3 Proposed Site Layout (marked in Red).	23/06/20
Drawing Number 20209504 Rev A	Detailed Site Layout & Site Vehicle Turn Path	23/06/20
Drawing Number 20209505 Rev A	Geoghegan Road Turn Path Details 1 of 2	23/06/20
Drawing Number 20209506 Rev A	Geoghegan Road Turn Path Details 2 of 2	23/06/20
Drawing Number 20209507 Rev A	Services Layout	23/06/20
Drawing Number 20209508 Rev A	Shooting Area Site Safety Template Layout	23/06/20
Drawing Number 20209509 Rev A	Stormwater Layout	23/06/20
200309_Service Report A	Stage 3 Expansion of existing Caravan Park – Engineering Report	21/06/20

Development works

9. **During the course of constructing the works, the developer shall ensure that all**

works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

10. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads."

11. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

Applicable standards

12. All works must comply with:
    a. this development approval;
    b. Council's standard designs for such work
    c. the Capricorn Municipal Development Guidelines; and
    d. Australian Standards.

13. Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

14. The developer must also ensure that any works do not conflict with any requirements imposed by any concurrent lawful requirements outside those stated above.

Caravan/Tourist Park Licence

15. A license for the operation of a "Tourist Park", as required by Council's Local Laws, must always remain in effect whilst the approved use is carried out. The licence holder is responsible for ensuring any conditions attached to this licence are complied with.

Advertising signage

16. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.

17. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

Refuse storage

18. Bulk refuse storage and collection facilities must be located within the "Tourist Park" in a central location that is screened and retains reasonable standards of amenity for occupants of the premises and surrounding properties. The bulk refuse storage must not be visually obtrusive when viewed from the street.

19. The bulk refuse storage area must be enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers and screened by dense planting.

20. **The bulk refuse storage areas must be located a maximum distance of 50 metres from accommodation areas.**

21. **Convenient access to the bulk refuse storage area must be provided for service vehicles.**

22. **Waste containers must be maintained in a clean and tidy state at all times while the use continues, and shall be emptied and the waste removed from the site on a regular basis.**

Avoiding nuisance

23. **No unreasonable nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.**

    Note: In most instances, Council is responsible for investigating complaints and enforcing the controls for nuisances. When investigating a complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the nuisance, as well as the sensitivity of the receptor and the potential impact of the nuisance on adjacent properties.

24. **Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at 1.5 metres from the site at any property boundary.**

25. **All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.**

    Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

26. **The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.**

Fencing and landscaping

27. **Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red). The fencing shall be provided to a height of 2.6 metres and consist of a 1.8 metre high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail. The fencing shall avoid any disturbance to the existing trees along this site boundary.**

    Note: A building permit will be required to be issued prior to the construction of the fence.

28. **Existing fencing on the Geoghegan Road frontage in front of the Stage 1 accommodation sites that consists of a 1.8 metre high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail shall be maintained in good repair for the duration of the approved use.**

29. **Landscaping shall be provided along the entire length of the Stage 3 northern site boundary to provide a densely vegetated visual screen to a minimum height of 3.0 metres. Any dead or unhealthy plants must be promptly replaced throughout the life of the development.**

30. **Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.**

31. **Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.**

32. **Landscaping must not interfere with site lines at access driveways for vehicle traffic.**

Construction activities and erosion control

33. **During the course of any construction activities, soil erosion and sediment must be managed in accordance with CMDG Design Guidelines D-7 'Erosion Control and Stormwater Management'.**

34. **If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.**

35. **The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.**

36. **Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.**

37. **Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.**

38. **Temporary fencing must be erected and maintained around the perimeter of the development site whilst construction activities are carried out.**

Services

39. **The "Tourist Park" is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication WSA02-2002 Water Reticulation Code of Australia (version 2.3) and CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.**

40. **The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.**

41. **Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council.**

    Note: Any damage caused to Council's sewer infrastructure due to the progression of works or as a result of the approved use shall be rectified at the landowner's expense.

42. **The "Tourist Park" must be connected to an electricity reticulation service in**

accordance with the relevant service provider's requirements and specifications along the relevant building standards, requirements and specifications (as relevant).

43. **If the "Tourist Park" is connected to a telecommunication service, then such works shall be undertaken in accordance with the relevant service providers requirements and specifications along with relevant building standards requirements and specifications (as relevant).**

44. **Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.**

45. **The site must have access to a reliable water supply for firefighting purposes.**

Stormwater and drainage

46. **Stormwater runoff from caravans and impervious surface areas is to be collected internally and piped generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the existing table drain on Geoghegan Road as a lawful point of discharge.**

47. **There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during construction and at all times after the commencement of use.**

48. **Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties or roads.**

49. **Stormwater must not be allowed to pond on the property being developed during the development process and after the development has been completed.**

50. **The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks of other waterways.**

Access, car parking and manoeuvring

51. **Vehicle access and egress to the "Tourist Park" is not permitted west of the Stage 1 accommodation sites shown as '4m Gate Entry & Exit' on approved Drawing Number 20206505 Detailed Site Layout dated 23/06/20. Site Vehicle Turn Path Signage is to be erected on the site boundary and at strategic locations along the Geoghegan Road frontage of the site indicating that access to the "Tourist Park" is not permitted at this location. Signage is to be erected internally within the site preventing caravans, accommodation vehicles and trailers from exiting the site at this location and to direct these vehicle types to exit the site in the approved location.**

52. **Access and egress for the "Tourist Park" is to be provided from Geoghegan Road in the general location denoted as "Caravan Entry/Exit & Car park Entry/Exit" on approved Drawing Number 20206505 Detailed Site Layout dated 23/06/20. The vehicle crossover shall be constructed in accordance with CMDG-R-40 Rev E Accesses Along Bitumen Roads ADT <300VPD. Signage shall be erected at or within the vicinity of the approved access directing vehicles to access the site at this location.**
53. **All vehicle crossovers must be designed to cater for the maximum vehicle size accessing the site with suitable flares and tapers provided for the vehicle swept path movements to ensure no damage to the roadway or verge.**

54. **The landowner shall be responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals required for complying with the applicable designs and standards.**

55. **All internal access roads shall have a carriageway width no less than 6.0 metres for**

two-way traffic and not less than 4.0 metres for one-way traffic. Signposts and markings must be provided to indicate the direction of vehicle movements.

56. All internal access roads shall be sign posted to discourage vehicle speeds in excess of 15 kilometres per hour.

57. All vehicle driveways are to be sealed with an impervious surface prior to commencement of the use. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.

58. Service vehicle access and manoeuvring is to be designed in accordance with AS/NZS 2890.2.2004 – Parking facilities Part 2: Off-street commercial vehicle facilities requirements.

59. No on-street parking is permitted at the frontage of the development site at any time. Signage is to be established on the development site boundary to this effect.

60. Visitors to the "Tourist Park" shall be encouraged to access and exit the premises from/toward the Geoghegan Road and Roma-Southern Road intersection. Measures such as signage and other forms of communication (i.e. advertising on website, pamphlets, etc.) shall be implemented to advise visitors of the required vehicle movements to and from the site.

Amenities

61. Toilet, laundry, and ablutions facilities are to be provided on the subject site for visitors to the "Tourist Park". These facilities must be located a maximum distance of 100 metres from any one accommodation site and no closer than 6.0 metres to any accommodation site. The number of facilities provided must accord with the Local Law Permit granted for the operation of a Tourist Park on the site.

Separation

62. "Tourist Park" sites shall provide a minimum of 112 square metres and be clearly delineated.

63. A minimum 3.0 metre wide buffer must be provided between each "Tourist Park" site.

64. A minimum 2.0 metre buffer must be provided between a "Tourist Park" site and any internal vehicle movement area.

65. Measures such as barricading, fencing, signage and/or line-marking delineating the safety area behind the shooting area from any accommodation area as shown on approved Drawing Number 20209508 Rev A Shooting Area Site Safety Template Layout must be implemented at all times whilst the shooting facilities within this area are in use.

66. The operator of the "Tourist Park" must make visitors aware of the safety areas shown on approved Drawing Number 20209508 Rev A Shooting Area Site Safety Template Layout at the time of check-in.

No Cost to Council

67. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.

68. The developer is responsible for meeting all costs associated with the approved

development unless there is specific agreement by other parties, including the Council, to meeting those costs.

69. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council shall be paid prior to the commencement of use.

Latest versions

70. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

71. It is the developer's responsibility to ensure that all entities associated with the Development Approval have a legible copy of the Decision Notice and the Approved Plans and the Approved Documents bearing 'Council Approval'.

General Advice

(a) The Capricorn Municipal Development Guidelines apply to this development. Refer to http://www.cmdg.com.au/ for the Capricorn Municipal Development Guidelines (CMDG).

(b) Refer to http://www.maranoa.qld.gov.au/council-policies for Council Policies.

(c) The land use rating category may change upon commencement of any approved use on the site. Council current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: www.maranoa.qld.gov.au.

(d) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.

(e) Under the Maranoa Planning Scheme "Tourist Park" means the use of premises for—

(a) holiday, accommodation in caravans, self-contained cabins, tents or other similar structures; or

(b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).

(f) The *Environmental Protection Act 1994* states that 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 harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.

(g) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural

Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

(h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.

(i) Refer to attachments for Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.

(j) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

(k) The operation of a Tourist Park requires a permit under the *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

(l) This development approval has been issued during the COVID-19 applicable event declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

CARRIED 8/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Lead Town Planner**

At cessation of discussion and debate on the abovementioned item, Cr Taylor returned to the meeting at 1.57pm.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.4	Material Change of Use – Home Based Business (Personal Training Studio)	Mark Edwards	Cr Edwards identified he had a business relationship with a submitter for this application.

Cr Edwards advised as follows:

I, Councillor Mark Edwards, inform the meeting that I have a declarable conflict of interest in Item L.4 – Material Change of Use – Home Based Business (Personal Training Studio), (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because I have identified a submitter that due to my accounts professional ethics I am unable to publicly identify this person.

I am making this declaration of conflict of interest out of the abundance of caution. I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*
- *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Resolution No. OM/12.2020/42

Moved Cr Guthrie **Seconded Cr Birkett**

That it is in the public interest that Cr Edwards participates and votes on the Agenda Item L.4, because a reasonable person would trust the final decision was made in the public interest.

CARRIED 8/0

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **L.4** **File Number: D20/113217**

SUBJECT HEADING: **MATERIAL CHANGE OF USE - HOME BASED BUSINESS (PERSONAL TRAINING STUDIO)**

Author and Officer's Title: **Lead Town Planner**

Executive Summary:

Fiona Flanders is wanting to expand her 'home-based' personal-training-studio that is in the outbuilding at the rear of her residence at 58 Chrystal Street, Roma.

The proposal presents inconsistencies with the assessment benchmarks including some of the development codes in Council's planning scheme. This is primarily as a result of the proposed scale of the development, which at 207m^2 is significantly larger than what is contemplated for a 'home based business' (80m^2) and what is considered acceptable for an ancillary residential structure (118m^2).

The development application required to facilitate the outcome is subject to code assessment and would generally be decided under delegated powers. Given the extent of the inconsistencies and the potential for a decision to affect proponents of future home-based businesses, as well as residential development more generally, it is appropriate for the matter to be decided by the elected officials.

Assessing officers have recommended that this application be refused because of its scale, and the potential it has to compromise residential amenity and impact the viability of commercial or industrial areas in Roma. In the event that Council resolve to approve the application, it is recommended that reasonable, relevant and enforceable development conditions be imposed to achieve consistency with the Planning Scheme to the greatest extent possible.

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Resolution No. OM/12.2020/43

Moved Cr Golder **Seconded Cr McMullen**

That Council approve the Development Application 2020/20216 for a 'Home-based business' (personal training studio) at 58 Crystal Street, Roma, being Lot 42 on RP30933, subject to the following Development Conditions and General Advice, as listed on pages 128 – 133 of the officer's report:

Development conditions

Use

1. **The approved development is a Material Change of Use - "Home based business" (personal training studio) as defined in the Planning Scheme and as shown on the approved plans.**

2. **The approved development must be operated by person/s residing in the existing dwelling at the premises.**

Compliance inspection

3. **All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.**

4. **The applicant shall contact Council and arrange a development compliance inspection prior to the commencement of use.**

Approved plans and documents

5. **The approved development is to be carried out in accordance with the following approved plans/documents and subject to approvals conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.**

Plan/Document Number	Plan/Document Name	Date
14-6948-S02	Footings/Slab/Framing Plans & Elevations	August 2017
001	Site Plan	

Building design

6. **The 'Proposed Carport' as shown on approved Drawing 001 – Site Plan shall remain open-sided (front and sides) and must not be enclosed without the further written consent of the Council.**

Maximum number of clients

7. **The maximum number of clients visiting the premises at any one time is limited to four.**

No group fitness classes

8. **The approved use is for personal training only and does not include group fitness classes such as bootcamps and aerobics.**

Privacy

9. **Windows and openings of the buildings that are used in the approved development shall not overlook the living areas of adjoining dwellings (including outdoor living areas).**

Development works

10. **During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.**

11. **The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).**

Fencing

12. **Existing boundary fencing shall be maintained to provide separation, screening and privacy for adjoining premises.**

Applicable standards

13. **All works must comply with:**

- **a) the development approval conditions;**
- **b) any relevant provisions in the Planning Scheme and the Capricorn Municipal Development Guidelines;**
- **c) any relevant Australian Standard that applies to that type of work; and**
- **d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.**

Access, parking and manoeuvring

14. **The landowner shall be responsible for the maintenance of vehicle crossovers from the road carriageway to the property boundary. Should any damage be caused to Chrystal Street at the existing access location, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.**

15. **Provision must be made for two off-street car parking spaces during approved operating hours.**

Avoiding nuisance

16. **No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.**

Note: In most instances, Council is responsible for investigating complaints and enforcing the controls for nuisances. When investigating a complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the nuisance, as well as the sensitivity of the receptor and the potential impact of the nuisance on adjacent properties.

17. **Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.**

18. **All lighting shall be directed or shielded to ensure that no glare directly affects nearby properties.**

Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

19. **The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.**

Stormwater and drainage

20. **Stormwater is collected and discharged so as to:**

- **a) protect the stability of buildings and the use of adjacent land;**
- **b) prevent water-logging of nearby land;**
- **c) protect and maintain environmental values; and**
- **d) maintain access to reticulated infrastructure for maintenance and replacement purposes.**

21. **The development must not result in any ponding of stormwater on the property during construction or after the development has been completed.**

Erosion control

22. **Erosion control and silt collection measures must be undertaken as necessary during construction to maintain the quality of stormwater runoff from the development site and prevent any environmental harm.**

Refuse storage

22. **At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and shall be emptied and the waste removed from the site on a regular basis. All waste containers are to be shielded from the view of travelling public and neighbours and accessible by the vehicles used by Council, its agents and/or others.**

Operational hours

23. **The hours of operation are limited to:**

- **(a) 5.00am to 6.00pm Monday to Friday; and**
- **(b) 7:00am to 1:00pm Saturdays.**

The use is not permitted to operate on Sundays or Public Holidays.

24. **During approved operating hours there shall be no excess noise or disruption to**

adjacent and nearby premises. Measures shall be implemented (i.e. no loud music, no loud voices) to avoid potential disturbance during early morning and late evening sessions.

Building appearance

23. Mechanical equipment (e.g. air-conditioners), water tanks, materials and equipment storage areas associated with the development, and areas where the approved activities take place (e.g. personal training/ exercise classes), are to be located and screened so as to be unobtrusive when viewing the site from nearby properties and roads.

Advertising signage

24. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.

25. Any advertising signage associated with the approved uses must be fully contained within the development site boundaries and must not encroach on adjoining properties or roads.

No cost to Council

26. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

27. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

Application documentation

28. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

General advice:

a) Refer to http://www.cmdg.com.au/ for the Capricorn Municipal Development Guidelines (CMDG).

b) Refer to http://www.maranoa.qld.gov.au/council-policies for Council Policies.

c) The relevant planning scheme for this development is *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this Planning Scheme.

d) Under the Planning Scheme a "Home based busines" *means the use of a dwelling or domestic outbuilding on premises for a business activity that is subordinate to the use of the premises.*

e) This development approval has been issued during the COVID-19 applicable event

declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

f) **The *Environmental Protection Act 1994* states that 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 harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.**

g) **All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.**

h) **Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.**

i) **It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities having jurisdiction over any part of the works required to facilitate the approved development.**

j) **The development will not increase demand on any of Council's trunk infrastructure networks beyond what is reasonably expected on a residential zoned lot and what is anticipated by the Local Government Infrastructure Plan, and therefore a nil infrastructure charge is payable.**

k) **The land use rating category may change upon commencement of any new approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: www.maranoa.qld.gov.au.**

l) **In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.**

Statement of Reason* – *Provided Mayor Golder

Because it creates competitive local business and is in the spirit of which a home based business should be.
[The Chief Executive Officer recommended that an additional note be included to remove any doubt - confirming that Councillors had reviewed received submissions].

Note: Councillors confirm they have sighted the submitters feedback.

CARRIED 9/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Lead Town Planner**

Item Number: **L.8** **File Number: D20/115411**

SUBJECT HEADING: **RECOMMENDATION TO PURCHASE NINE (9) SINGLE CAB 4X2 UTILITIES**

Officer's Title: **Operations Manager - Plant, Fleet & Workshops**

Executive Summary:
Quotations were called for the supply & delivery of nine (9) Single Cab 4x2 Utilities via Vendor Panel (VP216312).

Responses were reviewed by the evaluation panel and the report is submitted for Council's consideration. Additional information had been included in the Background section of this report.

This item had been laid on the table earlier during the meeting. Council resumed its deliberations.

Resolution No. OM/12.2020/44

Moved Cr O'Neil **Seconded Cr Golder**

That Council:

1. **Select Black Truck & Ag as the recommended supplier of nine (9) Single Cabin 4x2 Utilities at a cost of $382,500 including GST, excluding registration and CTP insurance.**

2. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Black Trucks & Ag of Roma and raise purchase orders if the final terms are acceptable.**

3. **Assign expenditure to General Ledger 6551.**

CARRIED 9/0

Responsible Officer	**Operations Manager - Plant, Fleet & Workshops**

LATE CONFIDENTIAL ITEMS

DECLARATION OF CONFLICT OF INTEREST

Councillors Birkett, McMullen, and Ladbrook left the meeting at 2.14pm, and returned at 2.15pm.

Agenda item	Item description and key content	Councillor	Precis of personal interest

LC.1	Wallumbilla APLNG Community Project Proposal	Mark Edwards	Cr Edwards sells oranges outside the Wallumbilla Calico Cottage, the precinct under consideration in this matter.

Cr Edwards advised as follows:

I, Councillor Mark Edwards, inform the meeting that I have a declarable conflict of interest in Item LC.1 – Wallumbilla APLNG Community Project Proposal, (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because I place my oranges for sale outside the Wallumbilla Calico Cottage as mentioned in the report.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*
- *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Moved Cr Taylor **No Seconder**

That it is in the public interest that Cr Edwards participates and votes on the Agenda Item LC.1, because a reasonable person would trust that the final decision was made in the public interest.

MOTION LAPSED

The motion lapsed due to a Seconder not being obtained. Cr O'Neil then sought clarification that Cr Edwards sells oranges at the Calico Cottage, and draws revenue from the sale of same. Cr Edwards confirmed he did.

Following further discussion, Cr Edwards determined that he would change his approach in dealing with this conflict and advised:

Still a declarable interest, but instead of having eligible Councillors voting on the matter, as a result of the conflict of interest, I will now leave the meeting while the matter is considered and voted on.

Cr Edwards left the meeting at 2.20pm, taking no part in discussion or decision on the matter.

UNCONFIRMED

Item Number:	**LC.1**	**File Number: D20/108459**
SUBJECT HEADING:	**WALLUMBILLA APLNG COMMUNITY PROJECT PROPOSAL**	
Officer's Title:	**Deputy Director / Strategic Road Management** **Project Officer - Program & Contract Management**	

Executive Summary:
As part of Council's 2020/21 budget deliberations, the APLNG Community Project Funding was considered. The Wallumbilla Calico Cottage & Heritage Precinct, including a new Wallumbilla Council Facility, was considered as the Wallumbilla Community Project.

Preliminary consultation has been carried out with representatives from APLNG to discuss the proposed project in Wallumbilla.

As the Wallumbilla Council facility design is nearing completion, it was recommended that further consultation be undertaken to confirm the community's preference for this project to be nominated as the APLNG Community Project.

Resolution No. OM/12.2020/45

Moved Cr Guthrie **Seconded Cr Hancock**

That Council:

1. **Authorise the Chief Executive Officer to advise APLNG representatives of the next steps in line with the agreement.**

2. **Undertake consultation in Wallumbilla to confirm the level of community support for the Wallumbilla Council Facility (Calico Cottage and Heritage Precinct), with the view of nominating the project as the Wallumbilla APLNG Community 'Legacy' Project.**

3. **Authorise the Chief Executive Officer (or delegate) to sign the Owners Consent documentation which will enable the continuation of the design and the planning process of the Wallumbilla Council Facility.**

***[Wording amended by Cr Guthrie following further discussion with Councillors and the Chief Executive Officer regarding consultation and notification to project partner APLNG*]**.

CARRIED 8/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr, Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Deputy Director / Strategic Road Management**

At cessation of discussion and debate on the abovementioned item, Cr Edwards returned to the meeting at 2.28pm.

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS at 2.28PM
to view imagery for the abovementioned project

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 2.34PM

Item Number:	**LC.2**	**File Number: D20/113204**
SUBJECT HEADING:	**STANDING OFFER ARRANGEMENT - QUARRY PRODUCTS, BETWEEN ROADTEK AND ROMA QUARRY**	
Officer's Title:	**Manager - Construction**	

Executive Summary:
Council has previously submitted offers to be listed on the Roadtek South's Standing Offer Arrangement for the supply of Quarry Products from the Roma Quarry.

The current arrangement, recently extended, will expire in December 2021, however Roadtek South have now advertised for invitations to offer for the new arrangement.

As Council's Roma Quarry is listed on the TMR Approved Quarry Register, and located in the Roadtek Downs South West region, they have formally invited Council to submit an offer via the QTenders Qld Government website.

This tender will close at 5.00pm on Thursday, 17 December 2020.

The report requested Council's approval to submit an offer.

Resolution No. OM/12.2020/46

Moved Cr McMullen **Seconded Cr Ladbrook**

That Council, authorise the Chief Executive Officer (CEO) or delegate on behalf of Council to:

1. **Submit an offer for the Roadtek South Standing Offer Arrangement (SOA RT102) for Quarry Products with prices as detailed in the report.**

2. **Sign the subsequent deed of agreement with Roadtek South to formalise the Standing Offer Arrangement (SOA RT102) for Quarry Products.**

CARRIED 9/0

Responsible Officer	**Manager - Construction**

UNCONFIRMED

Item Number:	**LC.3**	**File Number: D20/113528**
SUBJECT HEADING:	**ROMA QUARRY AND SURAT COUNCIL SERVICES - MICROWAVE SERVICES**	
Officer's Title:	**Manager - Information & Communications Technology (ICT)**	

Executive Summary:
As part of the project for the establishment of the Quarry microwave link from the Grafton Range to the Roma water tower, Council has identified a potential solution that would also allow us to provide a direct e-line service from Roma to Surat.

The report tabled a proposal to enter into an agreement for a microwave point to point solution for Council operations in Surat and the Roma Quarry.

Resolution No. OM/12.2020/47

Moved Cr Hancock **Seconded Cr Ladbrook**

That Council:

1. **Pursuant to section 235 (b) of the *Local Government Regulation 2012*, enter into a two (2) year agreement with MarchNet for a microwave point to point solution for Council operations in Surat and the Roma Quarry at a total cost of $102,817 including GST.**

2. **Delegate to the Chief Executive Officer the authority to sign MarchNet Service Schedule if the final terms are acceptable.**

CARRIED 9/0

Responsible Officer	**Manager - Information & Communications Technology (ICT)**

Cr Edwards left the meeting at 2.45pm.

Item Number:	**LC.4**	**File Number: D20/113645**
SUBJECT HEADING:	**OFFER TO PURCHASE LAND AND BUILDINGS AT 29A BOWEN STREET AND 45 - 47 HAWTHORNE STREET**	
Officer's Title:	**Council Buildings & Structures Maintenance Officer / Team Coordination**	

Executive Summary:
The agenda item enabled Council to consider a further offer.

Resolution No. OM/12.2020/48

Moved Cr Golder **Seconded Cr Ladbrook**

That Council decline the offer received to purchase 29A Bowen Street and 45 – 47 Hawthorne Street, described as Lot 1 on SP276517.

CARRIED 8/0

Responsible Officer	**Council Buildings & Structures Maintenance Officer / Team Coordination**

UNCONFIRMED

Cr Birkett left the meeting at 2.47pm, and returned at 2.48pm.

Cr Edwards returned to the meeting at 2.48pm.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.5	COVID-19 Rent Reprieve – Hibernian Hall User DANCE WEST03	Wendy Taylor	The interest for Cr Taylor arises because a family friend, Jodi Noon, is a user of Hibernian Hall.

Cr Taylor advised as follows:

I, Councillor Wendy Taylor, inform the meeting that I have a declarable conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because a person who is a related party of mine has an interest in this matter.

The:

(i) Name of the related party is Jodi Noon.

(ii) The nature of my relationship with the related party is that I have a close personal relationship with her as she is a family friend.

(iii) The nature of the related party's interests in the matter is that Jodie Noon has a user agreement with Council for use of the Hibernian Hall.

As a result of my conflict I will now leave the room while this matter is considered and voted upon.

Cr Taylor left the meeting at 2.49pm, taking no part in discussion or decision on the matter.

Item Number: **LC.5** **File Number: D20/114285**

SUBJECT HEADING: **COVID-19 RENT REPRIEVE - HIBERNIAN HALL USER DANCE WEST03**

Officer's Title: **Facility Lease Management & Housing Officer / Team Coordinator**

Executive Summary:
A request has been received requesting consideration of further concessions.

Resolution No. OM/12.2020/49

Moved Cr Golder **Seconded Cr Ladbrook**

That Council:

1. **Acknowledge the request received from Jodie Noon (Principle/Creative Director Dance wEST03) and approve a continued 50% waiver of hire fees for the Hibernian Hall, backdated to 22 September 2020 for a period of five (5) months (hire rate will be $7.18 per hour).**

2. **Decline the request for a 50% reduction on outstanding invoices to hire the Hibernian Hall in February and March 2020 as the hire occurred prior to COVID-19 restrictions.**

3. **Request Dance wEST03 pay the outstanding invoices by 31 January 2021.**

[Wording amended by Mayor Golder following a suggestion from Cr Hancock to extend the

UNCONFIRMED

deadline indicated in point 3 of the motion, which the Mayor confirmed he was happy to accept].

CARRIED 8/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Facility Lease Management & Housing Officer / Team Coordinator**

At cessation of discussion and debate on the abovementioned item, Cr Taylor returned to the meeting at 2.55pm.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.6	Country Universities Centre Maranoa	Cameron O'Neil	The interest arises because Cr O'Neil is the Chair and non-Executive Director of Country Universities Centre Maranoa.

Cr O'Neil advised as follows:

I, Cr Cameron O'Neil, inform the meeting that I have a prescribed conflict of interest in Agenda Item LC.4 [LC.6] – Country Universities Centre Maranoa, as a result of my role as Chair and non-Executive Director of CUC [Country Universities Centre Maranoa Limited]. As a result of my conflict of interest I will leave the meeting room while the matter is considered and voted on.

While Cr O'Neil is not required to legislatively make this declaration, given the matter has been previously considered by Council and the declaration made, this provides clarity for the community as to the reasons for not participating in the meeting agenda item.

Cr O'Neil left the meeting at 2.56pm, taking no part in discussion of decision on the matter.

UNCONFIRMED

Item Number:	**LC.6**	**File Number: D20/114296**
SUBJECT HEADING:	**COUNTRY UNIVERSITIES CENTRE MARANOA**	
Officer's Title:	**Manager - Economic & Community Development**	

Executive Summary:
A request has been received to secure permanent accommodation for Country Universities Centre Maranoa.

Resolution No. OM/12.2020/50

Moved Cr Golder **Seconded Cr Hancock**

That Council:

1. **Through the Chief Executive Officer (or delegate) enter into negotiations with Country Universities Centre Maranoa Ltd to lease the front section of the Roma Community Hub for a period of 3 years, on the following basis:**
   - **an annual rental of not more than $14,000 for the first year, and $20,000 per annum for years 2 and 3;**
   - **outgoings in addition to the rent;**
   - **capital improvements with the prior agreement of Council's representative at lessees' expense;**
   - **the conference / training room be available for continued community use, and its booking and coordination to be undertaken by CUC Maranoa.**

2. **Authorise the Chief Executive Officer to sign the lease documentation subject to negotiations with the existing lessees and any variations following informal consultation with Councillors.**

3. **Confirms this is a short term lease opportunity for CUC Maranoa to start operating, however, Council encourages the entity to explore alternative accommodation options for the period beyond the initial 3 years.**

4. **Allow contractors on-site from 14 December 2020 to engage in building assessments.**

[Wording amended by Mayor Golder following further discussion with Councillors, the Chief Executive Officer, Director, and reporting officer regarding conditions of the lease].

CARRIED 8/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Manager - Economic & Community Development**

At cessation of discussion and debate on the abovementioned item, Cr O'Neil returned to the meeting at 3.27pm.

CHANGE TO ORDER OF BUSINESS

Resolution No. OM/12.2020/51	
Moved Cr Golder	**Seconded Cr McMullen**
That LC.8 be dealt with next in the agenda.	
CARRIED	9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Moved Cr Birkett **Seconded Cr Edwards**

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012,* I move that Council resolve to close the meeting to the public to discuss confidential Item numbers:

- **C.4 – Legal Advice for Councillors**
- **LC.7 – Acceptance of Contribution or Donation From Resident**
- **LC.8 – 2021 Australia Day Awards**
- **LC.11 – Surat Digital Connectivity Project – Execution of Contracts**

[at 3.30pm] that its Councillors consider is necessary to close the meeting.

***[The Chief Executive Officer indicated that an overview as to the matter being discussed in closed session was required].* This is provided as follows:**

In accordance with Section 254J(5) of the *Local Government Regulation 2012,* the following table provides:

- **The matters to be discussed;**
- **An overview of what is to be discussed while the meeting is closed.**

Agenda Item	Matters to be discussed (Reasons to close the meeting under the *Local Government Regulation 2012)*	Overview
C.4 – Legal Advice for Councillors	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.	The agenda item tables a proposal for Council to seek legal advice.
LC.7 – Acceptance of Contribution or Donation from Resident	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.	The report tables correspondence received from a commercial ratepayer.

LC.8 – 2021 Australia Day Awards	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.	The agenda item tables recommendations.
LC.11 – Surat Digital Connectivity Project – Execution of Contracts	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.	The agenda item tables two contracts, namely Deed of Covenant and an Enterprise Works Agreement, for the Surat Digital Connectivity Project, and seeks Council's consideration to execute these contracts.

NO VOTE TAKEN

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

No vote was taken to close the meeting to the public at that time, with further declarations of conflict of interest to be made.

Cr Taylor, and Ladbrook returned to the meeting at 3.36pm.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.7	Acceptance of Contribution Or Donation From Resident	Mark Edwards	Cr Edwards sells oranges outside the business address of the applicant in this matter.

Cr Edwards advised as follows:

I, Mark Edwards, inform the meeting that I have a declarable conflict of interest in Item LC.7 – Acceptance of Contribution or Donation From Resident, (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because I place my oranges for sale outside the store mentioned in the report – Golders store.

As a result of my conflict of interest I will now leave the meeting while the matter is considered and voted on.

UNCONFIRMED

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.7	Acceptance of Contribution or Donation from Resident	Tyson Golder	Cr Golder's mother is the applicant under Council's consideration in this matter and Cr Golder rents the premises.

Cr Golder advised as follows:

I'd like to declare a prescribed conflict of interest in relation to item LC.7 as the report is in relation to my mother and the commercial building that my business rents and pays outgoings on. As a result of my conflict of interest, I will now leave the meeting room while the matter is considered and voted on. Cr Golder then confirmed*:*

I will leave the meeting at the appropriate time when the matter is discussed.

Cr Edwards then clarified:

I will leave the meeting at the appropriate time when the matter is discussed.

Cr O'Neil enquired as to whether the meeting could be adjourned in regard to Item LC.8, so that Councillors could be provided a full list of nominees to have all information to hand so that Councillors could determine if any conflicts existed in the matter.

In response, Mayor Golder agreed to adjourn the meeting.

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 3.39PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 4.09PM

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.8	2021 Australia Day Awards	John Birkett	Cr Birkett has family member that is associated with a group nominated for the Australia Day Awards.

Cr Birkett advised as follows:

I, Cr John Birkett, inform the meeting that I have a declarable conflict of interest in Item LC.8 – 2021 Australia Day Awards, (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because I have a family member associated with one of the awards [clarified nominations]. As a result of my conflict of interest I will now leave the meeting while the matter is considered and voted on.

UNCONFIRMED

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.8	2021 Australia Day Awards	Geoff McMullen	Cr McMullen has family member that is associated with a group nominated for the Australia Day Awards.

Cr Birkett advised as follows:

I, Cr Geoff McMullen, inform the meeting that I have a declarable conflict of interest in Item LC.8 – 2021 Australia Day Awards. As a result of my conflict of interest I will now leave the meeting while the matter is considered and voted on.

Cr McMullen clarified:

This declarable conflict of interest arises because I have a family member associated with one of the awards nominations, as a result I will leave the room at an appropriate time.

With declaration of conflicts of interest completed, Council then voted to close the meeting to the public, with the outcome recorded as follows:

Resolution No. OM/12.2020/52

Moved Cr Birkett **Seconded Cr Edwards**

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, I move that Council resolve to close the meeting to the public to discuss confidential Item numbers:

- **C.4 – Legal Advice for Councillors**
- **LC.7 – Acceptance of Contribution or Donation From Resident**
- **LC.8 – 2021 Australia Day Awards**
- **LC.11 – Surat Digital Connectivity Project – Execution of Contracts**

[at 3.30pm] that its Councillors consider is necessary to close the meeting.

[The Chief Executive Officer indicated that an overview as to the matter being discussed in closed session was required].

In accordance with Section 254J(5) of the *Local Government Regulation 2012, the following table provides:*

- **The matters to be discussed;**
- **An overview of what is to be discussed while the meeting is closed.**

Agenda Item	Matters to be discussed (Reasons to close the meeting under the *Local Government Regulation 2012)*	Overview

C.4 – Legal Advice for Councillors	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.	The agenda item tables a proposal for Council to seek legal advice.
LC.7 – Acceptance of Contribution or Donation from Resident	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.	The report tables correspondence received from a commercial ratepayer.
LC.8 – 2021 Australia Day Awards	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.	The agenda item tables recommendations.
LC.11 – Surat Digital Connectivity Project – Execution of Contracts	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.	The agenda item tables two contracts, namely Deed of Covenant and an Enterprise Works Agreement, for the Surat Digital Connectivity Project, and seeks Council's consideration to execute these contracts.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

CONFIDENTIAL ITEMS (Discussed in closed session)

Councillors Birkett and McMullen having previously foreshadowed a declarable conflict of interest in Item LC.8 left the meeting at 4.13pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Councillors Birkett and McMullen returned to the meeting at 4.14pm.

Mayor Golder having previously informed the meeting of a prescribed conflict of interest in Item LC.7 left the meeting at 4.20pm, taking no part in discussion on the matter.

Cr Edwards having previously informed the meeting of a prescribed conflict of interest in Item LC.7 left the meeting at 4.20pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Mayor Golder and Cr Edwards returned to the meeting at 4.29pm.

Cr McMullen having previously informed the meeting of a declarable conflict of interest in Item C.4 left the meeting at 4.30pm, taking no part in discussion on the matter.

Mayor Golder did not return to the meeting having foreshadowed a declarable conflict of interest for Item C.4.

The Chief Executive Officer left the meeting at 4.30pm.

At cessation of discussion in relation to C.4, Mayor Golder and Cr McMullen returned to the meeting at 5.21pm. Mayor Golder assumed the Chair.

The Chief Executive Officer returned to the meeting at 5.21pm.

Resolution No. OM/12.2020/53

Moved Cr O'Neil **Seconded Cr McMullen**

That Council open the meeting to the public [at 5.37pm].

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Mayor Golder and Cr McMullen, having previously foreshadowed a declarable conflict of interest in the following matter left the meeting at 5.37pm, taking no part in discussion or decision on the following item.

The Chief Executive Officer left the meeting at 5.37pm.

Cr Birkett left the meeting at 5.37pm, and returned at 5.39pm.

Cr O'Neil assumed the role of 'Acting Chair.'

Item Number: **C.4** **File Number: D20/113722**

SUBJECT HEADING: **LEGAL ADVICE FOR COUNCILLORS**

Councillor's Title: **Cr. Geoff McMullen**

Executive Summary:
The report tabled a proposal for Council to seek legal advice.

Resolution No. OM/12.2020/54

Moved Cr Guthrie **Seconded Cr Taylor**

That:

1. **Council engage HopgoodGanim to assist Councillors with Scope A.**
2. **The engagement be made in accordance with section 234 of the *Local Government Regulation 2012* and Local Buy Contract BUS261-1116.**
3. **Council authorise the Deputy CEO (or delegate) to enter into final negotiations with HopgoodGanim and raise a purchase order if the final terms are acceptable.**
4. **Council assign expenditure to General Ledger 02506.2094.**

CARRIED 7/0

ICONFIRME

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Deputy Chief Executive Officer**

At cessation of discussion and debate on the abovementioned item, Mayor Golder and Cr McMullen returned to the meeting at 5.41pm. The Mayor assumed the Chair.

The Chief Executive Officer returned to the meeting at 5.41pm.

Mayor Golder and Cr Edwards, having previously foreshadowed a declarable conflict of interest in the following item, left the meeting at 5.41pm, taking no part in discussion or decision on the matter.

The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Item Number: **LC.7** **File Number: D20/112245**

SUBJECT HEADING: **ACCEPTANCE OF CONTRIBUTION OR DONATION FROM RESIDENT**

Officer's Title: **Executive Customer Service Officer - Office of the Mayor & CEO**

Executive Summary:
The report tables correspondence received from a commercial ratepayer.

Resolution No. OM/12.2020/55

Moved Cr Hancock **Seconded Cr Ladbrook**

That Council respectfully declines the offer.

CARRIED 7/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Executive Customer Service Officer - Office of the Mayor & CEO**

At cessation of discussion and debate on the abovementioned item, Mayor Golder and Cr Edwards returned to the meeting at 5.43pm.

CONFIRMED

Mayor Golder assumed the Chair.

Councillors McMullen and Birkett, having previously foreshadowed a declarable conflict of interest in the following item, left the meeting at 5.43pm, taking no part in discussion or debate on the matter.

Item Number:	**LC.8**	**File Number: D20/115242**
SUBJECT HEADING:	**2021 AUSTRALIA DAY AWARDS**	
Officer's Title:	**Local Development Officer - Surat**	

Executive Summary:
An assessment panel has reviewed the nominations for the Maranoa 2021 Australia Day Awards. It was recommended that Council accept the recommendations of the panel.

Resolution No. OM/12.2020/56

Moved Cr O'Neil **Seconded Cr Taylor**

That Council accept the recommendations from the Awards Assessment Panel for the 2021 Australia Day Award Recipients for the Maranoa Region.

CARRIED 7/0

Section 150FA (2)(e) of the *Local Government Act 2009*
For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:
Mayor Cr. Tyson Golder, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:
Each councillor voted in favour of the motion.

Responsible Officer	**Local Development Officer - Surat**

At cessation of discussion and debate on the abovementioned item, Councillors McMullen and Birkett returned to the meeting at 5.44pm.

Cr O'Neil left the meeting at 5.50pm, and returned at 5.51pm.

Item Number:	**LC.9**	**File Number: D20/115247**
SUBJECT HEADING:	**REQUEST TO ENTER INTO AN ARRANGEMENT WITH A COMMERCIAL OPERATOR - ROMA**	
Officer's Title:	**Manager - Environment, Health, Waste & Rural Land Services**	

Executive Summary:
A commercial operator is seeking Council's approval for the short-term use of land for the purpose of storing and shredding 'end of life tyres'.

Resolution No. OM/12.2020/57

Moved Cr Golder **Seconded Cr McMullen**

That:

1. **Council enter into negotiations with the applicant for a licence permitting the use of Lot 241 on WAL53170 for a period of at least six months for the purpose of storing and shredding 'end of life tyres'.**

2. **Approval of the licence be subject to the licence removing all 'end of life tyres' and shredded material from Lot 241 on WAL53170 upon expiry of the agreed licence period.**

3. **Council authorise the Chief Executive Officer or delegate to endorse the licence and any documents associated with the licence approval.**

4. **A report be brought back to an upcoming Council meeting regarding longer term options.**

CARRIED 9/0

Responsible Officer	**Manager - Environment, Health, Waste & Rural Land Services**

Item Number: **LC.10** **File Number: D20/111948**

SUBJECT HEADING: **AMENDMENT TO 2020/2021 CAPITAL WORKS PROGRAM - FLOODWAYS & APPROVAL TO AWARD QUOTATION**

Officer's Title: **Manager - Construction**
Program Funding & Budget Coordinator

Executive Summary:
The agenda item proposes budget amendments to the 2020/21 capital works floodway projects and related actions.

Resolution No. OM/12.2020/58

Moved Cr Birkett **Seconded Cr Guthrie**

That Council:

1. **Approve budget allocation amendments to the 2020/21 Capital Works Floodway Projects as follows:**

Work Order No.	Project	Amendment/ Change ($)	Revised Budget Allocation ($)
22324	Dilqui Road Floodway at chainage 26.82kms	50,000	115,000
22353	Cottage Creek Road Floodway	-500	64,500
22354	Floodway - location to be confirmed	-65,000	0
22355	Floodway - location to be confirmed	-19,500	45,500
22350	Binda Access Road Floodway	41,000	106,000
22331	Bollon Road Floodway at chainage 84.70kms	-6,000	59,000
		0	390,000

2. **Engage Suffcon Pty Ltd to complete the construction of three (3) concrete floodways for the quoted value of $259,466.14 (excl. GST), with GST of $25,946.61, and for a total value of $285,412.75.**

CONFIRMED

3. **Continue to work with the Queensland Reconstruction Authority regarding these projects, with the view of securing flood restoration funding to complement the works.**

CARRIED 9/0

Responsible Officer	**Manager - Construction**

Item Number: **LC.11** **File Number: D20/34386**

SUBJECT HEADING: **SURAT DIGITAL CONNECTIVITY PROJECT - EXECUTION OF CONTRACTS**

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

Executive Summary:
The agenda item tabled two contracts, namely Deed of Covenant and an Enterprise Works Agreement, for the Surat Digital Connectivity Project, and sought Council's consideration to execute these contracts.

Resolution No. OM/12.2020/59

Moved Cr Hancock **Seconded Cr Edwards**

That Council:

1. **Resolves, pursuant to Section 235(b) of the *Local Government Regulation 2012*, to enter into a contractual arrangement with Telstra Corporation Limited due to the specialised nature of the service (i.e. telecommunication service) required for this project and provided by this supplier.**

2. **Authorise the Chief Executive Office to sign the required documents for the Surat Digital Connectivity Project, including the Deed of Covenant and Enterprise Works Agreement on behalf of Maranoa Regional Council.**

CARRIED 9/0

Responsible Officer	**Deputy Director / Strategic Road Management**

UNCONFIRMED

Item Number:	**13.1**	**File Number: D20/109256**
SUBJECT HEADING:	**CHANGE REPRESENTATIONS ABOUT MATTERS IN DEVELOPMENT APPROVAL REFERENCE 2020/20072**	
Location:	Sunnyside Road, Wallumbilla QLD 4428 (Lot 355 on WV290)	
Applicant:	Harley and Ellen Nixon T/A Beauview Partnership Pty Ltd C/- Danya Elizabeth Cook Town Planning	
Author and Officer's Title:	**Planning Officer**	

Executive Summary:
Harley and Ellen Nixon C/- Danya Elizabeth Cook Town Planning have made representations to change condition/s of the development approval recently issued by Council for a quarry at Sunnyside Road, Wallumbilla (Council reference 2020/20072).

The condition/s restrict screening and crushing activities at the quarry to between the hours of 8:00am and 5:00pm Monday to Saturday. The applicant is wanting to increase these hours to enable screening and crushing to be carried out between 6:00am and 6:00pm Monday to Friday. They accept reduced operating hours on Saturday.

Council must consider the change representations having regard to the matters that were considered when assessing the original development application. After carrying out its assessment, Council must then decide whether it agrees or disagrees with any of the change representations.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

Resolution No. OM/12.2020/60

Moved Cr Golder **Seconded Cr Ladbrook**

That Council give a negotiated decision notice to Harley and Ellen Nixon C/- Danya Elizabeth Cook Town Planning that states that Council agrees to the following changes to Development Approval Reference 2020/20072:

- **Delete the following conditions:**

18.a **General hours of operation are restricted to between 6:00am and 6:00pm Monday to Friday and between 8:00am and 5:00pm on Saturdays. General hours of operation include heavy vehicle movements to and from the site, loading, scraping and pushing of extracted material and general maintenance and administrative activities carried out on site.**

18.b **Screening and crushing of extracted material is restricted to between 8:00am and 5:00 pm Monday to Saturday.**

18.c **Operations are not permitted on Sundays or public holidays.**

18.d **The quarry owner/operator may apply to Council to vary the hours of operation for a particular project where the extended operating hours are necessary in the opinion of the Council having considered the requirements and community benefits of the particular project and the duration of the additional impacts upon the local community.**

And:

- **Insert the following development conditions:**

  18. Hours of operation for the approved use are restricted to between 6.00am and 6.00pm Monday to Friday and between 8.00am and 5.00pm on Saturdays. Operations are not permitted to occur on Sundays or public holidays.
  Note: The quarry owner/operator may apply to Council to vary the hours of operation for a particular project where the extended operating hours are necessary in the opinion of the Council having considered the requirements and community benefits of the particular project and the duration of the additional impacts upon the local community.

And:

- **Insert the following additional condition:**

  <u>Crushing and Screening Campaigns</u>

  Crushing and screening is restricted to a total period of 14 weeks (98 days) over any twelve-month period, and cannot occur for any longer than ten consecutive working days (excluding Sundays and public holidays).

CARRIED 8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. McMullen
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. O'Neil	
Cr. Taylor	

Responsible Officer	Planning Officer

Item Number: **16.1** **File Number: D20/112270**

SUBJECT HEADING: **PROPOSED PARK TO HONOUR QUEENSLAND RUGBY LEAGUE CAPTAINS**

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

Executive Summary:
Correspondence had been received with a proposal for Council to consider the possibility of Roma having a park dedicated to the Queensland Captains of Rugby League.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations with required documentation circulated to Councillors.

Resolution No. OM/12.2020/61

Moved Cr Golder	**Seconded Cr Edwards**
That a report be prepared for an upcoming Council meeting.	
CARRIED	9/0

Responsible Officer	**Manager – Economic & Community Development**

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.07pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 27 January 2021, at Roma Administration Centre.

.....
Mayor.

.....
Date.

.....
Deputy Mayor.

.....
Date.

.....
Cr O'Neil.

.....
Date.

UNCONFIRMED

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 17 DECEMBER 2020 SCHEDULED TO COMMENCE AT 8.00AM

ATTENDANCE

Mayor Cr T D Golder chaired the meeting with Deputy Mayor Cr G B McMullen, Cr J R P Birkett (by telephone), Cr M C Edwards, Cr J L Guthrie, Cr J M Hancock, Cr W L Ladbrook, Cr C J O'Neil, Cr W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate & Community Services – Sharon Frank, Manager Organisational Development & Human Resources – Noela Ward.

WELCOME

The Mayor welcomed all present and declared the meeting open at 8.10am. After a brief adjournment the meeting was resumed at 8.17am.

APOLOGIES

Resolution No. SM/12.2020/02

Moved Cr Golder **Seconded Cr Edwards**

[*That apologies be received and*] leave of absence [*granted*] for Cr. O'Neil [*for this meeting*].

CARRIED 8/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS to review business papers AT 8.18AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 8.22AM

UNCONFIRMED

BUSINESS

Item Number:	**6.1**	**File Number: D20/120822**
SUBJECT HEADING:	**PROFESSIONAL DEVELOPMENT TRAINING**	
Officer's Title:	**Lead Officer - Elected Members & Community Engagement**	

Executive Summary:
The Department of State Development, Infrastructure, Local Government and Planning is funding the Women Leading in Local Government program, which aims to increase the leadership capabilities of women councillors elected to local governments through training, coaching and support. The online, self-paced program will be guided by expert facilitators. Participants will also gain advice from experienced councillors.

Resolution No. SM/12.2020/03

Moved Cr McMullen **Seconded Cr Golder**

That Council endorse the submission of an expression of interest for Councillors who have indicated an interest in participating in this professional development training.

CARRIED 8/0

Responsible Officer	**Lead Officer - Elected Members & Community Engagement**

Item Number:	**6.2**	**File Number: D20/121317**
SUBJECT HEADING:	**REQUEST FOR LETTER OF SUPPORT**	
Officer's Title:	**Executive Customer Service Officer - Office of the Mayor & CEO**	

Executive Summary:
LifeFlight requested a letter of support from Council to accompany their grant funding application.

Resolution No. SM/12.2020/04

Moved Cr Edwards **Seconded Cr Ladbrook**

That Council endorse the letter of support from the Mayor on behalf of Council to the requesting organisation for their grant application to expand their facility at the Roma Airport.

CARRIED 8/0

Responsible Officer	**Executive Customer Service Officer - Office of the Mayor & CEO**

UNCONFIRMED

CONFIDENTIAL ITEMS (Discussed in closed session)

Resolution No. SM/12.2020/05

Moved Cr McMullen **Seconded Cr Guthrie**

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, I move that Council resolve to close the meeting to the public to discuss the confidential Items:

- **C.1 – Preliminary Organisational Structure based on Mayor's Proposal – In preparation for Stage 2 of the Employee Consultation (Detailed Stage)**
- **C.2 – Tabling Feedback received for Council's Consideration of Answers to Queries**

[at 8.26am] that its Councillors consider is necessary to close the meeting.

In accordance with Section 254J(5) of the *Local Government Regulation 2012,* the following table provides:

- **The matters to be discussed;**
- **An overview of what is to be discussed while the meeting is closed.**

Agenda Item	Matters to be discussed (Reasons to close the meeting under the *Local Government Regulation 2012)*	Overview
C.1 – Preliminary Organisational Structure based on Mayor's Proposal – In preparation for Stage 2 of the Employee Consultation (Detailed Stage)	254J(3)(b) Industrial matters affecting employees.	Tabling a draft structure based on the Mayor's parameters.
C.2 – Tabling Feedback received for Council's Consideration of Answers to Queries	254J(3)(b) Industrial matters affecting employees.	Tabling feedback, and identifying where Councillors' input is required to answer questions from employees and their representatives about the Mayor's and Councillors' proposed structure.

[Wording amended by Cr McMullen from his initial motion, following further advice from the Chief Executive Officer regarding a correction to the section to be referenced under the Local Government Regulation 2012, and clarification of the overview of items to be discussed in closed session].

CARRIED 8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement

Cr. Hancock left the meeting at 10.10am and returned at 10.12am.

Mayor Golder and Cr Ladbrook left the meeting at 10.22am.

Mayor Golder returned to the meeting at 10.23am.

Cr Ladbrook returned to the meeting at 10.25am.

Cr Guthrie left the meeting at 10.33am, and returned at 10.35am.

Resolution No. SM/12.2020/06

Moved Cr McMullen **Seconded Cr Edwards**

That Council open the meeting to the public [at 10.55am].

CARRIED 8/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number: **C.1** **File Number: D20/121318**

SUBJECT HEADING: **PRELIMINARY ORGANISATIONAL STRUCTURE BASED ON MAYOR'S PROPOSAL - IN PREPARATION FOR STAGE 2 OF THE EMPLOYEE CONSULTATION (DETAILED STAGE)**

Officer's Title: **Chief Executive Officer**

Executive Summary:
The agenda item tabled a draft structure based on the Mayor's parameters.

Resolution No. SM/12.2020/07

Moved Cr Mayor **Seconded Cr Edwards**

That Council:

1. **Formally receive the draft detailed Organisational Structure document based on the Mayor's parameters and as distributed to Councillors on 11 December 2020. (noting that the document will be formally considered by Council again on Monday 21 December 2020).**

2. **Note the initial table summarising possible impacts on various groups of employees and authorise the Chief Executive Officer and relevant senior officers to undertake preliminary discussions with relevant employees.**

3. **Approve the limited use of the draft detailed organisational structure to assist in the preliminary discussions with relevant employees.**

4. **Note the steps and timeframes within the next stage consultation plan as distributed to Councillors on 15 December 2020.**

5. **Authorise the Chief Executive Officer (or delegate) to provide a progress update to the relevant unions, and provide a copy of the consultation plan for the next stage.**

CARRIED 6/2

CONFIRMED

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. Taylor
Cr. Golder	
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

Responsible Officer	**Chief Executive Officer**

Item Number: **C.2** **File Number: D20/121319**

SUBJECT HEADING: **TABLING FEEDBACK RECEIVED FOR COUNCIL'S CONSIDERATION OF ANSWERS TO QUERIES**

Officer's Title: **Chief Executive Officer**

Executive Summary:
The agenda item tabled feedback and identified where Councillors' input was required to answer questions from employees and their representatives about the Mayor's and Councillors' proposed structure.

Resolution No. SM/12.2020/08

Moved Cr McMullen **Seconded Cr Ladbrook**

That answers be drafted initially by the Mayor and circulated to all Councillors for comment prior to formal consideration at a Special Meeting on Monday 21 December 2020.

CARRIED 6/2

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. Taylor
Cr. Golder	
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

Responsible Officer	**Mayor / Executive Customer Service Officer - Office of the Mayor and CEO**

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 11.08am.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 27 January 2021, at Roma Administration Centre.

....
Mayor. Date.

UNCONFIRMED

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 21 DECEMBER 2020 SCHEDULED TO COMMENCE AT 9.00AM

ATTENDANCE

Mayor Cr T D Golder chaired the meeting with Deputy Mayor Cr G B McMullen, Cr J R P Birkett, Cr M C Edwards, Cr J L Guthrie, Cr J M Hancock, Cr W L Ladbrook, Cr C J O'Neil, Cr W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate & Community Services – Sharon Frank, Manager Organisational Development & Human Resources – Noela Ward.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.10am and immediately adjourned the meeting to receive further documents.

The meeting resumed at 9.37am.

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

Item Number:	**3.1**	**File Number: D20/122379**
SUBJECT HEADING:	**REQUEST FOR LETTER OF SUPPORT - EASTER IN THE COUNTRY**	
Officer's Title:	**Project Officer**	

Executive Summary:
Council received a request from Easter in the Country Committee requesting a letter of support to accompany their grant funding application to Restart Investment to Sustain and Expand (RISE) Fund.

Easter in the Country wish to apply for the cost of production and set up for the Lee Kernaghan Concert in 2021 and the entertainment and production for the concert in 2022.

Resolution No. SM/12.2020/08

Moved Cr McMullen **Seconded Cr Hancock**

That Council provide a letter of support to Easter in the Country Committee to support their application to Restart Investment to Sustain and Expand (RISE) Fund.

CARRIED 9/0

Responsible Officer	**Project Officer**

UNCONFIRMED

CONFIDENTIAL ITEMS (Discussed in closed session)

Resolution No. SM/12.2020/09

Moved Cr Edwards **Seconded Cr Guthrie**

In accordance with [*the*] provisions of section 254J(3) of the *Local Government Regulation 2012*, I move that Council resolve to close the meeting to the public to discuss the confidential Items:

- **C.1 – Preliminary Organisational Structure based on Mayor's Proposal – In preparation for Stage 2 of the Employee Consultation (Detailed Stage)**
- **C.2 – Tabling Feedback received for Council's Consideration of Answers to Queries**

[at 9.41am] that its Councillors consider is necessary to close the meeting.

[The Chief Executive Officer indicated that an overview as to the matters being discussed in closed session was required].

In accordance with Section 254J(5) of the *Local Government Regulation 2012,* the following table provides:

- **The matters to be discussed;**
- **An overview of what is to be discussed while the meeting is closed.**

Agenda Item	Matters to be discussed (Reasons to close the meeting under the *Local Government Regulation 2012)*	Overview
C.1 – Preliminary Organisational Structure based on Mayor's Proposal – In preparation for Stage 2 of the Employee Consultation (Detailed Stage)	254J(3)(b) Industrial matters affecting employees.	Tabling a draft structure based on the Mayor's parameters for further discussion.
C.2 – Tabling Feedback received for Council's Consideration of Answers to Queries	254J(3)(b) Industrial matters affecting employees.	Tabling feedback, and identifying where Councillors' input is required to answer questions from employees and their representatives about the Mayor's and Councillors' proposed structure for further discussion.

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Cr O'Neil left the meeting at 10.30am, and returned at 10.32am.

Cr Taylor left the meeting at 11.05am, and returned at 11.10am.

Cr Hancock left the meeting at 11.13am, and returned at 11.15am.

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 11.20AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.38AM

Cr. Birkett left the meeting at 1.19pm, and returned at 1.21pm.

Resolution No. SM/12.2020/10

Moved Cr Birkett **Seconded Cr McMullen**

That Council open the meeting to the public [at 1.46pm].

CARRIED 9/0

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Cr. O'Neil requested the Mayor (Chair) allow for each individual point of the draft motion for Item C.1 to be considered and voted on separately. The Mayor indicated he was not in favour of this approach. Cr O'Neil then put forward the following procedural motion:

Resolution No. SM/12.2020/11

Moved Cr Hancock **Seconded Cr O'Neil**

That we deal with all of these individually [C.1] for the reasons I've just highlighted [*being*] that it's such a complex resolution that there is an opportunity for Councillors to express their individual views on the different elements of the draft resolution.

MOTION LOST 3/6

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	**Those Against the Motion**
Cr. Hancock	Cr. Birkett
Cr. O'Neil	Cr. Edwards
Cr. Taylor	Cr. Golder
	Cr. Guthrie
	Cr. Ladbrook
	Cr. McMullen

Responsible Officer	**Lead Officer – Elected Members & Community Engagement**

Item Number:	**C.1**	**File Number: D20/122411**
SUBJECT HEADING:	**PRELIMINARY ORGANISATIONAL STRUCTURE BASED ON MAYOR'S PROPOSAL - IN PREPARATION FOR STAGE 2 OF THE EMPLOYEE CONSULTATION (DETAILED STAGE)**	
Officer's Title:	**Chief Executive Officer**	

Executive Summary:
The agenda item tabled a draft structure based on the Mayor's parameters for further discussion.

Resolution No. SM/12.2020/12

Moved Cr Golder **Seconded Cr Edwards**

That:

1. **Council formally receive the confidential update[*d*] draft detailed Organisational Structure document (date 21/12/20) based on the Mayor's parameters and incorporating outcomes from the preliminary discussions undertaken to date with the relevant employees, and incorporating updates discussed at the meeting.**

2. **Council approve for release in confidence to employees and their representatives a copy of the draft detailed Organisational Structure document, and that this form the basis of communication with employees and their representatives.**

3. **Councillors informally receive a copy of the draft [*letter*] template prior to formal release.**

4. **Communication include that employees' employment is secure and their pay is secure on the conditions and for the term outlined in the Certified Agreement, or at a minimum for the remainder of the employees' contract in the case of Contracts of Employment.**

5. **Discussions continue with employees whose role may change as part of the proposed restructure and their representatives.**

6. **An invitation be extended to the union representatives to meet with Council at a briefing on 25 January 2021.**

7. **Council release via its communication media a copy of the draft (high level) overview of the proposed structure for viewing by the community, including any minor amendments.**

CARRIED 6/3

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	**Those Against the Motion**
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

Responsible Officer	**Chief Executive Officer**

Item Number:	**C.2**	**File Number: D20/122413**
SUBJECT HEADING:	**TABLING FEEDBACK RECEIVED FOR COUNCIL'S CONSIDERATION OF ANSWERS TO QUERIES**	
Officer's Title:	**Chief Executive Officer**	

Executive Summary:
The agenda item tabled feedback and identified where Councillors' input was required to answer questions from employees and their representatives about the Mayor's and Councillors' proposed structure for further discussion.

Resolution No. SM/12.2020/13

Moved Cr Golder **Seconded Cr Ladbrook**

That:

1. **Council note the reviewed letter from the TSU, incorporating questions and feedback as forwarded to Council on 3 December 2020.**

2. **The Questions and Answers document be updated with the information from Councillors at today's meeting, with any minor amendments approved by the Mayor and cross checking of feedback from the TSU to ensure all key points are included.**

   Further, that the document be approved and signed by the Mayor prior to release.

[Wording amended by Mayor Golder from his initial motion, following a further suggestion from the Chief Executive Officer regarding point 2 in relation to approval and sign off of the document. Mayor Golder confirmed he was happy to include this suggestion].

CARRIED 7/2

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Responsible Officer	**Chief Executive Officer**

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 2.01pm.

These Minutes are to be confirmed at the next Special Meeting of Council to be held on 27 January 2021, at 9.00am.

....
Mayor. Date.

INFORMATION REPORT

Meeting: Ordinary 27 January 2021 **Date:** 7 December 2020

Item Number: 5.1 **File Number:** D20/116894

SUBJECT HEADING: Updated 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.

At its Ordinary Meeting of October 28, 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. Following this report, Council further laid the matter on the table to seek information from the beneficiaries.

This report provides the background to the request and the correspondence received relating to the beneficiaries.

Officer's Recommendation:
That Council receive and note the Officer's report as presented.

Background:

At its Ordinary Meeting on the 11th of November 2020, a report was presented to Council providing the previous resolutions pertaining to Sheehan Events Fee Waivers. Council resolved as follows:

Resolution No. OM/11.2020/05

Moved Cr O'Neil

That the matter lay on the table for an upcoming briefing, and again be considered at the next Ordinary Meeting, in order for the reporting officer to contact people involved in the event (proprietors of Sheenan Events and beneficiaries).

CARRIED 8/0

Body of Report:

Following this resolution, Cr McMullen received the attached correspondence from one of the local beneficiaries involved in the proposal, the Roma Turf Club. This correspondence outlines the other beneficiaries such as Pinaroo Nursing Home and local participating businesses that may benefit from the proposed arrangements.

The previous reports relating to this proposal are also attached for reference.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.5 Airports

Supporting Documentation:

1⇩	Correspondence from Roma Turf Club	D21/1329
2⇩	Report to Council 28/11/2020 - Fee Waiver	D20/99400
3⇩	Follow up report to Council 11/11/2020 - Previous Resolutions	D20/104014

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Benjamin Stewart

Subject: FW: Fee waiver for Rugby Races 2021

From: Kym Behrend <info@romaturfclub.org.au>
Sent: Monday, December 14, 2020 2:53 pm
To: Rogers@maranoa.qld.gov.au
Cc: Geoffrey (Geoff) McMullen
Subject: Fee waiver for Rugby Races 2021

Dear Kelly,

I write on behalf of the Roma Turf Club Committee who support Sheehan Events in their request for all airport fees to be waived by Maranoa Regional Council for the Sheehan hosted charter expected to bring approximately 80 visitors to Roma for the Rugby Races in 2021.

In their proposed package each person will be given a $100 voucher to be spent at participating local businesses. Net profits from the sports dinner on Friday night will be gifted to Pinarro Nursing Home along with auctions and raffles conducted on the air flight to Roma.

I thankyou for your consideration of this request and look forward to your response.
Please do not hesitate to contact me if you have any further questions or concerns.

Regards
Kym Behrend
Secretary
Roma Turf Club
0409898623
info@romaturfclub.org.au
www.romaturfclub.com.au

OFFICER REPORT

Meeting: Ordinary 28 October 2020 **Date:** 20 October 2020

Item Number: L.7 **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 Councilors 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. (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?***

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 Fees for 2021 Rubgy Races	D20/99416

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

INFORMATION REPORT

Meeting: Ordinary 11 November 2020 **Date:** 2 November 2020

Item Number: 5.2 **File Number:** D20/104014

SUBJECT HEADING: Updated 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.

At its Ordinary Meeting of October 28, 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. This report serves to provide this information.

Officer's Recommendation:
That Council receive and note the Officer's report as presented.

Background:
At its Ordinary Meeting on the 28th of October 2020, a report was presented to Council to consider a request for waiving the fees associated with the use of Roma Airport for Sheehan Events to charter a Fokker 70 to Roma for the Rugby Races in 2021, this report is provided as an attachment. Council resolved as follows:

Resolution No. OM/10.2020/90

Moved Cr O'Neil

That this matter lays on the table until a future meeting.

[Cr O'Neil foreshadowed his request for additional information on the matter, specifically the last two (2) resolutions pertaining to Sheehan Events, and further that the decisions the previous Council made surrounding this event be made available to all Councillors].

CARRIED 7/1

This report serves to provide Council with further information relating to previous decisions relating to fee waivers for Sheehan Events chartering aircraft to events in the region.

Body of Report:
In the previous 3 years, Council has received requests from Sheehan Events for fee waivers associated with the Roma Picnic Races, the following timeline presents the requests and decisions made:

February 2017:

Request received for waiving landing and passenger fees for 2017 Picnic Races, resolved as follows:

Resolution No. GM/02.2017/12

Moved Cr Golder **Seconded Cr McMullen**

That Council grant waiver of Landing Fees in support of Youngcare, and to encourage tourism to our region.

CARRIED 7/1

A further request was received to review previous decision to waive all fees associated with Roma Airport for 2017 Picnic Races, resolved as follows:

Resolution No. GM/02.2017/39

Moved Cr O'Neil **Seconded Cr McMullen**

That Council sponsor the Roma Picnic Races initiative with Sheehan Events and Youngcare to the maximum value of $7,024, with funds being transferred from Council's Sponsorship Budget GL2887.2249.2001 to the airport ensuring that no airport fees are payable by the event.

CARRIED 8/0

September 2017:

Request received for waiving landing and passenger fees for 2018 Picnic Races, resolved as follows:

Resolution No. GM/09.2017/78

Moved Cr Newman **Seconded Cr Schefe**

That prior to formal consideration, Council:

1. **Notify the applicant of the potential implications of the aircraft's ability to land on the runway pavement in the event that repairs to the pavement are in progress during the planned landing timeframe.**
2. **Request additional information from the applicant, including:**
    - **The provision of a letter from Outback Futures in support of the proposal;**
    - **Written confirmation as to whether a local charity could be the beneficiary of a portion of the intended donated funds for the upcoming event and any potential future requests;**

- **Confirmation that the applicant can land at the Roma Airport within the hours specified by Council, given that Council will incur additional costs for associated security screening requirements if landing were to take place outside the specified hours.**
- **Confirmation of the proposed approach in acknowledging Council's support of this request <u>if approved</u>.**

CARRIED 5/0

This was re-tabled at the meeting of 11 October 2017, resolved as follows:

Resolution No. GM/10.2017/34

Moved Cr O'Neil **Seconded Cr Stanford**

That:

1. **Council sponsor the Roma Picnic Races initiative with Sheehan Events and Outback Futures to the value of $7,737.40 (including GST).**
2. **Funds be transferred within GL 2511 (Airport Administration) to a specific (new) Sub account 2249.**
3. **Council's sponsorship be appropriately acknowledged.**
4. **Council consider the pavement concession following confirmation of the timing of the Runway Overlay Project.**
5. **The requirement for the letter from Outback Futures be removed.**

CARRIED 8/0

Due to the poor condition of the main runway at Roma at the time of these requests, and prior to the overlay completed in November 2018, additional warning was provided to the proponent regarding potential damage to the runway and/or aircraft from the overload using the Fokker 70 aircraft. Therefore, formal pavement concessions were required with Council resolving as follows at its meeting of the 22nd of November 2017:

Resolution No. GM/11.2017/76

Moved Cr O'Neil **Seconded Cr McMullen**

That Council approve the requested pavement concession for the Fokker 70.

CARRIED 5/3

In summary, both previous requests for fee waivers at Roma Airport from Sheehan Events were approved by the previous term of Council.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.5 Airports

Supporting Documentation:

1	Original Report Presented at Ordinary Meeting - 28 October 2020	D20/99400

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 27 January 2021 **Date:** 7 January 2021

Item Number: 8.1 **File Number:** D21/1849

SUBJECT HEADING: Country University

Classification: Open Access

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

Original Resolution Meeting Date: 9 December 2020

Resolution Number: OM/12.2020/50

Resolution:

That Council:

1. **Through the Chief Executive Officer (or delegate) enter into negotiations with Country Universities Centre Maranoa Ltd to lease the front section of the Roma Community Hub for a period of 3 years, on the following basis:**
   - **an annual rental of not more than $14,000 for the first year, and $20,000 per annum for years 2 and 3;**
   - **outgoings in addition to the rent;**
   - **capital improvements with the prior agreement of Council's representative at lessees' expense;**
   - **the conference / training room be available for continued community use, and its booking and coordination to be undertaken by CUC Maranoa.**
2. **Authorise the Chief Executive Officer to sign the lease documentation subject to negotiations with the existing lessees and any variations following informal consultation with Councillors.**
3. **Confirms this is a short term lease opportunity for CUC Maranoa to start operating, however, Council encourages the entity to explore alternative accommodation options for the period beyond the initial 3 years.**
4. **Allow contractors on-site from 14 December 2020 to engage in building assessments.**

[Wording amended by Mayor Golder following further discussion with Councillors, the Chief Executive Officer, Director, and reporting officer regarding conditions of the lease].

Rescission Recommendation:

That Council Rescind Resolution Number OM/12.2020/50 stating:-

That Council:

1. **Through the Chief Executive Officer (or delegate) enter into negotiations with Country Universities Centre Maranoa Ltd to lease the front section of the Roma Community Hub for a period of 3 years, on the following basis:**
   - **an annual rental of not more than $14,000 for the first year, and $20,000 per annum for years 2 and 3;**
   - **outgoings in addition to the rent;**

- **capital improvements with the prior agreement of Council's representative at lessees' expense;**
- **the conference / training room be available for continued community use, and its booking and coordination to be undertaken by CUC Maranoa.**

2. **Authorise the Chief Executive Officer to sign the lease documentation subject to negotiations with the existing lessees and any variations following informal consultation with Councillors.**

3. **Confirms this is a short term lease opportunity for CUC Maranoa to start operating, however, Council encourages the entity to explore alternative accommodation options for the period beyond the initial 3 years.**

4. **Allow contractors on-site from 14 December 2020 to engage in building assessments.**

[Wording amended by Mayor Golder following further discussion with Councillors, the Chief Executive Officer, Director, and reporting officer regarding conditions of the lease].

Recommendation:

That Council:

1. **Through the Chief Executive Officer (or delegate) enter into negotiations with Country Universities Centre Maranoa Ltd to lease the front section of the Roma Community Hub for a period of 3 years, on the following basis:**
   - **an annual rental of not more than $14,000 plus GST for the first year, and $20,000 per annum plus GST for years 2 and 3;**
   - **outgoings in addition to the rent;**
   - **capital improvements with the prior agreement of Council's representative at lessees' expense;**
   - **the conference / training room be included in the area to be leased to CUC Maranoa.**
   - **CUC Maranoa to develop an alternative conference/training room in the building by combining interview room 2 and interview room 3, with this new meeting space to be available for use by the community. All costs associated with construction and fit out of the new conference/training room to be borne by CUC Maranoa, and CUC Maranoa to be responsible for booking and coordination of the room.**
2. **Authorise the Chief Executive Officer to sign the lease documentation subject to negotiations with the existing lessees and any variations following informal consultation with Councillors.**
3. **Confirms this is a short term lease opportunity for CUC Maranoa to start operating, however, Council encourages the entity to explore alternative accommodation options for the period beyond the initial 3 years.**
4. **Allow contractors on-site from 14 December 2020 to engage in building assessments.**

Background:

After negotiations with CUC Maranoa, it has been found that a more workable solution for both parties, is for CUC Maranoa to use the current meeting and training

room as a student social area and kitchenette. To ensure continued access to a meeting space by the community, it is recommended that a smaller meeting room space be developed by removing a dividing wall between interview room 2 and interview room 3.

Supporting Documentation:
Nil

Notice prepared by: Manager - Facilities (Land, Buildings & Structures)

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 27 January 2021 **Date:** 13 January 2021

Item Number: 8.2 **File Number:** D21/3165

SUBJECT HEADING: Expenses Reimbursement Policy (Councillors)

Classification: Open Access

Officer's Title: Director - Corporate & Community Services

For Resolution No. GM/06.2020/52 there was a box included in the motion that has some different wording to the information under the section 'Policy as adopted'. It is recommended that this box and the preamble be removed. The wording under 'Policy as adopted' is correct and reflects Council's intention at the Council meeting of the 10 June 2020.

Original Resolution Meeting Date: *10 June 2020*

Resolution Number: *Resolution No. GM/06.2020/52*

Resolution:
That Council adopt the draft Expenses Reimbursement Policy (Councillors) for the 2020/24 term, with a change in regards to page 110 and 111:

- ***Removing Option 1 [incorporating sections (a) and (b)];***
- ***Amending Option 2 for private use of a vehicle to make it 88 cents per kilometre as per the log book.***

[Wording updated and further explained by Mayor Golder a number of times following further discussion. For clarity, the amended section of the policy incorporating the abovementioned changes is as follows:

Vehicles	***Ad-hoc use for Council Business*** *Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.* ***Use of own private vehicle*** *(a) Australian Taxation Office allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.* ***OR*** *(b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.* *Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually. In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.* *If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of $50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.*

Policy as adopted

Title of policy

Expenses Reimbursement Policy (including Facilities)

Etc.

The amendment would leave the adopted policy as at 10 June 2020.

Rescission Recommendation:
That Council Amend Resolution Number GM/06.2020/52 simply retaining the section 'Policy as adopted':-

~~**That Council adopt the draft Expenses Reimbursement Policy (Councillors) for the 2020/24 term, with a change in regards to page 110 and 111:**~~

- ~~**Removing Option 1 [incorporating sections (a) and (b)];**~~
- ~~**Amending Option 2 for private use of a vehicle to make it 88 cents per kilometre as per the log book.**~~

~~***[Wording updated and further explained by Mayor Golder a number of times following further discussion.] For clarity, the amended section of the policy incorporating the abovementioned changes is as follows:***~~

~~Vehicles~~	~~**Ad-hoc use for Council Business**~~ ~~Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.~~ ~~**Use of own private vehicle**~~ ~~(c) Australian Taxation Office allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.~~ ~~**OR**~~ ~~(d) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.~~ ~~Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually. In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.~~ ~~If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of $50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.~~

Policy as adopted

Title of policy

Expenses Reimbursement Policy (including Facilities)

Why do we need this policy?

All councils in Queensland are required to have an Expenses Reimbursement Policy under the local government legislation. It pertains to the Mayor, Deputy Mayor and all persons elected as a Councillor in the Council term 2020-2024.

Although it is called "Expenses Reimbursement Policy", its contents are broader than its name suggests. Under Section 249 of the *Local Government Regulation 2012*, the policy includes:

(a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;

(b) provision of facilities to councillors for that purpose.

Facilities include equipment, resources and administrative support (employee time) that facilitate the performance of Councillors' duties and responsibilities.

Note: While this policy establishes clear accountabilities, there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such requests can be brought to Council for a decision, and an amendment made to the policy if required.

What are the key considerations for Maranoa Regional Council in developing its Expenses Reimbursement Policy?

- Maranoa Councillors represent the current and future interests of the residents of the local government area:
    - Current residents - 12,665[1] at 30 June 2019;
    - Area - 58,835km^2 (approximately 91% of mainland Tasmania).
- The region comprises 10 towns (Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla, Yuleba) covering an urban area of 31.7 km^2 in total, spread out over a large geographic area.

[1] *Australian Bureau of Statistics; 3218.0 Regional Population Growth, Australia; Released at 11.30am (Canberra time) 25 March 2020; Table 3. Estimated Resident Population, Local Government Areas, Queensland, "2019".*

- Although approximately 70% of the population lives in urban areas across the region, approximately 30% live in rural areas across 58,802.8 km^2.

- Travel (and associated expenses) is not limited to Council meetings but also regular attendance at community and other representative meetings and events across the region.

- Due to the vast area which the Maranoa Regional Council region covers, and to encourage Councillors to participate in all Council activities / events held across the region, Council ~~has, since~~ (from September 2008 to June 2020), deemed it necessary to provide a vehicle to Councillors for official Council business.

  In the first term of Maranoa Regional Council (2008/09), the following options were included:

  - Mileage allowance at a higher cents per kilometre to recognise the difference between the costs of running a vehicle in the Brisbane Metropolitan area and the then Roma Regional Council:

    or

  - A council vehicle;

    or

  - The option of individual use vehicle for business and private use through a (lease back) fee being automatically deducted from the fortnightly Councillor remuneration payments.

- A third of the Councillors for this term (2020 – 2024) live in rural areas.

- All of the present term Councillors have identified the importance of improving the region's road network, and at times will need to travel the region's road network for meetings with residents. Maranoa Regional Council has:

  - the largest local government road network (by length) in the State on a per capita basis.

- the 3rd largest local government road network (by length) in the State.

The network comprises:

- Sealed/bitumen roads (20%);
- Unsealed roads (51% gravel and 29% formation / dirt).

How will the policy assist Councillors in providing high quality leadership to the local government and the community?

(a) Supporting councillor participation

It will assist councillors to fully participate in Council meetings, deputations, events and inspections across our large geographical area.

(b) Encouraging democratic representation

No individual should be 'out of pocket'- i.e. Councillors and/or their families should not be financially disadvantaged because of the Councillor carrying out their responsibilities.

Similarly, no one should be discouraged from standing for public office due to being required to contribute personal funds for the performance of public office.

(c) Ensuring honesty

Expenses and facilities are used for the purpose of performing Councillors' legal responsibilities.

Council will be compensated for any incidental or limited private use.

(d) Demonstrating accountability

Any expenditure has appropriate records kept to confirm that it has been used for an approved purpose.

(e) Providing transparency

The community will be kept up to date with the expenses incurred by, and the facilities provided to, each Councillor under this policy by publishing the particulars as required by legislation.

(f) Supporting productivity initiatives

Councillors will be provided with modern 'tools of the trade' to support the implementation of effective processes and efficient use of employee time.

(g) Being respectful of others

Councillors have different needs in performing their councillor responsibilities.

The policy aims to provide for full participation by all councillors while also providing employees that support them with a safe, meaningful and productive work environment.

One size may not fit all. Some degree of flexibility may be needed to enable councillors to balance their public, professional, business and personal commitments, while still complying with the local government principles in the performance of their responsibilities.

The policy aims to be respectful of other individuals' choices – including the ability to accept or reject payment for all or any expenses depending on the individuals' circumstances.

(h) Incurring fair and reasonable expenses

The aim is to ensure fair and reasonable expenses and the allocation of Council resources in the form of facilities, to enable all Councillors to conduct their responsibilities. Expenses are separate to, and not intended to supplement, remuneration as determined by the Local Government Remuneration Commission.

(i) Selecting the most cost effective option for ratepayers

This ensures that an analysis is undertaken, and that decisions about the provision of facilities is based on actual data rather than perceptions.

(j) Recognising that councillors have a different role to employees

Important distinctions are:

- *Given Councillors' representative role, their 'workplace' is the whole region, representing all residents. A Councillor's representative role begins and ends at their home and is often undertaken during their private time at home, including reading and consideration of Council meeting agendas.*

- *Whilst employees have specific hours of work, and are engaged to perform particular tasks councillors are rarely "off duty."*

  Even when Councillors are out and about in the region in a private capacity e.g. shopping for groceries or at events that are not

Council events, there is considerable expectation from ratepayers and residents to stop and discuss Council matters.

(k) Ensuring that expenses and facilities are commensurate with industry standards and community expectations about Councillors' visibility across the region.

In developing this policy, Council has benchmarked expenses and facilities provided by like Councils (e.g. regional councils with similar road length and number of elected members, nearby category 3 councils).

What expenses and facilities for Councillors are permitted?

Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community.

This includes:

- Attending or preparing for Ordinary or Special Meetings, Standing Committees or Advisory Committees, briefings, deputations and inspections;
- Advocacy to other tiers of government;
- Council community engagement activities including advisory committees, town meetings representation on community committees as a Council representative and project specific engagement activities;
- Council civic and ceremonial events;
- Professional development;
- Deputations or meetings with residents of the local government area about Council matters;
- Council/Councillor representation at local government events;
- Council sponsored events (directly or through a Council sponsored organisation) and attending in a Councillor capacity;
- Industry events or community initiated and arranged events where a Councillor is invited in an official capacity (as a Councillor) and the invitation is sent to Maranoa Regional Council;
- Matters otherwise resolved by Council.

Civic and ceremonial events are events that are primarily for the residents of the region (where organised by Council), including:

- Anzac Day ceremonies
- Australia Day ceremonies and/or celebrations
- Remembrance Day ceremonies
- Official openings of Council projects
- Citizenship ceremonies
- Council arranged events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week).

The format of the event's proceedings may:

- Include dignitaries and other invited guests, including representatives of the Federal and State Government;
- In whole or part be governed by the Federal or State Government.

Expenses

This section pertains to payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed, paid for via a Council credit card issued to a Councillor, or paid directly by Council.
The term 'reasonable' refers to what would be perceived as prudent, responsible and acceptable to the community. The term includes what the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.

Expenses are not included in remuneration as set by the Local Government Remuneration Commission or equivalent.

Type of expense	Policy detail
Accommodation	Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the region, Council will book and pay for accommodation at a local service provider. All Councillor accommodation for Council Business will generally be booked and paid for by Council through the Elected Members and Community Engagement Officers. Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event. Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.
Community engagement	Councillors may incur expenses for the purpose of conducting community engagement activities relevant to the business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community). Each Councillor has an allocation for conducting community engagement activities of $3,000 per annum (any unspent funds cannot be carried forward to

	the subsequent financial year).
Flights and frequent flyer points	Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Other than in the case of an after-hours emergency, personal or non-Council credit cards or accounts/funds are not to be used for the purposes of airfares for Council Business if reimbursement is sought. In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business. Due to the time of commencement or completion of Council Business the Council may elect to travel on the day prior to and/or return on the day after the Council Business. **Frequent flyer points** Where a Councillor identifies in the Options Form, a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either: a) points plus pay (by the Councillor using the Council credit card); or b) via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the site). The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.
Food, drink and incidentals	Councillors may claim for the actual (and reasonable) cost of meals and beverages (excluding alcohol) when travelling outside the region for Council Business. For the purposes of this policy, the reasonable amount claimable will be: • for the breakfast, lunch or dinner that falls within the time of day from the commencement of the travel to the end of the travel. • using Table 1 of the Australian Taxation Office Determination (TD 2018/11 or current equivalent). At the time of policy adoption, the amounts were: - Breakfast - $27.55 - Lunch - $31.00 - Dinner - $52.80 - Incidental - $19.70 (each day of travel) Reimbursement will be made through the Elected Members & Community Engagement Officers upon presentation of an official tax invoice, provided: • The Councillor incurs the cost personally; • The meal was not provided as part of registration costs of an activity, or during a funded flight; Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.
Inappropriate conduct (suspected) including investigation costs	In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs: *Council must pay any reasonable expenses of **Council** associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:*

	• *the president of the Tribunal in undertaking an investigation for Council* • *a mediator engaged under this investigation policy* • *a private investigator engaged on behalf of or by the investigator* • *travel where the investigator needed to travel to undertake the investigation or to interview witnesses* • *seeking legal advice* • *engaging an expert.* *Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.* *Any costs incurred by **complainants** or the subject **Councillors** will not be met by Council.*
Legal costs	Council will pay: • Through its relevant insurance policy, costs incurred through Council inquiry, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with the Councillor's performance of his/her Councillor functions. Where it has been found that the Councillor breached the provisions of the *Local Government Act 2009* or other legislation, the Councillor will reimburse Council all associated costs incurred by Council. • Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors.
Professional development	Council will reimburse expenses incurred for: • Mandatory Professional Development; and • Discretionary Professional Development. Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance. Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts. Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.
Transport / transfer costs (excluding flights)	Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. hire cars, taxis, trains, taxis, buses and ferry fares). Toll fees will be reimbursed or paid for by Council. Any costs for additional travel expenses for personal reasons that may be incurred while out of the region for Council Business must be met by the Councillor.
Other expenses / events	From time to time, Councillors (in their official capacity), may be invited to industry events or community initiated and arranged events. **Industry events** Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors. **Community initiated and arranged events** Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.

Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

Administrative support for elected members	This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks: • Registering into Council's records management system, copies of public records sent to or from the Councillor group e-mail or Councillors; • Ad-hoc photocopying; • Ad-hoc printing of documents; • Arranging secure disposal of copies of confidential papers; • Coordinating diary catch-up / calendar management; • Facilitating the reimbursement of expenses and other arrangements under this policy; • Processing payments: - made for or on behalf of Councillors; - to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); • Arranging invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel, event bookings where a councillor is accompanied by their spouse); • Assisting with professional development arrangements and resources for elected members; • Ensuring that individual councillor profiles are sought and periodically reviewed for the Council website and publications; • Preparing speech notes where the request is received from the Councillor in sufficient time to enable information to be collated in business hours; These tasks will usually be undertaken by the Elected Members and Community Engagement Officers.
Administrative and technical support for council meetings, policy development, and decision-making	This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks: **Agenda and minutes** • Notice of meetings • Agenda coordination (Council and committee meetings) o Printed; or o Online with LG Hub • Minute taking • Use of Council's agenda software for entering of Councillors' requests for agenda reports; **Attendance records** • Collating Councillors' attendance records for the purpose of fulfilling Council's legislative reporting obligations. **Location** • Meeting room bookings and setup coordination **Technology support** • Video and livestreaming (as required) • Computer set up, projector and screen • Agenda and minutes software access **Transport**

	• Council meeting and inspection coordination
Civic and ceremonial support	This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks: • Organisation of citizenship ceremonies and liaison with the Mayor and Australian Government's Department of Home Affairs; • Organisation of official openings;
Community engagement including deputations	This includes making Council administrative officers available to organise whole-of-Council initiatives to engage with the community as part of its decision making about policies and priorities – e.g. inform, consult, involve, collaborate, empower (depending on the type of decision) [IAP2].
Councillor correspondence including letterhead and associated clerical support	Council administrative officers and letterhead for elected members are provided solely for the purpose of: • invitations to individual community engagement initiatives; • congratulatory or thank-you messages; • advocacy to other tiers of government for Council Business reflecting Council's position on matters; • acknowledging letters/e-mails for correspondence to the Elected Members' Office; Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to customer requests, internal reviews (complaints) and Council meeting correspondence. Letters of support on Council letterhead for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that: • the content is consistent with the role of a Councillor; • an individual Councillor is not speaking for or on behalf of Council; • the letter does not indicate or provide Council in-kind or financial support; • the letter of support requested is not for application to a program administrated by or the outcome approved by Council (e.g. RADF); • the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council. If Council is in receipt of a request that does not fall clearly within the above categories then an email can be circulated to all Councillors to seek input as to the appropriateness of Council support and potential benefits to the region. Nothing in this policy prevents someone who is elected to public office to provide a personal letter of support or recommendation as a private citizen, provided that Council related information and resources are not used.
Credit card facility	Councillor will be provided with a Council issued credit card (upon request). Use will be in accordance with Council's Credit Card Policy. The card will be subject to limits and tax invoices will be required as part of the reconciliation process.
E-mail addresses	As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence: Office of the Mayor mayor@maranoa.qld.gov.au Mayor and Councillors councillors@maranoa.qld.gov.au Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy. A copy of requests from customers for a service, information or action,

	received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to: customer.service@maranoa.qld.gov.au A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy & Process. Administrative action complaints, for example, will be forwarded to: internal.review@maranoa.qld.gov.au Complaints passed onto an individual Councillor will be managed in the same way. Contact in relation to the investigation of a complaint will occur directly with the complainant by the relevant officer under the policy. Where a Councillor requests information about a complaint (verbally or in writing) the request for information will be forwarded to: S170A@maranoa.qld.gov.au Whilst progress updates can be provided, the final outcome cannot be determined or communicated until the Internal Review is completed.
Information and Communication Technology (ICT) equipment	Councillors will be provided with the following ICT equipment and mobile communication: • Mobile phone handset and protective case • Mobile phone monthly plan (voice, data, shared data services) • iPAD monthly plan (voice, data, shared data services) • iPAD Pro hardware (with sim) • iPAD software • Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount) • Printers and consumable for Council printers. If any Councillors wish to use their personal mobile phone or iPAD (as selected on the Councillor Options Form), they will be entitled to reimbursement equivalent to what Council is currently paying for a Council device. Council will only pay for the purchase and arrange installation and support of software applications ('apps') or individually priced services that are required to conduct official Council Business. Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external users).
Insurance	In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and public liability insurance. Further, Council will take out Workers Compensation insurance cover and Directors and Officers Liability insurance cover for Councillors while carrying out their legislative responsibilities. Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business). If a Councillor is found to have breached the provisions of the *Local Government Act 2009* or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.
Office space, access to meeting rooms	Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

	While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of: • Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers); • Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers.
Stationery and other office supplies (excluding caretaker period)	Council will supply and pay for associated postage for reasonable quantities of the following items where used for official (Council) purposes and arranged through the Elected Members Support & Community Engagement Officers: • Business cards • Councillor letterhead • Certificates of appreciation, congratulations, recognition • Customer service cards • Diary • Paper for printing • Pens • Notepaper • Thank-you cards • Internal review cards • Computer backpack / briefcase Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out Councillor responsibilities. Stationery does not include any form of advertising by Council.
Uniforms	• Name badges • Council branded shirts (upon request) • Council branded jacket (upon request) • Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.
Vehicles	**Ad-hoc use for Council Business** Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling. **Use of own private vehicle** (a) An allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request. **OR** (b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system. Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually. In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.

	If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of $50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.

General conditions

- Councillors are to complete their preferred options (via the Councillor Options Form) within 14 days of the policy adoption.

- Payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval of costs (by resolution) for travel outside the region and budget provisions.

- Councillors accept full responsibility for the accuracy of each expenses reimbursement claim – with payment forms / copies of receipts or other supporting documentation to be signed by the requesting Councillor. Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may represent corrupt conduct and be referred to the Crime and Corruption Commission after a preliminary assessment.

- Councillors are responsible for providing public records (i.e. documents about Council Business) received or generated to the Elected Members and Community Engagement Officers for registering in Council's records management system.

- In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

- All Customer Requests and/or Complaints are to be administered in accordance with the policies adopted by Council.

- Clerical support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

- In accordance with section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.

- When travelling, Council recognises that in some instances Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for flights, transport / transfers or accommodation.

  This extends to ensuring any airline / transit fares are no more than what would have been incurred had the Councillor returned at the end of the official business. Should the costs be

additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.

- To remove any doubt, at no time is administrative support provided pursuant to this policy to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*); nor is a Councillor to seek to direct staff in contravention of this policy.

- A Councillor's letterhead or individual e-mail addresses are not to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.

- All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine.

- Spouses, partners, family members or associates of Councillors are not entitled to:

    - reimbursement of expenses; or
    - use of Facilities (as defined in this policy) allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

  In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

  (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
  (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

  Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g. airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

- Any use of personal ICT devices is subject to management of Council applications and associated data for information security purposes.

End of Policy

Supporting Documentation:
Nil.

Notice prepared by: Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 28 January 2021

Item Number: 10.1 **File Number:** D21/6698

SUBJECT HEADING: Collation of Feedback from the Community and Employees on the High Level Organisational Structure and Recommendations

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:
The organisational structure is how we organise and manage our employees in a way that is responsive to Council's policies and priorities.

Whilst the policies and priorities are set by Council (strategic direction), ordinarily councillors will look to the CEO for advice on how best to organise our employees.

Ultimately Council adopts the structure, but like any local government decision, there will be advice and recommendations from officers. This report is presented to provide that advice. The recommendations have been developed with input from the executive leadership team and all participants in the consultation process.

A copy of the proposed structure incorporating recommendations is distributed under separate cover.

We would like to take the opportunity to thank everyone who has contributed to the conversation about Council's high level structure. The input has been incredibly valuable. We have changed what was originally going to be recommended to Council based on consideration of the feedback from everyone who has been participated in Council's consultation.

Officer's Recommendation:
That Council consider the feedback and report recommendations.

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).

Maranoa Community
Maranoa Regional Council

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?

The report provides advice and recommendations to Council about the organisational structure.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A structure presented by the Mayor and approved by Council (i.e. majority of Councillors) was approved to proceed to consultation.

The community was invited to review the high level document via the Have your Say forum from 11 January – 25 January 2021. Hard copy forms were also made available for the community. Some community members have also written to Council by way of letter / e-mail.

Council resolved for the matter to come to Council on 27/28 January 2021. This report provides the results of the community consultation.

The community feedback has been reviewed in detail and key themes identified.

- Reason for change / why
- Due diligence
- Consultation (process)
- Cost / financial sustainability
- Cost of undoing 13 years of development
- What Council's priorities should be
- Attraction and retention of qualified staff / how will positions be filled
- Operating locally
- "Management Staff" or more workers on the coal face? 'Top heavy' references
- Pre-amalgamation and post amalgamation
- Proposed compared to current
- Portfolios
- Going back in time
- Silos / division / them / us
- Old names of shires
- Area boundaries

- Complexity
- Campaign promises
- Questions / concerns
- Suggestions / alternative approaches / comments

This has provided the opportunity to consider the proposed structure from both a community and organisational perspective.

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

13 Responsibilities of local government employees

(1) All employees of a local government have the same responsibilities, but the chief executive officer has some extra responsibilities.

(3) The chief executive officer has the following extra responsibilities—
- (a) managing the local government in a way that promotes—
  - (i) the effective, efficient and economical management of public resources; and
  - (ii) excellence in service delivery; and
  - (iii) continual improvement;
- (b) managing the other local government employees through management practices that—
  - (i) promote equal employment opportunities; and
  - (ii) are responsive to the local government's policies and priorities;
- (c) establishing and implementing goals and practices in accordance with the policies and priorities of the local government;

196 Appointing other local government employees

(1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.
(2) The local government may employ local government employees for the performance of the local government's responsibilities.
(3) The chief executive officer appoints local government employees.

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 organisational structure is adopted by Council.

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)

Advice and recommendations have been prepared after having considered:

- Council's strategic direction and priorities
- Feedback from all sources
- Experience of the leadership team and employees of Maranoa Regional Council:
  - Pre and post amalgamation (both here and at other Councils)
  - Across many years / decades of working for various local governments and communities and adapting to the specific needs of different communities.
  - Local knowledge before and after amalgamation – some holding key positions in the pre-amalgamated Councils and still today.

All are united on wanting the best outcome for Council and the community.

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 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?***

The key concern is not the current year's budget as we are now in January. Given timeframes for recruitment the impact for 2020/21 will be limited.

The matters that Council need to consider are about the local term sustainability and operational effectiveness of the proposed model and whether other models may achieve better outcomes with less risk. Or if the proposed structure can go forward with some refinements.

Future Years' Budgets:

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

The future budget impacts will depend on Council's deliberations about the high level direction. Some preliminary estimates are being made available to Council for budget deliberations through a separate report.

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)

Maranoa Regional Council teams – The specific industrial matters are dealt with as part of a separate report.

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
Performance of the local government's responsibilities	This is a hybrid and unproven model that will open Council up to an unquantifiable number of risks.

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)

	Key messages
Names, titles are important to an organisation and its culture	The former names of old local government areas immediately link people's thoughts to yesterday not today and tomorrow. For many, even the term amalgamation gives rise to feelings of grief for what has been lost. But there are various stages of grief we all work through as human beings. Using the historical names in titles will not fix that – it will be a constant reminder for some. Many residents who have moved here since 2008 will not be familiar with those names. Please allow us to respect what was, but use names that will allow us to be united in looking to the future.
Identity	Please use the names of the towns where our teams are based. They are names that link the community that we serve, and the geographic home of our teams. If we want to grow the population of our towns we need to attract new people to our region. We need to use names that make sense to those within our region and beyond. When potential employees are looking to come to our region, the names of our towns and the options available for where they can live is critically important. E.g. Director – Bungil – no-one can connect the job to where the major town and community is.

Operating locally	Why not empower local employees instead of potentially bringing someone in to direct the locals. Local people, local knowledge, local solutions but provided with support from the person/people who can help them the most – i.e. the person who understands their job. Prior to 2008, the overseer always worked closely with the Shire Engineer. Operating locally should be about how we operate day to day, not how we plan. Planning is a regional function that has many inputs.
Clear reporting lines	We can't have a situation where employees are confused about where to take direction from – e.g. head office or a local Director. Shared responsibilities open up risks of blurred accountability lines. Vertical, in a local government environment, has a proven track record.
Unchartered territory	Geographic break up of the shire in 2008 was a temporary / transition arrangement – multiple CEOs. We are now a single organisation on a permanent basis. We need a permanent solution. It can be refined and improved – it is incredibly risky to throw away all that has been learnt and refined over 13 years. As indicated in the community feedback. The business case for experimenting with the proposed model needs far more due diligence before approving such a monumental change to how local governments across the state perform their local government responsibilities.
Executive Leadership Team	The Executive Leadership Team has executive responsibilities under numerous pieces of legislation and must help lead and protect the interests of the whole local government. They undertake regional responsibilities.
One person is not the solution	In the pre amalgamated Councils, employees took directions from people that were qualified and experienced to help them. If the local model is in the hands of one person, they may have experience in one area and not the other. If we are to truly operate locally we actually need to adapt the director structure of the pre-amalgamated Councils at a local level, not the CEO who often comes from a particular background.

Election promises	As officers it is critically important that we consider the comments and feedback during all election campaigns. It is another valuable opportunity to gain additional insight into how our communities perceive our service delivery and projects. All councillors – new and continuing – gain valuable information that they can contribute during the deliberative processes of Council. However, once elected Councillors have available to them an extraordinary amount of new information to help calibrate what is perception and what is reality. That information helps councillors exercise the legislative responsibilities including providing high quality leadership to the local government and the community. Gossip, grapevine, perceptions is not how good decision making is undertaken. It is also important to note that the operating locally commitment was also made with: - Rates freeze - Responsible surplus - Give the ability to *'foreman level staff on the council to make decisions on the most efficient way to complete projects and keep things local'.*
Boundaries	The pre-amalgamated boundaries were historical – dating back to more than 100 years. Recent history has shown that some localities are best serviced by the Council offices closest to them. Please consider community consultation about boundaries specifically prior to any decision about operating locally. It would be helpful if staff who provide services every day and the community could have an open conversation about how we define local in 2021.
Productivity improvements / efficiencies	We will need to achieve efficiencies that result in annual savings of well above $1 million just to return our financial position to where we are now – to get back to the starting line. The business case for change from the status quo has to be to achieve more efficiencies. That is a big dollar amount for an organisation of our size. This is particularly so given that we have been progressively tightening the belt over many years to the point that we have returned to an operating surplus over consecutive financial years. There is a significant risk that the savings will not be realised. Also, not all efficiencies result in 'savings'. They allow us to do more work on the ground.

	Investing in on ground works is more beneficial to investing in additional executives.
Depth coverage at a local level	What happens when the Director is away? 8 Directors – For 40 weeks of the year, one of the Directors will be away for annual leave – that is not including other leave. It is not practical for an award employee to relieve and assume the additional responsibilities and accountabilities of an executive level. What happens to all of the local areas' approvals that will need to be channelled through one person.
Learning from the past	Understanding what has happened in the past is important so that we don't consistently repeat the same mistakes. Continual improvement is about learning from what we do every day. Understanding why things have been changed since 2008 is important before shaping the future structure.

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?

The following recommendations are offered for Council's consideration.

Reason for change / why Due diligence Consultation (process)	*Recommend:* *That Council consider the community feedback.*
Cost / financial sustainability	*Recommend:* *That Council consider its position on prioritising recruitment efforts on internal redeployments into new reshaped local roles. Further that Council consider the vacant positions and budget implications as part of a separate report to Council.* *That Council consider making the recommended structure available to employees and the community for consideration having regard to their feedback.*
Cost of undoing 13 years of development	*Recommend:* *That Council focus on restructuring operations to operate more locally in lieu of restructuring services that are delivered regionally.*
What Council's priorities should be	*Recommend:* *That Council consider the community feedback.*

Attraction and retention of qualified staff / how will positions be filled	*Recommend:* *That Council look to employment opportunities within its current workforce in the first instance provided appropriate selection criteria are met.*
Operating locally	*Recommend:* *That rather than have a single executive for the local area that there be two local leaders appointed from existing staff where possible:* • *Local Development & Community Services* • *Local Infrastructure Services.* *Further that the structure as tabled below be considered for consultation with the community and for detailed mapping and communication with employees (and their representatives).*
"Management Staff" or more workers on the coal face? 'Top heavy' references	*Recommend:* *That a target be set for savings that can be reinvested in the road network in lieu of additional Directors.*
Pre-amalgamation and post amalgamation	*Recommend:* *That Council note that the recommended structure in this report, I understand, will put the on the ground leaders only two levels away from the CEO which is the same position that the works supervisors and overseers were in the previous amalgamated Councils.* *That cross council teams be established to ensure that individuals delivering the same services in each of the regional towns can still meet regularly and collaborate on projects, events and resource sharing.*
Proposed compared to current	*Recommend:* *That Council note that the proposed structure as presented by the Mayor includes an increase of 5 Directors, bringing the total executive leadership team to 9, including the CEO. This is more than the largest Councils in Queensland.*
Portfolios	*Recommend:* *That Council consider the comments in relation to portfolios.*
Going back in time	*Recommend:* *That Council not undo all of the work done to bring the region and the organisation together as one.* *Further, it is recommended that we be respectful of the past and focus attention on the future and what it means to lead a local government organisation with today's legislation and today's business environment.*
Silos / division / them / us	*Recommend:* *That the executive leadership team (Directors) remain focussed on the whole of the local government area having regards to the skills/qualifications/experience required for their functional areas. This is consistent with how councils operated prior to amalgamation.*

Old names of shires	*Recommend:* • *Roma, Muckadilla & Surrounds* • *Surat & Surrounds* • *Injune & Surrounds* • *Mitchell, Amby, Mungallala & Surrounds* • *Yuleba, Wallumbilla, Jackson & Surrounds*
Area boundaries	*Recommend:* *That prior to any change, the local area boundaries be reviewed so that services are provided from the most economical location, rather than lines drawn on a map more than 100 years ago. Further that community consultation occur on proposed boundaries and input be sought from our teams on the ground.*
Complexity	*Recommend:* *That Council retain the existing 3 Director model and further resource the Organisational Development and Human Resources function to incorporate additional resources in training, development and continual improvement.*
Campaign promises	*Recommend:* *That Councillors note that it can still achieve the campaign promises but at significantly reduced costs. The recommended proposal provides two specialist points of contact and empowers current employees who are already committed to local communities. This will aid in retention of local knowledge and help engender long term pride in their local communities.* *The recommended approach draws on all feedback received and is consistent with the Unity Maranoa's other election platforms.*
Questions / concerns	*Recommend:* *That Council consider the community feedback.*
Suggestions / alternative approaches / comments	*Recommend:* *That Council consider the community feedback.*

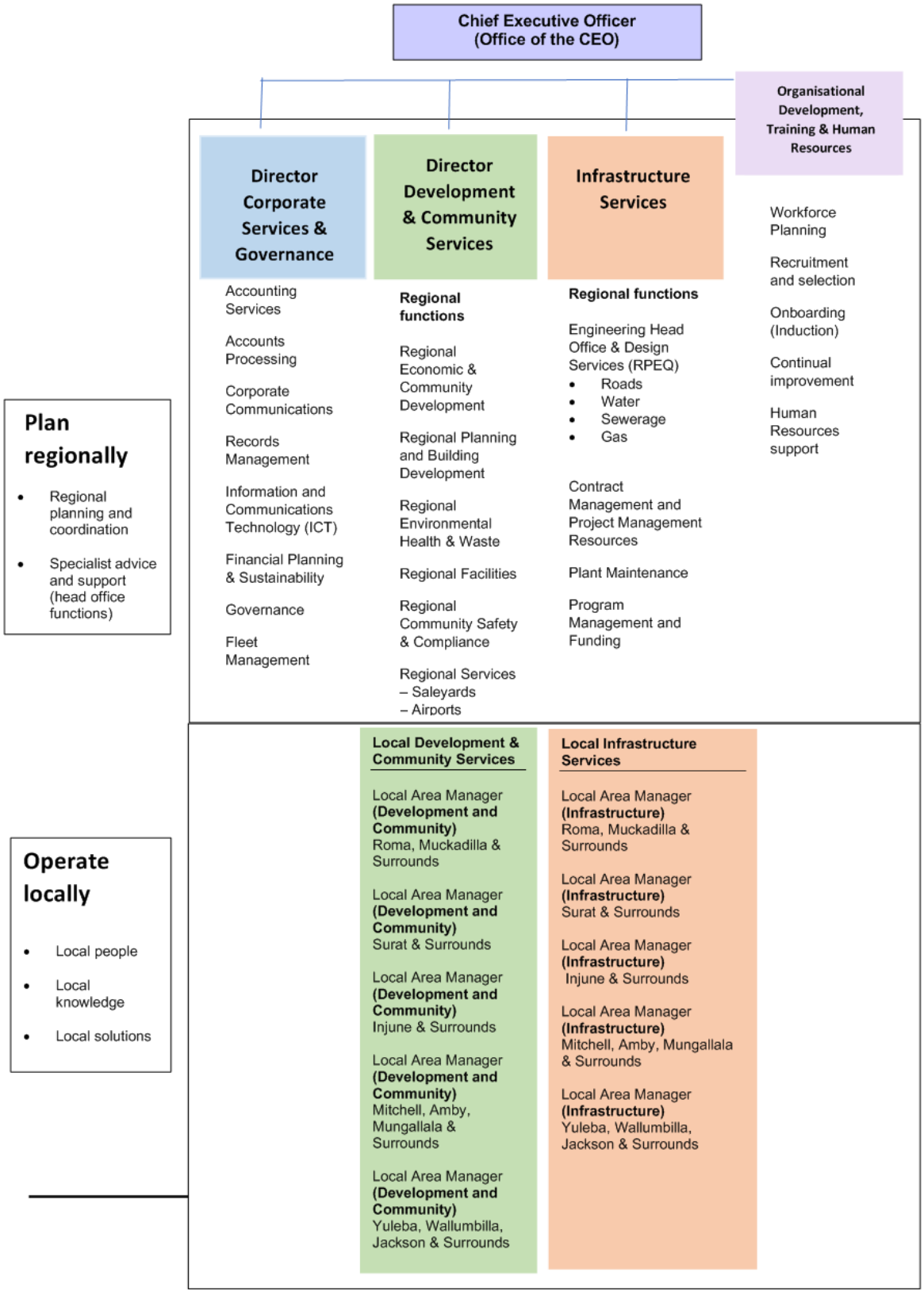
Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 5: Managing our operations well
5.4 Human resources and leadership

Supporting Documentation:

1⇩	Attachment A - Recommended High Level Organisational Structure - Plan Regionally Operate Locally (Tabled Document)	D21/7061
2⇩	Attachment B - Community Consultation Report and Research and Recommendations (Presentation)	D21/7062

Report authorised by:
Chief Executive Officer

Recommended organisational structure incorporating consideration of feedback.



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What is an organisational structure?

An organisational structure in broad terms determines the number of employees, the size and composition of teams, and reporting relationships.

There are many different types of structures depending on the type and size of organisations.

Local governments (both prior to and post amalgamation) have adopted structures that generally look something like this:



The reasons for this are that:

- There are very clear reporting relationships – each person knows who they are accountable to – their immediate supervisor is readily identifiable (who and how work is managed).
- The largest part of the workforce is dedicated to hands-on service and project delivery – the big part of the organisation is the bottom half, not the top half.
- The Executive Leadership Team is small, and communication across the executive team members is efficient and frequent helping to ensure that there is a shared and consistent direction.
- Even though executives are responsible for particular functions, they also have a key role in helping to lead the organisation as a whole. What they do must keep in mind what is best for the region and community as a whole (first and foremost), not just what is best for a particular function.

Why community consultation?

The proposed new structure, at this highest level, will influence how community members across the region interact with Council, and it will also have significant budget implications now and into the future. Therefore, it was identified that a broader community conversation would contribute to Council's decision-making process.

It also aims to ensure that in the exercising of Council's responsibilities one of the key local government's principles is applied – i.e. meaningful community engagement (***local government principles)***.

What were the key themes from the community feedback?

The community was invited to review the high level document via the Have your Say forum from 11 January – 25 January 2021:

https://haveyoursay.maranoa.qld.gov.au/maranoa-regional-council-organisational-structure

Each of the online submissions and hard copy forms received by post or hand delivery have been reviewed. Some common themes have been identified.

Reason for change / why	• *I cannot understand why this is necessary, nor how it will benefit those in the Maranoa.* • *no publicly available business case to support the need and cost for the restructure.* • *Unfortunately the proposed structure document does not provide clarity how this new structure will best serve the community through efficiencies, competitive local business, improvement of services* • *I cannot understand why this is necessary. Nor can I understand how this will increase savings or efficiency.*
Due diligence	• *far more due diligence should be completed before such a major change is implemented* • *cost analysis? Further research? Achievable milestones and the benchmarks of success?* • *I am amazed that we were not given more financial information and options considering 3 were developed. We were provided with more options and costings when asked for our input on relocating a waste outlet at an Injune Café then we have been provided with now on changing the total way the Council operates and how staff will be affected in the whole Maranoa.* • *What is the total cost per location? I would like to know more about the cost savings as these have not been provided.* • *financial implications or even just base costs, or importantly clarification and factual information of where 'savings' will actually be achieved, and the validity of the sustainability of this beyond one moment in time, when these director positions and changes are to be implemented at a Cost Unknown!* • *I would hope there is strong evidence supporting claims current processes are not adequate.* • *Could you please let us know how this is supposed to save money?* • *I don't understand how this can be brought forward without any economic planning to see if it's really viable. You cannot just say that it's going to create savings through efficiency eventually.* • *Usually when a business or a company embraces an organisational restructure there is a requirement for a fully coasted business case and an organisational change plan to evidence the need and cost of such a decision.* • *A thorough business case should be undertaken to see if is feasible, practicable and economically viable to undertake the proposed changes.*

	• *Can you please provide a cost v benefit case study.* • *You can't just say that council will be able to be more efficient in other areas to provide this money, please provide the documentation to show this.* • *Have you done a case study of just an 'overseer' instead of a director? If the issue is roads as mentioned in other feedback, why does everything else have to be changed as well ie libraries, customer service, tourism?* • *hope the people we elected to do the best for us as a community would ask more questions around costing and how this is going to be paid for before voting, you can never have enough information about how this change is going to impact not only staff but residents as well* • *It is disappointing to see that the information put out to the public surrounding this issue through meetings and this draft consultation does not meet these requirements to demonstrate the due diligence that would be required of such a significant decision to change how Maranoa Regional Council will deliver its services into the future.* • *I would prefer to see such a major change for the delivery of Council services to be supported by a robust and transparent business case to answer the questions I have put forward in this feedback response.* • *No feasibility study has been done & no benchmark set for the productivity of the new directors.* • *Not very forthcoming with information for something that will affect a lot of people. Is there a reason we are not being shown costings etc?* • *concerned that this change is being rushed through with very little knowledge of what the implications are* • *I would expect to see a feasibility study including financial implications.* • *I believe it is imperative that there is a thorough business plan looking at the economic viability to support the decision before it is voted on.* • *we need to try to do things better but these ideas need to be workable and achievable so show us your business plan* • *Give us more information: costs, benefits, SWOT analysis, a business plan - anything.* • *What are the benefits of this change versus the costs?* • *Has Council prepared a cost benefit analysis of the new proposal compared to the current model? Has Council shown or can it show how efficiencies are to be gained in this process? Has detailed planning been undertaken? Without answers to these questions, the Community is unable to form a considered view.* • *I am very concerned that no business plan has been created to identify the cost of this model and how it will be paid for.* • *There needs to be more information on costs as it is impossible to make decisions on limited data.*
Consultation (process)	• *meaningful consultation by providing open and transparent, and factual information* • *I don't appreciate a lack of transparency, why for instance are the public not trusted with seeing all of the possible options that were put forward* • *it is not accompanied by the detailed information we need to make an informed response*

	• *A decision on this proposed restructure cannot be reached until all facts are presented, especially costings on the old and the new business structures in order to make an informed decision.* • *a one page organisational chart is not enough for informed public comment.* • *The consultation period is too rushed and does not allow for wide-reaching, knowledgeable feedback.* • *I think the Community should be advised of more detail on the proposal.* • *In the development of this restructure there were 3 proposals prepared… blocked the two other options from being released to the public for consultation.*
Cost / financial sustainability	• *Where is the costing plan for all these expenses.* • *The proposed structure appears to have no costings, identified savings and no budget so therefore how can it be adopted.* • *The increased financial cost of the 5 new directors is an increase we ratepayers will have to fund for a minimum of 3 years, whether this format works or not – ie we will have to meet the terms of the contracts* • *I believe that there is no current budgeted workforce plan to cover (which is fully costed) and therefore will send the rate payers broke over the coming years.* • *We need to see how much council expects to save with these changes and where they intend to spend the money saved. How much will it cost to implement such changes.* • *I can understand some potential benefits of the proposed restructure (primarily that of increased accountability for each part of the Maranoa region), however, it is my opinion that the cost of the proposed restructure will not outweigh the potential efficiencies that may be gained from such a restructure.* • *As a long term resident and ratepayer I am completely at a loss as to how the proposed structure will work. No budget, no costings, no idea.* • *I think there will be less money for roads unless a pot of gold is found. The issue of improving road maintenance could be solved with better communication in the current system.* • *The ratepayer will have to bear the cost of the new structure or services will have funding reduced.*
Cost of undoing 13 years of development	• *I think it's taken 10 years to make our current system, and while I know it's not perfect either, I worry about how long it will take to develop and implement another new system.* • *It has been over 10 years since amalgamation and significant money, time and effort has been spent getting the Council to where it is now.* • *It has taken since 2008 (time of amalgamation) to arrive at the current organisational structure and for us to move forward as a region together, as one region, not five.* • *It has taken us over 10 years to get to this point, and I believe it will be at least another 10 to untangle this mess and help further the region if council moves forward with this decision.* • *The current model has been developed over the time of amalgamated local government and is the result of process and refinement.*

What Council's priorities should be	• *I think councillors should be more concerned with infrastructure, roads, sewerage, and waste management.* • *Look to restructure the Road Crews if the issue is roads* • *You're not only restructuring an organisation - what you vote on will send ripples through each community and family in one way or another. Surely addressing the regions declining population, advancing tourism and economic stability is higher on the things to do list than checking a box to say you delivered something.* • *Council owned infrastructure should have high priority when decisions are made about how ratepayers' funds are spent.* • *focus on tangible economically viable and sustainable infrastructure and facilities. These are the things that will last and further the region.* • *Installing another level of senior management is going to be expensive to implement and operate. These funds would be much better spent on grading and gravelling roads.* • *I strongly believe Council needs to refocus its energy into maintaining and upgrading our road networks, this can be achieved an expensive wholesale de-amalgamation of the Council workforce.*
Attraction and retention of qualified staff / how will positions be filled	• *How do you propose we attract and afford qualified Directors?* • *Workload would differ between Directors.* • *Sourcing Directors to come and work and live in the smaller communities.* • *how are they even going to find director level qualified staff.* • *will council be using existing employees to fill these positions or will they be seeking people from out of the community.* • *Of the current 3 directors positions, one has been unfilled for over a year. I expect it would therefore be very difficult to fill the additional 4 proposed director positions with high calibre candidates.* • *How realistic is it to attract/hire this number of well qualified professionals to fill all of the director positions, especially considering how hard it already is to attract staff?* • *Will services in small communities really be better off? Take the libraries for instance. Instead of all of the libraries being looked after by one central person with the specialist knowledge needed, instead it will be overseen by each individual director. If it isn't a priority for that director, things may be neglected* • *Concept is reasonable but getting right personnel with skills and ability to carry out the new jobs is questionable.*
Operating locally	• *I Just don't think this is the best way to bring local back to our towns* • *giving more ownership to the local staff to improve their communities.* • *A far better option would be to amend the job descriptions of the existing Community Development Officers and Business Development Officers in each location to allow them to look for these little things and then to employ additional workers in each location* • *what will their actual authorisation ability be, considering as a Council the Budget is set through appropriate meeting processes,* • *Why is Injune the only area that will not have a Director, Overseer and road crew located in their town.*

	• *My understanding is we already have local town contacts in each town.* • *It will instill a sense of pride and accomplishment and will watch over local services and events to make sure they will be executed to the benefit of the community & MRC. The MRC will then have a delegate that has an intimate understanding of the community they represent and therefore able to convey the wants and needs of the people in that area.* • *less hands to go through and those on the spot will be more conversant with the problems.* • *Having a local based direction surely will be advantageous as local concerns can be raised and considered through people with an invaluable knowledge and pride in our area.* • *I realise that some residents will interpret this as keeping local staff 'at home' instead of working in mobile groups with frequent camp out periods. However this specialised teams strategy was developed to enable Council to maintain employment, as no one area has the financial capacity to keep road work staff fully employed.* • *the absence of local knowledge from decision and planning processes doubtlessly adds time and cost to many outcomes. Were those decisions to be made locally, much of that could be avoided* • *At face value it is preferable to talk to someone locally with their heart in the community.* • *I think it's a great idea to be able to talk to a local person in your own town or district* • *I believe when people are working in their own area they will have more pride in their work as they can show off what they have achieved. I support the restructure.* • *The current model of foremen managing a geographical area works. One person who is a "go to", on the ground and has an understanding of the problem areas with the staff and equipment to do repairs. This needs to be fine tuned but the concept works.*
"Management Staff" or more workers on the coal face? 'Top heavy' references	• *We could have an awful lot of local ground crews and on the ground people in our little towns, for cheaper than a few more higher ups* • *appears to be a step backwards by only increasing the bureaucracy in each are at the expense of the workforce.* • *This structure is just more top heavy* • *Concerned we will be all chiefs and no Indians.* • *I can't see how 5 directors roles won't add over $1m annual operating.* • *I don't think we need anymore "chiefs" but would benefit from some of the areas of council being localised.* • *Too top heavy(council this size should have no more than 3 Directors)* • *why not increase staffing levels and plant in the roadworks and town and surrounds teams and have more accomplished on the ground. This would also create more benefit at a local level by having more staff employed and living in the smaller communities.* • *Employing 5 new directors seems to me to be very top heavy* • *there are many ways to decentralise council and go local without restructuring and creating such a top heavy organisation.*

	• *massive increase of top-level management positions* • *I find it difficult to understand how the Maranoa Regional council can justify having more paid directors within its work force then the Gold Coast City Council.* • *Restructure is certainly needed however at face value this model seems very top heavy. Would question? Are 8 Directors required when it could be done with 2/3 Directors.* • *Is it financially sustainable to employ five new director positions at a level one under the CEO to manage the resources of smaller regional towns? Could this be better managed through a different organisational structure model or by other means that may be reduced in cost?* • *The proposed restructure of a CEO and 8 directors seems outside of the norm compared to other executive team structures for comparative rural Councils, and even larger metropolitan Councils. Without a business case, what is the justification for the top heavy executive team compared to the 5 example Councils listed below.* - *Murweh – CEO and 3 directors* - *Balonne – CEO and 3 directors* - *Western Downs – CEO and 3 directors (general managers)* - *Toowoomba Regional – CEO and 5 Directors* - *Brisbane City Council – CEO and 6 Directors* • *Why so top heavy?* • *The idea of installing another tier of management is duplication and ultimately expensive.* • *This structure seems to add an unnecessary level of management without any justification.* • *I also struggle to comprehend why a council as small as the Maranoa needs 8 Directors, when councils like the Western Downs and Toowoomba don't even have that many. Who can tell me they honestly believe we need as many directors as Brisbane council?* • *Each director being accountable for their area ensures delivery of services to the rate payers.* • *To revert to a model very reminiscent of pre amalgamation days appears to be returning to a model which was recognised as being inefficient, costly, and cumbersome, with more "Management Staff" and fewer workers on the coal face.* • *I have difficulty seeing how a more top heavy and bureaucratic structure will help remove inefficiencies. On the surface it would seem to make things more complicated and less efficient. Very strong communication and very clear processes will be necessary to ensure operations run smoothly.*
Pre-amalgamation and post amalgamation	• *Some of the teams are Libraries, Local Development Officers, Rural Lands and Customer Service. Prior to 2008 they worked in isolation so to speak being one of a kind in a shire. They are now part of a team that can come together to complete a project, host an event, receive training, be there to backfill and provide professional support for each other. These teams report to Team Leaders/Managers that have experience in their fields.* • *Is the olden days as golden as they remember?* • *This is an interesting concept that seems to be an attempt to "unscramble the egg" that is council amalgamation.* • *I was one of nine former Councillors that were responsible for dealing with the forced amalgamation in 2008, and the challenges of bringing our region and Council's workforce together.*

	Having been both a Councillor of the Bungil Shire and the Roma Regional Council prior to the change to the more inclusive Maranoa Regional Council, I know what the before and after looks like. Is it perfect? No but it is undoubtedly the most cost effective model to deliver services to our residents. • *In my time on both Bungil and Maranoa Regional Council, Councillors would never have made a decision on any matter without knowing what the costs are going to be to the ratepayer.* • *I think what the Mayor has proposed will give the 'old shires' a sense of belonging.* • *Amalgamation streamlined many processes which is great, but what it lost though was the key advocate for each town.*
Proposed compared to current	• *It would be useful to see this in comparison to the current model as without the comparison it is hard to know exactly what the change is.*
Portfolios	• *I miss councillors having portfolios, I think it promoted accountability and helped us know who to talk to when we had concerns.* • *As an aside, giving Councillors the responsibility of defined portfolios would be preferable to the current situation.* • *A number of previous respondents have commented on the lack of Portfolios in the current Council. I had a number of Portfolio areas during my terms and I found them invaluable in enabling me to gain deeper understanding of the complexities of each area. This in turn meant I was able to better understand the detailed reports staff provide, to question more precisely and to occasionally be an 'interpreter' between residents and staff.* • *Do councillors still retain portfolios? I gather not; I thought they were a great idea for contact reasons.* • *Bring back councillors having portfolios, that way, anyone with an issue can contact the person who holds the portfolio. It doesn't matter which former council area you live in, you get to speak to someone in the know.* • *giving Councillors the responsibility of defined portfolios would be preferable to the current situation*
Going back in time	• *We do not live in the past and must look forward to the future.* • *taking the Maranoa back 10 years.* • *Look Forward NOT Backward* • *Isn't it better to move forward rather than two steps backwards. If it ran so good years ago why was it changed. I feel more research needs to be taken to fully establish if this is a step in the right direction or a slide back to the past.* • *This restructure resembles the structure that was in place pre- amalgamation days. We have to work with what we have got now, & not be spending ratepayers' money on such an expensive outlay.* • *Amalgamation was unpopular when it happened, but it is what we have to work with now. Don't go backwards.* • *There's a reason smaller councils were amalgamated, do not go back in time.* • *Personally from a local government perspective I think this is going back to pre 2008 and avoiding the amalgamation issues from the past*

	• *I don't believe taking us back 12 years, adding another $1million + dollars to the wages bill every year to employ directors who will work from Roma is the answer.* • *Mitchell needs to have its own identity. Local people know the working of the Booringa Shire.*
Silos / division / them / us	• *One area previous councils fostered was a team approach for our stand alone staff, with opportunities for shared planning and inservicing. A return to a silo approach will make this strategy – which I know was popular with the staff concerned - harder to maintain.* • *Splitting workforces tends to create "silo" mentality where individuals are reluctant to share and processes diverge to create inefficiencies.* • *The council can not go back to town silos* • *This structure is too top heavy, and creates and an "us" and "them" scenario.*
Old names of shires	• *The proposed names for the new directorates are obviously designed to wave the flag for de-amalgamation but they are meaningless, in terms of clarity, to most people. "we need names that are specific and clear, not names that need clarification/explanation."* • *Is it appropriate to use the old shire names? Do they hold any relevance today or is it just opening old wounds and rivalries* • *The retention of the old Shire names is also a positive move.* • *By naming each region the previous shire names I fear this would only further divide the region in a fight for resources inside one organisation.* • *To show UNITY of the one Maranoa Regional Council team, referring to (as example) MARANOA SOUTH instead of old shire names would be more inclusive. Let's move forward, as one team, rather than move 100 years back.*
Area boundaries	• *Will the operational regions be drawn along geographic shire boundaries? For example Orange Hill, the Roma Gun Club and Dargal Road subdivisions are all in the historic Bungil Shire Council. Will these be managed from the Bungil team who will presumably be located in Injune? Bungil after all was a donut council that surrounded Roma Town. Or will the Bungil team be split between Roma and Injune? If the boundaries are redrawn different to the historical ones, will there be community consultation for this process?* • *Are the Injune Staff going to be expected to drive across to Muckadilla to mow the lawns*
Complexity	• *It will also increase the daily intricacies of communication, decision making and interaction including, but definitely not limited to, needing to have 8 Directors available (preferably in person) for each Council meeting* • *This is creating a very horizontal chain of command. In the military it is a vertical chain of command. Take a leaf out of their book and make it sensible.*
Campaign promises	• *The restructure was part of council policy put forward before the elections.* • *Council is not only honouring an election commitment but making a serious effort to improve the way in which it delivers its services and discharges its duties.* • *I believe the 'going back to local' promise was what got the majority of these Councillors elected.* • *I may have voted members of the unity party in but that does not mean I agree with this plan! We did not vote to spend upwards of a million dollars on directors.*

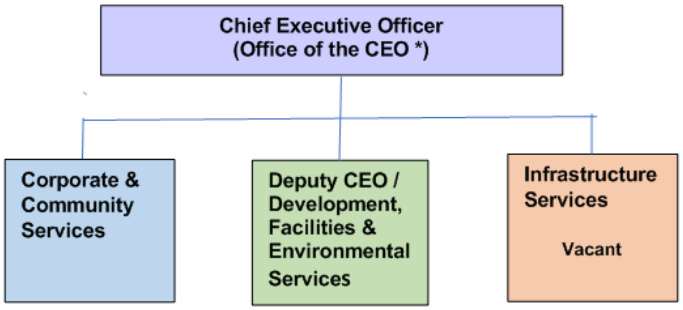
	• *I also find it difficult that such a decision should rest on the statement that the majority of the community voted for the Unity Group, therefore it should go ahead. Councillors should assess each issue based on the merit of its facts, opportunities, and risks, not on a majority vote that occurs every four years.* • *The present Council was elected on a platform of change.* • *In the election campaign Maranoa Unity Party emphasised "go back to local" not "go back to Bungil". If this plan goes ahead, the Injune Director must live in Injune or it defeats the purpose of the change.* • *The election results gave Councillors a clear mandate to get on with the restructure.*
Questions / concerns	• *I am concerned that this restructure and going back to local would change the ability for a contractor to tender for Maranoa wide machinery hire?* • *How will the sharing of resources/equipment be managed (especially large pieces of plant)?* • *The proposed model will create an unhealthy level of competition between the different regions.*
Suggestions / alternative approaches / comments	• *truly look at what is working and leave it alone, and identify what isn't and actually why, not the imaginary why, and make legitimate meaningful changes to assist the whole of the Maranoa Regional council area* • *Greater accessibility to council staff to respond to the needs of the community would also be positive.* • *To bring more structure and direction to the smaller Communities can only be a good thing* • *There are lots of good people working in the council surely some of them would be promoted to the positions which I think would be ideal.* • *Put the same money ($1.5 million each year) into additional plant and additional operators (with families) and you WILL achieve more.* • *I understand that the smaller towns of the region may feel that they need a voice, but I don't believe this is the way to provide one. After travelling through many small towns in QLD this summer, I think that the smaller towns of the Maranoa present quite well.* • *Maranoa Regional Council would benefit from creating a road users group. A community group of appointed ratepayers who can assist council with what roads need attention and where funds can be spent.* • *Council would also benefit from input from older residents with local, historical knowledge. Things like gravel location, roadworks priorities and community sentiment.* • *I feel that we need to do something and as long as no one loses their jobs or are demoted from the jobs they already have.* • *Creating more jobs, keeping locals serviced and happy and keeping families here.*

Does it matter what structure is adopted?

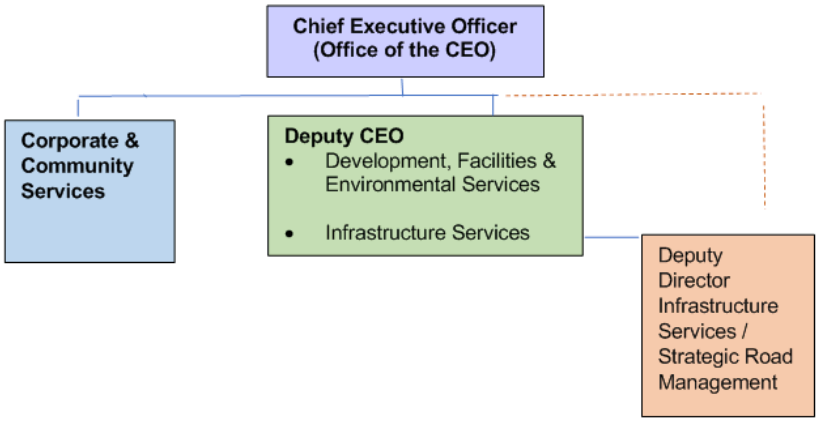
Yes it does. It is critically important to how an organisation functions – it influences how work is allocated and supervised, how information flows and how teams work together to deliver services and projects.

What is Council's current structure?

The adopted structure for the second level of the organisation is as follows:



During the period that the Infrastructure position has been vacant, the following structure has been approved by Council:



The Deputy Director was filled by internal secondment – a Manager undertaking increased responsibilities.

Note: The Manager Organisational Development & Human Resources currently forms part of the Office of the CEO Directorate.

Has it always been this way?

No - structures have been established and refined over time – both during the amalgamation transition period and post the commencement of the new Council.

Interim Structure for the Transition Action Plan (TAP)

As local governments in Queensland were transitioning to amalgamated Councils, they were initially required to put in place Interim Structures and a transition committee. This was a difficult time for most.

On the 28 February 2008, the transition plan for the region was adopted with the following introduction (included to provide context).

> *On the 10th August, 2008 the Local Government Reform Implementation Act 2007 was assented to by the Queensland Parliament. This legislation has resulted in the creation of the Roma Regional Council from 15 March, 2008. The newly formed Council consists of the former Councils of Roma Town, Bendemere Shire, Booringa Shire, Bungil Shire and Warroo Shire.*
>
> *As part of the transition process, a Transition Action Plan (TAP) must be developed by each Local Transition Committee (LTC), as provided in sections 159YU(1)(c) and 159Z of the Local Government Act 1993 (Qld) (the Act) to facilitate the change of management process for new councils. A TAP must be developed in accordance, to the greatest practicable extent, with these guidelines as per section 159ZA of the Act.*
>
> *The TAP's key deliverables will enable the new local government to act effectively from the changeover day.*
>
> *The TAP is to be developed by the Interim Chief Executive Officer (ICEO), in consultation with the affected local government. The TAP must be finalised and approved by the LTC by 28 February 2008. It must then be forwarded to the Director-General, DLGSR by 7 March 2008.*
>
> *The Interim CEO will provide the finalised TAP to the new council on changeover day after the local government elections on 15 March 2008.*
>
> *The purpose of the Transition Action plan is to provide a document which:-*
> *• Complies with all legislative requirements of the Local Government Reform Implementation Act*
> *• Achieves seamless continuity of service to the communities of the respective areas*
> *• Manages the immediate preparations for the establishment of the new local government*
> *• Provides overall management of the Change Management process*
>
> *The Plan has been compiled with a view to being accessible and comprehendible by the newly elected representatives, managers, staff, community and other stakeholders.*
>
> *The compilation of the Plan has been limited by the requirement that the Local Transition Committee had no power to make decisions which would bind the new Council. Therefore it will be necessary for the new Council to set strategic and policy directions for most areas of the Plan.*

The interim structure was described in the Transaction Action Plan as follows:

> ***(i) Interim Executive Organisation Structure (IEOS)***
> *The LTC adopted the IEOS at its LTC meeting on 30 November (refer Appendix B). Minor, inconsequential adjustments were made to the structure by the LTC at its meeting on 28th February 2008 to reflect the current situation within Councils at this time. The IEOS reflects the current organisational structures of individual councils with the Acting CEO sitting over the top. It is the status quo model, whereby all council offices and depots are retained, staff in all office will be undertaking primarily the work they were prior to the amalgamation and will report to the same person. The only exceptions are the RBSSB staff, who will become a part of the Roma area office but will continue to work in the same locations.*
>
> *Office and depots will be referred to as the town office/depot, not the shire. eg the Mitchell Office as opposed to the Booringa Office.*
>
> *Existing CEO's that choose to take a temporary role in the interim structure will do so as Executive Directors of their current area office. E.g. the CEO of Booringa shire will translate to the position of Executive Director of the Mitchell Office. Their responsibility will be to manage all aspects of Councils operation in the geographical area of their previous council. The Executive Directors will report to the Acting CEO.*
>
> *The interim Executive Organisational Structure may be amended by the new Council based on the particular circumstances that exist at the time in accordance with the Workforce transition code.*
>
> *This structure provides the least disruption to Council staff during the transition to a new council and ensures that the same service levels are provided to the community. This proposal was developed with the unanimous support of existing CEOs and unanimously adopted by the LTC.*

The interim / transition structure in **2008** (from 5 local governments to 1) was as follows:

Acting Chief Executive Officer
Executive Director – Yuleba Office
Executive Director – Mitchell Office
Executive Director – Bungil Office (that office was already in Roma)
Executive Director – Roma Office
Executive Director – Surat Office

In the level below those Directors were the relevant former Directors of the respective areas (Works/Assets/Infrastructure however described, Corporate Services etc).

Post commencement of the new Council

As shown in each year's Annual Reports, the number of Directors and areas of responsibility have been established and finetuned over time.

2008/09 – 4 Director model

- Corporate Services
- Operations
- Planning and Environment
- Community Services

2012/13 – 3 Director model:

- Community and Commercial Services
- Development, Facilities & Environmental Services
- Infrastructure Services

2013/14 – 3 Director model

- **Corporate**, Community and Commercial Services
- Development, Facilities & Environmental Services
- Infrastructure Services

Now

- Corporate & Community Services
- Development, Facilities & Environmental Services
- Infrastructure Services

In 2008/09, the number of managers/departments/functions supervised by each Director varied significantly between Directors. Two Directors had 1 or 2 areas of responsibility, while the Operations Director had up to 6 areas.

Over time, the functions have been reorganised and shared more equally across the Directorates.

How does the proposed structure compare to the current one?

The proposed structure more than doubles the size of the Executive Leadership Team from **4** (Chief Executive Officer, Directors & Deputy Director) to **9**:

- Chief Executive Officer
- Director Corporate & Community Services (Head Office)
- Director Regional Development, Facilities & Environmental Services (Head Office)
- Director Engineering (Head Office)
- Director Roma
- Director Bungil
- Director Bendemere
- Director Booringa
- Director Warroo

Observation 1 *- Under the proposed structure, the number of executives will be equal to the number of Councillors – 9 executives, 9 elected councillors.*

Holding a discussion and collaborating with the Executive Leadership Team will be equivalent to a Council meeting.

What structures are in place for similar size local governments?

Whilst comments are often made that Maranoa is 'a very large region' as it was formed from 5 local government areas, in reality it is still has a relatively small population and is not dissimilar geographically to local government areas across the state.

The following report provides a quick visual representation of local governments in Queensland.

local-government-remuneration-commission-report-2020.pdf (dlgrma.qld.gov.au)

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The following tables have been put together using publicly available information from various sources. This also provides the community with the opportunity to research additional councils by way of comparison to those listed. Some introductory notes for each of the sources is also included below for additional context.

- **Category of Council**

  This has been sourced from the latest report from the Local Government Remuneration Commission.
  local-government-remuneration-commission-report-2020.pdf (dlgrma.qld.gov.au)

  The Commission determines the current remuneration categories for Queensland councils for Mayors, Deputy Mayors and Councillors.

  Whilst all councils have the same core responsibilities, the categorisation recognises that not all councils are equal when a number of matters are considered.

  Excluding Brisbane City Council, there are 8 categories, with Gold Coast City Council being the only Council in Category 8. Category 1 has the largest number of Councils with 45 of the total 77 Queensland Councils included in that category.

  The following table is included to provide an indication of the relativities between categories (for maximum remuneration) as determined by the independent body for 2021.

	Mayor	Deputy Mayor	Councillors
Category 1	$108,222	$62,435	$54,110
Category 2	$124,869	$74,923	$62,435
Category 3	$133,196	$83,247	$70,759
⬇			
Category 8	$258,066	$178,981	$154,006

  Despite its relatively low population, Maranoa Regional Council is currently included as a Category 3 Council.

  However, when we undertake benchmarking with other Councils it is often helpful to review Categories 1, 2 and 3 for the following reasons:

  - Some Category 1 Councils have a similar population size to the Maranoa Region and also have multiple communities (e.g. Banana Shire Council and Goondiwindi Regional Council). A number of the Councils are in the same South West Queensland region as the Maranoa Region and some share boundaries with ours.

  - All Category 2 Councils service larger populations than the Maranoa Region and therefore may be able to provide valuable insights;

- A number of the Category 3 Councils (although with significantly larger populations) have similar challenges to the Maranoa Region. The ones selected for this report all have the following in common:
  - A large number of inland communities as part of their region
  - Mining / energy sector activity
  - Many individual towns within the local government area
  - Medium – large road network
  - Amalgamated councils

- **Population**

  Councils often include information about population on their websites but the numbers can be captured at different times, estimated or rounded. For consistency, the 2016 census data has been used to compile the table.

  https://www.abs.gov.au/census

  (QuickStats search for each Local Government Area (LGA)).

- **Council and Quick facts**

  In the Local Government Remuneration and Discipline Tribunal Report 2016 (Appendix 3) there is some useful and detailed comparative data for Queensland Councils.

  https://www.dlgrma.qld.gov.au/__data/assets/pdf_file/0029/44948/remuneration-discipline-tribunal-report-2016.pdf

  Whilst some of the information is dated (2016), Appendix 3 is a quick and easy snapshot of useful Council information including:

  Area

  Number of councillors (including Mayor)

  Whether undivided (Councillors elected from the whole area) or divisions (Councillors elected from geographic areas)

- **Road length**

  The above (2016) report ranks the top 3 Councils in the State for length of local government road network, with Maranoa Regional Council being in the top 3.

  The Department of Local Government also includes road data in their comparative reports (2018/19):

  Western Downs Regional Council – 7,455 kms - No. 1
  Toowoomba Regional Council - 6,647 kms - No. 2
  Maranoa Regional Council – 5,820 kms - No. 3
  Brisbane City Council – 5,778 kms – No. 4

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The following tables show:

- the Executive Leadership Teams (how executive responsibilities are allocated) and the number of Directors;
- some of the challenges faced by each local government (e.g. land area, road length, population size, number of towns).

Comparison with a sample of Category 1 councils

Category of Council	Council	No. of Directors	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population Census 2016	Towns
Category 1 examples (Nearby Councils)	**Balonne Shire Council** **[undivided – no divisions]**	3	• Finance and Corporate Services • Community and Environmental Sustainability • Infrastructure Services https://www.balonne.qld.gov.au/council/about-us/our-senior-leadership-group	Area: 31,106 km² Road length: 2,605 kms Number of Councillors: 7	4,377	**St George** Thallon Dirranbandi Bollon Nindigully Mungindi Hebel
	Banana Shire Council **[Divisions]**	3	• Corporate and Community Services • Council Services • Infrastructure Services https://www.banana.qld.gov.au/about-council/mayor-councillors-and-executive-management/corporate-structure	Area: 28,546 km² Road length: 3,975 kms Number of Councillors: 7	14,319	**Biloela** Moura Taroom Banana Baralaba Dululu Goovigen Jambin Thangool Theodore Wowan Cracow
	Blackall-Tambo Regional Council **[undivided – no divisions]**	2	• Works and Services • Finance Corporate and Community Services http://www.btrc.qld.gov.au/executive-staff	Area: 30,389 kms² Road length: 1,867 kms Number of Councillors: 7	1,903	**Blackall** Tambo

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Category	Council	No. of Directors	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population Census 2016	Towns
Category 1 continued	**Goondiwindi Regional Council** **[undivided – no divisions]**	2	• Community and Corporate (Deputy CEO & Director) • Engineering Services https://www.grc.qld.gov.au/downloads/file/542/organisational-structure-pdf	Area: 19,256 km[s] Road length: 2,484 kms Number of Councillors: 7	10,630	**Goondiwindi** Inglewood Texas Yelarbon Talwood Toobeah Bungunya
	Murweh Shire Council **[undivided – no divisions]**	3	• Corporate Services • Engineering Services • Environmental and Health Services https://www.murweh.qld.gov.au/council/key-personnel	Area: 40,699 km^2 Road length: 2,782 kms Number of Councillors: 5	4,307	**Charleville** Augathella Morven Cooladdi
	Paroo Shire Council **[undivided – no divisions]**	3	• Chief Financial Officer (CFO) • Community Support and Engagement • Infrastructure https://www.paroo.qld.gov.au/council/executive-team/executive-staff	Area: 47,616 km^2 Road length: 2,358 kms Number of Councillors: 5	1,640	**Cunnamulla** Eulo Wyandra Yowah
	Quilpie Shire Council **[undivided – no divisions]**	2	• Corporate and Community Services • Engineering Services	Area: 67,423 km^2 Road length: 2,082 kms Number of Councillors: 5	813	**Quilpie** Toompine Eromanga Adavale Cheepie

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Comparison with a sample of Category 2 councils

Category	Council	No. of Directors	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population Census 2016	Towns
Category 2 Council examples	**Mareeba Shire Council** **[undivided – no divisions]**	2	• Corporate and Community Services • Infrastructure Services https://msc.qld.gov.au/council/about-council/corporate-structure/	Area: 53,505 km^2 Road length: 2,300 kms Number of Councillors: 7	21,557	**Mareeba** Dimbulah Kuranda Chillagoe Rural residential areas such as Julatten and Mount Molloy
	Somerset Regional Council **[undivided – no divisions]**	5	• Corporate and Community Services • Operations • Planning and Development • Finance • Human Resources and Customer Service Extract from Council meeting minutes	Area: 5,373 km^2 Road length: 1,863 kms Number of Councillors: 7	24,597	**Esk** Kilcoy Lowood

Note: Mt Isa is the 3rd category 2 Council but has been excluded from the analysis as it is a City Council rather than a regional/shire Council.

***Observation 2** - 2-3 Directors is a widely accepted norm for the performance of local governments' responsibilities for the identified councils in category 1 and 2.*

Mareeba Shire – population of 21,557 with many communities – 2 Directors
Banana Shire – population of 14,319 with many communities – 3 Directors

Goondiwindi Regional Council – population of 10,630 with many communities – 2 Directors.

Only 1 Council has 5 Directors – none of those listed have 8 Directors.

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Comparison with a sample of Category 3 / other councils

Category	Council	No. of Directors / General Managers	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population Census 2016	Towns
Category 3 Council examples Examples selected: - Inland communities - With mining / energy sector - Many towns - Large road network Amalgamated councils	**Central Highlands Regional Council** **[undivided – no divisions]**	4	• Communities • Customer and Commercial Services • Corporate Services • Infrastructure & Utilities http://www.centralhighlands.qld.gov.au/about-council/council-structure-governance/senior-management/	Area: 59,835 km² Road length: 4,602 kms Number of Councillors: 9	27,999	**Emerald** Springsure Rolleston Bauhinia Duaringa Dingo Blackwater Bluff Comet Tieri Capella Sapphire Gemfields
	Isaac Regional Council **[Divisions]**	4	• Corporate, Governance and Financial Services • Planning, Environment and Community Services • Engineering and Infrastructure • Water and Wastewater Services https://www.isaac.qld.gov.au/about-council/corporate-structure	Area: 58,720 km² Road length: 3,254 kms Number of Councillors: 9	20,940	**Moranbah** Carmila Clairview Clermont Coppabella Dysart Flaggy Rock Glenden Greenhill and Ilbilbie Middlemount Nebo St Lawrence
	Maranoa Regional Council **[undivided – no divisions]**	3	• Corporate & Community Services • Development, Facilities & Environmental Services • Infrastructure Services * http://www.maranoa.qld.gov.au/council/organisation-structure * During the position vacancy, the Deputy CEO has led both positions. An existing Manager was elevated to Deputy Director with a focus on **Strategic Road Management**	Area: 58,834 km² Road length: 5,820kms Number of Councillors: 9	12,666	**Roma** Muckadilla Mitchell Amby Mungallala Surat Yuleba Wallumbilla Jackson Injune

Category	Council	No. of Directors / General Managers	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population	Towns
Category 3 continued	**Western Downs Regional Council** **[undivided – no divisions]**	3	• Infrastructure Services • Corporate Services • Community & Liveability https://www.wdrc.qld.gov.au/about-council/executive-team/	Area: 37,939 km^2 Road length: 7,455 kms Number of Councillors: 9	33,444	**Dalby** Bell Chinchilla Jandowae Jimbour Miles Tara Wandoan Warra

Observation 3

3-4 Directors is common for the identified councils in category 3 that have similar challenges to the Maranoa Region. However, Central Highlands and Isaac Regional Council (with 4 Directors) have populations of greater than 20,000.

Western Downs with many communities and more than double the size of Maranoa's population (2.64 times) has 3 Directors.

Observation 4

Across the sampled Councils, executive responsibilities are consistently allocated based on the function performed. Executives' responsibilities (as they are key advisors to the elected Council) are aligned with the professions (and skillsets) that ordinarily provide those types of functions (rather than a mix of geography and functions).

Observation 5

The Councils reviewed all have executive structures that reflect that they are one organisation.

Observation 6

There appears to be broad consistency across Councils with Corporate Services and Engineering/Infrastructure Services. The main variation appears to be how Councils name and group planning / community services.

The number of Directors under the structure as proposed by the Mayor and supported by the majority of Councillors to proceed to consultation is as follows:

Category	Council	No. of Directors	How executive responsibilities are proposed to be allocated (in addition to Office of the CEO)	Quick facts	Population	Towns
Category 3 continued	**Maranoa Regional Council** **[undivided – no divisions]**	8	• Corporate & Community Services (Head Office) • Regional Development, Facilities and Environmental Services (Head Office) • Engineering (Head Office) • Roma • Bungil • Bendemere • Booringa • Warroo	Area: 58,834 km^2 Road length: 5,820kms Number of Councillors: 9	12,666	**Roma** Muckadilla Mitchell Amby Mungallala Surat Yuleba Wallumbilla Jackson Injune

Observation 7

13 years after amalgamation and now into the 4th Council term since 2008, the proposed structure divides up the organisation again into the old geographic areas and reintroduces the names that are now historical (from a Queensland local government perspective).

Observation 8

An executive team of 9 (the same size as the elected Council) appears to be out of step with other local governments – from the smallest Councils to the largest in Queensland.

Category	Council	No. of Directors / General Managers	How executive responsibilities are allocated (in addition to Office of the CEO)	Quick facts	Population	Towns
Category 5	**Toowoomba Regional Council** **[undivided – no divisions]**	6	• Finance and Business Strategy • Service Delivery and Sustainability Program • Water and Waste Services • Infrastructure Services • Environment and Community Services • Planning and Development Services https://www.tr.qld.gov.au/about-council/council-governance/ceo-general-managers	Area: 12,958 km^2 Road length: 6,647 kms Number of Councillors: 11	160,799	**Toowoomba** Cabarlah Cambooya Cecil Plains Clifton Cooyar Crows Nest Goombungee Greenmount Hampton Highfields Maclagan Quinalow Millmerran Oakey Ravenbourne Pittsworth Yarraman https://www.tr.qld.gov.au/our-region/living-here/our-towns

Observation 9

Toowoomba Regional Council – the largest Council in our region (population of over 160,000), more towns and larger road network has 6 Directors.

How does the proposed structure compare with the pre-amalgamated Councils?

The annual reports for each of the former local governments included their organisational structure which outlined the senior officer positions that reported directly to the Chief Executive Officer. A full copy of the structures is included in Attachment A.

Former local government areas / date formed	Executive leadership team (2nd level)	Today's directorate terminology / closest match
Warroo Shire • Surat	Shire Engineer	Infrastructure Services
	Deputy CEO • Corporate Services, Development • Community Services	Corporate & Community Services
	Shire Development	Development Environmental Services
Bungil Shire • Injune • Muckadilla	Deputy CEO • Finance • Administration	Corporate Services
	Works	Infrastructure Services
	Environmental Health Officer / Health and Community Services	Development Environmental Services
Roma Town	Asset Services	Infrastructure Services
	Corporate and Financial Services	Corporate Services
	Note: Building and Development Services and a number of other officers reported to the CEO	Development Environmental Services
Booringa Shire • Mitchell • Amby • Mungallala	Corporate Services	Corporate Services
	Corporate Governance	
	Infrastructure	Infrastructure Services
	Economic Development	Development Environmental Services
	Community Lifestyle	
	Environment	
Bendemere Shire • Yuleba • Wallumbilla • Jackson	Works Supervisor	Infrastructure Services
	Consulting Shire Engineer	
	Environmental Health Officer	Environmental Services
	Consulting Shire Planner	Development

Observation 10

The former local government areas (after their 100+ years of operating) recognised that local government service delivery (and structures) needed to align with the skillsets/professions that are responsible for delivery of the services.

The works overseers / supervisors of the day reported to / worked closely with someone who understood the work they were doing – e.g. Director Works, Shire Engineer or equivalent.

Is this a new concept?

The Mayor first raised the concept of a local area / town management model in 2016, however it was ultimately determined by Council to not change the organisational structure and Council's budget bottom line.

The concept of 8 Directors would be new for a local government in Queensland in 2021.

Operating locally post amalgamation

It is acknowledged that various versions of the words 'Bring back local' and 'Operating Locally' have been used in two successive campaigns.

At the same time as there was an election campaign of "Putting Local" Back in Local Government in 2016, multiple terms of Council had committed to retaining key services in each of our towns and had progressively identified opportunities (where financially sustainable to do so) to continue to strengthen how Council operates locally.

One of the key themes for Council's corporate plan for 2014-2019 was "Putting Local Back into Regional"



Corporate Plan 2014-2019 HIGHLIGHTS

Whilst there are a significant number of actions within the complete document, there are some consistent themes and high priority areas of focus. These are summarised as follows:

PUTTING LOCAL BACK INTO REGIONAL
Continuing the recent commitment to five Local Development Officers and introducing 'Team Leader - Town & Surrounds' roles for the major towns - Roma/Mungallala, Mitchell/ Amby/Mungallala, Surat, Injune, Yuleba/Wallumbilla/Jackson;

MASTER PLANNED PRECINCTS
Progressively implementing new works at key regional, master planned precincts (Bassett Park, Saleyards, Airport, Big Big, Roma CBD);

FLOOD MITIGATION
Building community resilience in the event of natural disaster including flood mitigation works for Roma, Mitchell and Amby – this incorporates lobbying (for essential state and federal government financial assistance), planning and construction as funding is secured;

PLANNING SCHEME
Finalising the new planning scheme that will provide a clear set of expectations for developers, promote economic development within the region and protect the region's amenity for residents;

COMMUNITY ENGAGEMENT
Connecting with the whole region through a range of initiatives – including the Councillors' 'Out and About' program, advisory committees, town and project-specific community engagement (gathering community feedback and input);

INNOVATIVE COMMUNICATION
Embracing technology and innovation in all of our communications – ongoing development of My Maranoa App, launching a new My Maranoa Website, and encouraging increased subscriptions to E-News and E-Bulletins;

PROACTIVE ROAD MAINTENANCE
Getting on the 'front foot' as an organisation – using an analogy 'backburning' not putting out fires. This includes reviewing road maintenance so that it is proactive instead of reactive, supported by fit for use plant, works efficiently scheduled, timing predictable for residents and progress communicated;

If there is to be a community conversation about operating locally, it may be helpful to have an overview of what services are delivered locally in each of our smaller communities.

Mitchell / Amby / Mungallala & Surrounds [Maranoa – West]

- Town & Surrounds
- Customer Service
- Local Development
- Library/Gallery (Mitchell, Mungallala)
- Rural Land Services
- Road Maintenance
- Road Construction
- Store
- Waste (Mitchell Tip)
- Water & Sewerage
- Workshop

Where there are multiple team members performing a function, there are local team leaders in place ('Foremen' or 'Foreperson' in the old terminology).

In addition to the local service delivery, Mitchell is also home to the provision of services on behalf of the region:

- Facilities
- Information/Records Management for the Post Office Box in Mitchell.

Surat & Surrounds [Maranoa – South]

- Town & Surrounds
- Customer Service
- Water & Sewerage
- Rural Lands
- Road Maintenance
- Road Construction
- Local Development
- Library/Gallery/Museum/QGAP/Visitor Information Centre
- Store

Where there are multiple team members performing a function, there are local team leaders in place ('Foremen' or 'Foreperson' in the old terminology).

- Regional services: Land Administration - Facilities

Yuleba / Wallumbilla / Jackson & Surrounds [Maranoa – East]

- Towns & Surrounds
- Customer Service and Post Office
- Local Development
- Libraries
- Rural Lands
- Road Maintenance
- Road Construction
- Water
- Workshop / Field Servicing

Where there are multiple team members performing a function, there are local team leaders in place ('Foremen' or 'Foreperson' in the old terminology).

Injune & Surrounds [Maranoa – North]

- Customer Service
- Town & Surrounds
- Local Development
- Library
- Visitor Information Centre / Tourism
- Rural Roads Maintenance
- Sport & Recreation (also on behalf of the region)
- Waste Facility

Where there are multiple team members performing a function, there are local team leaders in place ('Foremen' or 'Foreperson' in the old terminology).

During the term of the last Corporate Plan, Council strengthened its operations locally with the following initiatives:

- Team Leaders (and dedicated teams) for Town & Surrounds for each of our major town areas. This way, the parks and gardens and other town services weren't competing with rural roads in their area for resources.

- Introduction of area Coordinators for Maintenance Delivery & Works:
  South / East
  North / Central
  West

Last term, Council re-introduced local telephone numbers and local e-mail addresses so that residents could contact their local Customer Service Centre directly.

Over successive Council terms there has also been a couple of attempts to trial introduction of local points of contacts for residents through different models (initially Customer Liaison and Customer Service Contacts, and then Local Area Managers.

More recently, local area managers have been trialled (in various stages of roll-out). There has definitely been some learnings that we would take forward into further refinements of the structure.

Employment by local area

Last calendar year, as part of a Half Year Update for the community, employment information was shared with the community – these were the numbers used as part of the 2019/20 budget preparations – effectively an operating locally snapshot as at 30 June 2019. This has now become part of our annual statistical collation and we hope to regularly update the community going forward.

Employment - Surat residents	
Work within their own local area - local role	20
Work within their own local area - regional role	1
Construction team south	10
Work in Surat for part of the week	2
Work in other parts of the region in regional roles	1
Work in the south (Surat & Surrounds) and east (Yuleba/Wallumbilla/Jackson & Surrounds) part of the region	4
	38

Employment - Yuleba/Wallumbilla/Jackson & Surrounds residents	
Work within their own local area - local role	15
Work within their own local area - regional role	1
Construction team	5
Work in Yuleba/Wallumbilla/Jackson for part of the week	2
Work in other parts of the region in regional roles	8
Long term leave	1
	32

Employment - Mitchell, Amby, Mungallala residents	
Work within their own local area - local role	30
Work within their own local area - regional role	7
Construction team west	7
Work in Mitchell for part of the week	5
Work in other parts of the region in regional roles	4
Long term leave	1
	54

Employment - Injune & Surrounds residents *	
Work within their own local area - local role	9
Work within their own local area - regional role	1
	10

Employment - Roma, Hodgson & Muckadilla residents *	
Work within their own local area - local role	74
Work within their own local area - regional role	100
Construction team members	21
Maintenance delivery and works team members	16
Work in Roma for part of the week, the balance in other parts of the region	1
Work in other parts of the region in regional roles	1
Long term leave	3
	216

** Roma Town and Bungil prior to amalgamation.*

Why has the Mayor proposed the change, with the support of the majority of Councillors?

The reasons provided by the Mayor is limited to the following:

> **Efficient running of the local government, creating competitive local business and improvement of services delivered on the ground locally.**

In the feedback, there are a number of references to business case, business plan, cost benefit analysis, economic viability, costs, benefits, SWOT (Strength, Weaknesses, Opportunities, Threats) analysis.

Council may wish to consider the feedback provided by the community.

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How have councils with a large number of towns managed post amalgamation?

A sample of website contact details show that customer service / transaction / offices have been maintained in each of their communities.

Central Highlands Regional Council

- By phone on **1300 242 686**
- By email to enquiries@chrc.qld.gov.au for general enquiries and tplanning@chrc.qld.gov.au for town planning enquiries/lodgements
- For after hours urgent matters please call 1300 242 686 and follow the prompts.
- Or visit us at the following customer service centres (if absolutely necessary).

Visit our Customer service charter page for information on our customer service delivery and how you can provide feedback on your experience.

Emerald +

Blackwater +

Capella +

Duaringa +

Springsure +

Rolleston Transaction Centre +

Tieri Transaction Centre +

Isaac Regional Council

Visit your local office

Postal Address
PO Box 97
Moranbah QLD 4744

Clermont Office
Cnr Daintree and Karmoo Streets
Clermont QLD 4721

Dysart Office
Shannon Crescent
Dysart QLD 4745

Glenden Office
Glenden Town Square
Ewan Drive
Glenden QLD 4743

Middlemount Office
Shopping Centre
Middlemount QLD 4746

Moranbah Office
Bachelor Parade
Moranbah QLD 4744

Nebo Office
Reynolds Street
Nebo QLD 4742

St Lawrence Office
Macartney Street
St Lawrence QLD 4707

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Western Downs Regional Council

Corporate Office

30 Marble Street, Dalby Qld 4405
Monday to Friday 8am – 5pm

Chinchilla Customer Service Centre

80-86 Heeney Street, Chinchilla Qld 4413
Monday to Friday 8am – 5pm

Miles Customer Service Centre

29 Dawson Street, Miles Qld 4415
Monday to Friday 8am – 5pm

Jandowae Customer Service Centre

22 George Street, Jandowae Qld 4410
Monday to Friday 9am – 5pm

Tara Customer Service Centre

19 Fry Street, Tara Qld 4421
Monday to Friday 8am – 5pm

Wandoan Customer Service Centre

6 Henderson Road, Wandoan Qld 4419
Monday to Friday

Maranoa Regional Council

Customer Service Centres

Our service centres are open Monday to Friday.

Roma	Cnr Bungil and Quintin Streets Building, planning & environment enquiries 1 Cartwright Street	Open 8.20am - 5pm Monday to Friday	Telephone: 4624 0600	Email: customer.roma@maranoa.qld.gov.au	After hours number: 1300 007 662
Injune	32 Hutton Street	Open 8.30am - 12pm and 1pm - 5pm Monday to Friday	Telephone: 4626 0500	Email: customer.injune@maranoa.qld.gov.au	After hours number: 1300 007 662
Mitchell	100 Cambridge Street	Open 8.20am - 5pm Monday to Friday	Telephone: 4624 6900	Email: customer.mitchell@maranoa.qld.gov.au	After hours number: 1300 007 662
Surat	73 Burrowes Street	Open 8.20am - 12pm and 1pm - 5pm Monday to Friday	Telephone: 4626 6100	Email: customer.surat@maranoa.qld.gov.au	After hours number: 1300 007 662
Yuleba	20 Stephenson Street	Open 9am - 1pm and 2pm - 5pm	Telephone: 4629 9000	Email: customer.yuleba@maranoa.qld.gov.au	After hours number: 1300 007 662

During the last term, local phone numbers and local e-mail addresses have been added to the published contact methods for Council.

Can we as a region afford it?

A number of questions have been raised about the additional cost of the proposal.

Factors that influence the cost are:

- The number of positions that can be filled by existing employees (e.g. giving more responsibility).
- The work value assessment of each of the new local area director positions. Some preliminary estimates have been prepared for Council's consideration.
- Whether any current vacant positions can be removed by the structure to free up funding for the Director positions.

Council will need to formally consider its position on the vacant positions. This would form part of a more detailed cost analysis and budget consideration if Council wishes to proceed to the next stage.

It is important to note that:

- Post the boom, there has been massive effort to reduce operating costs and return Council to an operating surplus. This proposal will add significant costs back onto the bottom line, and potentially jeopardise Council's financial sustainability if the efficiencies are not realised.
- A review of the rating snapshots that were provided during the 2020/21 Budget Consultation show the low levels of rates for residential, rural and commercial in comparison with other Councils. This raises serious concerns about potential impacts on financial sustainability, given the low levels of rates contributed by those who will benefit from the proposed new model.

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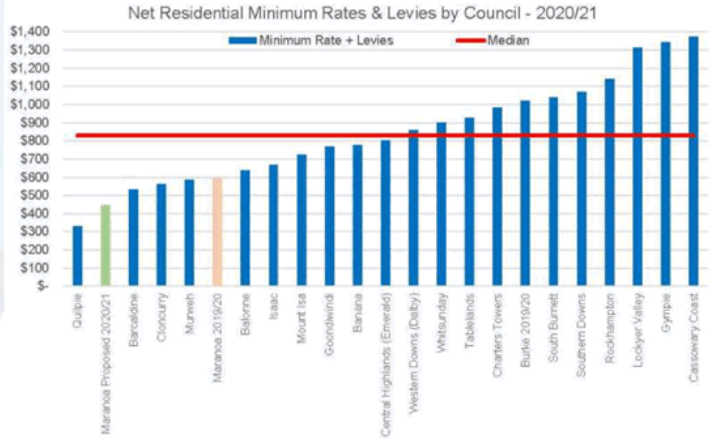
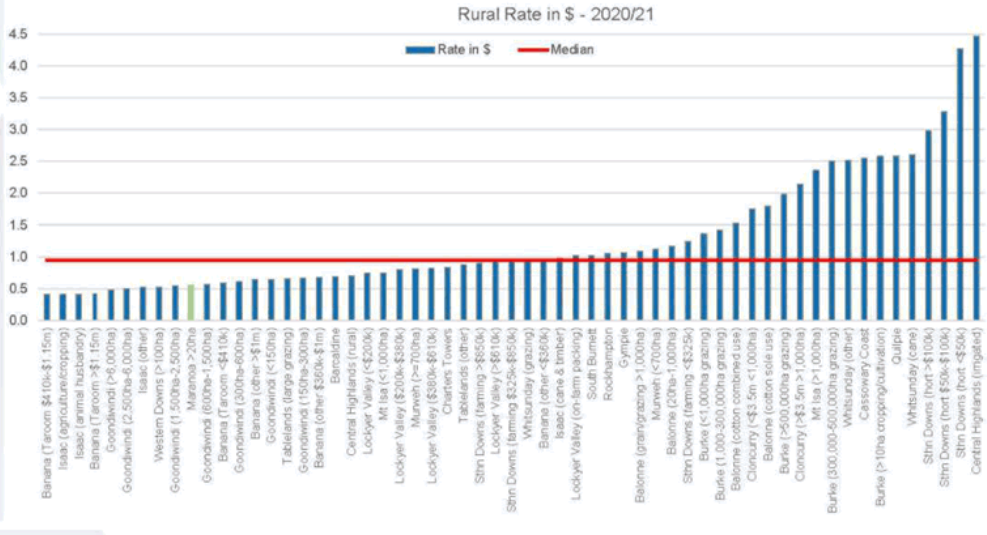
RESIDENTIAL MINIMUM RATE + LEVIES

Maranoa's minimum rate is well below the peer group benchmark



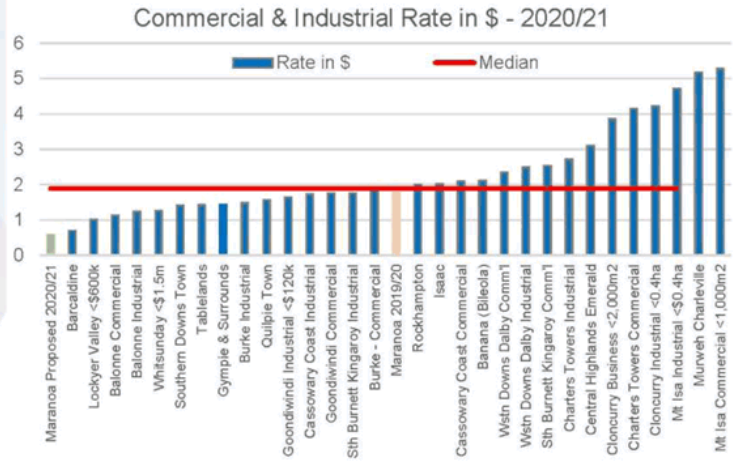
RURAL RATE IN $

Maranoa's rural rate in $ is well below the peer group benchmark



COMMERCIAL/INDUSTRIAL RATE IN $

Maranoa's commercial/industrial rate in $ was consistent with the peer group benchmark for main townships in 2019/20, with the 2020/21 proposed rate being the lowest of the benchmarked Councils



Source: aecgroupltd.com

What are the possible benefits and risks of the new structure?

Benefits ***Would provide:***	**Risks**	**Matters for Council's consideration**
A local 'on the ground' point of contact for residents and employees to raise issues / concerns or provide feedback / input.	The Director may not be the person who is best placed to work out how to fix the problem. This would depend on the Director's particular skillset – i.e. does the person have a roads background or more skills in economic or community development? They could be in a very difficult situation – at the coal face of resident expectations, while it is the elected Council that sets the policies and allocates the budgets. With each Director having 5 weeks annual leave, the flat structure also provides limited options for relief.	Could the local 'on the ground' benefit be achieved in another way?
Executive oversight of operations at the local area.	Inequitable levels of responsibility, accountabilities and workload for each Director position.	Additional regional functions could be assigned to ensure equitable levels of responsibilities, accountability and workload. This would also help ensure that the positions were professionally rewarding.
Potential to identify cost savings in service delivery across functional areas at the local area level.	Projected savings may not materialise. Ongoing costs may not be offset by actual savings.	The cost of the 5 additional Directors will need to be saved and maintained each year, just to return to the current position.
Greater opportunity for roads team members to be involved in both maintenance and construction works. Diversity of roles / exposure to different opportunities increases job satisfaction.	Advancements achieved in project management may be lost without the retention of dedicated, trained internal resources to support the project delivery.	As Council relies heavily on external funding to undertake its annual capital works program, work varies from year to year across the region, based on prioritised need. This does mean that to retain resident employees within the local towns, there are times that teams will need to 'follow the funding' which may be out of the local areas. It continues to make sense though that local teams deliver the local works in the first instance.
Executive workload would be spread across 9 executives.	Communication within the executive leadership team of 9 would become significantly more complex, particularly given the distance between offices. So too would be the logistics. The hybrid nature of the proposed executive leadership team means that: • some have a narrow geographical focus with a generalist skillset. • some have a broad/regional focus with a specific skillset required. This will undoubtedly create a disconnect within the team which is meant to be working together towards common goals.	There is no doubt that Councils pre and post amalgamation were fairly united in how the executive teams of Council should be structured: • Aligned with functional responsibilities and the skills/qualifications/experience of the teams they were required to supervise. • Whole of shire/organisation focus.

Benefits	Risks	Matters for Council's consideration
Employees may feel that they have a greater level of support – from both a local and regional level.	Potential for employee confusion as to which position they take direction from e.g. regional / 'head office' positions or the local Director. What happens if the two directors provide differing perspectives?	An example might be where Council is required to do something as a result of an audit / legislative requirement. The community may see it as red tape, and the local area Director may feel pressure to comply with community expectations. We have also observed that individuals prefer to take direction from a single source.
Efficiencies in the recruitment process could be gained by undertaking appointments of all Directors at the same time. There would also be the opportunity to best match Director skillsets with the need of the various local areas.	It will create a tsunami of work to review delegations and processes that the small teams in the regional offices won't be able to resource. There may be differing results from the structure depending on the needs and expectations of the community. It will be too late to fine-tune the model if Directors have already been appointed. There may also be delays in attracting the best applicants for positions.	Council may wish to consider implementing in stages. This will ensure continuity of local service delivery during the transition and allow for learnings to be implemented from each stage.
Each position is titled 'Director' which is ordinarily an attractive position from a career development perspective.	Some Directors will have very few direct reports (i.e. people they directly supervise). There is a risk that the roles will be predominantly complaint management and management of escalated human resource issues which is unlikely to be rewarding in the long term. Based on the narrow responsibilities of the role, remuneration is also unlikely to match the title. This may impact the level of interest in some of the roles.	The title alone may not be enough to attract broad interest during the recruitment process.
Director will be able to make decisions for their local area.	Could result very quickly in different service levels being provided to residents in similar circumstances (e.g. 20kms out of Mitchell, versus 20kms out of Surat) or budgets exceeded. There may be an inconsistent interpretation and application of Council policies.	This may create issues for current and future Councils to manage inconsistent service levels, and customer expectations.
Could attract new residents to communities.	Some pre-amalgamated Councils had difficulty attracting and maintaining qualified staff. Today, there is the additional challenge that often families will only consider relocating if there are work opportunities for both spouses and if extra-curricular activities match the family interests.	Additional initiatives will need to be implemented to ensure local knowledge is not lost if there is a high turnover of local area Directors.

Benefits	Risks	Matters for Council's consideration
It may be perceived that the new model reflects as things were pre amalgamation.	With the Overseer position reporting directly to the Local Director there is a potential technical support gap that was previously provided to each of the local areas.	Working side by side (overseer and engineer) allows for seamless collaboration and problem solving. The relationship that previously existed due to the daily local area interaction will be more difficult to replicate with the implementation of a head office engineering function.

Could further improvements be made to the current structure?

Always. All organisations must continue to improve and adapt to a changing world. We are constantly looking for ways to build on our strengths and identify opportunities for improvement.

The current structure is the result of collective refinements and learnings since 2008. Balancing the imperative to plan as one regional Council, while still retaining individual communities' local identities, undoubtedly continues to be the challenge for all amalgamated Councils.

Through all of the previous successive Council terms there has been a commitment to retaining services in our regional communities.

Local employees are already in the local communities delivering local services. However, finding the right local area management model is not straightforward. A couple of options have been trialled and some valuable insights have been gained, but given the level of interest during recent campaigns, there is still some work to be done in this area.

Observation 11

Given the level of feedback through 'Have your Say', the question remains whether the model should comprise an additional 5 executives, or could Council consider a model that promotes and empowers existing employees to make the decisions and get the job done.

Observation 12

Is one point of contact sufficient for problem solving, given that even under the pre-amalgamated Councils there were generally 2 specialist work areas at Director level (in addition to corporate services) – Development/Community Services and Engineering.

Alignment with the priorities of some of the new Councillors

There are a number of comments in the community feedback about the election campaign for some present Councillors, and whether or not the result comprises a mandate to implement the proposed structure.

There are a couple of matters for consideration.

- Were residents aware at the time that 'operate locally' meant an additional 5 Directors/executives? or was it simply a local manager who has the power to fix their issues.

- The operate locally commitment needs to be considered in conjunction with the other commitments of:

    - Rates freeze
    - Responsible surplus
    - Give the ability to *'foreman level staff on the council to make decisions on the most efficient way to complete projects and keep things local'.*

Observation 13

If *'foremen level staff are empowered to make decisions on the most efficient way to complete projects and keep things local'*, is the expense of a Director warranted?

Legislation applicable to Council's organisational structure

The relevant specific section of the *Local Government Act 2009* that refers to the organisational structure of Councils is as follows:

> ***Local Government 2009***
>
> ***196 Appointing other local government employees***
>
> *(1) A local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.*
>
> *(2) The local government may employ local government employees for the performance of the local government's responsibilities.*
>
> *(3) The chief executive officer appoints local government employees.*

What this means in practice is that:

- It is the elected Council that is ultimately responsible (collectively) for making any decision about the organisational structure. 'By resolution' means that it can only be done at a formal Council meeting. Part of the decision-making process is receiving and properly considering sound and impartial advice provided by employees (with the relevant skills, qualifications and experience).
- The elected Council (each Mayor/Councillor participating in the decision making) must satisfy themselves that what they vote for is appropriate to the performance of the local government's responsibilities.
- Once the structure is adopted, the chief executive officer is ultimately responsible for decisions about the appointment of staff (i.e. recruitment and selection).



It goes without saying, therefore, that each Councillor contemplating a whole of Council restructure has a responsibility to ensure they:

- *are, at a minimum, aware of the full suite of the local government's responsibilities;*
- *exercised sufficient due diligence to determine what is working and what's not at this time, and how the proposed structure is more appropriate to the performance of the local government's responsibilities.*

What are the risks of something that is currently working being 'broken' by the change? – i.e. going forwards in some areas and backwards in others.

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In terms of Council decision making generally, local governments have broad ranging powers as referenced in section 9 (1) and 9(2) of the *Local Government 2009*:

Local Government Act 2009

Section 9 - Powers of local governments generally

(1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.

(2) However, a local government can only do something that the State can validly do.

The above section cannot be read in isolation.



Anyone performing a responsibility under the Local Government Act 2009 (and Local Government Regulation 2012), must do so in accordance with the local government principles. This is legislated by the State Government.

Local Government Act 2009

Section 4 - Local government principles underpin this Act

(1) To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires—

(a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and

(b) any action that is taken under this Act to be taken in a way that—

(i) is consistent with the local government principles; and

(ii) provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

*(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.

In addition to section 4, all councillors, including the Mayor, have the following responsibilities:

Local Government Act 2009

Section 12 - Responsibilities of councillors

(1) A councillor must represent the current and future interests of the residents of the local government area.

(2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3) All councillors have the following responsibilities—

(a) ensuring the local government—

(i) discharges its responsibilities under this Act; and

(ii) achieves its corporate plan; and

(iii) complies with all laws that apply to local governments;

(b) providing high quality leadership to the local government and the community;

(c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

(d) being accountable to the community for the local government's performance.



It is important to note that it is not the Directors or broader Executive Leadership Team that are accountable to the community for the local government's performance, it is all councillors.

Recommendations

The following recommendations are offered for Council's consideration.

Reason for change / why Due diligence Consultation	*Recommend:* *That Council consider the community feedback.*
Cost / financial sustainability	*Recommend:* *That Council consider its position on prioritising recruitment efforts on internal redeployments into new reshaped local roles. Further that Council consider the vacant positions and budget implications as part of a separate report to Council.* *That Council consider making the recommended structure available to employees and the community for consideration having regard to their feedback.*
Cost of undoing 13 years of development	*Recommend:* *That Council focus on restructuring operations to operate more locally in lieu of restructuring services that are delivered regionally.*
What Council's priorities should be	*Recommend:* *That Council consider the community feedback.*
Attraction and retention of qualified staff / how will positions be filled	*Recommend:* *That Council look to employment opportunities within its current workforce in the first instance provided appropriate selection criteria are met.*
Operating locally	*Recommend:* *That rather than have a single executive for the local area that there be two local leaders appointed from existing staff where possible:* • *Local Development & Community Services* • *Local Infrastructure Services.* *Further that the structure as tabled below be considered for consultation with the community and for detailed mapping and communication with employees (and their representatives).*
"Management Staff" or more workers on the coal face? 'Top heavy' references	*Recommend:* *That a target be set for savings that can be reinvested in the road network in lieu of additional Directors.*

Pre-amalgamation and post amalgamation	*Recommend:* *That Council note that the recommended structure in this report, I understand, will put the on the ground leaders only two levels away from the CEO which is the same position that the works supervisors and overseers were in the previous amalgamated Councils.* *That cross council teams be established to ensure that individuals delivering the same services in each of the regional towns can still meet regularly and collaborate on projects, events and resource sharing.*
Proposed compared to current	*Recommend:* *That Council note that the proposed structure as presented by the Mayor includes an increase of 5 Directors, bringing the total executive leadership team to 9, including the CEO. This is more than the largest Councils in Queensland.*
Portfolios	*Recommend:* *That Council consider the comments in relation to portfolios.*
Going back in time	*Recommend:* *That Council not undo all of the work done to bring the region and the organisation together as one.* *Further, it is recommended that we be respectful of the past and focus attention on the future and what it means to lead a local government organisation with today's legislation and today's business environment.*
Silos / division / them / us	*Recommend:* *That the executive leadership team (Directors) remain focussed on the whole of the local government area having regards to the skills/qualifications/experience required for their functional areas. This is consistent with how councils operated prior to amalgamation.*
Old names of shires	*Recommend:* • *Roma, Muckadilla & Surrounds* • *Surat & Surrounds* • *Injune & Surrounds* • *Mitchell, Amby, Mungallala & Surrounds* • *Yuleba, Wallumbilla, Jackson & Surrounds*
Area boundaries	*Recommend:* *That prior to any change, the local area boundaries be reviewed so that services are provided from the most economical location, rather than lines drawn on a map more than 100 years ago. Further that community consultation occur on proposed boundaries and input be sought from our teams on the ground.*

Complexity	*Recommend:* *That Council retain the existing 3 Director model and further resource the Organisational Development and Human Resources function to incorporate additional resources in training, development and continual improvement.*
Campaign promises	*Recommend:* *That Councillors note that it can still achieve the campaign promises but at significantly reduced costs. The recommended proposal provides two specialist points of contact and empowers current employees who are already committed to local communities. This will aid in retention of local knowledge and help engender long term pride in their local communities.* *The recommended approach draws on all feedback received and is consistent with the Unity Maranoa's other election platforms.*
Questions / concerns	*Recommend:* *That Council consider the community feedback.*
Suggestions / alternative approaches / comments	*Recommend:* *That Council consider the community feedback.*

Observation 1 *- Under the proposed structure, the number of executives will be equal to the number of Councillors – 9 executives, 9 elected councillors.*

Holding a discussion and collaborating with the Executive Leadership Team will be equivalent to a Council meeting.

Observation 2 *- 2-3 Directors is a widely accepted norm for the performance of local governments' responsibilities for the identified councils in category 1 and 2.*

Mareeba Shire – population of 21,557 with many communities – 2 Directors
Banana Shire – population of 14,319 with many communities – 3 Directors
Goondiwindi Regional Council – population of 10,630 with many communities – 2 Directors.

Only 1 Council has 5 Directors – none of those listed have 8 Directors.

Observation 3

3-4 Directors is common for the identified councils in category 3 that have similar challenges to the Maranoa Region. However, Central Highlands and Isaac Regional Council (with 4 Directors) have populations of greater than 20,000.

Western Downs with many communities and more than double the size of Maranoa's population (2.64 times) has 3 Directors.

Observation 4

Across the sampled Councils, executive responsibilities are consistently allocated based on the function performed. Executives' responsibilities (as they are key advisors to the elected Council) are aligned with the professions (and skillsets) that ordinarily provide those types of functions (rather than a mix of geography and functions).

Observation 5

The Councils reviewed all have executive structures that reflect that they are one organisation.

Observation 6

There appears to be broad consistency across Councils with Corporate Services and Engineering/Infrastructure Services. The main variation appears to be how Councils name and group planning / community services.

Observation 7

13 years after amalgamation and now into the 4th Council term since 2008, the proposed structure divides up the organisation again into the old geographic areas and reintroduces the names that are now historical (from a Queensland local government perspective).

*Councillors have a responsibility to represent the **current and future** interests of residents noting that many residents and employees have only ever known Maranoa Regional Council.*

Observation 8

An executive team of 9 (the same size as the elected Council) appears to be out of step with other local governments – from the smallest Councils to the largest in Queensland.

Observation 9

Toowoomba Regional Council – the largest Council in our region (population of over 160,000), more towns and larger road network has 6 Directors.

Observation 10

The former local government areas (after their 100+ years of operating) recognised that local government service delivery (and structures) needed to align with the skillsets/professions that are responsible for delivery of the services.

The works overseers / supervisors of the day reported to / worked closely with someone who understood the work they were doing – e.g. Director Works, Shire Engineer or equivalent.

Observation 11

Given the level of feedback through 'Have your Say', the question remains whether the model should comprise an additional 5 executives, or could Council consider a model that promotes and empowers existing employees to make the decisions and get the job done.

Observation 12

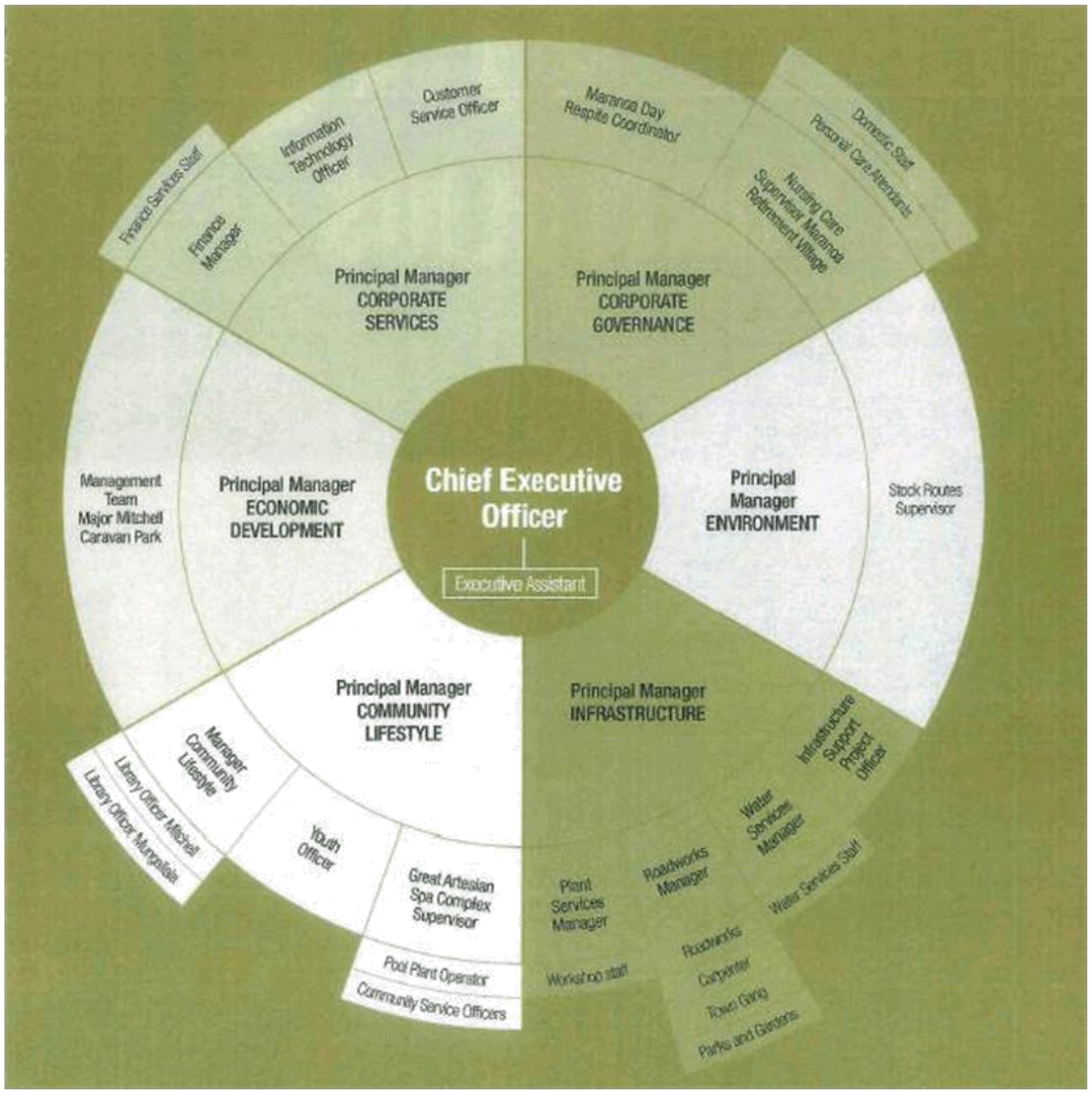
Is one point of contact sufficient for problem solving, given that even under the pre-amalgamated Councils there were generally 2 specialist work areas at Director level (in addition to corporate services) – Development/Community Services and Engineering.

Observation 13

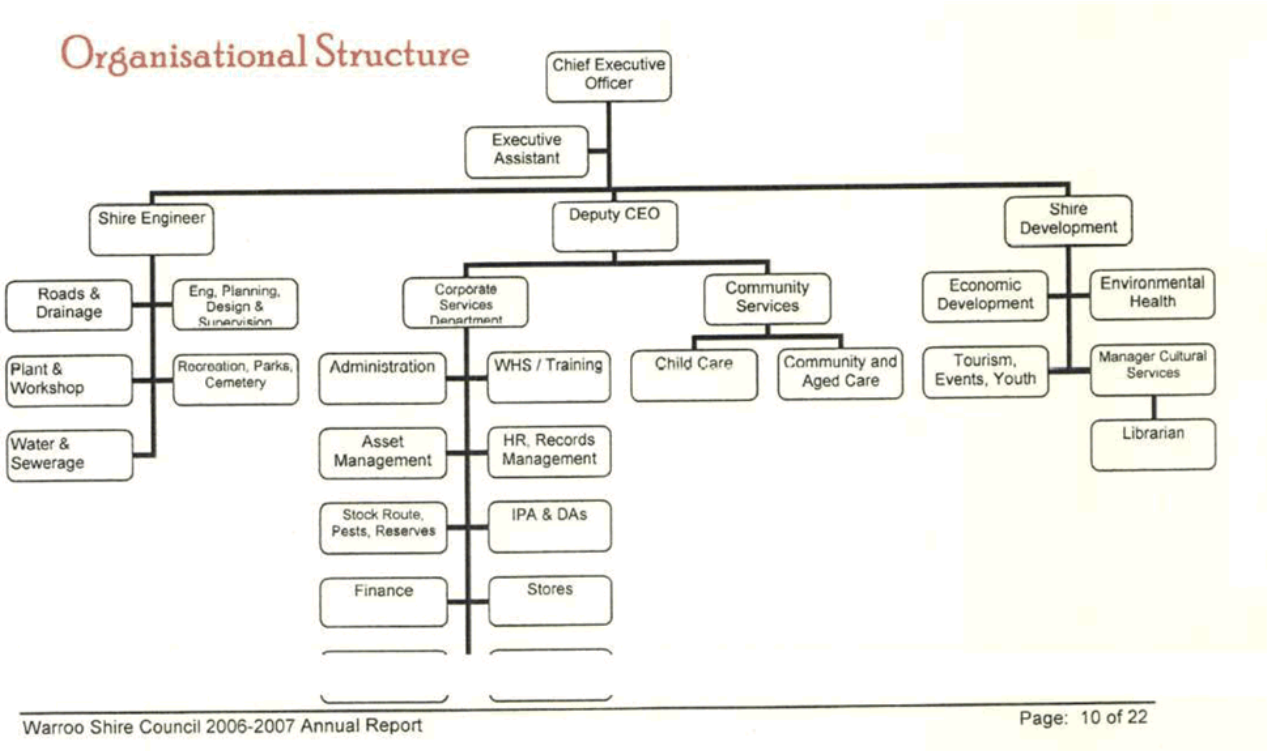
If *'foremen level staff are empowered to make decisions on the most efficient way to complete projects and keep things local'*, is the expense of a Director warranted?

Attachment A – Pre-amalgamated council structures (high level)

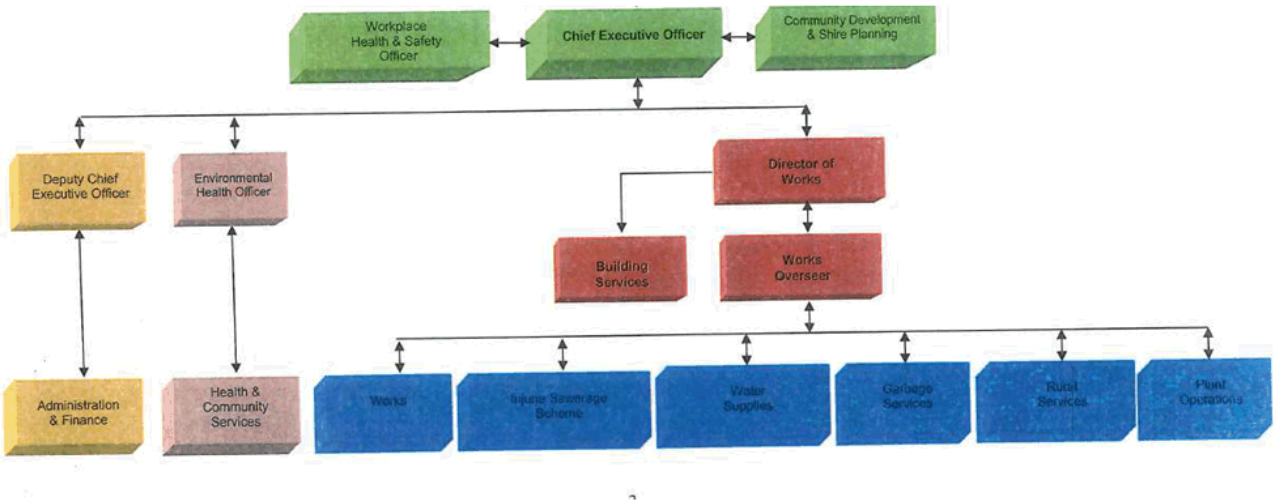
Booringa Shire



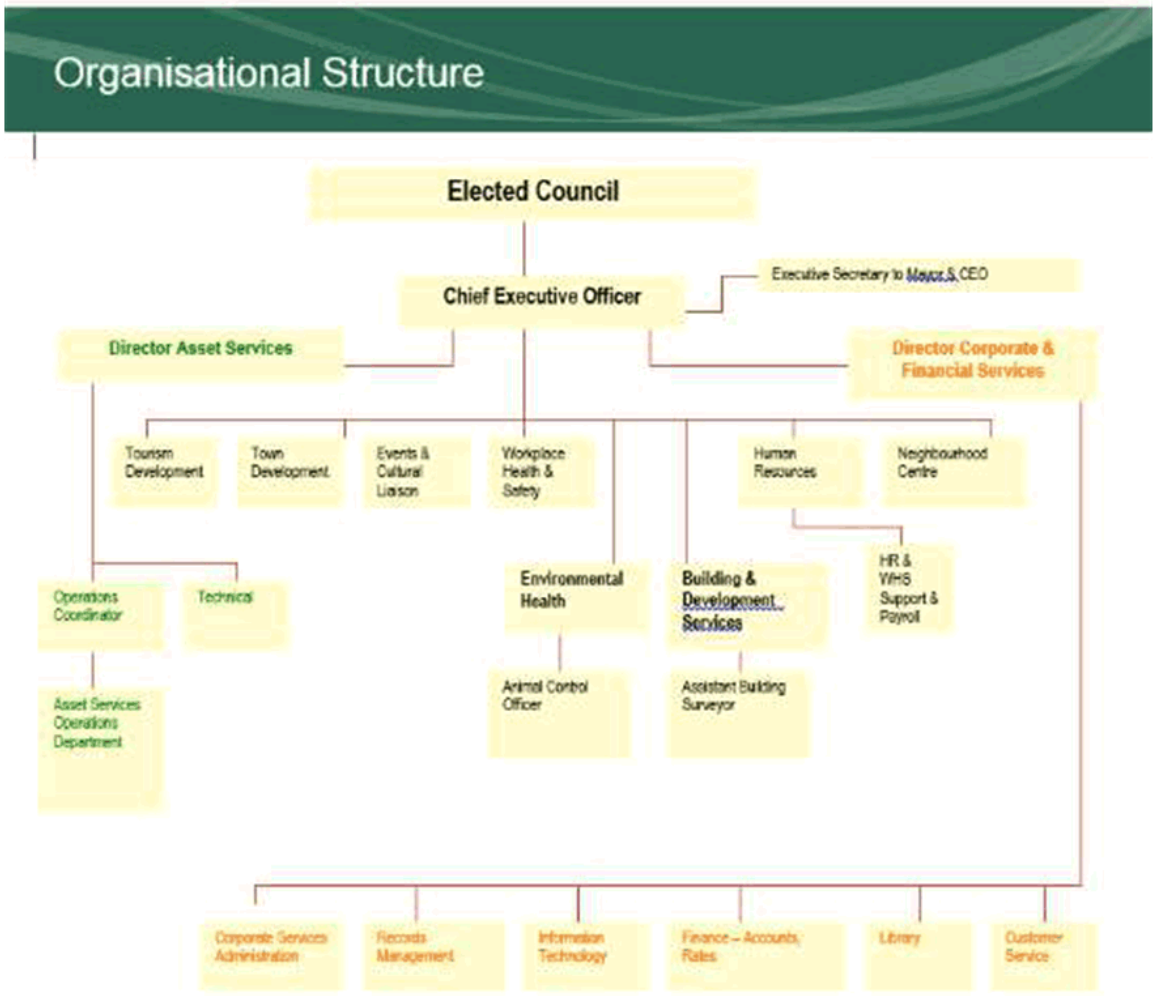
Warroo Shire



Bungil Shire



Roma Town



Note: Bendemere had a simple, flat structure that incorporated consultants for key functions.

Have Your Say Feedback – Organisational Structure

1. I feel that we need to do something and as long as no one loses their jobs or are demoted from the jobs they already have.

2. It would be useful to see this in comparison to the current model as without the comparison it is hard to know exactly what the change is. However on face value this is my feedback.
   1. How realistic is it to attract/hire this number of well qualified professionals to fill all of the director positions, especially considering how hard it already is to attract staff? And will these highly qualified people be happy to live in the smaller communities? What will happen if someone is employed and chooses to live with their family in Roma and commute? I think this is a real possibility. Will the small communities really be best served with this model?
   2. I am very concerned that no business plan has been created to identify the cost of this model and how it will be paid for. Telling the community that you are cutting costs elsewhere by removing inefficiencies sounds good, but without a clear business plan how can this be believed. It seems very reckless to make such a big change without doing this as a minimum requirement.
   3. Will services in small communities really be better off? Take the libraries for instance. Instead of all of the libraries being looked after by one central person with the specialist knowledge needed, instead it will be overseen by each individual director. If it isn't a priority for that director, things may be neglected.
   4. I have difficulty seeing how a more top heavy and bureaucratic structure will help remove inefficiencies. On the surface it would seem to make things more complicated and less efficient. Very strong communication and very clear processes will be necessary to ensure operations run smoothly.

3. Personally from a local government perspective I think this is going back to pre 2008 and avoiding the amalgamation issues from the past, I don't live in the area but a local government junkie since 1997. I think calling everyone directors at the level shown is going to cause a lot of angst and I also wonder if the two blocks below the ceo have senior managers or the ceo has to have all those reports. That seems very cumbersome. would love some feedback on the theory of this proposed structure (other than appeasing residents who are still dealing with amalgamation). Thanks for letting me contribute to the discussion.

4. Comparing the current organisational structure with the one proposed by the Mayor, there would seem to be many more positions to fill operationally and at a manager overseer level.
   The current model has been developed over the time of amalgamated local government, and is the result of process and refinement.
   To revert to a model very reminiscent of pre amalgamation days appears to be returning to a model which was recognised as being inefficient, costly, and cumbersome, with more "Management Staff" and fewer workers on the coal face.

It is interesting that the Community is being asked to comment on this model only, not the 3 options which were initially proposed to Councillors for consideration.
I think the Community should be advised of more detail on the proposal.
This detail would include:
Will staff be forced to move to a separate area of the Maranoa to make the new model work?
Will the required heavy machinery be duplicated in each area?
Has the cost of the duplication of such heavy machinery been budgeted for?
Will the new Directors be expected to reside in the respective locations?
Will Council be organising housing, a motor vehicle, etc?
Has Council/ Councillors been undergoing research on the availability of the required senior staff, with the required skill set , prepared to relocate to small rural towns? In other words, is the resource available?
Has Council prepared a cost benefit analysis of the new proposal compared to the current model?
Has Council shown or can it show how effiencies are to be gained in this process?
Has detailed planning been undertaken?
Without answers to these questions, the Community is unable to form a considered view.
I assume all of these aspects have been considered by Councillors, or at least the information will be available to the Councillors to be able to make an informed decision.
To create a change as large as this should not be considered because of an individuals desire. This proposal can only move forward if the questions posed here have detailed, fully costed responses, presented with an action plan detailing time frames, and the names of people responsible for action.
As Councillors cannot be involved in that aspect because it is operational, how will the change required be managed, and by whom?
When does Council intend to complete this process?
What operational systems will be in operation during the transition?
Unless Council is in a position to move forward immediately, this proposal cannot be supported as it stands.
There simply is too many questions that need answers first.
Too much detail which has not yet been considered.
No cost benefit analysis.
No budget considered.
No idea then on the costs involved, the benefits, the efficiencies, the availability of the staff required, the time frames or an action plan.
This proposal is the Mayors. He owns it. It is incumbent on him to provide to all stakeholders the detail required to make this new system work.
All the costs, all the benefits, the human resource research, the housing stock availability, and the efficiencies.
If any of that detail cannot yet be provided, then this proposal is not decided on until those issues are resolved.
This cannot be a half baked decision. The reasons are obvious.

This is a an extreme waste of council resources and money. The council can not go back to town silos, if the mayor wishes to operate like this then each area needs to apply to become its own council again. This structure is too top heavy, and creates and an “us” and “them” scenario. There’s a reason smaller councils were amalgamated, do not go back in time. I do not wish my rates to be paying for this change.

5. This is an interesting concept that seems to be an attempt to "unscramble the egg" that is council amalgamation. The idea of installing another tier of management is duplication and ultimately expensive.
   The current model of foremen managing a geographical area works. One person who is a "go to", on the ground and has an understanding of the problem areas with the staff and equipment to do repairs. This needs to be fine tuned but the concept works.
   The majority of rural rate payers only want a decent road to access their property. Installing another level of senior management is going to be expensive to implement and operate. These funds would be much better spent on grading and gravelling roads.
   The proposed model will create an unhealthy level of competition between the different regions. Amalgamation was unpopular when it happened, but it is what we have to work with now. Don't go backwards.

   Maranoa Regional Council would benefit from creating a road users group. A community group of appointed ratepayers who can assist council with what roads need attention and where funds can be spent. Council would also benefit from input from older residents with local, historical knowledge. Things like gravel location, roadworks priorities and community sentiment.

   Thank you for the opportunity to provide this feed back.

6. What are the benefits of this change verses the costs?

7. Considering the cost of amalgamation, and the division of opinion and angst this action caused in the shires, would it not be prudent in the current economic environment to continue as an amalgamated council?
   As an aside, giving Councillors the responsibility of defined portfolios would be preferable to the current situation.

8. The one-page "Proposed Organisational Structure" document presented gives nowhere near enough information that is needed to frame an informed opinion for feedback. Give us more information: costs, benefits, SWOT analysis, a business plan - anything. The consultation period is too rushed and does not allow for wide-reaching, knowledgeable feedback.
   Without any detailed information being presented in support, I believe the "pre-amalgamation" style model being proposed is not in the best interests of the Maranoa Region. Any motion to the "proposed organisational structure" should be defeated at the Council meeting.

9. I agree we defiantly need more info on what our Mayor is trying to archive and how he is going to make it work what will be the coast is this just a road thing or is it an overall structure change defiantly more info is required before we can make an informed decision or comment
   ideas and change can be good and we need to try to do things better but these ideas need to be workable and achievable so show us your business plan

10. Restructuring organisations attracts uncertainty especially for staff. Providing staff have been informed we see the organisational restructure as an excellent opportunity to deliver worthwhile outcomes. Each director being accountable for their area ensures delivery of services to the rate payers. We endorse completely this proposal and congratulate all involved.
    I cannot understand why this is necessary. Nor can I understand how this will increase savings or efficiency. I believe it is imperative that there is a thorough business plan looking at the economic viability to support the decision before it is voted on.

    I also struggle to comprehend why a council as small as the Maranoa needs 8 Directors, when councils like the Western Downs and Toowoomba don't even have that many. Who can tell me they honestly believe we need as many directors as Brisbane council? It is ludicrous! I believe it will make the organisation more top heavy and cause more disparity within the different regions in the Maranoa, not less. I understand that the smaller towns of the region may feel that they need a voice, but I don't believe this is the way to provide one. After travelling through many small towns in QLD this summer, I think that the smaller towns of the Maranoa present quite well.

    It has taken us over 10 years to get to this point, and I believe it will be at least another 10 to untangle this mess, and help further the region if council moves forward with this decision. I believe that if this council really wished to act in the best interests of the residents of the Maranoa, they would put this organisational restructure aside, rather than spending unnecessary additional funds on Human Resources and focus on tangible economically viable and sustainable infrastructure and facilities.

These are the things that will last and further the region. To the councillors and the Mayor, I implore you, please don't do this.

11. I fail to understand how the councillors can make such an important decision with so little information. When I downloaded the proposed organisational structure I expected to read more than just a chart.
We are talking about a multimillion dollar organisation making an extremely important decision with very limited information. I would expect to see a feasibility study including financial implications.
The council must have a staffing budget, will the new positions be covered by this, and if so, where will the savings be made? If the budget has to be increased where will the money come from? Does that mean that some departments will have their budgets reduced? Will the new directors come from existing staffing or will they be recruited from outside the organisation?
As a rate payer I am concerned that this change is being rushed through with very little knowledge of what the implications are.

12. This structure seems to add an unnecessary level of management without any justification. Bring back councillors having portfolios, that way, anyone with an issue can contact the person who holds the portfolio. It doesn't matter which former council area you live in, you get to speak to someone in the know.

13. Not very forthcoming with information for something that will affect a lot of people. Is there a reason we are not being shown coatings etc?
Why so top heavy?
Looking forward to more information before the vote.

14. This restructure resembles the structure that was in place pre- amalgamation days. We have to work with what we have got now, & not be spending ratepayers'
money on such an expensive outlay. Do councillors still retain portfolios? I gather not; I thought they were a great idea for contact reasons.
No feasibility study has been done & no benchmark set for the productivity of the new directors. There is still much development that could be done as well; road upgrades, to say nothing of the Roma Pool. What about the work that needs to be done there to bring it up to a high standard?
Change rooms need to be upgraded, the pool floor badly needs repainting, the tiles surrounding the pool at water level need replacing. All expensive work I admit, but the pool is used by all age groups. What is the old saying about "a stitch in time"? Council owned infrastructure should have high priority when decisions are made about how ratepayers' funds are spent. This restructure is not value for money, & I urge the council to reconsider this change.

15. Under the Local Government Act 2009, a Councillor (including the Mayor) has a responsibility to provide high quality leadership and be accountable to the community for the local government's performance. After following the Council meetings concerning the organisational restructure including agenda, minutes, and news articles, and now reviewing this draft structure; it is difficult to see how the decision to implement this proposed structure could be seen as a Councillor meeting their legal responsibilities under the Act.

    In the QLD Audit Office Report – "Managing the sustainability of local government services" (tabled in the QLD Parliament 25/9/2019) recommendations are provided to Council's to manage their costs and performance to be sustainable in the long term. The top two recommendations of this report were:

    "all councils, especially those with a focus on improving sustainability consider whether:
    1. they include sufficient details about their services within their existing planning documents or consider developing individual service plans:
    Details about services should be scaled to the size and complexity of council and include:
    • how the service aligns to council's strategy
    • the service level (for example, operating hours)
    • the assets used to deliver the service
    • operational risks for the service
    • operating costs and overhead costs.
    2. all existing services meet their community's current and future service needs and they deliver them at affordable levels by developing and undertaking regular reviews of existing services"

    It is disappointing to see that the information put out to the public surrounding this issue through meetings and this draft consultation does not meet these requirements to demonstrate the due diligence that would be required of such a significant decision to change how Maranoa Regional Council will deliver its services into the future.

    It is difficult to provide community feedback on a proposed Council organisational restructure based on a one page PDF document with no context outside of an organisational chart. As there is no publicly available business case to support the need and cost for the restructure, comments from community consultation may be based on conjecture and assumptions. Therefore, outside of the one page organisational chart, I have based my feedback on the recorded Council meetings, agendas, minutes, and news articles.

In the news article "Biggest change to council in 12 years widens councillor divide" published by The Chronicle on 16 October 2020, the Mayor was referenced as stating about the proposed restructure:

• "… it's the "most exciting opportunity" for the Maranoa community since amalgamation."
• It's about the "efficient running of the local government, creating competitive local business and improvement of services delivered on the ground locally."
• "This I believe is the option that has been tested with the community, this consultation has happened and now we're just moving the motion to proceed to consultation into a different sphere,"
• "This ticks all the boxes … and that's why I'm bringing this forward today."

Unfortunately the proposed structure document does not provide clarity how this new structure will best serve the community through efficiencies, competitive local business, improvement of services, and previous community consultation that initiated the required structural change as per the Mayor's comments. I also find it difficult that such a decision should rest on the the statement that the majority of the community voted for the Unity Group, therefore it should go ahead. Councillors should assess each issue based on the merit of its facts, opportunities, and risks, not on a majority vote that occurs every four years.

In comparison to the current Council organisational structure as displayed on Maranoa.qld.gov.au, the main changes of the organisational structure seem to be:
• The addition of the 5 new director positions based on the names of the pre-amalgamation shires; and
• The restructure of the Infrastructure Services Directorate (being renamed to Engineering) and taking on what appears to be the strategic management of infrastructure services.

It is disappointing that such a significant decision is being based on such little information that is being released to the public. Understandably there would be confidential reasons to not release certain information due to the industrial relation issues a restructure creates, however, there is little to no information outside of the Mayor's comments, as to why a restructure is required in the first place. At a minimum I would have expected a public report by way of an agenda item to include a thorough business case identifying the initial need for a restructure, which would have included:
o The need for the organisational restructure
o The benefits of the organisational restructure
o The impact on the community, businesses, and Council staff as a result of the restructure
o The costs of the restructure, including initial costs and ongoing costs

o An analysis of how the proposed benefits outweigh the costs of the restructure, now and into the future.

Unfortunately without this level of detail, I am left with more questions and concerns than confidence that this proposed restructure is based on quality leadership for the benefit of the region, these questions include:

• It has taken since 2008 (time of amalgamation) to arrive at the current organisational structure and for us to move forward as a region together, as one region, not five. By naming each region the previous shire names I fear this would only further divide the region in a fight for resources inside one organisation.

• Is it financially sustainable to employ five new director positions at a level one under the CEO to manage the resources of smaller regional towns? Could this be better managed through a different organisational structure model or by other means that may be reduced in cost?

• As the region is facing difficulties in recruiting suitably skilled staff, how does Council intend to recruit suitable skilled professionals to fill these roles in rural towns? Will the Directors have to live in their assigned town? Or will they be able to commute? If suitable candidates wish to commute from Roma, how is this different to the current centralised organisational structure model?

• The restructure has been purported in media as increasing efficiencies that will reduce costs with no job losses. How is this possible through this model? For example, If 100 staff have to do 100 tasks in 1 year, and efficiencies are introduced to improve the delivery of services, and the same 100 tasks are now completed in 6 months, with the same amount of materials used as before, the only cost savings would have to come from a reduction in staff and job losses.

• As the new structure would increase the independence across the region (with the new director positions), what new governance structures will be put in place to ensure this new level of independence is used correctly and sustainably? For example, what impacts will the new restructure have on the the utilisation of Council's plant assets and the purchase of new plant to deliver services within each region – noting the Maranoa's below median asset sustainability ratio across the resource sector Councils (See QAO 18/19 financials audit report). There may be a potential risk that a decentralised service model may lead to the decrease of plant utilisation and the purchase of additional assets further putting the asset sustainability ratio and efficient delivery of services at risk.

• The proposed restructure of a CEO and 8 directors seems outside of the norm compared to other executive team structures for comparative rural Councils, and even larger metropolitan Councils. Without a business case, what is the justification for the top heavy executive team compared to the 5 example Councils listed below.

o Murweh – CEO and 3 directors
o Balonne – CEO and 3 directors
o Western Downs – CEO and 3 directors (general managers)

o Toowoomba Regional – CEO and 5 Directors
o Brisbane City Council – CEO and 6 Directors

In summary, I can understand some potential benefits of the proposed restructure (primarily that of increased accountability for each part of the Maranoa region), however, it is my opinion that the cost of the proposed restructure will not outweigh the potential efficiencies that may be gained from such a restructure. As a community member, I would prefer to see such a major change for the delivery of Council services to be supported by a robust and transparent business case to answer the questions I have put forward in this feedback response. Without such information to analyse the costs and benefits to the Maranoa community, I would encourage each elected Councillor to not support the motion of the proposed restructure.

16. After comparing the old structure with the new I must say I'm a little concerned about the direction that the council is taking and certainly more questions than answers. On top of wanting to see a costing for the change I would love to hear from anyone who worked for the council pre-amalgamation and continued to work afterwards and on all levels of employment, about what the work environment was like. What was the relationship between towns like and how do they think it will go if each town has to share plant. If the new structure is going to include full plant foe each town or does it still work on the same system as now??The best feedback you can get is to listen to the people who worked through the change
Not to mention that 200k/year for 5 new directors equals a lot of plant for each area as well as staff to operate it
I would hope the people we elected to do the best for us as a community would ask more questions around costing and how this is going to be paid for before voting, you can never have enough information about how this change is going to impact not only staff but residents as well

17. I understand why many people are finding it difficult to provide feedback given the absence of costings etc; however I also know that this is what residents in small communities outside Roma requested & what was promised by the Unity group of Councillors so I feel the Council & support staff need to find a way to make it happen…

18. I am hoping with the restructure we have accountability, transparency and cost saving. We may get back in our smaller communities what we have lost in the amalgamation process.
We seem to concentrate on the negatives within council, or maybe they are more vocal.

After having worked for council, now being a ratepayer and a resident of this shire I have witnessed a massive amount of waste and lack of accountability on a lot of fronts. With the new structure let's hope we have a plan that suits our town and our people. Not have one of the Mitchell gangs have to go to say Wallumbilla and camp
or travel to complete a job that someone there could do or vice versa. Someone approachable, with a plan would be great!

19. Can you please provide a cost v benefit case study. What will the cost of extra directors and 5x new position of overseers be and where will the savings for these positions be from? You cant just say that council will be able to be more efficient in other areas to provide this money, please provide the documentation to show this. Where will you find 5 new people that are up to 'director' standards when you have havent been able to fill the infrastructure position with a suitable applicant? Or are you just going to use existing people currently in council who would not have the skills to adequately fit the position description and give them a massive pay rise with no benefit for the extra money? Do we need 'directors' in all the towns? Have you done a case study of just an 'overseer' instead of a director? If the issue is roads as mentioned in other feedback, why does everything else have to be changed as well ie libraries, customer service, tourism?

20. Overall, I think a one page organisational chart is not enough for informed public comment. A thorough business case should be undertaken to see if is feasible, practicable and economically viable to undertake the proposed changes. My concerns with the proposed changes are: 1. It has been over 10 years since amalgamation and significant money, time and effort has been spent getting the Council to where it is now. It would be interesting to see a comparison of this embodied cost to the cost to complete these proposed changes. 2. Splitting workforces tends to create "silo" mentality where individuals are reluctant to share and processes diverge to create inefficiencies. 3. It has said that no employees will lose their job during this process. If for instance a position is moved to another town and an employee is unable or unwilling to move, will this result in job losses? 4. Council does not have the capability to provide one of every resource to each community. How will the sharing of resources/equipment be managed (especially large pieces of plant)? 5. Is it appropriate to use the old shire names? Do they hold any relevance today or is it just opening old wounds and rivalries? 6. Will the operational regions be drawn along geographic shire boundaries? For example Orange Hill, the Roma Gun Cluband Dargal Road subdivisions are all in the historic Bungil Shire Council. Will these be managed from the Bungil team who will presumably be located in Injune? Bungil after all was a donut council that surrounded Roma Town. Or will the Bungil team be split between Roma and Injune? If the boundaries are redrawn different to the historical ones, will there be community consultation for this process? 7. Of the current 3 directors positions, one has been unfilled for over a year.

I expect it would therefore be very difficult to fill the additional 4 proposed director positions with high calibre candidates.

21. I am not against changes but when these changes are being put forth with not costings for and against the changes. We need to see how much council expects to save with these changes and where they intend to spend the money saved. How much will it cost to implement such changes. As far as I see the smaller communities of this shire work extremely well and its is the larger centre of Roma that lacks any direction. Also will council be using existing employees to fill these positions or will they be seeking people from out of the community. With changes does this mean more employees in each town which to me means spending more money and do we have the machinery already in Council to allow machinery etc to be placed in each area or will it be each area has to apply for the machinery to be in their areas at certain times. With my road only being graded once a year and living close to Roma its appalling how do you intend to make this better. As a council I always believed that each councillor was elected on their own individual merits never have I seen a party put forth. It is very concerning that some people of this party make no decisions on their own. I would like to see individual councillors go out into the community on their own and speak to ratepayers on their own and tell us how they see these changes will A. be better for the shire or B. not good for the shire. Isn't it better to move forward rather than two steps backwards. If it ran so good years ago why was it changed. I feel more research needs to be taken to fully establish if this is a step in the right direction or a slide back to the past.

22. I believe this restructure has to save council money in the long term. Bringing our workforce back home to their families will boost morale. I believe when people are working in their own area they will have more pride in their work as they can show off what they have achieved. I support the restructure.

23. I cannot understand why this is necessary, nor how it will benefit those in the Maranoa. I may have voted members of the unity party in but that does not mean I agree with this plan! Nobody I have spoken to does, and I cannot understand how council would move forward on this. Who thinks this is a good idea? We did not vote to spend upwards of a million dollars on directors. Which is what it will cost in wages as stated by councillor McMullen. Not to mention how are they even going to find director level qualified staff. This is only going to make the council more top-heavy, and increase division between those who live in different towns. And we the people won't see a cent of benefit! I can see I'm not alone here and I really hope the councillors actually take the time to read this feedback and stop mindlessly agreeing with every word that comes out of Mayor Golders mouth!

24. Look Forward NOT Backward Where would The Wages be coming from ?????

25. I think it's a great idea to be able to talk to a local person in your own town or district and not have to ring someone who has no idea about your problem or area .Has to be a good thing. It's not going backwards it's going back to when you had someone that's local to talk to. And where is the million dollar figure coming from that is being thrown around in the local -not local media .There are lots of good people working in the council surely some of them would be promoted to the positions which I think would be ideal. There are too many negative people around! Let the mayor and councillors do their jobs. They were voted in by the majority

26. Is this Restructure Value for Money? Believe council needs to be accountable, transparent and sustainable to move forward. These objectives would need to be accessed regularly. More information is required to comment - costings? What are they? Big pay checks do not equate to good results. Restructure is certainly needed however at face valve this model seems very top heavy. Would question? Are 8 Directors required when it could be done with 2/3 Directors. On this assumption the costings need to be made available.
A decision on this proposed restructure cannot be reached until all facts are presented, especially costings on the old and the new business structures in order to make an informed decision.

    NB: At face valve it is preferable to talk to someone locally with their heart in the community. It is very embarrassing and frustrating to explain to the council receptionist in Roma that Mungallala is in the Maranoa!

27. I find it difficult to understand how the Maranoa Regional council can justify having more paid directors within its work force then the Gold Coast city council. I believe that their is no current budgeted workforce plan to cover (which is fully costed) and therefore will send the rate payers broke over the coming years. Usually when a business or a company embraces an organisational restructure there is a requirement for a fully coasted business case and an organisational change plan to evidence the need and cost of such a decision. In the total absences of these documents a mob of sole traders who do not fully understand their role or how to provide corporate governance to a multi-million dollar public sector entity. It is also noteworthy the complete lack of vision when the only thing our elected members can focus on is taking the Maranoa back 10 years.

28. Leading up to the elections, policies were put forward by nominees, including the Unity Group. These nominees were elected on their policies. It is not hard to understand that a majority was attained by these Councillors, we've been through a democratic process where policies were clearly articulated, the people voted and now we have our elected members! I believe the 'going back to local' promise was what got the majority of these Councillors elected and so I endorse this proposal and congratulate those involved.

29. Thank you for the chance to comment, I am currently a contractor to MRC with wet and dry hire machinery. Im grateful to be rated a 5 star local for 8 years now. Even though I reside in Mitchell, the bulk of vendor panel requests I tender for and receive the jobs for are Roma or other outlying towns based, I think this is due to the fact Mitchell plant have mostly enough equipment to be self sufficient and I do receive occasional contracts locally though and am always grateful for those . I am concerned that this restrucutre and going back to local would change the ability for a contractor to tender for Maranoa wide machinery hire?

    I would be more than happy if it was just local hire for the area in which I reside, but there isn't enough work around our little town to support that. Look forward to hearing how Council are going to proceed with contractors and Maranoa wide contracts with wet & dry hire, plumbing, electrical, handy man etc. Thanks for your time.

30. Local Governments are elected for the good rule and government of their Local Government area. That has been a fundamental principle of all iterations of the Local Government Act since it's inception. Electors within those areas get to pass their opinions at each election on how well that principle has been observed. When the last elections were held less than 12 months ago, the proposed move back to local management formed a central and clearly articulated policy plank of a number of the proposing candidates. The subsequent polling results clearly indicated two salient points - (a) there was strong community support for an organisational restructure which delivered on the local management promise and (b) there was little community appetite for "more of the same" when it came to the overall operation of Council. That is the democratic process.

    Organisational restructures are the tool of choice to improve organisational efficiency and effectiveness. Centralization has not been great for the former Booringa area, a situation which may well be shared by the other outlying communities. Aside from the frustration residents feel with waiting for requests to process up and down the decision chain, the absence of local knowledge from decision and planning processes doubtlessly adds time and cost to many outcomes. Were those decisions to be made locally, much of that could be avoided. At the end of the day, Councils are striving to make decisions that are timely, cost effective and fit for purpose. Local decision making is definitely more aligned to those goals.

    The retention of the old Shire names is also a positive move. Amalgamation stripped the smaller communities of so many things, e.g workforce, equipment, representation and decision making ability, but the former names live on in many areas. We see comments like "look forwards not backwards" but it is hard to successfully progress forward without a solid base to build on. In Maranoa, that base has been provided by all of the member shires (with their individual contributions being a matter of public record), and preservation of their area names is certainly justified.

We note also, comments/questions around additional costs. Obviously, these are legitimate questions and only time will tell whether or not they present tangible problems. The concept of "Cost Vs Value" is however, often overlooked when new proposals are mooted. In bringing this restructure to the table therefore, Council is not only honouring an election commitment but making a serious effort to improve the way in which it delivers its services and discharges its duties. The restructure may not be perfect in its first iteration but as Tom O'Toole famously says "The secret to getting ahead is getting started."

31. As a retired resident of one of Maranoa's small towns, who has served as a councillor for all or part of each of the first 3 terms of MRC, I have the following thoughts or concerns about the proposed restructure.
• This feedback request is basically insulting as it is not accompanied by the detailed information we need to make an informed response – in particular the costings, the source of the supposed savings, a detailed explanation of what and how current positions are being changed and the real impact on each staff member.
• The massive increase of top-level management positions will increase the bureaucratic requirements of administering a local govt entity that has to constantly demonstrate equity, transparency and financial viability. It will also increase the daily intricacies of communication, decision making and interaction including, but definitely not limited to, needing to have 8 Directors available (preferably in person) for each Council meeting.
• The increased financial cost of the 5 new directors is an increase we ratepayers will have to fund for a minimum of 3 years, whether this format works or not – ie we will have to meet the terms of the contracts, which are usually for a 3 year term, with this probably being the minimum any worthwhile applicants for the positions would be prepared to accept.
• I am concerned that two of our stand alone business sections – Airports and Roma Saleyards - have been placed under the control of the Director – Roma. Both of these entities are self-funded, with separate Reserves maintained to meet future financial requirement, and must meet stringent and complex external regulations and reporting requirements. They have been ably managed by the Director of Corporate and Community Services and should not be put at risk by placing them with an unknown and untested prospective employee.
• It is also concerning to see Regional Events Attraction as an add-on to the Director – Roma, area of responsibility. Despite the brakes applied during 2020 this focus area for council had already proven worthwhile and should be one of the major components of our economic development going forward. Other local areas should not be going cap in hand to Roma to seek support for their events.

• There is no information provided about how efficient links are to be established and maintained between the Regional areas of responsibility, including Facilities, Rural Services and Arts and Culture and the local directorates, which have been given the immediate control of swimming pools, libraries and local development. One area previous councils fostered was a team approach for our stand alone staff, with opportunities for shared planning and inservicing. A return to a silo approach will make this strategy – which I know was popular with the staff concerned - harder to maintain.
• We need much more information about what is intended by placing both rural and urban roads into the new directorates. I realise that some residents will interpret this as keeping local staff 'at home' instead of working in mobile groups with frequent camp out periods. However this specialised teams strategy was developed to enable Council to maintain employment, as no one area has the financial capacity to keep road work staff fully employed. It also enabled Council to invest in our road work staff, upgrading their skills so that Council could regain DTMR approval to tender for RMPC jobs. Tendering for and gaining external roadwork contracts have been a significant factor in Council being able to both maintain employment and gain extra income for our own roadwork needs. (Note – amalgamation meant the additional roadwork funding provided to designated 'small councils', which all of our pre-amalgamation councils were, was stopped. We are not getting it back again, no matter how small we dice our region.)
• A number of previous respondents have commented on the lack of Portfolios in the current Council. I had a number of Portfolio areas during my terms and I found them invaluable in enabling me to gain deeper understanding of the complexities of each area. This in turn meant I was able to better understand the detailed reports staff provide, to question more precisely and to occasionally be an 'interpreter' between residents and staff. I think it is a great loss to our current councillors that they are not being given this opportunity. Equally I was very disappointed by the summary cancellation of all of Council's Advisory Boards, which provided ongoing opportunities for ratepayer input to significant areas.
• The proposed names for the new directorates are obviously designed to wave the flag for deamalgamation but they are meaningless, in terms of clarity, to most people. I am greatly interested in history, and am pleased that my suggestion for Warroo's history to be included in the redevelopment of Surat's Lion Park was implemented so well, but if this goes ahead we need names that are specific and clear, not names that need clarification/explanation.

32. Reading many of these comments has further convinced me that this is not a good decision for the region. Aside from the fact that I just cannot fathom why we would employ so many directors, at such a cost, as well as the cost of their support staff which will be astronomical no doubt... I just don't believe that this is a good idea for the Maranoa. I don't understand how this can be brought forward without any economic planning to see if it's really viable. You cannot just say that it's going to create savings through efficiency eventually... If you are going to lead you need to do it properly. Show us facts and figures please, we aren't supposed to just have to take you at your word.

I understand that councillors may feel they have to do this given their election promises, however there are many ways to decentralise council and go local without restructuring and creating such a top heavy organisation. As someone who did vote for current councillors I am concerned. I don't appreciate a lack of transparency, why for instance are the public not trusted with seeing all of the possible options that were put forward? Personally Im starting to feel like councillors and the mayor have gone in with a specific mindset, and even when they are faced with reason and new information that they were not aware of prior to election- they still won't shake from that original path. I thought I was voting for people who wanted what was best for the Maranoa, and I don't think that this displays wisdom. I miss councillors having portfolios, I think it promoted accountability and helped us know who to talk to when we had concerns. I am not supportive of this restructure and hope that these comments are taken on board.

33. Could you please let us know how this is supposed to save money? Employing 5 new directors seems to me to be very top heavy, as I'm guessing each will need support staff. Why were the staff so concerned before Christmas if there won't be any job losses? As Pauline Hanson would say, "please explain!" How are we supposed to give proper feedback when we have nothing to go by?

34. I am a proud resident of Mitchell and my observations since amalgamation is that we have lost more than we gained.
The small towns and surrounding rural areas seem to be overlooked in a lot of areas. Having a local based direction surely will be advantageous as local concerns can be raised and considered through people with an invaluable knowledge and pride in our area. I support this restructure wholeheartedly.

35. The proposed structure appears to have no costings, identified savings and no budget so therefore how can it be adopted.
My concerns with the proposal are:
Too top heavy(council this size should have no more than 3 Directors).
Lack of flow from local through to the regional aspects.
Loss of teams - which is currently working well. Some of the teams are Libraries, Local Development Officers, Rural Lands and Customer Service. Prior to 2008 they worked in isolation so to speak being one of a kind in a shire. They are now part of a team that can come together to complete a project, host an event, receive training, be there to backfill and provide professional support for each other. These teams report to Team Leaders/Managers that have experience in their fields.
What will happen with the current managers when their contracts expire?
Workload would differ between Directors.
Sourcing Directors to come and work and live in the smaller communities.

If miraculously this extra money can be found why not increase staffing levels and plant in the roadworks and town and surrounds teams and have more accomplished on the ground. This would also create more benefit at a local level by having more staff employed and living in the smaller communities.

36. To bring more structure and direction to the smaller Communities can only be a good thing it would have to be more efficient than the method now in place, less hands to go through and those on the spot will be more conversant with the problems. If each Community had its own workforce and plant work would have to be done more cheaply than same coming from other areas. So much was lost with Amalgamation and very little given back. I support the Restructure.

37. The restructure was part of council policy put forward before the elections. If the restructure allows for more localised decisions together with utilising a locally based workforce the restructure would be a positive move. Greater accessibility to council staff to respond to the needs of the community would also be positive.

38. I don't think we need anymore "chiefs" but would benefit from some of the areas of council being localised.

39. Having been involved in the Mitchell Community for 20 years, I feel strongly that going back to local roots, and being represented by local directors similar to a CEO position of the old Booringa Regional Council in each community is essential. This ensures that each community will feel it is being heard and is a part of important MRC decision making. They will have a representative who has listened to the very people who live in these communities and who will feel the impacts of these decisions.
    It will instil a sense of pride and accomplishment and will watch over local services and events to make sure they will be executed to the benefit of the community & MRC.
    The MRC will then have a delegate that has an intimate understanding of the community they represent and therefore able to convey the wants and needs of the people in that area.
    This way the MRC will be able to direct services and needs to these communities that are required and not what they 'think' it needs. In the long run saving time, funds and services that may not be required.
    A community that is neglected and ignored breeds discontent. How is a community to thrive and prosper if the very organisation who is supposed to represent them are not listening?
    Centralization after amalgamation has not benefitted the Mitchell & surrounding communities. Equipment, services and the workforce has systematically been removed. Over the years since amalgamation businesses have slowly been leaving taking with it families. Our towns are dying, and locals are feeling despondent.

40. Concerned we will be all chiefs and no Indians. My understanding is we already have local town contacts in each town. What would be more valuable is ensuring they are the best fit person with good communication skills with an improved process to respond. Many times these reps solve problems without fan fanfare. I can't see how 5 directors roles won't add over $1m annual operating. Really is this the only way? Filling vacancies is tough enough. Many problems occur when key roles are left vacant for extended period as other staff are trying to fill 2 roles in the interim. Council should aim to be a good and attractive employer but reputation is diminishing as just a place to burn out good people. That is not sustainable. Councillors are nothing without the council team to make it happen. You don't employ smart people and not consider their advice. Please more detail. We are.a democracy and can find the best solution but creativity not condemnation is where the innovations can come from to resolve persistent problems. I would hope there is strong evidence supporting claims current processes are not adequate.

41. Going back to 'Local' has been a statement that has been thrown about fairly liberally for the past 4 years or more, and yet still there is no clarity about what this actually would mean or look like in 'real life'!

    Please as Elected Members (Mayor & Councillors), have the respect for the people who voted you in, and also the ones that didn't, to do meaningful consultation by providing open and transparent, and factual information in this matter, and others that would have a huge impact on communities but internally for Council as well. Sending out a 'high level' draft organisational structure without any detailed information, financial implications or even just base costs, or importantly clarification and factual information of where 'savings' will actually be achieved, and the validity of the sustainability of this beyond one moment in time, when these director positions and changes are to be implemented at a Cost Unknown!!

    What will be the impact on staff and positions, although the statement about 'no sackings' is in print, where is the trust and surety around any sort of internal restructure to accommodate these positions, and further that if a valid position became vacant due to someone leaving, that it will not simply just be crossed off the structure with the swipe of a pen!

    In regard to the new Director positions in the relative areas, regardless of what they get named, what will their actual authorisation ability be, considering as a Council the Budget is set through appropriate meeting processes, and any major decisions or changes usually should have come to a meeting for full consideration. Who will make the decision on what the budget will be for each Director in the new proposed structure as each area (if deemed to be as pre-amalgamation areas) is not the same size or have the same issues or problems, and what impacts will this have in regard to work crews, machinery, timing of work schedules etc, and will the Directors have the authority to utilise the machinery or spend $ outside the budget allocation if they feel this is necessary for their area?

What implications does this structure have for the CEO in regard to staff positions generally, as well as potentially if one Director identifies their area as needing 'more budget' , does another Director's area then have to get less? Someone or something somewhere will have to take a financial hit as at the end of the day the income and available dollars for any spending is from the set Annual budget delivered by the Mayor & Councillors....unless there is a 'magic bucket' to pull extra $$ out of?

History has shown that even as a Councillor trying to advocate to make changes to policy and ensure they still fit with legislation and budget considerations, or get modifications made to maintenance schedules or infrastructure changes has not been an easy task, and far more complex at times then people wish to understand. If the current council truly wants to make changes for the betterment and inclusiveness of all communities and rate payers, then start with continuing reviewing, or even starting to review some of the things, like rural roads amongst many others that communities are still waiting for resolutions on, that previous Councillors had put a lot of time and effort into but these never got completion or even made it to the meeting table, and use your current position of responsibility (not power) as a Mayor & Councillor, to truly look at what is working and leave it alone, and identify what isn't and actually why, not the imaginary why, and make legitimate meaningful changes to assist the whole of the Maranoa Regional council area ..not divide it by putting forward meaningless information and ideas for changes with no validation for what the outcomes will be, or even if any improvement on the 'trigger issues' will actually happen, and pretend this is Consultation!!

42. I do not support this restructure, I do support change but only change that will make a difference to the area that requires attention. This structure is just more top heavy with the introduction of a 5 new Directors and 5 new Overseers. During the election process Unity Maranoa ran on the going local platform. Why is Injune the only area that will not have a Director, Overseer and road crew located in their town. Unity Maranoa promised to bring staff to the smaller areas, increase economic stability. Why have they chosen Injune as the only larger town that will not get this? Are the old shire residents going to expect and receive the same service they got previously (see Mitchell comments)? Is the olden days as golden as they remember? Are the Injune Staff going to be expected to drive across to Muckadilla to mow the lawns, is more equipment/staff going to be budgeted for to allow this to happen. How is this saving money, there will be still camp out rates, still vehicles on the highway everyday coming out to the north, still machinery being lifted across the shire. Where is the costing plan for all these expenses. From where I sit these 10 new positions will cost the council closer to $2M dollars then the $1M figure given. From my understanding of council and from watching the meetings it is Council that set the Strategic Direction of council and the Directors enact the Strategic Plan and Budget down the staff. How then is when a grader driver suggests to a new Director 'if we bought a you beaut grader I could get this job done in half the time, therefore save money'. The Director cannot just run out and order a new grader.

We have seen over the previous months that council rarely take recommendations from staff anyway, when it comes to fiscal responsibility. Staff can only operate as fast as council processes reports and with some meetings in previous months laying up to 20 reports on the table till the next fortnight, I'm not sure the fault all lies with the org structure.
Council needs to take a harder look at how council currently operates. Actually have workshops with the officers on the ground. Council is losing good staff all the time.
With the cessation of Portfolios, the dismantling of Advisory Groups, the forbidding of all councillors to speak on council business to the media and the introduction of 10 new staff members in senior positions I'm starting the believe the majority of council do not wish to be held accountable or be required to speak to or listen to the ratepayers. I cannot believe with so many business people sitting around the table the majority are not asking to see a budget, the benefits, the cost savings that are going to be achieved, where the budget could blow out with this structure. Where is the transparency promised at election time?

43. Dear Mayor and Councillors,
Firstly, I would like to commend you all on your dedication and commitment to the Maranoa and our communities.
However, I agree with others who have commented that far more due diligence should be completed before such a major change is implemented and that it appears to be a step backwards by only increasing the bureaucracy in each are at the expense of the workforce.
I am amazed that we were not given more financial information and options considering 3 were developed. We were provided with more options and costings when asked for our input on relocating a waste outlet at an Injune Café then we have been provided with now on changing the total way the Council operates and how staff will be affected in the whole Maranoa.
For those of us that voted for you Mayor Golder and members of your Unity Team, I expected that your team, who stated that they were like-minded members of the team with similar visions, would still do the appropriate due diligence when considering your motions. I have suggested to a couple of councillors that perhaps they should get you to write a spiel for them so at least it looks like they are part of the discussion. It became obvious that they do have to vote on party lines, as when prior to Christmas, due to a decision going against you, a hastily organised special meeting had to be convened to overturn that decision.
A couple of questions I have are:
Will these directors be able to make decisions or will they still need to refer to the Council for approval? If so a Councillor responsible for each district may be a better option.
Will these directors be able to make decisions or will they still need to refer to the CEO? The CEO would still be responsible for their oversight and budget adherence.

What is the total cost per location? Director on $200,000 and, as has been said elsewhere a $150,000 overseer at each location and I assume additional secretarial support? Together with housing and additional motor vehicles.
What budget, staff and equipment will they need?
The main benefit that has been mentioned continuously is to have someone in each town that can see little things that need doing and get them done.
A far better option would be to amend the job descriptions of the existing Community Development Officers and Business Development Officers in each location to allow them to look for these little things and then to employ additional workers in each location to do these little jobs at say $60,000 each.
I would suggest say 3 in each location to start with.
I would like to know more about the cost savings as these have not been provided.
I hope that you will consider our comments.

44. It is clear the Councillors and Mayor in favour of this restructure are not listening to the majority of staff, ratepayers or residents.

    As business owners would you not want to see a cost analysis? Further research? Achievable milestones and the benchmarks of success? Your not only restructuring an organisation - what you vote on will send ripples through each community and family in one way or another.

    Surely addressing the regions declining population, advancing tourism and economic stability is higher on the things to do list than checking a box to say you delivered something. Look to restructure the Road Crews if the issue is roads, then go and find some more money because maintenance and building roads are expensive and your pool of revenue is getting smaller after you heavily discount rates and natural gas accounts for business owners.

    Please do not do this. We do not live in the past and must look forward to the future. Ratepayer, resident and business owner.

45. I believe the new proposal would be a much fairer system for the whole Maranoa Region, by giving power back to the local Communities to help make the decisions in their area. Thereby giving more ownership to the local staff to improve their communities.
    This proposal was campaigned on by the Mayor at the last election.
    The supporting Councillor's were elected with the highest number of votes.
    All higher levels of decision making are centred in Roma, by decentralising the structure would allow better outcomes for smaller towns in the area.
    The system in place, is not working to benefit the whole region, therefore a new structure has to be found to improve efficient delivery of MRC services to the whole community.

46. I don't believe that this restructure is the best way forward. As a Mitchell resident, I understand feeling left out, but I also am old enough to remember that things were not perfect back when we were seperate councils. We had to amalgamate, it wasn't our choice, but I don't think that separating out again is the answer. I think it's taken 10 years to make our current system, and while I low it's it perfect either, I worry about how long it will take to develop and implement another new system. It doesn't seem worth it. To me, this doesn't seem like a well thought out, cost effective plan to bring local back into our communities. We could have an awful lot of local ground crews and on the ground people in our little towns, for cheaper than a few more higher ups who will come out for the cash for the short term but won't be invested in our communities. How do you propose we attract and afford qualified directors? It's no good having a you-beaut strategic plan unless it's actually practically possible.

    I think councillors should be more concerned with infrastructure, roads, sewerage, and waste management. Have councillors actually looked at the dumps recently for example? The yuleba tip is a health hazard and an eyesore! Had to go to the Roma dump for work the other day and couldn't believe my eyes- you nearly have to jackknife your trailer just to get around there- why?

    I also worry about attracting and keeping good staff. I've never seen morale so low among council workers... and agree with others. Council used to have a name as a good employer- now nobody wants to go near the place! I don't think this talk of restructure has been good for many council staff from what I've heard, and after all aren't they the ones who have to implement it? I Just don't think this is the best way to bring local back to our towns, but I can see this new restructure causing many more problems than it will fix.

    Not sure whether this is helpful or not. But it's my two bob.

47. As a long term resident and ratepayer I am completely at a loss as to how the proposed structure will work, no budget, no costings, no idea.

    I voted for some Unity Maranoa members foolishly believing they would vote with their conscience not have a mob mentality.

    Please show us the costings and a more detailed plan. When can we expect you to be accountable and provide feedback to all our concerns.

    Letter attached below:

    Dear Maranoa Resident,

    I have serious concerns with the unfunded proposed organisational change that the Mayor and his Unity Party members are pushing through Council .

I am one of nine former Councillors that was responsible for dealing with the forced amalgamation in 2008 and the challenges of bringing our region and Councils workforce together. having been both a Councillor of the Bungii Shire and the Roma Regional Council prior to the change to the more inclusive Maranoa Regional Council I know what the before and after looks like.

I lived the emotions of seeing our communities come to terms with forced amalgamation. I have also seen how much our community have grown and accepted the change and how the new Maranoa Regional Council delivers for the community , is it perfect ? No . But it is undoubtedly the most cost effective model to deliver services to our residents.

I strongly believe Council needs to refocus its energy into maintaining and upgrading our road networks, this can be achieved without an expensive wholesale de-amalgamation of the council workforce that the Mayor is proposing. I just don't believe braking us back 12 years, adding another $1 million plus dollars to the wages bill every year to employ directors who will work from Roma is the answer. I understand the new director to be appointed for the former Bungil Shire area won't even work in Injune full time , what kind of farce is that ? Where does Muckadilla fit into the proposed change?

No Budget or costings Have been developed to support the Unity Maranoa plan . I am gobsmacked to understand how the Mayors plan can proceed without the most basic due diligence . In my time on both Bungil and Maranoa Regional councils Councillors would never have made a decision on any matter without knowing what the costs are going to be to the ratepayer .

In the development of this re-structure there were three proposals prepared - yet the Mayor, Deputy Mayor and Unity Maranoa Councillors have blocked the two other options from being released to the public for" consultation "the arrogance is astounding.

If you feel like I do , you can do what many of you did when I was on Council, pick up the phone and ask one of the Councillors why this is happening, how much it will cost and how it can proceed without the most basic of due diligence. We need to put pressure on the decision makers to answer these critical questions .

Joy Denton
Former Bungil and Maranoa Regional Councillor

48. Totally opposed
Having looked at the organisational structure there is no indication of staff being put off to make the new structure at least cost neutral. The ratepayer will have to bear the cost of the new structure or services will have to funding reduced. While the structure looks good for the smaller towns in the region, the devil is in the detail and these areas will lose services due to funding put towards the director position. Not sure the ratepayers can afford $1 million to fund these positions.
Are Councillors aware that under govt legislation they do not get to chose the incumbents for these positions.

This proposal is totally against the principle or regionalisation in councils and certainly should be opposed at every opportunity.

49. The present council was elected on a platform of change, with a big majority.

It seems that there is a concerted effort by a few to disrupt any change. Maybe it is a personal thing with some employees.

If change is made, like the sailing boat and the wind changes you train your sails to move forward.

Most staff learnt to get on with it and get it done. The council has made the decision for change and it is up to staff of all levels to make it happen.

So get to it!

50. In the election campaign Maranoa Unity Party emphasised “go back to local” not “go back to Bungil”. If this plan goes ahead the Injune Director must live in Injune or it defeats the purpose of the change.

This feedback is due Jan 25 and the meeting to decide this is 2 days later Jan 27. That tells me that Councillors will not even see or consider this feedback. It is a sham.

This will not work unless each director has their own budget and that is not possible.

This is creating a very horizontal chain of command. In the military it is a vertical chain of command. Take a leaf out of their book and make it sensible or there will be “bullets firing in all directions”.

I believe this is the Mayor and his team trying to assert authority and have “change for the sake of change” really nothing will change except the role of the area managers to who this is a vote of no confidence in the role they have been doing.

5 directors will have to be sourced from outside the Maranoa – is that shopping local? Otherwise let the local area managers step up to these positions.

I think there will be less money for roads unless a pot of gold is found.

The issue of improving road maintenance could be solved with better communications in the current system and would not unsettle the staff.

You will lose a lot of good staff – they are already leaving over this trivial egotistical notion to unscramble the egg that is MRC.

51. The long term viability of the region in my opinion depends on the growth of each individual town within it. While I understand the amalgamation streamlined many processes which is great, what it lost though was the key advocate for each town. Someone who really knows the locals, the history, the needs, the opportunities for growth in their town. Someone who loves and is passionate about their town. Creating jobs is the single most important thing to keep a small town alive, having someone to help the region capitalise on opportunities within each town makes perfect sense. Creating more jobs, keeping locals serviced and happy, keeping families here.

    I can't help but feel like the amalgamation is like banks streamlining their processes, taking everything to the major cities- we rarely get to speak to a local bank manager anymore about our needs. There is no face to face contact to discuss loan applications, no value given to integrity or personal circumstance when making loan applications. We are just a number and a checklist ticked off in a major city. Is it more efficient? I guess so. Are their customers more frustrated, disgruntled, unheard and unhappy? Most definitely.

    I am a rate payer in the town of Mitchell and former resident.

52. Thank you for the opportunity to comment on the proposed Oganisational Structure. I think what the Mayor has proposed will give the 'old' shires a sense of belonging – give us back our old identity – Booringa for me. The current system is a total failure we will have someone to approach – face to face – instead of being shunted about to a voice on the phone. The person will be accountable to there community.

    One thing about this consultation does surprise me though. The Mayor and some Councillors campaigned for this very change. The election

53. There needs to be more information on costs as it is impossible to make decisions on limited data.

    Concept is reasonable but getting right personal with skills and ability to carry out the new job is questionable.

54. Mitchell needs to have its own identity and we need to go ahead instead of backwards and this cannot be done if we are all run by Roma. Local people know the workings of the Booringa Shire and would support this 100%.

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 7 December 2020

Item Number: 11.1 **File Number:** D20/116614

SUBJECT HEADING:	Railway Historical Cemetery
Classification:	Open Access
Officer's Title:	Manager - Communication, Information & Administration Services

Executive Summary:
Council received correspondence addressed to the elected members, in relation to Council supporting the preservation of railway land originally used as the site for Roma's first Cemetery.

This correspondence was presented to the Council meeting held on 11 November, 2020 with the recommendation that a report be prepared for an upcoming Council meeting.

Officer's Recommendation:
That Council:

1. Acknowledge from the research provided that the railway owned land of Lot 335 on CP WV 1915 is the site where Roma's first cemetery is located.

2. Contact Queensland Rail as the registered owner of Lot 335 on CP WV 1915 to ascertain if this lot would be available to acquire for the historical preservation of the early grave sites located at this site, possibly dating back to1863.

3. If successful in obtaining the railway land, work with the local historians to erect a plaque/memorial marking the significance of the site.

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).

Local historians, Mrs Dorothy Brindley and Mrs Beryl Giles have asked for Council's support to preserve the original site of Roma's first Cemetery.

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 requested a report be prepared, to ascertain the historical significance and the possibility of preserving the original site of Roma's first Cemetery.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Local Historians Mrs Dorothy Brindley and Mrs Beryl Giles have complied significant research into the location producing records of Roma's first Cemetery. (attached to this report are documents outlining their research).

Some graves may have been relocated to the current Roma Cemetery, but the majority (pre 1881) are believed to be still buried at the site on Railway land – Lot 355 on CP WV 1915. (a list of these burials, pre 1881 is also attached).

Council's Cemetery records for the current Roma cemetery commences in 1881, however, the research provided does show that the first Cemetery was located on Lot 355 CP WV1915 with possible burials dating back to as early as 1863.

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)

Mrs Tanya Mansfield – Manager - Facilities (Land, Buildings & Structures)

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?***

Any incidental/administration costs would be absorbed through our Cemetery maintenance 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)

If the site is secured, budget would be required for signage and preservation of the site.

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

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 research provided by local historians Mrs Dorothy Brindley and Mrs Beryl Giles, the land owned by Queensland Rail – Lot 355 on CP WV 1915 is the site of Roma's first Cemetery.

There is sufficient evidence to support the need to secure and preserve this land as the site of Roma's first Cemetery. As part of Roma's history it would be a site of cultural significance and the preservation of this site would be well received by the Roma community.

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:

1. Acknowledge from the research provided that the railway owned land of Lot 335 on CP WV 1915 is the site where Roma's first cemetery is located.

2. Contact Queensland Rail the registered owner of Lot 335 on CP WV 1915 to ascertain if this lot would be available to acquire for the historical preservation of the early grave sites located at this site, possibly dating back to1863.

3. If successful in obtaining the railway land, work with the local historians to erect a plaque marking the significance of the site.

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

N/A

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.6 Cemeteries

Supporting Documentation:

1⇩	Roma First Cemetery - Research documents - Railway Land - Lot 355 CP WV 1915	D20/116662

Report authorised by:

Director - Corporate & Community Services

The first cemetery

With regard to Roma's first cemetery, R B Taylor states, page 38 – in Item 182:
"On the Survey Plan was shown an area of two acres for cemetery purposes, and such area corresponds to the land now in the Railway Yards, south of the platform". Traces remained of this cemetery up to 1959 [when R B Taylor's book was first printed in duplicated form].
Today there is no trace of the first cemetery – no markers, headstones, or even a preserved area to identify the site.

The location of the first Roma cemetery can be seen on old maps[1] as just a blurry area with no boundaries indicated. Given that the first inhabitants tended to build their residences and businesses near the creek, the cemetery was originally a fair distance away. However, the 1864 flood soon showed that being close to the creek could prove to be a major problem. Buildings had several feet of water through them. Movement away from the creek put Roma residents closer to the cemetery.



In 1866 the town's residents had a number of issues exercising their minds: the incorporation of the town, the urgent need for a hospital, and the lamentable state of the cemetery.
Public meetings were the way to go in order to achieve changes or progress. These meetings were attended by the town's leading male residents.
The public meeting regarding the cemetery was held in June 1866. From the Correspondent's report to the *Dalby Herald and Western Queensland Advertiser,* June 21, the meeting was held on Saturday, 8 June, in Mr Massarath's hotel – full story in the Appendix.
Those in attendance included Messrs P Macarthur (Chair), [John] Moorhead, Nicholl, Treman, Sampson and / or Simpson, Crosbie, Barton / Burton, Ryder, Walters, Watson, and Dr Moran.
A subscription list was opened and £15 10s was collected. Dr Moran proposed that a split two-rail fence be erected. A committee consisting of Messrs Nicholl and Treman and Dr Moran was formed with an instruction given to them to communicate with the Government for an additional grant of ten acres further away from the town.
At this stage Roma was not a municipality. This occurred in 1867.
In November 1869 the Council applied to the Minister for Lands for an extension of the present burial ground, an area of 10 acres which the Improvement Committee had inspected.
In December 1870, Edwin Bellgrove, Town Clerk, requested that the surveyor, Mr Wakling, who was in town at the time, be authorised by the Minister for Lands to survey the burial ground.
From the Council's minutes, 23 December 1869:

[1] Taken from Map R 86.1 Qld Dept of Natural Resources and Mines

"Resolution moved by Alderman Cottell seconded by His Worship the Mayor that Tenders be called for Fencing in Two acres of the New Burial Ground with a three rail and paling fence.
Also to repair present Grave Yard supplying all paling required.
To remove gates to New Burying Ground and substitute Turnstile in their place and close up balance of gate to match fence.
Tenders to be received till 12 o'clock noon January the 6th 1870."

From the minutes, 6 January 1870:

"Resolution moved by Alderman Cottell seconded by His Worship the Mayor that the Council deeming the Tenders submitted are too high, fresh Tenders to be called for. Tenders open the 20th January."

For us in 2017 the question is: when was the last burial held at the old cemetery? If the old site was fenced in, and its gates removed, the conclusion is that the new burial ground was most likely being used.

Headstones apparently remained standing at the old site after the new – Monumental – cemetery was gazetted in June 1871.

The placing of the railway station almost on top of it in 1880 ensured that the old cemetery's existence was going to be very fragile.

Roma Burial Records		
Registration No	**Name**	**Date of death/burial**
not registered	Robinson, George	? (newspaper story)
1	Rees, Richard	25/07/1863
2	Connelly, Michael	26/11/1863
14	Sullivan, Thomas	7/03/1864
20	Pridham, Joseph	14/08/1864
27	Reid, Thomas	18/11/1864
30	Longley, Edwin A	6/02/1865
34	Williamson, Charles Arthur	10/04/1865
39	Williamson, Mary Elizabeth	20/07/1865
40	Darymple, Matthew	25/07/1865
41	Falvey, Alfred	30/07/1865
42	Moorhead, William	26/08/1865
45	Whitehead, Eliza	1/10/1865
47	Hutchings, John Bruce Skinner	20/11/1865
49	Jones, Susannah	16/11/1865
51	Swift, Dr Jacob Meade	12/12/1865
52	Mack, James	30/12/1865
54	Ferguson, Alexander Peter	19/01/1865
55	Goodfellow, George	14/01/1866
56	Houston, William	14/01/1866
60	Dick, David	27/01/1866
62	McIntyre, Rev Adam	23/05/1866
63	Herbert, James	24/05/1866
64	Macarthur, Patrick Arthur	16/04/1866
65	Gamble, Alice	2/04/1866
67	Yannee	21/08/1866
69	Mattinson, Isabella Florence Louisa	14/08/186
70	Lawson, Unnamed F	23/10/1866
71	Alke, Eda	22/10/1866
73	Palmer, Emma Mary	3/12/1866
76	Bredhauer, Catherine	3/01/1867
79	Wilson, Unnamed M	13/01/1867
86	McKenna, Thomas	22/03/1867
88	Bowerman, George	24/03/1867
89	Launder, Walter Henry	11/03/1867
93	Fuller, Arthur	14/04/1867
96	McCarthy, Joseph	20/07/1867
99	Crosbie, Margaret	5/09/1867
103	Page, John Daniel	29/11/1867
105	Moorhead, John	28/12/1867
107	Kreibke, Mary	23/02/1868
109	Diamond, Alice Jane	11/02/1868
110	Baillie, Annie / Hannah	26/02/1868
111	Hayes, Catherine	17/03/1868
113	Launder, George	20/03/1868
116	Barker, Henry Alfred	8/04/1868
117	Mosely, Julia	12/03/1868
118	Percival, Jeremiah	15/04/1868
123	Campbell, Alexander Burrowes / Burroughes	9/04/1868
124	McCarthy, Mary Ann	22/05/1868
125	McKearney, James	7/05/1868
129	McEwen, Margaret	23/06/1868
132	Austin, Theophulus John	5.09/1868
134	Meade, Mary	21/08/1868
135	Launder, Thomas	18/09/1868
139	Wilkinson, Joseph	3/11/1868
140	Cox, Thomas Martin	12/11/1868
141	Dorney, John	30/10/1868
146	Fisher, Margaret	21/01/1869
152	Tune, Margaret	26/03/1869
153	Hawley, Mary	2/05/1869
154	Clark, Martha Lousia / Louisa	14/03/1869

Roma Burial Records		
Registration No	**Name**	**Date of death/burial**
157	Schuttelbauer, John	13/05/1869
158	McIntyre, Margaret Ann	30/04/1869
159	Cunningham, Catherine	26/05/1869
160	Stratton, John Edward	11/05/1869
162	Bell, Sarah Emily	14/05/1869
165	Davies, James	19/06/1869
166	Dunne, Michael	11/07/1869
168	McCarthy, James Patrick	20/07/1869
170	Polson, John	16/08/1869
172	Joyce, James	1/10/1869
173	Wyencke, Frederick	19/11/1869
175	Barker, Matilda Ann	3/11/1869
176	Kreibke / Kriebke, Ellen	1/12/1869
180	McEwen, Ellen	16/12/1869
184	Rees, Elizabeth Anne	28/01/1870
185	Ryan, Daniel	7/02/1870
186	Duffy, Sarah	20/02/1870
187	Aspin, Jane	20/03/1870
189	Moundt, Catherine	1/03/1870
191	Knäzer, Anna Maria	5/03/1870
192	Roebig, Caroline Mena	26/02/1870
194	Jones, William	2/03/1870
195	Owens, Edmund Henry	24/04/1870
196	Cook, Joseph	11/04/1870
197	Marracee, Joseph	8/04/1870
198	Burton, Jane	24/02/1870
201	Ross, William	24/05/1870
202	Baxter, Mary	19/03/1870
203	Tomlin, William	14/07/1870
205	Bredhauer, Elizabeth	31/07/1870
206	Emke, John	17/09/1870
209	Pfeffer, Sebastian	8/10/1870
210	Gamble, Adeline	17/10/1870
211	Banes, John	3/11/1870
214	Fulkrug, Frederick	11/01/1871
215	Marshall, Michael	13/01/1871
217	McKeon, James	4/02/1871
219	Murphy, Michael	24/02/1871
220	Mullavey, Mary	3/04/1871
221	Ah Fook	6/05/1871

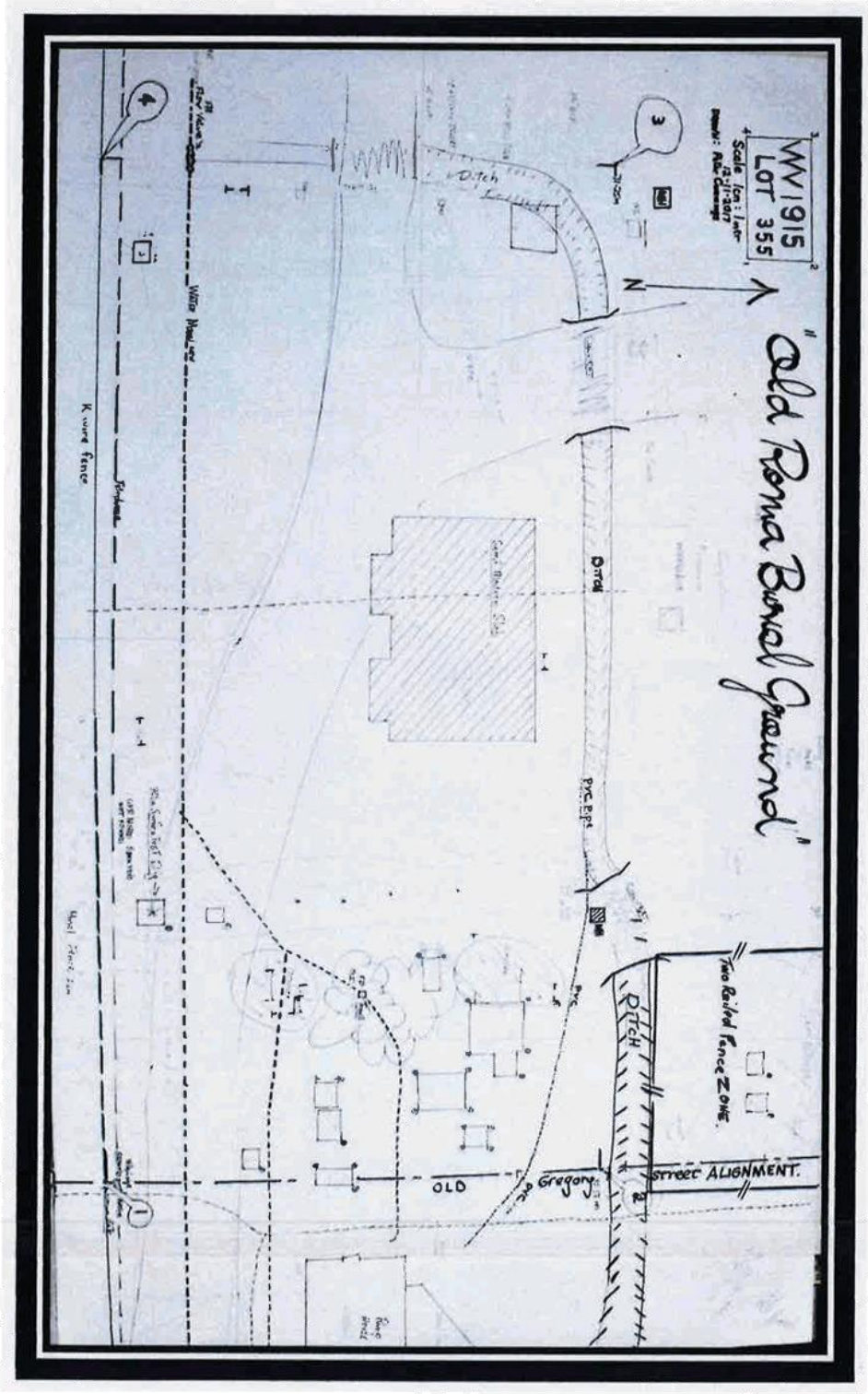
Notes: These are the names of people buried up to 10 June 1871, when the monumental cemetery was gazetted. Burials may have occurred in the monumental cemetery prior to this date so that, instead of about 100, it may be considerably fewer. The names are from scans of death registers for this district. Discrepancies in dates could occur if the death was not entered into the register at the time of death for some reason.

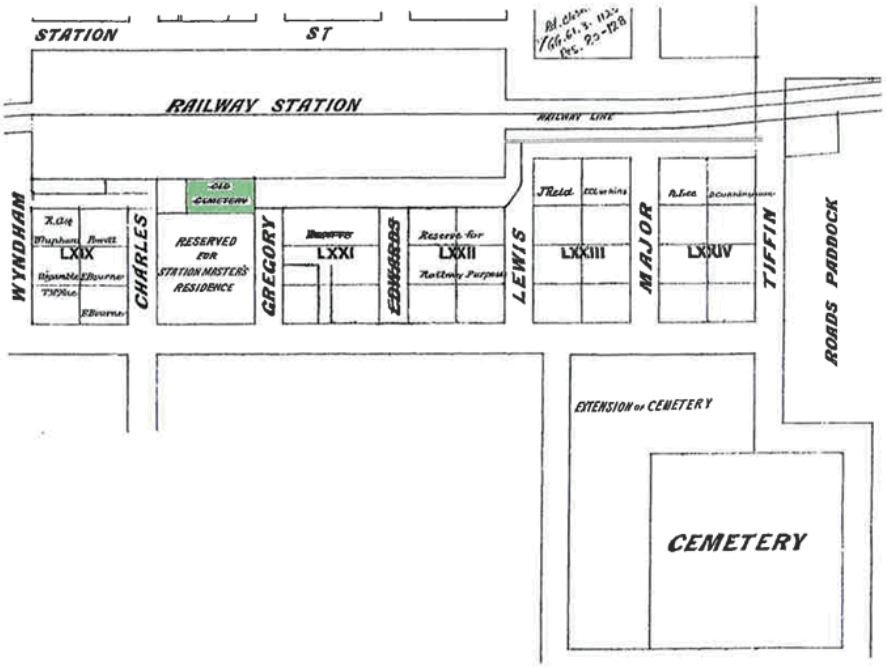
There was dissatisfaction with the site of the first cemetery as early as 1866.

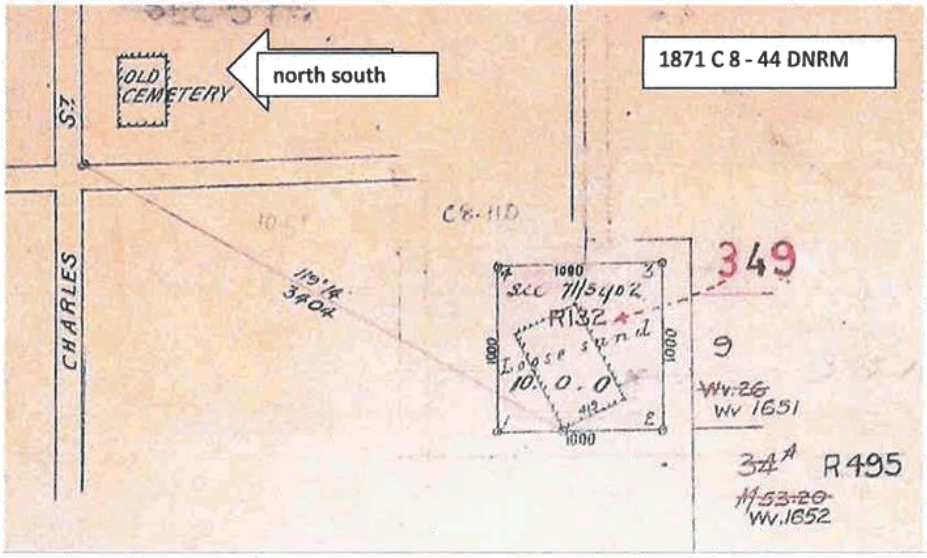
The old cemetery was, presumably, fenced off prior to June 1871, according to Council meeting minutes. We have been unable to find a record that specifically identifies the monumental cemetery as being the first burial there. Such a record may exist somewhere. We have no sexton's records. The Cemetery Trust was set up after the monumental cemetery had been used for some time. Their records, if they exist, may give some clue as to the starting point for that cemetery.

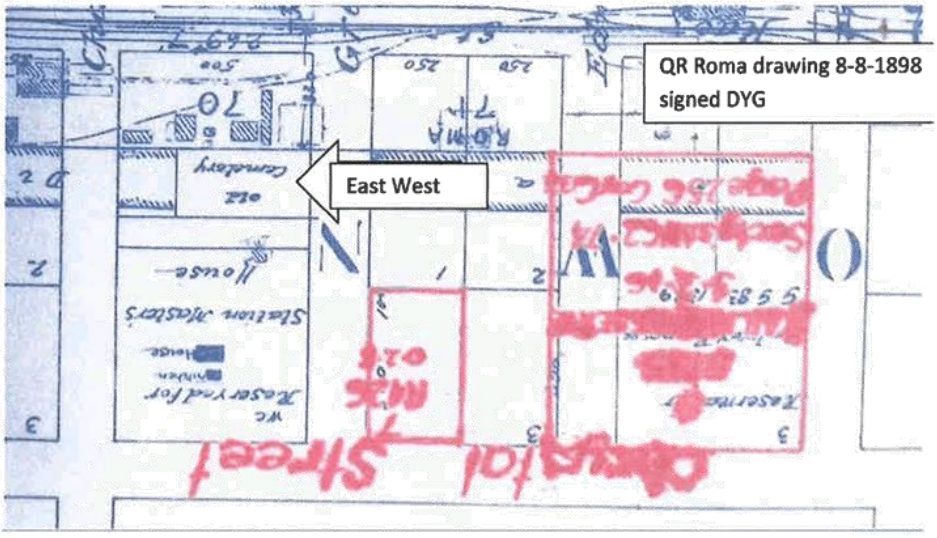
Dot Brindley

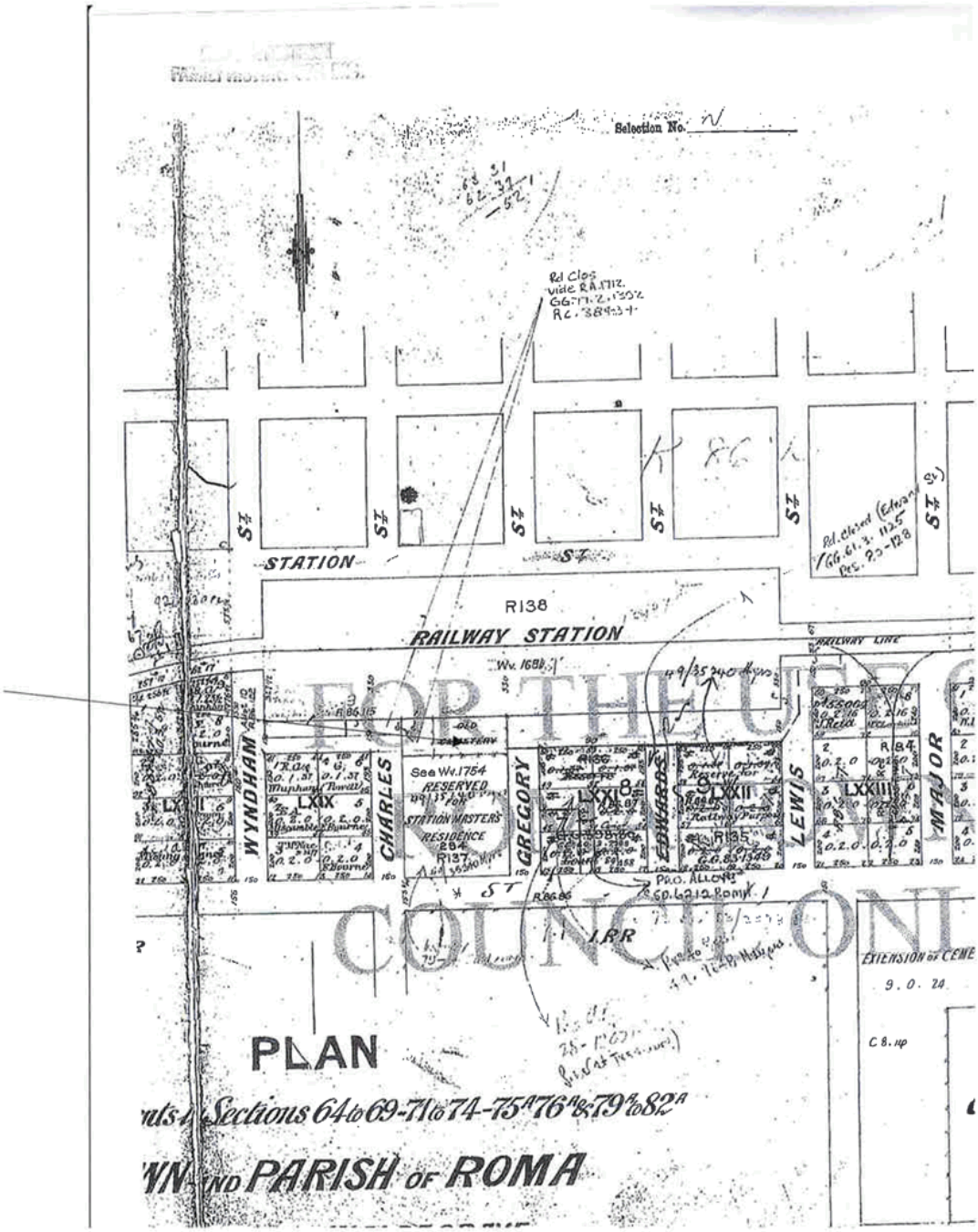
Disclaimer: This list may contain typing errors, so please only use it as a guide until we either need a list that has been checked thoroughly.


WV 1915
LOT 355
"Old Roma Burial Ground"
Ditch
Two Railed Fence ZONE
OLD
Gregory
Street ALIGNMENT.


STATION
ST
RAILWAY STATION
RAILWAY LINE
OLD CEMETERY
WYNDHAM
CHARLES
GREGORY
EDWARDS
LEWIS
MAJOR
TIFFIN
ROADS PADDOCK
LXIX
RESERVED FOR STATION MASTERS RESIDENCE
LXXI
Reserve for Railway Purposes
LXXII
LXXIII
LXXIV
EXTENSION OF CEMETERY
CEMETERY


north south
1871 C 8 - 44 DNRM
OLD CEMETERY
CHARLES
349
R495
Wv 1651
Wv.1652


QR Roma drawing 8-8-1898
signed DYG
East West



FOR THE USE OF COUNCIL ONLY


Bowen St
Charles St
03/02/2012 14:55


Google

DLP 115 FOLDED OR MUTILATED PLANS WILL BE REJECTED - PLAN MAY BE ROLLED D.M.S. FORM S.B.11

REFERENCE MARKS

STN	TO	BEARING	DIST	REMARK
1	OIP	131°13'	1.314	
2	OIP	187°18'	0.754	Noted & Checked
3	OIP	152°43'	0.755	
4	OIP	172°16'	0.574	
4a	OIP	135°0'	0.853	
5	Pin	239°25'	0.55	
6	OIP	269°47'	1.26	
7	OIP	356°53'	1.291	
8	OIP	174°59'	0.934	
9	OIP	274°02'	1.018	
10	Pin	6°47'40"	2.055	
11	Pin	92°32'50"	1.7	
12	Pin	81°39'	1.59	
13	OIP	271°04'	1.225	
15	Pin	266°57'40"	0.97	
16	Pin	3°59'	0.76	
17	OIP	90°04'	1.118	

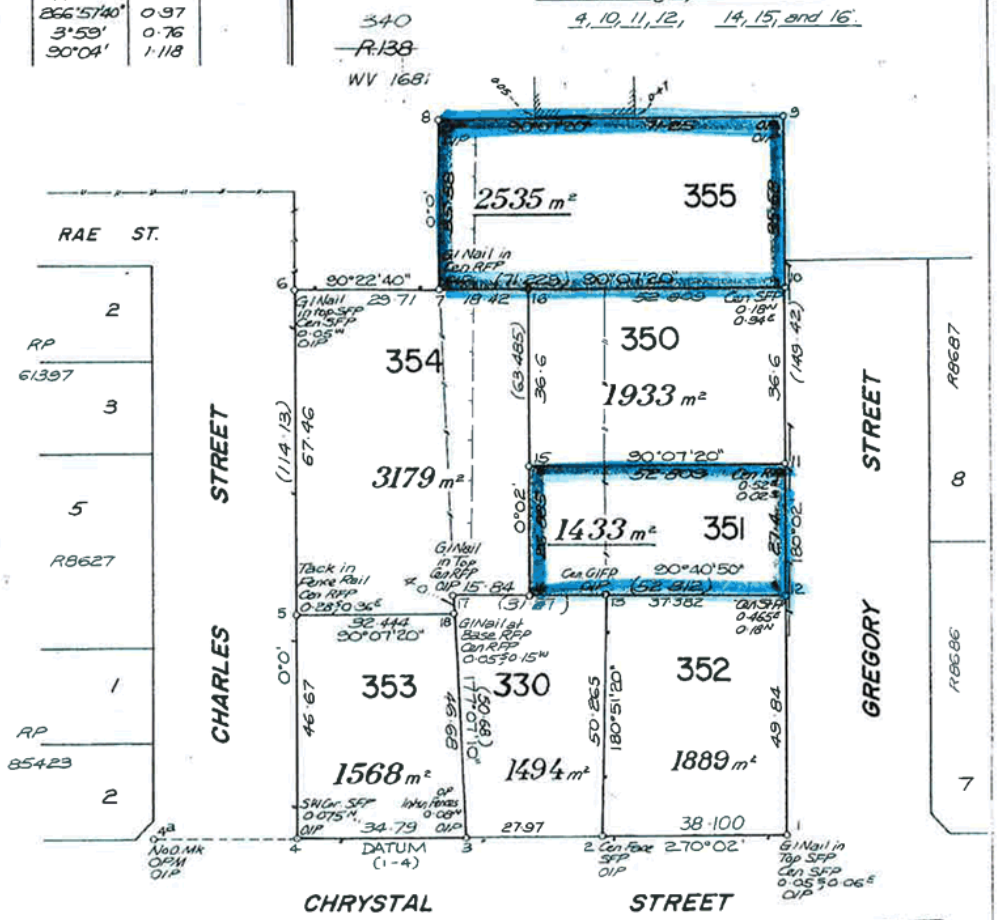
PERMANENT MARK

PM	BEARING	DIST.	NUMBER
4a-OPM	151°53'	1.821	6465

TRAVERSE ETC.

LINE	BEARING	DIST.
4-4a	270°17'	30.18

Branded Peg placed at Stations 4, 10, 11, 12, 14, 15, and 16.



For Additional Plan & Document Notings Refer to CISP

PREVIOUS DESCRIPTION

Lots 330, 350-355: Lot 294 on plan Wv1754

ORIGINAL PORTION | PREVIOUS PLAN | PROCLAIMED SURVEY AREA | MINING FIELD | LAND AGENTS DISTRICT Roma | LOCAL AUTHORITY Roma Town Council

I Donald Leith PARK, Licensed Surveyor hereby certify that ~~who company~~ have surveyed the land comprised in this plan ~~and prepared~~ by Luke Anthony O'NEILL, Surveying Graduate for whose work ~~this company~~ will ~~be~~ responsibility that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act 1977 and the Surveyors Regulations 1979 and that the said survey was completed on 11-7-87.

D L Park 11-8-87
Licensed Surveyor Date

SURVEY RECORDS NOT LODGED

MERIDIAN

LINE	PLAN BEARING	A.M.G. BEARING
	Vide WV1898	

PLAN OF 330 and LOTS 350-355

sunmap

SCALE 1: 800

TOWN ROMA
PARISH ROMA
County Waldegrave

AUTHORITY	D.M.S. REF.	DRAWN	REGISTERED	CHARTED	MAP REF
Qld. Rly. Cat. 1402, 410	87X1/179	DRAFT-ONE	10.9.87	P J A 18.5.88	TM Roma Sheet 1

PLAN WV1915

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M-T400/566

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 6 January 2021

Item Number: 11.2 **File Number:** D21/1106

SUBJECT HEADING: Monthly Financial Report for the period ending 30 November 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:
The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of November 2020 (including year to date).

Officer's Recommendation:
That the monthly financial report for the period ending 30 November 2020 be received and noted.

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).

Maranoa Regional Council

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?

To present the financial report for the month of November 2020, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

This report tables Operating Statement (revenue & expenditure) actuals V budget for the period ended 31 November 2020.

The Statement of Financial Position and Cash flow statement has not prepared for the November monthly financial reports due to technical issues experienced with the Authority end of year roll over.

For the five months ended 30 November 2020 total operating revenue was $36.8M representing 42.4% of budget with 41.67% of the year elapsed.

Within total operating expenses employee costs were 38.2% of budget with materials & services 43.8%.

For the five months ended 30 November 2020 interest paid on QTC loans was $364,204.

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 Regulation 2012

204 Financial report

(1) The local government must prepare a financial report.

(2) The chief executive officer must present the financial report -

(a) If the local government meets less frequently than monthly - at each meeting of the local government; or

(b) Otherwise - at a meeting of the local government once a month.

(3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

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 report is for information purposes.

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)

NA

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 purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 November 2020 to 30 November 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)

This report is for information purposes.

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)

Interested Parties – Maranoa Residents, Department of Local Government, Racing and Multicultural Affairs, Queensland Audit Office.

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
Compliance with *Local Government Regulation 2012*	The presentation of the financial report is in accordance with the Regulation.

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 presentation of monthly financial statements is a legislative requirement.

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 the monthly financial report for the period ending 30 November 2020 be received and noted.

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
2.5 Financial Reporting

Supporting Documentation:

1⇩	Office of the CEO Directorate Actual V Budget As at 30 November 2020	D2021/0001121
2⇩	Development Facilities & Environmental Services Directorate Actual V Budget as at 30 November 2020	D2021/0001125
3⇩	Infrastructure Services Directorate Actual V Budget as at 30 November 2020	D2021/0001126
4⇩	Total Council Actual V Budget as at 30 November 2020	D2021/0005419
5⇩	Corporate and Community Services Directorate Actual V Budget as at 30 November 2020	D2021/0005422

Report authorised by:

Director - Corporate & Community Services

Maranoa Regional Council
Actual vs. Budget for five months ended
30 November 2020

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 41.67% Actual 30/11/2020	% Variance	Comments
Operating Revenue				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	0	(27,878)	0.0%	Workcare revenue not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(66,500)	120.9%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	0	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	**(55,000)**	**(94,378)**	171.6%	
Operating Expenses				
Employee costs	1,658,997	599,017	36.1%	
Materials and services	943,400	220,337	23.4%	Workcare premium incorrectly costed. Should be Corp & Com
Plant hire internal	30,000	6,508	21.7%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	2,482,416	825,862	33.3%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,427,416	731,484	30.1%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,427,416	731,484	30.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	

Maranoa Regional Council
Actual vs. Budget for five months ended
30 November 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 41.67% Actual 30/11/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(2,271,263)	(1,171,454)	51.6%	Half yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,410,047)	(573,908)	40.7%	
Fees and charges - statutory	(1,693,879)	(402,467)	23.8%	
Rental and levies	(819,214)	(282,530)	34.5%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(326,365)	(44,654)	13.7%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(2,017,534)	(973,232)	48.2%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(15,500)	(10,706)	69.1%	
Total Operating Revenue	**(8,613,802)**	**(3,458,950)**	40.2%	
Operating Expenses				
Employee costs	6,361,784	2,563,464	40.3%	
Materials and services	12,447,637	4,625,223	37.2%	
Plant hire internal	688,074	286,524	41.6%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,704,461	565,873	33.2%	
Finance Costs	168,447	70,119	41.6%	
Depreciation Amortisation and Impairment	2,467,117	1,061,578	43.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	47,500	11,532	24.3%	
Indirect expenses - corporate	152,385	63,493	41.7%	
Internal expense	0	0	0.0%	
Total Operating Expenses	24,037,405	9,247,805	38.5%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(1,038,045)	0	0.0%	
Transfer to reserves for capital	61,000	0	0.0%	
Transfer from reserves for capital	(5,156,908)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	9,289,650	5,788,856	62.3%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(1,081,007)	(80,000)	7.4%	
Grants and subsidies (capital) - State	(4,104,000)	(269,050)	6.6%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(306,000)	(80,000)	26.1%	
Operating (Surplus)/Deficit After Capital Items	3,798,643	5,359,806	141.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(600,000)	0	0.0%	
Sale proceeds - trade ins/auctions	(320,000)	0	0.0%	
Funded depreciation	(2,549,933)	0	0.0%	
Total Capital Funding Sources Used	(3,469,933)	0	0.0%	
Capital Funding Applications				
Projects - capital	13,040,320	419,621	3.2%	
Loan repayments	596,278	146,254	24.5%	
Total Capital Funding Applications	13,636,598	565,874	4.1%	

Maranoa Regional Council
Actual vs. Budget for five months ended
30 November 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 41.67% Actual 30/11/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(8,724,132)	(4,396,335)	50.4%	Half yearly rates levied in September
Sale of goods and major services	(4,107,000)	(1,709,568)	41.6%	
Fees and charges - commercial	(3,316,274)	(996,929)	30.1%	
Fees and charges - statutory	(537,490)	(150,192)	27.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(3,734,510)	(1,160,878)	31.1%	
Other Revenue	(824,943)	(805,594)	97.7%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(331,457)	(450,084)	135.8%	Energy sector income not budgeted for (Santos)
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(178,327)	0	0.0%	
Internal revenue	(1,491,325)	(455,032)	30.5%	
Total Operating Revenue	**(23,245,458)**	**(10,124,611)**	43.6%	
Operating Expenses				
Employee costs	12,884,748	5,278,773	41.0%	
Materials and services	13,940,343	6,405,049	45.9%	
Plant hire internal	4,907,844	1,934,841	39.4%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	668,000	599,097	89.7%	
Finance Costs	329,543	141,521	42.9%	
Depreciation Amortisation and Impairment	14,738,903	5,701,568	38.7%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	830,306	345,955	41.7%	
Internal expense	0	0	0.0%	
Total Operating Expenses	48,299,687	20,406,804	42.3%	
Reserve Transfers				
Transfer to reserves for operational	3,875,393	3,373,424	87.0%	
Transfer from reserves for operational	(1,254,078)	0	0.0%	
Transfer to reserves for capital	289,908	0	0.0%	
Transfer from reserves for capital	(11,528,954)	(2,550,030)	22.1%	
Operating (Surplus)/Deficit Before Capital Items	16,436,498	11,105,586	67.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(5,023,619)	(1,478,037)	29.4%	
Grants and subsidies (capital) - State	(9,010,056)	(1,257,158)	14.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,061,207)	(4,604,584)	65.2%	
Operating (Surplus)/Deficit After Capital Items	(4,658,384)	3,765,808	-80.8%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(877,576)	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,548,892)	0	0.0%	
Total Capital Funding Sources Used	(15,426,468)	0	0.0%	
Capital Funding Applications				
Projects - capital	41,715,532	13,638,002	32.7%	
Loan repayments	675,478	165,725	24.5%	
Total Capital Funding Applications	42,391,010	13,803,727	32.6%	

Maranoa Regional Council
Actual vs. Budget for five months ended
30 November 2020

TOTAL COUNCIL

	Revised Budget 2020-2021	% of Year Elapsed - 41.67% Actual 30/11/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(43,013,512)	(21,503,336)	50.0%	Refer CCC, DevFacEnv & Infrastructure Directorates
Sale of goods and major services	(4,107,000)	(1,709,568)	41.6%	
Fees and charges - commercial	(8,640,781)	(3,391,686)	39.3%	
Fees and charges - statutory	(2,426,019)	(659,665)	27.2%	
Rental and levies	(819,214)	(282,530)	34.5%	
Investment income - interest	(800,000)	(364,204)	45.5%	
Sales of contract and recoverable works	(3,734,510)	(1,166,038)	31.2%	
Other Revenue	(1,529,908)	(1,015,035)	66.3%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(19,972,951)	(5,893,474)	29.5%	
Recovery of indirect expenses - external	(354,332)	(381,553)	107.7%	Refer CCC Directorate
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(1,506,825)	(465,737)	30.9%	
Total Operating Revenue	**(86,965,052)**	**(36,832,826)**	42.4%	
Operating Expenses				
Employee costs	28,946,013	11,050,807	38.2%	
Materials and services	36,149,172	15,834,533	43.8%	
Plant hire internal	(2,412,737)	(948,721)	39.3%	
Overhead recovery	0	(0)	0.0%	
Materials and services - contracts	3,840,861	1,777,918	46.3%	
Finance Costs	741,953	300,609	40.5%	
Depreciation Amortisation and Impairment	19,764,000	7,899,155	40.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(102,481)	11,532	-11.3%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	86,926,781	35,925,832	41.3%	
Reserve Transfers				
Transfer to reserves for operational	6,753,522	4,456,666	66.0%	
Transfer from reserves for operational	(2,292,123)	0	0.0%	
Transfer to reserves for capital	350,908	0	0.0%	
Transfer from reserves for capital	(24,841,968)	(4,807,661)	19.4%	
Operating (Surplus)/Deficit Before Capital Items	(20,067,932)	(1,257,989)	6.3%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(6,104,626)	(1,558,037)	25.5%	
Grants and subsidies (capital) - State	(13,179,056)	(1,526,208)	11.6%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,367,207)	(4,684,584)	63.6%	
Operating (Surplus)/Deficit After Capital Items	(46,718,821)	(9,026,817)	19.3%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(1,477,576)	0	0.0%	
Sale proceeds - trade ins/auctions	(1,851,000)	(810,055)	43.8%	
Funded depreciation	(19,646,185)	0	0.0%	
Total Capital Funding Sources Used	(22,974,761)	(810,055)	3.5%	
Capital Funding Applications				
Projects - capital	66,756,658	17,050,500	25.5%	
Loan repayments	1,511,633	371,326	24.6%	
Total Capital Funding Applications	68,268,291	17,421,826	25.5%	

Maranoa Regional Council
Actual vs. Budget for five months ended
30 November 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 41.67% Actual 30/11/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(32,018,117)	(15,935,547)	49.8%	Half yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,914,460)	(1,820,849)	46.5%	
Fees and charges - statutory	(194,650)	(107,007)	55.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	(800,000)	(364,204)	45.5%	
Sales of contract and recoverable works	0	(5,160)	0.0%	
Other Revenue	(378,600)	(136,909)	36.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,568,960)	(4,403,658)	25.1%	
Recovery of indirect expenses - external	(354,332)	(381,553)	107.7%	Recovery Corp O/H from CSG projects not budgeted for
Contributions from general revenue	178,327	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	**(55,050,792)**	**(23,154,887)**	42.1%	
Operating Expenses				
Employee costs	8,040,484	2,609,553	32.5%	
Materials and services	8,817,792	4,583,924	52.0%	Prepaid Insurances, vehicle registrations and ICT services
Plant hire internal	(8,038,655)	(3,176,594)	39.5%	
Overhead recovery	0	(0)	0.0%	
Materials and services - contracts	1,468,400	612,949	41.7%	
Finance Costs	243,963	88,969	36.5%	
Depreciation Amortisation and Impairment	2,557,980	1,136,008	44.4%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(409,448)	41.7%	
Internal expense	0	0	0.0%	
Total Operating Expenses	12,107,273	5,445,361	45.0%	
Reserve Transfers				
Transfer to reserves for operational	2,878,129	1,083,242	37.6%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(8,156,106)	(2,257,631)	27.7%	
Operating (Surplus)/Deficit Before Capital Items	(48,221,496)	(18,883,915)	39.2%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	(65,000)	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(48,286,496)	(18,883,915)	39.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,531,000)	(810,055)	52.9%	
Funded depreciation	(2,547,360)	0	0.0%	
Total Capital Funding Sources Used	(4,078,360)	(810,055)	19.9%	
Capital Funding Applications				
Projects - capital	12,000,806	2,992,877	24.9%	
Loan repayments	239,877	59,347	24.7%	
Total Capital Funding Applications	12,240,683	3,052,224	24.9%	

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 6 January 2021

Item Number: 11.3 **File Number:** D21/1157

SUBJECT HEADING: Investment Report as at 30 November 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report is to present to Council the Investment Report (including the Trading Limits report) as at 30 November 2020.

Officer's Recommendation:

That the Investment Report as at 30 November 2020 be received and noted.

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).

Maranoa Regional Council

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
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 30 November 2020.

Background:

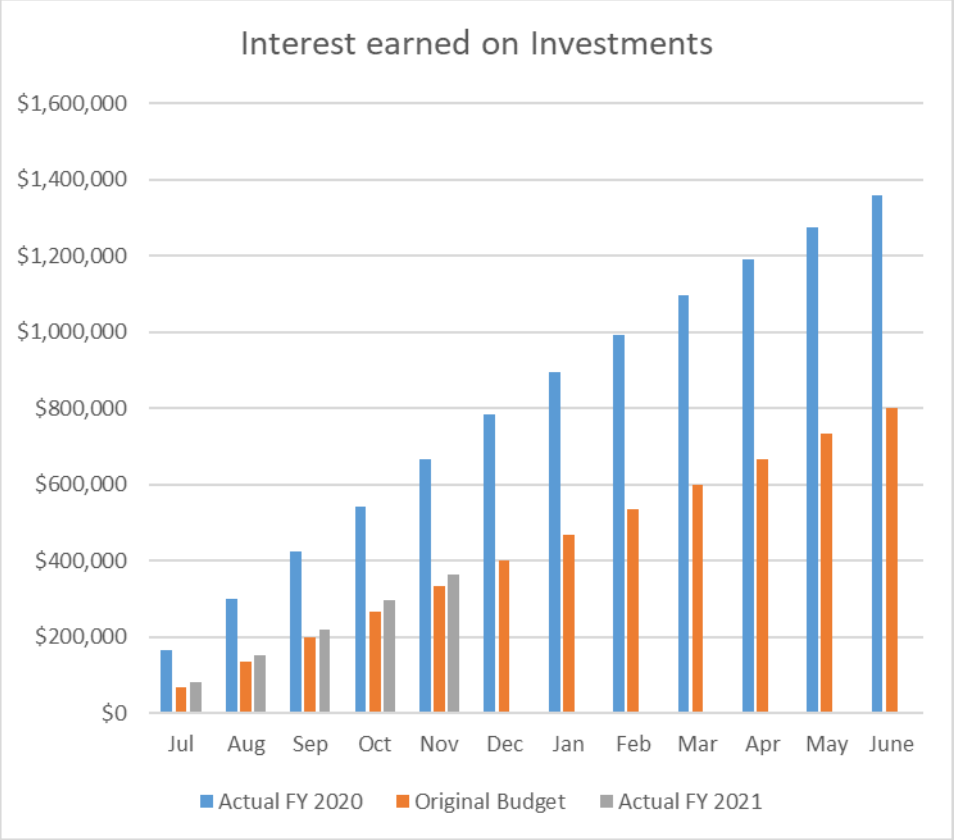
Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report, which incorporates an Investment Trading Limits Report as at 30 November 2020.

For the five months ended 30 November 2020, actual interest earned on investments totalled $364,204. This represents 45.53% of the adopted budget with 41.67% of the year elapsed.

Interest earned on Investments			
	Actual FY 2020	Original Budget	Actual FY 2021
Jul	$165,259	$66,667	$81,972
Aug	$299,321	$133,334	$151,185
Sep	$425,049	$200,001	$218,835
Oct	$543,158	$266,668	$296,490
Nov	$665,039	$333,335	$364,204
Dec	$785,032	$400,002	
Jan	$893,794	$466,669	
Feb	$992,705	$533,336	
Mar	$1,097,602	$600,003	
Apr	$1,192,184	$666,670	
May	$1,276,006	$733,337	
June	$1,358,049	$800,000	



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)

Statutory Bodies Financial Arrangements Act 1982

Section 47 Statutory body to try to invest at most advantageous rate

(1) A statutory body must use its best efforts to invest its funds –

(a) At the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and
(b) In a way it considers is most appropriate in all the circumstances.

(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

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 adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to $250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of $250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation.
The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)

This table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's)	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)

or equivalent			
A1+	25%-35%	100%	$8M
A1	10%-20%	50%	$8M
A2 – Financial Institutions only	5%-15%	30%	$4M
A3 – Financial Institutions only	2%-7%	10%	$4M
All other approved deposit taking institutions regulated by APRA.	$250,000 (government guarantee only)	10%	$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns and reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorisers nominated by the banks.

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence, each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

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 Community & Commercial Services.

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

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?***

2020/21 Budgeted Investment Income - $800,000
2020/21 Actual Investment Income year to date - $364,204

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)

For information purposes only.

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
Regulatory	Investment portfolio is in accordance with Council's adopted Investment Policy and the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

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 receive and note the Investment Reports for the period ending 30 November 2020.

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 receive and note the Investment Reports for the period ending 30 November 2020.

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
2.5 Financial Reporting

Supporting Documentation:

1⇩ Investment Report as at 30 November 2020 D2021/0001158

2⇩	Investment Trading Limits Report as at 30 November 2020	D2021/0001159

Report authorised by:
Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 November 2020 to 30 November 2020

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1. Securities Held By Trading Book Maturing Post 30 November 2020
2. Interest and Distribution Income Received For 1 November 2020 to 30 November 2020
3. Acquisitions, Disposals and Maturities Between 1 November 2020 and 30 November 2020
4. Interest Income Accrued As At 30 November 2020
5. Portfolio Valuation As At 30 November 2020
6. Portfolio Valuation By Categories As At 30 November 2020
7. Performance Statistics For Period Ending 30 November 2020

1. Securities Held By Trading Book Maturing Post 30 November 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC99406	2 Nov 2020	Queensland Treasury Corporation		1 Dec 2020		0.81	Nil	At Call	S&P AA+	47,873,088.27	47,873,088.27	47,873,088.27
LC99403	30 Nov 2020	Macquarie Bank		1 Dec 2020		0.45	Nil	At Call	S&P ST A1	7,000,000.00	7,000,000.00	7,000,000.00
LC88930	2 Jun 2020	AMP Bank Ltd		2 Dec 2020	2 Dec 2020	1.60	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,007,934.25
LC90544	6 Jul 2020	MyState Bank Ltd		7 Dec 2020	7 Dec 2020	1.00	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,004,027.40
LC89237	12 Jun 2020	Australian Military Bank Limited		9 Dec 2020	9 Dec 2020	1.30	Maturity	TD	Moodys ST P-2	250,000.00	250,000.00	251,522.60
LC82087	13 Dec 2019	Defence Bank Ltd		11 Dec 2020	11 Dec 2020	1.70	Maturity	TD	S&P ST A2	500,000.00	500,000.00	508,220.55
LC85551	16 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,012,417.81
LC85553	17 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,012,369.86
LC89756	17 Jun 2020	AMP Bank Ltd		14 Jan 2021	14 Jan 2021	1.55	Maturity	TD	S&P ST A2	800,000.00	800,000.00	805,639.46
LC97609	24 Nov 2020	Warwick Credit Union		22 Feb 2021	22 Feb 2021	0.40	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,016.44
LC86821	5 May 2020	AMP Bank Ltd		2 Mar 2021	2 Mar 2021	1.60	Maturity	TD	S&P ST A2	500,000.00	500,000.00	504,580.82
LC85556	18 Mar 2020	Queensland Country Bank Ltd		18 Mar 2021	18 Mar 2021	1.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,023,939.72
LC85576	25 Mar 2020	Southern Cross CU		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,424.66
LC85579	25 Mar 2020	Geelong Bank		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,424.66
LC85313	27 Mar 2020	ING Bank Australia Limited		26 Mar 2021	26 Mar 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,011,550.68
LC85563	30 Mar 2020	Maitland Mutual Building Society Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,272.26
LC85560	30 Mar 2020	Railways CU Ltd t/as myMOVE		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,272.26
LC85561	30 Mar 2020	Bank of us t/as B&E Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,272.26
LC85421	1 Apr 2020	ING Bank Australia Limited		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,011,317.81
LC85429	1 Apr 2020	Macquarie Bank		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	Moodys ST P-1	1,000,000.00	1,000,000.00	1,011,317.81
LC96150	14 Oct 2020	Bank of Sydney Ltd		15 Apr 2021	15 Apr 2021	0.50	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,160.96
LC86210	20 Apr 2020	AMP Bank Ltd		20 Apr 2021	20 Apr 2021	1.85	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,011,353.42
LC87661	11 May 2020	ING Bank Australia Limited		12 May 2021	12 May 2021	1.35	Maturity	TD	S&P A	1,000,000.00	1,000,000.00	1,007,508.22
LC88145	22 May 2020	Judo Bank		21 May 2021	21 May 2021	1.60	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,104.11
LC88582	29 May 2020	Bank of Queensland Ltd		28 May 2021	28 May 2021	1.25	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,006,335.62
LC88991	2 Jun 2020	Bank of Queensland Ltd		2 Jun 2021	2 Jun 2021	1.15	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,005,702.74
LC88993	3 Jun 2020	National Australia Bank Ltd		3 Jun 2021	3 Jun 2021	1.02	Maturity	TD	S&P ST A1+	4,000,000.00	4,000,000.00	4,020,120.56
LC88995	3 Jun 2020	Members Equity Bank Ltd		3 Jun 2021	3 Jun 2021	1.01	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,009,961.64
LC89155	10 Jun 2020	Bank of Queensland Ltd		10 Jun 2021	10 Jun 2021	1.15	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,005,450.68
LC89809	18 Jun 2020	National Australia Bank Ltd		18 Jun 2021	18 Jun 2021	1.05	Maturity	TD	S&P ST A1+	1,800,000.00	1,800,000.00	1,808,543.84
LC90133	26 Jun 2020	National Australia Bank Ltd		25 Jun 2021	25 Jun 2021	1.00	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,004,301.37
LC90649	1 Jul 2020	National Australia Bank Ltd		1 Jul 2021	1 Jul 2021	0.95	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,003,956.16

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC90651	1 Jul 2020	Bank of Queensland Ltd		1 Jul 2021	1 Jul 2021	1.03	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,004,289.32
LC90652	6 Jul 2020	Bank of Queensland Ltd		6 Jul 2021	6 Jul 2021	0.90	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,003,624.66
LC91497	16 Jul 2020	QPCU LTD t/a QBANK		16 Jul 2021	16 Jul 2021	1.25	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,004,691.78
LC92729	14 Aug 2020	ING Bank Australia Limited		13 Aug 2021	13 Aug 2021	0.62	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,001,834.52
LC94809	9 Sep 2020	Members Equity Bank Ltd		8 Sep 2021	8 Sep 2021	0.60	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,001,347.95
LC96149	14 Oct 2020	Arab Bank Australia Ltd		14 Oct 2021	14 Oct 2021	0.55	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,177.06
LC97423	17 Nov 2020	AMP Bank Ltd		17 Nov 2021	17 Nov 2021	0.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,534.24
LC97528	23 Nov 2020	MyState Bank Ltd		23 Nov 2021	23 Nov 2021	0.47	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,090.14
LC97602	23 Nov 2020	AMP Bank Ltd		23 Nov 2021	23 Nov 2021	0.75	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,143.84
LC97605	24 Nov 2020	AMP Bank Ltd		24 Nov 2021	24 Nov 2021	0.75	Maturity	TD	S&P ST A2	600,000.00	600,000.00	600,073.97
										92,573,088.27	92,573,088.27	92,806,916.37
Total										92,573,088.27	92,573,088.27	92,806,916.37

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.

2. Interest and Distribution Income Received For 1 November 2020 to 30 November 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	**Consideration Notional**	Income Type	Trading Book
	AMP 1.65 17 Nov 2020 182DAY TD	AMP Bank Ltd	IEI121069	17 Nov 2020	2,000,000.00	**16,454.79**	Security Coupon Interest	Maranoa Regional Council
	AMP 1.65 23 Nov 2020 181DAY TD	AMP Bank Ltd	IEI121739	23 Nov 2020	1,000,000.00	**8,182.19**	Security Coupon Interest	Maranoa Regional Council
	MYS 1 23 Nov 2020 154DAY TD	MyState Bank Ltd	IEI139568	23 Nov 2020	1,000,000.00	**4,219.18**	Security Coupon Interest	Maranoa Regional Council
	AMP 1.65 24 Nov 2020 182DAY TD	AMP Bank Ltd	IEI121738	24 Nov 2020	600,000.00	**4,936.44**	Security Coupon Interest	Maranoa Regional Council
	Warwick CU 1.45 24 Nov 2020 182DAY TD	Warwick Credit Union	IEI121740	24 Nov 2020	250,000.00	**1,807.53**	Security Coupon Interest	Maranoa Regional Council
						35,600.13		

3. Acquisitions, Disposals and Maturities Between 1 November 2020 and 30 November 2020

Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	**Consideration Notional**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99405	Acquisition	2 Nov 2020	2 Nov 2020	27,356.28	27,356.28	1.00000000	100.000	0.000	100.000	**27,356.28**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99406	Disposal	2 Nov 2020	2 Nov 2020	27,356.28	27,356.28	1.00000000	100.000	0.000	100.000	**(27,356.28)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97425	Acquisition	5 Nov 2020	5 Nov 2020	7,400,000.00	7,400,000.00	1.00000000	100.000	0.000	100.000	**7,400,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97427	Acquisition	6 Nov 2020	6 Nov 2020	2,300,000.00	2,300,000.00	1.00000000	100.000	0.000	100.000	**2,300,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97429	Acquisition	12 Nov 2020	12 Nov 2020	2,750,000.00	2,750,000.00	1.00000000	100.000	0.000	100.000	**2,750,000.00**
AMP 1.65 17 Nov 2020 182DAY TD	AMP Bank Ltd		LC88070	Maturity	17 Nov 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	**(2,000,000.00)**
AMP 0.75 17 Nov 2021 365DAY TD	AMP Bank Ltd		LC97423	Acquisition	17 Nov 2020	17 Nov 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	**2,000,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97762	Acquisition	19 Nov 2020	19 Nov 2020	1,600,000.00	1,600,000.00	1.00000000	100.000	0.000	100.000	**1,600,000.00**
AMP 1.65 23 Nov 2020 181DAY TD	AMP Bank Ltd		LC88260	Maturity	23 Nov 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
MYS 1 23 Nov 2020 154DAY TD	MyState Bank Ltd		LC89867	Maturity	23 Nov 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
MYS 0.47 23 Nov 2021 365DAY TD	MyState Bank Ltd		LC97528	Acquisition	23 Nov 2020	23 Nov 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
AMP 0.75 23 Nov 2021 365DAY TD	AMP Bank Ltd		LC97602	Acquisition	23 Nov 2020	23 Nov 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
AMP 1.65 24 Nov 2020 182DAY TD	AMP Bank Ltd		LC88259	Maturity	24 Nov 2020		600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	**(600,000.00)**
Warwick CU 1.45 24 Nov 2020 182DAY TD	Warwick Credit Union		LC88262	Maturity	24 Nov 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	**(250,000.00)**
AMP 0.75 24 Nov 2021 365DAY TD	AMP Bank Ltd		LC97605	Acquisition	24 Nov 2020	24 Nov 2020	600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	**600,000.00**
Warwick CU 0.4 22 Feb 2021 90DAY TD	Warwick Credit Union		LC97609	Acquisition	24 Nov 2020	24 Nov 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	**250,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97763	Disposal	25 Nov 2020	25 Nov 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC97765	Disposal	26 Nov 2020	26 Nov 2020	1,350,000.00	1,350,000.00	1.00000000	100.000	0.000	100.000	**(1,350,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99400	Acquisition	30 Nov 2020	30 Nov 2020	24,970.06	24,970.06	1.00000000	100.000	0.000	100.000	**24,970.06**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99401	Disposal	30 Nov 2020	30 Nov 2020	24,970.06	24,970.06	1.00000000	100.000	0.000	100.000	**(24,970.06)**
MACQ At Call	Macquarie Bank		LC99402	Acquisition	30 Nov 2020	30 Nov 2020	3,123.01	3,123.01	1.00000000	100.000	0.000	100.000	**3,123.01**
MACQ At Call	Macquarie Bank		LC99403	Disposal	30 Nov 2020	30 Nov 2020	3,123.01	3,123.01	1.00000000	100.000	0.000	100.000	**(3,123.01)**
													11,700,000.00

Notes
1. The maturity of 'MBS' type securities are excluded from the above list
2. At maturitiy, securities are assumed to be priced at capital price = 100, accrued interest = 0
3. To avoid misleadnig maturity data, the reporting period should start immeiately after a month end and the reporting period should be kept small (e.g. 1 month).

4. Interest Income Accrued As At 30 November 2020

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC99403	MACQ At Call	1 Dec 2020	30 Jul 2020	7 Aug 2020		115	0.8000		Nil	**7,000,000.00**	**7,000,000.00**	3,123.01	7,000,000.00	17,643.84
LC88930	AMP 1.6 02 Dec 2020 183DAY TD	2 Dec 2020	2 Jun 2020		2 Dec 2020	181	1.6000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,007,934.25	7,934.25
LC90544	MYS 1 07 Dec 2020 154DAY TD	7 Dec 2020	6 Jul 2020		7 Dec 2020	147	1.0000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,027.40	4,027.40
LC89237	AMB 1.3 09 Dec 2020 180DAY TD	9 Dec 2020	12 Jun 2020		9 Dec 2020	171	1.3000		Maturity	**250,000.00**	**250,000.00**	250,000.00	251,522.60	1,522.60
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	353	1.7000		Maturity	**500,000.00**	**500,000.00**	500,000.00	508,220.55	8,220.55
LC85551	MYS 1.75 16 Dec 2020 275DAY TD	16 Dec 2020	16 Mar 2020		16 Dec 2020	259	1.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,417.81	12,417.81
LC85553	MYS 1.75 16 Dec 2020 274DAY TD	16 Dec 2020	17 Mar 2020		16 Dec 2020	258	1.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,369.86	12,369.86
LC89756	AMP 1.55 14 Jan 2021 211DAY TD	14 Jan 2021	17 Jun 2020		14 Jan 2021	166	1.5500		Maturity	**800,000.00**	**800,000.00**	800,000.00	805,639.46	5,639.45
LC97609	Warwick CU 0.4 22 Feb 2021 90DAY TD	22 Feb 2021	24 Nov 2020		22 Feb 2021	6	0.4000		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,016.44	16.44
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	209	1.6000		Maturity	**500,000.00**	**500,000.00**	500,000.00	504,580.82	4,580.82
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	257	1.7000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,023,939.72	23,939.73
LC85576	SCC 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	250	2.0000		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,424.66	3,424.66
LC85579	Geelong B 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	250	2.0000		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,424.66	3,424.66
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	248	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,011,550.68	11,550.68
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	245	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,272.26	3,272.26
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	245	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,272.26	3,272.26
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	245	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,272.26	3,272.26
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	243	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,011,317.81	11,317.81
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	243	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,011,317.81	11,317.81
LC96150	SYD 0.5 15 Apr 2021 183DAY TD	15 Apr 2021	14 Oct 2020		15 Apr 2021	47	0.5000		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,160.96	160.96
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	224	1.8500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,011,353.42	11,353.42
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	203	1.3500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,007,508.22	7,508.22
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	192	1.6000		Maturity	**250,000.00**	**250,000.00**	250,000.00	252,104.11	2,104.11
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	29 May 2020		28 May 2021	185	1.2500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,006,335.62	6,335.62
LC88991	BOQ 1.15 02 Jun 2021 365DAY TD	2 Jun 2021	2 Jun 2020		2 Jun 2021	181	1.1500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,005,702.74	5,702.74
LC88993	NAB 1.02 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	180	1.0200		Maturity	**4,000,000.00**	**4,000,000.00**	4,000,000.00	4,020,120.56	20,120.55
LC88995	ME Bank 1.01 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	180	1.0100		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,009,961.64	9,961.64
LC89155	BOQ 1.15 10 Jun 2021 365DAY TD	10 Jun 2021	10 Jun 2020		10 Jun 2021	173	1.1500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,005,450.68	5,450.68
LC89809	NAB 1.05 18 Jun 2021 365DAY TD	18 Jun 2021	18 Jun 2020		18 Jun 2021	165	1.0500		Maturity	**1,800,000.00**	**1,800,000.00**	1,800,000.00	1,808,543.84	8,543.84
LC90133	NAB 1 25 Jun 2021 364DAY TD	25 Jun 2021	26 Jun 2020		25 Jun 2021	157	1.0000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,301.37	4,301.37
LC90649	NAB 0.95 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	152	0.9500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,003,956.16	3,956.16
LC90651	BOQ 1.03 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	152	1.0300		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,289.32	4,289.32
LC90652	BOQ 0.9 06 Jul 2021 365DAY TD	6 Jul 2021	6 Jul 2020		6 Jul 2021	147	0.9000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,003,624.66	3,624.66

maranoa REGIONAL COUNCIL

Investment Report Pack
Maranoa Regional Council
1 November 2020 to 30 November 2020

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC91497	Qld Police 1.25 16 Jul 2021 365DAY TD	16 Jul 2021	16 Jul 2020		16 Jul 2021	137	1.2500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,691.78	4,691.78
LC92729	ING 0.62 13 Aug 2021 364DAY TD	13 Aug 2021	14 Aug 2020		13 Aug 2021	108	0.6200		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,001,834.52	1,834.52
LC94809	ME Bank 0.6 08 Sep 2021 364DAY TD	8 Sep 2021	9 Sep 2020		8 Sep 2021	82	0.6000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,001,347.95	1,347.95
LC96149	ARA 0.55 14 Oct 2021 365DAY TD	14 Oct 2021	14 Oct 2020		14 Oct 2021	47	0.5500		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,177.06	177.05
LC97423	AMP 0.75 17 Nov 2021 365DAY TD	17 Nov 2021	17 Nov 2020		17 Nov 2021	13	0.7500		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,000,534.24	534.25
LC97528	MYS 0.47 23 Nov 2021 365DAY TD	23 Nov 2021	23 Nov 2020		23 Nov 2021	7	0.4700		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,090.14	90.14
LC97602	AMP 0.75 23 Nov 2021 365DAY TD	23 Nov 2021	23 Nov 2020		23 Nov 2021	7	0.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,143.84	143.84
LC97605	AMP 0.75 24 Nov 2021 365DAY TD	24 Nov 2021	24 Nov 2020		24 Nov 2021	6	0.7500		Maturity	**600,000.00**	**600,000.00**	600,000.00	600,073.97	73.97
										44,700,000.00	**44,700,000.00**		44,933,828.10	251,471.94

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.

5. Portfolio Valuation As At 30 November 2020

	Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit												
	MACQ At Call	S&P ST A1		7,000,000.00	7,000,000.00	100.000		0.000	**7,000,000.00**	7.54%	0.80%	
	QTC Maranoa CF At Call	S&P AA+		47,873,088.27	47,873,088.27	100.000		0.000	**47,873,088.27**	51.58%	0.51%	
				54,873,088.27	54,873,088.27				**54,873,088.27**	59.13%		0.55%
Term Deposit												
	AMP 1.6 02 Dec 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.793	**1,007,934.25**	1.09%	1.60%	
	AMP 1.55 14 Jan 2021 211DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.705	**805,639.46**	0.87%	1.55%	
	AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.916	**504,580.82**	0.54%	1.60%	
	AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		1.135	**1,011,353.42**	1.09%	1.85%	
	AMP 0.75 17 Nov 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.027	**2,000,534.24**	2.16%	0.75%	
	AMP 0.75 23 Nov 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.014	**1,000,143.84**	1.08%	0.75%	
	AMP 0.75 24 Nov 2021 365DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.012	**600,073.97**	0.65%	0.75%	
	ARA 0.55 14 Oct 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.071	**250,177.06**	0.27%	0.55%	
	AMB 1.3 09 Dec 2020 180DAY TD	Moodys ST P-2		250,000.00	250,000.00	100.000		0.609	**251,522.60**	0.27%	1.30%	
	BOQ 1.25 28 May 2021 364DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.634	**1,006,335.62**	1.08%	1.25%	
	BOQ 1.15 02 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.570	**1,005,702.74**	1.08%	1.15%	
	BOQ 1.15 10 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.545	**1,005,450.68**	1.08%	1.15%	
	BOQ 1.03 01 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.429	**1,004,289.32**	1.08%	1.03%	
	BOQ 0.9 06 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.362	**1,003,624.66**	1.08%	0.90%	
	SYD 0.5 15 Apr 2021 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.064	**250,160.96**	0.27%	0.50%	
	B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.309	**253,272.26**	0.27%	1.95%	
	DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		1.644	**508,220.55**	0.55%	1.70%	
	Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.370	**253,424.66**	0.27%	2.00%	
	ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.155	**1,011,550.68**	1.09%	1.70%	
	ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.132	**1,011,317.81**	1.09%	1.70%	
	ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.751	**1,007,508.22**	1.09%	1.35%	
	ING 0.62 13 Aug 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.183	**1,001,834.52**	1.08%	0.62%	
	JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.842	**252,104.11**	0.27%	1.60%	
	MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		1.132	**1,011,317.81**	1.09%	1.70%	
	MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.309	**253,272.26**	0.27%	1.95%	
	ME Bank 1.01 03 Jun 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.498	**2,009,961.64**	2.17%	1.01%	
	ME Bank 0.6 08 Sep 2021 364DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.135	**1,001,347.95**	1.08%	0.60%	
	MYS 1 07 Dec 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.403	**1,004,027.40**	1.08%	1.00%	
	MYS 1.75 16 Dec 2020 274DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		1.237	**1,012,369.86**	1.09%	1.75%	

	Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	**Market Value**	% Total Value	Running Yield	Weighted Running Yield
	MYS 1.75 16 Dec 2020 275DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		1.242	**1,012,417.81**	1.09%	1.75%	
	MYS 0.47 23 Nov 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.009	**1,000,090.14**	1.08%	0.47%	
	NAB 1.02 03 Jun 2021 365DAY TD	S&P ST A1+		4,000,000.00	4,000,000.00	100.000		0.503	**4,020,120.56**	4.33%	1.02%	
	NAB 1.05 18 Jun 2021 365DAY TD	S&P ST A1+		1,800,000.00	1,800,000.00	100.000		0.475	**1,808,543.84**	1.95%	1.05%	
	NAB 1 25 Jun 2021 364DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.430	**1,004,301.37**	1.08%	1.00%	
	NAB 0.95 01 Jul 2021 365DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.396	**1,003,956.16**	1.08%	0.95%	
	Qld Police 1.25 16 Jul 2021 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		0.469	**1,004,691.78**	1.08%	1.25%	
	QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		1.197	**2,023,939.72**	2.18%	1.70%	
	RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.309	**253,272.26**	0.27%	1.95%	
	SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.370	**253,424.66**	0.27%	2.00%	
	Warwick CU 0.4 22 Feb 2021 90DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.007	**250,016.44**	0.27%	0.40%	
				37,700,000.00	37,700,000.00				**37,933,828.10**	40.87%		1.20%
Total Portfolio				92,573,088.27	92,573,088.27				**92,806,916.37**	100.00%		0.81%

6. Portfolio Valuation By Categories As At 30 November 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,269,124.66	2.44%
A3	1,004,691.78	1.08%
A2	21,779,560.69	23.47%
A1	12,043,529.04	12.98%
A1+	7,836,921.93	8.44%
Portfolio Total	44,933,828.10	48.42%

Market Value by Security Rating Group (Short Term)



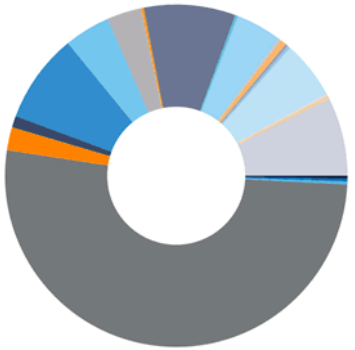
Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	47,873,088.27	51.58%
Portfolio Total	47,873,088.27	51.58%

Market Value by Security Rating Group (Long Term)



Issuer	Market Value	% Total Value
AMP Bank Ltd	6,930,260.00	7.47%
Arab Bank Australia Ltd	250,177.06	0.27%
Australian Military Bank Limited	251,522.60	0.27%
Bank of Queensland Ltd	5,025,403.02	5.41%
Bank of Sydney Ltd	250,160.96	0.27%
Bank of us t/as B&E Ltd	253,272.26	0.27%
Defence Bank Ltd	508,220.55	0.55%
Geelong Bank	253,424.66	0.27%
ING Bank Australia Limited	4,032,211.23	4.34%
Judo Bank	252,104.11	0.27%
Macquarie Bank	8,011,317.81	8.63%
Maitland Mutual Building Society Ltd	253,272.26	0.27%
Members Equity Bank Ltd	3,011,309.59	3.24%
MyState Bank Ltd	4,028,905.21	4.34%
National Australia Bank Ltd	7,836,921.93	8.44%
QPCU LTD t/a QBANK	1,004,691.78	1.08%
Queensland Country Bank Ltd	2,023,939.72	2.18%
Queensland Treasury Corporation	47,873,088.27	51.58%
Railways CU Ltd t/as myMOVE	253,272.26	0.27%
Southern Cross CU	253,424.66	0.27%
Warwick Credit Union	250,016.44	0.27%
Portfolio Total	92,806,916.37	100.00%

Market Value by Issuer



- AMP Bank Ltd
- Arab Bank Australia Ltd
- Australian Military Bank Limited
- Bank of Queensland Ltd
- Bank of Sydney Ltd
- Bank of us t/as B&E Ltd
- Defence Bank Ltd
- Geelong Bank
- ING Bank Australia Limited
- Judo Bank
- Macquarie Bank
- Maitland Mutual Building Society Ltd
- Members Equity Bank Ltd
- MyState Bank Ltd
- National Australia Bank Ltd
- QPCU LTD t/a QBANK
- Queensland Country Bank Ltd
- Queensland Treasury Corporation
- Railways CU Ltd t/as myMOVE
- Southern Cross CU
- Warwick Credit Union

Security Type	Market Value	% Total Value
At Call Deposit	**54,873,088.27**	59.13%
Term Deposit	**37,933,828.10**	40.87%
Portfolio Total	**92,806,916.37**	100.00%

Market Value by Security Type



Term Remaining	Market Value	% Total Value
0 to < 1 Year	**92,806,916.37**	100.00%
Portfolio Total	**92,806,916.37**	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



7. Performance Statistics For Period Ending 30 November 2020

Trading Book		1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council					
	Portfolio Return (1)	0.04%	0.15%	1.25%	1.92%
	Performance Index (2)	0.01%	0.03%	0.44%	1.30%
	Excess Performance (3)	0.03%	0.12%	0.81%	0.62%

Notes

1 Portfolio performance is the rate of return of the portfolio over the specified period

2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)

3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	0.81

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Report Code: TEPACK020EXT-01.80
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
86400 Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
AMP Bank Ltd	BBB+ to BBB-		6,900,000.00	Book	8,000,000.00	AUD	8,000,000.00	86.00	14.00	1,100,000	0.00	0
Arab Bank Australia Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited	BBB+ to BBB-		250,000.00	Book	4,000,000.00	AUD	4,000,000.00	6.00	94.00	3,750,000	0.00	0
Australian Unity Bank	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Auswide Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Bank of Queensland Ltd	A+ to A-		5,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	25.00	1,000,000
Bank of Sydney Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Defence Bank Ltd	BBB+ to BBB-		500,000.00	Book	4,000,000.00	AUD	4,000,000.00	13.00	87.00	3,500,000	0.00	0
G&C Mutual Bank Limited	BBB+ to BBB-		0.00	Book	3,000,000.00	AUD	3,000,000.00	0.00	100.00	3,000,000	0.00	0
Gateway Bank Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Geelong Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Hunter United Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Illawarra Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
ING Bank Australia Limited	A+ to A-		4,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	50.00	50.00	4,000,000	0.00	0
Judo Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Macquarie Bank	A+ to A-		8,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	0.00	0
Maitland Mutual Building Society Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
MyState Bank Ltd	BBB+ to BBB-		4,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,800,000.00	Book	8,000,000.00	AUD	8,000,000.00	98.00	2.00	200,000	0.00	0
Police Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Country Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
Queensland Treasury Corporation	AA+ to AA-		47,873,088.27	Book	100.00	% of 92,573,088.27	92,573,088.27	52.00	48.00	44,700,000	0.00	0
Railways CU Ltd t/as myMOVE	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
South West Slopes Credit Union Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Southern Cross CU	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Summerland Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Warwick Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
			92,573,088.27				196,323,088.27			104,750,000		1,000,000
		(Excluding Parent Group Duplicates)	92,573,088.27									

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
AA+ to AA-	47,873,088.27	Book	100.00	% of 92,573,088.27	92,573,088.27	52.00	48.00	44,700,000	0.00	0
A1+	7,800,000.00	Book	100.00	% of 92,573,088.27	92,573,088.27	8.00	92.00	84,773,088	0.00	0
A1	12,000,000.00	Book	50.00	% of 92,573,088.27	46,286,544.14	26.00	74.00	34,286,544	0.00	0
A2	21,650,000.00	Book	30.00	% of 92,573,088.27	27,771,926.48	78.00	22.00	6,121,926	0.00	0
A3	1,000,000.00	Book	10.00	% of 92,573,088.27	9,257,308.83	11.00	89.00	8,257,309	0.00	0
N/R	2,250,000.00	Book	10.00	% of 92,573,088.27	9,257,308.83	24.00	76.00	7,007,309	0.00	0
	92,573,088.27				277,719,264.81			185,146,176		0

Notes
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020

3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
0-1 Year	92,573,088.27	Book	100.00	% of 92,573,088.27	92,573,088.27	100.00	0.00	0	0.00	0
	92,573,088.27				92,573,088.27			0		0

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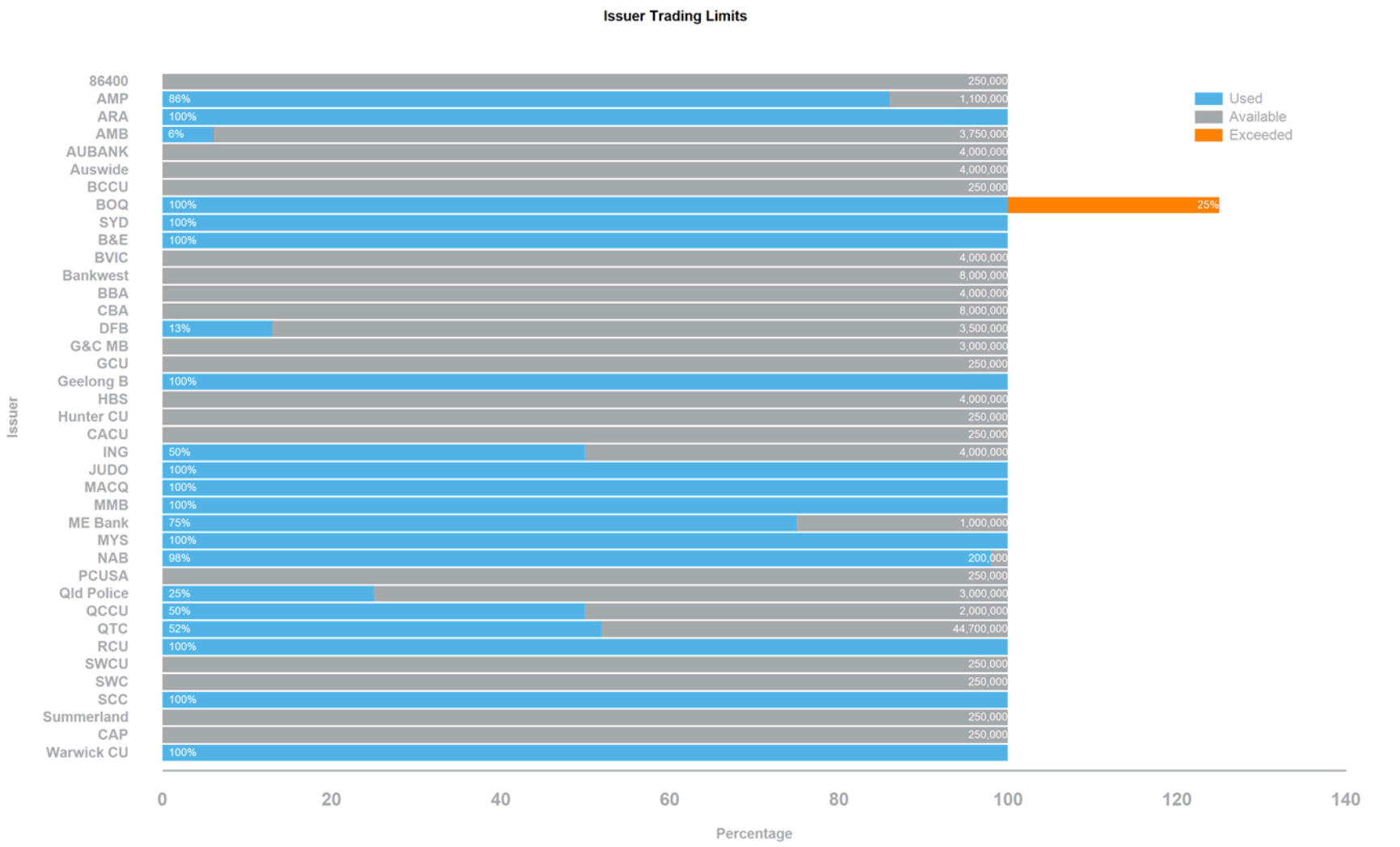
Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020



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Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020



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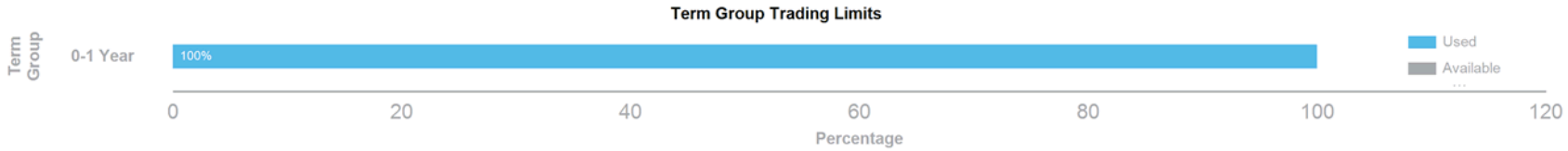
Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020



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Trading Limit Report 125
Maranoa Regional Council
As At 30 November 2020

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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 30 November 2020
Balance Date: 13 December 2020 (but 30 Nov 2020 used instead)
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 12 January 2021

Item Number: 11.4 **File Number:** D21/2843

SUBJECT HEADING: Nex-Gen Procurement System

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:
Local Buy Pty Ltd, in conjunction with VendorPanel and Arcblue, are expanding the functionality of the Vendorpanel software to introduce the Nex-Gen Procurement Ecosystem (Nex-Gen).

The Nex-Gen Procurement System will provide current and enhanced services as well as replace LGTenderbox resulting in Council reducing the number of systems for procurement to two (2) - VendorPanel and Beakon.

The Nex-Gen Procurement System contains the following modules:

- Request for Quotes
- Tenders
- Contracts Register
- Contracts Monitor; and
- Procurement analytics.

It is expected that these changes will improve the procurement function and Council's integration with the local business community as well as reduce the number of systems that Council and Business owners will need to use.

Officer's Recommendation:
That Council authorise the Chief Executive Officer to sign the *Letter of Intent* with Local Buy Pty Ltd if the final terms are acceptable; to begin the Nex-Gen assessment process.

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).

This report applies to the following organisations:

- Local Buy Pty Ltd
- VendorPanel Pty Ltd
- Consolidated Tenders (Owners of LGTenderbox)

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?

Local Buy Pty Ltd in conjunction with VendorPanel Pty Ltd and Arcblue have been developing and testing the Nex-Gen Procurement Ecosystem for use by local Councils.

Further understanding of the full benefits of the Nex-Gen system need to be explored. This can occur by Council signing the *Letter of Intent* from Local Buy Pty Ltd. As per the *Letter of Intent,* cost is nil to Council and Council may withdraw from the Nex-Gen initiative at any time.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council's current procurement system uses the following methods and tools for purchasing:

- LGTenderBox for Tenders ($200,000 +) and high-risk procurement;
- VendorPanel for *Request for Quotes* under $200,000 for Pre-qualified businesses Registers/Panels of providers); and
- Direct e-mailing for a range of purchases under $200,000 that don't apply to the established Registers of Pre-Qualified Suppliers.
- Beakon for recording and maintaining supplier details such as insurances, licences and employee details and for suppliers staff to complete the Corporate Induction.
- Council's Intranet and Website and Facebook Page for:
    - Advertising tenders;
    - internal procurement portal; and
    - providing information to suppliers and for suppliers to register on the Beakon Portal and for the mymaranoa business initiative.

The Nex-Gen Procurement Ecosystem is being implemented across local government in Queensland with approximately twenty Council's signed up and many more in the assessment stage. VendorPanel have provided an overview and documentation (attached) about the Nex-Gen Procurement ecosystem to Council for review.

The Nex-Gen Procurement Ecosystem includes:

- Request for quotes (RFQ's)
- Tendering (same functionality as LGTenderbox)
- Contracts Register
- Procurement Hub
- Procurement data analytics and reporting

Procurement Hub

- Simple access to council policies and procedures;
- An interactive how-to-buy guide to take users through council process;
- A way to reach out to procurement communities;
- No limits on the people who can access Council branded portal, and access to update the items that are critical to council; and
- Integrated evaluation tools, including multi party evaluation module.

Procurement Platform:

- Is an internet marketplace to access all suppliers contracted or not;
- Is a scalable go-to-market process from quote to open tender;
- Provides supplier intelligence flags e.g. key information to inform you at the start of a process; and
- Includes a Contract Management System that allows Councils to manage the contract with actions and deliverables.

Data, Analytics and Benchmarking

- Identifies trends, spend opportunities, and process improvements across all council spend; and
- Benchmarking of spend, economic data and supplier intelligence to give Councils insight into their data and the trends impacting local government.

Nex-Gen will provide a fit-for-purpose solution that supports procurement throughout Councils and it's not just for procurement teams. It has:

- Everything in one place making it easy for buyers and suppliers;
- Reduces risk with transparency and data analytics; and
- Provides better value with smarter sourcing providing faster, more secure and cost-effective procurement capabilities.

This benefits Council by delivering a solution that enables:

- Better understanding and benchmarking of spend data across Queensland;
- Improved efficiency and compliance of e-procurement;
- Enabled collaboration and communication between councils;
- Included training and ongoing education support for councils;
- Access to data visualisation dashboards of cleansed and standardised data for Queensland;
- Single sign-on ability tailored to an individual council's preferred method;
- Secure, cloud-based services;
- The ability to complete all procurement activities in a single location reducing procurement costs for councils; and
- Little to no technical configuration required.

What the Nex-Gen ecosystem brings to all users in Council:

- General Users – easy access to information on what and how to buy, supporting council contracts;
- Procurement – compliance, governance, insights and collaboration; and
- Executive – benchmarking, savings opportunities and visibility.

Further understanding of the full benefits of the Nex-Gen system need to be explored. This will occur by Council signing the *Letter of Intent* from Local Buy Pty Ltd. As per the *Letter of Intent,* cost is nil to Council and Council may withdraw from the Nex-Gen initiative at any time.

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)

Under s234 of the *Local Government Regulation 2012*, Council may enter into negotiations with Local Buy Pty Ltd and use Local Buy products and services.

Local Government Regulation 2012
234 Exception for LGA arrangement

(1) A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.

*(2) An **LGA arrangement** is an arrangement that—*

(a) has been entered into by—

(i) LGAQ Ltd.; or
Note— See section 287 of the Act.

*(ii) a company (the **associated company**) registered under the Corporations Act, if LGAQ Ltd. is its only shareholder; and*

(b) if LGAQ Ltd. or the associated company were a local government, would be either—

(i) a contract with an independent supplier entered into under section 232 by LGAQ Ltd. or the associated company; or

(ii) a contract with an independent supplier entered into under a preferred supplier arrangement under section 233.

*(3) An **independent supplier** is an entity other than a subsidiary (a **relevant subsidiary**) of LGAQ Ltd. or the associated company under the Corporations Act.*

*(4) Despite subsection (2)(b), an **LGA arrangement** may include a contract with a relevant subsidiary from a register of pre-qualified suppliers or a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the Minister.*

(5) For deciding whether to approve an LGA arrangement under subsection (4), the Minister—

(a) must have regard to the sound contracting principles; and
(b) may ask LGAQ Ltd. or the associated company to give the Minister information or documents relevant to the arrangement.

Examples of relevant information or documents—

•information or documents relating to assessment of the relevant subsidiary's suitability to be on the register of pre-qualified suppliers or the tender process for the preferred supplier arrangement
•information or documents relating to the potential impact of the arrangement on local government employees

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)

Procurement Policy - Resolution No. **GM/03.2020/43**.
A decision on this proposal is in accordance with section 234 of the *Local Government Regulation 2012* and referred to in the adopted 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)

- Director Corporate and Community Services
- Operations Manager - Fleet • Plant, Fleet & Workshops
- Procurement Officer - General

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 Nex-Gen Procurement Ecosystem is funded by Local Buy Pty Ltd. Local Buy, is a wholly owned subsidiary of the Local Government Association of Queensland (LGAQ) in its own right.

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 Nex-Gen Procurement System is cost free to Council. If Council enters into a contract, the contract is for 5 years, with a rolling renewal. The funding is committed to for each and every year the Nex-Gen contract is renewed.

For the first five (5) years, the savings to Council are approximately $54,000 over the five years in subscription fees and $25,000 in Tendering fees.

Some costs may be needed at a later date for any specific features that Council may require. This would be identified during the assessment process.

Future Years' Budgets:

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

The Nex-Gen Procurement System will save Council subscription Fees and Tender fees. However, there may be costs for features above the core Nex-Gen Procurement System.

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)

Interested Party: Local Businesses
Local Businesses will be interested should Council later proceed with the Nex-Gen procurement system. There are many advantages for local businesses including a single sign in and location for procurement activities (excluding Beacon at this stage), improved procurement processes and access to wider markets / opportunities.

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
Financial Risk	**Likelihood:** High **Consequences:**

	• Cost savings would not be realised • Other systems may be more expensive
Operational Risk	**Likelihood:** High **Consequences:** • Existing VendorPanel system may not be available to Council in the future, if Council does not go with the Nex-Gen Ecosystem. • Council would need to source an alternative tendering and Request for Quote system.

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 to sign the *Letter of Intent* with Local Buy Pty Ltd if the final terms are acceptable; to begin the Nex-Gen assessment process.

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 *Letter of Intent* with Local Buy Pty Ltd if the final terms are acceptable; to begin the Nex-Gen assessment process.

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⇩	Letter of Intent Between Local Buy & Council for Nex Gen Procurement System	L21/3
2⇩	Nex Gen Procurement System Marketing Brochure	D21/2836
3⇩	Nex Gen Overview Brochure	D21/2837

Report authorised by:

Director - Corporate & Community Services

[insert date]

[insert name]
[insert title]
[insert Council name] Council
[address line 1]
[address line 2]

Dear [Name]

Nex Gen Procurement – Local Buy and [Name] Council

I refer to the recent discussions between [name] on behalf of Local Buy Pty Ltd (**Local Buy**), and [name] on behalf of [insert council name] (**Council**), in relation to Local Buy's innovative new service and solution offering known as the Nex Gen Procurement Ecosystem (**Nex Gen**).

As discussed, Local Buy and Council propose to commence negotiation of a proposed formal agreement (**Formal Contract**), which will set out the terms of the proposed engagement by Council with Local Buy for Local Buy's provision of Nex Gen to Council.

To avoid delaying the parties' engagement and to allow the parties to commence initial preparatory activities in relation to Nex Gen (**Preliminary Activities**), and while the Formal Contract is negotiated, Local Buy proposes an interim agreement on the following terms:

1. This interim agreement between Local Buy and Council is intended to be legally binding. It commences on the date signed on behalf of Council, and continues until the execution of the Formal Contract, subject to termination in accordance with its terms.

2. The parties agree to negotiate promptly and in good faith with a view to executing the Formal Contract by [insert target date] (or such other period agreed by the parties) from the commencement of this interim agreement,

3. The parties agree that the Formal Contract will address the provision of the following, as Nex Gen, to Council:

    - **Nex Gen Procurement Portal**: a Council branded portal (including your tools, policies, procedures) that allows access to a range of systems, tools, data (where approved), procurement services, the sharing of knowledge within the Council and their broader organisation. This includes a tailored 'How to Buy Guide' relevant to your Council.
    - **Procurement Platform via VendorPanel**: a fully enabled VendorPanel system for suppliers and Council to connect whether it be for a simple quote or a full open market tender with visibility of all agreements (Council's and mandatory visibility of Local Buy's panels) and the Local Supplier Marketplace. This is Council's instance of the system, which you can administer in the same way Council would if it went directly to VendorPanel. As part of the Next Gen offering of this instance of Vendor Panel provides full functionality, including supplier intelligence and a continuous development pipeline.
    - **Supplier Intelligence Data**: access to a range of supplier information, e.g. Indigenous, Social Enterprises etc. to allow for supplier profiling. This means Council will not incur the cost of an individual licence(s) or the development costs to have this reflected in Council's instance of VendorPanel.

- **Procurement Data Analytics and Benchmarking**: Council will provide Local Buy full access to procurement data that allows for production of dashboards and reports that allow Council to make data-driven decisions about spend, suppliers and process while having the ability to respond to statutory and community requirements. Council's data remains under its control; Council determines who has access, and to what level it will share with their broader council community.
- **Blockchain Capability**: Nex Gen will have the opportunity to be Blockchain-enabled ensuring the probity of Council's procurement activities. The scope of this is yet to be fully determined and, when known, implications for Council will be shared for discussion.

4. Council acknowledges that the Nex Gen implementation for Council will be sequenced in a way that delivers the critical elements for maximum Council value first, namely VendorPanel first, with Data and the Portal to follow.

5. Subject to clause 10:

   (a) the parties agree that nothing in this interim agreement transfers ownership in, or otherwise grants any rights in material or any intellectual property rights of a party;

   (b) as between the parties Local Buy will own and retain ownership of the intellectual property rights in all material provided or developed by or on behalf of Local Buy under this interim agreement, including

   (c) as between the parties Council will own and retain the intellectual property rights in all material provided or developed by or on behalf of Council under this interim agreement.

6. In consideration of the opportunity to negotiate a Formal Contract and engage with Council in relation to Nex Gen, Local Buy has agreed to undertake the Preliminary Activities under this interim agreement for no charge.

7. Local Buy or Council may terminate this interim agreement by written notice to the other if the other breaches a material term and fails to remedy that breach within 10 working days after notification of the breach.

8. If this interim agreement is terminated other than by the execution of the Formal Contract, then the parties' respective rights, obligations and liabilities accrued before such termination survive.

9. If the parties do not execute a Formal Contract in accordance with this interim agreement and Council elects not to proceed with Nex Gen, then access to Nex Gen services that have been implemented, refer to in clause 3, will be withdrawn, unless by agreement.

10. If a Formal Contract is executed, then on and from the execution of that Formal Contract:

    (a) the execution of the Formal Contract will supersede this interim agreement;

    (b) the Preliminary Activities performed by Local Buy for the benefit of Council under this interim agreement are taken to be services and deliverables supplied by Local Buy under the Formal Contract;

(c) the other acts and omissions of a party in relation to the Preliminary Activities under this interim agreement are taken to be acts and omission of that party under the Formal Contract; and

(d) this interim agreement is terminated and is of no further effect, and neither party has any surviving rights, obligations or liability under it.

11. Council acknowledges that as Local Buy is not charging Council for work performed under this interim agreement, to the extent permitted by law, Local Buy will not be liable for any loss or damage, including consequential loss, loss of revenue, loss of profit, or loss of goodwill, arising out of or in connection with this interim agreement, including any performance or failure to perform the Preliminary Activities.

12. All information disclosed by or on behalf of one party (**Discloser**) to the other party (**Recipient**) or to a representative of the Recipient, regardless of its form and whether before or after the date of this interim agreement, which is confidential in nature and designated as confidential by the Discloser, or which a reasonable person receiving the information would realise is sensitive or confidential, will be treated as "Confidential Information" for the purposes of this interim agreement, unless:

(a) it is in or becomes part of the public domain, other than through a breach of this interim agreement or another obligation of confidentiality;

(b) it was lawfully known to the Recipient at the time it was disclosed by the Discloser; or

(c) it is independently developed by the Recipient, without using any information disclosed by the Discloser, or is made available to the Recipient by a third party who is permitted to disclose it.

The Recipient may only disclose the Confidential Information with the Discloser's prior written consent, to its officers, employees, contractors and professional advisers as reasonably required for the purposes of this interim agreement or as required by law. The Recipient may not use the Confidential Information other than for the purposes of this interim agreement.

If the terms of the proposed interim agreement are acceptable to Council, please sign and return the enclosed copy of this letter to confirm Council's acceptance of these terms.

Local Buy looks forward to engaging with Council in relation to Nex Gen and commencing with the Preliminary Activities.

Yours sincerely

Peter Mifsud
CEO
Local Buy Pty Ltd

Accepted and agreed by [Council name] by its duly authorised representative:

_____
(signature)

_____
Name of authorised representative

_____
Title of authorised representative

_____
Date

localbuy®



Nex Gen Ecosystem

Transforming Procurement for Local Government



Welcome

We are committed to providing councils with access to the most effective procurement systems and processes available.

We want to ensure that Queensland's procurement capability continues to develop in line with advancing technology in the coming years and that's why we have developed the Nex Gen ecosystem in collaboration with Australia's leading procurement experts.

The technology is about transforming procurement for local government and will help councils make more informed procurement decisions, reduce risk, improve transparency, probity and governance, and increase value for money.

We are very pleased to be bringing this unique technology to councils and seeing a digital transformation for procurement.

To be among the first councils to benefit from the software, please get in touch.

Peter Mifsud
CEO, Local Buy



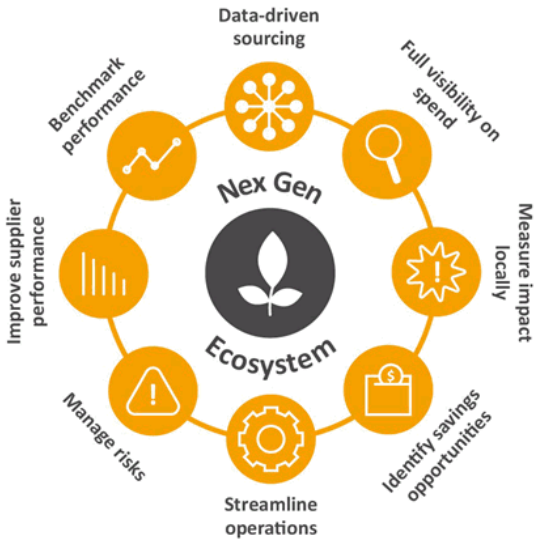
Nex Gen

Nex Gen is a fully-funded ecosystem developed specifically for councils which brings together Australia's leading procurement solution experts. It's a fit-for-purpose tech solution for local government, and it's ready to be rolled out across all 77 Queensland councils.

The Nex Gen ecosystem is raising the bar in sourcing and governance, creating opportunities for buyers in procurement, including:

- Increased spend and process transparency
- Visibility of risk
- Increased avenues to deliver value for money
- Removing inconsistent and complex procurement processes which impact how suppliers engage
- Supporting local and regional economic development

It offers an innovative future-proofing solution which brings procurement into the digital age, ensuring councils have access to the most effective procurement systems and processes available.





A suite of integrated solutions

The Nex Gen ecosystem is a total procurement transformation for local governments in Queensland.

Every year, the importance and the need for councils to support local businesses increases, and this ecosystem is designed to make it easier for councils to continue to do that.

The ecosystem includes:

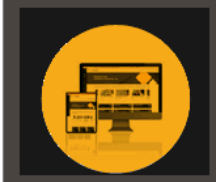
- A digital Procurement Hub
- A customised how-to-buy guide
- Local supplier discovery and sourcing tools
- Insights, data, benchmarking and analytics to help you make informed decisions about spending in your community, measure savings, compliance and local and social impact
- The award-winning VendorPanel Procurement Platform embedded in the ecosystem
- Smart access to Local Buy's list of thousands of pre-approved local suppliers
- A Knowledge Hub with access to leading practice documentation and tools
- Access to a comprehensive training and tailored eLearning Program delivered through ArcBlue's Digital Academy
- Community conversations
- Suppliers benefit from a simple and more efficient process which uses a single interface to interact with you in receiving and responding to business opportunities

Nex Gen is available for councils to utilise now.



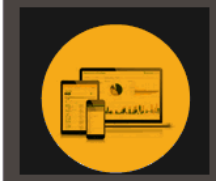


What is the Nex Gen ecosystem?



Procurement Hub

- Simple access to council policies and procedures
- An interactive how-to-buy guide to take users through council process
- A way to reach out to procurement communities
- No limits on the people who can access your branded portal, and access to update the items that are critical to your council
- Integrated evaluation tools, including multi party evaluation module



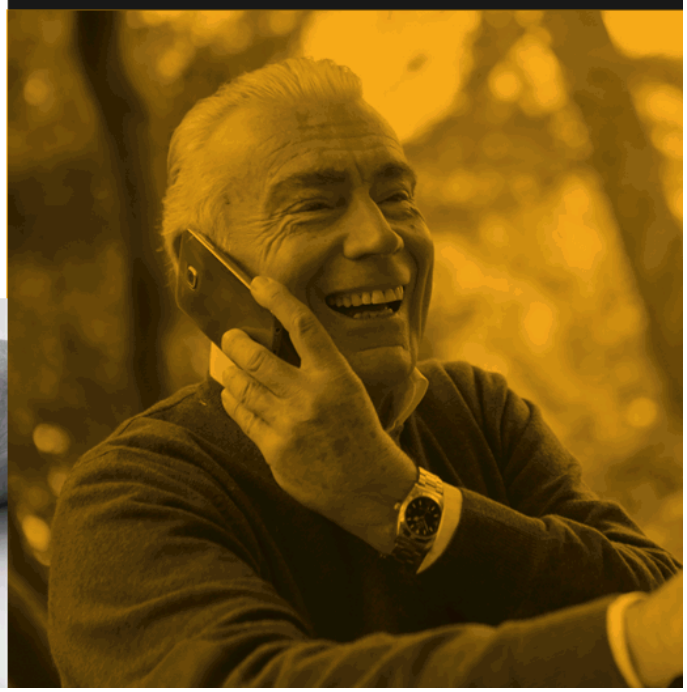
Procurement Platform

- A marketplace to access all suppliers contracted or not
- Scalable go-to-market process, quote to open tender
- Supplier intelligence flags e.g. indigenous to inform you at the start of a process
- Contract management system that allow you to manage the contact with actions and deliverables



Data, Analytics and Benchmarking

- Identifies trends, spend opportunities, and process improvements across all council spend
- Benchmarking of spend, economic data and supplier intelligence to give you insight into your data and the trends impacting local government



Why Nex Gen?

Nex Gen will provide a fit-for-purpose solution that supports procurement throughout councils and it's not just for procurement teams. It has:

- Everything in one place making it easy for buyers and suppliers
- Reduce risk with transparency and data analytics
- Better value with smarter sourcing providing faster, more secure and cost-effective procurement capabilities

This benefits council by delivering a solution that enables:

- Better understanding and benchmarking of spend data across Queensland
- Improved efficiency and compliance of e-procurement
- Enabled collaboration and communication between councils
- Included training and ongoing education support for councils
- Access to data visualisation dashboards of cleansed and standardised data for Queensland
- Single sign-on ability tailored to an individual council's preferred method
- Secure, cloud-based services
- The ability to complete all procurement activities in a single location reducing procurement costs for councils
- Little to no technical configuration required

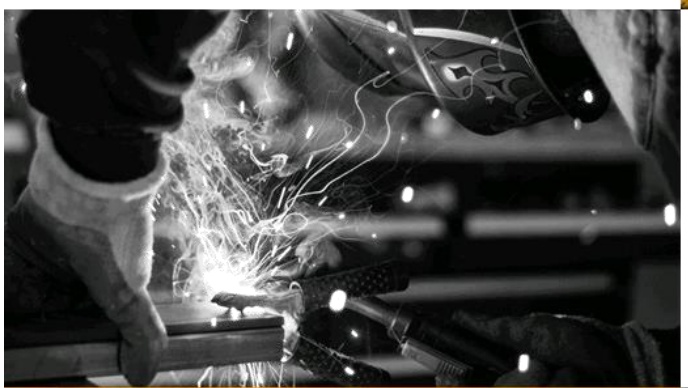


More than just procurement

What the Nex Gen ecosystem brings to all users in Council:

- General Users – easy access to information on what and how to buy, supporting your council contracts.
- Procurement – compliance, governance, insights and collaboration.
- Executive – benchmarking, savings opportunities and visability.





Reasons to say YES!

- Data is encrypted and stored in Australia only
- It offers you connectivity – to community, to suppliers and to councils
- It offers you value – maximising the value of every cent spent
- It offers you compliance
- It's fully funded
- It's built on proven technology and it's ready to go!

Talk to us today

Learn more about how Nex Gen can help support your procurement. Get in touch with our team today:

nexgen@localbuy.net.au

1800 LB HELP (1800 524 357)



localbuy

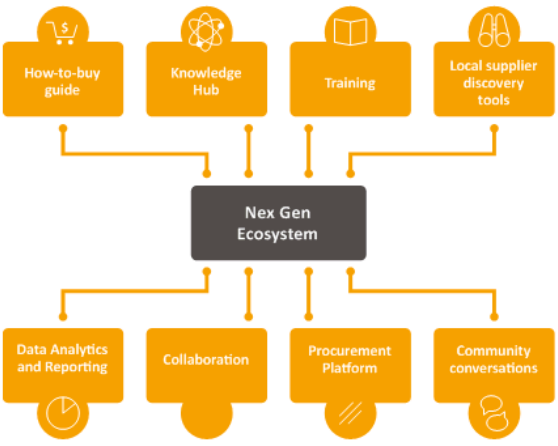


Nex Gen
How does it go live in council?

Nex Gen brings together existing platforms that allow councils to have a single point of access to all their procurement needs.

This single point is through the Procurement Hub, where procurement information, supplier intelligence analytics, reporting, and a procurement platform can be accessed. Our partners are:

- ArcBlue – supporting the Procurement Hub, and the analytics and reporting capabilities.
- VendorPanel – supporting the Procurement Platform.

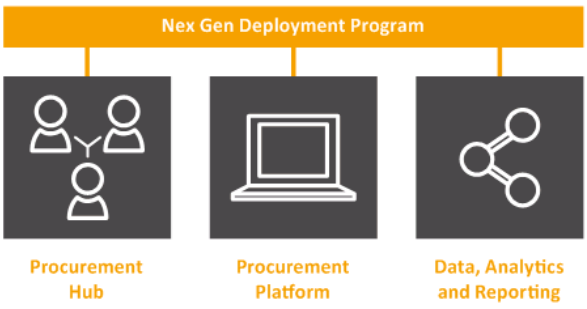


Why use Nex Gen?

There are two stages to how the Nex Gen ecosystem is implemented into council:

Stage 1
Deployment: The Procurement Hub, Procurement Platform and Data will be implemented (8 - 12 weeks)

Stage 2
Embedment: We will provide support to extract the value, usage, compliance, up-skilling and utilisation of the analysis of spend (ongoing).



Note: you may already have one or more components of the ecosystem live in council.

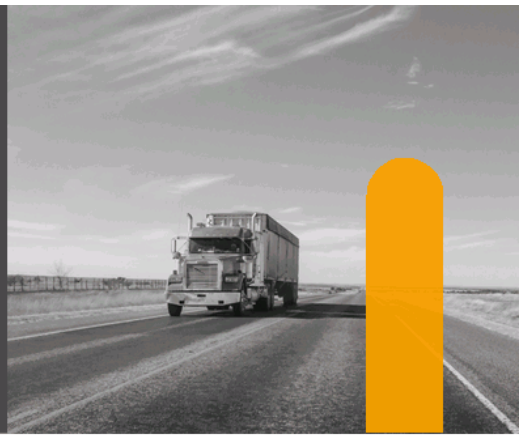
Why use Nex Gen?

- Enabled collaboration and communication between councils.
- Improved efficiency and compliance of e-procurement.
- Better understanding and benchmarking of spend data across Queensland.
- A simple platform for connectivity to community and suppliers.

What does deployment look like?

Deployment is focused on ensuring that all three elements of the ecosystem are operational within council.

What does this mean? The systems are deployed, people have access and data is available. What will be left to do after this? Embedment—this is where there is ongoing support to extract full value across the ecosystem e.g. all procurement is going through VendorPanel, data analytics are being used to inform category decisions, and everyone is entering the hub for procurement information.



ArcBlue: Procurement Hub

Sign-up and kick-off	Deploy	Implement (4 weeks)		Release	
	Documents submitted	Build		Test	Release
• Signed ArcBlue agreement • Purchase order/card • Kick-off meeting • Collation of documentation by client.	• Project commencement upon receipt of documentation requirements.	• Branding • Tailoring • Document uploads • User access set-up	• SSO integration • Confirm integration with client.	• Test all elements of the Hub (includes dashboards).	• FAQs and user guides • Webinars • Training and handover • Project close out

VendorPanel: Procurement Platform

Sign-up	Deploy (5 days)	Activate (1-12 weeks)				Launch (4-12 weeks)	
	Create enterprise	Plan	Set-up and train	On-board suppliers	On-board buyers	Promote	Optimise
• Signed license • Purchase order/card	• Technical set-up • Base configuration • Branding	• Kick-off meeting • Planning workshop • Business configuration	• Admin training • List configuration • User management • List creation (internal/ external/marketplace)	• Engage suppliers • Invite suppliers • Onboard suppliers • Activate suppliers	• Engage buyers • Invite buyers • Onboard buyers • Activate buyers	• User training • Webinars • FAQs • Meetings/ workshops	• Webinars • Success stories • Dashboards • Reporting

ArcBlue: Data, Analytics and Reporting

Sign-up and kick-off	Deploy	Implement (5 weeks)				Release (1 week)
	Data submitted	Review	Cleanse & Categorise	Integrate	Finalise	Release
• Signed license • Purchase order/card	• Project commencement upon receipt of data requirements	• Review submitted data • Follow up with client if needed	• Build processing model • Cleanse • Normalise • Initiate categorisation	• Produce dashboard • Integration to the hub • Continue categorisation	• Finalise categorisation • Testing • Client validation • Updates as required	• FAQs and user guides • Webinars • Training & handover • Project close out

localbuy® VendorPanel ArcBlue Procurement Delivering More

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 14 January 2021

Item Number: 11.5 **File Number:** D21/3559

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 request for a reduction in trading terms from twenty-eight (28) days to fourteen days for any invoices submitted by Creditor 15578.

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 Bruggemann Contracting Pty Ltd of Chinchilla Queensland 4413.

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 from Bruggemann Contracting Pty Ltd of Chinchilla Queensland for a reduction in trading terms.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Bruggemann Contracting Pty Ltd are a small family company who are water bore mechanics and are used by Council for repairs and maintenance to Council's water bores. As a small business the payments by Council are important to their cash flow and as such have requested a reduction in trading terms to assist them manage their cash flow requirements.

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. Council's standard payment terms are twenty-eight (28) days from the invoice date or the date of receipt of the invoice (whichever is the later). However, small businesses with high input costs (labour & materials) can apply for an exception to the standard payment terms for Council's consideration. This test (small business with high input costs) was used for previous recommendations to Council.

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 advised that Council approve the request for reduced trading terms for Creditor 15578. This recommendation has been formed on the basis that the business is small business whose primary input costs are materials and labour.

Recommendation:

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

That Council approve the request for a reduction in trading terms from twenty-eight (28) days to fourteen days for any invoices submitted by Creditor 15578.

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
2.2 Revenue collection

Supporting Documentation:

1⇩	Letter to Request Reduction in Trading Terms - Bruggemann Contracting Pty Ltd	D21/3579

Report authorised by:

Director - Corporate & Community Services

D21/3094 15578 D21/3559

Bruggemanns
Water Bore Mechanics

Bruggemann Contracting Pty Ltd Trading As Bruggemann's Water Bore Mechanics
ABN: 12 645 291 649 Phone: 0476 257 25 4 / 0408 585 821
Email: clintbruggemann@gmail.com / wbruggemann@gmail.com
Postal: PO Box 836, Chinchilla, QLD, 4413

12th January, 2021

Chief Executive Officer
Maranoa Regional Council
PO Box 620,
Roma, QLD 4455

To whom it may concern,

Re: Reduced Trading Terms

We are writing to request a change in standard payment terms for work we complete for the Maranoa Regional Council.

Being a small family run business, we find it difficult to carry client accounts for extended amounts of time. We request that payments be made within 2 weeks of our invoice being sent. This would significantly reduce the impact that waiting longer for payments has on our business.

Thank you for helping us in this matter.

King Regards,

Bruggemann

Clint & Wayan Bruggemann

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 14 January 2021

Item Number: 11.6 **File Number:** D21/3577

SUBJECT HEADING: Overdue Rates - Commencement of Legal Action

Classification: Open Access

Officer's Title: Rates & Utilities Billing Officer

Executive Summary:
Letters of Demand have been sent to ratepayers who are not in a rates payment arrangement and have a rates debt of $750.00 or more outstanding.

In accordance with Council's adopted Rates Recovery Policy, a Council Resolution is required to take the next step in the rates recovery process by filing a Statement of Liquidated Claim at the Local Magistrates Court and serving on the ratepayer.

Officer's Recommendation:
That Council endorse the next step in the rates recovery process, that is to proceed to filing a Statement of Liquidated Claim with the Local Magistrate's Court after the 3 February 2021, serving upon the ratepayers who have:

1. Not paid the outstanding rates;
2. Not entered into an appropriate payment arrangement; and/or
3. Not complied with an appropriate payment arrangement.

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).

In accordance with Council's adopted Rates Recovery Policy, ratepayers who have:

1. Not paid the outstanding rates;
2. Not entered into an appropriate payment arrangement; and/or
3. Not complied with an appropriate payment arrangement.

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?

In accordance with Council's adopted Rates Recovery Policy, a Council Resolution is required to take the next step in the rates recovery process by filing a Statement of Liquidated Claim at the Local Magistrates Court and serving on the ratepayer.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

First reminder letters were issued on 25 November 2020 and second reminder letters were issued on 15 December 2020 as per the adopted Rate Recovery Policy.

Letters of Demand were then sent to all ratepayers (excluding ratepayers that have an existing payment arrangement in place or are still in debt recovery from last period) with a rates debt of $750.00 or more owing.

The demand letter advises to pay the outstanding amount within 14 days from 14 January 2021 before our recovery agents seek instructions from Council to commence legal proceedings. To date the letter either encouraged a number of people to make contact with Council to set up payment arrangements or to make payment.

The next step in the debt collection process is the Statement of Liquidated Claim to be filed at the Local Magistrates Court and served on the ratepayer in February 2020.

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)

4.4 Debt Recovery Agency

The following procedures will apply when the ratepayer list has been forwarded to the Debt Recovery Agency;

1. A letter of demand will be sent from Council's recovery agency/law firm to all accounts that have a rates arrears, advising the subject ratepayers that Council will instruct its recovery agency/law firm to commence legal proceedings against them if the rates and charges in arrears are not paid or a suitable payment arrangement is not entered into with Councils recovery agency/law firm within fourteen (14) days from the date of the letter;

2. When the fourteen (14) day time period has expired, Councils recovery agency/law firm will obtain instructions from Council on which accounts to commence legal action who have not complied with the letter of demand;

3. A statement of liquidated claim ("Claim") will then be filed at the Local Magistrates Court and served on the rate payer;

4. 28 days after the Claim has been served Councils recovery agency/law firm will obtain instructions from Council to issue pre judgement warning letter to the rate payer giving seven (7) days to pay the account or contact Councils recovery agency/law firm to enter into a suitable payment arrangement;

5. Seven (7) days after the expiry of the pre judgment warning letter Councils recovery agency/law firm will obtain instructions from Council on which accounts are to proceed to have default judgement filed against them on Council's behalf at the Local Magistrates Court;

6. Once default judgement has been obtained, Councils recovery agency/law firm will issue the rate payer a post judgement letter advising the rate payer that default judgement has been obtained and that if the debt is not paid within seven (7) days from the date of the letter that further enforcement action will take place to recover the debt and all costs;

7. Council can then elect to proceed with the enforcement action of the judgement debt or proceed to sale of land pursuant to section 140 of the *Local Government Regulation 2012.*

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)

No

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)

No

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
No	

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 endorse the next step in the rates recovery process, that is to proceed to filing a Statement of Liquidated Claim with the Local Magistrate's Court after the 3 February 2021, serving upon the ratepayers who have:

1. Not paid the outstanding rates;
2. Not entered into an appropriate payment arrangement; and/or
3. Not complied with an appropriate payment arrangement.

Recommendation:

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

That Council endorse the next step in the rates recovery process, that is to proceed to filing a Statement of Liquidated Claim with the Local Magistrate's Court after the 3 February 2021, serving upon the ratepayers who have:

1. Not paid the outstanding rates;
2. Not entered into an appropriate payment arrangement; and/or
3. Not complied with an appropriate payment arrangement.

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
2.2 Revenue collection

Supporting Documentation:

Nil

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 15 January 2021

Item Number: 11.7 **File Number:** D21/3720

SUBJECT HEADING: Investment Register as at 31 December 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:
The purpose of this report is to present to Council the Investment Report (including the Trading Limits report) as at 31 December 2020.

Officer's Recommendation:

1. That the Investment Report as at 31 December 2020 be received and noted.

2. That future Investment Reports be included in the Quarterly (Operational Plan) Reports to Council.

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).

Maranoa Regional Council

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
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 31 December 2020.

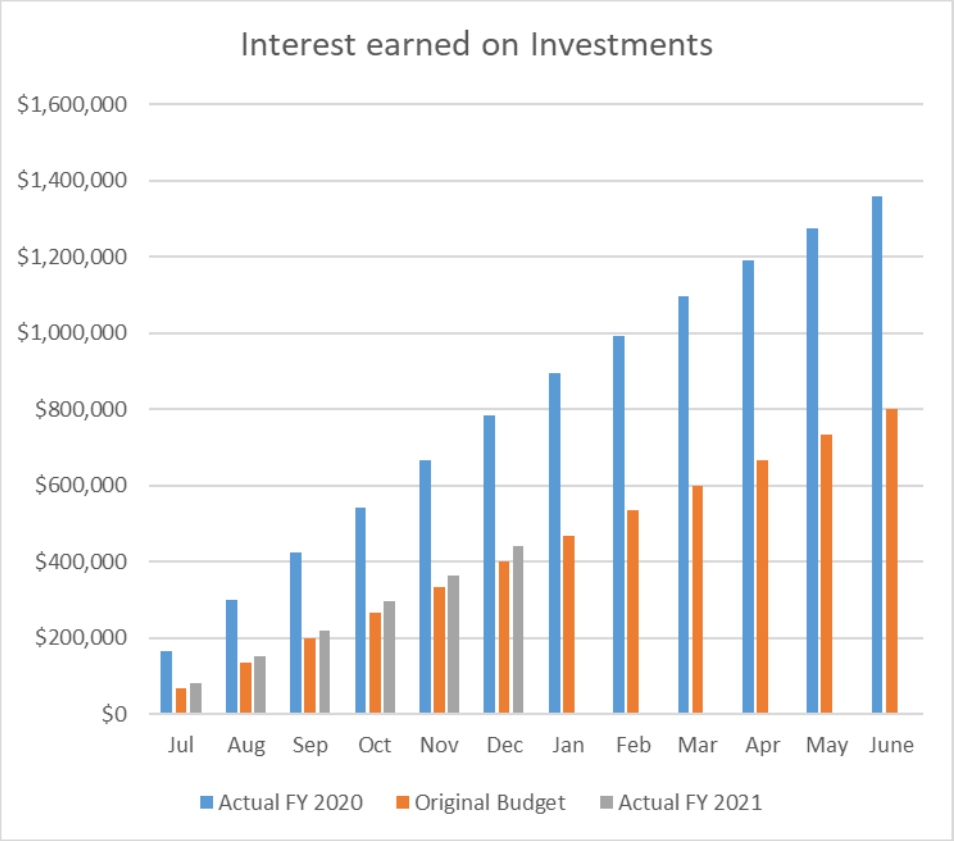
Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report, which incorporates an Investment Trading Limits Report as at 31 December 2020.

For the six months ended 31 December 2020, actual interest earned on investments totalled $441,011. This represents 55.1% of the adopted budget with 50% of the year elapsed.

Interest earned on Investments			
	Actual FY 2020	**Original Budget**	**Actual FY 2021**
Jul	$165,259	$66,667	$81,972
Aug	$299,321	$133,334	$151,185
Sep	$425,049	$200,001	$218,835
Oct	$543,158	$266,668	$296,490
Nov	$665,039	$333,335	$364,204
Dec	$785,032	$400,002	$441,011
Jan	$893,794	$466,669	
Feb	$992,705	$533,336	
Mar	$1,097,602	$600,003	
Apr	$1,192,184	$666,670	
May	$1,276,006	$733,337	
June	$1,358,049	$800,000	



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)

Statutory Bodies Financial Arrangements Act 1982

Section 47 Statutory body to try to invest at most advantageous rate

(1) A statutory body must use its best efforts to invest its funds –

(a) At the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and
(b) In a way it considers is most appropriate in all the circumstances.

(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

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 adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative

framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to $250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of $250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation.
The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)

This table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)
A1+	25%-35%	100%	$8M
A1	10%-20%	50%	$8M
A2 – Financial Institutions only	5%-15%	30%	$4M
A3 – Financial Institutions only	2%-7%	10%	$4M
All other approved deposit taking institutions regulated by APRA.	$250,000 (government guarantee only)	10%	$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns and reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorisers nominated by the banks.

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence, each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

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 Community & Commercial Services.

Funding Bodies*:*

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

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?***

2020/21 Budgeted Investment Income - $800,000
2020/21 Actual Investment Income year to date - $441,011

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)

For information purposes only.

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
Regulatory	Investment portfolio is in accordance with Council's adopted Investment Policy and the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

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 receive and note the Investment Reports for the period ending 31 December 2020.

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 receive and note the Investment Reports for the period ending 31 December 2020.

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
2.5 Financial Reporting

Supporting Documentation:

1⇩	Investment Report as at 31 December 2020	D2021/0003730
2⇩	Investment Trading Limits Report as at 31 December 2020	D2021/0003729

Report authorised by:

Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 December 2020 to 31 December 2020

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1. Securities Held By Trading Book Maturing Post 31 December 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC100160	31 Dec 2020	Queensland Treasury Corporation		1 Jan 2021		0.80	Nil	At Call	S&P AA+	38,123,088.27	38,123,088.27	38,123,088.27
LC100162	31 Dec 2020	Macquarie Bank		1 Jan 2021		0.45	Nil	At Call	S&P ST A1	7,000,000.00	7,000,000.00	7,000,000.00
LC89756	17 Jun 2020	AMP Bank Ltd		14 Jan 2021	14 Jan 2021	1.55	Maturity	TD	S&P ST A2	800,000.00	800,000.00	806,692.60
LC97609	24 Nov 2020	Warwick Credit Union		22 Feb 2021	22 Feb 2021	0.40	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,101.37
LC86821	5 May 2020	AMP Bank Ltd		2 Mar 2021	2 Mar 2021	1.60	Maturity	TD	S&P ST A2	500,000.00	500,000.00	505,260.28
LC85556	18 Mar 2020	Queensland Country Bank Ltd		18 Mar 2021	18 Mar 2021	1.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,026,827.40
LC85576	25 Mar 2020	Southern Cross CU		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,849.32
LC85579	25 Mar 2020	Geelong Bank		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,849.32
LC85313	27 Mar 2020	ING Bank Australia Limited		26 Mar 2021	26 Mar 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,012,994.52
LC85561	30 Mar 2020	Bank of us t/as B&E Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,686.30
LC85563	30 Mar 2020	Maitland Mutual Building Society Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,686.30
LC85560	30 Mar 2020	Railways CU Ltd t/as myMOVE		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,686.30
LC85421	1 Apr 2020	ING Bank Australia Limited		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,012,761.64
LC85429	1 Apr 2020	Macquarie Bank		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	Moodys ST P-1	1,000,000.00	1,000,000.00	1,012,761.64
LC96150	14 Oct 2020	Bank of Sydney Ltd		15 Apr 2021	15 Apr 2021	0.50	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,267.12
LC86210	20 Apr 2020	AMP Bank Ltd		20 Apr 2021	20 Apr 2021	1.85	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,012,924.66
LC87661	11 May 2020	ING Bank Australia Limited		12 May 2021	12 May 2021	1.35	Maturity	TD	S&P A	1,000,000.00	1,000,000.00	1,008,654.79
LC88145	22 May 2020	Judo Bank		21 May 2021	21 May 2021	1.60	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,443.84
LC88582	29 May 2020	Bank of Queensland Ltd		28 May 2021	28 May 2021	1.25	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,007,397.26
LC88991	2 Jun 2020	Bank of Queensland Ltd		2 Jun 2021	2 Jun 2021	1.15	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,006,679.45
LC88995	3 Jun 2020	Members Equity Bank Ltd		3 Jun 2021	3 Jun 2021	1.01	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,011,677.26
LC88993	3 Jun 2020	National Australia Bank Ltd		3 Jun 2021	3 Jun 2021	1.02	Maturity	TD	S&P ST A1+	4,000,000.00	4,000,000.00	4,023,585.76
LC89155	10 Jun 2020	Bank of Queensland Ltd		10 Jun 2021	10 Jun 2021	1.15	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,006,427.40
LC89809	18 Jun 2020	National Australia Bank Ltd		18 Jun 2021	18 Jun 2021	1.05	Maturity	TD	S&P ST A1+	1,800,000.00	1,800,000.00	1,810,149.05
LC90133	26 Jun 2020	National Australia Bank Ltd		25 Jun 2021	25 Jun 2021	1.00	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,005,150.68
LC90649	1 Jul 2020	National Australia Bank Ltd		1 Jul 2021	1 Jul 2021	0.95	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,004,763.01
LC90651	1 Jul 2020	Bank of Queensland Ltd		1 Jul 2021	1 Jul 2021	1.03	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,005,164.11
LC90652	6 Jul 2020	Bank of Queensland Ltd		6 Jul 2021	6 Jul 2021	0.90	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,004,389.04
LC91497	16 Jul 2020	QPCU LTD t/a QBANK		16 Jul 2021	16 Jul 2021	1.25	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,005,753.42
LC92729	14 Aug 2020	ING Bank Australia Limited		13 Aug 2021	13 Aug 2021	0.62	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,002,361.10
LC94809	9 Sep 2020	Members Equity Bank Ltd		8 Sep 2021	8 Sep 2021	0.60	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,001,857.53
LC96149	14 Oct 2020	Arab Bank Australia Ltd		14 Oct 2021	14 Oct 2021	0.55	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,293.84

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC97423	17 Nov 2020	AMP Bank Ltd		17 Nov 2021	17 Nov 2021	0.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,001,808.22
LC97528	23 Nov 2020	MyState Bank Ltd		23 Nov 2021	23 Nov 2021	0.47	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,489.32
LC97602	23 Nov 2020	AMP Bank Ltd		23 Nov 2021	23 Nov 2021	0.75	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,780.82
LC97605	24 Nov 2020	AMP Bank Ltd		24 Nov 2021	24 Nov 2021	0.75	Maturity	TD	S&P ST A2	600,000.00	600,000.00	600,456.16
LC99540	2 Dec 2020	AMP Bank Ltd		30 Nov 2021	30 Nov 2021	0.75	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,595.89
LC98967	7 Dec 2020	MyState Bank Ltd		7 Dec 2021	7 Dec 2021	0.47	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,309.04
LC99542	11 Dec 2020	Defence Bank Ltd		13 Dec 2021	13 Dec 2021	0.50	Maturity	TD	S&P BBB	500,000.00	500,000.00	500,136.99
LC99562	16 Dec 2020	AMP Bank Ltd		16 Dec 2021	16 Dec 2021	0.75	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,308.22
										81,573,088.27	81,573,088.27	81,794,069.22
Total										81,573,088.27	81,573,088.27	81,794,069.22

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.

2. Interest and Distribution Income Received For 1 December 2020 to 31 December 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	**Consideration Notional**	Income Type	Trading Book
	AMP 1.6 02 Dec 2020 183DAY TD	AMP Bank Ltd	IEI122656	2 Dec 2020	1,000,000.00	**8,021.92**	Security Coupon Interest	Maranoa Regional Council
	MYS 1 07 Dec 2020 154DAY TD	MyState Bank Ltd	IEI141448	7 Dec 2020	1,000,000.00	**4,219.18**	Security Coupon Interest	Maranoa Regional Council
	AMB 1.3 09 Dec 2020 180DAY TD	Australian Military Bank Limited	IEI123526	9 Dec 2020	250,000.00	**1,602.74**	Security Coupon Interest	Maranoa Regional Council
	DFB 1.7 11 Dec 2020 364DAY TD	Defence Bank Ltd	IEI110249	11 Dec 2020	500,000.00	**8,476.71**	Security Coupon Interest	Maranoa Regional Council
	MYS 1.75 16 Dec 2020 274DAY TD	MyState Bank Ltd	IEI117412	16 Dec 2020	1,000,000.00	**13,136.99**	Security Coupon Interest	Maranoa Regional Council
	MYS 1.75 16 Dec 2020 275DAY TD	MyState Bank Ltd	IEI117410	16 Dec 2020	1,000,000.00	**13,184.93**	Security Coupon Interest	Maranoa Regional Council
						48,642.47		

3. Acquisitions, Disposals and Maturities Between 1 December 2020 and 31 December 2020

Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	**Consideration Notional**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99546	Acquisition	1 Dec 2020	1 Dec 2020	1,750,000.00	1,750,000.00	1.00000000	100.000	0.000	100.000	**1,750,000.00**
AMP 1.6 02 Dec 2020 183DAY TD	AMP Bank Ltd		LC88930	Maturity	2 Dec 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
AMP 0.75 30 Nov 2021 363DAY TD	AMP Bank Ltd		LC99540	Acquisition	2 Dec 2020	2 Dec 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
MYS 1 07 Dec 2020 154DAY TD	MyState Bank Ltd		LC90544	Maturity	7 Dec 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
MYS 0.47 07 Dec 2021 365DAY TD	MyState Bank Ltd		LC98967	Acquisition	7 Dec 2020	7 Dec 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
AMB 1.3 09 Dec 2020 180DAY TD	Australian Military Bank Limited		LC89237	Maturity	9 Dec 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	**(250,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99550	Disposal	9 Dec 2020	9 Dec 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99551	Disposal	10 Dec 2020	10 Dec 2020	3,500,000.00	3,500,000.00	1.00000000	100.000	0.000	100.000	**(3,500,000.00)**
DFB 1.7 11 Dec 2020 364DAY TD	Defence Bank Ltd		LC82087	Maturity	11 Dec 2020		500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	**(500,000.00)**
DFB 0.5 13 Dec 2021 367DAY TD	Defence Bank Ltd		LC99542	Acquisition	11 Dec 2020	11 Dec 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	**500,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99828	Disposal	15 Dec 2020	15 Dec 2020	800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	**(800,000.00)**
MYS 1.75 16 Dec 2020 275DAY TD	MyState Bank Ltd		LC85551	Maturity	16 Dec 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
MYS 1.75 16 Dec 2020 274DAY TD	MyState Bank Ltd		LC85553	Maturity	16 Dec 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**(1,000,000.00)**
AMP 0.75 16 Dec 2021 365DAY TD	AMP Bank Ltd		LC99562	Acquisition	16 Dec 2020	16 Dec 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC99829	Disposal	17 Dec 2020	17 Dec 2020	3,000,000.00	3,000,000.00	1.00000000	100.000	0.000	100.000	**(3,000,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC100124	Disposal	22 Dec 2020	22 Dec 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	**(2,000,000.00)**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC100158	Acquisition	31 Dec 2020	31 Dec 2020	38,316.38	38,316.38	1.00000000	100.000	0.000	100.000	**38,316.38**
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC100160	Disposal	31 Dec 2020	31 Dec 2020	38,316.38	38,316.38	1.00000000	100.000	0.000	100.000	**(38,316.38)**
MACQ At Call	Macquarie Bank		LC100161	Acquisition	31 Dec 2020	31 Dec 2020	2,673.93	2,673.93	1.00000000	100.000	0.000	100.000	**2,673.93**
MACQ At Call	Macquarie Bank		LC100162	Disposal	31 Dec 2020	31 Dec 2020	2,673.93	2,673.93	1.00000000	100.000	0.000	100.000	**(2,673.93)**
													(9,800,000.00)

Notes
1. The maturity of 'MBS' type securities are excluded from the above list
2. At maturitiy, securities are assumed to be priced at capital price = 100, accrued interest = 0
3. To avoid misleadnig maturity data, the reporting period should start immeiately after a month end and the reporting period should be kept small (e.g. 1 month).

4. Interest Income Accrued As At 31 December 2020

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC100162	MACQ At Call	1 Jan 2021	30 Jul 2020	7 Aug 2020		146	0.8000		Nil	**7,000,000.00**	**7,000,000.00**	2,673.93	7,000,000.00	22,400.00
LC89756	AMP 1.55 14 Jan 2021 211DAY TD	14 Jan 2021	17 Jun 2020		14 Jan 2021	197	1.5500		Maturity	**800,000.00**	**800,000.00**	800,000.00	806,692.60	6,692.60
LC97609	Warwick CU 0.4 22 Feb 2021 90DAY TD	22 Feb 2021	24 Nov 2020		22 Feb 2021	37	0.4000		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,101.37	101.37
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	240	1.6000		Maturity	**500,000.00**	**500,000.00**	500,000.00	505,260.28	5,260.27
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	288	1.7000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,026,827.40	26,827.40
LC85576	SCC 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	281	2.0000		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,849.32	3,849.32
LC85579	Geelong B 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	281	2.0000		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,849.32	3,849.32
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	279	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,994.52	12,994.52
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	276	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,686.30	3,686.30
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	276	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,686.30	3,686.30
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	276	1.9500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,686.30	3,686.30
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	274	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,761.64	12,761.64
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	274	1.7000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,761.64	12,761.64
LC96150	SYD 0.5 15 Apr 2021 183DAY TD	15 Apr 2021	14 Oct 2020		15 Apr 2021	78	0.5000		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,267.12	267.12
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	255	1.8500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,012,924.66	12,924.66
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	234	1.3500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,008,654.79	8,654.79
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	223	1.6000		Maturity	**250,000.00**	**250,000.00**	250,000.00	252,443.84	2,443.84
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	29 May 2020		28 May 2021	216	1.2500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,007,397.26	7,397.26
LC88991	BOQ 1.15 02 Jun 2021 365DAY TD	2 Jun 2021	2 Jun 2020		2 Jun 2021	212	1.1500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,006,679.45	6,679.45
LC88995	ME Bank 1.01 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	211	1.0100		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,011,677.26	11,677.26
LC88993	NAB 1.02 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	211	1.0200		Maturity	**4,000,000.00**	**4,000,000.00**	4,000,000.00	4,023,585.76	23,585.75
LC89155	BOQ 1.15 10 Jun 2021 365DAY TD	10 Jun 2021	10 Jun 2020		10 Jun 2021	204	1.1500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,006,427.40	6,427.40
LC89809	NAB 1.05 18 Jun 2021 365DAY TD	18 Jun 2021	18 Jun 2020		18 Jun 2021	196	1.0500		Maturity	**1,800,000.00**	**1,800,000.00**	1,800,000.00	1,810,149.05	10,149.04
LC90133	NAB 1 25 Jun 2021 364DAY TD	25 Jun 2021	26 Jun 2020		25 Jun 2021	188	1.0000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,005,150.68	5,150.68
LC90649	NAB 0.95 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	183	0.9500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,763.01	4,763.01
LC90651	BOQ 1.03 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	183	1.0300		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,005,164.11	5,164.11
LC90652	BOQ 0.9 06 Jul 2021 365DAY TD	6 Jul 2021	6 Jul 2020		6 Jul 2021	178	0.9000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,389.04	4,389.04
LC91497	Qld Police 1.25 16 Jul 2021 365DAY TD	16 Jul 2021	16 Jul 2020		16 Jul 2021	168	1.2500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,005,753.42	5,753.42
LC92729	ING 0.62 13 Aug 2021 364DAY TD	13 Aug 2021	14 Aug 2020		13 Aug 2021	139	0.6200		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,002,361.10	2,361.10
LC94809	ME Bank 0.6 08 Sep 2021 364DAY TD	8 Sep 2021	9 Sep 2020		8 Sep 2021	113	0.6000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,001,857.53	1,857.53
LC96149	ARA 0.55 14 Oct 2021 365DAY TD	14 Oct 2021	14 Oct 2020		14 Oct 2021	78	0.5500		Maturity	**250,000.00**	**250,000.00**	250,000.00	250,293.84	293.84
LC97423	AMP 0.75 17 Nov 2021 365DAY TD	17 Nov 2021	17 Nov 2020		17 Nov 2021	44	0.7500		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,001,808.22	1,808.22

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	**Face Value Notional**	**Current Face Value Notional**	Latest Purchase Consideration	Market Value	Accrued Interest
LC97528	MYS 0.47 23 Nov 2021 365DAY TD	23 Nov 2021	23 Nov 2020		23 Nov 2021	38	0.4700		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,489.32	489.32
LC97602	AMP 0.75 23 Nov 2021 365DAY TD	23 Nov 2021	23 Nov 2020		23 Nov 2021	38	0.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,780.82	780.82
LC97605	AMP 0.75 24 Nov 2021 365DAY TD	24 Nov 2021	24 Nov 2020		24 Nov 2021	37	0.7500		Maturity	**600,000.00**	**600,000.00**	600,000.00	600,456.16	456.16
LC99540	AMP 0.75 30 Nov 2021 363DAY TD	30 Nov 2021	2 Dec 2020		30 Nov 2021	29	0.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,595.89	595.89
LC98967	MYS 0.47 07 Dec 2021 365DAY TD	7 Dec 2021	7 Dec 2020		7 Dec 2021	24	0.4700		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,309.04	309.04
LC99542	DFB 0.5 13 Dec 2021 367DAY TD	13 Dec 2021	11 Dec 2020		13 Dec 2021	20	0.5000		Maturity	**500,000.00**	**500,000.00**	500,000.00	500,136.99	136.99
LC99562	AMP 0.75 16 Dec 2021 365DAY TD	16 Dec 2021	16 Dec 2020		16 Dec 2021	15	0.7500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,308.22	308.22
										43,450,000.00	**43,450,000.00**		43,670,980.95	243,380.94

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.

5. Portfolio Valuation As At 31 December 2020

	Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	**Market Value**	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit												
	MACQ At Call	S&P ST A1		7,000,000.00	7,000,000.00	100.000		0.000	**7,000,000.00**	8.56%	0.80%	
	QTC Maranoa CF At Call	S&P AA+		38,123,088.27	38,123,088.27	100.000		0.000	**38,123,088.27**	46.61%	0.80%	
				45,123,088.27	45,123,088.27				**45,123,088.27**	55.17%		0.80%
Term Deposit												
	AMP 1.55 14 Jan 2021 211DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.837	**806,692.60**	0.99%	1.55%	
	AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		1.052	**505,260.28**	0.62%	1.60%	
	AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		1.292	**1,012,924.66**	1.24%	1.85%	
	AMP 0.75 17 Nov 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.090	**2,001,808.22**	2.45%	0.75%	
	AMP 0.75 23 Nov 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.078	**1,000,780.82**	1.22%	0.75%	
	AMP 0.75 24 Nov 2021 365DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.076	**600,456.16**	0.73%	0.75%	
	AMP 0.75 30 Nov 2021 363DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.060	**1,000,595.89**	1.22%	0.75%	
	AMP 0.75 16 Dec 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.031	**1,000,308.22**	1.22%	0.75%	
	ARA 0.55 14 Oct 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.118	**250,293.84**	0.31%	0.55%	
	BOQ 1.25 28 May 2021 364DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.740	**1,007,397.26**	1.23%	1.25%	
	BOQ 1.15 02 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.668	**1,006,679.45**	1.23%	1.15%	
	BOQ 1.15 10 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.643	**1,006,427.40**	1.23%	1.15%	
	BOQ 1.03 01 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.516	**1,005,164.11**	1.23%	1.03%	
	BOQ 0.9 06 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.439	**1,004,389.04**	1.23%	0.90%	
	SYD 0.5 15 Apr 2021 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.107	**250,267.12**	0.31%	0.50%	
	B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.475	**253,686.30**	0.31%	1.95%	
	DFB 0.5 13 Dec 2021 367DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.027	**500,136.99**	0.61%	0.50%	
	Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.540	**253,849.32**	0.31%	2.00%	
	ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.299	**1,012,994.52**	1.24%	1.70%	
	ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.276	**1,012,761.64**	1.24%	1.70%	
	ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.865	**1,008,654.79**	1.23%	1.35%	
	ING 0.62 13 Aug 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.236	**1,002,361.10**	1.23%	0.62%	
	JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.978	**252,443.84**	0.31%	1.60%	
	MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		1.276	**1,012,761.64**	1.24%	1.70%	
	MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.475	**253,686.30**	0.31%	1.95%	
	ME Bank 1.01 03 Jun 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.584	**2,011,677.26**	2.46%	1.01%	
	ME Bank 0.6 08 Sep 2021 364DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.186	**1,001,857.53**	1.22%	0.60%	
	MYS 0.47 23 Nov 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.049	**1,000,489.32**	1.22%	0.47%	
	MYS 0.47 07 Dec 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.031	**1,000,309.04**	1.22%	0.47%	

	Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	**Market Value**	% Total Value	Running Yield	Weighted Running Yield
	NAB 1.02 03 Jun 2021 365DAY TD	S&P ST A1+		4,000,000.00	4,000,000.00	100.000		0.590	**4,023,585.76**	4.92%	1.02%	
	NAB 1.05 18 Jun 2021 365DAY TD	S&P ST A1+		1,800,000.00	1,800,000.00	100.000		0.564	**1,810,149.05**	2.21%	1.05%	
	NAB 1 25 Jun 2021 364DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.515	**1,005,150.68**	1.23%	1.00%	
	NAB 0.95 01 Jul 2021 365DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.476	**1,004,763.01**	1.23%	0.95%	
	Qld Police 1.25 16 Jul 2021 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		0.575	**1,005,753.42**	1.23%	1.25%	
	QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		1.341	**2,026,827.40**	2.48%	1.70%	
	RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.475	**253,686.30**	0.31%	1.95%	
	SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.540	**253,849.32**	0.31%	2.00%	
	Warwick CU 0.4 22 Feb 2021 90DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.041	**250,101.37**	0.31%	0.40%	
				36,450,000.00	36,450,000.00				**36,670,980.95**	44.83%		1.10%
Total Portfolio				81,573,088.27	81,573,088.27				**81,794,069.22**	100.00%		0.94%

6. Portfolio Valuation By Categories As At 31 December 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,271,863.70	2.78%
A3	1,005,753.42	1.23%
A2	20,500,181.64	25.06%
A1	12,049,533.69	14.73%
A1+	7,843,648.50	9.59%
Portfolio Total	43,670,980.95	53.39%

Market Value by Security Rating Group (Short Term)



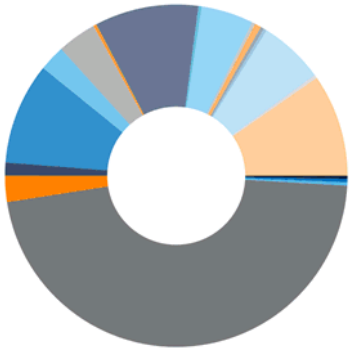
Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	38,123,088.27	46.61%
Portfolio Total	38,123,088.27	46.61%

Market Value by Security Rating Group (Long Term)



Issuer	Market Value	% Total Value
AMP Bank Ltd	7,928,826.85	9.69%
Arab Bank Australia Ltd	250,293.84	0.31%
Bank of Queensland Ltd	5,030,057.26	6.15%
Bank of Sydney Ltd	250,267.12	0.31%
Bank of us t/as B&E Ltd	253,686.30	0.31%
Defence Bank Ltd	500,136.99	0.61%
Geelong Bank	253,849.32	0.31%
ING Bank Australia Limited	4,036,772.05	4.94%
Judo Bank	252,443.84	0.31%
Macquarie Bank	8,012,761.64	9.80%
Maitland Mutual Building Society Ltd	253,686.30	0.31%
Members Equity Bank Ltd	3,013,534.79	3.68%
MyState Bank Ltd	2,000,798.36	2.45%
National Australia Bank Ltd	7,843,648.50	9.59%
QPCU LTD t/a QBANK	1,005,753.42	1.23%
Queensland Country Bank Ltd	2,026,827.40	2.48%
Queensland Treasury Corporation	38,123,088.27	46.61%
Railways CU Ltd t/as myMOVE	253,686.30	0.31%
Southern Cross CU	253,849.32	0.31%
Warwick Credit Union	250,101.37	0.31%
Portfolio Total	81,794,069.22	100.00%

Market Value by Issuer



- AMP Bank Ltd
- Arab Bank Australia Ltd
- Bank of Queensland Ltd
- Bank of Sydney Ltd
- Bank of us t/as B&E Ltd
- Defence Bank Ltd
- Geelong Bank
- ING Bank Australia Limited
- Judo Bank
- Macquarie Bank
- Maitland Mutual Building Society Ltd
- Members Equity Bank Ltd
- MyState Bank Ltd
- National Australia Bank Ltd
- QPCU LTD t/a QBANK
- Queensland Country Bank Ltd
- Queensland Treasury Corporation
- Railways CU Ltd t/as myMOVE
- Southern Cross CU
- Warwick Credit Union

Security Type	Market Value	% Total Value
At Call Deposit	**45,123,088.27**	55.17%
Term Deposit	**36,670,980.95**	44.83%
Portfolio Total	**81,794,069.22**	100.00%

Market Value by Security Type



Term Remaining	Market Value	% Total Value
0 to < 1 Year	**81,794,069.22**	100.00%
Portfolio Total	**81,794,069.22**	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



7. Performance Statistics For Period Ending 31 December 2020

Trading Book		1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council					
	Portfolio Return (1)	0.04%	0.14%	1.16%	1.88%
	Performance Index (2)	0.00%	0.02%	0.37%	1.26%
	Excess Performance (3)	0.04%	0.12%	0.79%	0.62%

Notes

1 Portfolio performance is the rate of return of the portfolio over the specified period

2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)

3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	0.94



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Report Code: TEPACK020EXT-01.80
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
86400 Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
AMP Bank Ltd	BBB+ to BBB-		7,900,000.00	Book	8,000,000.00	AUD	8,000,000.00	99.00	1.00	100,000	0.00	0
Arab Bank Australia Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Australian Unity Bank	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Auswide Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Bank of Queensland Ltd	A+ to A-		5,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	25.00	1,000,000
Bank of Sydney Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Defence Bank Ltd	BBB+ to BBB-		500,000.00	Book	4,000,000.00	AUD	4,000,000.00	13.00	87.00	3,500,000	0.00	0
G&C Mutual Bank Limited	BBB+ to BBB-		0.00	Book	3,000,000.00	AUD	3,000,000.00	0.00	100.00	3,000,000	0.00	0
Gateway Bank Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Geelong Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Hunter United Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Illawarra Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
ING Bank Australia Limited	A+ to A-		4,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	50.00	50.00	4,000,000	0.00	0
Judo Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Macquarie Bank	A+ to A-		8,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	0.00	0
Maitland Mutual Building Society Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
MyState Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,800,000.00	Book	8,000,000.00	AUD	8,000,000.00	98.00	2.00	200,000	0.00	0
Police Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Country Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
Queensland Treasury Corporation	AA+ to AA-		38,123,088.27	Book	100.00	% of 81,573,088.27	81,573,088.27	47.00	53.00	43,450,000	0.00	0
Railways CU Ltd t/as myMOVE	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
South West Slopes Credit Union Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Southern Cross CU	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Summerland Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Warwick Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
			81,573,088.27				185,323,088.27			104,750,000		1,000,000
		(Excluding Parent Group Duplicates)	81,573,088.27									

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Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
AA+ to AA-	38,123,088.27	Book	100.00	% of 81,573,088.27	81,573,088.27	47.00	53.00	43,450,000	0.00	0
A1+	7,800,000.00	Book	100.00	% of 81,573,088.27	81,573,088.27	10.00	90.00	73,773,088	0.00	0
A1	12,000,000.00	Book	50.00	% of 81,573,088.27	40,786,544.14	29.00	71.00	28,786,544	0.00	0
A2	20,400,000.00	Book	30.00	% of 81,573,088.27	24,471,926.48	83.00	17.00	4,071,926	0.00	0
A3	1,000,000.00	Book	10.00	% of 81,573,088.27	8,157,308.83	12.00	88.00	7,157,309	0.00	0
N/R	2,250,000.00	Book	10.00	% of 81,573,088.27	8,157,308.83	28.00	72.00	5,907,309	0.00	0
	81,573,088.27				244,719,264.81			163,146,176		0

Notes
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

maranoa REGIONAL COUNCIL

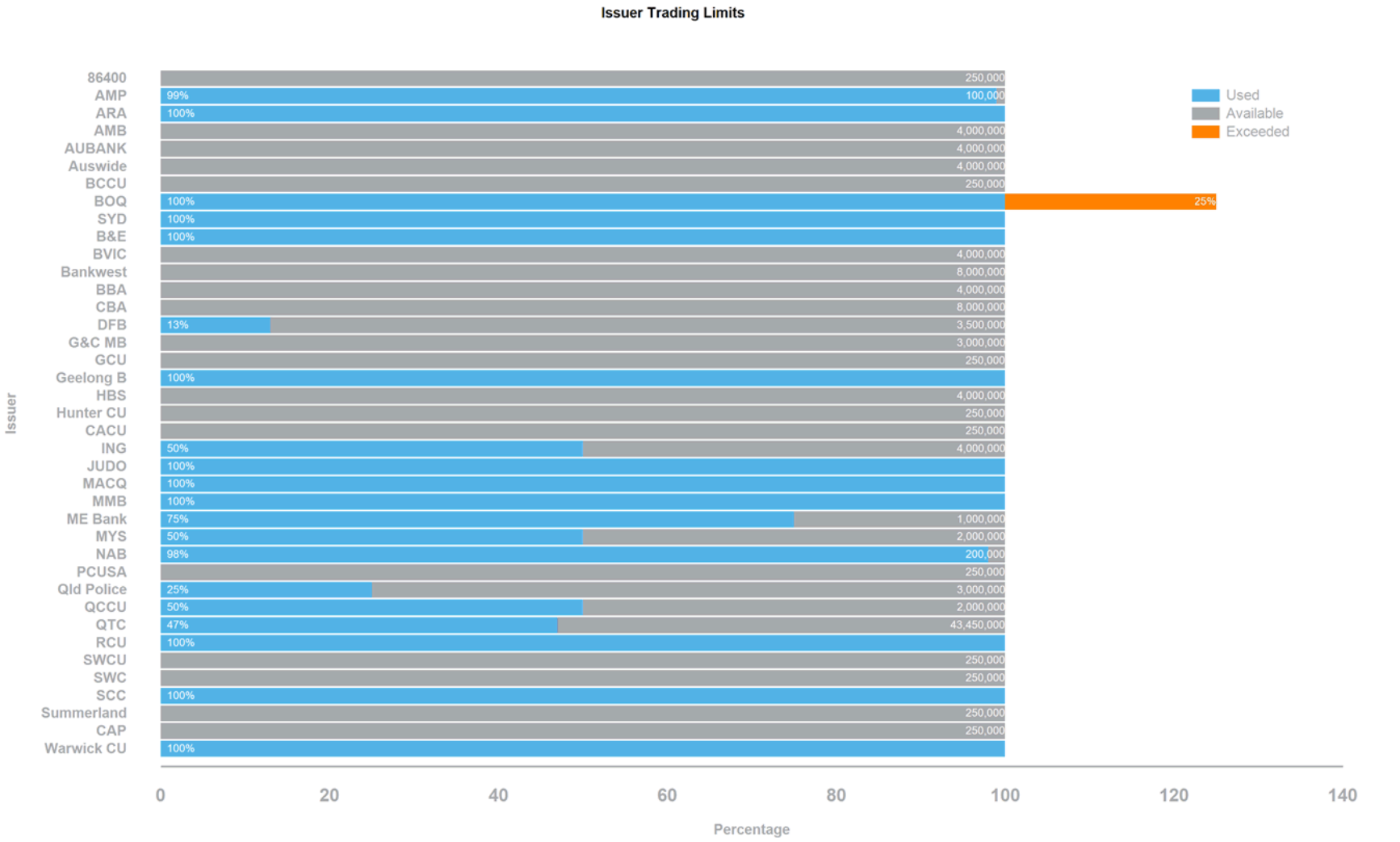
Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020

3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
0-1 Year	81,573,088.27	Book	100.00	% of 81,573,088.27	81,573,088.27	100.00	0.00	0	0.00	0
	81,573,088.27				81,573,088.27			0		0

maranoa REGIONAL COUNCIL

Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020



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Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020



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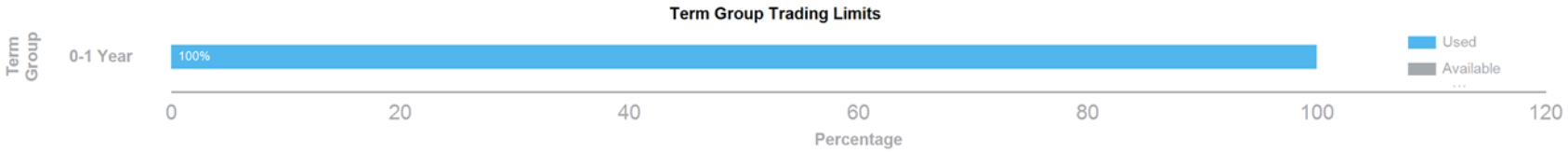
Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020



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Trading Limit Report 125
Maranoa Regional Council
As At 31 December 2020

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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 December 2020
Balance Date: 6 January 2021 (but 31 Dec 2020 used instead)
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 18 January 2021

Item Number: 11.8 **File Number:** D21/4242

SUBJECT HEADING: Monthly Financial Report for the period ending 31 December 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:
The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of December 2020 (including year to date).

Officer's Recommendation:
That the monthly financial report for the period ending 31 December 2020 be received and noted.

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).

Maranoa Regional Council

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?

To present the financial report for the month of December 2020, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

This report tables Operating Statement (revenue & expenditure) actuals V budget for the period ended 31 December 2020.

As reported last month the Statement of Financial Position and Cash flow statement have not been prepared for the December monthly financial reports due to technical issues experienced with the Authority end of year roll over.

For the six months ended 31 December 2020 total operating revenue was $40.4M representing 46.4% of budget with 50% of the year elapsed.

Within total operating expenses employee costs were 45.7% of budget with materials & services 52.9%.

For the six months ended 31 December 2020 interest paid on QTC loans was $364,204.

Total capital projects expenditure of $20.1M represented 30.1% of budget with 50% of the year elapsed.

For the second quarter ended 31 December 2020 QTC loans were reduced by $374,895 with interest paid of $147,971 and admin fees of $5,375 as per table below:-

QTC Loans consolidated	Sep QTR	Dec QTR	Mar QTR	Jun QTR	YTD Cumulative FY 2020-2021
Opening Balance	-18,919,526	-18,548,200	-18,173,305	-18,173,305	-18,919,526
Loan Repayments	526,505	528,241			1,054,746
Accrued Interest	-149,755	-147,971			-297,725
Accrued Admin fee	-5,425	-5,375			-10,800
Redemption	371,326	374,895			746,221
Closing Balance QTC statement	-18,548,200	-18,173,305	-18,173,305	-18,173,305	-18,173,305

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 Regulation 2012

204 Financial report

(1) The local government must prepare a financial report.

(2) The chief executive officer must present the financial report -

(a) If the local government meets less frequently than monthly - at each meeting of the local government; or

(b) Otherwise - at a meeting of the local government once a month.

(3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

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 report is for information purposes.

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 purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 December 2020 to 31 December 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)

This report is for information purposes.

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)

Interested Parties – Maranoa Residents, Department of Local Government, Racing and Multicultural Affairs, Queensland Audit Office.

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
Compliance with *Local Government Regulation 2012*	The presentation of the financial report is in accordance with the Regulation.

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 presentation of monthly financial statements is a legislative requirement.

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 the monthly financial report for the period ending 31 December 2020 be received and noted.

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
2.5 Financial Reporting

Supporting Documentation:

1⇩ Office of the CEO Directorate Actual V Budget as at 31 December 2020 D2021/0004368

2⇩	Development Facilities & Environment Directorate Actual V Budget as at 31 December 2020	D2021/0004364
3⇩	Infrastructure Services Directorate Actual V Budget as at 31 December 2020	D2021/0004362
4⇩	Total Council Actual V Budget as at 31 December 2020	D2021/0005425
5⇩	Corporate & Community Services Directorate as at 31 December 2020	D2021/0005426

Report authorised by:
Director - Corporate & Community Services

Maranoa Regional Council
Actual vs. Budget for six months ended
31 December 2020

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 50% Actual 31/12/2020	% Variance	Comments
Operating Revenue				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	0	(34,004)	0.0%	Workcare revenue not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(66,500)	120.9%	Strategic HR grant under budgeted. Review to follow
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	0	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	**(55,000)**	**(100,504)**	182.7%	
Operating Expenses				
Employee costs	1,658,997	712,591	43.0%	
Materials and services	943,400	245,938	26.1%	
Plant hire internal	30,000	7,700	25.7%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	2,482,416	966,228	38.9%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,427,416	865,724	35.7%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,427,416	865,724	35.7%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	

Maranoa Regional Council
Actual vs. Budget for six months ended
31 December 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 50% Actual 31/12/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(2,271,263)	(1,172,613)	51.6%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,410,047)	(644,594)	45.7%	
Fees and charges - statutory	(1,693,879)	(536,616)	31.7%	
Rental and levies	(819,214)	(338,556)	41.3%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(326,365)	(52,960)	16.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(2,017,534)	(1,066,586)	52.9%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(15,500)	(39,048)	251.9%	
Total Operating Revenue	**(8,613,802)**	**(3,850,972)**	44.7%	
Operating Expenses				
Employee costs	6,361,784	3,065,083	48.2%	
Materials and services	12,447,637	5,360,585	43.1%	
Plant hire internal	688,074	338,364	49.2%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,704,461	651,533	38.2%	
Finance Costs	168,447	84,196	50.0%	
Depreciation Amortisation and Impairment	2,467,117	1,273,831	51.6%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	47,500	11,532	24.3%	
Indirect expenses - corporate	152,385	76,191	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	24,037,405	10,861,316	45.2%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(1,038,045)	0	0.0%	
Transfer to reserves for capital	61,000	0	0.0%	
Transfer from reserves for capital	(5,156,908)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	9,289,650	7,010,343	75.5%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(1,081,007)	(80,000)	7.4%	
Grants and subsidies (capital) - State	(4,104,000)	(269,050)	6.6%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(306,000)	(80,000)	26.1%	
Operating (Surplus)/Deficit After Capital Items	3,798,643	6,581,293	173.3%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(600,000)	0	0.0%	
Sale proceeds - trade ins/auctions	(320,000)	(8,424)	2.6%	
Funded depreciation	(2,549,933)	0	0.0%	
Total Capital Funding Sources Used	(3,469,933)	(8,424)	0.2%	
Capital Funding Applications				
Projects - capital	13,040,320	689,690	5.3%	
Loan repayments	596,278	294,622	49.4%	
Total Capital Funding Applications	13,636,598	984,312	7.2%	

Maranoa Regional Council
Actual vs. Budget for six months ended
31 December 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 50% Actual 31/12/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(8,724,132)	(4,399,640)	50.4%	
Sale of goods and major services	(4,107,000)	(2,165,133)	52.7%	
Fees and charges - commercial	(3,316,274)	(1,230,304)	37.1%	
Fees and charges - statutory	(537,490)	(180,589)	33.6%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(3,734,510)	(3,504,273)	93.8%	Additonal works TMR not budgeted for. Budget review to come
Other Revenue	(824,943)	(909,254)	110.2%	Quarry cartage under budgeted. Budget review to come
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(331,457)	(450,084)	135.8%	Energy sector income not budgeted for (Santos)
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(178,327)	0	0.0%	
Internal revenue	(1,491,325)	(490,481)	32.9%	
Total Operating Revenue	**(23,245,458)**	**(13,329,760)**	57.3%	
Operating Expenses				
Employee costs	12,884,748	6,248,792	48.5%	
Materials and services	13,940,343	8,388,738	60.2%	TMR works not budgeted for. Budget review to come
Plant hire internal	4,907,844	2,258,250	46.0%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	668,000	746,151	111.7%	TMR works not budgeted for. Budget review to come
Finance Costs	329,543	169,738	51.5%	
Depreciation Amortisation and Impairment	14,738,903	6,841,882	46.4%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	830,306	415,144	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	48,299,687	25,068,695	51.9%	
Reserve Transfers				
Transfer to reserves for operational	3,875,393	3,373,424	87.0%	
Transfer from reserves for operational	(1,254,078)	0	0.0%	
Transfer to reserves for capital	289,908	0	0.0%	
Transfer from reserves for capital	(11,528,954)	(2,550,030)	22.1%	
Operating (Surplus)/Deficit Before Capital Items	16,436,498	12,562,329	76.4%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(5,023,619)	(2,291,740)	45.6%	
Grants and subsidies (capital) - State	(9,010,056)	(1,257,158)	14.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,061,207)	(4,621,584)	65.5%	
Operating (Surplus)/Deficit After Capital Items	(4,658,384)	4,391,848	-94.3%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(877,576)	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,548,892)	0	0.0%	
Total Capital Funding Sources Used	(15,426,468)	0	0.0%	
Capital Funding Applications				
Projects - capital	41,715,532	15,979,106	38.3%	
Loan repayments	675,478	332,771	49.3%	
Total Capital Funding Applications	42,391,010	16,311,878	38.5%	

Maranoa Regional Council
Actual vs. Budget for six months ended
31 December 2020

TOTAL COUNCIL

	Revised Budget 2020-2021	% of Year Elapsed - 50% Actual 31/12/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(43,013,512)	(21,007,660)	48.8%	
Sale of goods and major services	(4,107,000)	(2,165,133)	52.7%	
Fees and charges - commercial	(8,640,781)	(3,879,724)	44.9%	
Fees and charges - statutory	(2,426,019)	(829,666)	34.2%	
Rental and levies	(819,214)	(338,556)	41.3%	
Investment income - interest	(800,000)	(441,011)	55.1%	
Sales of contract and recoverable works	(3,734,510)	(3,514,325)	94.1%	Refer Infrastructure Directorate
Other Revenue	(1,529,908)	(1,153,498)	75.4%	Refer Infrastructure Directorate
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(19,972,951)	(6,050,352)	30.3%	
Recovery of indirect expenses - external	(354,332)	(468,959)	132.4%	Refer CCC Directorate
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(1,506,825)	(529,529)	35.1%	
Total Operating Revenue	**(86,965,052)**	**(40,378,412)**	46.4%	
Operating Expenses				
Employee costs	28,946,013	13,228,707	45.7%	
Materials and services	36,149,172	19,116,181	52.9%	
Plant hire internal	(2,412,737)	(1,099,098)	45.6%	
Overhead recovery	0	(0)	0.0%	
Materials and services - contracts	3,840,861	2,112,291	55.0%	
Finance Costs	741,953	365,743	49.3%	
Depreciation Amortisation and Impairment	19,764,000	9,477,778	48.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(102,481)	11,532	-11.3%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	86,926,781	43,213,134	49.7%	
Reserve Transfers				
Transfer to reserves for operational	6,753,522	4,456,666	66.0%	
Transfer from reserves for operational	(2,292,123)	0	0.0%	
Transfer to reserves for capital	350,908	0	0.0%	
Transfer from reserves for capital	(24,841,968)	(4,807,661)	19.4%	
Operating (Surplus)/Deficit Before Capital Items	(20,067,932)	2,483,727	-12.4%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(6,104,626)	(2,371,740)	38.9%	
Grants and subsidies (capital) - State	(13,179,056)	(1,526,208)	11.6%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,367,207)	(4,701,584)	63.8%	
Operating (Surplus)/Deficit After Capital Items	(46,718,821)	(6,115,804)	13.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(1,477,576)	0	0.0%	
Sale proceeds - trade ins/auctions	(1,851,000)	(981,364)	53.0%	
Funded depreciation	(19,646,185)	0	0.0%	
Total Capital Funding Sources Used	(22,974,761)	(981,364)	4.3%	
Capital Funding Applications				
Projects - capital	66,756,658	20,082,461	30.1%	
Loan repayments	1,511,633	746,221	49.4%	
Total Capital Funding Applications	68,268,291	20,828,682	30.5%	

Maranoa Regional Council
Actual vs. Budget for six months ended
31 December 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 50% Actual 31/12/2020	% Variance	Comments
Operating Revenue				
Rates and charges	(32,018,117)	(15,435,407)	48.2%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,914,460)	(2,004,826)	51.2%	
Fees and charges - statutory	(194,650)	(112,461)	57.8%	
Rental and levies	0	0	0.0%	
Investment income - interest	(800,000)	(441,011)	55.1%	
Sales of contract and recoverable works	0	(10,052)	0.0%	
Other Revenue	(378,600)	(157,279)	41.5%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,568,960)	(4,467,182)	25.4%	
Recovery of indirect expenses - external	(354,332)	(468,959)	132.4%	Recovery Corp O/H from CSG projects not budgeted for
Contributions from general revenue	178,327	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	**(55,050,792)**	**(23,097,176)**	42.0%	
Operating Expenses				
Employee costs	8,040,484	3,202,242	39.8%	
Materials and services	8,817,792	5,120,920	58.1%	Prepaid Insurances, vehicle registrations and ICT services
Plant hire internal	(8,038,655)	(3,703,412)	46.1%	
Overhead recovery	0	(0)	0.0%	
Materials and services - contracts	1,468,400	714,607	48.7%	
Finance Costs	243,963	111,810	45.8%	
Depreciation Amortisation and Impairment	2,557,980	1,362,065	53.2%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(491,335)	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	12,107,273	6,316,895	52.2%	
Reserve Transfers				
Transfer to reserves for operational	2,878,129	1,083,242	37.6%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(8,156,106)	(2,257,631)	27.7%	
Operating (Surplus)/Deficit Before Capital Items	(48,221,496)	(17,954,669)	37.2%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	(65,000)	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(48,286,496)	(17,954,669)	37.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,531,000)	(972,940)	63.5%	
Funded depreciation	(2,547,360)	0	0.0%	
Total Capital Funding Sources Used	(4,078,360)	(972,940)	23.9%	
Capital Funding Applications				
Projects - capital	12,000,806	3,413,665	28.4%	
Loan repayments	239,877	118,827	49.5%	
Total Capital Funding Applications	12,240,683	3,532,492	28.9%	

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 10 November 2020

Item Number: 12.1 **File Number:** D20/107099

SUBJECT HEADING: Addition to the Road Register - Unnamed Road Off Sunnyside Road

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:
Council has received a request to add a section of unnamed road off Sunnyside Road to Council's Rural Road Register. This section of unnamed road provides primary access to four (4) lots.

This report tables the details of the request, the investigation completed by Council Officers and recommendations for Councils consideration.

Officer's Recommendation:
That Council:

1. Provide in principle support to the addition of 1.0 kilometre of unnamed section road off Sunnyside Road to Council's Rural Road Register given that the section of road provides direct access to a number of freehold lots in the area;

2. Undertake community engagement with residents that directly adjoin both Sunnyside Road and the unnamed section of road off Sunnyside Road to gauge their input on the potential configuration and naming of the section of road as outlined in Part 1 of this resolution.

3. Be presented with a subsequent report detailing the outcome from the community engagement on the matter, with the view of formally naming and adding this section of road to the Rural Road Register.

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).

Adjoining lot owners who rely on the section of roadway proposed for addition to the road register for direct access to property;

- M Newton & P Collier – Owner of Lot 356 on Plan WV290 (Applicant)
- KA & GP Nimmo – Owner of Lot 75 on Plan WV1887
- HD Nixon – Owner of Lot 355 on Plan WV290

- KA Nimmo – Owner of Lots 76 on WV165 & 139 on CP892978

Adjoining Lot owners who use the northern section of Sunnyside Road to access to property;

- P & D Leahy – Owner of Lot 56 on Plan WV1887
- KA Nimmo – Owner of Lot 353 on Plan WV18

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
AMP	Asset Management Plan
CMDG	Capricorn Municipal Development Guidelines
FAGS	Financial Assistance Grants

Context:

Why is the matter coming before Council?

Council has received a request to add a section of unnamed roadway to Councils Road Register to allow Council to undertake maintenance on the roadway.
This section of roadway is situated off Sunnyside Road at Ch 5.260 and is not currently listed in Council's Road Register.

As per Council's Policy, amendments/additions to the road register is a matter for Council's consideration. Relevantly, undertaking maintenance on road not currently listed on Council's road register falls outside Officers authority / delegation.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This request originated from residents, Peter and Melina Collier who live along this section of unnamed roadway off Sunnyside Road on Lot356 on WV290 and have written a letter of request to have the road added to the road register to allow Council to undertake maintenance on the unnamed roadway.

The Collier family also have a Rural Address allocation of 512 Sunnyside Road, yet their property does not share a boundary with Sunnyside Road. The existing access to the property is along the unnamed roadway off Sunnyside Road, a 1km distance from their property entrance.

Figure 1 – *Existing alignment of Sunnyside Road*

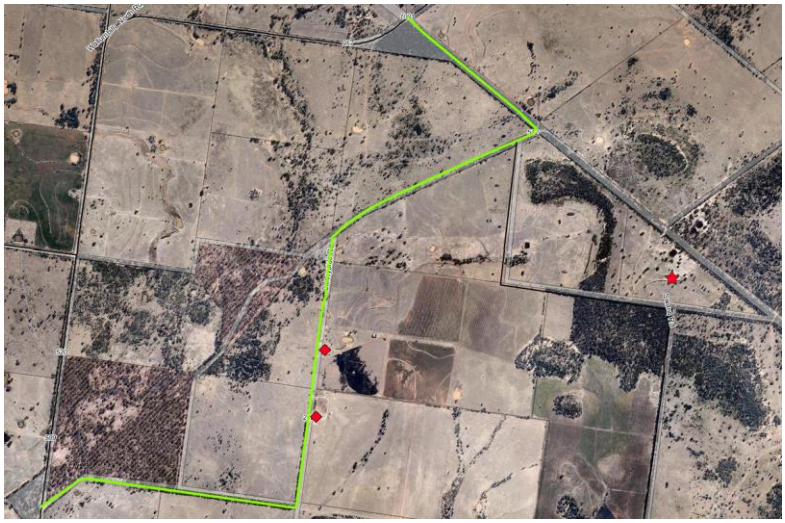


Figure 2 – *Lot owners who would benefit the addition to the Road Register off Sunnyside Road - Blue shaded area. The applicants lot has been identified with green shading.*



Investigation Outcomes

In preparing this report to Council, Officers have undertaken research into the existence of the unnamed roadway. Historic search of Council records could not identify if the construction of the unnamed roadway had been previously approved by Council.

Council's Road Register, records Sunnyside Road as an unsealed Rural Access - Secondary road, with a total length of 6.422 km and a start and finish location of Wallumbilla North Road.

An inspection the roadway identified the road to be in a partially constructed state, with the formation and condition deteriorated at the Sunnyside Road intersection. There is evidence of some road material (i.e. gravel) that has been added to the surface in sections along the unnamed roadway.

The inspection identified the condition of the roadway as fair; there are sections of the road where there are a few pot holes and deep wheel ruts where the surface is black soil. There is evidence the road users go around the problem areas and in turn have widen the road width.

During the course of the investigation, one of the residents advised Council that the neighboring residents perform any required maintenance themselves to improve the condition of the roadway when needed.

Traffic Counters were deployed in two locations along Sunnyside Road, one at Ch 4,440 and 5,840 as part of the investigation, preliminary data indicated very low traffic volumes captured at both sites. This degree of road usage is consistent with the Rural Access – Secondary classification.

Figure 3 – *Map identifying traffic counter locations*



Council records indicate, no rural residential addresses or property accesses have been recorded along the northern section of Sunnyside Road, discussions with stakeholders indicate the main access for lots 353WV18 and 56WV1887 are off Wallumbilla North Road. The Colliers Rural Address is located at the intersection with the unnamed road way and the northern section of Sunnyside Road.

The proposed addition of the unnamed roadway is effectively and extension to the northern 1.16km section of Sunnyside Road that traverses the eastern boundary of Lot 353 WV18. Therefore, it is recommended that Council consider the realignment of the northern section of Sunnyside Road with the section proposed for addition to the road register, this will in general, improve the connectivity and safety to the surrounding network and thus existing road users.

Options Available

Council has a number of options available with regard to this request:

1. **Take No Action**
   Under this option, no maintenance work would be undertaken by Council staff, and therefore it is likely that further approaches from the resident/s in the area requesting that maintenance be undertaken on the road. Under this option, the avenue for residents to undertake maintenance on the road at their cost, and as per Council's Works on Road Reserve Policy would remain.

2. **Approve maintenance works without adding section to Road Register**
   Under current policy, Council resources do not have the delegation to undertake works on roads that are not listed on Council's Road Register. Notwithstanding, the section in question is formally recognised under the Local Government Act as a road, and therefore Council may choose to allocate funds to undertake works on this section.

   This approach may address the initial concerns regarding the current condition of the road, however by not formally adding the section of road to the register, no future maintenance will be programmed for this road, and should a similar request be received in the future, it will again be a matter for Council's consideration.

3. **Add Section of Unnamed Road to Council's Rural Road Register**
   This will result in the section of road being formally added to the road register and assigned a road classification. Formal addition to the road register essentially provide officers with the formal delegation to undertaken maintenance on a section of road, as per agreed service levels/maintenance frequency (as set by Council).

The recommendation as presented aligns with Option 3.

Should Council choose Option 3 to endorse the addition to the road register, there are a further two road configuration/alignment options for consideration –

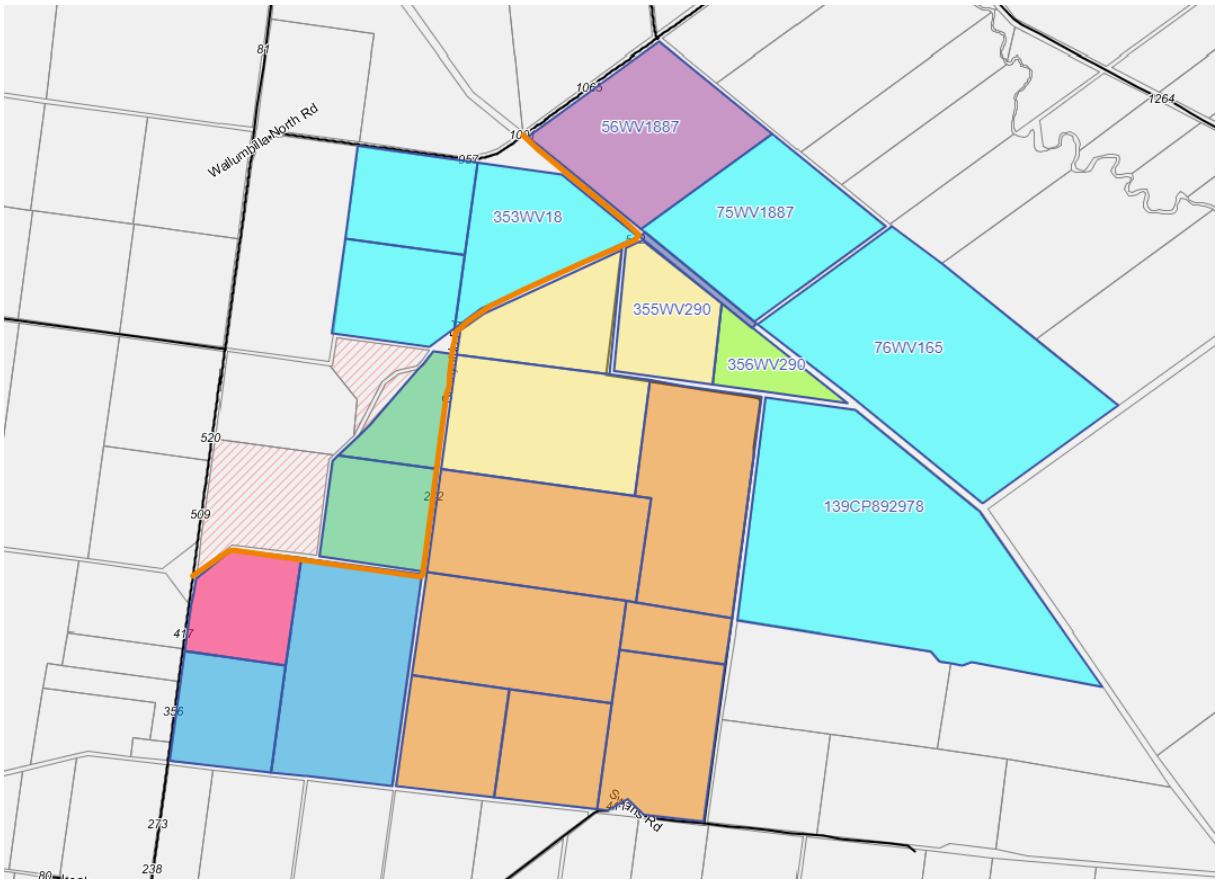
Option A *- To leave Sunnyside roads current alignment completely separate to the addition and simply add the new section with a length of 1 kilometre and a new name.*

Or

Option B *- To shorten the existing length of Sunnyside road to 5.260 kilometres, re-name northern end of Sunnyside road and the addition off Sunnyside Road as one new road with a combined length of 2.165km*

Council Officers are recommending a subsequent report be presented to council after Officer's undertake consultation with the immediate residents along this section of roadway regarding the road configuration and proposed naming.

Figure 4 – *Map identifying adjoining lot owners along Sunnyside Road to be contacted during the consultation.*



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

Under Section 59 of the Local Government Act, defines a road as;

(1) This division is about roads.
*(2) A **road** is—*
(a) an area of land that is dedicated to public use as a road; or
(b) an area of land that—
(i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
(ii) is open to, or used by, the public; or
(c) a footpath or bicycle path; or
(d) a bridge, culvert, ford, tunnel or viaduct.
*(3) However, a **road** does not include—*
(a) a State-controlled road; or
(b) a public thoroughfare easement.

Local Government Regulation 2012

Inspection of the roadway identifies the roadway as a "formed" roadway as described in the Local Government Act 2009 and Local Government Regulations 2012.

Section 57 Prescribed particulars for register of roads – Act, s74

(3) In this section –

formed, for a road, means a road, other than a gravelled pavement or sealed pavement road, formed so that stormwater drains from the road.
gravelled pavement, for a road, means a road surface with gravel, limestone or rubble and constructed by the use of a mechanical compaction process.
sealed pavement, for a road, means a road with a surface of asphalt, bitumen, concrete or pavers.
unformed, for a road, means a road or track that –
(a) is not formed, gravelled pavement or sealed pavement road; but

(b) is open to, and used by, the public.

Council Policies or Asset Management Plans:
Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Council Policy – Register of Roads (as identified)
Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades (as identified)
Council Policy – Construction of Roads for Access to Property (as identified)
Council Policy – Road Naming (as identified)

Assessment for an Addition to the Road Register -

The *Local Government Act 2009* and *Local Government Regulation 2012* set the requirement for Council to identify all roads within the local area. Council has powers under this legislation to name roads, assign classification, and identify the surface type, length and width of a roadway.

The name, classification, surface type, length, width and alignment of a roadway are required to be taken into consideration by Council before endorsement of a roadway for inclusion to Council's Road Register.

These have been detailed below for Councils consideration.

Road Hierarchy – Classification and Surface type

Under section 4.3.1 of Council's Rural Road Classification within Council's Register of Road Policy, it is recommended the unnamed section be classified as ***Rural Access – Secondary***.

The Rural Access – Secondary classification is for roads that have between 0 – 9 vehicles a day. Under CMDG Geometric Road Design table for the MRC, the road classification is not required to have material added to the road surface, i.e. the road is natural surface formation only. *Figure 3* – tables the requirements for road design in the Maranoa Regional Council area.

On inspection, this section of unnamed section of road has been identified as having gravel material has been added to the surface in part. The design standard does not require pavement, therefore Councils asset data would recognised the unnamed road as being above the design standard for its road classification.

Figure 5 – *CMDG Geometric Road Design Table for Maranoa Regional Council*

GEOMETRIC ROAD DESIGN

Table D1.27.04 Rural Road Elements for Maranoa Regional Council

Traffic Volume / Road Class	<10 VPD Rural Access – Secondary	10 – 39 VPD Rural Access – Primary B	40 – 99 VPD Rural Access – Primary A	100 – 149 VPD Rural Collector Minor A	150 – 249 VPD Rural Collector – Major B	250 – 999 VPD Rural Collector – Major A	1000 – 3000 VPD Arterial – Minor	>3000 VPD Arterial - Major
Road Reserve (flat terrain ≤ 5%)	20m	20m	20m	20m	20m	20m	25m	40m
Road Reserve [b] (undulating/hilly ≥ 5%)	25m	25m	25m	25m	25m	25m	30m	40m
Formation Width	6m	8m	8m	8m	9m	9m	10m	10m
Pavement Width	0m	4m	7m	8m	8m	8m	9m	9m
Seal Width	0m	0m	0m	7m	7 (8)[c]	8m	9m	9m
Shoulders [b]		See Standard Drawing Figure D1.23.03 for details						
Desirable Speed Environment	60kph	80kph	80kph	100kph	100kph	100kph	100kph	100kph
Design Speed for Individual Elements (Minimum)	40kph	60kph	60kph	80kph	80kph	80kph	80kph	80kph
Flood Immunity (ARI Years)	1	2	2	2	5	5	10	10

Notes:

(a) Sealing shall be required for longitudinal grades in excess of 10%. Where it is possible for the road to be extended to service additional lots, the road shall be constructed to a 7.0 m seal standard.

(b) Sealing may be required at sites where existing adjacent roads are sealed. In this instance the seal width shall match the adjoining seal with a minimum of 7.0 m.
In undulating terrain this width shall be increased to enable services to be constructed on accessible flatter land on top and below batters.
Where the road is a designated on-road bicycle route (signposted and pavement marked) the shoulder provision needs to conform to the AUSTROADS Traffic Engineering Practice Part 14: Bicycles.

(c) Where pavement material used is of a lower standard, seal width is to be extended to shoulders.

Figure 6 – *Ch 0.000 - Start of Sunnyside Road (off Wallumbilla North Road)*



Figure 7 – *Ch 5.240 - Intersection with the Northern section of Sunnyside Road*



Figure 8 – *Ch 5.260 - Intersection with the Northern section of Sunnyside Road – Looking south towards section of proposed addition*



Figure's 9 & 10 – *The end of the unnamed road way at the entrance to Lot 356 on WV290*



Figure 11 – *Ch 6.425 - Northern section of Sunnyside Road that intersects with Wallumbilla North Road*



Road Length and Width

The length of the unnamed roadway has been identified as being 1 kilometre and the width of the unnamed roadway has been identified as being 5-6m on average.

Road Alignment

Councils GIS data aerial imagery indicates the roadway is fully contained in the area gazetted for the use of road reserve.

Implications to residents

Councils Officers have undertaken research into the existence of the unnamed roadway. Historic search of Council records was unable to identify the road ever being formally listed in Councils road register records.

The unnamed road provides primary access to three lots and the reserve area. Lot 356 owned by the Collier family (the applicant) and Lots 76 & 139 owned by KA Nimmo. Both landholders use the unnamed roadway as their primary access to the

respective lots. It is understood that Lots 76 & 139 do not have a residence located on it, whereas Lot 356 does.

Maintenance of the unnamed roadway

Section 4.2.1 of Council's Road Network Standards - Maintenance, Renewals and Upgrades Policy – Rural Roads, states maintenance on roads with the classification of Rural Access - Primary B will be entitled to:

1. A light maintenance grade once a year, light grading will remove transverse scours and wheel ruts, and clear drains as required. Machinery – Grader

2. A heavy formation grade once every 5 years, this includes ripping the existing pavement, mixing water, relaying and compacting with a roller. All diversion drains are reinstated. Machinery – Grader, Water Truck, Roller.

In accordance with this policy, Section 4 – Policy Details, Council has no obligation to undertake capital improvements on unmade, unformed or formed roads within a public road reserve for the purpose of access by the landowner to their land.

Notwithstanding, the policy does allow that Council may accept a roadway as a public road and add it to Councils Road Register where a benefit to the community can be demonstrated.

Presently this section of roadway provides direct property access and a route link, along with providing access to a higher order road. At present, under existing lot ownership, it is recommended that Council choose to include this roadway in Councils Road Register, the roadway has the potential to provide benefit to more than two properties.

Road Naming

Council Officers have undertaken investigation and research in line with *Council Policy – Road Naming,* which was established to ensure Council remains committed to ensuring a fair, consistent and equitable protocol is followed when naming roads.

Council is required to ensure road names are appropriate, will stand the test of time and where suitable, are preferably of local or historical significance.

Council has the responsibility to provide road names and install signage in accordance with the legislative requirement of Section 60 in the Local Government Act 2009. Council must also comply with the principals set out in Councils Policy – Road Naming that has been written is accordance with AS4819:2011 – Rural and Urban Addressing.

District/Area Background research

The unnamed Road has not shown in any of Councils historic records search of Road Registers and Asset Valuation data.

During discussions with the neighbouring property owners, it was confirmed that some local road users refer to the roadway as Blue Hills Lane, as the road runs off Blue Hills Road.

An internet map search struggled to find the roadway identified on third party mapping agencies. Bing maps, identify the roadway however, it remains unnamed. Google maps and Queensland globe do not identify the roadway in anyway.

Proposed Names

The unnamed roadway meets the criteria for either a Lane or a Road suffix, as the roadway adjoins additional gazette road reserve that runs North East / South West.

The "Road" suffix would be a more appropriate choice, as the reserve continues at the proposed end of the road and long term planning may require the road length to be extended at some point.

Council's Road Naming Policy categorises roads and lanes as:

A Road –

"A place where one may ride, an open way or public passage for vehicle, persons and animals, a roadway forming a means of connection between one place and another"

A Lane –

"A narrow way between walls, buildings, a narrow country or city roadway"

The Road Naming policy states:

Names should be unique and use the form and style of contemporary Australian English, and:

- *Reflect the heritage of the locality; or*
- *Identify one of the landscape or physical characteristics of the locality; or*
- *Recognise pioneers of the area or persons who have had a long association with the locality; or*
- *Acknowledge names of persons who have given significant community service within the Maranoa Regional Council; or*
- *Follow a theme throughout an estate, e.g. famous people, colours, flora or fauna species*

Names should preferably:

- *Be reasonably easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public;*

- *Avoid confusing one road name with another, e.g. through similar spelling or pronunciation;*
- *Not have been used anywhere else within the Council area;*
- *Avoid duplication of names in adjoining local government areas;*
- *Not suffix a compass point to the name of another road unless the two roads are adjoining and directly linked, such as either side of a major road;*
- *Retain a single and unique name where a road crosses Council boundaries;*
- *Avoid unduly long names and names composed of two or more words;*
- *Not contain abbreviations, hyphens, apostrophes, initials or use "The" as a prefix;*
- *Not be seen to be offensive, incongruous (out of place) or commercial in nature;*
- *Avoid dual destinations such as Mitchell-St George Rd;*
- *Avoid long names for short roads to prevent difficulties for map makers.*

It is recommended an additional report be presented to Council with Road Name considerations after the resident consultation has been completed by Council Officers.

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)

Internal
Manager – Program and Contract Management
Assets Officer – Transport Network (Report Author)
Rates Officer
GIS / CAD Officer

External
DNRME Officers – SLAM Office Roma
Melina Collier – Applicant and Owner of Lot 356 on Plan WV290

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)

Should the roadway be adopted to Council's Road Register, Council may benefit from a slight increase in the Financial Assistance Grants (FAGS) allocation as the roads components takes into consideration the overall length of Council's road network.

This said, the overall change is likely to be immaterial given the low traffic volume and short length of the proposed inclusion.

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 no current budget allocation for the establishment and or inclusion of new roads in the 2020/21 year.

Should the roadway be adopted to Council's Rural Road Register, annual maintenance costs will apply to the road way. Costs will be applicable to the specific road classification, approved length and formation type.

In accordance with the *Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades* the maintenance costs are anticipated to be in the order of $1,500 per annum - averaged over a 5-year period.

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)

Should the roadway be adopted to Council's Rural Road Register with the classification of Rural Access – Primary B would require the roadway to be included into:

1. The Rural Road Maintenance program for ongoing scheduled maintenance.
2. The Rural Roads Asset Management Plan to allow condition monitoring and valuation of formation.

Additions to the road register also require Council to recognise this new length of road in its annual depreciation estimates. Given the additional is a natural surface road, the impact to the depreciation across the entire rural road network would be considered immaterial.

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)

Adjoining lot owners who rely on the section of roadway proposed for addition to the road register for direct access to property;

- M Newton & P Collier – Owner of Lot 356 on WV290 (Applicant)
- KA & GP Nimmo – Owner of Lot 75 on WV1887
- HD Nixon – Owner of Lot 355 on WV290
- KA Nimmo – Owner of Lots 76 on WV165 & 139 on CP892978

Adjoining Lot owners who use the northern section of Sunnyside Road to access to property;

- P & D Leahy – Owner of Lot 56 on WV1887
- KA Nimmo – Owner of Lot 353 on WV18

Should Council choose to include the roadway, it would establish a secure access for the owners of Lot 356 on WV290.

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
Refer Options outlined in the Background of the Report	

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)

Examples in the past that have been considered have typically been for roads that provide a secondary access, or require the unnamed road to be constructed.

Given the road the subject of the application provides primary access for four (4) lots and secondary access for two (2) other properties in the area, it is recommended that the section of unnamed road off Sunnyside Road be formally added to Council's Road Register.

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. Provide in principle support to the addition of 1.0 kilometre of unnamed section road off Sunnyside Road to Council's Rural Road Register given that the section of road provides direct access to a number of freehold lots in the area.

2. Undertake community engagement with residents that directly adjoin both Sunnyside Road and the unnamed section of road off Sunnyside Road to gauge their input on the potential configuration and naming of the section of road as outlined in Part 1 of this resolution.

3. Be presented with a subsequent report detailing the outcome from the community engagement on the matter, with the view of formally naming and adding this section of road to the Rural Road Register.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.3 Roads and drainage

Supporting Documentation:

1⇩	Council Request - Letter from Peter & Melina Collier - Addition to the Road Register - Unnamed road off Sunnyside Road	D20/118662

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Peter & Melina Collier
512 Sunnyside Road
WALLUMBILLA QLD 4428

21ST October 2020

Maranoa Regional Council
P O Box 620
ROMA QLD 4455

RE: Request for addition to Council's Road Register

To the Councillors,
We would like to request an addition to the Council's Road Register a maintenance grade off Sunnyside Road (known as Old Sunnyside Road) to Lot 356 WV290.

Regards,
Peter & Melina Collier
Ph: 048847790 / 0488965583

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 18 December 2020

Item Number: 12.2 **File Number:** D20/121979

SUBJECT HEADING: Maintenance at the Roma Tennis Courts

Classification: Open Access

Officer's Title: Manager - Maintenance Delivery & Works

Executive Summary:

A report was tabled at the Ordinary meeting held on 11 November 2020 by Mayor Golder to request that Council consider mowing from the footpath to the tennis court fence in Arthur Street Roma on a routine basis.

Officer's Recommendation:

That Council:

Authorise Council's Roma Urban Streets team to program the additional mowing and whipper snipping as part of their programmed delivery to Arthur Street, Roma; noting that Arthur Street is classed as a higher order road and is serviced every 4 weeks (or sooner if the need arises from rain events).

Individuals or Organisations to which the report applies:

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

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

Roma Tennis Club

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?

The Roma Tennis Club has requested through Mayor Golder for Council support to undertake additional mowing. The proposal is for Council to consider mowing the section from where the footpath ends and the commencement of the fence in Arthur Street, on a routine basis, so the tennis club no longer has to mow it.

Background:

Has anything already happened in relation to this matter?

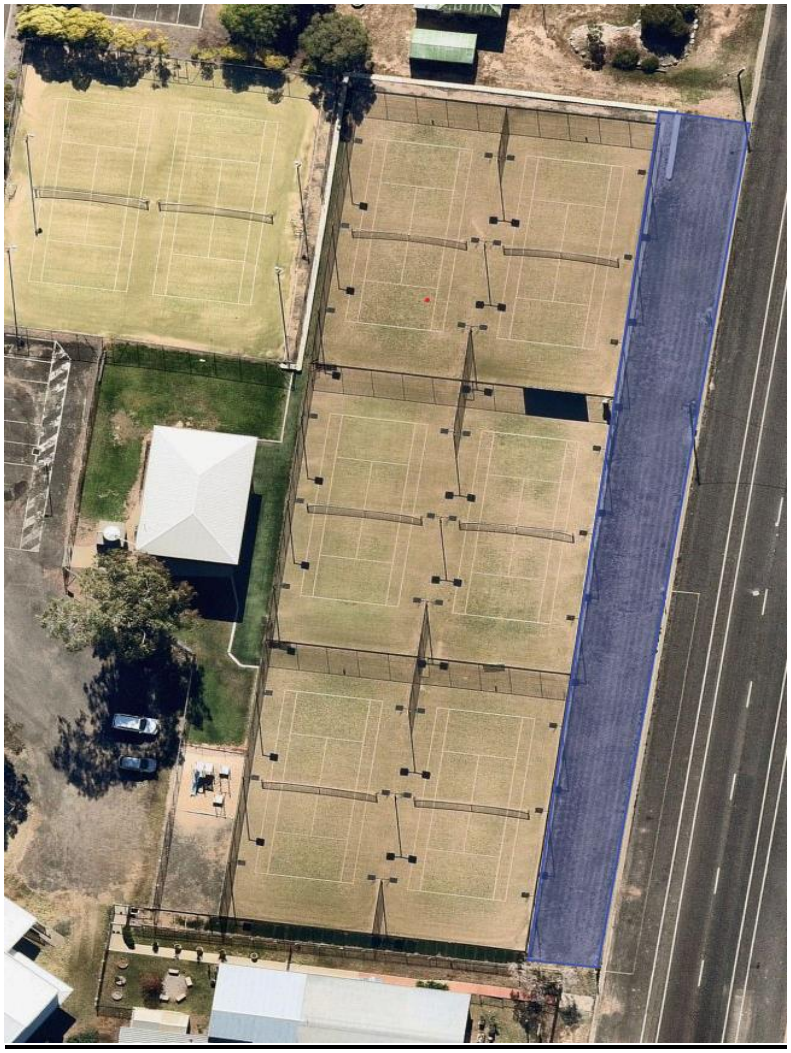
(Succinct overview of the relevant facts, without interpretation)

A report was tabled at the Ordinary meeting held on 11 November 2020 by Mayor Golder to request that Council consider mowing from the footpath to the tennis court fence in Arthur Street Roma on a routine basis.

At this meeting Council resolved as follows:

Resolution No. OM/11.2020/25
That a report be prepared for an upcoming Council meeting.

The Roma Tennis Club has requested for Council to consider mowing the section from where the footpath ends and the commencement of the fence in Arthur Street, on a routine basis, so the tennis club no longer has to mow it.



Consultation has subsequently been undertaken with Mr Baden Waldron (President Roma Tennis Club) by Council's Coordinator Urban Streets Roma, Mal Wyllie on 2 December 2020, to provide background about the current service delivery for this area. Subject to approval at a Council meeting, it was agreed that Council would maintain the extra portion of area requested by the Tennis Club (as per attached map) between the brick wall and tennis courts.

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)

1.3 Roads and drainage: Urban Streets Mowing Program

- Arthur Street, Roma is classed as Priority 1.

Objectives	Targets
Mowing program (urban streets)	Mowing performed by zone and according to the service level that has been set for streets. • Priority 1: Mowing of urban streets in Roma CBD zone 12 times a year - on average each street is mowed once a month. • Priority 2: Mowing of urban streets Roma all zones - on average each street is mowed once every 4 to 6 weeks. • Priority 3: Mowing of urban streets Roma all zones - on average each street is mowed once every 6 to 8 weeks.

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)

Malcolm Wyllie, Coordinator – Urban Streets Roma
Mr Baden Waldron, President Roma Tennis Club

Consultation was undertaken with Mr Baden Waldron (President Roma Tennis Club) by Council's Coordinator Urban Streets Roma, Mal Wyllie on 2 December 2020, to provide background in regard to the current service delivery for this area.

Subject to approval at a Council meeting, it was agreed that Council would maintain the extra portion of area requested by the Tennis Club (as per map on previous page) between the brick wall and tennis courts.

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?***

Due to the small area of additional mowing required, there will be minimal impact to this 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)

Nil

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 Council's Roma Urban Streets team to program the additional mowing and whipper snipping as part of their programmed delivery to Arthur Street, Roma; noting that Arthur Street is classed as a higher order road and is serviced every 4 weeks (or sooner if the need arises from rain 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:

Authorise Council's Roma Urban Streets team to program the additional mowing and whipper snipping as part of their programmed delivery to Arthur Street, Roma; noting that Arthur Street is classed as a higher order road and is serviced every 4 weeks (or sooner if the need arises from rain events).

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:
Program Funding & Budget Coordinator
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 12.3 **File Number:** D21/2201

SUBJECT HEADING: Amby Bore Tender Award

Classification: Open Access

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

Executive Summary:
Council publicly invited tenders via LGTenderbox from suitably qualified and experienced contractors to construct a new bore at Amby.

The Tender period opened on 27 November 2020 and closed on 21 December 2020.

The responses received were reviewed by an evaluation panel and this report is submitted for Council's consideration.

Officer's Recommendation:
That Council:

1. Select *Depco Drilling Pty Ltd* recommended tenderer for Tender 21017 – Amby Bore Drilling and construction.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with *Depco Drilling Pty Ltd,* noting the tendered value of $215,410.00 (Exc GST) with GST of $21,541.00 GST for a total sum of $236,951.00 and accept the contract if final terms are acceptable.

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 following two (2) tenders were received:

- Depco Drilling Pty Ltd
- Johnson Drilling Australia 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

N/A	N/A

Context:

Why is the matter coming before Council?

The evaluation of Tender 21017 Amby Bore Drilling and Construction has been completed and is tabled for Council's consideration.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

The requirement for a new bore located in Amby has arisen from the poor quality of the water from the existing bore. It is anticipated that drilling a new bore into the Mooga Aquifer will resolve this issue. This bore is located at the water treatment plant at Creek Street. This bore will become the new production bore and the old bore will become a backup supply in case of emergencies only.

Works to be carried out under this project comprise the drilling, casing, cementing, developing and testing of one (1) town water production bore for the Maranoa Regional Council's Amby Town Water Supply, using suitable drilling plant and equipment.

Twenty-three (23) interested parties or individuals downloaded the tender documents, with Council receiving the following two (2) tenders:

- Depco Drilling Pty Ltd
- Johnson Drilling Australia Pty Ltd

Responses were evaluated by an evaluation panel consisting of:

- Manager Water Sewerage & Gas – Graham Sweetlove
- Manager Procurement & Plant – Michael Worthington

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)

Under the *Local Government Regulation 2012*, Council is required to invite public tenders prior to forming a large-sized contract of $200,00 or more excluding GST. The proposed contract conforms to the definition of a large-sized contract under the *Local Government Regulation 2012*.

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 Water Network Asset Management Plan details the issues regarding the water quality in Amby.

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)

No other views or inputs were sought.

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?***

This project is included in the 2020-2021 capital works budget, project WO22223. This bore will become the new production bore and the old bore will become a backup supply. The operation of this bore is in this 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)

This bore will become the new production bore and the old bore will become a backup supply. The operating costs of this bore will be included in future financial year's budget and should be very similar to the current bore costs.

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)

Unsuccessful tenderers and ratepayers who utilise the water supply

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
Financial Risk: The successful operator could become bankrupt.	**Likelihood:** = Low The Tenderers have been accessed for financial viability. **Consequences:** Council may need to retender the completion of the bore.
Operational Risk: The staff employed to perform the works are inappropriate for the task.	**Likelihood:** = Low The Evaluation Panel has assessed the qualifications and experience of the project crew and are satisfied they have the necessary skills and experience to perform the works. **Consequences:** Council may need to halt works until

	the tenderer can meet Council's standards or cancel the contract and retender the contract.
Safety, Quality & Environmental Risk: The successful Tenderer doesn't have adequate processes and systems in place to manage these risks.	**Likelihood**: = Low Tenderers have provided adequate information about their safety, quality and environmental systems to satisfy the Evaluation Panel that these risks can be managed. **Consequences**: Council may need to halt works until the Tenderer can meet Council's standards or cancel the contract and retender the contract.

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)

Council is advised to enter into negotiations with *Depco Drilling Pty Ltd* for *Tender 22017 -Drilling and Construction of Amby Bore.*

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. Select *Depco Drilling Pty Ltd* recommended tenderer for Tender 21017 – Amby Bore Drilling and construction.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with *Depco Drilling Pty Ltd,* noting the tendered value of $215,410.00 (Exc GST) with GST of $21,541.00 GST for a total sum of $236,951.00 and accept the contract final terms are acceptable.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.1 Water

Supporting Documentation:

1⇩ Tender 21017 Evaluation Report - Amby Bore D21/3045

Report authorised by:

Program Funding & Budget Coordinator
Deputy Chief Executive Officer/Acting Director Infrastructure Services

CONFIDENTIAL

EVALUATION OF TENDER RESPONSES

RFT 21017

Drilling and construction of Amby Town Bore 2.

REPORT COORDINATED BY:
Michael Worthington
ON BEHALF OF THE TENDER EVALUATION PANEL

- Manager - Procurement & Plant
- Manager – Water, Sewerage & Gas

DECEMBER 2020

maranoa REGIONAL COUNCIL

EVALUATION OF TENDER RESPONSES

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EVALUATION OF TENDER RESPONSES

1. EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for *Tender 21017 – Drilling and Construction of Amby Town Bore 2.*

The tender period opened on 27 November 2020 and closed on 21 December 2020. The tender was available on Council's website and Facebook page as well as on LG Tender Box. Twenty-three (23) interested parties or individuals downloaded the tender documents, with Council receiving the following two (2) tenders:

Table 1: List of Tenderers including price and scores

No.	Tenderer Name *(listed in price order)*	Tendered Price (ex GST)	Evaluation Score
1	Drill Engineering & Pastoral Company Trading as Depco Drilling Pty Ltd	$215,410.00	82
2	Johnson Drilling Australia Pty Ltd	$278,700.00	79

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

- Manager - Procurement & Plant
- Manager – Water, Sewerage & Gas

It is recommended that Council select ***Depco Drilling Pty Ltd*** as the preferred tenderer for Tender 21017 noting the submitted price of **$215,410.00** excluding GST for the completion of Bore 2 at Amby.

This recommendation has been formed on the basis of ***Depco Drilling Pty Ltd***:

- obtained the highest evaluation score (82); and
- can perform the work to Council's requirements and timeframe.

2. BACKGROUND

Maranoa Regional Council invites suitably qualified and experienced Contractors to submit a schedule of rates pricing and supporting documentation for the construction of the Amby Town Bore 2.

The requirement for a new bore located in Amby has arisen from the poor quality of the water from the existing bore. It is hoped that drilling a new bore into the Mooga aquifer will resolve this issue. This bore is located at the water treatment plant at Creek Street. This bore will become the new production bore and the old bore will become a backup supply in case of emergencies only.

3. SCOPE

Works to be carried out under this project comprise the drilling, casing, cementing, developing and testing of one (1) town water production bore for the Maranoa Regional Council's Amby Town Water Supply, using suitable drilling plant and equipment.

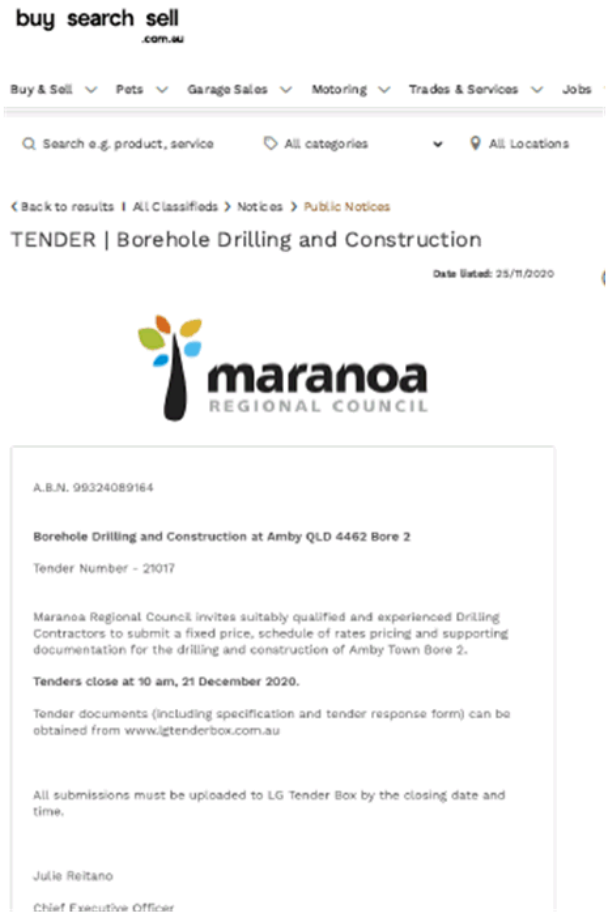
All construction works are to:

- be completed in a competent and professional manner and in compliance with the Tender documents (including this Specification);
- comply with the Queensland Department of Resource and Mines (DNRM) publication titled Minimum Construction Requirements for Water Bores in Australia (Edition 3 Revision February 2012 ref: ISBN 1 978-0-646-56917-8);
- comply with the Queensland DNRM publication titled Minimum Standards for the Construction and Reconditioning of Water Bores that Intersect the Sediments of Artesian Basins in Queensland – December 2017; and

- comply with any other publication and reference material or fact sheet as determined relevant by DNRM.

4. ADVERTISING DETAILS

The tender was advertised in the Western Star online from 27 November 2020 to the 21 December 202.



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TENDER | Borehole Drilling and Construction

Date listed: 25/11/2020

maranoa REGIONAL COUNCIL

A.B.N. 99324089164

Borehole Drilling and Construction at Amby QLD 4462 Bore 2

Tender Number - 21017

Maranoa Regional Council invites suitably qualified and experienced Drilling Contractors to submit a fixed price, schedule of rates pricing and supporting documentation for the drilling and construction of Amby Town Bore 2.

Tenders close at 10 am, 21 December 2020.

Tender documents (including specification and tender response form) can be obtained from www.lgtenderbox.com.au

All submissions must be uploaded to LG Tender Box by the closing date and time.

Julie Reitano

Chief Executive Officer

The Tender was also place on Council's Website and Facebook page.

EVALUATION OF TENDER RESPONSES

5. TENDER PERIOD

The tender documents were released on 27 November 2020 with a closing date of 21 December 2020.

6. LEVEL OF INTEREST FROM THE MARKET

Twenty-three (23) entities/individuals downloaded the tender documents from LG Tender Box.

Two (2) tenders were received in total.

7. TENDER EVALUATION PANEL MEMBERS & CONSULTATION

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

- Manager - Procurement & Plant
- Manager – Water, Sewerage & Gas

8. TENDER SUBMISSIONS RECEIVED

A total of two (2) tenders were assessed as part of the tender analysis process:

Table 2: List of Tenderers

No.	Tenderer Name
1	Drill Engineering & Pastoral Company Trading as Depco Drilling Pty Ltd
2	Johnson Drilling Australia Pty Ltd

9. TENDER EVALUATION PROCESS

Before undertaking the technical part of the evaluation, each tender was assessed for compliance to the Conditions of Tender.

Depco Drilling Pty Ltd requested that Clause 4 be removed from the contract as this requires a retention of funds and as this is a short-term project it should not apply.

Evaluation Criteria

The tender was evaluated on the following criteria:

Table 3: Evaluation Criteria

Evaluation Criteria	Points
About the Tenderer's Business	25 points
Qualifications, Skills and Experience of Key Personnel	20 points
Price	40 points
Contribution to the Local Economy	15 points
Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

About the Tenderers Business

The Tenderer's business was assessed on the following criteria:

EVALUATION OF TENDER RESPONSES

(a) Review of Business – Business Overview, ASIC Company Extract
(b) Completed Projects and Referees
(c) Review of Financial Information
(d) Insurance Coverage
(e) Project Management Plan
(f) Safety, Quality & Environment (including Incident Reporting) (Additional Details)
(g) Proposed Construction Program (including Timeframe for Completion)
(h) Plant Items

Part (a): Review of Business – Business Overview, ASIC Company Extract

The following table provides an overview of the general information provided by tenderers.

Table 4: Overview of Business Results

Overall Panel Assessment	Part (a) (c) (d) & Conflicts of Interest				
	Business Overview	**ASIC Company Extract**	**Part (d) Insurance Coverage**	**Part (c) Financial Review**	**Conflicts of Interest (Any issues?)**
Depco Drilling Pty Ltd	Provided a comprehensive 9-page business overview.	Provided	Public Liability: Policy AF ON00310PLB Plant & Machinery: 43 VQ01040 VFT Workcover: WGA850689064	Pass	No
Johnson Drilling Australia Pty Ltd	Provided a one-page overview of the business.	Provided	Public Liability: Policy SPX093258892 $20,000,000 Products Liability: $20,000,000 Plant & Machinery Policy: 14TI021216ISP Workcover:	Pass	Not completed

Part (b): Completed Projects and Referees

Table 5: Overview of Business Results

No.	Tenderer Name	Completed Projects	Referees
1	Depco Drilling Pty Ltd	Project 1: Maranoa Regional Council – Begonia Bore Date: 06/08/2019 Depth: 702 metres Project 2: DG & GH Partnership Date: 12/03/2019 Depth: 1068 metres	Maranoa Regional Council Kent Morris Ph: 0418 448 027 David & Gayle East Ph: 07 4658 9176

EVALUATION OF TENDER RESPONSES

2	Johnson Drilling Australia Pty Ltd	Project 1: Maranoa Regional Council Surat Town Bore Date: 4/10/2020 Depth: 700 metres Project 2: Maranoa Regional Council Yuleba Town Bore Date: 20/10/2020 Depth: 263 metres	Maranoa Regional Council Graham Sweetlove Ph: 07 4624 0726

Part (e): Project Management Plan

Tenderers were asked if they develop and implement a Project Management Plan for their projects that include:

- *Construction program in Microsoft Project Format (or equivalent);*
- *Work Methodology Plan, outlining the Contractor's Construction Methodology;*
- *Risk Assessment Report;*
- *Work Health and Safety Plan;*
- *Environmental Management Plan (including Erosion and Sediment Management Plan); and*
- *Quality Management Plan (including Inspection and Test Plans).*

Table 6: Sample Management Plans

Tenderer	Project Management Plans					
	Construction Program	Work Methodology Plan	Risk Assessment	Incident Reporting	Workplace Health & Safety Plan	Quality Management Plan
Depco Drilling Pty Ltd	Yes – MS Project/Pdf	Basic	Statement only as part of WHS Mgmt Plan.	Yes	Yes	Yes
Johnson Drilling Australia Pty Ltd	Yes - pdf	No	Yes	Yes	Yes	Quality Policy

Part (f): Safety and Environment (Including Incident Reporting)

Tenderers were asked to answer several questions in regard to workplace health & safety.

Table 7: WH&S Question Results

Does the tenderer…	Depco Drilling	Johnson Drilling
have a documented procedure by which employees can report hazards?	Yes	Yes
have a workplace health and safety committee?	No	Yes
undertake regular workplace safety inspections?	Yes	Yes
undertake safety inductions for all new employees?	Yes	Yes
have a system for recording and analysing safety performance statistics?	Yes	N/A

EVALUATION OF TENDER RESPONSES

	Depco Drilling	Johnson Drilling
Do you have an understanding of, and have you included, legislative requirements, standards and codes of practice related to work being undertaken?	Yes	Yes
Have you ever had any of the following?		
Previous prosecutions	No.	No
Improvement Notices	No.	No
Prohibition Notices	No.	No
Enforceable Undertakings	No.	No
	Depco Drilling	**Johnson Drilling**
Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to the proposed works? If Yes, provide a summary listing of procedures or instructions.	See Attachment "5.1 – Water Bore FACT SHEET INDEX"	HSE Management Plan Forms: Form 4.3-1 JSEA (Job Safety and Environmental Analysis)
Does the Tenderer have a procedure for reporting and investigating workplace incidents? If Yes, provide or attach details / examples	Yes – See Attachment "5.1 – Incident Management"	HSE Management Plan Section 7 Form 7.1-1 – Accident / Incident / Near Miss Report / Investigation
In the last five (5) years, has the Tenderer been subject to any court proceedings related to breaches of environmental legislation? If yes, what was the outcome?	No.	No.

Part (g): Proposed Construction Program & Methodology

Table 8: Question Results

Tenderer	Proposed Construction Program Provided	Project Methodology
Drill Engineering & Pastoral Company Trading as Depco Drilling Pty Ltd	Yes	Basic
Johnson Drilling Australia Pty Ltd	Yes	No

EVALUATION OF TENDER RESPONSES

Plant Details

Tenderers were requested to include a list of plant that would be used on the projects.

Table 9: Plant Details (High Level)

Johnson Drilling Australia	
Plant Description	**Plant Capacity / Detail**
Rig 8 WEI D50 Drilling Rig	50 Tonne Top Drive
National Oilwell A600PT Mud Pump	1200 psi, 700gpm
Mud System	40,000lt ,2 deck Kemtron shaker, desilters
Manitou Tele Handler	5 tonne ,9mt reach
Water Tank	37000 lt
Mercedes PM	3446
Mercedes Tilt Tray	3444 twin steer
Mack PM	CHR 470 hp
Collar Trailer	45 ft triaxle permanent bolsters
Pipe Trailer	45 ft triaxle permanent bolsters
Pipe and aux Trailer	45 ft triaxle bolsters
Frac Tank (2)	80,000 lt
Personnel Vehicles	6-wheel Nissan, Amorok, Hilux
Site Office	45ft triaxle, hyd set up
Sullair 1000	1200 cfm ,500 psi

Table 10: Plant Details (High Level)

Depco Drilling Pty Ltd	
Plant Description	**Plant Capacity / Detail**
UDR1200	1000 m
WT14	8000L Water 2000
Hilux Ute	2015 4 x 4

5.2 Qualifications, Skills and Experience of Key Personnel

Tenderers were required to provide detailed resumes of all key personnel who will manage or supervise the works on site to ensure that the business's key personnel have the relevant qualifications, skills and experience to complete the works.

Table 11: Qualifications, Skills & Experience of Key Personnel

Tenderer	Qualifications, Skills & Experience of Key Personnel
Drill Engineering & Pastoral Company Trading as Depco Drilling Pty Ltd	• **Management/Project Supervisor** ○ Lee White ▪ Qld, SA,WA,NT & NSW Bore Drillers Licence ▪ Conduct Wheel Loader Operations ▪ Conduct Integrated Tool Carrier Operations ▪ Conduct Backhoe/Loader Operations ▪ Forklift Licence ▪ Doggers & Riggers Tickets ▪ No evidence of White Card ▪ No MRC Induction – not in Beakon • **Staff Experience** ○ Francois Southey ▪ Driller Offsider ▪ Heavy Combination Driver Licence ▪ No evidence of Industry White card ▪ No MRC Induction ▪ Not on Beakon ○ Michael Webber ▪ Driller Offsider ▪ Heavy Combination Driver Licence ▪ No evidence of white card

EVALUATION OF TENDER RESPONSES

Tenderer	Qualifications, Skills & Experience of Key Personnel
	▪ No MRC Induction ▪ Not on Beakon
Johnson Drilling Australia Pty Ltd	• **Management/Project Supervisor** ○ Rick Johnson: ▪ Construction White Card ▪ Qld Driller Class 3 ▪ High Risk Work LF ▪ Diploma in Drilling (Oil & Gas) ▪ First Aid ▪ LB Front End Loader/Backhoe ▪ MRC Induction • **Staff Experience** ○ Dan Johnson ▪ Qld Driller Class 3 ▪ Construction Industry White Card ▪ Diploma in Drilling (Oil & Gas) ▪ First Aid ▪ LB Front End Loader/Backhoe ▪ MRC Induction

5.3 Pricing

Table 12:Pricing Comparison

No.	Tenderer Name *(listed in price order)*	Tendered Price (ex GST)	Evaluation Score
1	Drill Engineering & Pastoral Company Trading as Depco Drilling Pty Ltd	$215,410.00	40
2	Johnson Drilling Australia Pty Ltd	$278,700.00	31

5.4 Contribution to the Local Economy

Contractors were evaluated for local content using Council's 5 Star rating process. The results are in the table 11 below.

Table 13: Contribution to Local Economy

Stars	Criterion	*Depco Drilling Pty Ltd*	Johnson Drilling Australia Pty Ltd
5 Star (15 points)	100% ownership in region	☐	☐
	90% employees reside in region	☐	☐
	Head office in region	☐	☐
4 Star (12 points)	> 75% ownership in region	☐	☐
	> 75% employees reside in region	☐	☐
	Head office in region	☐	☐
3 Star (9 points)	> 1 or more owners in region	☐	☐
	> 25% employees reside in region	☐	☐
	Office/branch in the region	☐	☐
2 Star (6 points)	Business is ratepayer in the region (2+yrs)	☐	■
	Employs residents of the region	☐	■
	Office/branch in the region	☐	■

EVALUATION OF TENDER RESPONSES

Stars	Criterion	*Depco Drilling Pty Ltd*	Johnson Drilling Australia Pty Ltd
1 Star (3 points)	Business is ratepayer or long-term lessee	☐	☐
	Employs residents of the region	☐	☐
	Office in the region	☐	☐
Local Content Score		**0 points**	**6 points**

10. RECOMMENDATION

It is recommended that Council select ***Depco Drilling Pty Ltd*** as the preferred tenderer for Tender 21017 noting the submitted price of **$215,410.00** excluding GST for the completion of Bore 2 at Amby.

This recommendation has been formed on the basis of ***Depco Drilling Pty Ltd***:

- obtained the highest evaluation score (82); and
- can perform the work to Council's requirements and timeframe.

Table 14: Combined Evaluation Results

No	Tenderer	Tenderer's Business 25 points	Personnel 20 points	Price 40 points	Local 15 points	Total Points
1	***Depco Drilling Pty Ltd***	22	20	40	0	82
2	**Johnson Drilling Australia Pty Ltd**	22	20	31	6	79

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 19 October 2020

Item Number: 12.4 **File Number:** D20/98893

SUBJECT HEADING: Renewal of Licence to Occupy - 81 Arthur Street - Queensland Ambulance Service and Maranoa Regional Council

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

In August 2017, Council entered into a Licence to Occupy Agreement with the Department of Health for the land located at 81 Arthur Street, Roma.

Following execution of the agreement the land was developed by Council into a carpark to help provide some relief for the on-street parking within the Roma CBD.

The Licence to Occupy Agreement is due for renewal. The Queensland Ambulance Service has provided Council with a draft agreement to offer a 3-year licence renewal. This report seeks Council consideration on the matter, including provisions to delegate the execution power to enter into a new 3-year licence for the site.

Officer's Recommendation:

That Council:

1. enter into Licence to Occupy Agreement with the State of Queensland acting through Queensland Health for the use of 81-85 Arthur Street, Roma.

2. pursuant to Section 236 of the *Local Government Act 2009,* authorise the Chief Executive Officer to execute the Licence to Occupy Agreement with State of Queensland, acting through Queensland Health, for the use of 81-85 Arthur Street, Roma for the purposes of an off-street Council Carpark.

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).

State of Queensland acting through Queensland Health

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?

This report seeks Council consideration on the matter, including provisions to delegate the power to execute a new 3-year licence for the site.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

In August 2017, Council entered into a Licence to Occupy Agreement with the Department of Health (represented by the Queensland Ambulance Service) for the land located at 81 Arthur Street, Roma.

Following execution of the agreement the land was developed by Council into a carpark to help provide some relief for the on-street parking within the Roma CBD. This land is not owned by Council, but was developed and occupied under a Licence to Occupy Agreement with the State Government.

The Licence to Occupy Agreement is due for renewal. The Queensland Ambulance Service has provided Council with a draft agreement to offer a 3-year licence renewal.

The only change to the previous version is an increase in rent by CPI. The current annual rent is $16,950.90 plus GST. The current CPI change between 2017 and 2020 has been 3.7%. Representing a $628 increase to $17,578.00 (plus GST) p.a. for the next three years

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)

Should Council wish to extend the current Licence to Occupy, a new agreement would need to be executed between The State of Queensland and Maranoa Regional Council.

Section 236 of the *Local Government Act 2009* contemplates the topic of who is authorised to sign local government documents. Full extract below.

236 Who is authorised to sign local government documents

(1) The following persons may sign a document on behalf of a local government—

(a) the head of the local government;

(b) a delegate of the local government;

(c) a councillor or local government employee who is authorised by the head of the local government, in writing, to sign documents.

Note—

See section 257 for the local government's power to delegate.

(2) The ***head of the local government*** is—

(a) the mayor; or

(b) if all of the councillors have been suspended or the local government has been dissolved under section 123 and an interim administrator is appointed—the interim administrator; or

(c) if there are no councillors for any other reason and an interim administrator has not been appointed—the chief executive officer.

The draft recommendation – and more specifically Part 2 of the recommendation - is consistent with this section of the act and seeks to have the authorisation (to sign the licence renewal) delegated to the Chief Executive officer in this instance.

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 site is currently recorded as a carpark asset (for ongoing maintenance, i.e. pothole patching / resealing), however the ownership is noted as *"owned by the State of Queensland".*

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)

Acting – Director Infrastructure Services
Associate to the Director - Infrastructure Services

Funding Bodies*:*

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

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 annual rent for site under the original agreement was $16,950.90 plus GST.

Based on the draft licence provided to Council for review, the annual rent for the next three years has increased by $628, to $17,578 (plus GST) per annum. Funds have been allocated for the rental payment in the urban street budget (WO18900).

Future Years' Budgets:

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

The draft agreement has a term of three (3) years. Annual allocations of $17,578 (plus GST) will be required in the 2021/22 and 2022/23 financial years to ensure funds are available to make payment under the License, if approved.

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)

- State of Queensland acting through Queensland Health
- CBD Businesses - (due to the carpark facility that being provided as a result of the licence arrangement)
- Users of the Roma CBD – including but not limited to users of the Roma Library.

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
Discontinuation of the car park facility – through the action of not signing the new 3 year Licence to Occupy.	In 2017 Council invested in the order of $85,000 to develop the 81 Arthur Street site into a sealed off-street carpark. If Council decided not to continue with the current Licence to Occupy arrangement, the site would likely need to be rehabilitated to its pre-developed state. As outlined in the background, the land was developed by Council into a carpark to help provide some relief for the on-street parking within the Roma CBD. In 2018, Council undertook a detailed parking study to understand the situation at the time in relation to on and off street parking within the Roma CBD. A summary of the key findings have been provided below for context in relation to this particular risk: ▪ *The survey data suggests that the highest parking demand within the CBD occurs on McDowall Street between Hawthorne Street and Arthur Street. Parking utilisation within this area reached 100% occupancy during the peak periods of a weekday, with parking remaining highly utilised from 7:00am to 9:00pm. High levels of demand throughout the day were also recorded along the remainder of McDowall Street.* ▪ *The survey revealed that, in general, parking spaces on Hawthorne Street, Arthur Street, Wyndham Street and Charles Street that are closest to McDowall Street had the higher use.* ▪ *Parking demand on Charles Street, North of McDowall Street had the lowest recorded demand, reflecting the relatively low number of businesses along the section of road.* ▪ *Parking demand in both the Arthur Street South and Arthur Street North public car parks maintained approximately 40% availability during the peak parking periods, indicating a large amount of spare parking capacity off-street.*

	In conclusion, whilst not at capacity, the Arthur Street carpark is used on a daily basis – with an average occupancy of approximately 40%. Should Council decide to discontinue the operation of a carpark at this site, capacity will be taken from other parking sources within the CBD.
Over capitalisation of the site	Given the land is ultimately owned by the State of Queensland further over capitalisation of the site needs to be a consideration of Council while balancing the provision of an off-street car park facility at the site. The current draft agreement has been presented to Council with a term of an additional three (3) years.

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)

Given the investment made in 2017 to develop the site into an off street carpark, it would be recommended that Council seek to extend the Licence to Occupy on the site for a further 3-year period.

The recommendation has been drafted consistent with this approach.

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. enter into Licence to Occupy Agreement with the State of Queensland acting through Queensland Health for the use of 81-85 Arthur Street, Roma.

2. pursuant to Section 236 of the *Local Government Act 2009,* authorise the Chief Executive Officer to execute the Licence to Occupy Agreement with State of Queensland, acting through Queensland Health, for the use of 81-85 Arthur Street, Roma for the purposes of an off-street Council Carpark.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.3 Roads and drainage

Supporting Documentation:

1⇩ LICENCE TO OCCUPY AGREEMENT For the Council Carpark situated at 81-85 Arthur Street, Roma Queensland Between The State of Queensland acting through Queensland Health represented by Queensland — L21/4

Ambulance Service and Maranoa Regional Council

Report authorised by:
Program Funding & Budget Coordinator
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Queensland Government

LICENCE TO OCCUPY AGREEMENT

For the Council Carpark situated at 81-85 Arthur Street, Roma Queensland

Between

The State of Queensland acting through Queensland Health represented by Queensland Ambulance Service

And

Maranoa Regional Council

This Agreement is made on the……..day of…….……. 2021

Between

The State of Queensland acting through Queensland Health represented by the Queensland Ambulance Service of Corner of Park Road and Kedron Park Road, Kedron in the State of Queensland ABN:89 519 542 578 **(QAS)**

And

Maranoa Regional Council ABN 99 324 089 164 of Corner Bungil and Quintin Streets, Roma in the State of Queensland **(Licensee)**

Recitals

A. The Licensee operates the Roma Library located at 38-44 Hawthorne Street, Roma.

B. The State of Queensland is the registered owner of the Land hatched in black on the plan marked 'A' attached to this Agreement as Schedule 1.

C. The Land comprises of the Premises and the Roma QAS ambulance station which are adjacent. The Roma Library is located at the rear of the Land.

D. The Licensee wishes to licence the Premises for use by Roma Library patrons.

E. The QAS agrees to grant to the Licensee a licence to occupy the Premises on terms set out in this Agreement.

F. The Parties have agreed to document their agreement in this Agreement.

It is agreed:

1 Interpretation and Definitions

1.1 In this Agreement, unless the context indicates a contrary intention:

(a) a reference to this Agreement includes any variation or replacement

(b) the singular includes the plural and vice versa

(c) a reference to a person includes a reference to the person's executors, administrators, successors, substitutes (including without limitation, persons taking by novation) and assigns

(d) a reference to $ means Australian dollars

(e) a clause or a schedule is a reference to a clause or a schedule of this Agreement

(f) headings will not form part of the clauses of this Agreement and will not be an aid to interpreting this Agreement

1.2 In this Agreement:

Agreement means this Agreement as varied from time to time.

Business Day means between 9.00am and 5.00pm on a day other than a Saturday, Sunday or public holiday in the State of Queensland.

Capital Replacement Works means fixtures and fittings including but not limited to lights and signage that form part of the Premises, and that are not otherwise the responsibility of the local government, the resealing of the Premises and/or driveway to the Premises.

Claim includes (and is not limited to) any claim (whether ascertained or unascertained}, action, demand, application, proceeding, judgment, enforcement hearing or enforcement order.

Commencement Date means the date of this Agreement, being the date, the second party signs this Agreement.

Completion Date means **three (3)** years from the Commencement Date, unless terminated sooner under this Agreement.

Correctly Rendered Invoice means an invoice:

(a) in which the amount claimed is due for payment in accordance with this Agreement

(b) in which the amount claimed is correctly calculated in accordance with this Agreement

(c) which correctly identifies the goods and/or services supplied

(d) which, if GST applies is a valid tax invoice under the GST Legislation; and

(e) which complies with clause 12

GST has the meaning in the GST Legislation.

GST Legislation means the A New Tax System (Goods and Services Tax) Act 1999(Cth).

Input Tax Credit has the same meaning as in the GST Act.

Invitee includes but not limited to the patrons of the Roma Library, contractors, agents and volunteers of the Licensee.

Land means land situated at 81 Arthur Street, Roma in the State of Queensland more particularly described as Lot 2 on RP64336 Title Reference 50374532.

Laws means the laws applicable in the State of Queensland.

Licence Fee means the amount of **$17,578** (excluding GST) payable by the Licensee annually on receipt of a correctly Rendered Invoice.

Licensee means Maranoa Regional Council ABN 99 324 089 164.

Loss includes (and is not limited to) any loss, liability, tax, prohibition, penalty, fine or expense howsoever caused, including by way of negligence.

Machinery of Government Change means a transfer of responsibility, function or operations, in whole or in part, from a Queensland Government department or agency or Queensland Government body to another Queensland Government department or agency or Queensland Government body.

Notices include any approvals, consents, instructions, orders directions, statements, requests and certificates or other communications that may be given, or are required to be given, under this Agreement, and any notice in writing under or in connection with this Agreement from one Party to the other Party.

Parties means QAS and Maranoa Regional Council.

Permitted Use means use of the Premises for the purposes of conducting a car parking area for use by the Licensee's Invitees.

Premises means the carpark situated at 81-85 Arthur Street, Roma Queensland.

QAS means the State of Queensland acting through Queensland Health represented by the Queensland Ambulance Service and for the purpose of the is Agreement is the QAS.

Roma Library means the public library owned and operated by the Licensee located at 38-44 Hawthorne Street, Roma.

Services means non-potable water, electricity and underground telecommunications services.

Term means **three (3)** years from the Commencement Date.

Termination Notice in relation to clause 9 means 30 days notice in writing by the QAS to the licensee terminating this Agreement.

2 Term

2.1 Subject to clause 2.2, this Agreement will commence on the Commencement Date and, unless terminated sooner pursuant to clause 10.1 will continue until the Completion Date.

2.2 The Parties may by mutual consent in writing, extend the Term of this Agreement.

3 Grant of Licence

3.1 QAS grants a licence to the Licensee, and the Licensee takes licence of the Premises for the Term.

3.2 Subject to the provisions of this Licence:

(a) the Licensee and its Invitees have the right to use the Premises in accordance with the terms of this Agreement; and

(b) the QAS will ensure that the Licensee's access to the Premises for the Permitted Use is not impeded by the QAS (or its ancillary uses) during the Term and any holding over period.

3.3 Subject to QAS rights to access the Premises, the Licensee pursuant to this Agreement will have an exclusive right to occupy the Premises for the Term. The Licensee must obtain all necessary local government or other approvals and pay all fees necessary to use the Premises for the Permitted Use.

3.4 Other than the rights granted under this Agreement, this Agreement does not create or confer upon the Licensee any tenancy or other estate or interest in the Premises. For the avoidance of doubt, this Agreement is not a lease.

4 Licensee's Obligations

The Licensee will:

(a) keep the Premises in a good state of repair, fair wear and tear excepted, and only use the Premises for the purpose and use it as intended

(b) not cause any obstruction, danger, nuisance or annoyance to other third parties or neighbouring premises

(c) comply with all reasonable directions given by the QAS

(d) not use the Premises for illegal purposes

(e) hold all permits, registrations and accreditations necessary for the Permitted Use

(f) report any damage to the Premises to QAS as soon as reasonably practicable; and

(g) be liable for any breach of this Agreement committed by the Licensee's employees and Invitees

5 Licence Fee

5.1 QAS will annually (from the Commencement Date) and for the Term of this Agreement, issue the Licensee with a Correctly Rendered Invoice.

5.2 The Licensee must pay the Licence Fee within the time and in the manner specified in the Correctly Rendered Invoice.

6 Maintenance and Repair

6.1 The Licensee must keep the Premises in good state of condition and repair, having regard to the condition of the Premises at the Commencement Date, fair wear and tear, fire, explosion, flood, storm, riot, civil commotion or war excepted.

6.2 The Licensee will be responsible for:

(a) cleaning the Premises and removing rubbish from the Premises

(b) removing graffiti (if any) on the Premises

(c) repainting carpark lines where they are faded and/or no longer visible; and

(d) repairing any or replacing any fixture as a result of any act, omission or negligence on its part, the part of its employees and Invitees

6.3 The Licensee will be responsible for carrying out any Capital Replacement Works as may be required in order to comply with its obligations to maintain and repair the Premises set out in this clause 6.

6.4 The Licensee must as soon as practicable upon becoming aware of any defect or damage in the Premises inform QAS by Notice, about the defect or damage.

7 Indemnity

7.1 QAS is not liable for any Loss or injury to the Licensee, its employees and Invitees during the Term.

7.2 QAS will not be liable, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, under or in connection with this Agreement (including for acts and omissions not authorised, required or contemplated by this Agreement) for the use of the Premises.

7.3 The Licensee indemnifies QAS in respect of any Claim and/or Loss arising out of the negligent or unlawful act or omission of the Licensee in connection with this Agreement save to the extent that QAS (including QAS's officers, employees, and agents) caused or contributed to a Claim and/or Loss.

8 Risk

The Premises are at the risk of the Licensee during the Term except for Loss or damage caused or contributed to by any act, omission or negligence of QAS.

9 Termination

9.1 Termination for Convenience

(a) Either Party may upon the giving of a Termination Notice, terminate this Agreement. A Termination Notice means 30 days notice in writing by the QAS to the Licensee terminating this Agreement.

(b) The Licensee must pay to the QAS the Licence Fee, apportioned from the date of the most recent Correctly Rendered Invoice until the expiry of the Termination Notice.

(c) The Licensee must make good within 30 days of the termination of the agreement or negotiate an alternative timeframe with the QAS.

9.2 Termination for Force Majeure

If the Premises or any part of the Premises are destroyed or damaged by Force Majeure so as to render the Premises wholly or partly unfit for use, then the Licensee may terminate this Lease by the giving of 30 days' Notice.

9.3 Termination for Insolvency

QAS may terminate this Agreement if the Licensee:

(a) becomes insolvent and goes into liquidation or has instituted against it any action or proceeding which has an object or may result in liquidation

(b) has a receiver or a receiver and manager appointed, or a mortgage goes into possession of any of its assets, or becomes subject to any form of external administration

(c) enters into an arrangement with its creditors or otherwise takes advantage of any Laws in force in connection with insolvent debtors; or

i. is wound up, voluntarily or involuntarily.

9.4 Effect of Termination

(a) At the expiry or earlier termination of this Agreement, the Licensee must within 28 days, remove form the Premises all:

i. fixtures and fittings erected or installed; and

ii. improvements made to the Premises and reinstate the Premises to its original condition.

(b) make good any damage done to the Premises (whether damage occurred during the Term of this Agreement or in removing the fixtures, fittings or improvements under clause 9.4 (a), so as to restore it to its original condition, fair wear and tear excepted, or to a condition that is acceptable to the QAS, prior to the termination of this Agreement.

9.5 If the Licensee fails to comply with clause 9 (whether damage occurred during the Term of this Agreement or in removing the fixtures or improvements under clause 9.4(b), the Licensee will be responsible for reimbursing QAS for the expenses involved in it performing those actions referred to in clause 9.4(a) and 9.4(b).

9.6 If the Licensee with the consent of QAS remains in occupation of the Premises after the expiration of the Term of this Agreement then:

(a) the Licensee will occupy the Premises from month to month on the terms of this Agreement so far as they are applicable to a monthly tenancy;

(b) the monthly tenancy may be determined by either Party upon the provision of one (1) months' advanced notice by one Party to the other.

9.7 Rights not affected by termination

Termination of this Agreement for any reason does not affect one Party's right of action against the other Party in respect of any breaches of any of the conditions of this Agreement before the termination of this Agreement. These rights are in addition to any other rights the Parties may have at law or otherwise.

10 Right of Entry

10.1 The QAS or any agent will have the right, after giving the Licensee at least two (2) days written notice, to enter the Premises for any purpose, only during normal business hours, in the company of the Licensee, its servant or agent.

10.2 If the QAS reasonably believes that:

(a) there is an emergency; or

(b) it is not practical in the circumstances to give prior notice,

(c) the QAS may exercise such rights at any time without giving notice.

10.3 The QAS or any agent will have the right, to utilise the site for its required use in an emergency or event. The QAS will give the Licensee notice as soon as practicable.

11 Dispute

11.1 If a dispute or difference arises between the Parties in relation to this Agreement or concerning the performance or non-performance by a Party of its obligations under this Agreement, a Party may give Notice of the dispute to the other Party.

11.2 The Parties must, if requested by either Party within ten (10) Business Days of receipt of a Notice of dispute by a Party, refer the dispute to mediation before commencement of any litigation, other than for injunctive relief, in relation to the dispute.

11.3 The mediator, the mediator's fees and the mediation rules must be:

(a) mutually agreed upon by the Parties in writing; or

(b) in the absence of agreement, within ten (10) Business Days from receipt of a Notice of a dispute, as determined by the Chairperson of the Queensland Chapter of the Institute of Arbitrators and Mediators Australia.

11.4 The Parties agree to share the costs associated with the mediation in equal shares between them.

11.5 Notwithstanding the existence of a dispute, each Party will continue to perform its obligations under this Agreement where practicable.

12 GST

12.1 In this clause 'adjustment event', 'adjustment note', 'supply', 'supplier' and 'tax invoice' have the same meaning as defined in the GST Legislation.

12.2 The QAS acknowledges that in terms of the GST Legislation it will, under this Agreement, be a supplier and may be required to pay GST to the Commissioner of Taxation.

12.3 The Parties agree that unless specified otherwise, the Licence Fee specified under this Agreement is GST exclusive.

12.4 The QAS must ensure that all tax invoices and adjustment notes rendered to the Licensee under this Agreement are in a format that identifies any GST paid, and which permits the Licensee to claim an input tax credit.

12.5 Subject to clause 12.6, for a supply under this Agreement subject to GST, the Licensee must pay to the QAS an amount equal to the GST payable for that supply.

12.6 Where a Party is required under this Agreement to pay or reimburse an expense or outgoing of another Party, the amount to be paid or reimbursed by the first party will be the sum of the amount of the expense or outgoing less any input tax credits in respect

of the expense or outgoing to which the other party, or to which the representative member for a GST group of which the other party is a member, is entitled.

12.7 The QAS must issue an adjustment note to the Licensee on or before seven days after the Occurrence of an adjustment event. The Licensee request for an adjustment note will be deemed to have occurred on the date of the adjustment event. The adjustment note must identify the goods or services relevant to the adjustment event. Adjustment notes issued to the Licensee must comply with the requirements of the GST Legislation. Where an adjustment event occurs, the amount of GST payable under this clause 12.7 will be recalculated to reflect the adjustment event and a payment will be made by the recipient to the supplier or by the supplier to the recipient as the case requires.

12.8 If the amount of GST recovered from the Licensee under this Agreement differs, for any reason, from the amount of GST paid or payable by the QAS to the Commissioner of Taxation, including by reason of:

(a) an amendment to the GST Legislation;

(b) the issue of or an alteration in a ruling or advice of the Commissioner of Taxation;

(c) a refund of GST to the QAS in respect of any supply made under this Agreement;

(d) a decision of any tribunal or court,

then, subject to obtaining the written approval or instruction from the Licensee, the difference in amounts will be paid by or to the Licensee as the case may be.

13 Costs and Stamp Duty

13.1 The Licensee must pay all costs associated with negotiating and entering this Agreement, if any.

13.2 If this Agreement is a dutiable transaction under the Duties Act 2001 (Qld), the Licensee is to pay the cost of any stamp duty, if any.

14 Notices

14.1 Unless expressly stated otherwise in this Agreement, all Notices must be:

(a) in writing

(b) signed - if the Party is a company, then the Notice must be signed by the company's directors or solicitors; and

(c) left at the address, sent by prepaid ordinary post, sent by fax, or given in any other way permitted by law; and

(d) take effect from the time they are received unless a later time is specified

14.2 The address for Notices for each Party:

QAS

Manager Business Support

South West LASN
Department of Health | Queensland Government
85 Arthur Street Roma QLD 4455
07 4578 8902
LASN.SouthWest@ambulance.qld.gov.au

Licensee

Chief Executive Officer
Maranoa Regional Council
Cnr Bungil & Quintin Streets
Roma QLD 4455

15 No Third Party Benefit

15.1 Nothing in this Agreement will create a contract for the benefit of a third party in accordance with section 55 of the Property Law Act 1974 (Qld).

15.2 This Agreement will not be construed as creating a duty of care between the Licensee and any person or entity other than the QAS and in that case, such duty of care will exist only where expressly stated in this Agreement

16 Variation

16.1 The Parties may vary the terms of this Agreement by mutual consent in writing.

16.2 The Licensee may upon Notice to the QAS vary the terms of this Agreement at anytime where there is Machinery of Government Change.

17 Novation and Assignment

17.1 The Licensee must not assign, transfer, novate, and otherwise deal in any manner with, all or any part of the benefit of this Agreement and any of its rights, remedies, powers, duties and obligations under this Agreement to any person, without the consent of the QAS.

17.2 The QAS may in its discretion assign, transfer, novate, and otherwise deal in any manner with, all or any part of the benefit of this Agreement and any of its rights, remedies, powers, duties and obligations under this Agreement to any person, without the consent of the Licensee but will provide Notice to the Licensee of such assignment, transfer or novation.

18 Entire Agreement

This Agreement constitutes the entire agreement between the Parties for its subject matter. Any prior arrangements, agreements, warranties, representations or undertakings are superseded.

19 Waiver

A failure by either party to take action to enforce its rights does not constitute a waiver of any right or remedy under this Agreement unless it is in writing signed by the party granting the waiver.

20 Severance

If any provision of this Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision will, to the extent required, be severed from this Agreement and rendered ineffective as far as possible without modifying the remaining provisions of this Agreement, and will not in any way affect any other circumstances of or the validity or enforcement of this Agreement.

21 Governing Law

This Agreement will be governed by the laws in the State of Queensland, Australia.

22 Counterparts

22.1 This Agreement may be executed in two or more identical copy counterparts, each of which together will be deemed an original, but all of which together will constitute one and the same instrument.

22.2 In the event that any signature executing this Agreement or any part of this Agreement is delivered by facsimile transmission or by scanned e-mail delivery of a 'pdf' format data file or equivalent, such signature will create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such signature page were an original. For execution under this clause to be valid the entire Agreement upon execution by each individual Party must be delivered to the other Party.

Executed by the Parties as an Agreement on the dates set out below.

Signed for and on behalf of **Queensland Health represented by the Queensland Ambulance Service ABN: 89 519 542 578**

…… Name of authorised officer

…… (Signature of authorised officer)

This……day of……

In the presence of:

…… Name of witness

…… (Signature of witness)

Signed for and on behalf of **Maranoa Regional Council ABN: 99324 089 164**

…… Name of authorised officer

…… (Signature of authorised officer)

This……day of……

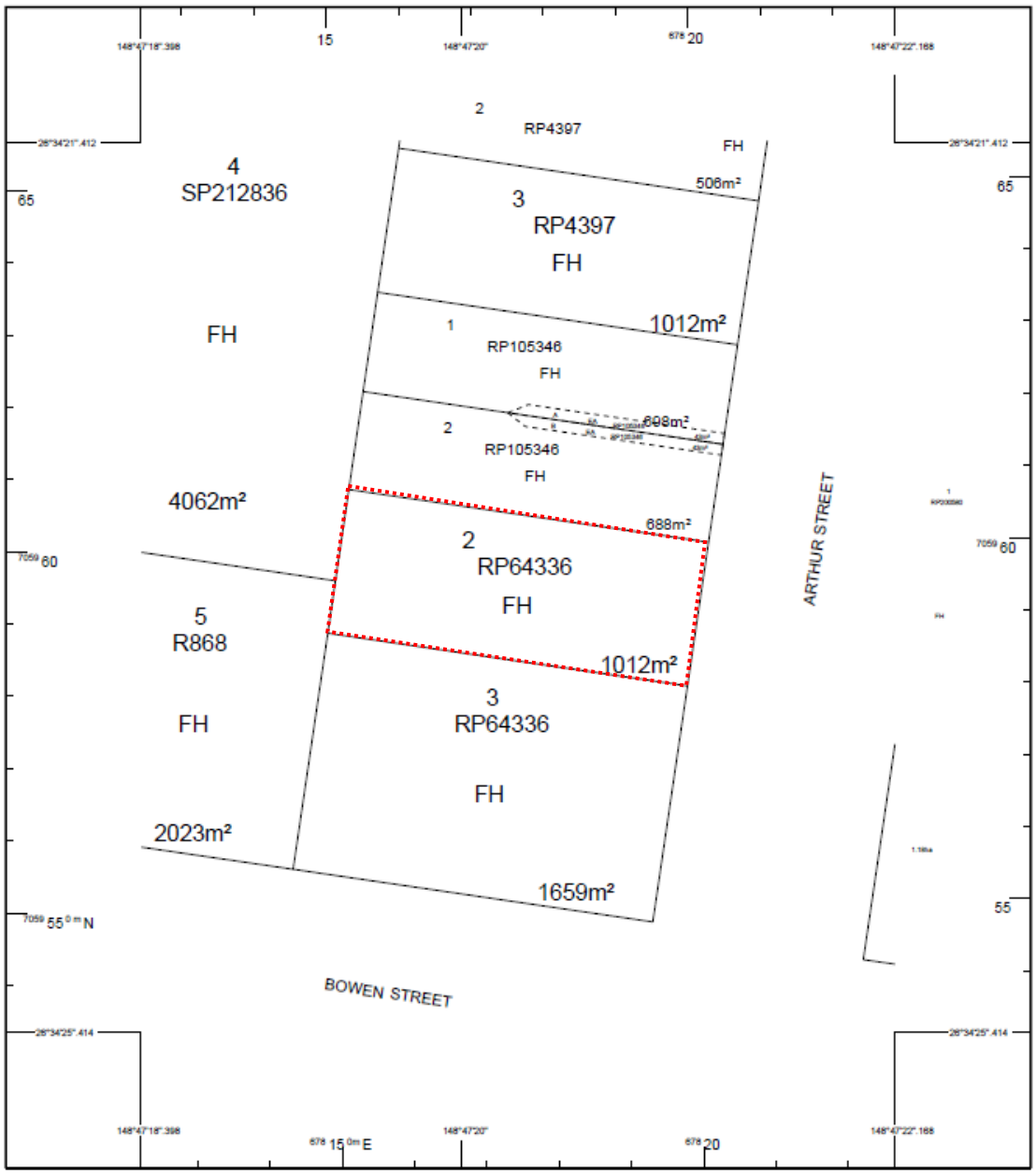
In the presence of:

…… Name of witness

…… (Signature of witness)

SCHEDULE 1

Plan of Premises



STANDARD MAP NUMBER
8644-14314

0 15 30 45 60 75 m
HORIZONTAL DATUM:GDA94 ZONE:55 SCALE 1 : 750

MAP WINDOW POSITION & NEAREST LOCATION

SUBJECT PARCEL DESCRIPTION

DCDB

Lot/Plan	2/RP64336
Area/Volume	1012m²
Tenure	FREEHOLD
Local Government	MARANOA REGIONAL
Locality	ROMA
Segment/Parcel	10705/46

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 08/10/2020

DCDB 07/10/2020

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Queensland Government

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OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 14 January 2021

Item Number: 12.5 **File Number:** D21/3638

SUBJECT HEADING:	Surat Digital Connectivity Project - 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 Surat Digital Connectivity project under the Queensland Government's Building Our Regions program. The funding agreement for the project was executed on 30 May 2019.

This reports seeks Council's approval to submit a project variation to amend the original funding agreement and the 2020-21 project budget.

Officer's Recommendation:
That Council:

1. Authorise the Chief Executive Officer, or delegate to sign a project variation for the Surat Digital Connectivity Project Building our Regions funding agreement as detailed in the draft project variation attached to this report that includes the following:

    a. Extension of the project timeframes;

    b. Changes to the milestone deliverables;

    c. Changes to project details that include project description, project site, total project costs, approved funds and co-contribution amounts.

2. Amend the 2020-21 project budget (and co-contributions) for the Surat Digital Connectivity Project (WO20182) to $475,000.

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).

- Surat community, businesses, health facilities, emergency services, schools, tourists and associations
- BoR
- Telstra

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
BoR	Building our Regions

Context:

Why is the matter coming before Council?

As this is a variation to the original project funding agreement, 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)

A community survey was conducted in Surat and the need for a high-speed digital connectivity service was identified.

Council applied for funding from BoR for the Surat Digital Connectivity Project to satisfy this need.

The funding application was successful and a funding agreement with BoR was executed on 30 May 2019.

Through Resolution GM/12.2019/40, Council resolved to contribute a cash amount of $275,000 (excluding GST) to this project.

With Telstra delivering telecommunications to most of rural Queensland, including Surat, negotiations targeted a "Telstra solution" to deliver high-speed broadband connectivity to Surat.

As part of the negotiations, Telstra have given written commitment to contribution a cash amount of $225,000 (excluding GST) to the project.

After a long period of contract negotiation between, Queensland State Government, Telstra and Maranoa Regional Council, the original timeframes, milestones and project details of the funding agreement require amendment.

At the Ordinary Meeting held on 9 December 2020, Council resolved the following:

Resolution No. OM/12.2020/59

That Council:

1. ***Resolves, pursuant to Section 235(b) of the Local Government Regulation 2012, to enter into a contractual arrangement with Telstra Corporation Limited due to the***

specialised nature of the service (i.e. telecommunication service) required for this project and provided by this supplier.

2. ***Authorise the Chief Executive Office to sign the required documents for the Surat Digital Connectivity Project, including the Deed of Covenant and Enterprise Works Agreement on behalf of Maranoa Regional Council.***

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

Resolution No. OM/09.2020/32

That Council:

1. ***Provide in-principle support to the National Broadband Network (NBN Co), submitting an application under the Regional Connectivity Program for the town of Surat.***

2. ***Subject to the ongoing negotiations with the Queensland Government under the Building our Regions Program, approve a maximum allocation of $250,000 from the Surat Digital Connectivity Project as a co-contribution to a funding application for the Regional Connectivity Program.***

3. ***Authorise the Chief Executive Officer (CEO) to sign any agreements that are consistent with the contents of this report*.**

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)

Deputy Director/Strategic Road Management
Building our Regions Grants and Program Management – Lynn Sawtell

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, Telstra and Maranoa Regional 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?***

The variation request will amend the project cost to the following:

	Original	Revised
Total project cost	**$932,800**	**$475,000**
Co-contribution Maranoa Regional Council	$275,000	$ 25,000
Co-contribution Telstra	$382,800	$225,000
BoR funding	$275,000	$225,000

Future Years' Budgets:

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

The amended project completion date is 1 December 2021 and therefore this project will carry over to 2021-22 year.

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 community, businesses, health facilities, emergency services, schools, tourists and associations – Improved digital connectivity and mobile phone coverage.
- BoR – Funding contribution to the project
- Telstra – Funding contribution and provider of designs and construction of the required infrastructure and ultimately delivery of the service.

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
No approval of project variation	Certainty of poor communications in Surat leading to inefficiency in private and business activities. This will ultimately result in loss of community members and businesses in Surat.

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 approval of the project variation will allow the construction of the project to proceed and the delivery of the high-speed digital connectivity service.

Advice to Council is to resolve to authorise the CEO, or delegate to sign the project variation and amend the 2020-21 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:

1. Authorise the Chief Executive Officer, or delegate to submit a project variation for the Surat Digital Connectivity Project Building our Regions funding agreement as detailed in the draft project variation attachment to this report that includes the following:

    a. Extension of the project timeframes;

    b. Changes to the milestone deliverables;

    c. Changes to project details that include project description, project site, total project costs, approved funds and co-contribution amounts.

2. Amend the 2020-21 budget (and co-contributions) for the Surat Digital Connectivity Project (WO20182) to $475,000.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.2 Economic development

Supporting Documentation:

1⇩ Variation 1 - BoR Surat Digital Connectivity Project - Project Variation Form D21/3640

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Department of State Development, Infrastructure, Local Government and Planning

PROJECT VARIATION FORM

For Funding Agreement

Organisation Name:	Maranoa Regional Council		
Project Title:	Surat Digital Connectivity Project		
Project ID No:	BoR RO4 MARA 0007	**Variation number:**	1
Funding Program:	Building our Regions	**Original Funding Agreement Execution Date:**	30 May 2019

Reasons for Variation:	This Variation is to extend Project timeframes, re-order Milestone Deliverables, add a Milestone and change Project Details that includes Project description, Project Site, Total Project Cost, Approved Funds and Co-contribution amounts. Implementation has been delayed due to the negotiations between the Department and Telstra, as the telecommunications provider, in relation to the finalisation of a Deed of Covenant and Consent. The Total Project Cost has been revised and is now less than at the time of execution of the Funding Agreement. This has resulted in a reduction in the Building our Regions funding allocated to the project. The Milestone Dates, Project Completion Date and Agreement End Date have been extended to allow sufficient time to deliver the Project and to align with the revised Project timeframes.
The Parties agree that the Funding Agreement (as varied by any previous variations) is further varied as set out below in the Changes in Schedules A, B, C and/or D (as applicable).	

Changes in Schedule A – Project Details

Is the Construction Commencement Date (Schedule A – Project Details – Item 6) varied?

Yes ☒ No ☐

If YES, please detail:	Original Construction Commencement Date:	31 July 2019
	Current Construction Commencement Date:	31 July 2019
	New Construction Commencement Date:	1 August 2021

Is the Project Completion Date (Schedule A – Project Details – Item 7) varied?

Yes ☒ No ☐

If YES, please detail:	Original Project Completion Date:	13 November 2020
	Current Project Completion Date:	13 November 2020
	New Project Completion Date:	1 December 2021

Is the Agreement End Date (Schedule A – Project Details – Item 8) varied?

Yes ☒ No ☐

If YES, please detail:	Original Agreement End Date:	15 November 2021
	Current Agreement End Date:	15 November 2021
	New Agreement End Date:	1 May 2022

Are there any other changes to Schedule A – Project Details?

Yes ☒ No ☐

If YES, please detail:	Applicable item:	Item #: Item name

Item 3 is deleted and replaced with the following:
This project will deliver reliable digital connectivity and high-speed internet for businesses and residents in Surat and surrounding areas.

Item 4 is deleted and replaced with the following:
Telstra Surat Exchange – 5 Charlotte Street, Surat, Queensland.
Latitude: 27.150923; Longitude: 149.07113

Item 9 is deleted and replaced with the following:
$475,000

Item 10 is deleted and replaced with the following:
$25,000 Maranoa Regional Council
$225,000 industry contribution

Item 11 is deleted and replaced with the following:
$225,000

Summary of changes in Schedule B – Milestone Schedule

Revised Milestone Date(s):

Yes ☒ No ☐ N/A ☐

If YES, which Milestone Number/s and provide current and new Milestone Date(s):

Milestone	Current Date	New Date
2	1 December 2019	15 January 2021
3	1 May 2020	1 June 2021
4	13 November 2020	1 August 2021
5	N/A	1 December 2021

Revised Milestone Amount(s):

Yes ☒ No ☐

If YES, which Milestone Number/s and provide current and new Milestone Amount(s):

Milestone	Current Milestone Amount	New Milestone Amount
5 *(Formerly Milestone 4)*	$137,500	$87,500

Revised Milestone Deliverable(s):

Yes ☒ No ☐

If YES, which Milestone Number/s and provide explanation of the changes to current Milestone Deliverable(s):

- Milestone 2
  - Within Deliverable (c) the requirement for photographic evidence that construction has started, and the required signage is in place has been moved to Milestone 4. This aligns with anticipated construction commencement.
- Milestone 3
  - Deliverables (a) and (b) have been moved to Milestone 5, the final Milestone as this is when these will able to be met.
  - In addition, Deliverable (e) is combined with the former Milestone Deliverable (b) to create a single Milestone Deliverable relating to the Professional Engineering Service requirements.
- Milestone 4
  - All previous deliverables have been moved to Milestone 5 and updated.
  - New Deliverables include: (a) a Project Progress Report including photographic evidence that construction has commenced and required signage is in place; and (b) evidence of Council's submission of a funding application under the Australian Government's Regional Connectivity Program, including but not limited to, confirmation of Council's financial contribution ($250,000) towards the project should the application be successful.

Changes in Schedule B

The Parties further agree that Schedule B (Milestone Schedule) in the Agreement is deleted and replaced with the following Schedule B (Milestone Schedule):

SCHEDULE B

Milestone Schedule

Milestone Number	Milestone Date	Milestone Deliverables	Maximum Amount of Payment
1	14 June 2019	The Organisation must provide the following to the satisfaction of the Department: (a) an updated Detailed Project Plan (including revised cash flow forecast and GANTT chart) for the Department's consideration; (b) a Project Benefits Report (in draft form); and (c) evidence that the Special Conditions have been satisfied (where applicable).	$137,500
2	15 January 2021	The Organisation must provide the following to the satisfaction of the Department: (a) a resolution from the Organisation confirming it has budgeted the Organisation's financial contribution to the project (if applicable), is committed to delivering the Project, and acknowledges responsibility for any funding shortfall if costs or other contributors change; (b) evidence that co-contributors are confirmed; and (c) a Project Progress report.	$0
3	1 June 2021	The Organisation must provide the following to the satisfaction of the Department: (a) a Project Progress Report; (b) details of digital infrastructure network design including core architecture and final number and site location of towers / access sites; (c) evidence that the Special Conditions have been satisfied (where applicable); and (d) if the Training Policy is applicable to the Project, and any tender for the Project has been awarded, a copy of the compliance plan and the agreed Indigenous Economic Opportunities Plan, if applicable, submitted to CSQ.	$0
4	1 August 2021	The Organisation must provide the following to the satisfaction of the Department; (a) a Project Progress Report including photographic evidence that construction has commenced and required signage is in place; and	$0

Milestone Number	Milestone Date	Milestone Deliverables	Maximum Amount of Payment
		(b) evidence of Council's submission of a funding application under the Australian Government's Regional Connectivity Program, including but not limited to, confirmation of Council's financial contribution ($250,000) towards the project should the application be successful.	
5	1 December 2021	The Organisation must provide the following to the satisfaction of the Department: (a) a completed Subsidy Claim Form (including Statement of Expenditure) for the Milestone 5 Payment including evidence to substantiate both Milestone 1 and Milestone 5 claims as required by the Department; (b) if the Professional Engineering Service is required for the Project, confirmation the design has been completed by a RPEQ and certification provided by a RPEQ that the Construction has been undertaken in accordance with the design; (c) other certificates of compliance and of completion applicable to the Construction and operation of the Project; (d) evidence that any cultural or heritage issues have been addressed, necessary land use approvals have been obtained and licence agreements with relevant landholders in a form suitable to the Department have been duly entered into; (e) evidence that the required regulatory approvals have been granted, including building approvals and spectrum licencing; (f) If the Local Content Policy is applicable to the Project, a copy of the project outcome report in accordance with the Local Content Policy; (g) If the Training Policy is applicable to the Project, a copy of the practical completion compliance report including the achievement of outcomes against the agreed Indigenous Economic Opportunities Plan, if applicable; (h) The Project Completion Report; (i) an updated Project Benefits Report; and (j) evidence that Special Conditions have been satisfied (where applicable).	$87,500

Summary of changes in Schedule C – Special Conditions	
Are the Special Conditions (Schedule C) varied?	
Yes ☐	No ☒

Organisation Agreement to Variation
(To be completed by the Chief Executive Officer)

Signed for and on behalf of the Organisation by:

Name: _____ _____ **Date:** _____
(Print Name) *(Signature)*

Position: _____

Department Case Officer recommendation

Variation supported ☐ **Variation not supported** ☐

Case Officer: _____ _____ **Date:** _____
(Print Name) *(Signature)*

Department Manager/Director recommendation

Variation supported ☐ **Variation not supported** ☐

Manager / Director: _____ _____ **Date:** _____
(Print Name) *(Signature)*

APPROVAL
(To be completed by the Delegated Officer in accordance with Grant Program Guidelines and the Grants Delegations)

Signed for and on behalf of the Department of State Development, Infrastructure, Local Government and Planning by:

Variation approved ☐ **Variation not approved** ☐

Comments: _____

Delegated Officer: _____ _____ **Date:** _____
(Print Name) *(Signature)*

Position: _____

***Note**: the amendments set out in this Project Variation Form do not take effect and are not binding if this Variation is not approved*

Grants Administration: _____ **Database updated (Date):** _____
(Database Operator)

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 28 September 2020

Item Number: 13.1 **File Number:** D20/92646

SUBJECT HEADING: Approval for basketball equipment installation- Roma

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

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Executive Summary:
A request has been received from Maranoa Basketball Association to install basketball hoops on the eastern asphalt court adjacent to Maranoa PCYC in Roma.

Officer's Recommendation:
That Council:

1. Approve basketball equipment purchased by Maranoa Basketball Association to be installed on the eastern asphalt court adjacent to Maranoa PCYC
2. Approve installation of equipment and line marking by Council staff at an estimate of $1,500 from GL 2831.2001.2001

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
MBA	Maranoa Basketball Association

Context:

Why is the matter coming before Council?

MBA have requested permission from Council to install two basketball hoops on the eastern court, (furthest from the Carnarvon Highway), between the Community Hub and Maranoa PCYC.

MBA received funding from Gambling Community Benefit Fund and have purchased two outdoor industry standard basketball rings (equipment) and is offering to gift these assets to Council to the value of $10 000. It is the intention that Council will assume responsibility for the maintenance of the equipment once established. MBA is able to support the maintenance program by replacing the ring nets periodically.

The ability to have equipment outdoors allows the players experience to play on a surface other than indoor timber flooring and will also allow the club to keep weekly player costs to a minimum with less indoor court fees payable. It will provide an avenue for families and youth to use an outdoor court in Roma in their own leisure time. Basketball is not only an organised team sport but can be played as an outdoor leisure activity with limited numbers in mixed groups or family units. The majority of cities, towns and communities across Australia have single or multiple outdoor basketball playing spaces for residents to enjoy free of charge.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

MBA has purchased the equipment prior to approval from Council and are now seeking approval to have the equipment installed in the old netball space beside Maranoa PCYC. Council staff have provided an estimate to install the cages that support the hoops and to line mark the court.

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)

Yes

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)

Mat Gane-President Maranoa Basketball Association Inc
Tanya Mansfield-Manager Facilities
Sgt Dion Horn-Acting Branch Manager Maranoa PCYC
Ed Sims-Manager Economic and Community Development
Ian Allen-Team Leader Rural Roads Maintenance (Signs)

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 basketball equipment has been funded, approved and purchased with funds accessed from Gaming Community Benefit Fund.

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)

Small costs may arise for line marking to be updated within 5 years. Equipment has no short-term maintenance requirements except for ring nets which MBA has committed to replace 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)

Maranoa PCYC will experience a small decline in fees receipted for use of indoor courts.

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
Council is not supportive of installation of equipment	MBA and other community service providers have been requesting free of charge basketball courts for a number of years to reduce court fees and to extend hours of availability for outdoor play to 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)

MBA and other community service providers and youth organisations have been requesting installation of outdoor basketball courts that are free to use, for a number of years to reduce court fee cost to families and low income parents and to extend hours of availability for outdoor play to occur. It has been suggested to install a court at the Roma Youth precinct near skate park. To use the old netball courts allows costs to be reduced due to asphalt courts in place and supporting infrastructure of security lighting, access to water and parking readily available. At a later date if a court is installed at Roma Skate Park, the community can support both spaces due to the number of youths in Roma and a competition space versus a recreational space.

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:

1. Approve basketball equipment purchased by Maranoa Basketball Association to be installed on the eastern asphalt court adjacent to Maranoa PCYC

2. Approve installation of equipment and line marking by Council staff at an estimate of $1 500 from GL 2831.2001.2001

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

Nil

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.13 Sport, recreation and community wellbeing

Supporting Documentation:
Nil

Report authorised by:
Manager - Economic & Community Development
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 1 December 2020

Item Number: 13.2 **File Number:** D20/114689

SUBJECT HEADING: Sponsorship - Mt Hutton Retirement Village/Pinaroo Roma Inc

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

The Mayor has tabled a proposal for Council to sponsor the Mt Hutton Retirement Village / Pinaroo Roma Inc, for the amount of $10,000 for a 12-month television promotional campaign to advertise cost effective independent living for over 55's available at the village with the aim of increasing numbers so the village is financially self-sustainable. This report seeks the approval of Council for a budget allocation.

Officer's Recommendation:

1. That a budget allocation of $10,000.00 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.

2. The budget will be funded from savings from WO 2882.2001.0301(Local Development Salaries).

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 management committee of Mt Hutton Retirement Village and,
The management committee of Pinaroo Roma Inc.

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
MHRV	Mt Hutton Retirement Village
PwC	Price Waterhouse Coopers

Context:

Why is the matter coming before Council?

The Mayor has proposed this project and, by resolution Council has tasked the writer with presenting this officer's report.

Resolution No. OM/11.2020/19
That a report be prepared for an upcoming Council meeting.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation).

Mt Hutton Retirement Village (MHRV) is operated as an independent living facility in Injune. It was previously a "retirement village" offering both high and low care beds for senior members of the community. It is located on a Council controlled (Health) reserve adjacent the Injune Hospital with access through a small gate where services like meals and laundry are outsourced to QHealth.

From 2012 MHRV ceased to offer aged care and surrendered its bed licenses, which are now controlled by Pinaroo Roma Inc who used them for the expansion of their Roma facility. Pinaroo Roma Inc now manage the MHRV on behalf of the MHRV committee as an affordable accommodation for seniors.

Due to projected budget shortfalls, Council has supported the operations of MHRV, through water rates and fee waivers, and cash subsidies since 2012. The total value to date amounts to **$177,406.15.**

Date	Resolution	Amount
12/12/2012	GM.455.12	$12,000.00
28/10/2015	GM 2015/56	$9,498.39
12/10/2016	GM/10.2016.21	$10,400.00
23/08/2017	GM/08.2017/44	$657.58
11/10/2017	Rate rebate	$2,112.40
04/12/2018	GM/03.2018/38	$45,000.00
22/10/2019	GM/10.2019/15	$45,000.00
07/10/2020	BUD/08.202/14	$45,000.00
2018 - 20	Water concessions policy	$7,737.78
	Total	**$177,406.15**

Note: It is Council policy to waive 100% of rates and apply a concession of 50% to water use for Aged Care/Retirement Villages/Independent Living Units – which are owned by Community Organisations. Accordingly, it can be argued that an amount of $7,737.78 would have been a matter of policy rather than "special or one-off assistance".

The information above is not meant to indicate that Council's inputs over the years to MHRV have been significant or not, moreover it is provided in order that Council may be aware of the scale of its investment to date in MHRV.

The Manager of Pinaroo Roma Inc was unaware of this proposal, however was delighted that the Mayor was taking a proactive stance toward assisting the Mt Hutton Retirement Village toward viability.

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 support for entities and mechanisms that provide community support, of the nature of this proposal, is entirely consistent with the operations of a local Government.

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)

October 2020 Meeting of stakeholders:

At the invitation of the management committees of Pinaroo Roma Inc, and the Injune Retirement Village, Councillors and staff together with community members met at the Village in Injune on 16 October 2020, where the manager of Pinaroo Roma Inc presented a report on the viability of the MHRV following 3 years of management of MHRV.

The summary of the management report was that in spite of efforts to increase the tenancy of the Village, through the addition of improved meals, management, health care provision and upkeep, reduction in operating costs and costs of compliance with legislation, the MHRV is not performing to plan.

Pinaroo have provided cash flow projections that indicate that breakeven is achieved at around 10 residents however their efforts to date have not been able to attract any more than 5 tenants. This is consistent with the average tenancy rates in the past 8 years. Subsequent round table discussions at the meeting centered on fund raising and marketing initiatives that might raise revenue and attract more residents.

Initiatives such as Rodeos, Fete's, Raffle's which have been central to fund raising efforts in the past have ceased while the current pandemic is impacting our lifestyles. These will be important to ease the financial burdens in the future. The MHRV could also become a registered charity where donations can be tax deductible.

It was also discussed that MHRV had a running campaign on local radio in Roma for many years and print media from time to time and that no marketing occurs presently nor has done for several years.

Council staff agreed to assist Pinaroo Management to complete a market analysis to inform a marketing plan, which could include all forms of media including television. The analysis would confirm that there was sufficient market available or not, and plan how to reach them however the following data indicates that a market of potential candidates exists in the region.

Potential market:

- There are 1641 people in the Maranoa who are between 50 and 59
- 1286 people between 60 to 69
- 1028 people between 70 and 84
  (Census 2016)
- The average age of entry to a retirement village is 74 (PwC/Australian Property Council Retirement Census 2020)
- Retirement village occupancy rates in Australia are around 89%. (PwC/Australian Property Council Retirement Census 2020)

Television advertising is still the most powerful media possible. Given that television and radio are the prefer media of the target audience for MHRV, and that Imparja television network has a reach of over 550,000 people in Queensland alone, it is reasonable to expect that MHRV should be able to stimulate the interests of many prospects that they may convert to five or six more residents locally.

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?***

$10,000.00 which can be allocated from savings in the WO 2883.2001.0301 – Local Development Wages and Salaries 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)

Undetermined

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 management committees of both Mt Hutton Retirement Village and Pinnaroo Roma Inc., who wish to see the facility pay for itself.

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
The advertising failed to generate a response.	Possible with insignificant consequences.

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)

MHRV/Pinaroo has a current annual budget of $1000.00 p.a. to fund, Advertising/Recruitment/Marketing which is insufficient for any chance of an effective campaign. Accordingly, a budget of $10,000 toward television would add significant marketing weight.

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)).

1. Council should provide a budget allocation of $10,000.00 be provided to Pinaroo Roma, for a television campaign, advertising vacancies at the Mt Hutton Retirement Village in Injune.

2. The budget will be funded from WO 2882.2001.0301 Local Development Salaries and Wages.

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
4.2 Economic development

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 7 December 2020

Item Number: 13.3 **File Number:** D20/116843

SUBJECT HEADING: Future Development at the Mitchell Swimming Pool

Classification: Open Access

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

Executive Summary:
At the Ordinary Council Meetings held on 25 November 2020 and 9 December 2020, Council considered reports on the future development of a wading pool and other improvements at the Mitchell Swimming Pool. Council requested that a further Officers report be presented on the matters for consideration.

Officer's Recommendation:
That Council:-

1. Note the Officers report as presented;
2. Install two (2) taps along the eastern boundary of the Mitchell Memorial Swimming Pool and one (1) tap on the eastern change room funded by the existing Mitchell Swimming Pool Maintenance Budget.
3. Consider an Outline Business Case on the development of a wading pool at the Mitchell Swimming Pool in 2021/22 budget deliberations.

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. At this time, Council is not being asked to allocate funding or to make a decision in regard to construction of the wading pool.

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 General Council Meeting held on 25 November 2020, Council resolved that a report be prepared for an upcoming Council meeting in regard to future development of the Mitchell Swimming Pool (Resolution No. OM/11.2020/75).

That report on 25 November was tabled by Councillor Birkett who noted in the report that he had received a lot of questions from the local community regarding Council's plans for future development at the Mitchell Pool particularly installation of a children's wading pool. Councillor Birkett also specifically requested further information regarding existing pipework located on the north west corner of the grounds, which may facilitate future development at the site.

At the Council Meeting on 9 December 2020, Council considered an Officers report in regard to the installation of additional taps and dry shade shelter at the Mitchell Pool and were also provided with advice on necessary upgrades to the amenities. After consideration of the Officers Report, Council resolved (**Resolution No. OM/12.2020/10):-**

That:

1. **This be added to the upcoming agenda item in January 2021.**
   [The strategic feedback for future development of the Mitchell Memorial Swimming Pool which was contained in the report].

2. **[*Council be presented*] with a Business Outline Case for the installation of a dry shade structure and upgrades to the pool amenities in the 2021/22 capital works budget deliberations.**

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Wading Pool

In response to the intent of the original report presented by Councillor Birkett on 25 November 2020, and the specific questions raised in the document, the following investigations have taken place.

1. Review of as construction "Hydraulic services site plan for Mitchell Pool" (D11/15491). Plan shows some pipework in the vicinity of the north – east corner of the Mitchell Pool grounds in area closest to bridge.

2. Consultation with Katrina Mansfield, Contract Pool Manager. Advice received - *"There is pipe work in place in the pump shed, that I thought was in place to give Council the option to build a wading pool in the future".*

3. Consultation with Kieran Gorry, Team Leader Mitchell - Water, Sewerage and Gas Operations. Advice received - *"There is pipe work in place for future development coming up in the pump shed…. I can't see why not whoever builds the pool could not use them I'm pretty sure they go to the front corner closet to the bridge".*

Dry Shade Shelter, Taps and Amenities

At the Meeting on 9 December 2020, Council's Maintenance Officer / Team Coordinator Facilities, tabled a report in response to feedback received via Cr Birkett suggesting that a number of upgrades be made to the Mitchell Memorial Swimming Pool, to improve safety and aesthetics at the grounds.

These upgrades include installation of:

- Additional taps to improve coverage of sprinklers at the site.
- Umbrella style shade structures that can introduce dry shade areas to the Mitchell Memorial Swimming Pool.

This report also recommended that Council upgrade the amenities at the facility. The amenities were not refurbished when the new Mitchell Pool was constructed in 2010.

The following information has been extracted from this report previously considered by Council on 9 December 2020.

"Council Officers have previously obtained quotations for installation of taps along the eastern boundary of the Mitchell Memorial Swimming Pool. Council's Mitchell Plumbing Team Leader has raised concerns over pre-installation of pipework associated with the Mitchell Pool Masterplan. As such installation of the additional taps would be slightly more expensive than initially expected and would be considerable comparable to the yearly maintenance budget at the Mitchell Memorial Swimming Pool.

The following is an updated quotation for the works, including installation of a third tap on the exterior of the building. Pricing supplied internally by the Mitchell plumbing team.

Activity	Unit	Quantity	Unit Rate	Amount
Level 3 Operator	$/Hr	8	$41.67	$333.36
Plumber	$/Hr	8	$58.33	$466.64
Isuzu NPR200	$/Hr	8	$18.00	$144.00
International S3600	$/Hr	2	$65.00	$130.00
Isuzu FVR 165-300 4x2 Auto Long MR (Vac) Truck	$/Hr	7	$28.00	$196.00
Vermeer Vacuum Excavation Unit VSK70-800HD	$/Hr	7	$30.00	$210.00

Case 5805R Backhoe Loader	$/Hr	2	$63.00	$126.00
Trenching	$/Hr	7	$150.00	$1,050.00
Materials			$398.50	$398.50
Total				**$3,054.50**

NOTE – These costings have been prepared with the plan being to install the taps at the points marked in red on the attached map. Council plumbers plan to run the water lines off the building parallel with the road and install just outside the fence. It is all one parcel and there is a lot of infrastructure including electricity underground. This won't effect any plans to install a wading pool in the grassed area at the pool.

On the second topic, it has been identified in the past that the Mitchell Memorial Swimming Pool would benefit greatly from additional shade, particularly in the dry areas.

It has recently become general practice to not use umbrella style shade structures since 2014, when a student died after being struck in the head by an umbrella type shade structure at a public swimming pool while attending a school end of year break-up in Queensland.

The defendant held duties under s.21 of the Work Health and Safety Act 2011 being an individual conducting a business or undertaking and was sentenced.

As such, it is advised that instead of an umbrella style structure, we investigate a similar dry shade area to what was installed at the Surat Swimming Pool. This was a permanent structure and cost around $23,682.91 excluding GST.

Council may also wish to consider refurbishing the interior of the Mitchell Memorial Swimming Pool change rooms. The change rooms are dated and have not been upgraded in recent times. Much of the interior is still the original fit-out from the 1950's. It has been suggested by a community member that Council may wish to consider an upgrade of these facilities in its 2021/22 budget deliberations.

Council's annual maintenance budget at the Mitchell Memorial Swimming Pool is $5,000.00 annually. Approximately 53% ($2,640.11) of this budget has been expended already this financial year. The proposed plumbing works is expected to expend an additional 64% of the annual maintenance budget at the Mitchell Memorial Swimming Pool."

Legislation, Local Laws, State Policies & Other Regulatory *Requirements:*
What does the legislation and other statutory instruments include about the matter under consideration?(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

As included above, consultation has happened with Pool Manager Katrina Mansfield and Kieran Gorry, Team Leader Mitchell - Water, Sewerage and Gas Operations. Advice from each party is included in this report.

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?***

$ 3,054.50 to Work Order 14280 – Swimming Pools Maintenance Mitchell Pool.

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 recommended that Council consider the project in 2021/22 budget deliberations. An Outline Business Case will be prepared to assist Council in these deliberations. The business case will include budget costings.

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)

At this time, it is only being recommended that Council further consider funding a new wading pool in 2021/22 budget deliberations and undertake minor works (installation of taps) at pool.

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
Budget	The recommended works will have an impact on the swimming pool budget.
Political	If this change isn't completed, it may be cause for complaint, justified or not justified.
Injury to contractor or member of public	Additional taps would increase coverage of sprinklers and remove the potential of causing trip hazards by running hoses over high traffic areas.

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)

Investigations have confirmed that there is pipework in place to facilitate the future development of a wading pool in the Mitchell Pool Grounds. It is recommended that an outline business case be prepared including costings, and that Council consider this development in 2021/22 budget deliberations.

Councillors should note that while a wading pool is likely to be popular with the community, it will take away some of the grassed play area.

It is also recommended that Council proceed with installation of taps on the eastern boundary which will allow the eastern side of the pool to be watered and reduce trip hazards caused by hoses. It is not planned to run water pipes across the site where a wading pool may be constructed in the future.

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. Note the Officers report as presented;
2. Install two (2) taps along the eastern boundary of the Mitchell Memorial Swimming Pool and one (1) tap on the eastern change room funded by the existing Mitchell Swimming Pool Maintenance Budget.
3. Consider an Outline Business Case on the development of a wading pool at the Mitchell Swimming Pool in 2021/22 budget deliberations.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.10 Facilities

Supporting Documentation:

1⇩	Email from Cr Birkett - Concerns at Mitchell Swimming Pool	D20/120583
2⇩	Site map - Location of proposed taps	D21/2507

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Brittany Lafrenais

From: John Birkett
Sent: Tuesday, 27 October 2020 12:48 PM
To: Customer.Service
Subject: Mitchell Memorial Pool

Morning

On behalf of several residents, who have voiced their concerns on some issues regarding the surrounds at the pool.

- No lawn on the eastern side of the pool and the deep end side.
- Lack of shade.

Can I suggest at least 2 garden taps be installed on the eastern side of the pool grounds.
One tap halfway along the fence where the pool corner is closer to the fence and the other tap down near the garden shed end.
Since the pool has been upgraded approximately a decade ago there hasn't been any lawn in that area, and also in the north/east corner of the pool, grass isn't growing.
There has been a lot of identified concerns from patrons, but it creates problems with dirt getting into the pool.
Along with these 2 taps, I think as a safety issue, the tap outside the men's change rooms is used for hoses, it might be a good idea to install another one tap on the external wall on the eastern side, to avoid a trip hazard.
Also another concern for patrons is the lack of shade around the lawn areas - could Council look at large umbrella style shade structures that could be put on the edges of concrete pathways, fence or the building that pivot, retract and swivel.
I would like to suggest that we look at enhancements from a proactive approach

Regards
John
John Birkett
Councillor,
D: 0409 761 206 M: 0409 761 206 F: (07) 4624 6990



OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 21 December 2020

Item Number: 13.4 **File Number:** D20/122425

SUBJECT HEADING: Plumbing fee refund - COVID-19 Recovery Package

Classification: Open Access

Officer's Title: Administration Officer – Building Services

Executive Summary: Council has received a request for a refund of plumbing application fees paid for a new dwelling at 352 Geoghegan Road, Roma.

Officer's Recommendation:

That Council refund the plumbing application fees paid for a new dwelling at 395 Geoghegan Road, Roma (Approval Reference No. 2020/20132).

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 will directly affect the owners of the premises, Edward and Leesa Chandler.

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 plumbing 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 plumbing application for a new dwelling at 352 Geoghegan Road, Roma, was submitted to Council on 15 July 2020. The application was approved on 22 July 2020.

- At its Ordinary Meeting of 9 September 2020 Council resolved to waive most development application and plumbing 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.

- On 25 November 2020 the applicant, Leesa Chandler, submitted a request to Council for a refund of the application fees paid ($1,053.90). The applicant's request is attached in the Supporting Documents.

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 *Planning Act 2016, Section 109* 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 an Ordinary 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 dwelling 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 $1,053.20 to the applicant. (GL 1481.1029.1002)

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 landowners (and applicant), Edward and Leesa Chandler, 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.

Council should note the possibility that other development proponents may seek a refund of recently paid plumbing 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)

Having regard to the following, it is recommended that Council refund the plumbing application fees paid for a new dwelling at 352 Geoghegan Road, Roma:

- 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 deliberations.

- The application was received and decided within the current financial year following Council budget deliberations, including public discussions regarding its response to the coronavirus pandemic and specifically to encouraging economic growth by waiving some application fees. This may lead to a reasonable expectation by the applicant that Council would support a fee refund in the current financial year.

- The justification for a fee waiver that will be afforded to other development proponents until 30 June 2021 is the same for which can be applied for this development application.

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 plumbing application fees paid for a new dwelling at 352 Geoghegan Road, Roma. This recommendation is consistent with a recent resolution by Council to encourage economic activity in the region by waiving development fees until 30 June 2021.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.8 Town planning

Supporting Documentation:

1⇩ Request for Refund - 352 Geoghegan Road Roma Lot 163 M536 D20/121722

Report authorised by:

Manager - Planning & Building Development
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Leesa Chandler
352 Geoghegan Road
ROMA QLD 4455

25 November 2020

Attn: Building Services
Maranoa Regional Council
PO Box 420
ROMA QLD 4455

Dear Sir/Madam,

RE: Credit for Plumbing Fees in accordance with COVID19 Recovery Package

I would like to put forward a request for my plumbing applications fees to be considered for a refund.

On the 27th May 2020, Maranoa Regional Council announced it would commit to a COVID 19 Recovery Plan.

Following on from this on the 15th July 2020 (BUD/07.2020/39), Maranoa Regional Council recommended waiving 100% of fees for plumbing works and funds be considered in the 2020/2021 budget. This resolution is a result of Council's commitment to a COVID 19 Recovery Plan.

On the 20th July 2020 I submitted a building and plumbing application to Council for my property at 352 Geoghegan Road, Roma (Lot 163 M536). At this time, I paid the necessary fees for my application to be submitted to commence the approval process. It is required fees must be paid prior to any applications being processed. The plumbing fees equated to $530.20 for 11 fixtures and $523.70 for onsite sewerage. I paid in total $1053.90 for Plumbing fees.

The budget for fee waivers was adopted as per resolution OM/09.2020/46. Due to the budget being adopted so late into Q1 2020, I am requesting that my fees should be refunded, considering they were paid in this financial year for which the budget has been adopted.

If you have any further questions, please contact me on 0407 652 928.

Thanks

Leesa Chandler
Owner

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 4 January 2021

Item Number: 13.5 **File Number:** D21/468

SUBJECT HEADING: TRAIC Grant opportunitity

Classification: Open Access

Tennielle Limpus

Executive Summary:
Queensland Health has released the 2021/22 Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program. This program is not new to Council as we were successful in the 2019 – 2020 grant round of which Council received $66 000.00 to be used in conjunction with agricultural field days within our rural areas, in order to raise awareness about help with mental health in the rural sector. A similar amount has been released for the 2021/2022 Program.

Officer's Recommendation:
That Council:

1. Apply for funding for the 2021/22 Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program.
2. If successful, continue to work with Connect Ag to deliver the project.
3. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement if the application is successful.

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).

Rhonda Toms-Morgan of Connect Ag.

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?

Thursday 10 December, Council staff along with Cr Hancock, Cr Guthrie and Cr McMullen and other stakeholders attended the Tackling Regional Adversity Through Integrated Care (TRAIC) Grant workshop with external partners. From this workshop, project ideas were developed for the TRAIC grant application for 2021 – 2022.

Two project ideas were put forward on the day:

1. Field days addressing the impact of drought on mental health that are aligned to the TRAIC objectives. The program could be extended to other areas looking at new topics, for example, look at issues around the emerging goat industry, and seek support from other partners. Women and small business could also be engaged in the program.

2. Injune has planned programs for youth, the Men's Shed, Naturally Resourceful Women's programs. The idea is to use grant funding to leverage off these programs and capture stories about coping in hard times through the generations, to create a film called 'Your Life; Your Story.' This could form part of Injune's centenary celebrations to highlight the vulnerability and resilience of people throughout the years.

Due to Council working successfully with Connect Ag as our contractor to deliver the field days during 2019-20, the aim is to employ Connect Ag to continue delivering the proposed field days, as Connect Ag has extensive knowledge and networks in this area.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

In 2019/2020, Council was successful in receiving $66 000 from Queensland Health under their Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program.

These funds were used to deliver a number of field days within our rural areas that addressed mental health in the rural sector. Council contracted Connect Ag (Rhonda Toms-Morgan) to deliver the field days which were very successful and well attended. The COVID 10 pandemic has seen some field days postponed and the current funding agreement was extended to 30 June 2021, as a consequence. Accordingly, Connect Ag continues to work with the remaining funding and will be delivering the remaining field days in the near future.

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 – Economic & Community Development
Specialist - Sport and Recreation

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)

Queensland Health – This grant is fully funded and will not require a contribution from Council to apply for the grant.

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 impact on Council's 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)

As the project would be fully funded, there is not expected to be any impact on future 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)

During the past year, this funding has added value to field days being run by such entities like Department of Agriculture and other agencies involved in the Agricultural sector. We cannot see any negative impacts from this activity.

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 apply for the grant opportunity	May be seen unfavorably by the wider community as a missed opportunity to address mental health issues caused by the drought within the region

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

This funding does not require co-contributions and is an ideal opportunity to continue to support our region, especially Community members who are suffering from the effects of the Drought. This funding will allow Council to conduct programs to assist with addressing mental health issues within our region.

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. Apply for funding for the 2021/22 Tackling Regional Adversity Through Integrated Care (TRAIC) Grants Program.
2. If successful, continue to work with Connect Ag to deliver the project.
3. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement if the application is successful.

Link to Operational Plan Function:

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 27 January 2021 **Date:** 6 January 2021

Item Number: 13.6 **File Number:** D21/1576

SUBJECT HEADING: Results of Community Consultation - Injune Grease Trap

Classification: Open Access

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

Executive Summary:
At the Ordinary Council meeting held on 11 November 2020, Council resolved to undertake community consultation on the grease trap installed to service Café on Second in Injune.

Officer's Recommendation:
That:

1. The grease trap remain in its current location to service Café on Second;

2. Council note the community's preference for a screening fence of aluminum slat construction, to be installed around the loading bay.

3. In consideration of the advice received from the lessee's of Café on Second on 24 December 2020, that Council not install the screening fence until after the tender process to lease the commercial space at the Injune multi-purpose centre is finalised.

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).

Lessee - Café on Second Injune

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 11 November 2020, Council considered an officers report in regard to the Grease Trap located in the loading dock at the Injune Multi-purpose Centre to service Café on Second.

Council subsequently resolved:-

Resolution No. OM/11.2020/12

That:

1. **Council undertake consultation with the community via the "Have your Say" platform with the two options being that:**
   a) The grease trap remains in its current location to service Café on Second; or
   b) The grease trap be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32 (including GST).

2. **Community consultation material to note that the pump must stay in its current location in order to pump waste from the café kitchen to the grease trap.**

3. **Consultation be undertaken on the option of fencing the current location (Option 1) with the community being made aware of the cost of the screened fence of $16,797.**

The purpose of this report is to provide Council with the outcome of the community consultation process.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Consultation with the community was conducted via "Have your Say" between 12 December 2020 and 10 January 2021. 8 contributors responded to the survey.

The Maranoa Regional Council area has a population 12,655 (2019 Australian Bureau Statistics). The response rate to this survey was therefore very low with less than 1% of the Maranoa population responding.

Council invited the community to provide their feedback on the Grease Trap that is located in the Injune Multi-Purpose Centre precinct.

Community feedback was specifically sort in regard to:

- Whether the grease trap should remain in its current location or be relocated to an alternative location on the southern side towards the back of the block and installed underground in a service pit at an estimated cost of $13,564.32; and

- The planned privacy screening (Council is asked for further feedback after the initial screening consultation undertaken in July and August 2020). The cost of the screening fence is estimated at $16,797.

A copy of the eight responses submitted via "Have your Say", along with one response submitted directly to Council have been attached. Details that may identify respondents eg. Email addresses and names/login have been redacted from documents.

The project report/ "Have your Say" Summary document has also been attached.

85.7% of respondents (6 people) responded that the grease trap should remain in its current location to service Café on Second. 14.3% of respondents (1 person) responded that the grease trap should be removed/moved.

50% of respondents (3 people) responded that Council should proceed with installing a screening fence around the loading bay. 33.3% (2 people) responded that Council should only proceed if the grease trap is not relocated to the alternative site at the back of the block. 16.7% (1 person) responded that they thought Council should not proceed with installing the screening fence.

Council received correspondence from the current Lessee's of Café on Second Injune, in which they advised that they were opting for Option B as included in *Resolution OM/11.2020/77.* Resolution included below:-

That Council:

1. ***Acknowledge the request from Keltone Pty Ltd (Tenant) to operate reduced hours and renew their current lease with Council for the Injune Café (Lease).***

2. ***Provide the Tenant with the choice to accept one of the following alternatives:***

a. ***Option A – the Tenant will:***
i. ***exercise their option to renew the Lease on the current terms;***
ii. ***temporarily operate under reduced hours of Monday – Friday 8.00am - 2.00pm until 1 February 2021; and***
iii. ***recommence operating for the Core Trading Hours outlined Item 13 of the Lease from 2 February 2021.***

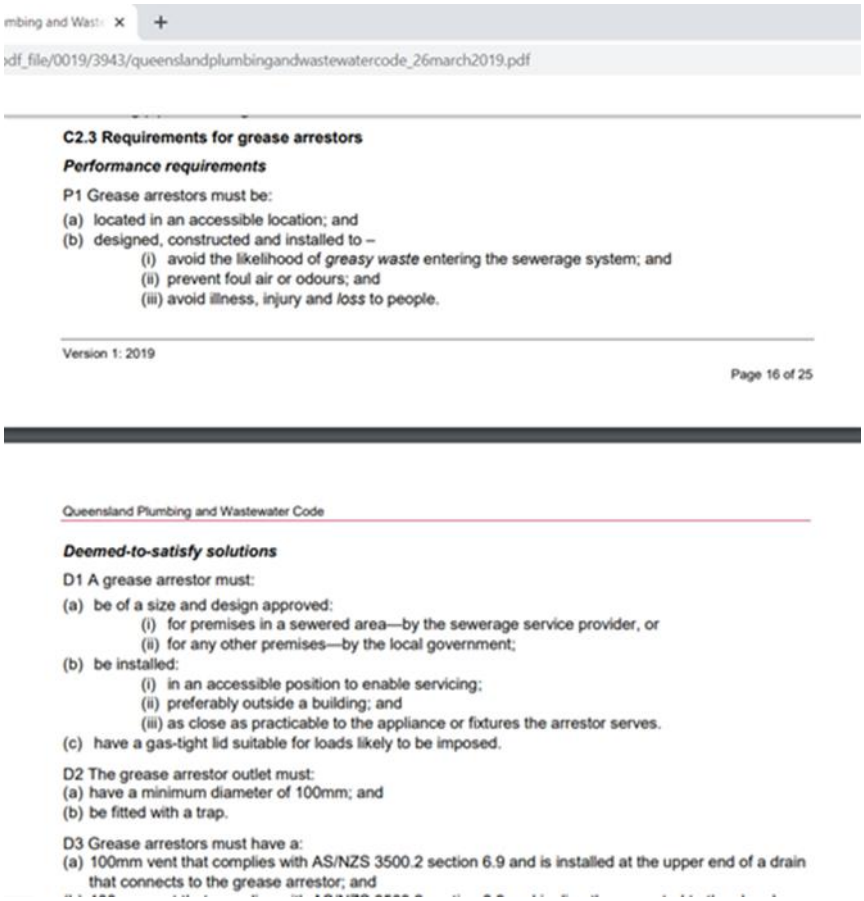
b. ***Option B – the Tenant:***
i. ***does not exercise its option to renew the Lease;***
ii. ***temporarily operate under reduced hours of Monday – Friday 8.00am - 2.00pm until 1 February 2021; and***
iii. ***may hold over on a month – to – month basis under the same terms as the Lease while Council calls a tender for a new lease.***

3. Advise the Tenant of Council's intent to invite interested parties to tender for the lettable space in the event that the Tenant does not lawfully exercise its option to renew the Lease.

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 Queensland Plumbing and Wastewater Code include requirements for grease traps. The code requires that a grease arrester be installed as close as practicable to the appliance or fixtures the arrester serves.



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C2.3 Requirements for grease arrestors

Performance requirements

P1 Grease arrestors must be:

(a) located in an accessible location; and
(b) designed, constructed and installed to –
  (i) avoid the likelihood of *greasy waste* entering the sewerage system; and
  (ii) prevent foul air or odours; and
  (iii) avoid illness, injury and *loss* to people.

Version 1: 2019

Page 16 of 25

Queensland Plumbing and Wastewater Code

Deemed-to-satisfy solutions

D1 A grease arrestor must:

(a) be of a size and design approved:
  (i) for premises in a sewered area—by the sewerage service provider, or
  (ii) for any other premises—by the local government;
(b) be installed:
  (i) in an accessible position to enable servicing;
  (ii) preferably outside a building; and
  (iii) as close as practicable to the appliance or fixtures the arrestor serves.
(c) have a gas-tight lid suitable for loads likely to be imposed.

D2 The grease arrestor outlet must:
(a) have a minimum diameter of 100mm; and
(b) be fitted with a trap.

D3 Grease arrestors must have a:
(a) 100mm vent that complies with AS/NZS 3500.2 section 6.9 and is installed at the upper end of a drain that connects to the grease arrestor; and

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)

Community Consultation was conducted via the "Have Your Say" platform. 8 responses were received.

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 allocated $12,500 (Works Order 22317) in the current special projects/capital works budget for the Injune Grease Trap solution. It is recommended that Council call for quotes to install the screening fence and if there is a budget shortfall, fund the cost from project savings on other Facilities projects.

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)

Lessee – Café on Second Injune
Respondents to Survey

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 of Negative Publicity	Low risk that has been managed through open consultation with the community.

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)

Community consultation has indicated that it is the community's preference that the grease trap remain in its current location to service Café on Second. It is also the community's preference that a screening fence of aluminum slat construction be installed around the loading bay.

However in consideration of the advice received from the lessee's of Café on Second on 24 December 2020, it is recommended that Council not install the screening fence until after the tender is called for the lease of the commercial space at the Injune Multi-purpose Centre. This is recommended in case, tenders are received for uses other than a Café.

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:

1. The grease trap remain in its current location to service Café on Second;
2. Council note the community's preference for a screening fence of aluminium slat construction, to be installed around the loading bay.
3. In consideration of the advice received from the lessee's of Café on Second on 24 December 2020, that Council not install the screening fence until after the tender process to lease the commercial space at the Injune multi-purpose centre is finalised.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.10 Facilities

Supporting Documentation:

1⇩	Overview of Community Consultation Results	D21/2342
2⇩	Have Your Say - Names Redacted	D21/2353
3⇩	Injune Grease Trap - Additional Feedback	D21/2355

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Project Report

12 December 2020 - 10 January 2021

Have Your Say

Injune Grease Trap

BANG THE TABLE engagementHQ

Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
29	6	0

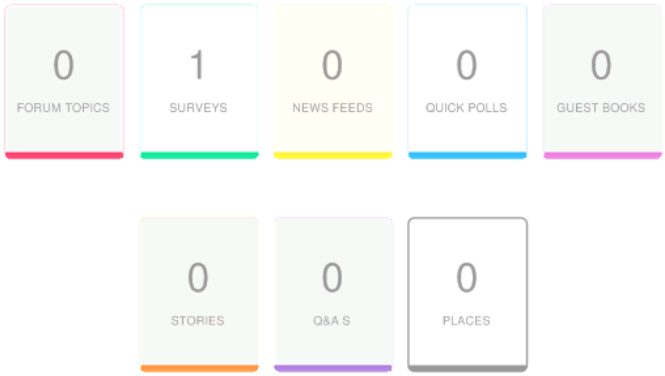
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
8	14	26

Aware Participants	26
Aware Actions Performed	Participants
Visited a Project or Tool Page	26

Informed Participants	14
Informed Actions Performed	Participants
Viewed a video	0
Viewed a photo	1
Downloaded a document	0
Visited the Key Dates page	0
Visited an FAQ list Page	4
Visited Instagram Page	0
Visited Multiple Project Pages	6
Contributed to a tool (engaged)	8

Engaged Participants	8		
Engaged Actions Performed	Registered	Unverified	Anonymous
Contributed on Forums	0	0	0
Participated in Surveys	8	0	0
Contributed to Newsfeeds	0	0	0
Participated in Quick Polls	0	0	0
Posted on Guestbooks	0	0	0
Contributed to Stories	0	0	0
Asked Questions	0	0	0
Placed Pins on Places	0	0	0
Contributed to Ideas	0	0	0

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Injune Grease Trap Survey	Archived	10	8	0	0

INFORMATION WIDGET SUMMARY

0	1	0	0	0
DOCUMENTS	PHOTOS	VIDEOS	FAQS	KEY DATES

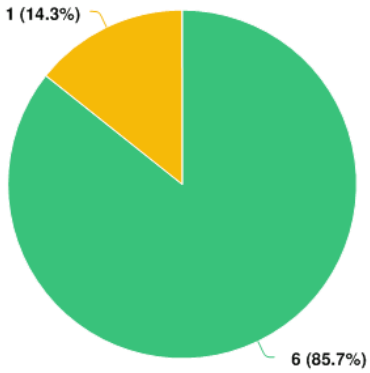
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Faqs	faqs	4	4
Photo	Injune Grease Trap Privacy Screening	1	1

ENGAGEMENT TOOL: SURVEY TOOL

Injune Grease Trap Survey

Visitors 10	Contributors 8	CONTRIBUTIONS 8

Do you think that the grease trap should remain in its current location to service Café on Second?



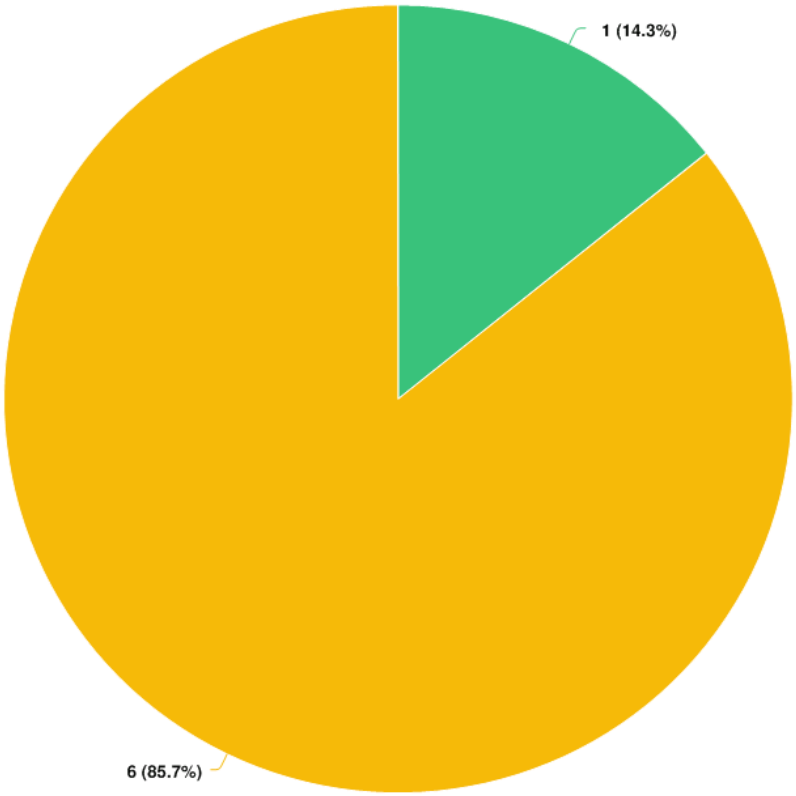
Question options

Yes No

Optional question (7 response(s), 1 skipped)

Question type: Radio Button Question

Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).



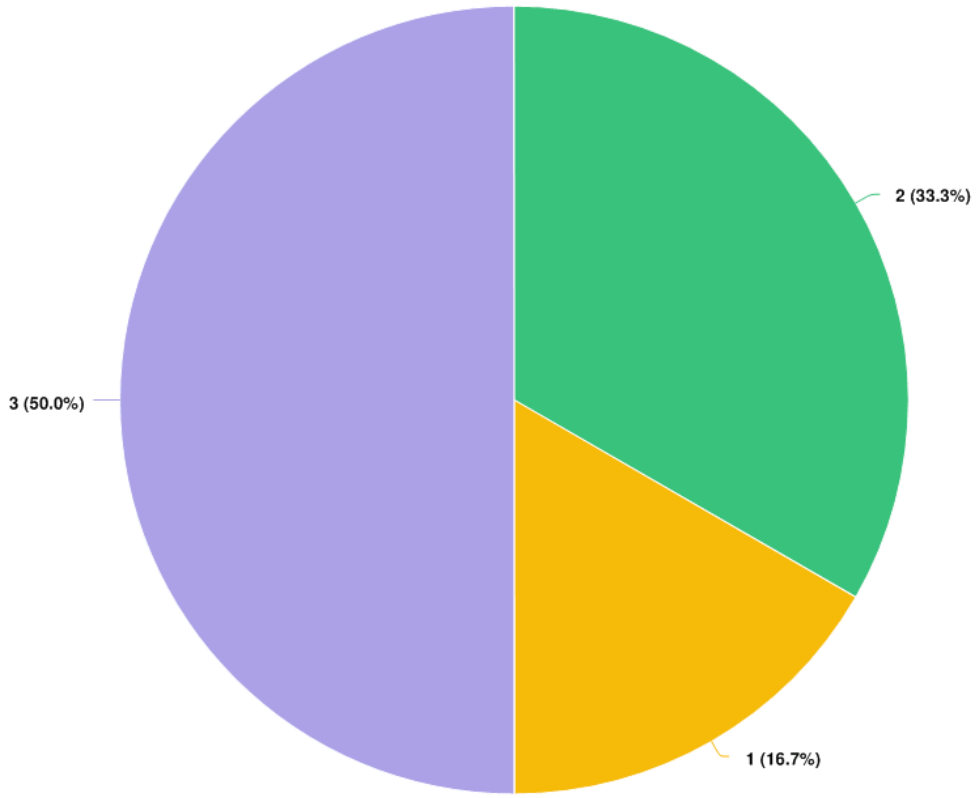
Question options

Yes No

Optional question (7 response(s), 1 skipped)

Question type: Radio Button Question

Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The ...



Question options

- Yes - proceed with installing the screening fence.
- Yes – only if the grease trap is not relocated to the alternative site at the back of the block.
- No – do not proceed with installing the screening fence.

Optional question (6 response(s), 2 skipped)

Question type: Radio Button Question

Survey Responses

12 December 2020 - 10 January 2021

Injune Grease Trap Survey

Have Your Say

Project: Injune Grease Trap

BANG THE TABLE engagementHQ

VISITORS					
10					
CONTRIBUTORS			RESPONSES		
8			8		
8 Registered	0 Unverified	0 Anonymous	8 Registered	0 Unverified	0 Anonymous

Respondent No: 1
Login:
Email:

Responded At: Dec 14, 2020 11:21:57 am
Last Seen: Dec 14, 2020 00:51:24 am
IP Address: 203.39.9.130

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?** Yes

Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).** No

Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.** not answered

Q4. **Please provide any further feedback below.**

I think the grease trap should be enclosed and the deck extended out over the loading bay area as this is now a defunct function of the building. This would allow the users of the ramp to come straight across to the cafe and around through the breezeway. This is an extremely tight corner for wheel chair users. The bins should be removed to the back of a building and this requirement to form part of the new lease. Council could consider the use of a skip bin for both the cafe and council office use instead of the 10 bins that these two both now require . Council could then consider down the track when budget is available to enclose the back area of the cafe and VIC to tidy these areas up and remove the useless colourbond garden shed that has been installed on adjacent wall near book return shute.



Respondent No: 2
Login:
Email:

Responded At: Dec 14, 2020 11:24:23 am
Last Seen: Dec 14, 2020 01:23:04 am
IP Address: 203.39.9.130

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?**	Yes
Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**	No
Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**	Yes - proceed with installing the screening fence.

Q4. **Please provide any further feedback below.**

Adding a fence around the existing location will not only hide the trap, it will also get the cafe a place to put the wheelie bins which are not a good look for tourists to see.



Respondent No: 3
Login:
Email:

Responded At: Dec 14, 2020 15:02:08 pm
Last Seen: Dec 14, 2020 04:25:49 am
IP Address: 1.143.136.31

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?**

Yes

Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**

No

Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**

No – do not proceed with installing the screening fence.

Q4. **Please provide any further feedback below.**

Extensive consultation has happened prior to installing this unit with all involved so I'm not sure why this is even an issue. The current unit meets all guidelines. Has the current leasee even discussed with council if they're renewing the lease? Have they paid 50% of the installation cost as agreed and resolved by Council? I think Council should not be spending anymore money on this project. Seems to be fostering an environment where the squeaky wheel gets the oil.

Respondent No:	4	**Responded At:**	Dec 14, 2020 21:55:45 pm
Login:		**Last Seen:**	Dec 14, 2020 11:46:26 am
Email:		**IP Address:**	103.55.47.136

Q1.	**Do you think that the grease trap should remain in its current location to service Café on Second?**	Yes
Q2.	**Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**	No
Q3.	**Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**	Yes - proceed with installing the screening fence.

Q4. **Please provide any further feedback below.**

If a screen is put in place around the grease trap it will also act to hide the current and ongoing mess at the Cafe rear door. It is time that Council enforced safety and tidiness on the veranda by insisting the Cafe lessees store mops, boxes, bread crates and milk crates appropriately for a busy high traffic area. Put the screen in to hide all of this unsightly mess and the large number of wheelie bins too. Clean this space up once and for all.



Respondent No: 5
Login:
Email:

Responded At: Dec 15, 2020 20:19:32 pm
Last Seen: Dec 15, 2020 10:12:56 am
IP Address: 1.143.153.100

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?**	No
Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**	Yes
Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**	Yes – only if the grease trap is not relocated to the alternative site at the back of the block.

Q4. **Please provide any further feedback below.**

Is it possible to see where the location would be on a plan and is it the only location possible?

Respondent No:	6	**Responded At:**	Dec 16, 2020 12:09:50 pm
Login:		**Last Seen:**	Jan 04, 2021 06:23:47 am
Email:		**IP Address:**	203.39.9.130

Q1.	**Do you think that the grease trap should remain in its current location to service Café on Second?**	Yes
Q2.	**Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**	No
Q3.	**Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**	No – do not proceed with installing the screening fence.
Q4.	**Please provide any further feedback below.**	

not answered

Respondent No: 7
Login:
Email:

Responded At: Dec 17, 2020 21:43:07 pm
Last Seen: Dec 17, 2020 10:34:01 am
IP Address: 115.70.152.146

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?** not answered

Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).** not answered

Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.** not answered

Q4. **Please provide any further feedback below.**

This is an operational issue and should be dealt with directly by Council's relevant department and the tenant being Cafe on Second which is in a council owned facility. The location of the Grease Trap is of major importance in regards to the best place for its efficient functioning, as well as any other environmental aspects or other important things that may impact the business (Tenant) as well as council's duty of care and responsibilities towards the provision of safe and appropriate services. There should also be appropriately trained staff within council with the knowledge and training to undertake providing such advice on all the aspects asked or at the very least have the ability to access this advice from an adequately qualified professional ....not from members of the community that are generally unqualified or untrained (in these areas)! From a financial aspect has there already been an allocation for the grease trap allowed in the current budget? If not where is this amount of financial expenditure going to be allocated from?? What were the costs of the current grease trap and where was this allocated from? A important point is that There should be options on each question in the survey to provide extended comment not just yes or no answers allowed , as this is forcing an outcome without opinion!



Respondent No: 8
Login:
Email:

Responded At: Jan 05, 2021 17:55:29 pm
Last Seen: Jan 05, 2021 07:57:11 am
IP Address: 114.129.166.43

Q1. **Do you think that the grease trap should remain in its current location to service Café on Second?**	Yes
Q2. **Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? (Note: The pump will need to stay in its current location).**	No
Q3. **Do you think that Council should proceed with installing a screening fence around the loading bay?The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.**	No – do not proceed with installing the screening fence.

Q4. **Please provide any further feedback below.**

I see no point in moving the grease trap if the pump has to stay there in the same spot. Seems pointless moving one and leaving one. Totally don't like the idea of it being where it is.m

Injune Grease Trap – Feedback Form

Council invites the community to provide feedback about the Injune Grease Trap that is located in the Injune Multi-Purpose Centre that services Café on Second.

Council is seeking community feedback on:

- Whether the grease trap should remain in its current location or be relocated to an alternative location on the southern side towards the back of the block and installed underground in a service pit at an estimated cost of $13,564.32; and
- The planned privacy screening (image on right). Council is asking for further feedback after the initial screening consultation undertaken in July and August this year. The cost of the screening fence is estimated at $16,797.

The pump that has been installed onsite (located next to the grease trap), must stay in its current location in the loading bay in order to pump waste from the café kitchen to the grease trap.

The feedback period is open until Friday, 8 January 2021.

We look forward to hearing from you.

Name: ____ _____

Contact Number: _____ _____

Please complete the survey below

1. Do you think that the grease trap should remain in its current location to service Café on Second?

   ☑ Yes

   ☐ No

2. Do you think that the grease trap should be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of $13,564.32? *(Note: The pump will need to stay in its current location).*

   ☐ Yes

   ☑ No

maranoa REGIONAL COUNCIL

3. Do you think that Council should proceed with installing a screening fence around the loading bay?
The preferred fence style from the earlier consultation was aluminium slats (Option 1) which received 81.25% of votes in the recent consultation. The cost of the screening fence is estimated at $16,797.

- ☐ Yes - proceed with installing the screening fence.
- ☐ Yes – only if the grease trap is not relocated to the alternative site at the back of the block.
- ☑ No – do not proceed with installing the screening fence.

4. Please provide any further feedback below.

The loading bay was not used alot so the grease trap is fine where it is. The current infrastructure is no more unsightly than the rubbish continually left at the back door of the cafe. As long as the trap doesn't smell it will be OK where it is. When it was 1st installed it smelt very badly.
It is a necessary piece of infrastructure and needs to stay there for maindenance access. It is no more unsightly than the wheelie bins nearby.

Thank you for providing your feedback.

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 14 January 2021

Item Number: 13.7 **File Number:** D21/3565

SUBJECT HEADING: Current Capital Project - Wallumbilla Council Depot - Toilet Block Renewal

Classification: Open Access

Officer's Title: Project Officer - (Facilities Planning & Delivery)

Executive Summary:
A capital project for this financial year is the renewal of the Wallumbilla Council Depot – Toilet Block. On recent inspection, the building is in poor condition and if we were to complete a renewal on the building, we would need to bring building up to code due to more than 20% of work needing to be done to the building. The budget allocated for this project would not suffice to bring building up to code.

Costs have been received for a brand-new demountable Male/Female toilet block to be located beside the old building. This is a more cost-effective option and the $35,000 allowed in the budget would complete the project.

Council is asked to consider changing the scope of WO22299, from renewal to new.

Officer's Recommendation:
That Council:

1. Amend the current 2020/21 capital works budget to reflect a change in scope from "renew" to "new" for the Wallumbilla Depot toilet block located 19-21 East Street, Wallumbilla.

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).

No.

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
FY	Financial Year

Context:
Why is the matter coming before Council?

Council has allocated funds in the 2020/21 Capital Works Budget to renew the staff toilet block at the Wallumbilla Depot. On inspection the building has further deteriorated since budget allocation and it is recommended a new demountable toilet block be purchased and installed.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Quotes have been received for the demountable toilet block from Ausco and Panel Fab.

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)

All works shall conform to the requirements of all applicable Australian Standards and Codes of Practice, the Queensland Building Act and Regulation(s), the Building Code of Australia (NCC) and any other applicable Acts, Regulations or such Standards necessary to ensure that the works meets all requirements.

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)

Recommendations from the following staff have suggested a new toilet block be purchased and installed:

- Maintenance Officer/Team Coordinator Facilities (Council Buildings & Structures)
- Manager Facilities (Land, Buildings & Structures)
- Lead Building Services Officer (Planning & Building 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)

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?***

$35,000 is included in this FY budget for Wallumbilla Deport Renewal Toilet block. It is proposed to purchase a new demountable toilet block and complete no works to the old building.

This will have no overall change to this 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)

It would be recommended in the next financial year's budget, a budget of $25,000 is allowed for the demolishment of the current toilet block.

Installing a new building will have the benefit of reduced maintenance costs and new building warranty of 1 year and all fixtures and fittings will have new product warranty up to 2 years.

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)

Nil

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 purchase the new demountable building as the more cost-effective option to renovating existing building and the cost of future maintenance.

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. Amend the current 2020/21 capital works budget to reflect a change in scope from “renew” to “new” for the Wallumbilla Depot toilet block located 19-21 East Street, Wallumbilla.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 3: Helping to keep our communities safe
3.2 Building control and pool safety

Supporting Documentation:
1⇩ Wallumbilla Depot Toilet Block photos D21/3587

Report authorised by:
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services





OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 7 January 2021

Item Number: 13.8 **File Number:** D21/1693

SUBJECT HEADING: Request for Closure - Roma Swimming Pool

Classification: Open Access

Officer's Title: Council Buildings & Structures Maintenance Officer / Team Coordination

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Executive Summary:
Council has received a request from St John's School seeking permission for exclusive use of the Denise Spencer Memorial Swimming Pool (Roma Swimming Pool) to hold their annual and district swimming carnivals.

Officer's Recommendation:

That Council:

1. Approve the request for exclusive use of the Denise Spencer Memorial Swimming Pool Roma on 1 February 2021 and 14 February 2021 between the hours of 8.00am and 3.00pm for the Annual St Johns Swimming Carnival and the District School Sports Carnival, respectively.

2. Advise the community of this event through a notice at the pool and through a media release.

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).

St John's School
All other schools participating in District School Sports

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 received correspondence from St John's School seeking permission for exclusive use of the Denise Spencer Memorial Swimming Pool for the purpose of holding their annual swimming carnival and the district swimming carnival on 1 February 2021 and 14 February 2021 respectively.

Although this is outside the usual Monday operating hours of the swimming pool, there is potential for a small amount of disruption before and after the event.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council has historically approved similar requests for schools across 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)

Nil

Council Policies or Asset Management Plans:
Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

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

Council Building Maintenance Team Coordinator
Denise Spencer Roma Swimming Pool – Caretaker / Manager

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)

General Public / Swimmers – Should not be impacted as the Pool is closed on Monday's between the hours requested. There may be a small manageable overlap when it comes to cleaning the facility after the event.

Students wishing to compete in St Johns Carnival and/or District School Sports Carnival.

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
Political	It may be cause for complaint if the pool and pool grounds are not open at its normally scheduled opening time.
Political	Children train all year round for the annual swimming carnival.

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)

Approve the exclusive use of the Denise Spencer Roma Swimming Pool for the advised date and times for the annual events to be held.

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 request for exclusive use of the Denise Spencer Memorial Swimming Pool Roma on 1 February 2021 and 14 February 2021 between the hours of 8.00am and 3.00pm for the Annual St Johns Swimming Carnival and the District School Sports Carnival, respectively.

2. Advise the community of this event through a notice at the pool and through a media release.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.10 Facilities

Supporting Documentation:
1⇩ St Johns School - Request for Use of Swimming Pool D21/1726

Report authorised by:
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Gavin Pallisier

From: Margaret Lyons <Margaret.Lyons@twb.catholic.edu.au>
Sent: Wednesday, 6 January 2021 12:14 PM
To: Gavin Pallisier; Tanya Mansfield
Subject: Roma Town Pool Booking

Good Afternoon Tanya and Gavin,

I would like to book the pool for 2 swimming carnivals in February 2021.

Monday 1st of Feb from 8am-3pm- St John's School Swimming Carnival

Monday 14th of Feb from 8am-3pm Roma and District School Sport Carnival.

Is there any paperwork I need to fill in?

Thank you.

Kind Regards,

Margaret Lyons
St John's School Sports Coordinator

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OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 13.9 **File Number:** D21/2275

SUBJECT HEADING: Sale of land and building at 6 Burrowes Street, Surat QLD 4417.

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:
The Property located at 6 Burrowes Street, Surat Qld 4417 was Advertised for sale through Tender 21013 in September 2020. The Tender attracted only one applicant, who also tendered for the sale of the property at 52 Oxford Street, Mitchell Qld 4465.

The applicant intended to purchase both properties subject to financing, the applicant advised Council that they could only secure financing for one property and chose to purchase 52 Oxford Street, Mitchell, leaving the property at 6 Burrowes Street unsold.

Officer's Recommendation:
That Council re-tender the property at 6 Burrowes Street, Surat Qld 4417 for sale. If this Tender fails to attract a viable offer, it is then recommended that Council list this property for sale with real estate agents within the Maranoa Region.

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?

Council originally resolved to sell the property by tender at 6 Burrowes Street, Surat Qld 4417. Tender 21013 was released for the sale of the property, unfortunately the property failed to sell, as such this report provides an update to tender 21013 and seeks Council's recommendation to re-tender the property for sale.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Property located at 6 Burrowes Street, Surat Qld 4417 was Advertised for sale through Tender 21013 in September 2020. The Tender attracted only one applicant, who also tendered for the sale of the property at 52 Oxford Street, Mitchell Qld 4465 through Tender 21012 advertised at the same time.

The applicant intended to purchase both properties subject to financing, unfortunately the applicant could only secure financing for one property and chose to purchase 52 Oxford Street, Mitchell, leaving the property at 6 Burrowes Street unsold.

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:

Section 227 Valuable non-current asset contract – tenders or auction needed first

(1) A local government can not enter into a valuable non-current asset contract unless it first –
   (a) Invites written tenders for the contract under section 228; or
   (b) Offers the non-current asset for sale by auction

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, Facilities (Land, Buildings & Structures)

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 proceeds of sale will be assigned to Facilities Revenue: GL8430 8530 1630.

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)

No individuals or organisations have been identified that will be adversely affected by the sale of the property.

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 re-tender the property at 6 Burrowes Street, Surat Qld 4417. In the event that the property does not sell, it is recommended that the property be listed with real estate agents within the Maranoa Region.

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 re-tender the property at 6 Burrowes Street, Surat Qld 4417. In the event that the property does not sell, it is recommended that the property be listed with real estate agents within the Maranoa Region.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.2 Economic development

Supporting Documentation:
Nil

Report authorised by:
Manager - Facilities (Land, Buildings & Structures)
Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 13.10 **File Number:** D21/2491

SUBJECT HEADING: Payment to Department of Agriculture & Fisheries - On ground Research and Wild Dog Barrier Fence 2020/21

Classification: Open Access

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

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Executive Summary:

Council has received its annual precept invoice from the Department of Agriculture & Fisheries regarding payment as required under the *Biosecurity Act 2014.*

Officer's Recommendation:

That Council:

1. Authorise payment to the Department of Agriculture & Fisheries, totalling $407,578.00 (GST free), pursuant to Section 94 of the *Local Government Regulation 2012.*
2. Authorise the Chief Executive Officer to raise a Purchase Order with expenditure assigned to the 2020/21 budget allocation for pest and weed control.
3. Authorise the Chief Executive Officer to complete future precept payments invoiced by Department of Agriculture & Fisheries in accordance with budget approvals.

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 Agriculture and Fisheries
Rural landowners within the Maranoa Regional Council Area (Category 39 – rateable Rural Land)

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
DAF	Department of Agriculture & Fisheries
WO	Work Order Number (internal budget)

Context:
Why is the matter coming before Council?

This matter is tabled for Council's consideration as the invoice value exceeds Officers' Delegation ($200,000.00 ex GST). Council approval is required to form a large-sized contractual commitment that exceeds $200,000.00 ex GST.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council is liable for an annual payment to DAF pursuant to the *Biosecurity Act 2014.*

These funds are used to support the following initiatives:

- Wild Dog Barrier Fence;
- Darling Downs-Moreton Rabbit Board;
- Plague Pest Contingency Fund; and
- On-ground and research

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)

Biosecurity Act 2014

Section 60 Minister may require local government to make annual payment

(1) *The Minister may, by notice, require a local government to pay an amount for a financial year to the chief executive for services provided or to be provided by the chief executive or an invasive animal board for activities that help the local government manage invasive animals and invasive plants in the local government's area.*

(2) *The amount must not be more than the maximum amount prescribed under a regulation for the local government.*

(3) *In recommending the maximum amount, the Minister must have regard to the nature and extent of the services provided or to be provided by the chief executive or an invasive animal board in the local government's area, including, for example –*

(a) Any of the following services:
- *(i) Research about prevention and control techniques for invasive animals and invasive plants;*
- *(ii) Public education;*
- *(iii) Planning and mapping services;*
- *(iv) Training and technical advice for individuals and groups;*
- *(v) Strategic and preventative control of invasive animals and invasive plants; or*

(b) Whether land in the area may benefit from action taken by the chief executive or an invasive animal board, including, for example, action taken

under a biosecurity program, a movement control order or a biosecurity emergency order or action to keep in goo order any part of the barrier fence included in, or that benefits, the local government's area.

(4) *The notice must state the period in which the amount required under the notice must be paid.*

(5) *The local government must pay pay the amount to the chief executive in the stated 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)

A local government may enter into a large sized contractual arrangement without first inviting written quotes or tenders if the contract is made with, or under an arrangement with, a government agency (s94) *Local Government Act 2009* and (s94) *Local Government Regulation 2012.* In approving the recommendation, Council will be paying a government department; therefore, a quote/tender process is not required.

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)

Maranoa Regional Council landholders pay a special rate identified (on each rate notice within Category 39) as "State Government Precept Special Rate" which funds the cost of this invoice.

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?***

Payment of the total invoice amount has been allocated in the 2020/21 Council budget under the following work orders:

$318,594.00 (GST free) to WO 14419 – Rural Services Operations – Pest Animal Control

$88,984.00 (GST free) to WO 14420 – Rural Services Operations – Weed Control Parthenium

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)

Council is liable for similar annual payments in the future, as such is a recurring budget item within the rural services operations.

Impact on Other Individuals or Interested Parties:

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

The Minister of Department of Agriculture and Fisheries if approval is not granted for the invoice to be paid.

Maranoa Regional Council landholders that have paid applicable amounts on their rate notices to fund this annual invoice.

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)

The payment is a legislative requirement in accordance with the *Biosecurity Act 2014.*

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 payment of the annual invoice totaling $407,578.00 to the Department of Agriculture & Fisheries

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. Authorise payment to the Department of Agriculture & Fisheries, totalling $407,578.00 (GST free), pursuant to Section 94 of the *Local Government Regulation 2012.*
2. Authorise the Chief Executive Officer to raise a Purchase Order with expenditure assigned to the 2020/21 budget allocation for pest and weed control.
3. Authorise the Chief Executive Officer to complete future precept payments invoiced by Department of Agriculture & Fisheries in accordance with budget approvals.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 3: Helping to keep our communities safe
3.3 Environmental and public health

Supporting Documentation:

1	State Government Precept Special Rate 2020/21 *(Enclosure)*	D20/82379
2	Annual invoice Department Agriculture & Fisheries *(Enclosure)*	D21/2428

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 12 January 2021

Item Number: 13.11 **File Number:** D21/2911

SUBJECT HEADING: Disposal of unused outdoor fitness equipment

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

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Executive Summary:
A request has been received from Lake Recreation Association Inc expressing interest in Council gifting the organisation the unused outdoor fitness equipment removed from Adungadoo Pathway at Shady's Lagoon during construction of the Roma Dog Park.

Three pieces of equipment were removed adjacent to Shady's Lagoon and are currently stored at Cartwright Street depot. The equipment is not being reinstated at any Council facility.

Officer's Recommendation:
That Council:

- Approve disposal of discontinued outdoor fitness equipment to Lake Recreation Association Inc, at no charge
- Equipment is accepted by Lake Recreation Association Inc as is and must assume responsibility for maintenance and future replacement of the equipment

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Individuals or Organisations to which the report applies:

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

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

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
LRA	Lake Recreation Association

Context:

Why is the matter coming before Council?

The matter is coming to Council as it required pursuant to Section 236 (2) of the Local Government Regulation 2012, that the local government resolves to dispose of the valuable non-current asset to a community organisation (rather than by tender or auction).

NOTE: The disposal of the equipment is consistent with Section 236 (1)(b)(ii) of the Local Government Regulation 2012, in that Council is not required to dispose of valuable non-current assets via tender or auction, if the assets are disposed of to community organisations

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Contact from President Sam Moore of Lake Recreation Association Inc has requested the unused pieces of outdoor fitness equipment removed from adjacent to Shady's Lagoon be gifted to the organization for install at Lake Neverfill for use by visitors and local residents who use this area.

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)

This report is tabled to seek Council's approval to dispose of unused outdoor fitness equipment to a community organisation in Roma (at no charge).

This approval is required pursuant to Section 236 (2) of the Local Government Regulation 2012, that the local government resolves to dispose of the valuable non-current asset to a community organisation (rather than by tender or auction).

Legislation
In accordance with Section 227 of the Local Government Regulation 2012, local governments are required to dispose of valuable non-current assets via tender or auction. The threshold for a 'valuable' non-current asset is $5,000 for plant or equipment, and $10,000 for other types of non-current asset (Section 224). Although the total value of the lights is unknown, it could be reasonably assumed that the value could exceed the threshold for a 'valuable' non-current asset due to the quantity of the lights (46).

As such, Council would be required to dispose of the assets via tender or auction unless one of the exceptions applies. Section 236(1)(b)(ii) lists an exception that is available for the disposal of assets to community organisations:

236 Exceptions for valuable non-current asset contracts

(1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
….
(b) the valuable non-current asset is disposed of to—
(i) a government agency; or
(ii) a community organisation; or

Council must resolve to use this exception under Section 236(2) of the Local Government Regulation 2012:

236 Exceptions for valuable non-current asset contracts
…..

(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

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)

Yes

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)

Robert Hayward-Director of Development, Facilities & Environmental Services
Tanya Mansfield-Manager Facilities
Gavin Pallisier- Maintenance Officer / Team Coordinator Facilities
Ed Sims-Manager Economic and Community 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)

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)

Nil

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
Indemnity and release	The successful sporting club or community organisation will take the equipment at its own risk. The successful sporting club or community organisations will be required to release (to the extent permitted by law) and indemnify Council against any liability or loss arising from and any costs, charges and expenses incurred in connection with damage to or loss of anything as well as injury to, or the death of, any person however arising in connection with the old equipment.

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 highly unlikely that another community organisation will make a request for this equipment, so the organisation mentioned will make some use of the equipment in a space that is frequented by people undertaking recreational and fitness activities.

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 disposal of discontinued outdoor fitness equipment to Lake Recreation Association Inc, at no charge
- Installation of equipment does not occur until an agreement exists between Council and Lake Recreation Association Inc

- Equipment is accepted by Lake Recreation Association Inc as is, and who must assume responsibility for maintenance and future replacement of the equipment

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.13 Sport, recreation and community wellbeing

Supporting Documentation:
Nil

Report authorised by:
Manager - Economic & Community Development
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 12 January 2021

Item Number: 13.12 **File Number:** D21/2917

SUBJECT HEADING: Rectifications works for Asbestos A

Classification: Open Access

Officer's Title: Project Officer - (Facilities Planning & Delivery)

Executive Summary:
Every 5 years Council must undertake Asbestos Auditing on each structure, to determine Asbestos location and the condition the Asbestos is in. This is a requirement of *How to Manage and Control Asbestos in The Workplace Code of Practice 2016.*

Council engaged Envirohealth Consulting Pty Ltd to undertake asbestos re-audits within the buildings and assets between June and September 2020. During the audits, several items requiring attention were identified as needing repair.

There were 11 "Class A" Asbestos items that require repair. Asbestos "Class A" removal requires a contractor to be a holder of a Business Certificate for the activity of Asbestos Removal (Class A). There is not a contractor in the Maranoa who holds this Class of licence, so we are having to engage a contractor from away.

An Occupational hygienist is also required to be present for the removal of the Asbestos, who is responsible for airborne asbestos monitoring and site clearance. The contractor engaged to do these works is Envirohealth Consulting Pty Ltd, there is no local contractors who can undertake these works.

Officer's Recommendation:
That Council:

1. Consider including $80,000.00 in the Quarter 2, 2020/2021 budget review. Being the Asbestos Removal (Class A) works which have been identified by Envirohealth, that Council are required complete to comply with the Code of Practice 2016.

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).

Out of the 11 buildings which require works, 4 buildings are maintained/owned by community groups.

The rectification works that we would do for these community groups would be in kind.

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?

Budget allocation is required for works to be undertaken, as these additional works are excessive to Councils Facilities Maintenance Budgets.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Quotes have been sought from Envirohealth for Contractors to undertake the works.

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 following Acts, Regulations, Codes and Standards set out the minimum requirements for the works. Where any dispute arises between the following legislative documents and this technical specification, the more stringent requirements are to apply.

- *Work Health and Safety Act (2011) and associated regulations.*
- *Workplace Health and Safety Regulation (1997)*
- *Environmental Protection Act (1994)*
- *Environmental Protection Regulation (1998)*
- *Environmental Protection (Waste Management) Regulation (2000)*
- *Workplace Health and Safety Queensland "How to Remove Asbestos – Code of Practice 2011"*
- *National Occupational Health and Safety Commission "Guidance Note on the Membrane Filter Method for Estimation of Airborne Asbestos Fibres" [NOHSC:3003 (2005)]*
- *Workplace Health and Safety Queensland "How to Manage and Control Asbestos in the Workplace – Code of Practice 2011"*
- *AS1319-1893, Rules for the Design and Use of Safety Signs for the Occupational Environment.*
- Australian Standards as applicable under the above legislation.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Council policy: Health & Safety – Process – HS.11 Asbestos Management (D19/4218).

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)

Internal conversations have been had with the following Council departments and their recommendation is to have the Asbestos "Class A" items removed.

- Maintenance Officer/Team Coordinator Facilities (Council Buildings & Structures)
- Manager Facilities (Land, Buildings & Structures)
- Workplace Health & Safety Advisor – Enterprise Risk

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)

Council Funded.

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 budget has been allowed for these works. It is recommended $80,000 be allocated for the rectification works to be undertaken, which includes an allowance for contingency.

This amount needs to be considered in the Q2, 2020/2021 budget review.

Future Years' Budgets:

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

The next year of audits will be in 2025. There needs to be a budget allowance allocated for the potential of rectification works to be completed.

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)

Out of the 11 buildings requiring works, 4 are community groups. If budget is not approved for these works, these community groups will have to fund the removal.

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
Asbestosis	Class A Asbestos is friable products, which if inhaled enough can cause serious health problems
Asbestos	Council has an obligation to ensure a safe working environment for staff and the community

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)

These works need to be completed this financial year. We have an Asbestos Register which has identified as these items being in a poor condition, it is Council's duty of care to have items repaired ASAP to eliminate further deterioration and staff or community exposure.

As per Council's policy Health & Safety – Process – HS.11 Asbestos Management, this recommendation is supported by this Process.

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. Include $80,000.00 in the Quarter 2, 2020/2021 budget review. Being the Asbestos Removal (Class A) works which have been identified by Envirohealth, that Council are required complete to comply with the Code of Practice 2016.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 3: Helping to keep our communities safe
3.2 Building control and pool safety

Supporting Documentation:

Nil

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 27 January 2021 **Date:** 14 January 2021

Item Number: 13.13 **File Number:** D21/3464

SUBJECT HEADING:	Request for Fee Waiver
Classification:	Open Access
Officer's Title:	Support Officer - Economic & Community Development

Executive Summary:
Council has received a request from Pinaroo Roma Inc. and the Roma Turf Club requesting Council provide a fee waiver for passenger and landing fees at Roma Airport for the upcoming 2021 Roma Rugby Races, being organised by Sheehan Events, with up to 80 persons attending for the weekend. Pinaroo Roma Inc. and Roma Turf Club will be the beneficiaries of funds raised.

Council has already considered this matter in a report by manager Airports Ben Stewart, at its Ordinary Meeting of October 28, 2020. Council resolved that the matter lay on the table several times due to queries about eligibility of a commercial entity receiving a fee waiver.

This report provides the background to the original request and the correspondence received which details the beneficiaries of the proposed activity for which the fee waiver relates.

Officer's Recommendation:
That Council

1. Waive the airport fees for Sheehan Events proposed Rugby Races charter in 2021 on the grounds that all profits and other fund raising conducted during the event by Sheehan Events are gifted to Pinaroo Inc.
2. Request a report from Sheehan Events with evidence of the profits made from the event being gifted to Pinaroo Inc along with any other supporting documentation.

Individuals or Organisations to which the report applies:
Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Roma Turf Club
Pinaroo Inc.
Sheehan Events
Local Businesses within the Maranoa

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
Pinaroo Inc.	Pinaroo Incorporated

Context:

Why is the matter coming before Council?

At its Ordinary Meeting of October 28, 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. Following this report, Council further laid the matter on the table to seek information from the beneficiaries.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At its Ordinary Meeting on the 11th of November 2020, a report was presented to Council providing the previous resolutions pertaining to Sheehan Events Fee Waivers. Council resolved as follows:

Resolution No. OM/11.2020/05

Moved Cr O'Neil

That the matter lay on the table for an upcoming briefing, and again be considered at the next Ordinary Meeting, in order for the reporting officer to contact people involved in the event (proprietors of Sheehan Events and beneficiaries).

CARRIED 8/0

Following this resolution, Cr McMullen received the attached correspondence from one of the local beneficiaries involved in the proposal, the Roma Turf Club. This correspondence outlines the other beneficiaries such as Pinaroo Inc. and local participating businesses that may benefit from the proposed arrangements.

Within this correspondence from the Roma Turf Club, an outline shows that Sheehan Events plan to gift net profits from the sports dinner held the Friday night before the Rugby Races 2021, along with proceeds from auctions and raffles that will be conducted on the air flight to Roma. Also mentioned in the correspondence, Sheehan Events will be giving each person who attend the event a $100 voucher to be spent at participating local businesses within the Maranoa.

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)

Community Grants & non – financial assistance Policy

Eligible Applicants need to meet one (1) of the following eligibility criteria:

• Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations

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 – Ed Sims

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?***

Airport fees to be waived:

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

These fees can be allocated to the In-Kind Major GL 2887.2248.2001 if Council agrees to support a fee waiver.

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)

Pinaroo Inc.
Local Businesses
Roma Turf Club

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 support a fee waiver	Pinaroo Inc, may miss an opportunity to receive a considerable donation from a commercial business willing to support the Incorporation. Local businesses within the Maranoa may miss an opportunity to earn much needed profits from a large group of people who may attend the event proposed by Sheeham Events.

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)

Although Sheehan Events are a commercial entity, their proposal will be beneficial for our local communities as they will be providing their profits as a gift to a local not for profit organization. With the prospects of bringing an extra 80 people to the region this will also benefit our local businesses by providing them with income. As outlined in the Community Grant and Non-Financial assistance policy this proposal fits the eligible criteria.

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. Waive the airport fees for Sheehan Events proposed Rugby Races charter in 2021 on the grounds that all profits and other fund raising conducted during the event by Sheehan Events are gifted to Pinaroo Inc.
2. Request a report from Sheehan Events with evidence of the profits made from the event being gifted to Pinaroo Inc along with any other supporting documentation.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.12 Local development and events

Supporting Documentation:

1⇩	Ordinary Meeting - 28 October 2020 - Request for Fee Waiver - Sheehan Events	D20/99400
2⇩	Ordinary Meeting - 11 November 2020 - Updated Request for Fee Waiver - Sheehan Events	D20/104014
3⇩	Correspondence from Roma Turf Club relating to Airport Fee Waiver from Sheehan Events	D21/1329
4⇩	Community Grants and Non-Financial Assistance Policy - 9 December 2020 OM/12.2020/22 - CURRENT	P20/29

Report authorised by:

Manager - Economic & Community Development
Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020 **Date:** 20 October 2020

Item Number: L.7 **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 Councilors 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. (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?***

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 Fees for 2021 Rubgy Races	D20/99416

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

INFORMATION REPORT

Meeting: Ordinary 11 November 2020 **Date:** 2 November 2020

Item Number: 5.2 **File Number:** D20/104014

SUBJECT HEADING: Updated 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.

At its Ordinary Meeting of October 28, 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. This report serves to provide this information.

Officer's Recommendation:
That Council receive and note the Officer's report as presented.

Background:
At its Ordinary Meeting on the 28th of October 2020, a report was presented to Council to consider a request for waiving the fees associated with the use of Roma Airport for Sheehan Events to charter a Fokker 70 to Roma for the Rugby Races in 2021, this report is provided as an attachment. Council resolved as follows:

Resolution No. OM/10.2020/90

Moved Cr O'Neil

That this matter lays on the table until a future meeting.

[Cr O'Neil foreshadowed his request for additional information on the matter, specifically the last two (2) resolutions pertaining to Sheehan Events, and further that the decisions the previous Council made surrounding this event be made available to all Councillors].

CARRIED 7/1

This report serves to provide Council with further information relating to previous decisions relating to fee waivers for Sheehan Events chartering aircraft to events in the region.

Body of Report:
In the previous 3 years, Council has received requests from Sheehan Events for fee waivers associated with the Roma Picnic Races, the following timeline presents the requests and decisions made:

February 2017:

Request received for waiving landing and passenger fees for 2017 Picnic Races, resolved as follows:

Resolution No. GM/02.2017/12

Moved Cr Golder **Seconded Cr McMullen**

That Council grant waiver of Landing Fees in support of Youngcare, and to encourage tourism to our region.

CARRIED 7/1

A further request was received to review previous decision to waive all fees associated with Roma Airport for 2017 Picnic Races, resolved as follows:

Resolution No. GM/02.2017/39

Moved Cr O'Neil **Seconded Cr McMullen**

That Council sponsor the Roma Picnic Races initiative with Sheehan Events and Youngcare to the maximum value of $7,024, with funds being transferred from Council's Sponsorship Budget GL2887.2249.2001 to the airport ensuring that no airport fees are payable by the event.

CARRIED 8/0

September 2017:

Request received for waiving landing and passenger fees for 2018 Picnic Races, resolved as follows:

Resolution No. GM/09.2017/78

Moved Cr Newman **Seconded Cr Schefe**

That prior to formal consideration, Council:

1. **Notify the applicant of the potential implications of the aircraft's ability to land on the runway pavement in the event that repairs to the pavement are in progress during the planned landing timeframe.**
2. **Request additional information from the applicant, including:**
    - **The provision of a letter from Outback Futures in support of the proposal;**
    - **Written confirmation as to whether a local charity could be the beneficiary of a portion of the intended donated funds for the upcoming event and any potential future requests;**

- **Confirmation that the applicant can land at the Roma Airport within the hours specified by Council, given that Council will incur additional costs for associated security screening requirements if landing were to take place outside the specified hours.**
- **Confirmation of the proposed approach in acknowledging Council's support of this request <u>if approved</u>.**

CARRIED 5/0

This was re-tabled at the meeting of 11 October 2017, resolved as follows:

Resolution No. GM/10.2017/34

Moved Cr O'Neil **Seconded Cr Stanford**

That:

1. **Council sponsor the Roma Picnic Races initiative with Sheehan Events and Outback Futures to the value of $7,737.40 (including GST).**
2. **Funds be transferred within GL 2511 (Airport Administration) to a specific (new) Sub account 2249.**
3. **Council's sponsorship be appropriately acknowledged.**
4. **Council consider the pavement concession following confirmation of the timing of the Runway Overlay Project.**
5. **The requirement for the letter from Outback Futures be removed.**

CARRIED 8/0

Due to the poor condition of the main runway at Roma at the time of these requests, and prior to the overlay completed in November 2018, additional warning was provided to the proponent regarding potential damage to the runway and/or aircraft from the overload using the Fokker 70 aircraft. Therefore, formal pavement concessions were required with Council resolving as follows at its meeting of the 22nd of November 2017:

Resolution No. GM/11.2017/76

Moved Cr O'Neil **Seconded Cr McMullen**

That Council approve the requested pavement concession for the Fokker 70.

CARRIED 5/3

In summary, both previous requests for fee waivers at Roma Airport from Sheehan Events were approved by the previous term of Council.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.5 Airports

Supporting Documentation:

1	Original Report Presented at Ordinary Meeting - 28 October 2020	D20/99400

Report authorised by:
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Benjamin Stewart

Subject: FW: Fee waiver for Rugby Races 2021

From: Kym Behrend <info@romaturfclub.org.au>
Sent: Monday, December 14, 2020 2:53 pm
To: Rogers@maranoa.qld.gov.au
Cc: Geoffrey (Geoff) McMullen
Subject: Fee waiver for Rugby Races 2021

Dear Kelly,

I write on behalf of the Roma Turf Club Committee who support Sheehan Events in their request for all airport fees to be waived by Maranoa Regional Council for the Sheehan hosted charter expected to bring approximately 80 visitors to Roma for the Rugby Races in 2021.

In their proposed package each person will be given a $100 voucher to be spent at participating local businesses. Net profits from the sports dinner on Friday night will be gifted to Pinarro Nursing Home along with auctions and raffles conducted on the air flight to Roma.

I thankyou for your consideration of this request and look forward to your response.
Please do not hesitate to contact me if you have any further questions or concerns.

Regards
Kym Behrend
Secretary
Roma Turf Club
0409898623
info@romaturfclub.org.au
www.romaturfclub.com.au



1

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

OVERVIEW

1. PURPOSE

Council partners with community, government and business to grow our region, developing opportunities, lifestyle and attractions for current and future residents.

One of the ways we do that is through a number of funding programs for community groups.

This policy provides the framework for what funding programs will be offered by Council each year, who can apply, and what the criteria will be. It also outlines other forms of assistance that community groups may be eligible for.

2. PRINCIPLES

This policy is based on Council's recognition that community groups and organisations enrich community life in the Maranoa region. Council is committed to supporting local and regional initiatives that enhance lifestyle and opportunities for residents and visitors.

Consideration is based on merit and budget provisions.

This policy is based on the following principles of good governance:

- Timely, open and transparent decision making
- Accessibility
- An equitable framework for assessing requests for assistance through financial grants and non-financial assistance including the waiver of fees and charges

3. OBJECTIVES

	To partner with not for profit community groups and other eligible entities offering relevant non-profit services with the aim of supporting a range of events, programs and infrastructure that:
1.	assist community organisations and individuals to make a positive contribution towards enhancing the wellbeing of our residents and the liveability of our region including building social connections, supporting opportunities to get active, and providing beneficial places and spaces for our community.
2.	grow our region – through economic development and resident attraction
3.	support financially sustainable initiatives for community organisations, Council and our region
4.	celebrate our unique past and our region's assets through a range of services and community celebrations and commemorative events
5.	maximising the use of limited resources by working together to enhance economic vitality and positively building the region's profile
6.	foster strategic partnerships to build both capacity and financial self-sufficiency of organisations, encourage partnerships and long-term planning
7.	support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of natural resources of our region

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

4. ELIGIBILITY

4.1 Who is eligible?		
Registered Not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program. Eligible community organisations are defined as:		
Not-for-profit' organisations consisting of people having common interests; or		
An entity that carries on activities for a public purpose or another entity whose primary objective is not directed at making a profit, such as:	• sporting clubs • social clubs • school P&C's /	• arts and cultural groups, • Church committees • service organisations etc.
Not-For-Profit Entity:	For the purpose of this policy, a not-for-profit legal entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community	
Legal Status of Community Groups / Organisations:	Community groups and organisations that make application under the Grants and Non-Financial Assistance Program must be incorporated, auspiced by an incorporated entity, demonstrate that it has had a minimum five (5) years continuous operation or can provide proof of their legal status as an entity	
Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region		
Eligible Applicants need to meet one (1) of the following eligibility criteria:	• Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or • Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or • Registered not- for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or • Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations	
4.2 Who is ineligible?		
Ineligible applicants will include, but are not restricted to:	• Organisations with outstanding grant project and/or acquittal reports • Organisations formed under the umbrella of a political party or that may have an affiliation with a political party • Commercial entities or businesses where the event or activity is for financial gain • Private individuals where the event, function or activity is of a private or personal nature	

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

4.3 What is eligible?	
Projects, activities and/or event that meet at least one of these grant categories:	• Community Development • Community Events • Culture & Heritage • Sport & Recreation • Environment • Economic Development
Eligible activities and events will include, but are not restricted to:	• One off events and activities • Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region • Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities • Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region • Building and development application//inspections and/or water sewerage and gas connection fee waiver
Further information is presented in Council's Grants and Non-Financial Assistance Program Guide. We encourage community organisations to liaise with the Economic and Community Development team to identify opportunities for partnership and/or support	
4.4 What is ineligible?	
Community Grants	
Ineligible activities will include, but are not restricted to:	• Events, programs or activities which are scheduled to occur prior to the funding round closing date / during the associated assessment and approval period • Items included in another grant application or to top-funding for a previous grant or any other council funding • Events that are exclusive to group members / not open community events • Events, programs or services run solely for commercial profit • Requests for the costs or waiver of fees for Council rates payments, service charges, and building and development application/inspection fees, unless for registered not-for-profit groups who may apply for a waiver of fees for water sewerage and gas connection fees and building and development application and inspection fees • Requests for in-kind assistance from Council for general and routine maintenance activities for Council owned facilities and property • Requests for fees and charges waivers for Council owned facilities, plant and equipment • Programs or activities where the core funding responsibility normally rests with Federal or State Government
Non-Financial Assistance	
Ineligible activities and events will include, but are not restricted to:	• Events, programs or activities run solely for commercial profit • An activity, event or program that contravenes Council's existing policies or does not align with Council's strategic direction • Private event, celebratory function or party • Events or activities which do not directly benefit the residents of the Maranoa Region • Activities or events promoting political parties or that may have an affiliation with a political party

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

RELATED LEGISLATION, POLICIES & GUIDELINES

Local Government Act 2009
Local Government Regulation 2012
Local Government Finance Standard 2005
Guidelines for local government administration of community grants October 2009
Community Grants and Non-Financial Assistance Procedure
Maranoa Regional Council Grants and Non-Financial Assistance Guide
Q&As for Community Grants 2020/21
Q&As for Non-Financial Assistance 2020/21

ASSESSMENT PROCESS OVERVIEW

Equity & Transparency

Council is committed to ensuring that the assessment of all grant and assistance applications are coordinated in a fair and transparent manner. We do this by following the criteria and conditions of our standardised and impartial Community Grants and Non-Financial Assistance Procedure.

The informative Maranoa Regional Council Grants Program and Non-Financial Assistance Guide is available to community groups, members and individuals. Our Economic and Community Development team are also available to support community groups throughout the process and partnership.

POLICY EXEMPTIONS

This policy does not relinquish Council's discretionary powers to consider requests for grants or assistance on a case by case basis as it determines relevant.

This policy does not apply to applications submitted under the Regional Arts Development Fund (RADF) Program. Applications for RADF grants will be assessed, awarded and distributed under the guidelines of the RADF Program.

PROMOTION OF GRANTS PROGRAM

Promotion of Council's Grants and Non-Financial Assistance will be undertaken in accordance with an annual program communications plan. The communications plan will identify appropriate communication strategies, activities and resources to encourage a diverse range of applications. Guidelines and application forms will be made available to all interested parties.

Grants Program information sessions will be held on a needs basis throughout the Maranoa Region.

GRANTS PROGRAM – CRITICAL TIMEFRAMES

Grant Types	Round Opens	Round Closes	Notification to Applicants
Small Grant ($500 - $300)	August	September	November
	February	March	May
Community Grant ($500 – $10,000)	August	September	November
	February	March	May
Major Grant ($10,001 – to $20,000)	August	September	November
	February	March	May

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE CATEGORIES

Type of funding program / assistance	What is this program aiming to achieve	Who can apply	Grant Categories	Funding scale	Funding source	When can applications be made	How can you maximise your chance of success	Assessment & Consideration
Major Grants	To assist in eligible organisations to undertake larger scale projects, events or activities	Applicants must demonstrate: • A genuine need for the project / activity • Linkage to the specific aims and priorities of the selected grant category • The benefit to the people, environment or economy of the Maranoa Region	Applicants should meet at least one of the priorities listed in the following grant categories: • Community Development – building capacity, self-sufficiency and long-term planning • Community Events – encourage a range of community celebrations and events • Culture & Heritage – preserve and share our social history, culture, and heritage assets • Sport & Recreation – promote active communities through sports and recreational pursuits • Environment – protect/enhance our natural assets and promote sustainable management of the region's natural resources and/or:	$10,001 to $20,000	Council may fund up to 25% 75% of the total project is funded from sources other than Council.	Funding Rounds are assessed twice yearly Organisations may only apply for one of each type of grant per funding round	Priority will be given to applicants that have not previously received Maranoa Regional Council funding during the preceding twelve (12) months.	Applications will be assessed by the Grants Advisory Committee, whose recommendations will be forwarded to Council for consideration and final determination
Community Grants	To assist eligible organisations with one off community projects, events and/or activities			$3,001 to $10,000	Council may fund up to 50% 50% of the total project is funded from sources other than Council.			
Small Grants				$500 to $3,000	Council may fund up to 50%* 50% of the total project is funded from sources other than Council **This category is jointly funded by Council and Senex Energy Limited. It is**			Applications will be assessed by the Grants Advisory Committee with up to two representative from Senex Energy Limited involved with the process. The Grants Advisory Committee's recommendations will be forwarded to Council for

		• Evidence of consultation and community partnerships	• Economic Development – area/industry based initiatives to improve economic performance and prosperity of the local community		**subject to a funding agreement between both parties.**			consideration and final determination.
Minor Non-Financial Assistance	To encourage and assist local and regional initiatives that provide opportunities for the community through non-financial support	• A capacity to successfully undertake/ complete the project, activity or event and its ongoing sustainability (if relevant) • A balanced, realistic and complete project budget • Evidence of inclusive participation • That the proposal does not directly duplicate existing projects	Eligible applications for one-off fees and charges waivers as prescribed in Council's Fees and Charges Register for support through: use of Council items or plant and facilities such as halls or facilities, chairs and small plant and equipment etc as well as the waiver of Development application and inspection fees (e.g. Planning/Building/Plumbing fees)	Maximum fees and charges waiver request considered is $500	Costs related to non-financial support are managed through Council's Economic Development General Ledger	Applications under Council's Minor and Major Non-Financial Assistance Categories will be accepted and processed as received throughout the year	Applications must be: • Submitted on the approved Minor Non-Financial Assistance Application Form • Received at least five (5) working days prior to the commencement of the activity, event or project unless otherwise approved by the Chief Executive Officer or delegated officer; or • For development applications and inspections, received prior to Council providing the service.	Applications will be assessed by the relevant Customer Service Officer or Delegated Officer with the approval of the Manager, Director or Chief Executive Officer required
Major Non-Financial Assistance			Eligible applications for one-off fees and charges waivers as prescribed in Council's Fees and Charges Register. Examples include fee waivers relating to Development applications	Fees and charges waiver exceeding $500.00 or direct financial cost			Applications must be: • Submitted on the approved Major Non-Financial Assistance Application Form • Received at least twenty (20) working	Applications will be processed as follows: $500-1,500 assessed by the relevant Customer Service Officer or Delegated Officer

			and inspections (eg. Planning/Building/Plumbing fees), Council equipment, plant and operator hire rates, grounds maintenance work, road closures and assistance for community events, etc.	implications for Council			days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer; or • For development applications and inspections, received prior to Council providing the service.	with the approval of the Manager, Director or Chief Executive Officer required $1,501 + assessed by the Manager with approval by the Director or Chief Executive Officer required
Ongoing Non-Financial Assistance			Eligible applications for ongoing non-financial support. Examples mirror those provided in the Major and Minor Non-Financial Assistance categories but on an ongoing basis as reviewed against needs criteria annually	Ongoing or recurrent* non-financial assistance regardless of value Support agreements are reviewed by relevant officers annually Renewed applications will be considered by Council at the beginning of each Council term within the first 6 months		Applications are accepted throughout the term of the sitting Council and processed quarterly (end of March, June, September & December)	Applications must be: • Submitted on the approved Ongoing Non-Financial Assistance Application Form • Received by the last day of March, June, September or December each year	Applications will be assessed by the Manager and approved by Council

It is incumbent upon the organisation requesting assistance to notify Council of any changes in circumstances that may affect their eligibility under the provisions of this policy.

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Chief Executive Officer Date: / /

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 27 January 2021 **Date:** 15 January 2021

Item Number: 13.14 **File Number:** D21/4230

SUBJECT HEADING: Expansion of the Rexel Electrical Supply store in Roma (2020/20214 - MCU)

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: Ken and Veronica Beitz want to expand the existing Rexel-Electrical Supply shop that is located at 91 Quintin Street in Roma. The expansion includes a side extension to the existing shopfront and a replacement of the existing storage shed to the rear of the site. The development application required to facilitate the outcome is subject to Impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the *Planning Act 2016* and any matters prescribed by regulation. The *Development Assessment Rules* set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the *Development Assessment Rules* for no less than 15 business days between the 26th November 2020 and 13th January 2021. There was one properly made submission received about the development during this period. The submitter was not fundamentally opposed to the development but sought clarity around what measures would be implemented to mitigate potential impacts. The submitter will have the right to appeal Council's decision in the Planning and Environment Court or join an appeal if filed by the applicant.

All other procedural requirements set out by the *Development Assessment Rules* to enable Council to decide this application have been fulfilled, including receipt of a referral response from the State Assessment Referral Agency. The referral agency did not direct Council to refuse the application and have provided Council with development conditions in the event the application is approved.

The development application has been assessed against all relevant assessment benchmarks and found to generally comply or be able to be conditioned to comply. Further, as part of the assessment of the application, Council officers have also identified several relevant matters that support the approval of the development. These include; the development is for the expansion of a well-established, lawfully-existing business such that the use is not out of character and within a reasonable expectation of the type of development anticipated in this area; and that there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use.

Officer's Recommendation: That Council approve the development application for a Material change of use for a "Warehouse" at 91 Quintin Street, Roma, being Lot 3 on RP83836, subject to the listed relevant and reasonable Development Conditions and General Advice:

Development Conditions

Development details

1. The approved development is a Material Change of Use – "Warehouse" as defined in the Planning Scheme and as shown on the approved plans.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless noted in the approval conditions or otherwise confirmed in writing by Council.

3. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

4. The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number	Plan/Document Name	Date
Drawing Number 001	Site Plan	

Detailed plans

5. Detailed elevation plans, generally in accordance with approved Site Plan 001, must be submitted to Council for approval prior to the commencement of works.

   The elevation plans must be drawn to scale and clearly show the roof-pitch and maximum height of all existing and proposed buildings on the site. The roof profile of new buildings shall match in with the existing buildings and must not exceed a maximum height of 4.2 metres within 1.5 metres of a property boundary and 3.0 metres in height within 300mm of a property boundary.

Privacy

6. Windows and openings of all buildings must not overlook the living areas of adjoining dwellings (including outdoor living areas).

Building setbacks

7. The exterior side wall of the 'proposed extension' shown on approved Site Plan 001 shall be setback a minimum of 300mm from the southern property boundary. Stormwater infrastructure, including guttering and downpipes, must be a minimum of 200mm from the southern property boundary. The front elevation of the proposed extension shall be setback a minimum of 900mm from the front (eastern) property boundary.

8. The proposed 'new storage shed' shown on approved Site Plan 001 shall be setback a minimum of 1.5 metres from all property boundaries.

Building appearance

9. Building materials and surface finishes are to be predominately within the colour range of the local landscape to blend with the surrounding environment and existing buildings on the site.

10. The exterior cladding of proposed buildings must not include any reflective materials.

Development works

11. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

12. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads."

13. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

Applicable standards

14. All works must comply with:

    a) the development approval conditions;

    b) any relevant provisions in the Planning Scheme and the Capricorn Municipal Development Guidelines;

c) any relevant Australian Standard that applies to that type of work; and

d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Works in road reserve

15. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel and site access/crossovers. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

No Cost to Council

16. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development, survey, registration, document lodgment, easement documentation preparation and plan sealing.

Latest versions

17. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

Application Documentation

18. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

Maintain the premises

19. The area and its surrounds must be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

Refuse storage

20. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state, screened from view from the street and adjoining properties, and shall be emptied and the waste removed from the site on a regular basis.

Access

21. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards (refer to referral agency conditions).

22. Vehicle crossovers to and from the development site shall be provided from Quintin Street generally in the location shown on the approved Site Plan – 001.

23. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.

Advertising signage

24. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.

25. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

Parking and manoeuvring

26. A minimum of five car parking spaces are to be provided within the development site area generally in accordance with *Site Plan 001.* PWD parking spaces are to be provided in accordance with the Building Code of Australia.

27. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with *Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.*

28. Disabled car parking bays are to comply with *Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities*.

29. Car parking spaces shall be setback a minimum of 1 metre from all property boundaries and include wheel stops or bollards to prevent encroachment into this prescribed setback.

30. Onsite service vehicle access, parking and manoeuvring is to be designed in accordance with *Australian Standard AS/NZS 2890.2:2004 - Parking facilities Part 2: Off-street commercial vehicle facilities requirements*.

31. Vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments.

32. Vehicle parking bays must not encroach into swept paths for vehicle movements.

33. Vehicles accessing the site and designated onsite parking area must be able to enter and leave the site in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.

34. All onsite access, parking and manoeuvring areas are to be sealed with an approved impervious surface. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.

No on-street parking in front of adjacent properties

35. Signage shall be installed near the vehicle access to the site and along the front elevation of the building directing visitors and customers to the designated on-site parking areas. Parking of vehicles and trailers in front of adjacent properties is strictly prohibited.

Bicycle parking

36. A dedicated area for bicycle parking with a minimum of four spaces is to be provided internally within the development site area. Bicycle parking areas must be well-lit, sheltered and protected from other use areas and traffic.

Avoiding nuisance

37. No unreasonable and sustained nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

    Note: Refer to the *Environmental Protection Regulation 2019* for acceptable emission levels.

38. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.

39. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.

40. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.

41. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

    Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

Screening mechanical equipment

42. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Services

43. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication and the CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.

44. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.

45. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council. Any damage caused to Council's sewer infrastructure due to the progression of works or as a result of the approved use must be rectified at the landowner's expense.

46. Connection of the development to a telecommunication service must be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.

47. The development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and

specifications along with relevant building standards, requirements and specifications.

Note: Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

48. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such designs exist (iv) the Capricorn Municipal Development Guidelines (CMDG) where it applies (v) any relevant Australian Standard that applies to that type of work and (vi) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

49. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

50. Stormwater runoff from buildings and impervious surface areas is to be collected internally and piped generally in accordance with CMDG Guidelines D-5 'Stormwater Drainage Design' to the lawful point of discharge on Quintin Street.

51. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during construction and at all times after the commencement of use.

52. Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties.

53. Stormwater must not be allowed to pond on the property being developed during the development process and after the development has been completed.

54. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks of other waterways.

55. A stormwater management plan prepared by a suitably qualified professional demonstrating how compliance with conditions 50 to 54 will be achieved must be submitted to Council prior to the commencement of works, and then complied with at all times afterwards.

Construction activities and erosion control

56. During the course of any construction activities, soil erosion and sediment

must be managed in accordance with the CMDG Design Guidelines D-7 'Erosion and Control and Stormwater Management'.

57. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.

58. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.

59. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.

60. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.

61. Temporary fencing must be erected and maintained around the perimeter of the development site whilst construction activities are carried out.

Construction Plan

62. A construction plan that includes the estimated construction timeframe and construction hours shall be provided to all adjacent properties prior to the commencement of works. The plan is to include details of any potential impacts that may be experienced by adjacent landowners/occupants during the construction phase and how these impacts will be managed.

63. Adjacent properties shall not be accessed during the construction of the approved development without first obtaining the written consent of the affected property owner.

64. Vehicles associated with the construction of the approved development are strictly prohibited from parking in front of adjacent properties.

Operating hours

65. Operating hours are restricted to 7:00am to 8:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. The approved development is not permitted to operate on Sundays or Public Holidays.

Delivery of goods

66. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.

Fencing

67. The existing fencing along the southern property boundary shall be maintained or replaced in the event of any damage upon completion of the works. If the existing fencing on the southern elevation is removed during construction, a temporary fence shall be installed to ensure that adequate safety, privacy and security is achieved for the occupier of the adjacent premises to the south.

General advice

(a) The Capricorn Municipal Development Guidelines apply to this development. Refer to http://www.cmdg.com.au/ for the Capricorn Municipal Development Guidelines (CMDG).

(b) Refer to http://www.maranoa.qld.gov.au/council-policies for Council Policies.

(c) The land use rating category may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: www.maranoa.qld.gov.au.

(d) The relevant planning scheme for this development is *Maranoa Planning Scheme 2017.* All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.

(e) Under the *Maranoa Planning Scheme* **"Warehouse"** means the use of premises for—

(a) storing or distributing goods, whether or not carried out in a building; or
(b) the wholesale of goods, if the use is ancillary to the use in paragraph (a).

Examples of a warehouse— self-storage facility, storage yard

(f) The *Environmental Protection Act 1994* states that 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 harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.

(g) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located

in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

(h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.

(i) Refer to attachments for the Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.

(j) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

(k) This development approval has been issued during the COVID-19 applicable event declared under 275F of the Planning Act 2016. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016.*

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).

Councils decision regarding this matter is likely to affect:

- The landowner/s, Ken and Veronica Beitz; and
- The submitter to the application, Tara Twidale; and
- Employees and associates of Rexel Electrical

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?

This development application is subject to Impact assessment. Determination of an Impact assessable application sits outside the scope of officer delegations and a decision about the application is required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

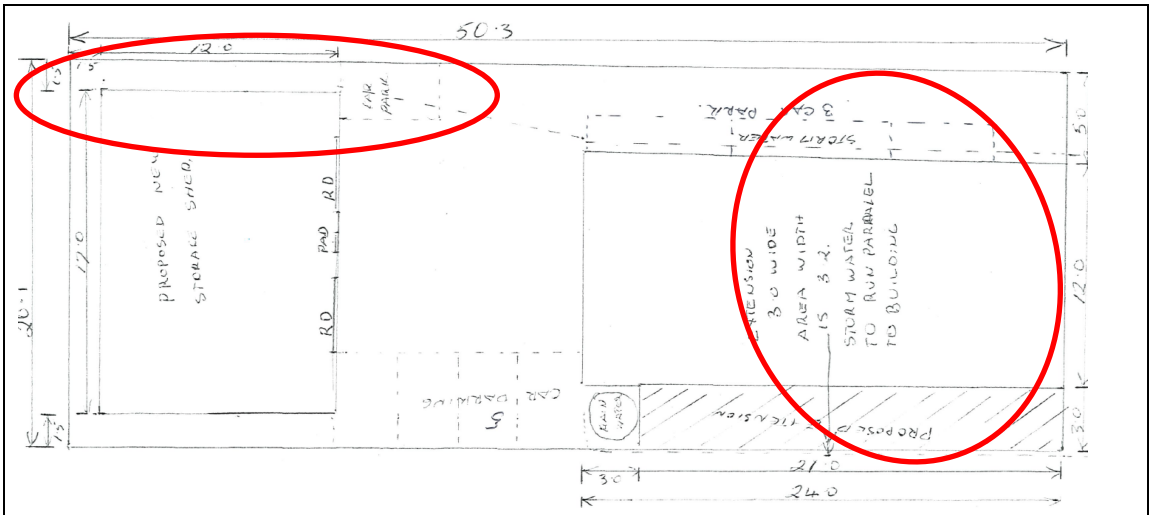
(Succinct overview of the relevant facts, without interpretation)

- Near the intersection of Quintin Street and Twine Street in Roma is the Rexel Electrical Supply store which sells wholesale electrical equipment to electrical contractors and the general public. The business has operated at the site for 25 years and is a well-established use at this location.



Aerial image – site shown in red

- A development application was received by Council on 3 November 2020 to expand this existing business, including a replacement of the storage shed at the rear of the premises, and a side-extension to the existing shopfront. Additional details about the proposal, including a full assessment of the application against the applicable assessment benchmarks is included in Supporting Materials.



Site Plan

- The key consideration in the assessment of this application is not whether the use is acceptable in this location, as the use is well established; but whether impacts to surrounding development, and more specifically the dwelling directly south, can be adequately mitigated. The development proposes reduced setbacks on this elevation and before Council could support the development it would need to be satisfied that adequate mitigation measures are in place to protect the amenity of this adjacent residential property.

- During public notification about the application a properly made submission was received from the owner of the house to the south, Mrs. Tara Twidale. The submission did not oppose the development but requested additional details about the proposal and that measures be implemented to mitigate potential impacts. The properly made submission/s wanted clarity around building setbacks, building materials, stormwater management and construction methods and timeframes. A full copy of the submission is attached in the supporting materials and a response to the submission by Council officer's will be circulated under separate cover ahead of the Council meeting.

- As part of the assessment process, the application was referred to the State Assessment and Referral Agency (SARA) because the site is located on a state-controlled road. SARA has provided referral agency conditions. Should Council approve the development, the conditions provided by SARA will be included in the decision notice.

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 proposal constitutes a *Material change of use* as defined in the *Planning Act 2016* being a material increase in the scale of an existing use with the potential to introduce new impacts.

Provisions of the *Maranoa Planning Scheme 2017* make the required development application subject to Impact assessment. An Impact assessment is an assessment that must be carried out against the assessment benchmarks prescribed by the *Planning Regulation 2017,* in this case being:

- the *Darling Downs Regional Plan;*
- the *State Planning Policy;*
- the *Maranoa Planning Scheme*; and
- the *Maranoa Regional Council LGIP*.

An assessment of the application against these assessment benchmarks is attached in the Supporting Documents.

In accordance with Section 60 of the *Planning Act 2016,* after carrying its assessment Council must decide to;

(a) approve all or part of the application; or

(b) approve all or part of the application, but impose development conditions on the approval; or

(c) refuse the application.

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 Planning Scheme 2017* and the Maranoa Regional Council Local Government Infrastructure Plan are applicable to the assessment of the application (the Local Government Infrastructure Plan forms part of the Planning Scheme).

The relevant sections of the *Maranoa Regional Planning Scheme 2017* include:

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
    - Part 6.2.3 General residential zone
- Part 8 Overlays

- Part 8.2.7 Infrastructure overlay code
- Part 8.2.8 Airport environs overlay code

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)

Consultation about this application has occurred with:

- Infrastructure Services Directorate – all managers (internal)
- Manager Planning & Building Development (internal)
- Director, Development Facilities and Environmental Services (internal)

The Officer's recommendation has been informed by feedback received from the persons 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 project 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?***

The costs of fulfilling any development approval obligations, financial or otherwise, remains the sole responsibility of the operators and landowner/s. There is potential for Council to incur costs only in the event that its decision regarding the application is appealed to the Court.

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 State Assessment and Referral Agency were a referral agency for this application and have provided Council with development conditions should Council resolve to approve the application. The Department will be *interested* in Council's decision.

Employees and associates of Rexel Electrical Supply will be *interested* in Council's decision.

One properly made submission about the application was received during the public notification period. The submitter, Mrs Tara Twidale will be interested in Council's decision. Should Council resolve to approve the development, conditions of approval have been included above, that are intended to mitigate potential *impacts* on the submitters.

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	

Potential risks associated with the proposal have been addressed in the development assessment. Other matters outside of this, which are not called up in the *Planning Act 2016*, cannot be considered in decision making.

As with any planning decision reached by Council, there is a risk that the applicant can appeal aspects of the decision to the Planning and Environment Court (the Court). As well, one properly made submission has been received opposing the development, and should Council resolve to adopt the Officer recommendation, there is a risk that a submitter appeal could be made to the Court about Council's decision.

In this instance the risk of submitter appeal is considered low as the submitter wasn't opposed to the development provided the issues raised could be addressed either through design or development conditions.

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 considered that on balance, the proposal is found to generally comply with the applicable assessment benchmarks, or able to be conditioned to comply. Relevant and reasonable conditions have been recommended. Should there remain a non-compliance with a relevant assessment benchmark, the following relevant matters have been taken into consideration:

- the development is for the expansion of a lawful commercial business such that the use is not out of character and within a reasonable expectation of the type of use anticipated on this site;

- the premises are located adjacent to a State-controlled road and are highly accessible;

- the premises are in an area of Roma made up of a mix of land uses that include residential, commercial, and industrial activities at a range of densities

and scale. The proposed development is not out of place with the prevailing built character of the area and the type of land uses located in the general vicinity; and

- there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing lawful use of the land and impacts generated by that use.

The issues raised in the submission received during public notification about the application have been considered as part of the assessment process, and where appropriate, conditions of development approval have been imposed to overcome potential impacts on the submitter.

Conditions from the referral agencies have been provided to Council and must be included in any decision to approve the development. Whilst attached to Council's decision notice, the relevant State departments and agencies will be responsible for enforcing these conditions.

Based on the above, Council should endorse the Officer recommendation and approve the development application for a *Material change of use* for a "Warehouse" subject to relevant, reasonable and enforceable conditions that mitigate potential impacts from the development and attach conditions of approval provided by the State government agencies that address matters of State interest.

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 to approve the Material change of use for a "Warehouse" at 91 Quintin Street, Roma subject to relevant, reasonable and enforceable conditions. This recommendation is consistent with existing Council policy.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.8 Town planning

Supporting Documentation:

1⇩	Planning assessment	D21/4231
2⇩	Submission	D21/4111
3⇩	Applicant's response to submission	D21/4323
4⇩	Council officer response to submission	D21/4233

Report authorised by:

Manager - Planning & Building Development
Deputy Chief Executive Officer/Acting Director Infrastructure Services

Planning Assessment

Introduction

Ken and Veronica Beitz are seeking a development approval to expand the existing electrical wholesale store (Rexel) located near the intersection of Twine Street and Quintin Street in Roma.

The expansion includes the construction of a new storage shed at the rear of the premises and a side-extension to the existing shopfront.

The development is defined as a "Warehouse" in the Maranoa Planning Scheme, which means the use of premises for— *(a) storing or distributing goods, whether or not carried out in a building; or (b) the wholesale of goods, if the use is ancillary to the use in paragraph (a). Examples of a warehouse— self-storage facility, storage yard.*

The development application is made Impact assessable against Council's planning scheme because the premises is included in the General Residential Zone.

Site context

The land where the development is proposed has been occupied by Rexel Electrical supply store for many years. It consists of a large shop/warehouse at the front of the site and a colorbond shed at the rear of the site that is used for storage.

The land is bound by:

a. Residential dwellings to the west and to the south
b. A car wash to the north
c. Quintin Street to the east

Land beyond the immediate neighbours is made up of a range of uses that include large industrial sheds, commercial businesses and residential dwellings.

The site has frontage and direct access to Quintin Street which is a busy State-controlled road.



Site context – Site shown in red

Decision framework

The proposed development constitutes a Material change of use as defined in the *Planning Act 2016*, being *the increase in the scale and intensity of the existing use.*

Provisions of the *Maranoa Planning Scheme 2017* make the required development application subject to Impact assessment.

An Impact assessment is an assessment that must be carried out against the assessment benchmarks prescribed by the *Planning Regulation 2017,* in this case being:

- the *Darling Downs Regional Plan;*
- the *State Planning Policy;*
- the *Maranoa Planning Scheme*; and
- the *Maranoa Regional Council LGIP*.

An Impact assessment must also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submission about the application.

In accordance with Section 60 of the *Planning Act 2016,* after carrying its assessment Council must decide to:

(a) approve all or part of the application; or

(b) approve all or part of the application, but impose development conditions on the approval; or

(c) refuse the application.

Development Assessment Process

The procedural requirements set out by the *Development Assessment Rules* to enable Council to make a decision on this application have been fulfilled, including:

- the applicant submitted a properly made application for a Warehouse on 3 November 2020;
- Council, as assessment manager, issued a Confirmation Notice on 9 November 2020;
- The applicant referred the application to the State Assessment and Referral Agency (SARA) on 11 November 2020;
- The applicant carried out public notification about the application between 26 November 2020 and 13 January 2021 for no less than 15 business days;
- SARA issued a referral response with conditions on 11 December 2020; and
- A properly made submission about the application was received on 12 January 2021.

Assessment Benchmarks

The Darling Downs Regional Plan

The *Darling Downs Regional Plan* was adopted in October 2013 and covers the local government areas of Balonne, Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.

The intent of the Darling Downs Regional Plan is to provide direction to resolve competing State interests relating to the agricultural and resources sectors, and to enable the growth potential of the region's towns. It seeks to maximise opportunities for co-existence of resources and agricultural land uses.

The proposed development maintains the intent of the Darling Downs Regional Plan because it will not compromise resource activities or viable agricultural land. The development footprint is located outside of the Priority Agricultural Area identified in the Darling Downs Regional Plan.

The State Planning Policy

Council is required to consider the State Planning Policy to the extent that the applicable sections have not been appropriately integrated in the Maranoa Planning Scheme. As the Maranoa Planning Scheme appropriately integrates all relevant aspects of the State Planning Policy, a separate assessment of the application against this document is not required.

The Maranoa Planning Scheme 2017

The relevant sections of the *Maranoa Regional Planning Scheme 2017* are:

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment

- Part 6 Zones
  - Part 6.2.3 General residential zone code
- Part 8 Overlays
  - Part 8.2.8 Airport environs overlay code
  - Part 8.2.7 Infrastructure overlay Code

Part 3 – Strategic framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

The Strategic framework is structured in the following way;

The Maranoa region including:

(i) the region and the Darling Downs Regional Plan;

(ii) the region and the Maranoa Community Plan 2020

The themes and key policies:

(i) livable communities and housing;

(ii) economic growth;

(iii) environment and heritage;

(iv) hazards and safety; and

(v) infrastructure.

An assessment of the proposed development against the applicable key aspects of the Darling Downs Regional Plan, Maranoa Community Plan and Strategic framework of the Maranoa Planning Scheme is provided in the table below:

Policy Direction	**Response**
Darling Downs Regional Plan	The proposed development maintains the intent of the Darling Downs Regional Plan because it will not compromise the resource sector and is located outside of Priority Agricultural Areas.
Maranoa Community Plan 2020	The proposed development supports the principles of the Maranoa Community Plan 2020 because: • potential impacts can be mitigated through operational practices and development conditions.
The themes and key policies	The proposed development is consistent with the applicable themes and key policies of the Strategic framework because it:

	• is easily accessible and makes use of existing resources and infrastructure. • is located outside of flood hazard areas. • will not prejudice or compete with agricultural uses, retail and commercial uses in traditional centres.

Part 4 - Local Government Infrastructure Plan

The Maranoa Regional Council Local Government Infrastructure Plan (LGIP) was adopted by Council in 2018. The purpose of the LGIP is to:

(a) integrate infrastructure planning with the land use planning identified in the planning scheme;

(b) provide transparency regarding a local government's intentions for the provision of trunk infrastructure;

(c) enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;

(d) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and

(e) provide a basis for the imposition of conditions about infrastructure on development approvals.

The development does not propose extending any of Council's infrastructure networks nor is it considered necessary, practical or reasonable to require infrastructure upgrades to Council infrastructure networks to service the development. Any charges applicable as a result of the added demand placed on Council's existing infrastructure networks as a will be applied accordingly.

Part 5 - Tables of assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment identify the level of assessment for the proposed use in the proposed location as "Impact assessment."

Part 6 - Zones

Zones organise the planning scheme area in a way that facilitates the location of preferred or acceptable land uses. The premises is located in the General residential zone.

Part 6.2.3 The General Residential Zone Code

The purpose of the General residential zone is to:

(a) provide for predominantly detached dwelling houses supported by community uses and small-scale services and facilities that cater for the needs of local residents;

(b) encourage higher residential densities where appropriate by providing for multiple dwellings and smaller lot housing nearer the Principal centre (within the Central living precinct);

(c) ensure that residential development is protected from natural hazards and from development types that would adversely impact upon existing amenity;

(d) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment;

(e) maximise the use of existing infrastructure and transport networks.

The overall outcomes sought for the General residential zone code are as follows:

(a) a range of housing, predominantly detached dwelling houses, on a range of lot sizes;

(b) development results in an efficient land-use pattern that is well connected to other parts of the local government area;

(c) development is designed to provide safe and walkable neighbourhoods;

(d) development provides for uses that front the street to provide a sense of residential amenity and character and enhance community safety;

(e) other small-scale non-residential uses (including Home business uses) that integrate work and family and complement local residential amenity are facilitated;

(f) development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally specific impacts;

(g) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;

(h) transport infrastructure is designed to provide and promote safe walking and cycling;

(i) development is reflective and responsive to the environmental constraints of the land;

(j) development is supported by necessary community facilities, open space and recreational areas and appropriate infrastructure to support the needs of the local community;

(k) non-residential uses may be supported where such uses directly support the day to day needs of the immediate residential community, do not detract from the residential amenity of the area and do not undermine the viability of nearby centres;

(l) natural features such as creeks, gullies, waterways, wetlands and vegetation and bushland are retained, enhanced and buffered from the impacts of development. Any unavoidable impacts are minimised through location, design, operation and management requirements;

(m) residential development maintains the safety and integrity of airport operations;

(n) residential development yields in the defined flood event inundation area subject to Significant, High or Extreme hazard do not exceed one dwelling house per lot as it exists at the commencement date of the planning scheme; and,

(o) non-resident workforce accommodation is not supported in this zone.

(p) uses other than accommodation activities may be supported where lots are contiguous with land not zoned residential, where the use is similar to the adjacent non-residential land use/s.

The development complies with the Purpose and Overall Outcomes of the General residential zone because:

- it will use existing infrastructure and transport networks;
- it will not impact on any natural features or processes, being located within an existing developed premises in a built up urban area; and
- provides a service to the local community:

An assessment against the design criteria of the General Residential Zone Code is provided in the table below.

THE GENERAL RESIDENTIAL ZONE CODE	
for all the General residential zone (including the Central living precinct):	
Performance outcomes	**Acceptable outcomes**
PLANNING	
Use, density and built form	
PO 1 Scale Uses other than *Accommodation activities*: (a) are of a small-scale and low intensity; (b) directly support the day to day needs of the immediate residential community; (c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones; (d) have all car parking needs met on site; (e) may occur on residential zoned lots contiguous with land that is not zoned residential, where the use is similar to the non-residential land use on the contiguous parcel;	✓ The activity: • is relatively low intensity (i.e. it caters primarily to electrical contactors and not 'walk-in' traffic or the general pubic); • is located on a site that has access to reticulated sewer, water and stormwater; and • will continue the existing well-established use on the premises.

(f) include mitigation measures such as acoustic fencing, landscaping and appropriate setbacks in instances where there is a potential for land use conflict between the use and adjoining and nearby accommodation activities; and (g) have access to reticulated sewer, water and stormwater.	
PO 2 Location Residential living is conveniently connected to the Principal, Major or District centres. Uses other than *Accommodation activities (general residential)* are located so as: (a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas; (b) to be co-located with other non-residential uses wherever possible; (c) to be accessible for, and provide a service to, the immediate local population; and (d) to be located on the major road network rather than local residential streets. Note: non-residential uses are any uses that are not associated with a Dwelling use.	✓ The premises is: • located on Quintin Street which is a State-controlled road and the major thoroughfare through Roma; • co-located with other non-residential uses (car wash, commercial/industrial development further west); • highly accessible and provides a service to the local population; and • provides a service to the immediate local population.
PO 3 Density and site coverage Development provides for an attractive, open and relatively low density form of urban residential settlement that maintains a high level of residential amenity.	✓ The activity: • will contribute to the low-density form of urban development, being single storey, and will be conditioned to maintain residential amenity through design and building materials; and • will continue the well-established commercial use on this site.
PO 4 Setbacks Building setbacks: (a) enhance the appearance and character of streets and buildings; (b) are appropriate to the scale of the development and the intended character of the General Residential Zone; (c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site; (d) are sufficient to minimise loss of	• Buildings are unable to meet the minimum building setbacks but conditions have been recommended that will mitigate potential impacts on adjacent properties, including building heights, design and the use of appropriate stormwater management techniques.

privacy, overshadowing and overlooking of adjoining premises; and (e) provide adequate separation and buffering between residential and non-residential premises.	
PO 5 Height The height of buildings is compatible with and complementary to the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.	✓ The development will be conditioned not to exceed 4.2 metres in height, which is consistent with the built character of the area.
PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses. Residential amenity is not compromised by the storage of domestic goods. Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.	**N/A -** The development is not for an outbuilding
PO 7 Separation from incompatible land uses Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure: (a) the future viability of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity and public safety; and (d) conflict arising from incompatible uses is minimised.	✓ • The development is co-located with other existing small-scale local service businesses and is appropriately located within the site. The development will be conditioned so as to not compromise surrounding residential and other non-residential land uses.
PO 8 Buffers Adequate buffers are provided to protect general residential uses from agricultural, transport and industrial activities. Note: a 'General residential use' has a level of assessment other than Impact Assessable in the General Residential zone. Note: Refer to *SC6.2 Planning scheme policy – Landscaping* for guidance on designing and establishing landscape buffers.	✓ • The premises is located so as to not compromise other non-residential uses, such as agricultural, transport and industrial activities.
Amenity	
Advertising signage – refer to the Operational works advertising devices code	
Heritage places – in addition, refer to the Heritage overlay code where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
PO 9 General amenity	✓

Uses other than *Accommodation activities* established in the General Residential Zone: (a) do not impact adversely on the residential amenity of the General Residential Zone; and (b) do not prejudice the landscape values of the town.	• The activity is located within an area of Roma made up of a mix of land uses that include residential, commercial and industrial activities; and • Conditions of development approval will be imposed to mitigate potential impacts on residential amenity.
PO 10 Building appearance Buildings are designed to a high aesthetic standard. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	✓ • The proposed expansion will be conditioned to use colours and materials to match in with the existing buildings on the site.
PO 11 Neighbourhood character The design of development recognises and responds to the surrounding area or neighbourhood.	✓ • The use is well established in this location and the development will be conditioned to protect neighbourhood character.
PO 12 Footpaths Footpaths are provided for pedestrian comfort.	**N/A** there is no existing footpath network along the site frontage.
PO 13 Streetscape Buildings in the General Residential Zone: (a) address the street frontage; (b) have a clearly defined front entry or entry path that is visible from the street; and (c) provide opportunities for informal surveillance of streets and other public spaces from habitable rooms.	✓ • The activity is located wholly within a local service complex that addresses the street frontage, has a clearly defined front entry path and provides opportunities for informal surveillance of Quintin Street.
PO 14 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.	In the event that cultural heritage is discovered during the establishment of the use the developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
Landscaping, privacy and fencing	
Landscaping – refer to the Operational works landscaping code	

PO 15 Landscaping Street trees and landscaping at the site shall: (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other infrastructure; and (f) maintain sight lines at intersections for traffic.	**N/A** – The site is developed and has no areas for landscaping. Street trees will be maintained.
PO 16 Privacy and screening Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.	Fencing will be provided/conditioned so that adequate screening from adjoining residential properties is achieved.
PO 17 Fencing Where uses other than *Accommodation activities* adjoin *Accommodation activities*, fencing provides separation for privacy.	✓ • Existing screen fencing is established along the side/rear property boundary where adjoining a residential use and will be maintained as part of the development.
Avoiding nuisance	
PO 18 Operating hours Uses are operated in a manner that ensures the local amenity is protected.	✓ • Conditions of development approval will restrict operating hours to 7.00 am and 8.00 pm, Monday to Saturday only, and not including Sundays or public holidays.
PO 19 Delivery of goods The loading and unloading of goods occurs at the appropriate times to protect the amenity of the area and surrounding areas.	✓ • Conditions of development approval will restrict loading and unloading of goods from 7:00 am to 6:00 pm Monday to Friday, 8:00 am to 5:00pm Saturday. No loading or unloading will be permitted on Sundays or Public Holidays. • The use does not generate more than two truck movements per week of trucks with a gross vehicle mass of 10 tonne or less; and • The use does not generate any truck movements of trucks with a gross vehicle mass of greater than

	10 tonnes.
PO 20 Noise emissions Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.	✓ • The use is unlikely to generate excessive noise; and • Conditions of development approval will require no nuisance by way of excessive noise.
PO 21 Lighting Lighting is designed in a manner that ensures ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	✓ • The use is unlikely to generate excessive lighting; and • Conditions of development approval will require that all lighting be within acceptable levels.

PO 22 Refuse storage Refuse storage areas are: (a) located in convenient and unobtrusive positions; (b) screened from the street and adjoining uses; and (c) capable of being serviced by a waste collector if required to be emptied on site.	✓ Conditions will require that refuse storage is provided on site and screened accordingly from adjoining properties and street view.
ENGINEERING	
Earthworks – refer to the Operational works excavation or filling code	
Infrastructure – refer to the Operational works infrastructure code	
Erosion Control	
PO 23 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	Conditions of development approval will ensure erosion control and silt collection.
Provision of services	
PO 24 Electricity supply Premises are provided with a supply of electricity adequate for the activity.	✓ The premises is connected to reticulated electricity infrastructure.
PO 25 Gas supply Where a reticulated gas supply is available: (a) premises are provided with a supply of reticulated gas adequate for the activity; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	✓ The development site is not located within an area serviced by Council's reticulated gas network.
PO 26 Water supply To ensure the provision of a potable and fire-fighting water supply: (a) premises are provided with a supply and volume of water adequate for the activity; and (b) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.	✓ The premises is connected to Council's reticulated water system.
PO 27 Effluent disposal To ensure that public health and environmental values are preserved: (a) all premises provide for the effective treatment and disposal of effluent and other waste water; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	✓ The premises is connected to Council's reticulated sewerage system.

Stormwater and drainage	
PO 28 Stormwater and inter-allotment drainage Stormwater is collected and discharged so as to: (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; (c) protect and maintain environmental values; and (d) maintain access to reticulated infrastructure for maintenance and replacement purposes	✓ Stormwater and inter-allotment drainage will be conditioned to be collected and discharged in accordance with the *Capricorn Municipal Development Guidelines.*
Roads and rail	
Infrastructure – refer to the Infrastructure overlay code for development in the proximity of, or potentially affecting State infrastructure.	
PO 29 Protection of State controlled roads Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.	✓ No new access is proposed as part of the development.
PO 30 Roads A sealed road is provided between the premises and the existing sealed road network.	✓ A sealed road is provided between the premises and the existing sealed road network.
Access, parking and manoeuvring	
PO 31 Vehicle access Vehicle access is provided to a standard appropriate for the use.	✓ Access to the site will continue to be provided via the existing access point on Quintin Street, which is considered appropriate for the activity. TMR have provided conditions.
PO 32 Parking and manoeuvring Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.	✓ • The activity proposes five on site car parking spaces; • All carparking, access and manoeuvring areas will be conditioned to be sealed with an impervious surface; and • Manoeuvring areas are available to allow all vehicles to drive forward when entering and exiting the site.
ENVIRONMENTAL	
Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.	
PO 33 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	• Air emissions generated from the site will be inconsequential. • Conditions of development

	approval will be included to mitigate environmental harm.
PO 34 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	**N/A** – Alternative energy solutions may be explored in the future.
PO 35 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners.	**N/A** – There will be no change to the existing method of effluent disposal and conditions have been recommended addressing stormwater runoff.
PO 36 Telecommunications facility - location *Telecommunications facilities* must be located where there is convenient access.	**N/A**
PO 37 Telecommunications facility - visual impact *Telecommunication facilities* are visually integrated with the landscape or townscape so as to not be visually dominant or unduly visually obtrusive.	**N/A**
PO 38 Utility installation Local *Utility installations* are positioned unobtrusively, and do not have undue adverse impact on their surrounds.	**N/A**

8.2.7 Infrastructure overlay code

8.2.7.1 Application

This code applies to accepted development subject to requirements and assessable development:-

(a) in the proximity of, or potentially affecting infrastructure;

(b) in the proximity of, or potentially affecting infrastructure identified in the SPP interactive mapping system (plan making); and

(c) identified as requiring assessment against the Infrastructure overlay code by the tables of assessment in Part 5 (Tables of assessment).

The purpose of the Infrastructure overlay code is to ensure that development is compatible with, and does not adversely affect the viability, integrity, operation and maintenance of, the following existing and planned infrastructure and facilities within the region:

- gas pipelines;
- major electricity infrastructure and electricity substations;

- wastewater treatment plants;
- waste management facilities;
- State controlled roads;
- railways (including cane railways); and
- stock routes.

The purpose of the code will be achieved through the following overall outcomes:-

- development over or near major electricity and existing and planned infrastructure facilities, networks and corridors are protected from incompatible development;
- development in proximity to existing and planned infrastructure facilities, networks and corridors is appropriately located, designed, constructed, and operated to:
- avoid compromising the integrity, operational efficiency and maintenance of infrastructure and facilities;
- protect the amenity, health and safety of people and property; and
- the number of people exposed to the potential adverse impacts emanating from existing and planned infrastructure facilities, networks and corridors is minimised.

The development complies with the Purpose and Overall Outcomes of the Infrastructure overlay code because;

- The application has been reviewed by the Department of Transport and Main Roads who has not raised any objection to Council approving the application.

Assessment against the design criteria of Infrastructure overlay code is provided in the table below.

THE INFRASTRUCTURE OVERLAY CODE	
for development in the proximity of, or potentially affecting infrastructure.	
Performance outcomes	**Acceptable outcomes**
Gas pipelines	
PO 1 Separation Development provides and maintains adequate separation between habitable buildings and a gas pipeline corridor so as to minimise risk of harm to people and property. Note: 'Dial Before You Dig' maintains mapping of all flow, trunk and transmission gas lines for public reference. Note: MinesOnLine Mapping System website available at http:/www.business.qld.gov.au/industry/minimg/mining-online-services/minesonlinemaps	✓ Buildings are not located within 100 metres either side of gas or oil pipeline corridors.
PO 2 Construction and operation Development, including uses and	✓

works, is constructed and operated to avoid:- (a) compromising the viability of the gas pipeline corridor; or (b) damaging or adversely affecting the existing or future operation of major gas pipelines and the supply of gas.	Buildings are not located within 100 metres either side of gas or oil pipeline corridors.
Bulk water supply infrastructure	
PO 3 Buffers Development within a water supply infrastructure buffer is located, designed and constructed to: (a) protect the integrity of the water supply infrastructure; (b) maintain adequate access for any required maintenance or upgrading work to the water supply infrastructure.	✓ Development does not involve works within a water supply infrastructure buffer.
Major electricity infrastructure and electricity substations	
PO 4 Access Earthworks do not restrict access to and along major electricity infrastructure corridors by the electricity providers, using their normal vehicles and equipment.	**N/A** – There is no earthworks proposed as part of the application.
PO 5 Erosion There is no worsening of flooding, drainage or erosion conditions affecting the bulk supply or linear infrastructure.	**N/A** – There is no earthworks proposed as part of the application.
PO 6 Separation Development maintains a safe clearance from all powerlines. Vegetated buffers adjoining an electricity transmission line easement are maintained to provide: (a) a visual buffer to the easement; and (b) a separation distance from the easement.	Conditions of development approval will require that buildings maintain the clearances required under schedules 4 and 5 of the *Electrical Safety Regulations 2013* or the current relevant standards.
PO 7 Earthworks Any earthworks are undertaken in a way which: (a) ensures stability of the land on or adjoining substations and major electricity infrastructure; (b) does not otherwise impact on the safety and reliability of the electricity infrastructure; and does not restrict the placement or use of the electricity provider's equipment.	**N/A** – There is no earthworks proposed as part of the application.

PO 6 Other services Other services and infrastructure works (such as stormwater, sewerage, water and the like) do not impact on the safety and reliability of substations or major electricity infrastructure.	✓ Development will not impact on the safety and reliability of substations or major electricity infrastructure.
PO 7 Vegetation Vegetation does not pose a risk to the safety or reliability of electricity infrastructure.	**N/A** – There is no significant plantings proposed.
PO 8 Noise emissions Development avoids noise nuisance from substations.	**N/A -** The development will not be affected by noise from substations.
Wastewater treatment plants	
PO 9 Separation Residential activities and other sensitive land uses are not adversely affected by odour emissions from existing or planned wastewater treatment plants.	**N/A** – The proposed development is not located near wastewater treatment plants
Waste management facilities	
PO7 Noise emissions Residential activities and other sensitive land uses are not adversely affected by noise emissions from existing or planned waste management facilities.	**N/A** – The proposed development is not located near a waste management facility.
State controlled roads	
PO 23 Transport noise corridors Noise sensitive developments (residential, educational and community) must ensure that road traffic noise levels are appropriately managed to achieve acceptable levels of amenity within the development.	**N/A** – The proposed development is not for a noise sensitive use.
Railways	
PO 24 Rail corridors Development adjacent to rail corridors does not prejudice the safety, speed and intended role of existing and future rail corridors. Note: Noise and vibration sensitive developments (residential, educational and community) must ensure that noise and vibration levels resulting from rail activities are appropriately managed to achieve acceptable levels of amenity within the development.	✓ The proposed development will not prejudice the safety, speed and intended role of existing and future rail corridors.
Stock routes	
PO 26 Stock routes Protect stock routes from any development that would compromise the network's primary use.	N/A - The premises do not front the stock route network.

Part 8.2.8 the Airport Environs Overlay Code

The purpose of the Airport environs overlay code is to protect and maintain the operational efficiency and safety of the Roma Airport and aviation facilities and avoid land use conflicts.

The purpose of the code will be achieved through the following overall outcomes:-

- the safety of aircraft operating within the airport's operational airspace is maintained and enhanced;

  Note—operational airspace includes the areas and vertical dimensions of an airport's obstacle limitation surface (OLS).

- sensitive land uses and other incompatible activities are appropriately located and designed to ensure that these uses and activities do not adversely impact on airport operations;

- the risk of public safety being compromised by incidents in the take-off and landing phases of aircraft operations is minimised;

- development protects aviation facilities including navigation, communication and surveillance facilities from incompatible land uses, buildings, structures and works.

The proposed development complies with the Purpose and Overall Outcomes of the Airport Environs Overlay Code because:

- The proposed building height is single storey and the proposed building is located over 5km from the airport;

- lighting and emissions from the proposed development will be inconsequential and will not impact on aircraft safety; and

- the proposed development will not interfere with aviation facilities, including navigation, communication and surveillance facilities from incompatible land uses, buildings, structures and works

Assessment against the design criteria of The Airport Environs Overlay Code is provided in the table below.

THE AIRPORT ENVIRONS OVERLAY CODE	
for areas within an area of interest of the SPP strategic airport and aviation facilities mapping	
Performance outcomes	**Acceptable outcomes**
PLANNING	
Use, density and built form	
PO 1 Height - OLS Development does not cause an obstruction or hazard to the safe movement of aircraft by any	✓ The proposed development will not cause an obstruction or hazard to the safe movement of

temporary or permanent intrusion of a physical structures into the airport's operational airspace.	aircraft because: • it is single storey; • it is located over 5 kilometres from the closest runway; and • there is no signification vegetation proposed.
PO 2 Height – Communications Development ensures that temporary or permanent physical structures located within an aviation facility's building restricted area do not interfere with the safe and continued functioning of the aviation facility.	**N/A** – the site is not located within the building restricted area of an aviation facility.
PO 3 Buffers Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife, in particular flying vertebrates such as birds or bats, in significant numbers.	✓ The proposed development will not cause an obstruction hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife because the proposed development: • does not involve the bulk handling or disposal of putrescible waste; • is not for aquaculture, intensive animal industry, animal keeping or industrial uses; • is not an outdoor recreation and entertainment activity; and • any proposed landscaping and drainage works are minor and will not attract large volumes of birds and bats.
Avoiding nuisance	
PO 4 Lighting Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the installation of external lighting that could distract or interfere with a pilot's vision, or confuse the visual identification of runway, approach or navigational lighting from the air.	• Conditions of development approval will ensure that any proposed lighting does not exceed acceptable levels or cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace.
PO 5 Particulate release Development does not cause an obstruction or hazard to the safe movement of aircraft within an airport's operational airspace through the emission of particulates, gases or other materials that may cause air turbulence, reduce visibility or affect	• The proposed development is not anticipated to release any gaseous plumes with a velocity exceeding 4.3 metres per second, smoke, dust, ash or steam or emissions with depleted oxygen content.

aircraft engine performance.	

PO 6 Noise emissions Development and land uses that are sensitive to noise interference or noise nuisance: (a) avoid noise affected areas surrounding the airport; or (b) are sited, designed and constructed to mitigate noise nuisance to acceptable levels.	**N/A** – The subject site is not located within the ANEF contour for the Roma airport.
Safety and resilience to hazards	
PO 7 Public safety Development within the public safety areas located at the end of airport runways avoids: (a) a significant increase in the number of people living, working or congregating in those areas; and (b) the use or storage of hazardous materials.	**N/A** – The subject site is not located within the Public Safety Area of the Roma Airport.

11 / 01 / 2021
Tara Twidale
PO Box 3641,
Helensvale T.C
4212

For the attention of Maranoa Regional Council
Town Planner – Christopher Tickner

Re: 2020 20214 – MCU – Warehouse – 91 Quintin Street, Roma (3RP83836)

I'd like to provide a formal submission in relation to the above-mentioned application at 91 Quintin Street, Roma.
I am the neighbouring property, at 93-95 Quintin Street, Roma and the submitter of this submission document.

The grounds for this submission are:

1. Clarity around the proposed building footprint and the set back (if any) from the boundary to the building structure, if the application is approved
2. Clarity around the building material proposed and those materials fire mitigation rating
3. Clarity around the proposed roof pitch and material, as well as adequate guttering and storm water run-off, if the application is approved
4. Clarity around proposed access during construction and any impact to the existing fence line at any time
5. Clarity around the proposed foundation, excavation and access
6. Clear understanding of the proposed construction start date if the application is successful, as well as the proposed working hours of trades, during construction
7. Clarity around what parking considerations have been made -both during construction as well as long term if the application was successful

The circumstances in support of these grounds are:

1.1 As the existing building structure is already quite close to the boundary and extends all the way to the front footpath, clarity around the proposed building structure set back (if any) from the boundary is requested to understand the proposed building footprint.

1.2 The proposed building footprint is likely to impact the existing fence structure. Clarity is sought around what allocations have been provided, for any access required during construction, the use of the existing fencing panels if not remaining in place as well as maintaining the fence line integrity during the proposed construction.

1.3 Young children and family pets are inside of the neighbouring fence line, therefor, agreed adequate, stable and secure measures would need to be put in place if the application was successful.

2.1 If the application was successful, the proposed building structure would be quite close to the neighbouring house, which is predominantly timber. Concerns around the material used and potential fire risk is significant. A rendered core filled block masonry

wall would be preferable along the proposed boundary, if the application was successful.

2.2 The aesthetic impact to the neighbouring property is also of significant consideration, when reflecting on the proposed material and the neighbouring property's facing location, veranda and front entry. The length of the building footprint is significant and is a primary visual for the residents of the neighbouring property.

3.1 Clarity is requested around the proposed roof pitch, roofing material and storm water run off and guttering allocations, as the existing structures roof line has experienced run off and left scarring and wash out, to the driveway currently in that location over previous years.

4.1 Access to the boundary is already tight down the proposed neighbouring side, so an understanding of what allocations have been made to ensure there is no impact to the existing fence line and if there is, what is proposed to ensure the integrity of a secure and stable fence line parameter.

4.2 If machinery is required to access the neighbouring property, what is the proposed method for this.

5.1 The foundation of the proposed application has potential to impede and or impact any future allocation of a garden bed or a pool being placed along the proposed boundary, so, clarity is sought to understand the impact this may have on the neighbouring property's abilities in the future.

5.2 As mentioned in points 1.2, 4.1 and 4.2, clarity is requested around what access is required for the proposed application, including the excavation of foundations.

6.1 A family with school aged children reside at the neighbouring property, so a start and finish date would help to have an understanding of the proposed works timeline. Further to this, clarity around what the proposed workdays per week and daily start and finish times are, of the trades and noise mitigation allocations.

7.1 Quintin Street has a significant blind corner as traffic comes in from the direction of Mitchell. At times when vehicles are parked in front of 93-95 Quintin Street while shopping in the existing neighbouring building, this can cause another significant blind spot in the direction of McDowall Street, thus making parking considerations essential for the safety of all traffic. Significant concerns are held for the parking considerations as well as the impact of addition trades vehicles and machinery during the proposed construction.

Thank you for your reflection of this submission.
I look forward to reaching a mutually viable outcome for this matter.

Kind regards,



Tara Twidale

2

Ken Beitz,
PO Box 68,
Roma. 4455

Re: Concerns submitted by Tara Twidale in relation to the proposed works at 91 Quintin St. Roma.

1. Side wall of proposed extension would be approximately 250mm off boundary and front will be set back 900mm. Existing fence could be reinstated if wanted.
2. The building work will conform to building and fire regulations with external walls colorbond – trimdec to match existing with 3 layers of fire check internally to give the required fire rating. If this is not acceptable, we would consider a concrete wall.
3. Roof pitch will continue at 12 deg. To give a wall height of approximately 3.0. All storm water will be channeled to street.
4. If possible, during construction we would like to be able to erect an 1800 high safety fence about 2 meters on your land. Fence would be there for approximately 3 weeks. Any existing shrubs will be reinstated.
5. If we use colorbond exterior wall the foundations will not be as severe as that used for a concrete wall and smaller machines would be used. While foundations are being excavated the machine being used would be approximately 1m on your land if this is acceptable.
6. At this time we have no idea of a starting date until all council and legal requirements are finalized.
If the application is successful, we would give at least 4 weeks notice of start date.
7. All trades people will be asked not to park in front of your property. Off street parking as required by council has beef allowed for.

Mark Beitz of MRB Contracting will be the contractor for this project and working hours will be 7am to 5pm, Monday to Friday. The day of the concrete pour, they may start at 6am.

Signed:

Ken Beitz
18/1/2021

Submission Issue	Summary of issues raised in submission	Staff comments
Clarity around the building setbacks and building footprint	*As the existing building structure is already quite close to the boundary and extends all the way to the front footpath, clarity around the structure setback from the boundary is requested to understand the building footprint.*	Should Council resolve to approve the application, conditions of development approval have been recommended to achieve the following building setbacks: • The proposed new storage shed will be a minimum of 1.5 meters from all property boundaries; and • The exterior wall of the proposed side extension shall be a minimum of 300mm from the southern property boundary and 900mm from the front (eastern) property boundary. These setbacks are consistent with setbacks ordinarily found on commercial premises and would usually be an acceptable outcome for a commercial development. In this instance however, the site is zoned for residential purposes and the prescribed setbacks in Council's planning scheme for the site, despite having been used for commercial activities for over 25 years, are reflective of anticipated residential development. Given the site has been used for commercial activities for an extended period of time, there is a reasonable expectation that from time to time the site will carry out improvements to facilitate its ongoing use for commercial activities. Provided that impacts that may result from reduced setbacks can be addressed through the imposition of relevant, reasonable and enforceable conditions, including the requirement for appropriate stormwater management techniques, appropriate building design, building height and the use of appropriate colours and materials, reduced setbacks are supportable in this location.
Clarity around the proposed	*Clarity around the building material and those materials*	Should Council resolve to approve the application, conditions

building materials	*fire mitigation rating*	of development approval have been recommended that building materials and colours used in the development are sympathetic to the prevailing character of the area and that they match in with the existing buildings on the premises. Further, the proposed structures will need to meet minimum building standards for fire mitigation as part of the building permit process. The applicant has been made aware that fire walls will need to be installed where minimum building setbacks cannot be achieved. The applicant has confirmed in their response to the submitter that all building work will comply with all building and fire wall regulations.
Clarity around the proposed roof pitch and material, as well as adequate guttering and stormwater run off	*The existing building roofline has led to runoff and scarring on the adjacent property to the south*	Conditions of development approval have been recommended that will require that the roof pitch match in with the existing roof profile to the greatest extent possible and that elevation plans showing the exterior walls/roof. Including colurs and materials, of the development are submitted to Council prior to the commencement of works. Further, conditions of development approval have been recommended that will require that appropriate stormwater management techniques are implemented to ensure no increase in impacts on surrounding properties.
Clarity around the proposed access during construction and any impacts on the existing fence line	*An understanding of what measures will be implemented to ensure no impact and the integrity of the fencing. A family with school age children are renting the house to the south and so an understanding of the start and finish dates would be helpful.*	Conditions of approval have been recommended that will require that the existing fence be maintained or in the event it is damaged/removed during construction that it is replaced after the works are complete. If the fence is removed during construction, temporary fencing has been conditioned to maintain privacy and security for the adjacent property.
Clarity around the proposed		Foundations will need to meet the required building standards

foundation, excavation, and access		as part of the building permit process. There are no material earthworks proposed as part of the development.
Clear understanding of the proposed construction start date, construction hours and timeframe	*A family with school age children are renting the house to the south and so an understanding of the start and finish dates would be helpful.*	Conditions of development approval have been recommended that will require the builder provide the adjacent land owners a construction timetable prior to the commencement of works.
Clarity around the parking arrangements during and after construction and	*Quintin Street has a significant blind corner as traffic comes in from the direction of Mitchell. At times when vehicles are parked on the street it can cause a significant blind spot. Significant concerns are held for parking arrangements both during and after construction.*	Conditions of development approval have been recommended that will require 5 on-site car parking spaces, including one PWD space, which is considered sufficient for the existing use. Conditions of development approval will also require that signage be erected prohibiting on street parking in front of adjacent properties and that visitors/customers be directed to the designated parking areas.

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 16.1 **File Number:** D21/2234

SUBJECT HEADING: Reform Procurement Policy for Increased Support for Local Business

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:
For Council to:

a) Bring local weighting increase to 20% monetary amount and;
b) Introduce a one-page feedback form to support efficient and competitive local business.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
Introduce a simple one-page completion report for all outside works first completed by the responsible Council staff and then contractor, with both sides being their view on how the job worked. These reports will form part of the selection process for future quotes, tenders, and expressions of interest, to increase local business by increased local knowledge leading to lower costs and reduced long term replacement cost for Council.

Supporting Documentation:
Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 16.2 **File Number:** D21/2244

SUBJECT HEADING: Maranoa Regional Council Register for Locally Identified Road Sides, Reserves, Council Space or Special Areas with Heritage Flora & Fauna etc.

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:
Members of the community will be able to nominate certain areas in the Maranoa before work is carried out in these areas so that they are not affected by work carried out.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
Council staff will have record of these areas before Council carry out any works that could affect these areas. This would lead to Council being supplied with a report for Council's decision where this conflicts on Council planned maintenance matters where they cannot be solved.

Supporting Documentation:
Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 27 January 2021 **Date:** 11 January 2021

Item Number: 16.3 **File Number:** D21/2263

SUBJECT HEADING: Maranoa Crime Reduction Strategy

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:
For Council to send out invitations and call on expressions of interest for suppliers to meet with Council to discuss how to cost effectively provide Wi-Fi security with cameras for all major intersections starting in the full Maranoa towns with the option for residents to be able to request for Council to provide extra security cameras for streets areas with crime problems.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
In the report I would like it to include:
Options for funds to be re-allocated from the unspent solar panel energy program (solar panels to Council buildings), to fund security camera installation Stage 1.
I would like Council to consider urgent community consultation with the public for their support or non-support for the crime reduction strategy. Clear rules that cameras may only to be accessed by police following up on crime issues.

Supporting Documentation:
Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 27 January 2021 **Date:** 12 January 2021

Item Number: 16.4 **File Number:** D21/2835

SUBJECT HEADING: Pedestrian Crossing on Wyndham Street Roma

Classification: Open Access

Councillor's Title: Cr Wendy Taylor

Executive Summary:
The purpose of this request is for Council to consider whether to add a pedestrian crossing on Wyndham Street between Woolworths and the other side.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
A report be provided to Council to seek a preliminary plan to be drafted for this location, which outlines the number of car parks that could be affected by such proposal.

Information was requested through S170A to find out if this had been suggested before by the community.

Advice will be circulated under separate cover.

Supporting Documentation:
Nil