

# BUSINESS PAPER

## Ordinary Meeting

**Wednesday 24 March 2021**

Roma Administration Centre

### NOTICE OF MEETING

Date: 17 March 2021

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

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

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

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

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on 24 March, 2021 at 9.00AM.



Julie Reitano  
**Chief Executive Officer**

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## Status Reports

### Next General Meeting

- To be held at the Roma Administration Centre on 14 April 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 Environmental Monitoring Proposal**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.2 Hibernian Hall - User Agreement Renewal**  
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 Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
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**C.6 Tabling Emailed Correspondence - Redford Road, Mungallala****Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.

**C.7 Roma Saleyards Multipurpose Facility - Structural Defects****Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(e) (i) 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; AND a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

**C.8 COVID-19 Leased Cafes, Caravan Parks, Car Hire Companies and Hibernian Hall Users****Classification:** Closed Access

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**Closure**

**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 24 March 2021

**Date:** 12 March 2021

**Item Number:** 8.1

**File Number:** D21/21338

**SUBJECT HEADING:** Reserve for Local Government - Lot 334 on SP282633

**Classification:** Open Access

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

**Original Resolution Meeting Date:** 10 May 2017

**Resolution Number:** GM/05.2017/16

**Resolution:**

***That Council:***

- 1. Investigate development of Lot 338 on WV1628 (old Police Paddock) into smaller paddocks suitable for grazing horses with costings to be considered in 2017/18 budget deliberations.***
- 2. Approve the request from the applicant to graze horses on Lot 334 on SP282633 until 30 July 2017, at which time continuation of grazing on the site will be reviewed.***
- 3. Register easements over Lot 334 on SP282633 to preserve Council infrastructure on the land being the sewerage pump station and drain.***
- 4. Advise the Department Natural Resources and Mines that Council intends to divide Lot 334 on SP282633 and retain the part of the lot adjoining Lot 220 on WV1692, with the balance of the reserve to be revoked and in turn be available for the Department to negotiate a Deed of Grant in Trust or other arrangement with the Mandandanji People.***
- 5. Advise the Department of National Parks, Sport and Racing to make application to the Department Natural Resources and Mines to acquire part of Lot 334 on SP282633 to expand its operations depot.***

**Rescission Recommendation:**

That Council Rescind Resolution Number GM/05.2017/16 stating:-

That Council:

1. Investigate development of Lot 338 on WV1628 (old Police Paddock) into smaller paddocks suitable for grazing horses with costings to be considered in 2017/18 budget deliberations.

2. Approve the request from the applicant to graze horses on Lot 334 on SP282633 until 30 July 2017, at which time continuation of grazing on the site will be reviewed.
3. Register easements over Lot 334 on SP282633 to preserve Council infrastructure on the land being the sewerage pump station and drain.
4. Advise the Department Natural Resources and Mines that Council intends to divide Lot 334 on SP282633 and retain the part of the lot adjoining Lot 220 on WV1692, with the balance of the reserve to be revoked and in turn be available for the Department to negotiate a Deed of Grant in Trust or other arrangement with the Mandandanji People.
5. Advise the Department of National Parks, Sport and Racing to make application to the Department Natural Resources and Mines to acquire part of Lot 334 on SP282633 to expand its operations depot.

**Recommendation:**

That Council:

1. Investigate development of Lot 338 on WV1628 (old Police Paddock) into smaller paddocks suitable for grazing horses with costings to be considered in 2017/18 budget deliberations.
2. Approve the request from the applicant to graze horses on Lot 334 on SP282633 until 30 July 2017, at which time continuation of grazing on the site will be reviewed.
3. Register easements over the new lots that will be created as a result of dividing Lot 334 on SP282633, for the purpose of preserving Council infrastructure on the land being the drains.
4. Advise the Department Natural Resources and Mines that Council intends to divide Lot 334 on SP282633 and retain the part of the lot adjoining Lot 220 on WV1692, with the balance of the reserve to be revoked and in turn be available for the Department to negotiate a Deed of Grant in Trust or other arrangement with the Mandandanji People.
5. Advise the Department of National Parks, Sport and Racing to make application to the Department Natural Resources and Mines to acquire part of Lot 334 on SP282633 to expand its operations depot.
6. Authorise Council's Chief Executive Officer, or delegate, to execute the easement documentation and any other related documentation required to action this Council decision.

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**Background:**

Council Resolution GM/05.2017/16 includes as point 3. Register easements over Lot 334 on SP282633 to preserve Council infrastructure on the land being the sewerage pump station and drain.

Survey work has effectively cancelled Lot 334 on SP282633 and created a new lot and plan being Lot 334 on SP308916.

Easement documentation has been prepared for signature by the Chief Executive Officer. This easement document references Lot 334 on SP308916. The original resolution did not provide the Chief Executive Officer with approval to execute documents necessary to register easements over Lot 334 on SP308916.

The sewerage pump station on the land was separately dealt with, by Council purchasing the land the pump station is located on as per State Government Policy.

**Supporting Documentation:**

Nil

**Notice prepared by:**

Manager - Facilities (Land, Buildings & Structures)

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 16 February 2021

**Item Number:** 11.1

**File Number:** D21/13169

**SUBJECT HEADING:** Policy Review - Advertising Spending

**Classification:** Open Access

**Officer's Title:** Communications Officer - Infrastructure Services

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### **Executive Summary:**

It is a legislative requirement for Council to have a policy regarding advertising spending.

The Advertising Spending Policy has been reviewed and is tabled for Council consideration.

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

That Council adopt the 'Advertising Spending Policy' as presented.

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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
Nil	

### **Context:**

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

It is a legislative requirement for Council to have a policy regarding advertising spending.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The 'Advertising Spending Policy' was adopted at the Ordinary Meeting of 10 February 2016 (and previous to that, at the Ordinary Meeting of 25 May 2011).

Upon review, minor amendments have been made to the policy, without changing its intent.

**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)

Section 197 of the *Local Government Regulation 2012* requires that all Councils adopt policies relating to advertising expenditure. This is to ensure that money spent on advertising is in the public interest.

*S197 (1) of the Local Government Regulation 2012 provides that:*

- (1) *A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).*

**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)

Dale Waldron - Manager, Communication, Information & Administration Services  
Sharon Frank – Director, Corporate and Community Services

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

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)

Council officers who book advertising through the Communications team.

### Risks:

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

Risk	Description of likelihood & consequences
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 adopt the 'Advertising Spending Policy' as presented.

### Recommendation:

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

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

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

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

That Council adopt the 'Advertising Spending Policy' as presented.

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

### Supporting Documentation:

1	DRAFT Advertising Spending Policy	P21/3
2	CURRENT Advertising Spending Policy - Adopted	D17/7044
	10.02.2016 GM/02.2016/04	

### Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

## 1. Policy Purpose

An Advertising Spending Policy is a statutory policy adopted by Council in accordance with section 197 of the *Local Government Regulation 2012*.

The purpose of this policy is to provide a framework for the management of expenditure on advertisements placed by Council in various mediums and to ensure the advertising is in the public interest.

## 2. Policy Scope

This policy applies to all of Maranoa Regional Council's activities. All Councillors and Council officers are responsible for ensuring this policy is understood and adhered to at all times.

## 3. Definitions

Advertising: is defined as 'promoting to the public an idea, good or service by using a medium commonly used for promoting ideas, goods or services and for which a fee is paid.

Advertising Expenditure: is any expenditure on advertising.

Medium: commonly used media for advertising – can consist of magazines, newspapers, websites, social media, radio, television and products such as magnets and brochures.

## 4. Policy Details

Section 197 of the *Local Government Regulation 2012* requires that all Councils adopt policies relating to advertising expenditure. This is to ensure that money spent on advertising is in the public interest.

### 4.1 Principles of Advertising Expenditure

Advertising should be used where the purposes of Council or the benefit of the community is advanced. It should not be used to promote the particular achievements or plans of particular Councillors or groups of Councillors. In particular advertising that is paid for by the Council should not be used to influence the voters in an election.

Section 197 of the *Local Government Regulation 2012* states that Council may spend money on advertising only if:

1. the advertising is to provide information or education to the public; and
2. the information or education is provided in the public interest.



All advertising expenditure must be:

1. Reasonable and appropriate to Council's business;
2. For official Council purposes only and incurred in providing a service in the public interest;
3. Properly documented and available for internal and external scrutiny, including the provision of detailed tax invoices, invoices and receipts;
4. In accordance with all other related policies, procedures and practices;
5. **Approved** for in a **work program /** budget and be authorised in accordance with Council's normal accounting financial management procedures.

## 4.2 Appropriate Expenditure

Appropriate expenditure may include:

1. Advising and informing the public of a new or continuing service or facility provided by Council;
2. Advising the public about changes to an existing service or facility provided by Council;
3. To increase the use of a service or facility provided by Council;
4. To inform and request change in the behaviour of the public for the benefit of all or some of the community or to achieve the objectives of a Council policy or program;
5. To advise the public of the time, place and content of scheduled Council meetings;
6. To advise and explain to the public decisions made by Council;
7. To request comment on proposed policies or activities of Council;
8. To effectively engage with the Community as part of Council's Community Engagement Policy;
9. To promote the Maranoa region; and
10. To comply with applicable legislation.

## 4.3 Inappropriate Expenditure

In accordance with section 90D of the *Local Government Act 2009*, Councillors and Council officers shall not publish anything that may influence an elector about voting in an election or affect the result of an election.

#### **4.4 Guidelines for Advertising Spending**

All expenditure on advertising must be approved by the Chief Executive Officer or delegate.

All officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations and Council's Procurement Policy, and must ensure that:

1. It is for official purposes and falls generally within the type of advertising listed in this policy;
2. It is properly documented with the purpose identified;
3. The documentation is available for scrutiny by both internal and external audit;
4. It appears appropriate and reasonable and can withstand the 'public defensibility test' and
5. It is in accordance with Council's budget and appropriate communications plan.

#### **5. Related Policies and Legislation**

Local Government Act 2009  
Local Government Regulation 2012  
Community Engagement Policy  
Procurement Policy

## COUNCIL POLICY: ADVERTISING SPENDING

**1. Policy Purpose**

The purpose of this policy is to provide a framework for the management of expenditure on advertisements placed by Council in various mediums, to ensure the advertising is in accordance with the public interest and complies with the requirements of section 197 of the Local Government Regulation 2012.

**2. Policy Scope**

This policy applies to all of Maranoa Regional Council's activities. All Councillors and Council officers are responsible for ensuring this policy is understood and adhered to at all times.

**3. Definitions**

Advertising: is defined as 'promoting to the public an idea, good or service by using a medium commonly used for promoting ideas, goods or services and for which a fee is paid.

Advertising Expenditure: is any expenditure on advertising.

Medium: commonly used media for advertising – can consist of magazines, newspapers, websites, social media, radio, television and products such as magnets and brochures.

**4. Policy Details**

The Local Government Regulation 2012 section 197 requires that all Councils adopt policies relating to advertising expenditure. This is to ensure that money spent on advertising is in the interest of the public.

**4.1 Principles of Advertising Expenditure**

Advertising should be used where the purposes of Council or the benefit of the community is advanced. It should not be used to promote the particular achievements or plans of particular Councillors or groups of Councillors. In particular advertising that is paid for by the Council should not be used to influence the voters in an election.

Local Government Regulation 2012 section 197 states that Council may spend money on advertising only if:

1. the advertising is to provide information or education to the public; and
2. the information or education is provided in the public interest.

## COUNCIL POLICY: ADVERTISING SPENDING



All advertising expenditure must be:

1. Reasonable and appropriate to Council's business;
2. For official Council purposes only and incurred in providing a service in the public interest;
3. Properly documented and available for internal and external scrutiny, including the provision of detailed tax invoices, invoices and receipts;
4. In accordance with all other related policies, procedures and practices;
5. Proved for in a budget and be authorised in accordance with Council's normal accounting financial management procedures.

#### 4.2 Appropriate Expenditure

Appropriate expenditure may include:

1. Advising and informing the public of a new or continuing service or facility provided by Council;
2. Advising the public about changes to an existing service or facility provided by Council;
3. To increase the use of a service or facility provided by Council;
4. To change the behaviour of the public for the benefit of all or some of the community or to achieve the objectives of a Council policy or program;
5. To advise the public of the time, place and content of scheduled Council meetings;
6. To advise and explain to the public decisions made by Council;
7. To request comment on proposed policies or activities of Council;
8. To effectively engage with the Community as part of Council's Community Engagement Policy;
9. To promote the Maranoa region; and
10. To comply with applicable legislation.

#### 4.3 Inappropriate Expenditure

In accordance with section 90D of the Local Government Act 2009, Councillors and Council Officers shall not publish anything that may influence an elector about voting in an election or affect the result of an election.

## COUNCIL POLICY: ADVERTISING SPENDING

**4.4 Guidelines for Advertising Spending**

All expenditure on advertising must be approved by the Chief Executive Officer or delegate.

All Officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations under Council's Procurement Policy and must ensure that:

1. It is for official purposes and falls generally within the type of advertising listed in this policy;
2. It is properly documented with the purpose identified;
3. The documentation is available for scrutiny by both internal and external audit;
4. It appears appropriate and reasonable and can withstand the 'public defensibility test' and
5. It is in accordance with Council's budget and appropriate communications plan.

**5. Related Policies and Legislation**

Local Government Regulation 2012  
Local Government Act 2009  
Community Engagement Policy  
Procurement Policy

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 5 March 2021

**Item Number:** 11.2

**File Number:** D21/19020

**SUBJECT HEADING:** Request for use - Injune Rodeo and Cutting grounds

**Classification:** Open Access

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

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### **Executive Summary:**

The Centenary of Injune will be in June 2022. Cultural Heritage Injune Preservation Society (CHIPS) are requesting in-kind assistance for the use of the Injune Rodeo and Cutting grounds for the weekend of 18-19 June 2022 to conduct a cattle sale during Centenary celebrations.

There will be further requests for Council assistance for the Injune Centenary, however this request requires some urgency due to the project not being able to be commenced until a resolution can be provided to local stock agents to start the process to arrange the cattle sale.

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

That Council:

1. Approve use of the Injune Rodeo and Cutting grounds for the Cultural Heritage Injune Preservation Society to conduct a cattle sale during Centenary celebrations on 18-19 June 2022.
  2. Request Cultural Heritage Injune Preservation Society provide a copy of their Public Liability Insurance Certificate
  3. Be acknowledged (where possible) in all forms of advertising and media in relation to and during the event.
- 

### **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).

Injune and District Community members and Visitors to the region.

### **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
CHIPS	Cultural Heritage Injune Preservation Society

**Context:**

*Why is the matter coming before Council?*

The Centenary of Injune will be in June 2022. Cultural Heritage Injune Preservation Society (CHIPS) are requesting in-kind assistance for the use of the Injune Rodeo and Cutting grounds for the weekend of 18-19 June 2022 to conduct a cattle sale during Centenary celebrations.

There will be further request for Council assistance for the Injune Centenary, however this request requires some urgency due to the project not being able to be commenced until a resolution can be provided to local stock agents to start the arrangements for the cattle sale.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

CHIPS are in the planning stages of the town centenary with many proposed events and projects underway such as the writing of the Centenary book on which Council has provided financial support of \$11,000 which was provided in three milestone payments as per Council resolution **GM/03.2019/37**.

Council staff will meet with CHIPS in the near future to discuss further assistance required from Council and to remain updated on future planning of the event.

**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)

This request for In Kind is in line with Council's Community Grants & In Kind Non - Financial Assistance policy as it is a community Event and will be hosted by a community group which is providing a direct benefit to residents of the Maranoa.

4.3 What is eligible?	
Projects, activities and/or event that meet at least one of these grant categories:	<ul style="list-style-type: none"> <li>Community Development</li> <li>Community Events</li> <li>Culture &amp; Heritage</li> <li>Sport &amp; Recreation</li> <li>Environment</li> <li>Economic Development</li> </ul>
Eligible activities and events will include, but are not restricted to:	<ul style="list-style-type: none"> <li>One off events and activities</li> <li>Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region</li> <li>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</li> <li>Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region</li> <li>Building and development application/inspections and/or water sewerage and gas connection fee waiver</li> </ul>

### 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)

Gavin Pallaisier – Maintenance Officer / Team Coordinator of Facilities

### Funding Bodies:

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

N/A

### This Financial Year's Budget:

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

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

N/A

### Future Years' Budgets:

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

This fee waiver will be accounted for in the 21-22 financial year, approximately \$1524.00 which includes the hire for 4 days with electricity costs. This can be allocated to the In Kind Minor General Ledger 2887.2246.2001 once the 21-22 budget is adopted by Council.

### Impact on Other Individuals or Interested Parties:

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



Injune and District Community members and visitors to the region.

**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 approving the request	Chips may have to cancel this component of the Injune Centenary which would impact the event.

**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 request is in line with Councils Community Grants & In Kind Non-Financial Assistance policy as the event is a community event and is hosted by a community group which will benefit the residence of the Maranoa and will provide the Maranoa with a two day event that will highlight the regions history.

**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 use of the Injune Rodeo and Cutting grounds for the Cultural Heritage Injune Preservation Society to conduct a cattle sale during Centenary celebrations on 18-19 June 2022.
2. Request Cultural Heritage Injune Preservation Society provide a copy of their Public Liability Insurance Certificate
3. Be acknowledged (where possible) in all forms of advertising and media in relation to and during the event.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

**Supporting Documentation:**

- |   |   |           |
|---|---|-----------|
| 1 | Email from Chips - RE requesting use of the Injune Rodeo and Cutting Grounds - 16.03.2021 | D21/22159 |
| 2 | Action Sheet - GM/03.2019/37 - CHIPS - Injune Centenary Book 2022                         | D20/38451 |

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**From:** CHIPS Injune <[chips.injune@gmail.com](mailto:chips.injune@gmail.com)>  
**Sent:** Tuesday, 2 February 2021 11:34 AM  
**To:** Office of the CEO <[ceo@maranoa.qld.gov.au](mailto:ceo@maranoa.qld.gov.au)>  
**Subject:** Injune Centenary

Dear Julie,

The Centenary of Injune will be in 2022.

At the moment we are in the planning stage for this major milestone of the town.

The Injune Cup Race day on the 11th June will be the beginning of the celebrations. The Race Club have agreed to make this a centenary meeting with period dress.

We are planning a Trail Ride and campout in Lonesome National Park which will be a 2day event.

We will have smaller events during the week for visitors who will be here for the week, the plans for this are still to be worked out.

A cattle sale

The weekend of the 18th/19th will be the major celebrations with the launch of the Centenary Book, Opening of the Museum, Street Parade, displays of campdrafting, timber cutting, dog trails, rodeo events, sheep shearing all of which have played a big part in the history of the town.

As you can see this will be major for the town and we hope Council will be able to assist us with these celebrations eg an event assistant, Logistics etc.

We are seeking permission from Council for the use of the saleyards/Rodeo Grounds to hold the cattle sale.

Thank You.

Regards,

Janice Humphreys,  
Secretary CHIPS.

# FOR ACTION

GENERAL

13/03/2019

TO: Local Development Officer - Injune (Kim Green)

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**Subject:** Cultural Heritage Injune Preservation Society (CHIPS) - Injune Centenary Book 2022  
**Target Date:** 25/03/2019  
**Notes:**  
**File Reference** SF13/423 D19/16622

---

Resolution No. GM/03.2019/37

Moved Cr Chandler

Seconded Cr Golder

That Council:

1. Provide the funds from the 2018/19 budget (WO 19823 – History of Injune and Surrounds) to Cultural Heritage Injune Preservation Society (CHIPS), via the auspicing body Advance Injune, for payment of services to a professional historian to commence work on a written history.
2. Allocate the funds over two financial years in three milestone payments:
  - First instalment = \$2,000
  - Second instalment = \$7,000
  - Third and last instalment = \$1,500
3. Allocate \$500 from the Injune General Operations budget WO14829.2539 to the project.

CARRIED

8/0

[Open Item in Minutes](#)

---

This action sheet has been automatically produced by Executive Services using **InfoCouncil**, the agenda and minutes database.

**Please complete all subsequent notes in relation to this action in InfoCouncil.**

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 18 February 2021

**Item Number:** 11.3

**File Number:** D21/13745

**SUBJECT HEADING:** Unaddressed Mail Policy

**Classification:** Open Access

**Officer's Title:** Communications Officer - Infrastructure Services

---

### **Executive Summary:**

Council distributes several documents, including newsletters and brochures through Australia Post to deliver to the Maranoa community.

An unaddressed mail policy has been drafted for Council's review. The purpose of this policy is to establish clear guidelines for Council officers when organising bulk, unaddressed mail from Council to Maranoa householders.

Unaddressed mail is mail items that do not feature the householder's address.

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

That Council adopt the Unaddressed Mail Policy as presented.

---

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

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

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

Nil

### **Acronyms:**

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

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

Acronym	Description
Nil	

### **Context:**

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

Council requested the development of a policy in relations to all mail outs for Council information going forward (as per Resolution No. OM/05.2020/79).

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At an Ordinary Meeting held on 27 May 2020 Council resolved the following:

**Resolution No. OM/05.2020/79**

**That Council:**

1. Inform the Surat community of this restriction and all other matters through the previous resolution through a letter drop through the Surat Post Office.
2. Investigate development of a policy in relation to all mail outs for Council information going forward, and it be presented at an upcoming Council meeting.

**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)

Dale Waldron - Manager - Communication, Information & Administration Services

Sharon Frank - Director - Corporate & Community Services

Michelle Filan - Governance Officer

**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)

Council officers who book unaddressed mail outs.

### 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 adopt the Unaddressed Mail Policy as presented.

### Recommendation:

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

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

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

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

That Council adopt the Unaddressed Mail Policy as presented.

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

### Supporting Documentation:

[1](#) DRAFT - Unaddressed Mail Policy

P21/2

### Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

## 1. Policy Purpose

The purpose of this policy is to establish clear guidelines for Council officers when organising bulk, unaddressed mail from Council to Maranoa householders.

## 2. Policy Scope

This policy applies to all unaddressed mail from Council.

## 3. Definitions

### UNADDRESSED MAIL

Mail items that do not feature the householder's address.

### COUNCIL OFFICERS

All of Council employees (including casual and part-time employees), volunteers, contractors and trainees.

### LICENSED POST OFFICE (LPO)

LPOs may be run solely as a Post Office or in conjunction with another business, such as a newsagency or convenience store.

LPOs must offer a range of Australia Post products and services, including mail acceptance and processing, postage stamps, money orders, bill payment and banking.

The Maranoa comprises of five LPOs – including Injune, Mitchell, Surat, Yuleba and Wallumbilla.

### POST SHOP

Post Shops are solely Post Offices. They offer Australia Post products and services, as well as extra appointments (Australian Passports, Australian Taxation Office Individual Tax File Number Services, Onsite Track Easy Rail Safety Worker Cards). They are also used for deliveries.

The Maranoa region has one Post Shop – Roma.

*Please note: There are some instances where the Roma Post Shop must be used to reach outlying areas that border other regions. An example of this, is to reach a number of households in the south western part of the region, lodgements must be made at Roma to go through the Bollon LPO (as it is outside of the Maranoa).*

## 4. Policy Details

### 4.1 Guidelines

Unaddressed mail outs from Council, pertaining to Council information, are to go through the relevant Local Post Office and/or Post Shop.

For example, if wanting to reach residents in Mitchell and surrounds, the unaddressed mail is to be organised through the Mitchell LPO. Likewise, if the Injune community were the targeted audience, the Injune LPO is to be used.



#### **4.2 Targeted small-scale Mail Outs**

Mail out volumes of under 50 may be delivered by hand by the relevant crew (if available) or through the relevant Local Post Office and/or Post Shop e.g. for planned water or gas interruptions and road works).

#### **4.3 Locality Mail Outs**

Mail outs targeting specific localities (for example – Surat and surrounds), are to be lodged with the relevant Local Post Office and/or Post Shop. The individual LPO is to determine whether the booking is to be made over the counter, or via Australia Post online.

#### **4.4 Region-wide Mail Outs**

Region-wide, unaddressed mail outs from Council are to be booked online with Australia Post with each individual LPO (for Injune, Mitchell, Surat and Yuleba localities) and post shop (for the Roma area, and any outlying localities not included with the LPOs – for example, Bollon).

### **5. Related Policies and Legislation**

Nil.

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 9 March 2021

**Item Number:** 12.1

**File Number:** D21/20278

**SUBJECT HEADING:** Capital Project Amendment - Surat Potable Water Intake Pump and Switchboard

**Classification:** Open Access

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

---

### **Executive Summary:**

The 2020-21 approved capital works program includes the replacement of two pumps for the potable water intake in Surat and introducing two variable speed drives. These drives cannot fit in the existing electrical switchboard and a new switchboard is recommended.

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

The Council:

- Note the contents of this report.
- Approve an additional \$90,000 for project Potable Surface Water Intake Pumps and VSD Surat (WO2220) to include a new switchboard to be installed.
- Transfer the additional funds from Water Reserves.

---

### **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
AMP	Asset Management Plan
VSD	Variable speed drive

### **Context:**

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

This report recommends the installation of new switchboard for these pumps, which is not an approved project and requires Council endorsement.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Last financial year Council replaced the Surat pumps used to take water from the river for raw water use. The 2020-21 approved capital works program includes a project to replace the pumps that take water from the river for potable use.

This project includes the introduction of VSD's, which control the pump rate of the pumps. This will allow the pumps to be slowed down when the raw water is dirty, such as after a storm event, allowing the treatment processes to better cope with treating the water and wasting less water to discharge.

The existing switchboard is within the well of the pump intake structure, which is not ideal, making access difficult and requiring confined space permits for accessing it. The switchboard is also reasonably small and will not have room for the installation of the 2 new VSD's.

The current switchboard is old and earmarked for replacement in 2026/27 in the AMP, at a cost of \$80,000.

The successful quote for the pumps and VSD's includes the provision of separate housing for the VSD's at a cost of approximately \$20,000. This money would be better spent on installing the switchboard now, with room for these VSD's and not having a separate housing.

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

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

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

N/A

**Council Policies or Asset Management Plans:**

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

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

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

The replacement of these pumps and the switchboard was identified in the Water Network AMP.

**Input into the Report & Recommendation:**

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

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

Team Coordinator - Projects & Compliance WSG – reviewed this report and supports the recommendations.

**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?*

An additional \$90,000 is required and recommended to be funded from the Water Reserves.

### **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 switchboard project is brought forward and will no longer be required in 2026/27.

### **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
Council does not approve funding the switchboard now	The switchboard project would then be put forward in next year's budget deliberations, delaying this pump replacement project by one year.

### **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 pumps are old and could potentially fail and their replacement should not be delayed. It is recommended to install the switchboard now and save the cost of paying for an additional housing unit, or else delaying the replacement pump project to next year.

### **Recommendation:**

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

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

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

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

The Council:

- Note the contents of this report.
- Approve an additional \$90,000 for project Potable Surface Water Intake Pumps and VSD Surat (WO2220) to include a new switchboard to be installed.
- Transfer the additional funds from Water Reserves

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

**Supporting Documentation:**

Nil

**Report authorised by:**

Program Funding & Budget Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 5 March 2021

**Item Number:** 12.2

**File Number:** D21/18754

**SUBJECT HEADING:** Community Roads Safety Grants

**Classification:** Open Access

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

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### **Executive Summary:**

The Community Road Safety Grants provide an opportunity for community organisations to support road safety initiatives that drive a change in behaviours and attitudes to road safety in local Queensland communities.

The latest round of the Community Road Safety Grants Program is now open. This report provides Council with an overview of the program and a recommendation to provide a submission prior to the grant application close date on 9 April 2021.

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

That Council:

1. Submit an application for funding under the Community Road Safety Grants for the development of an awareness video regarding some unique risks associated with driving on roads in the Maranoa Region, and greater South Western Queensland, with a particular focus on run-off road type crashes.
2. Authorise the Chief Executive Officer, or delegate, to sign the funding application and supporting documentation as required.
3. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement as required if the project 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).

General community and road users

### **Acronyms:**

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

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

Acronym	Description
CRSG	Community Road Safety Grant

## Context:

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

The latest round of the Community Road Safety Grants Program is now open. This report provides Council with an overview of the program and seeks Council's consideration to provide a submission under this program.

## Background:

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

(Succinct overview of the relevant facts, without interpretation)

The Community Road Safety Grant (CRSG) provides an opportunity to support road safety initiatives that drive a change in behaviours and attitudes to road safety in local Queensland communities.

The CRSG supports Queensland Communities with the development and delivery of effective road safety education and awareness initiatives.

Funding is available up to \$20,000 (excluding GST) per application.

Organisations will be given up to 12 months to complete their approved grant.

## Funding Priorities

### Funding priorities

The Selection Committee will consider each grant application on its individual merits. An application will be considered a higher priority for funding if it addresses the targeted behaviours **and/or** specific road user groups listed below.

#### Targeted behaviours

- Speeding
- Drink and drug driving
- Fatigue
- Distraction
- Not wearing a seatbelt
- Obeying road rules

#### Specific road user groups

- Young drivers
- Children, particularly those aged 0 to 5 years and 12 to 15 years old
- Pedestrians
- Bicycle riders
- Motorcyclists
- Older road users (65+)

The recommendation refers to the development of an awareness video regarding some unique risks associated with driving on roads in the Maranoa Region, and greater South Western Queensland, with a particular focus on run-off road type crashes. Refer Input into the Report & Recommendation section of this report for more details on run-off road type crashes.

It would be proposed that the awareness video be prepared in the form of a "sketch video". Sketch videos are a form of communication where images and text are drawn on a page while a message is being communicated – generally by voice over. Sketch videos can be an extremely effective way of captivating and engaging an audience, while delivering what can be a complex topic, in a very simple manner.

Below is a couple of screenshots from a sketch video.



**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)

Applications will need to align with the grant guidelines including eligibility, assessment criteria and submission dates.

The proposed recommendation is also consistent with the provisions of the Local Government Act 2009, namely those under Section 12(1) and 12(3)(b) - Responsibilities of Councillors.

For completeness, an extract of this section has been included below.



## 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.

Page 28

Current as at 4 December 2020

Authorised by the Parliamentary Counsel

Local Government Act 2009  
Chapter 2 Local governments

[s 12]

- (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.

### **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)

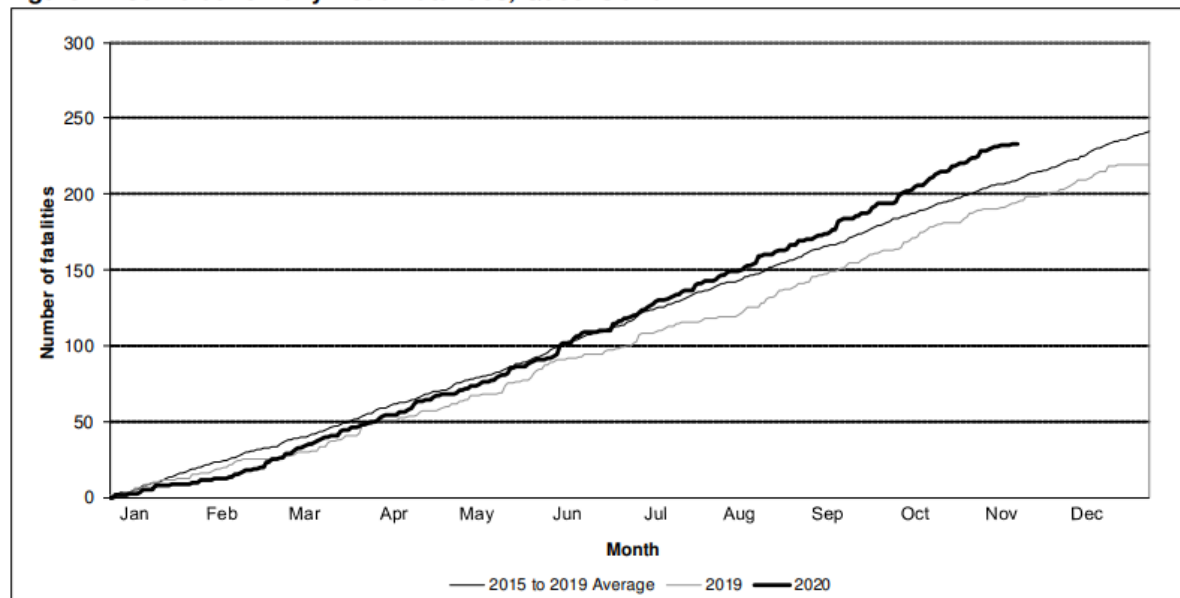
#### Staff

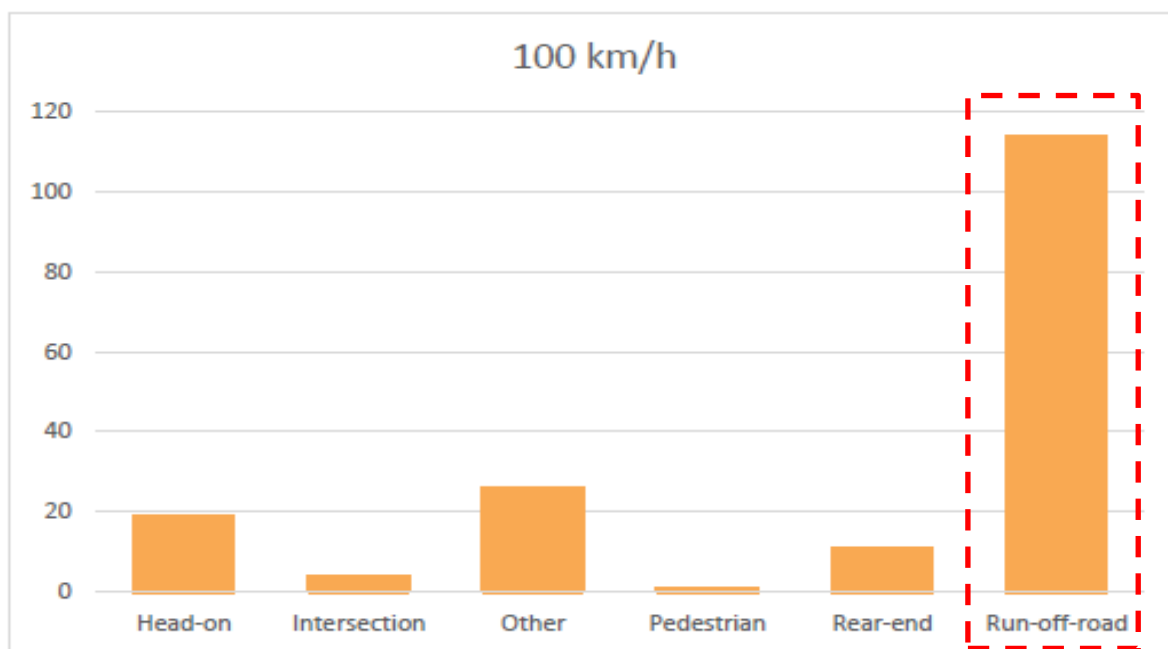
- Program Funding and Budget Coordinator
- Acting Director – Infrastructure Services

#### Statistics

- Road safety statistics, both at a state and regional level, have formed a critical input into the report and recommendation.
- As discussed previously with Council, the cumulative daily road fatalities for 2020 are well in advance of the average over the last five (5) years, being between 2015 to 2019. This is illustrated in Figure 1 below.
- The second of the figures (on the page following) shows crash type by numbers of serious injury and fatal in environments where the speed limit is 100km/hr (i.e. rural roads). This data is specifically for the Maranoa Region, and again includes data from the last five (5) years. As shown from the graph, run-off road crash types are a significant contributor to serious injury and fatalities on the rural roads in the Maranoa.

**Figure 1: Cumulative Daily Road Fatalities, Queensland**





### 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 Community Road Safety Grant is a program offered by the Queensland Government, and administered by the Department of Transport and Main Roads.

If successful, the approved grant will need to be completed within 12 months.

### 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 – successful grant applications are not expected to be announced until July 2021.

### 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 funding does not require a co-contribution from Council therefore no impact to 2021-22 budget. If successful, the full allocation of \$20,000 would be provided by the Queensland Government.

Council would provide in-kind support through the provision of an existing staff member to oversee the delivery of the project.

### 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 community and road users within the Maranoa Region.

Industries operating in the Maranoa that may be able to use the proposed video (i.e. CGS, tourists / caravans etc.)

### 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	Missed opportunity to apply for funding for the development and delivery of effective road safety education and awareness initiatives in our 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)

As Councillors, there is a number of ways to help influence improved road safety in the Maranoa. Some of the ways to achieve this can be:

- ✓ Increase Community Awareness;
- ✓ Policy Consideration and Development;
- ✓ Development and Approval of Operational Plan and Annual Budgets;
- ✓ Support Participation in Funding Opportunities;
- ✓ Advocacy to Other Levels of Government and Industry;
- ✓ Appreciation of Practical/Prioritised Application of Road Safety Initiatives.

Notwithstanding the above, it is important to understand the facts so that efforts can focus on the core issues and emerging trends.

Given the funding opportunity presented, it would be encouraged that Council consider adopting the recommended nomination as presented.

### Recommendation:

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

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

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

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

That Council:

1. Submit an application for funding under the Community Road Safety Grants for the development of an awareness video regarding some unique risks

associated with driving on roads in the Maranoa Region, and greater South Western Queensland, with a particular focus on run-off road type crashes.

2. Authorise the Chief Executive Officer, or delegate, to sign the funding application and supporting documentation as required.
3. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement as required if the project is successful.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 9 March 2021

**Item Number:** 12.3

**File Number:** D21/19835

**SUBJECT HEADING:** Asset Management Plan - Water Network,  
Revision 4 - March 2021

**Classification:** Open Access

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

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### **Executive Summary:**

Council is responsible for the management of 275 kilometres of water main and associated infrastructure with a replacement value of \$82,421,884. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision provides more accurate renewal data and updates the capital upgrades required. It also incorporates the Injune and Surat Water Strategies.

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

That Council:

1. Receive the Water Network Asset Management Plan (AMP) Rev 4 as presented.
  2. Endorse the Water Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
  3. Consider the Water Network AMP in parallel with budget preparation
- 

### **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 AMP addresses issues that affect all of the communities that have water supply networks.

### **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

**Context:**

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

The AMP provides direction for the water network for the next 10 years including the costs associated with this. The contents and costs need to be endorsed by Council to allow them to be considered in future budget preparations.

Copies of the draft plan will be provided under separate cover.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Council endorsed the previous version of this AMP on 24 January 2020.  
GM/01.2020/74.

In this review, the following items were addressed:

- Update of projects to include those from the Injune and Surat Water Strategies.
- Update of renewals in preparation of budget recommendations for next financial year.
- Updated appendices to address items identified in the previous improvement plan.
- A table was created of additional capital works under section 5.5.2, that had not been detailed previously.
- The risk section was updated to reflect the impact on risks due to projects that were delayed.

**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 an Asset Management Policy and this AMP falls under that 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)

Team Coordinator - Operations & Maintenance Water / Sewerage – input was sought on capital works and renewals.

Team Leaders WSG – input was sought from all the Team Leaders WSG on planned works and renewals.

Team Coordinator - Projects & Compliance WSG – reviewed the draft document and provided input.

### 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 AMP identifies that the ten year program cannot be achieved without external funding, unless the water charges are increased significantly.

### This Financial Year's Budget:

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

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

N/A

### Future Years' Budgets:

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

The AMP feeds directly into the budget preparation process and will be referred to for maintenance and operational costs as well as identifying upgrades and renewals in this and future budget preparation exercises.

### 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 Injune and Surat communities will benefit from the water strategies if these are implemented.

### 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 not endorsing AMP revision	The budget preparation will be carried out with costings that are out of date and could lead to insufficient budgets being approved to carry out necessary works.

### 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 AMP is an accurate reflection of the requirements at this time with the information to hand. Funding will be an issue and this is acknowledged in the AMP, but the required budgets need to be highlighted in order to work towards the optimum solution. Council should therefore endorse this AMP to allow planning to proceed towards implementing it.



**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. Receive the Water Network Asset Management Plan (AMP) Rev 4 as presented;
2. Endorse the Water Network AMP for inclusion in the Local Government Infrastructure Planning documentation; and
3. Consider the Water Network AMP in parallel with budget preparation.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

1.1.5 Monitor the condition of the water network, plan and undertake maintenance, renewal and upgrade works through the 10 year asset management plan and annual budget process.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 12 March 2021

**Item Number:** 12.4

**File Number:** D21/21253

**SUBJECT HEADING:** Request for Participation - World Haemophilia Day 2021

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received a request from the Haemophilia Foundation Queensland inviting Council to participate in raising awareness of World Haemophilia Day, on 17 April 2021.

On this day, organisations are being asked to "*Light It Up Red*", to indicate support and raise community awareness.

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

That Council:

1. Note the email from the Haemophilia Foundation Queensland requesting Council's support for World Haemophilia Day.
2. Support World Haemophilia Day by amending the variable street tree lighting in McDowall Street Roma to display red only on the 17 April 2021.
3. Distribute a media release to inform the community of the reason behind the red colour change in the tree lighting.

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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).

Haemophilia Foundation Queensland

### **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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CBD	Central Business District
WFH	World Federation of Haemophilia

**Context:**

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

Council has been approached by the Haemophilia Foundation Queensland, requesting Council consider participating in “*Light It Up Red*”, in recognition of World Haemophilia Day on 17 April 2021.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The World Haemophilia Day is on 17 April and provides an opportunity for families and friends, colleagues and caregivers, to raise awareness and increase support for those living with an inherited bleeding disorder. World Haemophilia Day is about bringing the global bleeding disorders community together.

Haemophilia Foundation Queensland declared the COVID-19 pandemic having a major impact on people with a bleeding disorder, the foundation believes that objective has never been more important as the world has changed greatly over the last year, but one thing has not: “We are still in this together, and we will always be stronger together as a community”.

World Haemophilia Day was started in 1989 by the World Federation of Haemophilia which chose to bring the community together on April 17 in honour of WFH founder Frank Schnabel’s birthday.

About 1 in 10,000 people have Haemophilia. 1 in 10,000 is considered a very small number, however as Haemophilia is a lifelong condition that cannot be cured, the organisation is focused on the need to raise public awareness and believe the “*Light It Up Red*” for all bleeding disorders is an excellent opportunity to do this.

The group report they have seen amazing participation by both the Community and partners over the past few years supporting the initiative, landmarks and monuments around the world are changing their lighting to red on April 17.

**Request Options**

Council officers have previously investigated requests similar to this and the impacts associated with the request and key findings are detailed below.

▪ **Street Lighting**

Previously Council resolved not to amend the street lighting given the prime function of the lights and officers recommended against using these lights as a way of supporting the event.

▪ **Festoon Lighting**

Previously Council resolved not to consider this option given the costs associated with amending the lighting colours, it was recommended that lower cost alternatives be considered as a preference.

- **Street Tree Lighting**

Street Tree Lighting system installed at the base of the trees in the Roma CBD allows the multi coloured LED lighting to cycle. One of the lights in the colour cycle is **Red**. Council staff can alter the lighting to a number of different configurations, including maintain a single colour for a set duration.

Investigations considered this action as achievable, low cost and currently able to be implemented without any future budget allocation.

Council has previously resolved to amend the colour of the tree lighting in support of community groups and their respective causes.

**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  
Asset Officer – Transport Network (Author of report)  
Manager Haemophilia Foundation Queensland

**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?***

As presented, there will be no financial impact from the recommendation. The staff time required to make the adjustment of the light cycle on the street trees or

generating the media release; is likely to be minimal and it would be the intention that this time would be completed as part of day-to-day operations.

### 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)

Haemophilia Foundation Queensland

### 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
Decline to participate in the event altogether	Likely – as the local government of the regional, Council may find that declining to participate in the event altogether may result in a negative reputational impact.

### 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 there would be limited time and cost to Council associated with (1) amending the lighting colour for one night; and (2) generating the media release to support public awareness, it is recommended that Council consider supporting the event by amending the tree lights to red for World Haemophilia Day on 17 April 2021

### Recommendation:

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

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

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

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

That Council:

1. Note the email from the Haemophilia Foundation Queensland requesting Council's support for World Haemophilia Day.
2. Support World Haemophilia Day by amending the variable street tree lighting in McDowall Street Roma to display red only on the 17 April 2021.

3. Distribute a media release to inform the community of the reason behind the red colour change in the tree lighting.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.5 Street lighting and public space lighting

**Supporting Documentation:**

1 [u](#) Email from Haemophilia Foundation Queensland - D21/21292  
Request for participation - World Haemophilia Day 17  
April 2021 - PDF

**Report authorised by:**

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**Karen McMillan**

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**From:** Graham Norton Mgr HFQ <info@hfq.org.au>  
**Sent:** Wednesday, 17 February 2021 11:55 AM  
**To:** Customer.Roma  
**Cc:** Graham Norton Mgr HFQ  
**Subject:** Request to Light Up Council Building / Assets - Haemophilia Foundation Queensland - World Haemophilia Day 17th April 2021

**Importance:** High

To Whom It May Concern,

On **April 17, 2021**, we are asking landmarks all over the world to **Light it Up Red!** in the name of **World Hemophilia Day!** Lighting up a building or landmark in red will help bring attention to those affected by inherited bleeding disorders.

Could we please request the **Council Building and/or Assets** be light up Red for World Hemophilia Day this year.

The Haemophilia Foundation Queensland is a non-for-profit organisation which provides representation, health promotion, education and support for people in Queensland affected by inherited bleeding disorders.

We have seen amazing participation by both our community and partners over the past few years for the **Light it Up Red!** initiative.



Thank you very much for taking the time to consider our cause, and I look forward to hearing from you!

Please contact myself or my manager, Graham Norton at [info@hfq.org.au](mailto:info@hfq.org.au) or 0419 706 056.

**Sam Williams**  
Administration Assistant



**Haemophilia Foundation Queensland**  
[info@hfq.org.au](mailto:info@hfq.org.au)  
[www.hfq.org.au](http://www.hfq.org.au)

**I acknowledge the Jagera and Toorbul people as the traditional owners of the land I live and work, and pay my respects to elders past and present.**

*PLEASE NOTE: The information in this email together with any attachments is intended only for the person or organisation to which it is addressed and may contain confidential material. If you are not the intended recipient any disclosure, copying, distribution or reliance on the contents of this email is strictly prohibited. If you have received this message in error, please inform the sender as soon as possible and delete this message and any copies of this message from your computer and your network. Views expressed in this message may be those of the individual sender, and do not necessarily reflect the views of Haemophilia Foundation Queensland (HFQ).*



## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 15 March 2021

**Item Number:** 12.5

**File Number:** D21/21499

**SUBJECT HEADING:** Request for Funding Acknowledgement Signage - Santos GLNG

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received a request from Santos GLNG to install a number of funding acknowledgment signs along road upgrade projects that have been funded by Santos GLNG under the Road Infrastructure Agreement with Council.

This report provides Council with a summary of the request, details of where the signs are proposed and options for Council's consideration.

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

That Council endorse the installation of the Santos GLNG funding acknowledgment signs on Emerys Road, Cottage Creek Road, Pickanjinie North Road, Warooby Lane and Mount Saltbush Road provided the costs of manufacture and installation are covered by Santos GLNG.

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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).

Santos GLNG

### **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
RIA	Road Infrastructure Agreement

### **Context:**

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

The Road Infrastructure Agreement, between Maranoa Regional Council and Santos GLNG, is silent on the management of such request, and therefore the matter is presented to Council for consideration.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

A request has been received from Santos GLNG to install a number of funding acknowledgment signs along road upgrade projects that have been funded by Santos GLNG under the Road Infrastructure Agreement with Council.

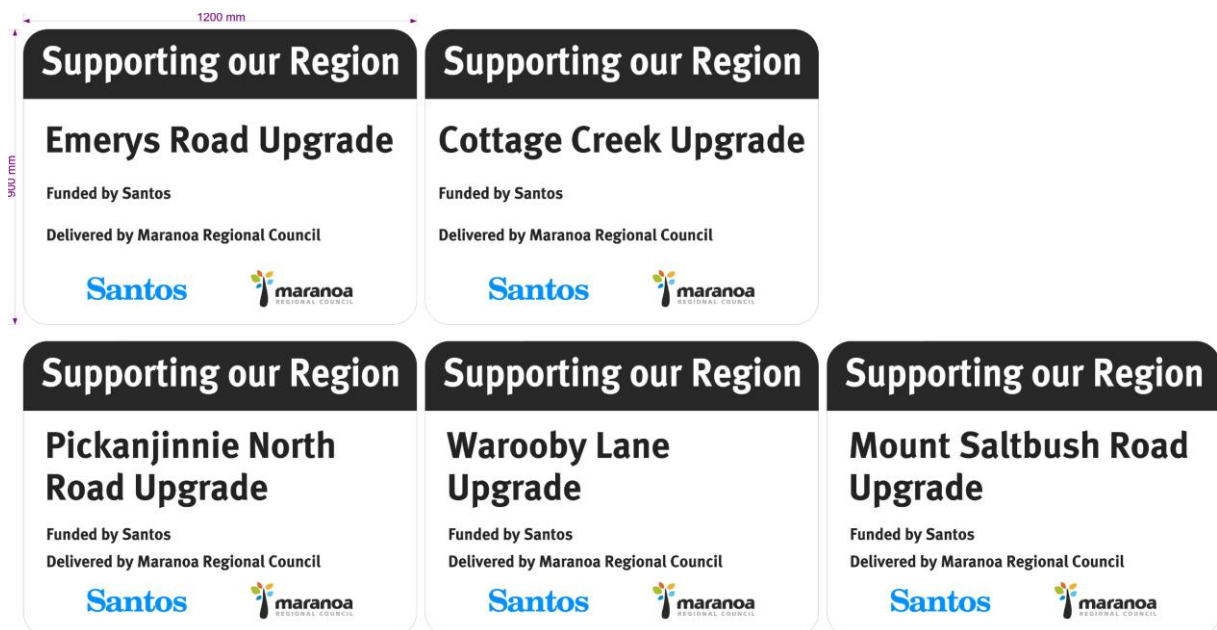
The request is not too dissimilar to requirements under a funding agreement with either the State or Federal Government. In this instance however, the agreement – being the Road Infrastructure Agreement - is silent on the management of such request.

The following roads under the control of Council are the subject of the request:

- Emerys Road
- Cottage Creek Road
- Pickanjinie North Road
- Warooby Lane; and
- Mount Saltbush Road

The request is seeking that a sign is installed at either end of the upgrade project on the above roads.

A draft template for the sign has been prepared and included below.



**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 roads, the subject of the request fall under the control of Maranoa Regional Council. As such, no external approvals (i.e. DMTR) would be required for the requested installations.

**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 signs would not be included in Council's Asset Management Plan for replacement once they have reached the end of their life. At this time, they could be removed from the roadside.

**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)

Santos GLNG – request submitted to Council to install signage.

**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)

Yes – projects funded by Santos GLNG.

**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. Santos GLNG have indicated that they will cover the cost of the signage manufacturer and installation.

**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 – refer Asset Management Section of this 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)

Santos GLNG – seeking Council's endorsement of the proposal.

Other CSG Proponents – may be interested in the concept and seek to request similar treatment on road upgrade projects.

Roads Users – generally interested in any new signage installations along roads in which the frequent regularly.

**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
Additional initial and ongoing cost to Council	<p>The recommendation has been drafted in a manner that would remove the need for Council to fund any of the proposed installation.</p> <p>As outlined in the Asset Management section, it would be proposed that the signs are not replaced once they have reached the end of their useful life.</p>
Council declines the request by Santos GLNG	Potential to impact relationship with Santos GLNG – particularly given the locations identified are where Santos GLNG provided are large percentage – and in some instances 100% - of the funding to complete the upgrades.

### 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 consider the recommendation as drafted.

### Recommendation:

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

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

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

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

That Council endorse the installation of the Santos GLNG funding acknowledgement signs on Emerys Road, Cottage Creek Road, Pickanjinie North Road, Warooby Lane and Mount Saltbush Road provided the costs of manufacture and installation are covered by Santos GLNG.

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

### Supporting Documentation:

Nil

### Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 15 March 2021

**Item Number:** 13.1

**File Number:** D21/21561

**SUBJECT HEADING:** Mitchell WORK Camp - Provision of Equipment

**Classification:** Open Access

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

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### **Executive Summary:**

At the Mitchell WORK Camp Community Advisory Committee meeting held on 23 February 2021, feedback was provided on the provision of equipment by Council to the program. The report prepared by the Mitchell WORK Camp supervisor is attached.

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

That Council:

1. Note the report as presented.
2. Consider in 2021/22 budget considerations, allocating funds to replace lawn mowers and whipper snippers supplied for use by the Mitchell WORK Camp.
3. Provide the Mitchell WORK Camp Community Advisory Committee with the opportunity to give input on equipment purchases for use by the program to ensure the equipment meets the skill levels of operators.

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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).

Mitchell WORK Camp

The Mitchell WORK Camp is aligned with the Palen Creek Correctional Centre

### **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
CAC	Community Advisory Committee

### **Context:**

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

The Mitchell WORK Camp Community Advisory Committee last met on 23 February 2021. At this meeting the committee considered a report prepared by the camp field supervisor in relation to the plant supplied by Council for use by WORK camp prisoners when undertaking grounds maintenance in Council and community spaces.

Council is asked to consider the report and the feedback provided.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Mitchell hosts low risk prisoners that perform community work in the Mitchell area as part of a prison work program. Work camps provide valuable labour for community service projects while also providing prisoners with an opportunity to make reparation.

The WORK program began in Mitchell in the 1990s. Only low security prisoners are considered for the work program.

The Mitchell WORK Camp is aligned with the Palen Creek Correctional Centre. A local Community Advisory Committee (CAC) oversees the program. Community Advisory Committees (CACs) are made up of Council representatives, police and local representatives including business owners, community groups and residents, as well as the work camp field supervisors.

It is the CAC's role to nominate and assess priorities for community service projects, provide information and advice about the views of the local community, and promote effective relationships between the community and Queensland Corrective Services.

At the last Mitchell WORK CAC meeting held on 23 February 2021, feedback was received on the new world lawn mowers that were supplied by Council to the camp in 2018. The WORK has provided feedback that the mowers are not suitable for the work camp environment due to the technical nature of the machines / limited experience and technical abilities of some of the prisoners using the machines.

**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)

Report from Mitchell WORK Camp Field Supervisor attached  
Mitchell WORK Camp CAC

**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)

Recommendation to consider plant purchases in 2021/22 budget.

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

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

Mitchell WORK Camp  
Palen Creek Correctional Centre  
Mitchell WORK CAC

**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
Damage to machinery or persons	Risk of damage or injury as a result of equipment not being matched with skill level of some operators.

**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 provides equipment including mowers and whipper snippers for use by the Mitchell WORK when they are maintaining grounds on behalf of Council and the community.

As many prisoners are not experienced plant operators, they can find operation of the machines difficult which can result in damage to the machine and possible workplace health safety risk.

It is recommended that Council look to replacing the machines in the 2021/22 year and that the Mitchell WORK CAC and field supervisor be provided with the opportunity to give input into the plant purchased.

**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 report as presented.
2. Consider in 2021/22 budget considerations, allocating funds to replace lawn mowers and whipper snippers supplied for use by the Mitchell WORK program.
3. Provide the Mitchell WORK Supervisor and CAC Committee with the opportunity to give input on equipment purchases for use by the program to ensure the equipment meets the skill levels of operators.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.4 Parks, gardens and reserves

**Supporting Documentation:**

[1](#) Report - WORK Camp Field Supervisor

D21/21666

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services



### New world lawn mowers

The new world lawn mowers that were last supplied to the work camp in 2018, and are not suitable for the work camp environment, due to the technical nature of the machines and the limited abilities of the prisoners, the machines are operated in the same manner as a zero turn mower, which requires both hands to be maintained on the handles at all times, with braking system for each wheel, this can cause the prisoner to be thrown around by the machine, as the machine has set speed limits, if the machine gets caught up, it does not have a reverse gear, so it has to be manually handled off the obstruction, which could cause strain issues for the prisoners, the prisoners are not picking the new world machines to use, for these reasons, I have listed some of the issues below

1. The machine is too technical.
2. The height of the deck is not easily adjusted on the go, according to the terrain. It requires 4 pins to be removed and then the deck lifted manually, and then the pins replaced.
3. Maintenance when required in the council workshop has been delayed due to parts not been available in Australia.
4. The mowers have already required shafts and many belts to be replaced on both mowers; they have only completed 121 and 1043 Hours.
5. The machines are shied away from by the prisoners, as they find them difficult to operate.
6. The machines have low hours on them, as prisoners do not want to use them.
7. The workshop has stated that the machines are not as easy to maintain, also, the stores are required to maintain a store of additional spares for another machine as they are different to the Deutscher's, at least maintaining one type of machine, it is easier to maintain the machines as parts are changeable between the machines.
8. The distance of the turning levers away from the handle bars means your hands are at full stretch all the time which causes cramping and soreness.
9. The machines create a lot of dust when cutting on dry grounds.
10. They are not an easy to complete on the run fixes in the field, e.g. belt comes off. They have to be returned to the workshop for repair

The machines have been working very hard over the past 6 weeks due to the recent rains, some of the older Deutscher's are failing due to the age and hours of use, they are still the preferred machines for work camp prisoners, due to the ease of use.

At present out of the 6 Whipper Snippers we have in camp, only 4 are working and 2 are in the workshop, due to losing power when hot, workshop believes they could be losing compression, which is making them fail.

We would respectfully request that the machinery can be updated, to reliable machinery that we can use to maintain the town and surrounds for council in Mitchell

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 4 March 2021

**Item Number:** 13.2

**File Number:** D21/18824

**SUBJECT HEADING:**

Queensland Fire and Emergency Services (QFES) - Request for approval to upgrade Council building.

**Classification:**

Open Access

**Officer's Title:**

Council Buildings & Structures Maintenance  
Officer / Team Coordination

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**Executive Summary:**

Queensland Fire and Emergency Services (QFES) have requested Council endorsement to undertake some minor capital works at the Injune Fire and Rescue and SES Building.

**Officer's Recommendation:**

That Council provide approval to Queensland Fire and Emergency Services (QFES) to install non slip flooring and supply and construct a small breathing apparatus cleaning/storage area at the Injune facility, on the condition that all installations are made by licenced contractors and are compliant with any relevant building legislation.

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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).

Queensland Fire and Emergency Services (QFES)

Queensland State Emergency Services (SES)

**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 Queensland Fire and Emergency Services (QFES) seeking Council endorsement to undertake minor capital works at the Injune Fire Station and State Emergency Services (SES) Depot.

The group have recently received funding to complete this work, however the group does require Council approval to secure the funds.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Injune branch of both Queensland Fire and Emergency Services and State Emergency Services share a Council owned facility at 49 Annandale Street, Injune on Reserve Land described as Lot 1 on OI7181.

It is the responsibility of the Trustee Lessee to obtain the Trustee's consent before doing any building work on the Premises.

QFES has secured funding to do the following works.

- Approximately 300 sq metres nonslip flooring.
- Supply and construction of a small breathing apparatus cleaning and storage 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)

**11. Repairs and Alterations**

(b) The Trustee Lessee must obtain the Trustee's consent before doing any building work on the Premises, which consent will not be unreasonably refused or withheld.

**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 has contacted both QFES and SES and neither have offered any objection to the planned works.

**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)

QFES has secured funding, the project is intended to have no cost to 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?*

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)

During the works, it may affect access to the facility.

### **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)

That Council provide in-principle approval to Queensland Fire and Emergency Services (QFES) to install non slip flooring and supply and construct a small breathing apparatus cleaning/storage area on the condition that all installations are made by licenced contractors and are compliant with any relevant building legislation.

The planned works should both improve the value and usability of the facility.

### **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 provide approval to Queensland Fire and Emergency Services (QFES) to install non slip flooring and supply and construct a small breathing apparatus

cleaning/storage area at the Injune facility, on the condition that all installations are made by licenced contractors and are compliant with any relevant building legislation.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

[1](#) [QFES](#) - Request Council endorsement to undertake D21/18961  
works at Injune Fire Station.

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Queensland Fire and  
Emergency Services

04<sup>th</sup> March 2021

Chief Executive Officer  
Maranoa Regional Council  
PO Box 620  
Roma 4455

Dear Sir/Madam

Re: Injune Fire and Rescue/SES building

I am writing to you to request permission for Queensland Fire and Emergency Service (QFES) to undertake some minor capitol works at the Injune Fire Station.

QFES conducts annual WH & S inspections of our stations to ensure the ongoing safety of our staff and visitors to the station. As part of an inspection it was identified two (2) issues required investigation.

Those issues are:

1. Fire and Rescue floor area has potential for flooring to pose a hazard for slips, trips and falls
2. No enclosed area for storage and cleaning of Breathing Apparatus equipment to meet Australian Standard and for hygiene

As a result, QFES has secured funding to resolve these issues and the following maintenance will be carried out:

1. Approximately 300 sqm non slip flooring to be laid in station
2. Supply and construction of a small breathing apparatus cleaning/storage area. This is to be positioned in the area surrounding the toilets and will not impose any entry to toilets. The scope of work includes all plumbing/electrical works to be carried out by local contractor to meet Australian standards.

All funding for projects will be covered by QFES with no cost to Maranoa Regional Council. All work will be completed by qualified tradesmen. All works will be completed by end of May/early June 2021.

QFES is requesting endorsement of this request by council. If you require any further information, please contact me on 0427 021255.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Stewart Dundas".

Stewart Dundas  
Acting Inspector  
Roma Command

Telephone 13 QGOV  
Website [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)  
ABN 93 035 163 778

## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 3 March 2021

**Item Number:** 13.3

**File Number:** D21/17816

**SUBJECT HEADING:** Development Application for Material Change of Use - "Low Impact Industry" (Ref: 2020/20190)

**Classification:** Open Access

**Officer's Title:** Planning Officer

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**Executive Summary:** Crawfo's Pty Ltd C/- Precinct Urban Planning are seeking a development approval for a Material Change of Use - "Low Impact Industry" (expansion of existing use) on land situated at 90-92 Charles Street, Roma QLD, properly described as Lot 231 on R8613 (the subject premises).

The development application 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 and for a period of no less than 15 business days between 24 November 2020 and 15 December 2020. There were no submissions received during this period.

The procedural requirements set out by the Development Assessment Rules to enable Council to make a decision on this application have been fulfilled, including a response by the applicant to an Information request issued by the State Assessment and Referral Agency (SARA), public notification about the application and receipt of a referral agency response. The development application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval and having regard to the relevant matters.

**Officer's Recommendation:** The application for a Material Change of Use - "Low Impact Industry" (Extension to existing Low Impact Industry) on land situated at 90-92 Charles Street, Roma QLD 4455, properly described as Lot 231 on R8613, be approved subject to the listed Development conditions and General advice:

### **Development conditions:**

#### **Use**

1. The approved development is for a Material Change of Use - "Low Impact Industry" (Extension to existing Low Impact Industry) as defined in the Planning Scheme and as shown on the approved plans and documents.

## Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the commencement of use of each approved stage (as applicable), unless noted in these conditions or otherwise permitted by Council.
3. Prior to the commencement of use of each approved development stage, 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
00028/20 Issue I	Cover Page	16/12/20
00028/20 Issue I Sheet 1 of 10	Existing Site Plan	16/12/20
00028/20 Issue I Sheet 2 of 10	Stage 1 Site Plan	16/12/20
00028/20 Issue I Sheet 3 of 10	Stage 2 Site Plan	16/12/20
00028/20 Issue I Sheet 4 of 10	Existing Floor Plan	16/12/20
00028/20 Issue I Sheet 5 of 10	Stage 1 Floor Plan	16/12/20
00028/20 Issue I Sheet 6 of 10	Stage 2 Floor Plan (Amended in Red)	16/12/20
00028/20 Issue I Sheet 7 of 10	Elevations (Amended in Red)	16/12/20
00028/20 Issue I Sheet 8 of 10	Indicative Signage Plan	16/12/20
00028/20 Issue I Sheet 9 of 10	Site Development Plan	16/12/20
00028/20 Issue I Sheet 10 of 10	Stormwater Plan Stage 1	16/12/20

## Development works

5. 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.
6. 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**

7. 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**

8. 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".

### **Maintain the premises**

9. 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**

10. 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.

### **Landscaping**

11. The existing bottle trees located adjacent to the development site within the Bowen Street and Charles Street road reserve must be maintained.
12. Landscaping areas proposed as part of Stage 2 of the development are to be provided generally in accordance with Approved plan 00028/20 Sheet 3 of 10 Issue 1 – '*Stage 2 Site Plan*', dated 16/12/20.

**Note:** Refer to *Planning Scheme Policy SC6.2 – Landscaping* for Council's preferred species list.

13. All landscaping works are to be completed prior to the commencement of Stage 2.
14. 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.
15. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
16. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
17. Landscaping must not interfere with site lines at access driveways for vehicle traffic.

### **Access**

18. 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.

### **Parking and manoeuvring**

19. Existing onsite parking areas must be maintained to cater for Stage 1 of the approved use. At the completion of Stage 2, a minimum of eight (8) car parking spaces are to be maintained on site at all times. PWD spaces are to be provided in accordance with the Building Code of Australia.
20. 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*.
21. 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*.
22. 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*.
23. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
24. Vehicle parking bays must not encroach into swept paths for vehicle movements.
25. Vehicles accessing the site and designated onsite parking areas 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.

26. 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.

### **Bicycle parking**

27. A dedicated area for bicycle parking with a minimum of four (4) 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**

28. 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.

29. 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.
30. 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.
31. 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.
32. 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**

33. All mechanical equipment (including air conditioners and the like) and rainwater

tanks are to be screened from the adjoining roadway and nearby properties.

### Services

34. The development site 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.

35. The development site 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.

**Note:** 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.

36. 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.

37. 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.

38. 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

39. Stormwater runoff from roofs and impervious surfaces is to be collected internally and piped to a lawful point generally in accordance with Approved plan 00028/20 Sheet 10 of 10 Issue I – '*Stage 1 Stormwater Stage 1*', dated 16/12/20 and CMDG Design Guidelines D-5 'Stormwater Drainage Design'.

40. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development

process or after the development has been completed.

41. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
42. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

#### **Construction activities and erosion control**

43. 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'.
44. 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.
45. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
46. 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.
47. 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.

#### **Advertising signage**

48. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless complaint with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
49. 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.

#### **No cost to Council**

50. 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

51. 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

52. 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:

- (i) Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- (ii) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- (iii) 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.
- (iv) Under the Planning Scheme a **"Low Impact Industry"** means the use of premises for –
  - (a) *that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and*
  - (b) *that a local planning instrument applying to the premises states is low impact industry; and*
  - (c) *that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.*
- (v) 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.
- (vi) 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.

- (vii) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- (viii) The land use rating category may change upon commencement of any new use on the approved lot(s). 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](http://www.maranoa.qld.gov.au).
- (ix) 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.
- (x) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m<sup>3</sup>.
- (xi) Refer to Attachment 5 Adopted Infrastructure Charges Notice for any infrastructure charges applicable to the approved development.
- (xii) 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.
- (xiii) 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*.

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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).

Council's decision regarding this matter is likely to affect Andrew David and Anita Neilsene Crawford as the applicants and owners of the business and subject premises.

## 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
CBD	Central Business District
PWD	People with Disabilities
SARA	State Assessment and Referral Agency

## Context:

### Why is the matter coming before Council?

This development application is subject to Impact assessment. A 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)

Details of the development proposal and a planning assessment are provided 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 proposal constitutes a Material change of use as defined in the *Planning Act 2016* (a material increase in the intensity or scale of the use of the premises) and requires a development permit to be issued by Council prior to the commencement of 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 assessment of the application against these assessment benchmarks is attached in the Supporting Documents.

An Impact assessable application 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.

**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* is applicable to the assessment of the application.

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 6.2.5 Principal centre zone code
- 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)

- Managers from the Infrastructure Services Directorate (internal)
- Lead Town Planner (internal)
- Manager, Planning and Building Development (internal)

**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 – 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 landowners. 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 landowners and applicants, Andrew David and Anita Neilsene Crawford (Crawfo's Pty Ltd) will be interested and impacted by Council's decision.
- 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.

### 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 any aspect of the decision to the Planning and Environment Court (the Court).

**Note:** The likelihood of an appeal by any party is not a valid planning consideration and must not be used to inform Council's decision on any planning matter.

### 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 presents no significant inconsistency with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. On this basis,

Council should approve the application subject to the conditions detailed in the Officer's recommendation.

**Recommendation:**

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

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

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

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

That Council endorse the Officer's recommendation and approve a Material Change of Use for "Low Impact Industry" (expansion of existing use) on land situated at 90-92 Charles Street, Roma QLD, properly described as Lot 231 on R8613, subject to reasonable, relevant 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 <a href="#">↓</a>	Planning Assessment Report	D21/21420
2 <a href="#">↓</a>	Proposal Plans	D21/21462
3 <a href="#">↓</a>	SARA Response	D20/116039

**Report authorised by:**

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## Planning Assessment Report 2020/20190

### Proposed land use

This application seeks approval for a Material Change of Use - "Low Impact Industry" (Extension to an existing Low Impact Industry) on land situated at 90-92 Charles Street, Roma QLD 4455, properly described as Lot 231 on R8613 (the subject premises).

### Details of proposed development

The applicant, Crawfo's Pty Ltd, are seeking a development approval for a building extension to the existing tyre service business on the subject property. The purpose of the extension is to provide updated workshop facilities and additional under cover areas for the fitting of tyres on light and heavy vehicles.

The proposed development will be carried out over two stages.

#### Stage 1:

Stage 1 works involve the demolition and removal of existing structures over fitting bays and covered storage area to enable the construction of a skillion (single pitch) roof building to provide a sheltered working environment for staff fitting tyres to heavy vehicles. The proposed building will be single storey, have a maximum building height of 7.24 metres and gross floor area of 1,334.3m<sup>2</sup>. The external building façade will be constructed with materials including trim deck cladding and zinc roofing.

In addition to the above, Stage 1 involves the replacement of an existing gravel hardstand area with a concrete surface.

Refer to below figures for proposal plans for Stage 1.

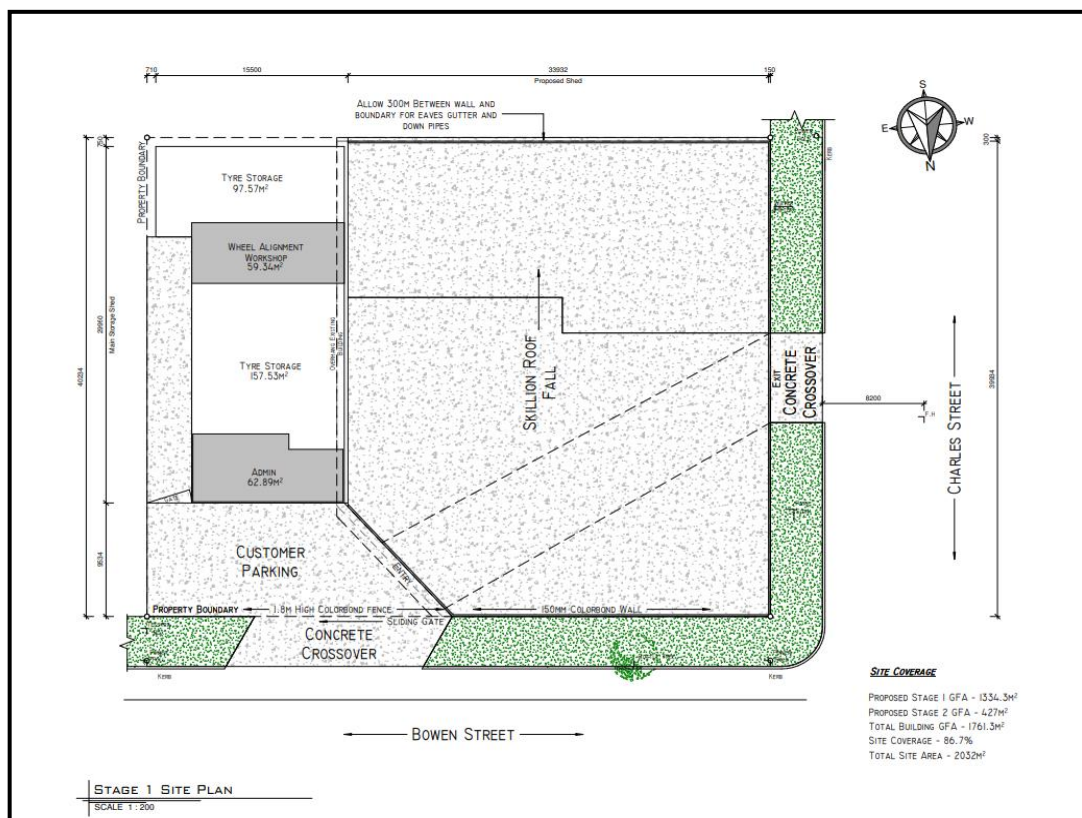
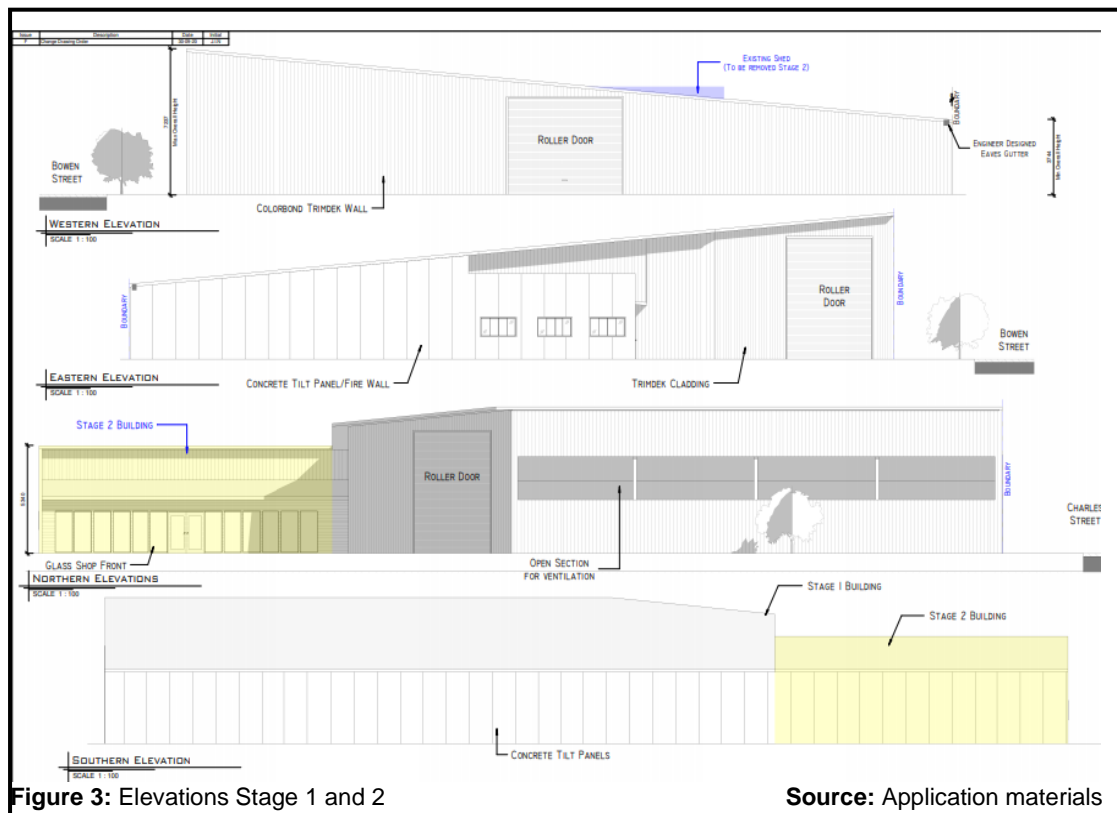
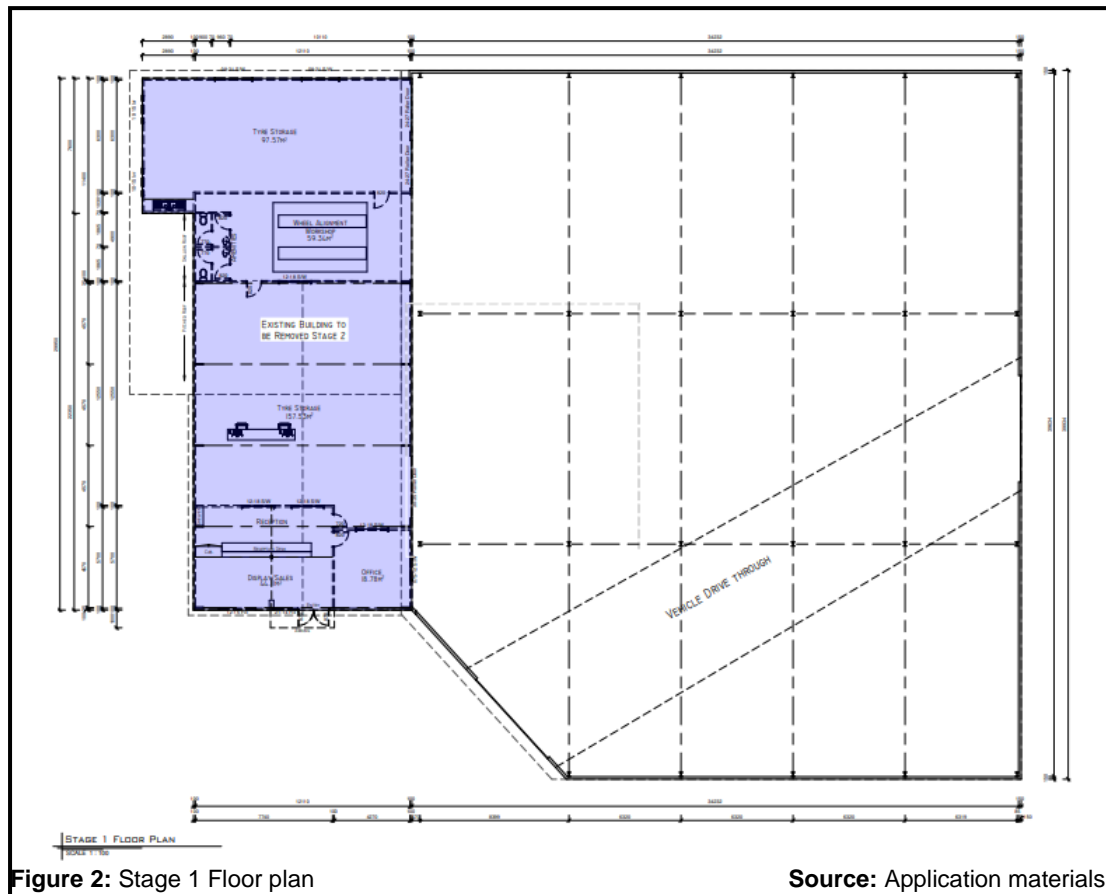
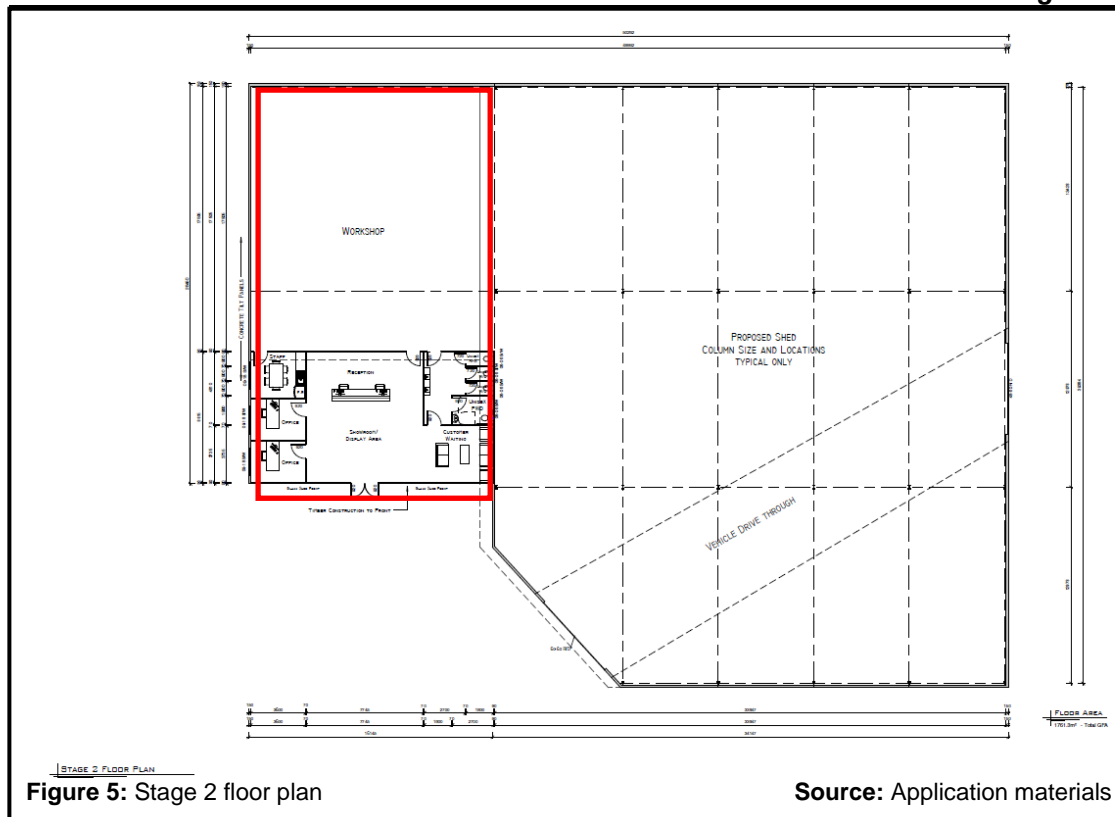


Figure 1: Stage 1 Site plan

Source: Application materials







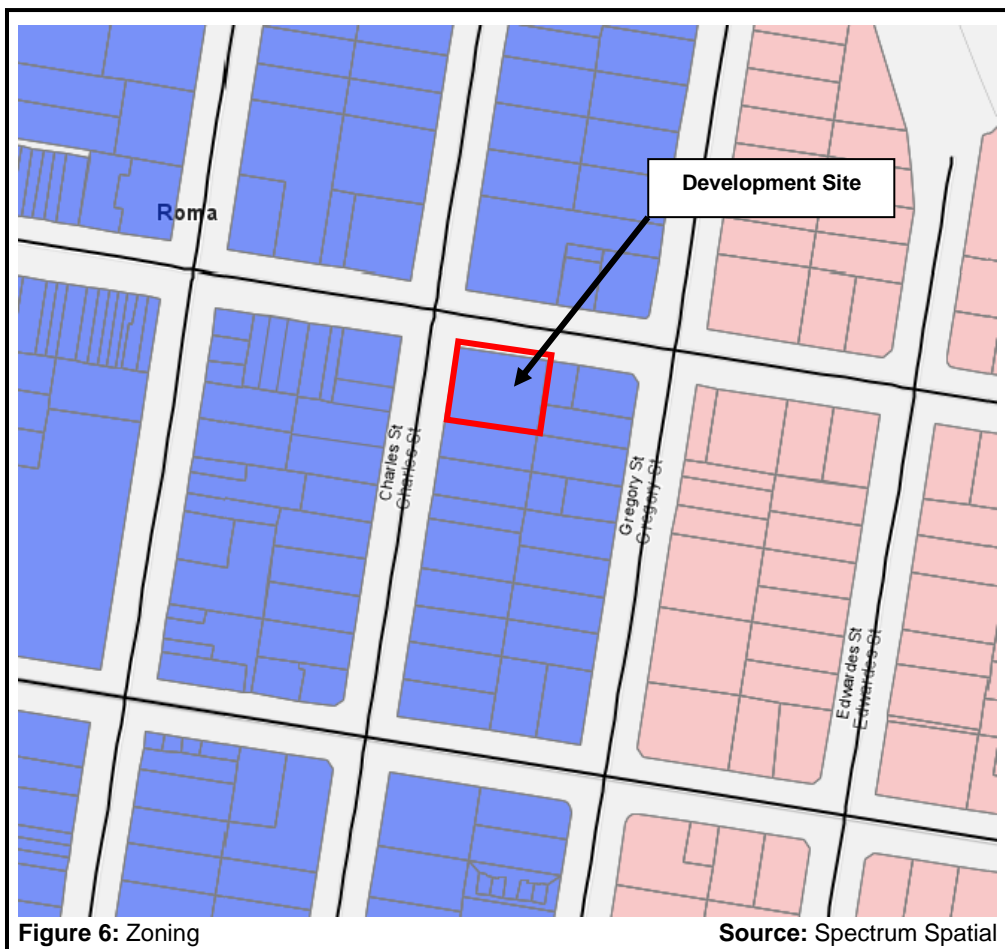
### Characteristics of the site

The subject site is a rectangular shaped allotment located on the corner of Bowen Street (primary Street frontage - a State controlled road) and Charles Street (secondary street frontage), Roma. The site comprises a total area of 2,023m<sup>2</sup> and is zoned Principal Centre in the *Maranoa Planning Scheme 2017*. The site is currently occupied by a tyre service business (Crawfo's Tyres) consisting of an office and workshop buildings.

The subject site is located within Roma's Central Business District (CBD) and is surrounded by a range of commercial businesses including:

- A motel (Starlight Motor Inn) directly adjoins the site to the east;
- A auto electrical business directly adjoins the site to the south;
- Multiple dwellings (residential units) on the south east corner of the site;
- A motel (Botte Tree Gardens Motel) is located on the opposite side of Charles Street to the west; and
- A tyre service business is located on the opposite side of Bowen Street to the north.







## Referrals

Under Schedule 10 of the *Planning Regulation 2017* the application was required referral to the state agencies via the State Assessment and Referral Agency (SARA) for the following trigger:

- Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 - Material change of use of premises near a State transport corridor or that is a future State transport corridor

SARA have issued a concurrence agency referral response with conditions relating to stormwater management ensuring no worsening or nuisance to Bowen street, a State controlled road. Refer to Attachment 2 – Concurrence Agency Response.

## Public notification

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules and for a period of 15 business days between 24 November 2020 and 15 December 2020. There were no submissions received during this period.

## Infrastructure contributions

A nil infrastructure contribution is payable for the proposed development.

## Assessment

The proposal constitutes a *Material change of use* as defined in the *Planning Act 2016* (a material increase in the intensity or scale of the use of the premises).

The proposed use is defined as “**Low Impact Industry**” in the *Maranoa Planning Scheme 2017* (the Planning Scheme):

**Low Impact Industry:** means the use of premises for an industrial activity—

- (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and
- (b) that a local planning instrument applying to the premises states is low impact industry; and
- (c) that complies with any thresholds for the activity states in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity

Pursuant to Section 45 of the *Planning Act 2016*, an Impact Assessable application is an assessment that:

- (a) must be carried out—
  - i. against the assessment benchmarks in a categorising instrument for the development; and
  - ii. having regard to any matters prescribed by regulation for this subparagraph; and
- (b) may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.

## Assessment Benchmarks

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (*Darling Downs Regional Plan*);
- the *State Planning Policy*; and
- the *Maranoa Planning Scheme 2017*.

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

### 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 6.2.5 Principal centre zone code
- Part 8 Overlays
  - Part 8.2.7 Infrastructure overlay code
  - Part 8.2.8 Airport Environs 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; and
- (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 <i>Darling Downs Regional Plan</i> was adopted in October 2013 and covers the local government areas of Balonne,

	<p>Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.</p> <p>The intent of the <i>Darling Downs Regional Plan</i> 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.</p> <p>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.</p>
Maranoa Community Plan 2020	<p>The proposed development supports the principles of the Maranoa Community Plan 2020 because:</p> <ul style="list-style-type: none"> <li>• It will create and maintain commercial hubs throughout the Maranoa which are easily accessible, vibrant, safe, well designed and visually appealing and meet the retail, hospitality and commercial needs of the local community;</li> <li>• It will incorporate adequate car parking and other infrastructure supporting alternative commuter access modes e.g. bicycle racks and pedestrian friendly access; and</li> <li>• It is conveniently located and highly accessible by major transport networks.</li> </ul>
<p>The themes and key policies:</p> <ul style="list-style-type: none"> <li>• Liveable communities and housing</li> <li>• Economic growth</li> <li>• Environment and heritage</li> <li>• Hazards and safety</li> <li>• Infrastructure</li> </ul>	<p>The proposed development is consistent with the applicable themes and key policies of the Strategic framework because:</p> <ul style="list-style-type: none"> <li>• It supports and reinforces Roma as the principal centre of the region;</li> <li>• Is easily accessible and uses existing resources and infrastructure; and</li> <li>• Is located outside natural hazard areas.</li> </ul>

#### 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:

- integrate infrastructure planning with the land use planning identified in the planning scheme;
- provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
- enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;
- ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
- 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 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 Principal Centre Zone.

##### Part 6.2.5 Principal centre zone code

*The purpose of the Principal centre zone is to:*

- (a) provide for the largest and most diverse mix of uses and activities that form the core of the region's urban settlement;*
- (b) accommodate the key concentrations of high-order retail, commercial, employment, health services, administrative, community, cultural, recreational and entertainment activities and other uses that together are capable of fully servicing the planning scheme area;*
- (c) ensure that commercial and retail development is concentrated in the central business district of Roma. This area is to maintain a vibrant retail and commercial feel;*
- (d) ensure 'mixed use' (shopping centres, commercial development, and attached residential) are promoted in this zone; and,*
- (e) preserve the heritage character of the zone, including shaded footpaths, street trees and reduced traffic speeds in the main streets.*
- (f) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment.*

*The overall outcomes sought for the Principal centre zone code are as follows:*

- (a) the widest range and highest order of retail, commercial, administrative, community, cultural, compatible employment opportunities and entertainment activities are provided;*
- (b) mixed use (residential combined with commercial and retail uses) is encouraged where the principle use contributing to the streetscape is either commercial or retail in nature;*
- (c) a high level of pedestrian amenity is provided and is reflective of the surrounding character of the area;*
- (d) an increase in residential uses promotes pedestrian activity and passive surveillance after dark;*
- (e) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;*
- (f) where appropriate, service industry and motel uses may be located in this zone;*
- (g) shopping centre style development is concentrated in this zone; and,*
- (h) non-resident workforce accommodation is not supported in this zone.*

The proposed development complies with the Purpose and Overall Outcomes of the Principal Centre Zone because;

- The proposed development will allow for the existing business to operate in a more productive and efficient manner, reinforcing the range of commercial and retail uses in the Roma principal centre;

There will be no change to the existing vehicular accesses or external footpath network as a result of the development. Pedestrian friendly access will be provided to the office building from the Bowen Street frontage.

- The development incorporates sustainable practices including on-site water detention and shade structures at the entry to the building;
- The development makes provision for sufficient on-site carparking and adequate loading/unloading arrangements;
- The site is located in an area adequately serviced by public transport and on-street parking that makes provision for alternate forms of transport including walking and cycling; and
- The development will be adequately screened and buffered from adjoining residential uses to avoid/limit potential off-site adverse amenity impacts.

Assessment against the design criteria of the Principal Centre Zone code is provided in the table below.

<b>THE PRINCIPAL CENTRE ZONE CODE</b>	
for all the Principal centre zone (Roma):	
<b>Performance outcomes</b>	<b>Response</b>
<b>PLANNING</b>	
<b>Use, density and built form</b>	
<b>PO 1 Scale</b> Development is at a scale which reflects the role of the Principal centre Zone as the primary activity centre for the Region.	✓ The proposed development is for an expansion to an established commercial tyre service business on the subject site and as a result of the development the existing business will continue to reflect the roles of the Principal Centre Zone as the primary activity centre for the Region.
<b>PO 2 Location</b> Activities located within the principal centre contribute to fulfilling the business, community and entertainment needs of the Region.  Uses other than <i>Business, Community and Entertainment activities</i> are located so as: <ul style="list-style-type: none"> <li>(a) not to prejudice the consolidation of like non-commercial uses in other more appropriate areas;</li> <li>(b) to be co-located with other non-commercial uses wherever possible; and</li> <li>(c) to not impact adversely on the function and character of the zone.</li> </ul> Note: non-commercial uses are any uses that are not Business, Community, Entertainment or 'mixed use' activities.	✓ The proposed development is for an expansion to an established commercial tyre service business on the subject site and will continue to fulfill business and community needs of the region into the future. The proposed development will not impact on the function of the Principal Centre Zone and is co-located with other similar activities in the immediate area.
<b>PO 3 Density and site coverage</b> The density of uses in the Principal centre Zone does not impact adversely on the commercial amenity of adjoining General Residential Zone areas.  The site area available for 'mixed use' ( <i>Accommodation activities</i> in combination with other activities) is sufficient to allow for a high	N/A – The proposed development is not for a mixed use activity.

standard of residential amenity for those activities.	
<b>PO 4 Setbacks</b> Side and rear building setbacks: <ul style="list-style-type: none"> <li>(a) enhance the appearance and commercial character of the centre's streets;</li> <li>(b) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site; and</li> <li>(c) minimise overshadowing and overlooking of adjoining residential premises; and</li> <li>(d) provide adequate separation and buffering between residential and non-residential premises.</li> </ul>	✓ The proposed setbacks are consistent with adjacent surrounding buildings and will not result in reduced daylight for habitable rooms or open space to the adjacent existing short-term accommodation (motel) to the east.
<b>PO 5 Height</b> The height of buildings is compatible with and complementary to the existing character of the Principal centre zone, and does not unduly reduce privacy on adjoining land.	✓ The maximum building height for the proposed building extension will be 7.2 metres. The height of the building is compatible with and complementary to the character of the Principal Centre Zone in the immediate area and will not reduce the privacy to adjoining land as the highest point is adjacent to the road frontage.
<b>Amenity</b>	
<b>Advertising signage – refer to the Operational works advertising devices code</b>	
<b>Heritage places – in addition, refer to the Heritage overlay code</b>	
where mapped in the SPP Cultural heritage mapping or listed in the Heritage and neighbourhood character policy	
<b>PO 6 General amenity</b> The operation of <i>Business and Community activities</i> are not unduly detrimentally affected by the proximity of <i>Dwellings</i> .	✓ The proposed development is for an expansion to an established commercial tyre service business on the subject site. As result of the development there will be no change to the business operations being undertaken and therefore the level of impact and expectation of business activity in the immediate area will be maintained.
<b>PO 7 Building appearance</b> Buildings are designed to a high aesthetic standard.  The design of buildings encourages the growth of the principal centre as the primary business and community centre for the region.  Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	✓ Equipment storage areas and areas of work will be located within the proposed structures which screen these areas from being visible from the road.
<b>PO 8 Outbuildings and ancillary storage</b> Outbuildings and other ancillary storage structures shall not compromise the amenity of the Principal centre zone.	New building works on the site will be constructed with materials that are compatible and complementary to existing commercial premises in the Principal centre zone and immediate area.
<b>PO 9 Existing character</b> The design of development recognises and responds to the surrounding commercial character of the centre. Buildings within the town centre with notable character and history are preserved in order to maintain a valued historical lineage as the town continues to	✓ The proposed building has been designed to a high aesthetic standard using different building materials, roof lines and colours that respond to the character of similar uses in the immediate area and surrounding commercial centre.

<p>grow.</p> <p>Note: the existing character of the street will be enhanced through the provision of buildings that complement existing buildings, and that incorporate awnings providing shade and comfort to pedestrians.</p>	
<p><b>PO 10 Pedestrian Comfort</b></p> <p>Development is to provide for the comfort and varying physical abilities of all people visiting, working or residing in the Principal centre Zone.</p> <p>Note: the existing character of the street will be enhanced through the provision of buildings that complement existing buildings, and that incorporate awnings providing shade and comfort to pedestrians.</p>	<p>N/A – The proposed development is for a low impact industrial premises and whilst the development does not incorporate awnings, it will provide some shading over the adjacent footpaths at different times of the day as a result of the building works being constructed to the boundaries. Moreover, the prevailing built character in the immediate area is not defined by awnings.</p> <p>Should the application be approved, conditions of the development approval will ensure that bicycle parking and disabled access is accommodated onsite.</p>
<p><b>PO 11 Active frontage</b></p> <p>Principal centre streets rely on pedestrian traffic for their continued vibrancy. Businesses in the zone depend on this vibrancy for their custom, and development encourages this vibrancy.</p> <p>Active frontages provide interest and assist in the maintenance and development of the town's centre as a social space.</p>	<p style="text-align: center;">✓</p> <p>The development provides direct pedestrian access from Bowen Street being the primary street frontage.</p>
<p><b>PO 12 Streetscape</b></p> <p>Buildings and structures within the principal centre streets contribute to the development of a visually vibrant town centre that incorporates a range of architectural styles that cumulatively reflect the town's long and proud history.</p>	<p style="text-align: center;">✓</p> <p>The proposed building will contribute to a visually vibrant town centre having been designed to high aesthetic standard using a range of building materials, varying roof lines and vibrant colours that will contribute to a visually appealing town centre.</p> <p>Cumulatively the design and use of colours and materials well reflect the town's long and proud history and will positively contribute the streetscape.</p>

<p><b>PO 13 Cultural heritage</b> The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.</p>	<p>The development site is not identified as containing any specific cultural heritage values. Even so, the developer holds responsibility for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met.</p>
<p><b>Landscaping and fencing</b></p>	
<p><b>Landscaping – refer to the Operational works landscaping code</b></p>	
<p><b>PO 14 Landscaping</b> Street trees and landscaping at the site shall:</p> <ul style="list-style-type: none"> <li>(a) contribute positively to the built form and the street;</li> <li>(b) be visually pleasing and create an attractive environment;</li> <li>(c) be located to take account of the direction of the breezes and sun;</li> <li>(d) be located to give privacy and buffering from or for any incompatible uses,</li> <li>(e) be located to avoid interference with electricity lines and other infrastructure; and</li> <li>(f) maintain sight lines at intersections for traffic.</li> </ul>	<p style="text-align: right;">✓</p> <p>The two existing bottle trees located within the Charles Street and Bowen Street road reserve at the development site frontage will be retained. Landscaped areas are also provided within the development site.</p>
<p><b>PO 15 Fencing</b> Where adjoining <i>Accommodation activities</i>, fencing provides separation for privacy.</p>	<p>The development incorporates a fire-rated wall along the larger portion of the eastern boundary, which will act as a privacy screen for the adjoining short-term accommodation (motel). The existing chain mesh boundary fence will be retained along the remainder of this boundary as there will be no change to the use area in this part of the site at the Bowen street frontage (i.e. it will continue to be used for access and carparking as per the existing arrangement).</p>
<p><b>Avoiding nuisance</b></p>	
<p><b>PO 16 Operating Hours</b> Development is operated in a manner that ensures the local amenity is protected.</p>	<p style="text-align: right;">✓</p> <p>As result of the proposed development there will be no change to the existing business operating hours.</p>
<p><b>PO 17 Delivery of Goods</b> The loading and unloading of goods occurs at the appropriate times to protect the amenity of the area and surrounding areas.</p>	<p style="text-align: right;">✓</p> <p>As result of the proposed development there will be no change to onsite deliveries of goods.</p>
<p><b>PO 18 Noise emissions</b> Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.</p>	<p style="text-align: right;">✓</p> <p>As result of the development there will be no increase in noise emissions from the premises. The proposed development involves an extension to a premises which will allow business activities to be carried out indoors.</p>
<p><b>PO 19 Lighting</b> 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.</p>	<p>Should the application be approved by Council, conditions of development approval will require that any lighting from the site does not exceed 8.0 lux at 1.5 metres from beyond the site boundary.</p>
<p><b>PO 20 Refuse storage</b> Refuse storage areas are:</p> <ul style="list-style-type: none"> <li>(a) located in convenient and unobtrusive positions;</li> </ul>	<p style="text-align: right;">✓</p> <p>The refuse storage area will be located within the new building extension which will screen it from view from the street.</p>



<p>(b) screened from the street and adjoining uses; and</p> <p>(c) capable of being serviced by a waste collector if required to be emptied on site.</p>	
<b>ENGINEERING</b>	
<b>Earthworks – refer to the Operational works excavation or filling code</b>	
<b>Infrastructure – refer to the Operational works infrastructure code</b>	
<b>Erosion Control</b>	
<p><b>PO 21 Construction activities</b></p> <p>Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.</p>	<p>Should the application be approved by Council, conditions of development approval will require soil erosion and sediment is managed in accordance with the <i>Capricorn Municipal Development Guidelines</i> during construction.</p>
<b>Provision of services</b>	
<p><b>PO 22 Electricity supply</b></p> <p>Premises are provided with a supply of electricity adequate for the activity.</p>	<p style="text-align: center;">✓</p> <p>The premises is connected to reticulated electricity infrastructure.</p>
<p><b>PO 23 Gas supply</b></p> <p>Where a reticulated gas supply is available:</p> <p>(a) premises are provided with a supply of reticulated gas adequate for the activity; and</p> <p>(b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.</p>	<p>N/A – The premises/existing business does not require connection to gas supply.</p>
<p><b>PO 24 Water supply</b></p> <p>To ensure the provision of a potable and fire-fighting water supply:</p> <p>(a) premises are provided with a supply and volume of water adequate for the activity; and</p> <p>(b) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.</p>	<p style="text-align: center;">✓</p> <p>The premises is connected to Council's water supply.</p>
<p><b>PO 25 Effluent disposal</b></p> <p>To ensure that public health and environmental values are preserved:</p> <p>(a) all premises provide for the effective treatment and disposal of effluent and other waste water; and</p> <p>(b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.</p>	<p style="text-align: center;">✓</p> <p>The premises is connected to Council's reticulated sewerage system.</p>
<b>Stormwater and drainage</b>	

<p><b>PO 26 Stormwater and inter-allotment drainage</b> Stormwater is collected and discharged so as to:</p> <ul style="list-style-type: none"> <li>(a) protect the stability of buildings and the use of adjacent land;</li> <li>(b) prevent water-logging of nearby land;</li> <li>(c) protect and maintain environmental values; and</li> <li>(d) maintain access to reticulated infrastructure for maintenance and replacement purposes.</li> </ul>	<p style="text-align: right;">✓</p> <p>Stormwater from the development will be managed on site through pipes and pits before being discharged to Council stormwater network.</p>
<p><b>Roads and rail</b></p>	
<p><b>Infrastructure – refer to the Infrastructure overlay code</b> for development in the proximity of, or potentially affecting State infrastructure.</p>	
<p><b>PO 27 Protection of State controlled roads</b> 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.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will continue to use the existing concrete access point from Bowen Street (a State controlled). The application was referred to Department of Transport and Main via the State Assessment and Referral Agency who provided no objection to this access arrangement continuing as result of the development.</p>
<p><b>PO 28 Roads</b> An all-weather road is provided between the premises and the existing road network.</p>	<p>N/A – The proposed development does not include new roads. The premises has two existing approved accesses - to Charles Street and Bowen Street.</p>
<p><b>Access, parking and manoeuvring</b></p>	
<p><b>PO 29 Vehicle access</b> Vehicle access to a road is provided to a standard appropriate for the Principal centre Zone.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will retain the two existing sealed access points from Charles Street and Bowen Street. The development does not propose any changes to these accesses.</p>
<p><b>PO 30 Parking and manoeuvring</b> Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.</p> <p>Note: Council will consider provision of off-site car parking in lieu of Schedule 9 Parking Standards requirements.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will not result in an increase in staff and customers on the site. The proposed development is purely a building extension to cover existing open works areas and improve site operations. The existing onsite carparking area, combined with on street carparking is considered adequate.</p> <p>All existing carparking, access and manoeuvring areas are sealed with an impervious surface. All vehicles accessing the premises are able to drive forward when entering and exiting the site.</p>
<p><b>ENVIRONMENTAL</b></p>	
<p><b>PO 31 Air emissions</b> Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.</p>	<p style="text-align: right;">✓</p> <p>As result of the development there will be no increase in noise emissions from the premises.</p> <p>The proposed development involves a building extension which will allow business activities to be carried out indoors and may result in reduced noise emissions from the premises.</p>
<p><b>PO 32 Energy use</b> Non-renewable energy use is minimised</p>	<p>Renewable energy sources are not proposed to be incorporated into this development. However, the</p>

through efficient design and the adoption of alternative energy sources.	development has been designed to allow for the future integration of renewable energy sources should this be required.
<b>PO 33 Water quality</b> The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: <ul style="list-style-type: none"> <li>(a) the biological integrity of aquatic ecosystems;</li> <li>(b) recreational use;</li> <li>(c) supply as drinking water after minimal treatment;</li> <li>(d) agricultural use or industrial use; and</li> <li>(e) minimises nuisance or harm to adjoining land owners.</li> </ul>	<div style="text-align: right;">✓</div> There will be no increase of impervious areas on the site as a result of the development. Onsite stormwater (including roofwater) will be collected in pipes and pits before being discharged to Council stormwater network.

### Overlays

#### Infrastructure overlay code

*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*
- *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 proposed development achieves the Purpose and Overall outcomes of the Infrastructure overlay code as follows:

- The proposed development is purely an extension to an existing premises to cover open work areas and will not change existing access arrangements onto Bowen Street (a State controlled road);

- The premises is not located near any existing or planned major infrastructure facilities including electricity substations, wastewater treatment plants or waste management facilities;
- The proposed development will not compromise the integrity, operational efficiency and maintenance of Bowen Street; and
- There will be no impact on the amenity, health and safety of people and property.

Assessment against the design criteria of the Infrastructure Overlay Code that is relevant to the proposed development (i.e. State-controlled roads) is provided in the table below.

<b>THE INFRASTRUCTURE OVERLAY CODE</b>	
<b>for development in the proximity of, or potentially affecting infrastructure.</b>	
<b>Performance outcomes</b>	<b>Response</b>
<b>State controlled roads</b>	
<b>PO 23 Transport noise corridors</b> 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 development.

#### 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.*

Assessment against the design criteria of the Airport Environs overlay code is provided in the table below.

<b>THE AIRPORT ENVIRONS OVERLAY CODE</b>	
<b>for areas within an area of interest of the SPP strategic airport and aviation facilities mapping</b>	
<b>Performance outcomes</b>	<b>Response</b>
<b>PLANNING</b>	
<b>Use, density and built form</b>	
<b>PO 1 Height - OLS</b> Development does not cause an obstruction or hazard to the safe movement of aircraft by any temporary or permanent intrusion of a physical structures into the airport's operational airspace.	✓ The proposed development will not cause an obstruction or hazard to the safe movement of aircraft because the maximum built height is 7.23 metres.

<b>PO 2 Height – Communications</b> 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 subject site is not located in the Roma Airport building restricted area.
<b>PO 3 Buffers</b> 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 proposal involves an increase in the building footprint to provide sheltered work areas. There is no change to the use that would result in the attraction of wildlife such as flying vertebrates.
<b>Avoiding nuisance</b>	
<b>PO 4 Lighting</b> 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.	Light emissions from the premises will be limited by the development conditions and will not cause obstruction or hazard to the movement of aircraft with the operational airspace.
<b>PO 5 Particulate release</b> 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 aircraft engine performance.	N/A - The proposed development involves an expansion to existing business premises to provide sheltered work areas and will not result in any particular release that would cause obstruction or hazard to the safe movement of aircraft.
<b>PO 6 Noise emissions</b> 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 proposed development does not involve a noise sensitive use.
<b>Safety and resilience to hazards</b>	
<b>PO 7 Public safety</b> 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 Roma Airport does not have a public safety area.



Issue	Description	Date	Initial
A	Conceptual Design	17-03-20	JLN
B	Conceptual Design 2	27-03-20	JLN
C	Added Stormwater Details	18-09-20	JLN
D	Added Elevations	31-08-20	JLN
E	Added Stage 2 Details	24-09-20	JLN
F	Change Drawing Order	30-09-20	JLN
G	Added Signage	10-12-20	JLN
H	Added Gates	15-12-20	JLN
I	Added Tree and Moved Openings	16-12-20	JLN



Sheet List		
Sheet	Name	Rev
1	Existing Site Plan	I
2	Stage 1 Site Plan	I
3	Stage 2 Site Plan	I
4	Existing Floor Plan	I
5	Stage 1 Floor Plan	I
6	Stage 2 Floor Plan	I
7	Elevations	I
8	Indicative Signage Plan	I
9	Site Development Plan	I
10	Stormwater Plan Stage 1	I

Proposed Renovation and Extensions for:

Crawfo's Tyres Pty Ltd

90-92 Charles St

Roma QLD 4455



CONCEPTUAL DESIGN ONLY  
Not to be used for quotation  
or construction purposes

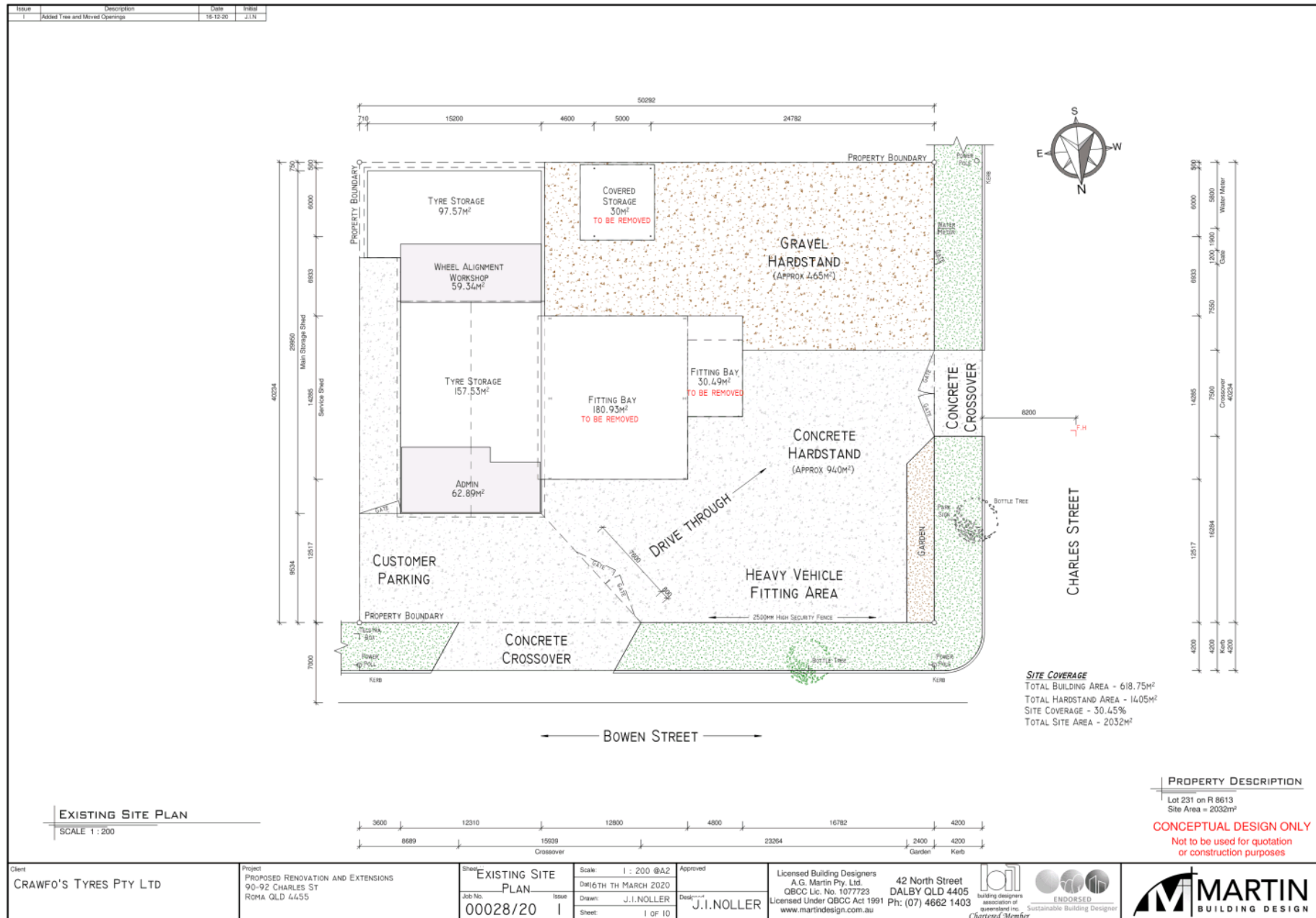
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Sheet Name:	COVER PAGE	Scale:	@A2	Approved:	
Job No:	00028/20	Drawn:	J.I. NOLLER	Desk:	J.I. NOLLER
Issue:	I				

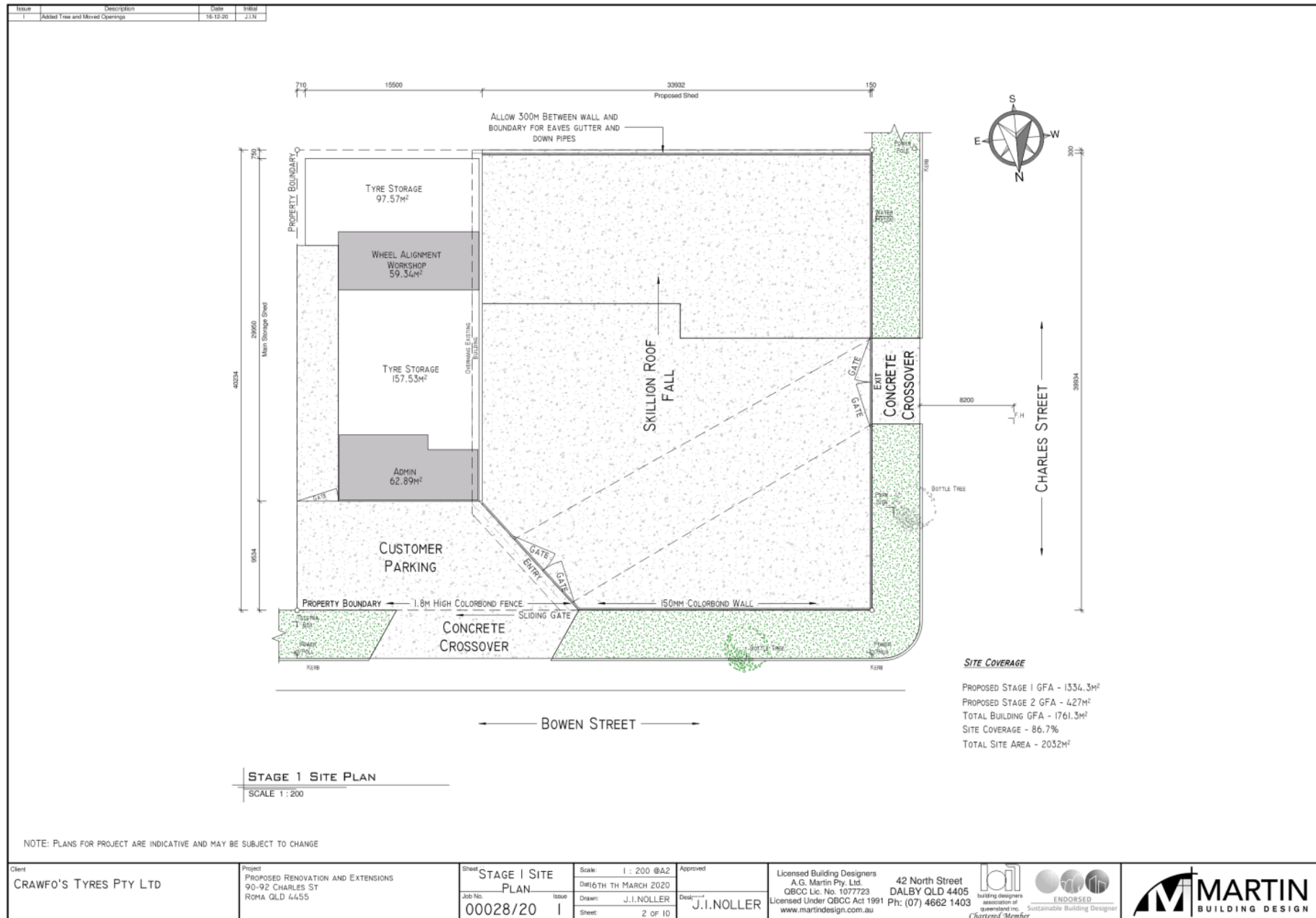
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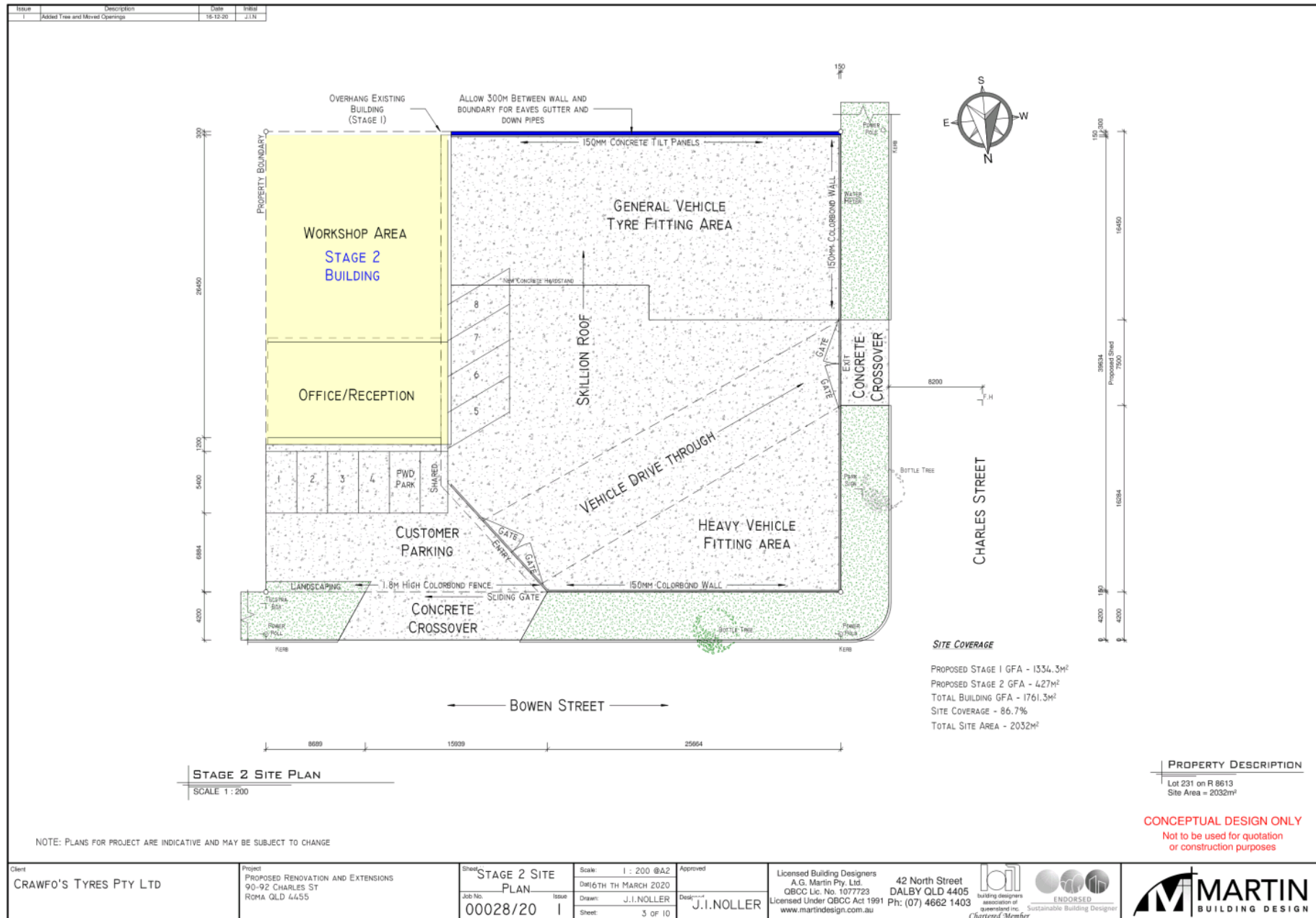


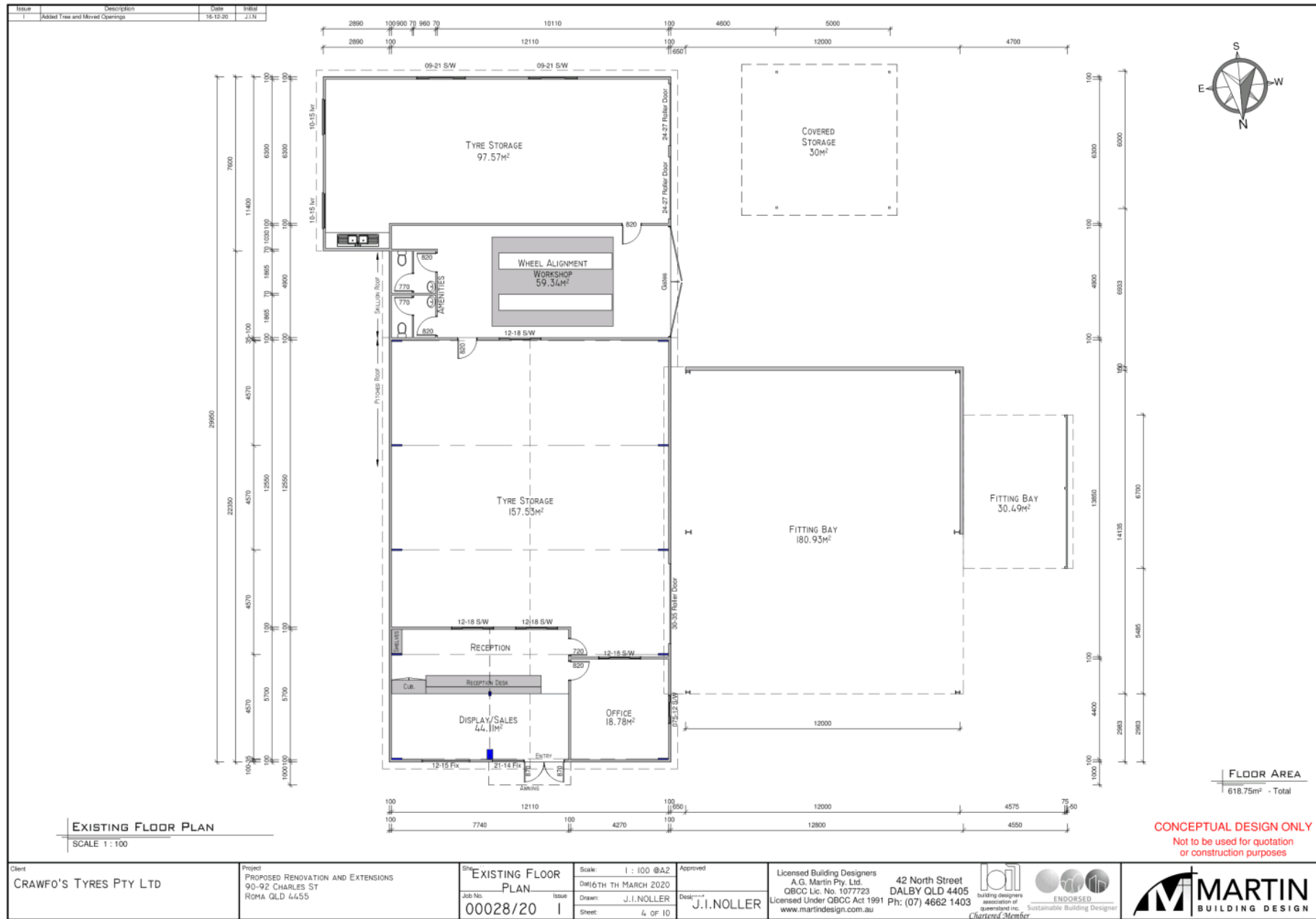


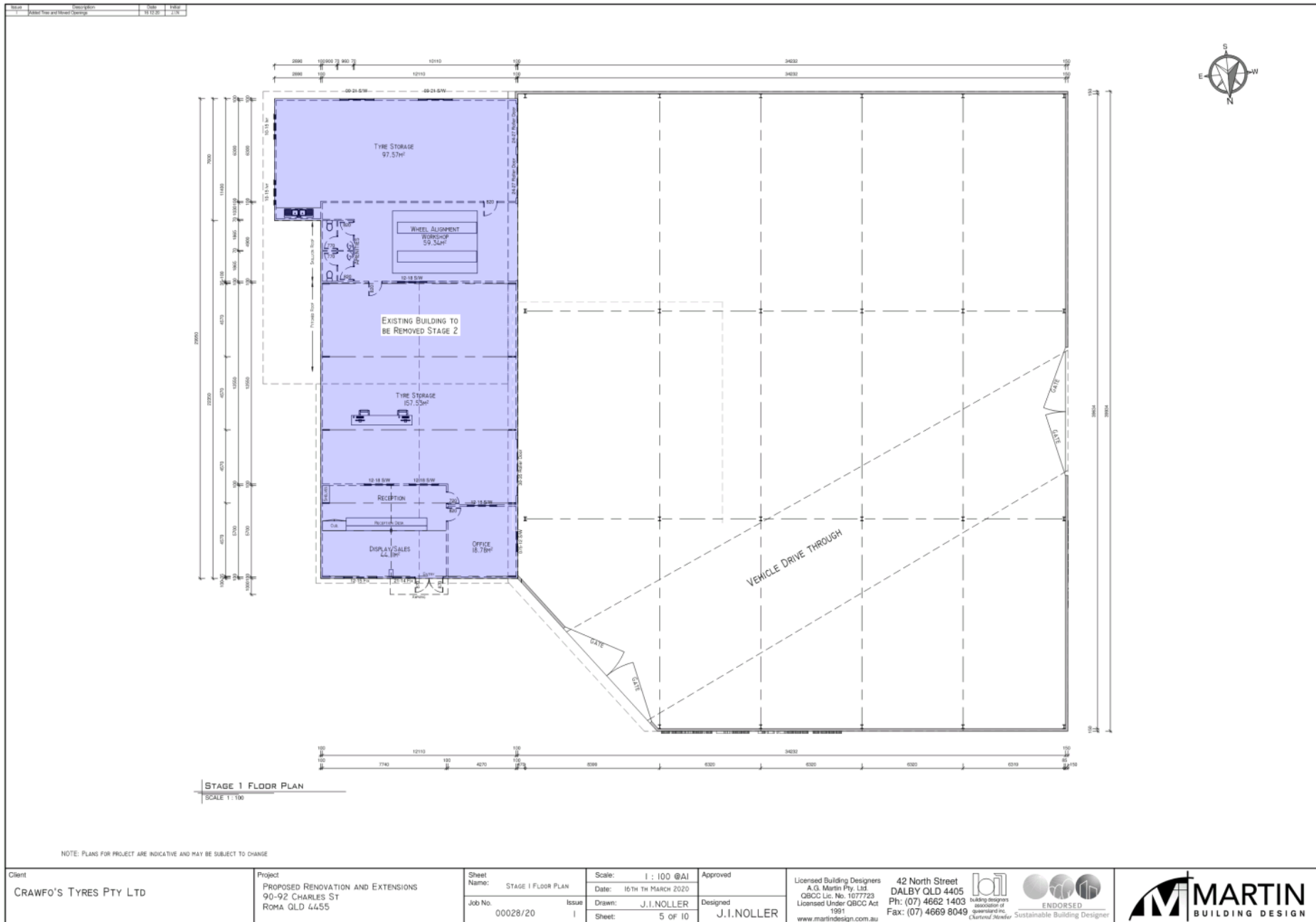


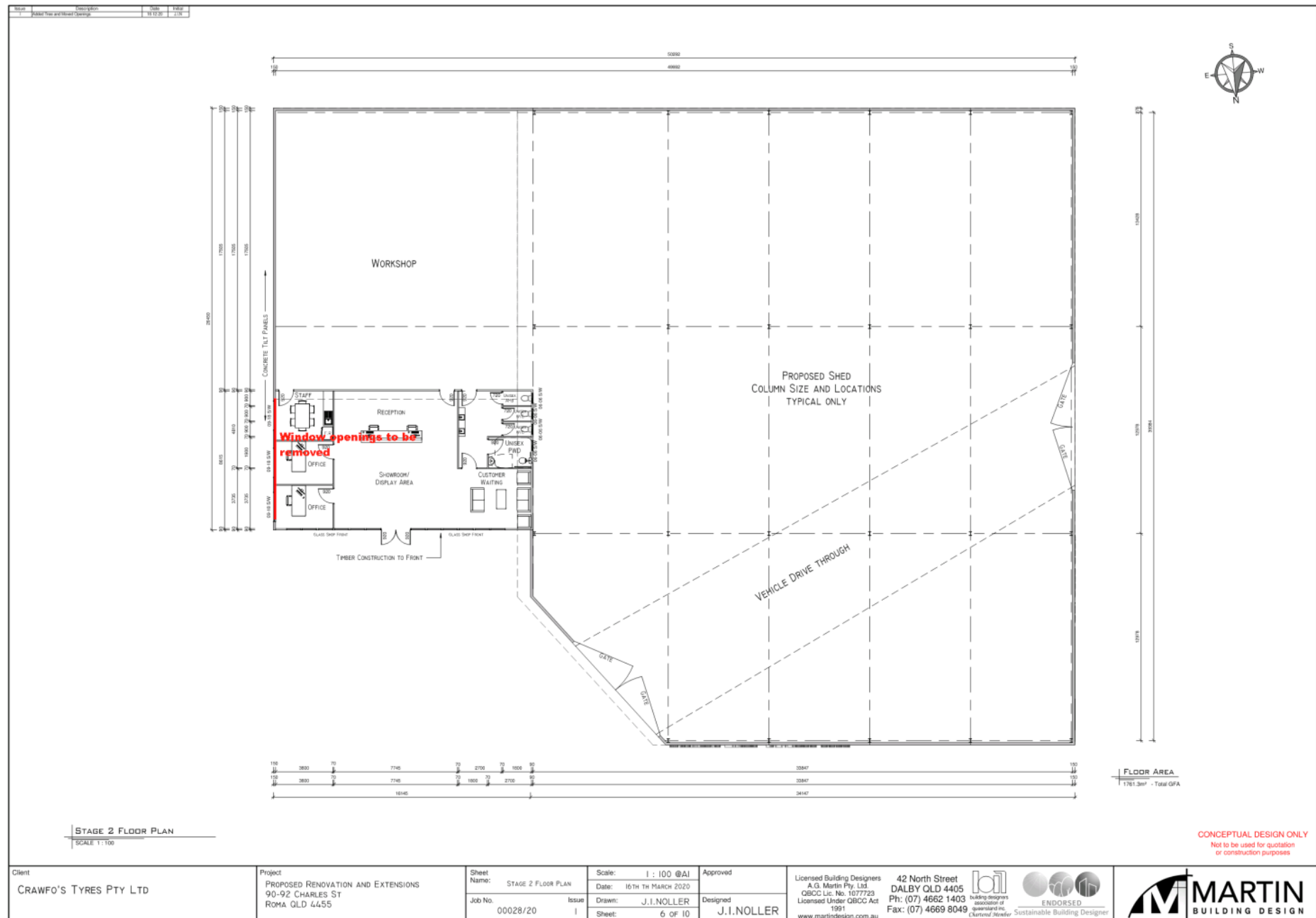


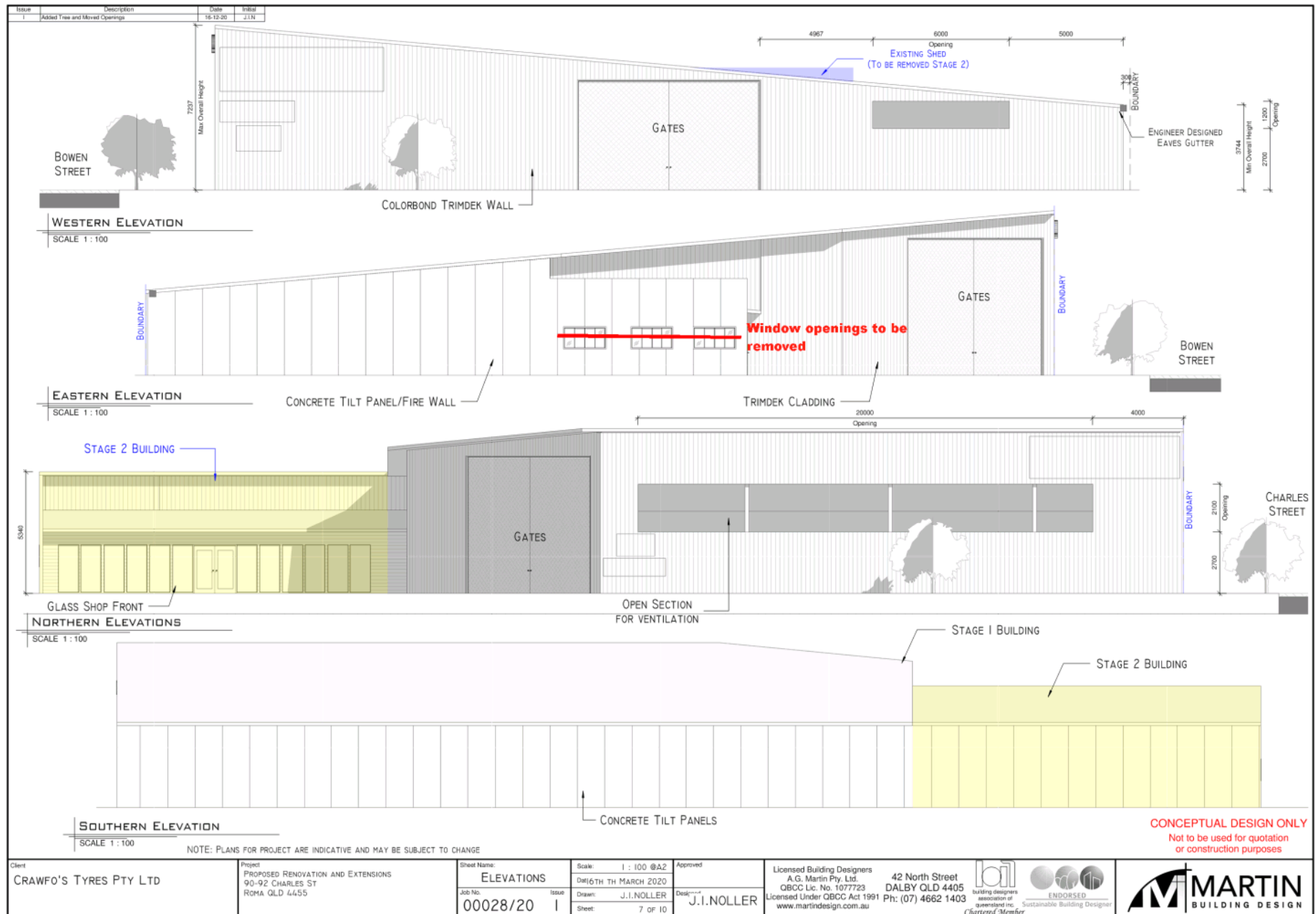










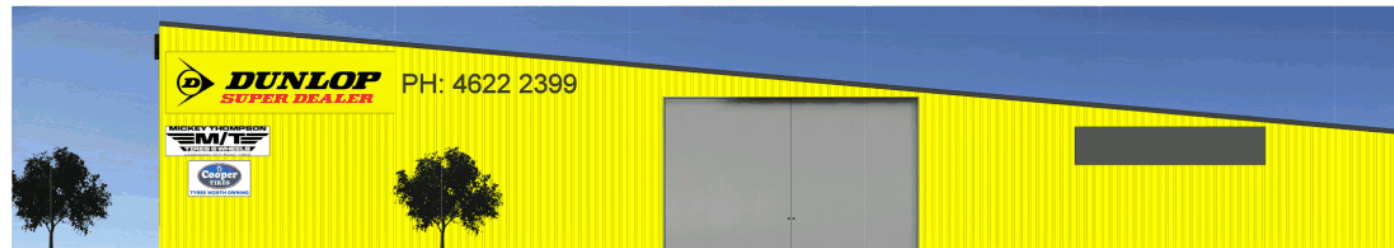


Issue	Description	Date	Initials
1	Added Tree and Moved Openings	16-12-20	J.I.N



NORTHERN ELEVATIONS (VIEW FROM BOWEN ST)

SCALE 1 : 100



WESTERN ELEVATION (VIEW FROM CHARLES ST)

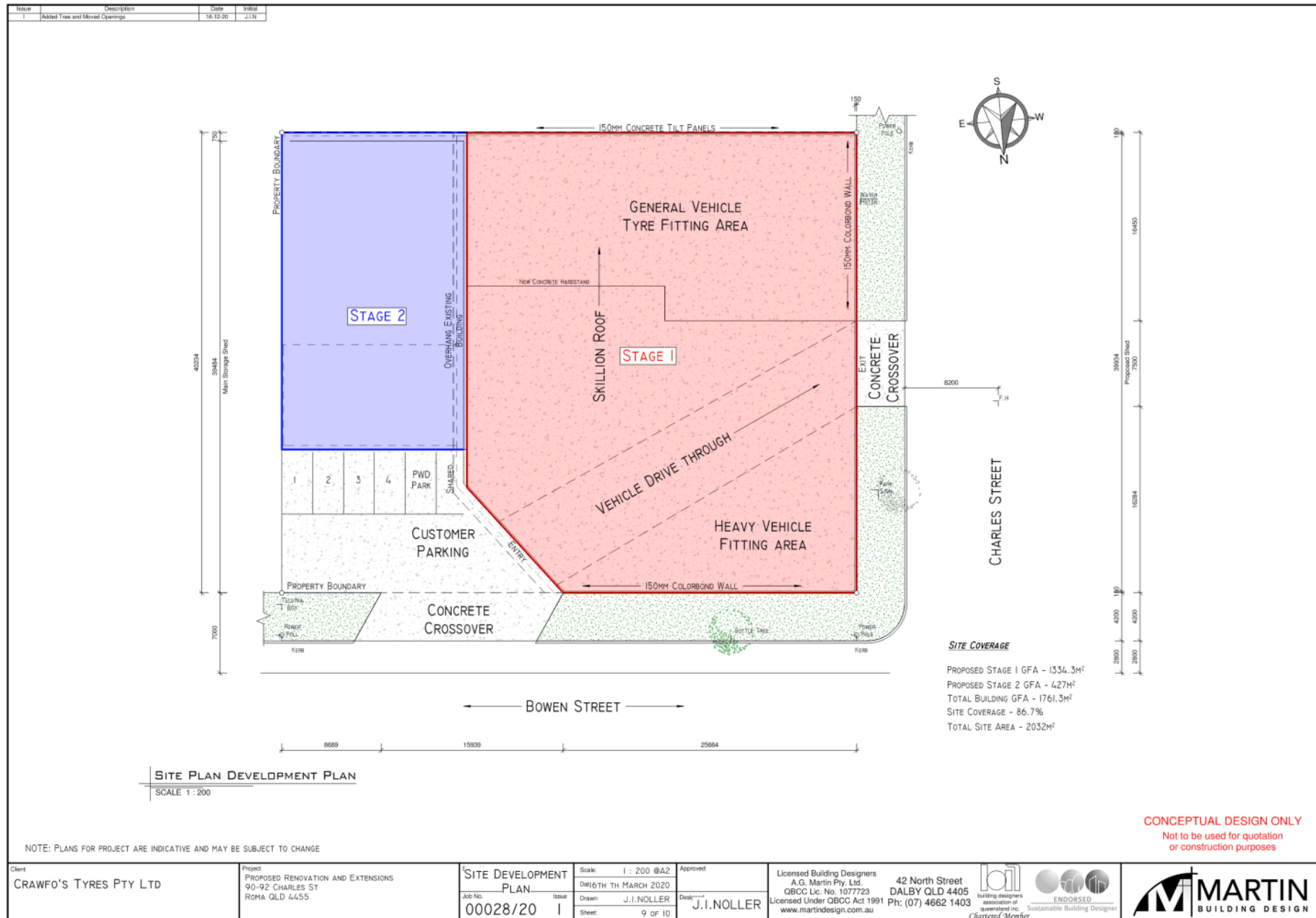
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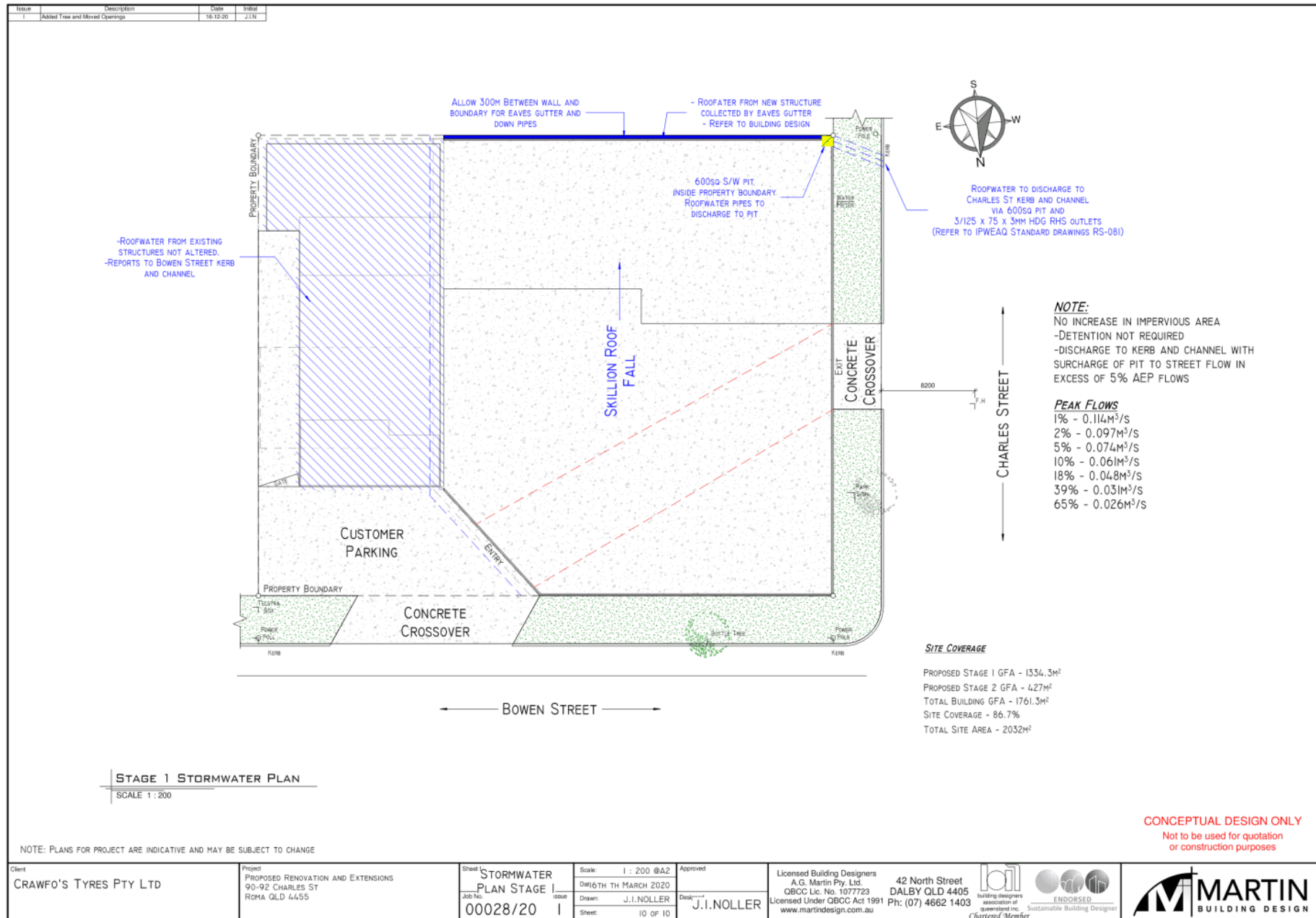
NOTE: PLANS FOR PROJECT ARE INDICATIVE AND MAY BE SUBJECT TO CHANGE

Client <b>CRAWFO'S TYRES PTY LTD</b>	Project PROPOSED RENOVATION AND EXTENSIONS 90-92 CHARLES ST ROMA QLD 4455	Sheet No. <b>INDICATIVE SIGNAGE PLAN</b> Job No. <b>00028/20</b> Issue <b>1</b>	Scale: <b>1 : 100 @A2</b> Date: <b>16TH MARCH 2020</b> Drawn: <b>J.I.NOLLER</b> Sheet: <b>8 OF 10</b>	Approved <b>J.I.NOLLER</b>	Licensed Building Designers A.G. Martin Pty. Ltd. QBCC Lic. No. 1077723 Licensed Under QBCC Act 1991 www.martindesign.com.au	42 North Street DALBY QLD 4405 Ph: (07) 4662 1403	<b>ENDORSED</b> Sustainable Building Designer	<b>MARTIN</b> BUILDING DESIGN
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RA6-N



Queensland Treasury

SARA reference: 2010-19491 SRA  
 Council reference: 2020-20190  
 Applicant reference: 2020-068

3 December 2020

Chief Executive Officer  
 Maranoa Regional Council  
 PO Box 620  
 ROMA QLD 4405  
 planning@maranoa.qld.gov.au

Attention: Jessica Reiser

Dear Jessica

## SARA response—90-92 Charles Street, Roma

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 30 October 2020.

### Response

Outcome:	Referral agency response – with conditions.
Date of response:	3 December 2020
Conditions:	The condition in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### Development details

Description:	Development permit	Material change of use for an extension to an existing Low Impact Industry (Tyre Sales and Fitting)
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1)—Material change of use of premises near a state transport corridor (Planning Regulation 2017)	
SARA reference:	2010-19491 SRA	

2010-19491 SRA

Assessment Manager: Maranoa Regional Council  
Street address: 90-92 Charles Street, Roma  
Real property description: Lot 231 on R8613  
Applicant name: Crawfo's Pty Ltd  
Applicant contact details: C/- Precinct Urban Planning  
PO Box 3038  
Toowoomba QLD 4350  
james@precinctplan.com.au

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Ian McHugh, Principal Planning Officer, on (07) 4616 7320 or via email ToowoombaSARA@dsdmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Darren Cooper  
Manager - DDSW (Planning)

cc Crawfo's Pty Ltd, james@precinctplan.com.au

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations about a referral agency response

2010-19491 SRA

### Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)

No.	Conditions	Condition timing
<b>Material change of use</b>		
10.9.4.2.4.1— Material change of use of premises near a state transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road.  (b) Any works on the land must not: <ul style="list-style-type: none"> <li>(i) create any new discharge points for stormwater runoff onto the state-controlled road;</li> <li>(ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</li> <li>(iii) surcharge any existing culvert or drain on the state-controlled road;</li> <li>(iv) reduce the quality of stormwater discharge onto the state-controlled road.</li> </ul>	(a) At all times.  (b) At all times

2010-19491 SRA

**Attachment 2—Advice to the applicant**

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General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

2010-19491 SRA

**Attachment 3—Reasons for referral agency response**

(Given under section 56(7) of the *Planning Act 2016*)

**The reasons for SARA's decision are:**

The development complies with State code 1: Development in a state-controlled road environment of the SDAP. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads

**Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The State Development Assessment Provisions (version 2.6)
- The Development Assessment Rules
- SARA DA Mapping system

2010-19491 SRA

**Attachment 4— Representations about a referral agency response**

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## Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules<sup>1</sup> regarding **representations about a referral agency response**

### Part 6: Changes to the application and referral agency responses

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#### 28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
  - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
  - (c) the applicant has given written agreement to the change to the referral agency response.<sup>2</sup>
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
  - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

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<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.



## Part 7: Miscellaneous

### 30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.<sup>3</sup>

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<sup>3</sup> An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

**PLANNING & BUILDING DEVELOPMENT REPORT****Meeting:** Ordinary 24 March 2021**Date:** 10 March 2021**Item Number:** 13.4**File Number:** D21/20466**SUBJECT HEADING:** Request for Infrastructure Charges waiver (Ref 2020/20038)**Classification:** Open Access**Officer's Title:** Manager - Planning & Building Development

**Executive Summary:** Council has received a request from Mistymine Pty Ltd to waive development infrastructure charges associated with a Material Change of Use for a new business premises catering for a "Low impact industry" at 109 Raglan Street Roma. The application does not meet all of the eligibility criteria of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* and therefore the request is presented for Council's consideration.

**Officer's Recommendation:**

That Council approve the request to waive the development infrastructure charges payable for Development Permit 2020/20038 – Material Change of Use (Low impact industry) subject to the applicant meeting all of the applicable Eligibility Criteria in Section 4.0 of *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*, with the exception of Criteria No. 2 and No. 6.

**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 owner of the premises, Mistymine 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
MCU	Material Change of Use
ICN	Infrastructure Charges Notice
LGR	<i>Local Government Regulation 2012</i>
PA	<i>Planning Act 2016</i>

**Context:**

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

The application does not meet all of the eligibility criteria of Council's *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* and therefore a decision on whether to grant a concession sits outside the scope of officer delegations and must be made by the elected Council.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

On 8 March 2021, Mistymine Pty Ltd made a request to Council for the waiver of infrastructure charges payable for a Material change of use for "Low impact industry" at 109 Raglan Street, Roma. The total value of the charges is \$9,612.50.

Council currently has a *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* in place as a short-term measure to boost economic growth in the Maranoa Region.

In this case the application does not meet the eligibility criteria for a waiver due to the development application being lodged prior to the Effective period of the policy (2 September 2020 – 30 June 2022).

The applicant has submitted the following information in support of their request -

- a) *the construction period of the development occurred during the COVID- 19 Pandemic resulting in an extended construction period and a significant cost escalation due to the difficulty in accessing materials through supply chain holdups and in many cases shortages of materials, and*
- b) *this development has enhanced the Industrial Sector of the town and encouraged a relatively new business the opportunity to cement its place in Roma and offer expanded services to the Maranoa Region, and*
- c) *combined investments from the two parties involved with this Development showcase the confidence in the Maranoa Region and help to underpin local employment prospects.*

**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)

Infrastructure charges are levied pursuant to section 119 of the *Planning Act 2016* (PA), by issuing an Infrastructure Charges Notice (ICN) to an applicant. The triggers for payment are set out in section 122 of the PA. For a Material Change of use, the trigger for payment is generally when the change happens (commencement of the use).

Chapter 4, Part 10 of the *Local Government Regulation 2012* (LGR) deals with concessions on rates and charges. A concession may only be granted if certain preconditions are met. The relevant preconditions include:

1. A concession may only be granted to a "ratepayer". A "ratepayer" is defined in Schedule 8 of the LGR as "a person who is liable to pay rates or charges". (It is considered that a "ratepayer" includes a person liable for paying charges levied under an ICN.)
2. A concession may only be granted if Council is satisfied that the concession will encourage the economic development of all or part of the Maranoa local government area.

**Council Policies or Asset Management Plans:**

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

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

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

Council's *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* is relevant to this request. The development application to which the infrastructure charges apply, does not meet all of the eligibility criteria to be granted a concession. Specifically, the policy requires:

*The development must be the subject of a development permit for a development application that is made within the effective period identified in Section 3.0 – Effective Period and that has taken effect and has not lapsed under the Planning Act 2016.*

The effective period for the policy is 2 September 2020 to 30 June 2022. The development application was lodged on 27 February 2020 and approved on 29 April 2020.

**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:

- Planning Officer
- Director, Development, Facilities and Environmental Services

**Funding Bodies:**

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

There is no external funding applicable to this request.

**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?***

Approval of the request will result in Council forgoing \$9,612.50 in revenue for development infrastructure charges.

**Future Years' Budgets:**

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

If Council approve the request, it is likely to impact the current years' budget rather than future years. This will depend on when the charges become payable. Generally speaking, the charge becomes payable when the approved use commences. The development works are now well-advanced and therefore it is expected that the use will commence in the current financial 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)

Council's decision on this matter may be of interest to other development proponents that also do not meet all of the eligibility criteria of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*. General Ratepayers may also be interested in 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 comment below.	

Risks associated with granting concessions on infrastructure charges were explored during the development of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*. In essence they include impacts of lost revenue, such as on Council's ability to complete planned capital infrastructure projects and potential inequities for existing versus new business.

### 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 approve the request to waive the development infrastructure charges:

- The Effective date for the policy is not necessarily a true reflection of when economic impacts as a result of the COVID-19 pandemic started to be felt in the region. Council had been considering its economic response to the pandemic since as early as February 2020 (when the application was lodged), and the waiver of development application fees and infrastructure charges had formed part of these deliberations.
- The development approval was acted upon and works to construct the premises commenced after public discussions of Council regarding its efforts

to support the development community as a result of COVID-19, and around the time the infrastructure charges concession policy took effect.

- Works to establish the development from a vacant site are well-advanced and have occurred during the height of the COVID-19 pandemic.
- The approved use is expected to commence during the Effective period of the infrastructure charges concession policy.

**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 approve the request, conditional upon the applicant meeting all of the eligibility criteria of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*, with the exception of Criteria No. 2 and No. 6 (as they relate to the *Effective period*).

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

1 [1](#) Applicant Request for Infrastructure Charges Waiver D21/20465

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

CEO Maranoa Regional Council

Re; Decision Notice 29<sup>th</sup> April 2020.

New Development 109 Raglan St Roma.

Dear Julie,

It has come to my notice that the Maranoa Regional Council is currently waiving Infrastructure Charges to Stimulate Development in our Region during this difficult period brought about by the current Covid-19 Pandemic.

Whilst I appreciate that our approval for the above development was granted before this initiative had been passed by council, the construction period has generally been carried out within the allotted time frame.

This New Development has enhanced the Industrial Sector of our town and encouraged a relatively new Business the opportunity to cement its place in Roma and offer expanded services to the Maranoa Region. Combined investments from the two parties involved with this Development showcase the confidence in the Maranoa Region and help to underpin local employment prospects.

Covid -19 has created several issues throughout construction due to the difficulty in accessing materials through supply chain holdups and in many cases shortages of materials. This has led to an extended construction period and a significant cost escalation.

In view of the above points, I would ask if the Council would consider waiving the Infrastructure charges as assessed and noted in the decision notice dated 29<sup>th</sup> April 2020.

Regards

Bruce Garvie.

Mistymine Pty Ltd.

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 1 March 2021

**Item Number:** 13.5

**File Number:** D21/16794

**SUBJECT HEADING:** Register of Locally Significant Flora and Fauna

**Classification:** Open Access

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

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### **Executive Summary:**

Council has requested a report be presented in regard to the development of a register to record locally identified heritage flora and fauna on road sides, reserves, council spaces or special areas (OM/01.2021/36).

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

That Council

1. Consider at a future Council Meeting adoption of a Register of Locally Significant Flora Policy to be drafted based on the recommendations included in the body of this report.
2. Invite community members to nominate significant flora for inclusion in the register with all nominations to be presented at an ordinary meeting for decision.
3. Not proceed with the development of a Register of Locally Significant Fauna.

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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).

Individuals or organisations with interest in the preservation of local flora or fauna.

### **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
GBO	General biosecurity obligation

### **Context:**

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



At the Ordinary Council meeting held on 27 January 2021, Council resolved that a report be prepared for consideration at Council meeting in regard to the development of a register to record locally identified road sides, reserves, council space or special areas in regard to heritage flora and fauna (OM/01.2021/36).

#### Definitions

- Flora is defined as all the plants of a particular place.
- Fauna is defined as the animals of a particular region, habitat, or geological period.

#### Background:

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

(Succinct overview of the relevant facts, without interpretation)

Council at its meeting on 27 January 2021 expressed interest in exploring the development and adoption of a register to record the location of flora and fauna of local significance.

It is recommended that Council not proceed with developing the fauna register at this time and instead focus on the development and implementation of a flora register which seems to be where current community concern lays.

To achieve this goal of having a register that allows the local community to identify and record heritage flora, it is recommended that:-

1. Council develop a register of locally significant flora on Council controlled lands ie. Parks, natural areas, cemeteries, urban precincts, road reserves and open spaces.
2. The register not apply to privately owned land or state or federal controlled roads including the Warrego Highway.
3. Community members be invited to nominate significant flora to be included on the register.
4. All nominations be presented at Council meeting for decision on inclusion in the register.

Nominations to include:-

- a description of the flora being nominated,
  - photograph/s,
  - details of the location including GPS points,
  - short statement on the significance of the flora and why it should be preserved.
5. In deciding whether to include nominated flora on the register, Council must ensure that public safety is paramount. In considering a nomination, Council should take into account:-
    - If the tree/flora has any historical or memorial significance eg. Ceremonial tree planted by government leaders, or high cultural value eg. Linked to indigenous culture, current or earlier lifestyle.
    - Any effects on pedestrian or vehicular visibility, or ability to safely traverse a public area.

- Vicinity to electricity, gas or water lines.
  - Health of the vegetation.
  - Whether the flora is classed as rare or endangered.
  - If the flora is a declared pest species, poisonous or presents conflict or potential conflict to public or privately owned infrastructure including footpaths and buildings.
  - If the flora is negatively impacting any neighbouring properties ie. Leaves in gutters or swimming pools, acting as attractant for bats.
  - Australian standards for road construction and maintenance.
6. The register include no plants that are listed as a “Prohibited Species” or a “Restricted Species” under the *Biosecurity Act 2014*.
  7. For plants listed by the Department of Agriculture and Fisheries as an invasive plant, a risk assessment be undertaken prior to the inclusion of such plants onto the register.
  8. The entire register be reviewed a minimum of every 5 years.
  9. Details of the site be recorded as an overlay in Council’s mapping system.
  10. The register be managed and maintained regionally.
  11. It be a requirement that the local Directors and Overseers ie. Booringa, Bungil, Bendemere, Warroo and Roma Town have an excellent knowledge of the register for their community/area. If works are going to be managed and delivered locally, it is important that there is in-depth knowledge of the register at a local level.
  12. Inclusion on the register does not commit Council to preservation of the flora ie. Council is not responsible for caring for the flora, nor taking action if the flora becomes ill for example due to disease or drought.

It has been suggested that the register could act similar to cultural heritage searches. However the impediment to this suggestion is that cultural heritage searches are a formal process completed when new works are being completed on land that hasn’t been previously disturbed. The introduction of a flora register is most likely to affect more the day-to-day operations of the maintenance teams including roads maintenance (rural and urban), parks and gardens, and rural lands (weed spraying), rather than the construction teams.

It is important that Council also understands that while the register records the location of the flora which will help to guide Council’s onsite works, registration does not protect against disturbance of the flora by other agencies or private individuals. The register is not able to be legislatively enforced.

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

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

Nil

**Council Policies or Asset Management Plans:**

***Does Council have a policy, plan or approach ordinarily followed for this type of decision?  
What are relevant sections of the policy or plan?***

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

The report recommends that a Policy be developed.

**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)

The following Council work teams were invited to provide input into this report.

- Construction
- Maintenance Delivery & Works
- Strategic Road Management
- Environment, Health, Waste & Rural Land Services
- Planning & Building Development
- Information and Communications Technology

**Feedback from Rural Land Services**

The implementation of the *Biosecurity Act 2014* saw a move to risk based decision making when dealing with Biosecurity Matter. The development of a register of locally protected flora could be seen as "dealing with Biosecurity Matter" and therefore we need to consider the Biosecurity Risks from the development of the register.

Council has a General Biosecurity Obligation when dealing with biosecurity matter, which requires council to do the following:

*All Queenslanders have a 'general biosecurity obligation' (GBO) under Queensland's [Biosecurity Act 2014](#).*

*This means that everyone is responsible for managing [biosecurity risks](#) that are:*

- *under their control and*
- *that they know about, or should reasonably be expected to know about.*

*Under the GBO, individuals and organisations whose activities pose a biosecurity risk must:*

- *take all reasonable and practical steps to prevent or minimise each biosecurity risk*
- *minimise the likelihood of causing a '[biosecurity event](#)', and limit the consequences if such an event is caused*
- *prevent or minimise the harmful effects a risk could have, and not do anything that might make any harmful effects worse.*

More details on the GBO can be found here: [General biosecurity obligation | Department of Agriculture and Fisheries, Queensland \(daf.qld.gov.au\)](http://www.daf.qld.gov.au/General-biosecurity-obligation)

I have particular concerns with regard to the register including restricted or invasive weeds. I would like to propose that no nominations for plants should be accepted if the plant is:

- Listed as a "Prohibited Species" under the Biosecurity Act 2014; or
- Listed as a "Restricted Species" under the Biosecurity Act 2014; or
- For plants listed by the Department of Agriculture and Fisheries as an invasive plant, consideration should be given to undertaking a risk assessment prior to the inclusion of such plants onto a register. Other invasive plants are listed here: [Other invasive plants | Business Queensland](http://www.business.qld.gov.au/Other-invasive-plants)

The question I cannot clearly answer at this time, is that does the development of a register of protected plants mean that Council meets the definition of "Dealing with biosecurity matter" and therefore, does Council have a GBO with regard to the plants listed on the register. Particularly if the register is proposing to protect these plants, rather than remove them.

Also, if the register is to include invasive plants, consideration needs to be given to the ongoing costs associated with containment of these plants, as invasive plants (such as agave species or queen of the night cactus) will continue to spread. This will have budget implications for council.

Whilst I understand the intention of Council with regard to the establishment of such a register, further consideration is required in regard to the Biosecurity implications of this register.

I suggest that Councillors may also like to view the heritage register that sits as an overlay in Southern Downs planning scheme. While the document contains a lot of buildings and the like, it also contains things, such as parkland and weirs, gates etc.

My concern with having a heritage register that just covers Flora, is that we are missing the opportunity to cover other heritage sites (the "V" at the V gate for example).

<https://www.sdrc.qld.gov.au/doing-business/planning---development/strategic-planning/heritage#:~:text=The%20Register%20is%20a%20list,heritage%20significance%20of%20the%20place>

## **Feedback from Planning & Building Development**

I don't think there is a simple way to integrate this register into the planning scheme, and I don't think it would achieve the outcomes Council might be looking for anyway, particularly because we are looking at Council controlled land and a lot of Council works in these areas are not assessed against the planning scheme.

Perhaps Council could adopt a policy that sets out the nomination and approval process you have described as well as any process or actions required by Council

when undertaking works in proximity to a registered site. This could refer to a mapping overlay.

We do have a policy in the planning scheme which includes a list of local Cultural Heritage and Character Places. It's more oriented toward the built environment, though I did consider the process for adding to it and it's more complicated than I thought. I think it would be an overly time consuming process to add to the list each time something was approved and then the protection provided by the scheme only applies if the activity is assessable development. For anything that is accepted/doesn't require a DA, like spraying or Council roadworks, there would be no way to enforce it.

### Feedback from Information Technology

From a data collection perspective we could use the existing Online CRM platform to capture the information from the public (just need an Internet connected device): [Authority e-Services \(maranoa.qld.gov.au\)](http://maranoa.qld.gov.au)

We could make a custom form to capture the basic information outlined below:

- a description of the flora being nominated,
- photograph/s,
- details of the location including GPS points (for flora),
- short statement on the significance of the flora and why it should be preserved.

This could then have a workflow attached for notification/approval for inclusion in into a register and notification of outcome to resident.

Potentially the point data could be pulled back from the initial request (was approved) and added to a map layer in the internal SSA platform via FME (will still need to verify the potential of the automation process for this).

This is all very preliminary at this stage.

### 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?*

Administration time.

### 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)

Internal – Council staff tasked with planning, coordinating or undertaking works.

### 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 Complaint	Council should consider that situations may arise where a community member may nominate a certain tree or other flora for inclusion in the register. Council may need to refuse the nomination in the interests of community safety/inconvenience to neighbouring properties or because the plant is listed as Prohibited or Restricted species under the <i>Biosecurity Act 2014</i> . This may result in complaint.

### 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 proceed with developing a Register of Locally Significant Flora in Council managed areas including parks, cemeteries, urban precincts, road reserves and open spaces. It is also recommended that Council not proceed with a Register of Locally Significant Fauna at this time.

It is also recommended that Council develop a policy to outline the purpose of the Register and how nominations for inclusion of flora on the register will be assessed.

### 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. Consider at a future Council Meeting adoption of a Register of Locally Significant Flora Policy to be drafted based on the recommendations included in the body of this report.
2. Invite community members to nominate significant flora for inclusion in the register with all nominations to be presented at an ordinary meeting for decision.
3. Not proceed with the development of a Register of Locally Significant Fauna.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 8 March 2021

**Item Number:** 13.6

**File Number:** D21/19776

**SUBJECT HEADING:** Roma Historical Railway Cemetery

**Classification:** Open Access

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

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### **Executive Summary:**

At the Ordinary Council meeting held on 27 January 2021, Council considered a report in relation to the preservation of the original Roma Town Cemetery. After further discussions with Queensland Rail, Council is asked to consider entering a formal licence in respect to the land.

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

That Council

1. Acknowledge that the correct lot and plan description for the original Roma Town Cemetery is Lot 355 on Crown Plan WV1915.
2. Enter into a licence agreement with Queensland Rail over Lot 355 on Crown Plan WV1915 being the site of the original Roma town cemetery.
3. Pursuant to Section 236 of the *Local Government Act 2009*, authorise the Chief Executive Officer, or delegate, to execute the Licence Agreement with Queensland Rail and any other associated documentation.
4. Undertake investigations in regard to practical access to the land and provide a report to a future Council meeting.

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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).

Local Historians Mrs Dorothy (Dot) Brindley and Mrs Beryl Giles who have undertaken extensive research and asked for Council's support to preserve the site of Roma's original cemetery.

Queensland Rail

### **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 27 January 2021, Council considered a report presented by the Manager Communication, Information & Administration Services on this matter. The outcome of this report was that Council resolved:-

**Resolution No. OM/01.2021/08**

**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 to 1863.**
- 3. If successful in obtaining the railway land, work with the local historians to erect a plaque/memorial marking the significance of the site.**

It should be noted that the report that went to Council meeting included the incorrect lot and plan number.

In accordance with this resolution, Manager Facilities (Land, Buildings and Structures) was directed to action the matter and has been in discussions with Queensland Rail in regard to acquisition of the land.

Queensland Rail have advised that, after receiving contact from Council, Queensland Rail have commenced the process of reviewing their organisation's current and future requirements for the land with a view to possibly offering the land for sale.

Queensland Rail (Acting Team Leader Strategic Asset Management) has confirmed that under the Queensland Government Land Transaction Policy, Queensland Rail cannot gift land to any party. All transactions are to be at market value to achieve the best value for the State.

Queensland Rail have suggested that while this review is being undertaken, that Council consider entering a licence or lease with Queensland Rail over the land.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Extensive research completed by local historians has produced evidence that Roma's original cemetery was located on land near the Roma Railway Station. Some graves from this original cemetery may have been relocated to the current Roma Cemetery, but the majority (pre 1881) are believed to be still located at the site on the land described as Lot 355 on Crown Plan WV1915.

No physical trace of the original cemetery exists at the site.

The difference between entering a lease or a licence with Queensland Rail is

- A lease is exclusive right to the land, a licence is not;
- The term is a maximum of 10 years on both;
- With a lease Council will have to cover survey fees, application fee, administration fee, title registration. Estimated costs of up to \$3,000 - \$5,000.
- A licence is administration fee and application fee. Estimated costs up to \$2,000.00.
- With both a lease and a licence, Council will be liable to pay any rates and also services used on the land.
- With both options Council will be liable for maintenance of the property and possible installation of fences as well.

Council will need to resolve access issues as the block is landlocked.

**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)

Queensland Rail

Manager – Communication, Information & Administration 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?*

Queensland Rail application fee

Queensland Rail lease/licence preparation fee

Annual fee (market rent to be paid monthly, quarterly, half-yearly or annually). Rent will be assessed and quoted to Council (as the applicant) upon application approval. Council as tenant will be responsible for all outgoings includes rates, land tax (if applicable).

Council as the lease applicant, will responsible for funding survey and lease registration costs.

Funds have not been included in the 2020/21 budget for these costs.

### **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)*

Annual lease/licence fee (market rent)

Potential purchase price of land (to be considered in 2021/22 budget deliberations)

Costs to maintain the land

### **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)*

Local Historians Mrs Dorothy (Dot) Brindley and Mrs Beryl Giles who have undertaken extensive research and asked for Council's support to preserve the site of Roma's original town cemetery.

Queensland Rail

### **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
Negative publicity	If Council doesn't take action to preserve this historical cemetery, there is a risk of negative publicity (justified or unjustified).
Financial	Financial risk associated with this decision. If Council acquires the land via purchase, licence or lease, Council will be required to maintain the land.

### **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 enter into a licence with Queensland Rail over Lot 355 on WV1915 for the purpose of preserving the historic, original Roma Town Cemetery.

The licence will provide Council with a legal right to use the land.

Council could opt for a lease, however the main benefit of a lease is exclusive possession, which is not a primary consideration in this matter.

A licence will cost approximately \$2,000 to establish (plus ongoing annual costs), a lease will cost approximately \$3,000 - \$5,000 to establish (plus ongoing annual costs).

The Roma Town and Surrounds team will need to be resourced to undertake maintenance of this additional area.

Access issues will need to be resolved.

**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. Acknowledge that the correct lot and plan description for the original Roma Town Cemetery is Lot 355 on Crown Plan WV1915.
2. Enter into a licence agreement with Queensland Rail over Lot 355 on Crown Plan WV1915 being the site of the original Roma town cemetery.
3. Pursuant to Section 236 of the Local Government Act 2009, authorise the Chief Executive Officer, or delegate, to execute the Licence Agreement with Queensland Rail and any other associated documentation.
4. Undertake investigations in regard to practical access to the land and provide a report to a future Council meeting.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.6 Cemeteries

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 9 March 2021

**Item Number:** 13.7

**File Number:** D21/20117

**SUBJECT HEADING:** Hibernian Hall - User Agreement Renewal

**Classification:** Open Access

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

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### **Executive Summary:**

Council has been advised by the Director of WOTS on Gymnastic Fun & Fitness that she would like to renew the user agreement for the use of the Hibernian Hall.

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

That Council

1. Enter into an agreement with WOTS on Gymnastic Fun & Fitness for the use of the Hibernian Hall Roma for a period of three (3) years.
2. Charge WOTS on Gymnastic Fun & Fitness a hire fee for a multiple user as per Council fees and charges for the use of the Hibernian Hall for the term of this agreement.
3. Authorise the Chief Executive Officer, or delegate, to execute the User Agreement with WOTS on Gymnastic Fun & Fitness and any other associated 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).

WOTS on Gymnastic Fun & Fitness

### **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?***

WOTS on Gymnastic Fun & Fitness has advised Council they wish to enter into another agreement for the use of the Hibernian Hall. The current agreement will expire on the 10 April 2021.

# **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Wots on Gymnastic have held an agreement with Council for the use of the Hibernian hall for the past three years.

Listed below is a table of use from the current user agreement, the user would like to continue with these hours.

Day	Morning Times	Afternoon Times
Monday	9.00am – 12.00pm	3.15pm – 5.15pm
Tuesday	9.00am – 12.00pm	3.15pm – 5.15pm
Wednesday	9.00am – 12.00pm	3.15pm – 5.15pm

The current hourly rate applicable to this user is \$14.35 per hour as a multiple user.

# **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)

Manager – Facilities (Land, Buildings and Structures)

Director of WOTS on Gymnastic Fun & Fitness

# **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
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)

Agree to the renewal of the user agreement for the use of the Hibernian Hall for a period of three (3) years.

### 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

- Enter into an agreement with WOTS on Gymnastic Fun & Fitness for the use of the Hibernian Hall Roma for a period of three (3) years.
- Charge WOTS on Gymnastic Fun & Fitness a hire fee for a multiple user as per Council fees and charges for the use of the Hibernian Hall for the term of this agreement.

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

### Supporting Documentation:



- 1 [↓](#) Hibernian Hall - User Agreement - Wots on Gymnastic Fun and Fitness (expires 10 April 2021) D19/12011

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



## **User Agreement**

### **Hibernian Hall**

#### **Parties**

*Maranoa Regional Council  
ABN Number 99 324 089 164  
Address PO Box 42, Mitchell QLD 4465*

#### **And**

*Wots on Gymnastic Fun & Fitness- LL Maslen  
ABN Number 82 806 623 660  
Address 'Myall' Southern Road,  
Roma Qld 4455  
Telephone 0407 025 341/07 46268119*

**1.0 Introduction**

- 1.1 Maranoa Regional Council (Council) is the owner of the Hibernian Hall (Hall) located at 38-44 Hawthorne Street, Roma Q 4455.
- 1.2 The User wishes to conduct a gymnastic school at the Hall. The term gymnastic school refers to the purpose of conducting a business, engaging in such business involves the exchange of fee or payment.
- 1.3 Council has consented to the User using the Hall on the following terms and conditions specified to the Users.

**2.0 Term**

- 2.1 Term of this agreement shall be for a period of two (2) years commencing 11 April 2019 and expiring 10 April 2021.

**3.0 User Warrants**

- 3.1 The User warrants to Council that all certificates, registrations and accreditations claimed as being held by the User, which relate to conducting its business, are valid, held and current and will remain so throughout the term of this Agreement and any extensions thereof. The User acknowledges any breach of this warranty is a breach of the fundamental terms of this Agreement, such a breach will allow Council to terminate this Agreement without notice.

**4.0 Responsible and Contact Person**

- 4.1 The User shall nominate in writing to Council a 'Responsible Person/s' who will be assigned to ensure that the terms and conditions of this Agreement are adhered to.
- 4.2 For the purpose of administering this Agreement, the User shall nominate in writing to the Council a person/s able to be contacted at all times by Council, together with all reasonable contact details requested by Council.
- 4.3 The User shall be entitled to vary those nominated and/or their details from time-to-time by further notice.
- 4.4 For the purpose of this Agreement the contact person for Council shall be the Coordinator – Council Buildings & Structures in most cases and in the event that the Coordinator – Council Buildings & Structures is unavailable, the contact person for Council shall be the Manager – Facilities.

**5.0 Insurances and Indemnities**

- 5.1 The User shall at its own cost, effect and at all times during the terms of this Agreement and any extension thereof, keep in full force a policy of Public Risk Insurance (with an authorised Underwriter) for the activities carried out at the Hall for a minimum amount of \$20,000,000 (twenty million dollars). The User shall deliver to Council on demand a copy of the relevant policy and a current certificate of insurance. The User unconditionally releases Council from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any

statute) arising out of or in connection with an act, default or omission of the User or any of the User's agents. The User agrees not to sue or make any claim or demand against Council in respect to matters covered by this release.

- 5.2 Council, its employees or agents, are not liable for any injury (including death) or loss of property, whether negligent or otherwise. The User indemnifies Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect to:-

5.2.1 Any loss of, or damage to property of Council; or

5.2.2 Any loss, or damage to property of User; or

5.2.3 Any loss of, or damage sustained by any persons brought into the Hall and/or Hall surroundings by the User; or

5.2.4 Anything resulting from or by reason of or omitted to be done by the User arising out of the User's activities undertaken at or near the Hall.

- 5.3 The User's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

- 5.4 The User is responsible for the cost of making good any damage caused to the Hall floors, walls, ceilings, furniture or fittings arising out of and in the course of the User's activities. Reasonable wear and tear is exempted.

- 5.5 In the case of a dramatic or other performance or concert, the User shall not produce, or permit to be produced or performed, any dramatic or musical work in infringement of the copyright or performing right of any owner of such right/s, and the User agrees to indemnify the Council against any claim for breach of copyright or any other action herewith.

## **6.0 Permission to Occupy**

- 6.1 Nothing contained in this Agreement shall confer the right to exclusive use of the Hall by the User and Council may at its discretion allow other individuals and/or groups to have casual use of the premises.

- 6.2 On occasion, all of the Hall floor space may be required for a function or event. In this situation the User's equipment shall be moved by the User to the designated storage area and any oversized items belonging to the User shall be moved or taken off the premises by the User.

## **7.0 User Obligations**

- 7.1 The User shall ensure the terms and conditions of this Agreement have been made known to all persons prior to entering the Hall.

- 7.2 The User shall ensure that all persons who enter the Hall are made aware that they enter at their own risk.

- 7.3 The User shall ensure that all persons using the Hall do so in an orderly and well behaved manner, which includes –
- No alcohol/drugs; and
  - No smoking; and
  - No glass; and
  - No food or drink in the Hall with the exception of water in bottles with screw top lids.
- 7.4 The User shall remove, or cause to be removed, any persons from the Hall whose behaviour is inappropriate, disruptive or causes any danger or threat to any other person or property.
- 7.5 The User shall not place, leave or permit to be placed or left any debris or rubbish in any part of the Hall and shall ensure that all trash and garbage are placed in proper receptacles.
- 7.6 The User shall not erect any structure or permanent fixture at the Hall without the written consent of Council.
- 7.7 The User shall not cause any nails, tacks, adhesives, or other articles to be driven into or on the floor, walls or ceilings of the Hall without the written consent of Council.
- 7.8 The User shall not dismantle, remove or replace any structure or permanent fixture at the Hall without the written consent of Council.
- 7.9 The User shall ensure that at the completion of activities all equipment is stored efficiently in the designated storage area.
- 7.10 The User shall ensure after each use, the Hall is appropriately and adequately secured and that all security devices installed are properly engaged.
- 7.11 The User shall upon demand, in writing, from Council return all keys held by or on behalf of the User to Council.
- 7.12 The User shall comply with all reasonable directions of authorised Council staff in its use of the Hall.

## **8.0 Acknowledgement**

- 8.1 The User acknowledges responsibility for the supervision and care of persons brought into the Hall.
- 8.2 The User acknowledges responsibility to obtain information regarding the skills and abilities of the persons it brings into the Hall and to instruct/supervise those persons according to their skill set.
- 8.3 The User acknowledges use of the Hall is subject to a number of risks, including injury, and the responsibility for supervision and instruction of persons brought in to the Hall by the User rests with the User.



**9.0 Accidents and/or First Aid**

9.1 The User acknowledges responsibility for administering first aid in the event of an emergency rests with the User. The User shall immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Hall requiring urgent medical attention.

9.2 All incidents of first aid and/or accidents shall be reported to Council.

**10.0 Hire Fees**

10.1 Hire fees for the facility shall be as per Council's schedule of Fees and Charges which is subject to annual review.

10.2 Weekly classes will be conducted and operate as per calendar dates supplied to Council. The User acknowledges, that if Council is not notified of a cancellation in advance, that the User will be charged for the tabled hours or hired hours advised.

Day	Morning Times	Afternoon Times
Monday	9.00am – 12.15pm	3.15pm – 5.15pm
Tuesday	9.00am – 12.15pm	3.15pm – 5.15pm
Wednesday		3.15pm – 6.15pm

**11.0 Maintenance and Cleaning**

11.1 All maintenance and cleaning will be the responsibility of Council, including all the firefighting equipment and annual pest control, spraying for cockroaches, household ants and spiders.

All maintenance is to be reported to Council's Facilities Maintenance team for action by phoning 1300 007 662.

**12.0 Additional Cleaning**

12.1 Any additional cleaning resulting from the Users use of the Hall will attract a cleaning fee of \$44.00/hr.

12.2 Additional cleaning is defined as:-

- Food or drink being consumed in the Hall and spillage occurring.
- Makeup, glitter or similar products being on the floor, walls, bench tops, equipment or other areas of the Hall.
- Evidence that the benches, tables or other equipment have been walked on, additional cleaning will be charged to ensure cleanliness of the food preparation area.
- Equipment not being stored in the Council approved storage area.
- Property or equipment belonging to the User or participant being left at the Facility.
- Toilets not being flushed, toilet paper or hand towel left on the floor, walls or ceiling, or objects left in the toilet that may cause damage to the toilet system.
- Any vandalism that results in additional cleaning.

**13.0 Failure to Comply**

- 13.1 Failure to comply with the terms and conditions detailed in this Agreement shall be regarded as a breach of the Agreement giving Council the right to cancel the Agreement without notice.

**14.0 Signage**

- 14.1 The User may erect signs or advertising on the exterior of the building which relates to the User's activities but the User must first obtain written approval from Council. Council's approval is subject to consideration of such signs or advertising on the long term effect on the facility. The User must comply with relevant laws in relation to such signs or advertising devices.

**15.0 Disputes**

- 15.1 In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or any matter or thing contained therein, the decision of Council's Chief Executive Officer therein shall be final and conclusive.

## 13.0 Executed as an Agreement

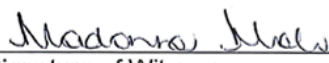
Executed for and on behalf of Maranoa Regional Council

By a duly authorised officer in the presence of:-

  
Signature of WitnessGRACE ROBAR  
Name of Witness29/03/19  
Date  
Signature of Authorised OfficerJULIE REITANO  
Name of Authorised Officer29/3/19  
Date

Executed for and on behalf of Wots on Gymnastic

ABN Number 82 806 623 660

  
Signature of WitnessMADONNA MOLE  
Name of Witness20.03.2019  
Date  
Signature of Authorised PersonLuanne masten  
Name of Authorised Person20/03/19  
Date





**Hibernian Hall User Agreement  
Wot's on Gymnastic Fun and Fitness  
GM/12.2019/06**

**10.0 Hire Fees**

10.2 Weekly classes will be conducted and operate as per calendar dates supplied to Council. The User acknowledges, that if Council is not notified of cancellation in advance, that the User will be charged for the tabled hours or hired hours advised.

Day	Morning Times	Afternoon Times
Monday	9.00am – 12.15pm	3.15pm – 5.15pm
Tuesday	9.00am – 12.15pm	3.15pm – 5.15pm
Wednesday	9.00am – 12.15pm	3.15pm – 5.15pm



## **OFFICER REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 10 March 2021

**Item Number:** 13.8

**File Number:** D21/20403

**SUBJECT HEADING:** The gifting of a new Roma Express Miniature Train

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received a letter from Roma Commerce and Tourism Inc (RCAT) with the offer of gifting Council a brand new, specifically manufactured, electric miniature train, valued at \$37,645, to replace Council's existing, aged, and irreparable, miniature train. The letter requests that Council supply electricity, and a light, to the existing train shed to enable the train to be charged at night.

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

- 1) Formally accept the gift of the new miniature train;
- 2) Supply power, and a light, to the existing train shed, utilising funds from Big Rig Maintenance budget.
- 3) Recognise the new miniature train in Council's asset register, and include it in Council's capital budget; and
- 4) Offer the old train driver's car and carriages for sale through public auction.

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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).

RCAT have invested in the purchase of this train, so are interested in the outcome. RCAT retain the income received from the miniature train to promote the attraction, cover minor maintenance and to implement innovative concepts to enhance the train ride experience.

### **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
RCAT	Roma Commerce and Tourism Inc

### **Context:**

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

Maranoa Regional Council and RCAT (formerly Visit Roma) have worked in partnership for over a decade to provide the Roma Express miniature train to locals and visitors alike. All of the carriages on Council's existing miniature train are now unsafe, unusable and irreparable. RCAT have purchased a brand new miniature train, which includes a Driver's Car and three carriages, and have written to Council offering the new train to Council and request electricity and a light be provided to the existing train shed.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Roma Express miniature train has been an integral part of The Big Rig Parklands for decades. Mr Anderson operated a steam powered miniature train on the tracks over 20 years ago, with his old carriages still being used with the current Driver's Car. The old carriages are unbalanced (with a brick being used to keep it on the tracks) and it is not possible to easily source the required springs and wheels to keep them operational. The new train has a brand new electric Driver's Car plus three new passenger cars.

Maranoa Regional Council and RCAT (previously Visit Roma Inc) have worked in close partnership to operate the Roma Express since Mr Anderson retired to the coast. Madonna Mole is currently revising the Memorandum of Understanding with RCAT to ensure it continues to accurately reflect the roles and responsibilities of both parties.

The train manufacturer will be in Roma to personally deliver the train on Tuesday 23 March 2021, just in time for Easter in the Country. The volunteer train driver's, RCAT representatives and relevant Maranoa Regional Council staff will be in attendance to learn how to drive, charge, maintain and care for the new asset.

The new train will be entered into Maranoa Regional Council's Plant system, and when the train manufacturer is in Roma, we will ensure the following details are accurately recorded:

- Makes, models & quantities (engine & carriages)
- Serial numbers
- Responsible Council Officer (Custodian)
- Photos
- Parts & service providers details
- Warranties and the warranty providers contact numbers
- Risk assessment
- Operators, maintenance & parts manual/s (digital copy)
- Maintenance schedule

The Roma Express miniature train is listed as a major attraction in the upcoming Easter in the Country Festival program and it remains an integral attraction on the printed version of the Visit Roma Visitors Guide.

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

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

Nil

**Council Policies or Asset Management Plans:**

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

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

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

As the value of the train is above the asset recognition threshold for plant and equipment of \$5,000, Council will need to recognise the miniature train in Council's asset register.

**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)

Rob Hayward, Deputy CEO/Director Development, Facilities and Environmental Services

Dee Sullivan, Operations Manager, Finance

Tanya Mansfield, Manager Facilities (Land, Buildings & Structures)

David Parker, Operations Manager – Fleet

Ed Sims, Manager Community and Economic Development

Madonna Mole, Facilities Lease Management and Housing Officer/Team Coordinator

Leanne Crawford, Tourism Officer (Roma)

**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 new train is valued at \$37,645 and RCAT would like to gift the new train to rate payers and residents of the Maranoa (Maranoa Regional Council). The funding for the new train is from Gambling Community Benefit Fund (GCBF) of \$32,000 and Visit Roma (RCAT) \$5,645.

**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's Facilities Department are currently having the electrical work costed to ensure that it can be accommodated in the Big Rig Maintenance budget.

This would be recognised as a capital purchase to the value of the train, and would need to be included in Council's budget. The contribution would also need to be recognised as a capital income (contribution from a community organisation) to the value of the train, and also included in Council'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)

Once the miniature train is added to the asset register, it will then be depreciated over the life of the asset, which will be operating expense. For example if the miniature train has a useful life of 15 years, and the value of the train is \$37,645 (as per letter), this would cost Council \$2,509.67 per annum in depreciation.

### Impact on Other Individuals or Interested Parties:

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

The Roma Express is a much loved institution in the region, so its ongoing operation would be of interest to a broad cross section of the community.

### Risks:

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

Risk	Description of likelihood & consequences
Continue to use old train	This is no longer an option as the carriages are unsafe and irreparable.
Choose not to accept the gift	Either there would no longer be a Roma Express miniature train or Council would need to fund the purchase of a new miniature train,

### 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)

Formally accept the gift of the new miniature train and share it as a great news story of Council and a not-for-profit community group working together for the betterment of the 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?**

nil

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

#### 4.4 Tourism

**Supporting Documentation:**

1 [↓](#) Roma Express miniature train letter from RCAT D21/17773

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services





Roma Commerce and Tourism  
PO BOX 328  
ROMA Q 4455

Ms Julie Reitano  
Chief Executive Officer  
Maranoa Regional Council  
PO Box 620  
Roma QLD 4455

Dear Ms Reitano

#### **Roma Express Miniature Train**

The existing Roma Express Miniature Train which is a Council asset has been falling into a state of disrepair for a number of years, simply due to age and on going wear and tear. The old train carriages had been regularly derailing, and the elderly volunteers were required to lift it back on the track. Council's Workshop had also said the train was getting too old to keep repairing. With the old train, volunteers were also required to travel to a local petrol station to fill up a jerry-can of fuel and return to fuel up the train, which presented many risks and hazards.

Visit Roma (RCAT) recognised the importance and uniqueness of this train, not only as a tourist attraction but also as a much-love local facility and have successfully funded the manufacture of a brand new electric miniature train, with the following features:

- Driver's car with Air Brake controls, full control panel with throttle and electronic braking system
- Three enclosed passenger cars, each car can carry approximately 6 people and have over-ride bars to improve the stability during operation and during loading and unloading
- A 20amp intelligent battery charger pre-wired to plug into the driver's car battery pack for overnight re-charging

We are very pleased and excited that the train is scheduled for delivery to Roma in mid-March, prior to Easter in the Country.

The new train is valued at \$37,645 and we would like to gift the new train to rate payers and residents of the Maranoa (Maranoa Regional Council). The funding for the new train is from Gambling Community Benefit Fund (GCBF) of \$32,000 and Visit Roma (RCAT) \$5,645. We are pleased that through our own funds and our successful funding through GCBF that we are able to gift the train to MRC saving the rate payer the cost of replacing a Council asset.

The train manufacturer will deliver the train to Roma and test run the train on the tracks, demonstrate operating of the control and braking system to the staff and volunteers and provide on the spot training for staff and volunteer train drivers on delivery day.

The only requirement is that Council installs 10A power point in the train shed and a light, so the train can be charged when not in use. Ideally this power and light will be installed by mid-March to enable the train to be operational for Easter when Roma is expecting many thousands of visitors.

I have also contacted Madonna Mole, Maranoa Regional Council, to finalise the MOU we had drafted in 2016 between Maranoa Regional Council and Visit Roma in relation to the ongoing operation of the train and the volunteers.

Kind regards

Charlie Eames  
President Roma Commerce and Tourism

2 Riggers Road. Roma 4455

## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 12 March 2021

**Item Number:** 13.9

**File Number:** D21/21483

**SUBJECT HEADING:** Extension Application - Material Change of Use - "Intensive Animal Industry" (Ref: 2015/19299; C12.318)

**Classification:** Open Access

**Officer's Title:** Manager - Planning & Building Development

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**Executive Summary:** Council has received an Extension Application relating to a Development Permit for a Material Change of Use – "Intensive Animal Industry" (Cattle Feedlot – 3000 Standard Cattle Units) located at 'Amaroo', 291 Donnybrook Road, Roma (properly described as Lot 2 on RP23179).

The development permit is scheduled to lapse on 29 April of this year. The application seeks to extend the currency period by 12 months.

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

That Council approve a 12-month extension to the currency period for Development Permit 2015/19299; C12.318 for a Material Change of Use – "Intensive Animal Industry" (Cattle Feedlot – 3000 Standard Cattle Units) located at 'Amaroo', 291 Donnybrook Road, Roma (properly described as Lot 2 on RP23179).

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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).*

Council's decision regarding this matter is likely to affect Shaun and Amanda Nolan as the applicants and landowners of the subject premises.

### **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 and Fisheries

### **Context:**

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

The application is presented for Council's consideration due to the original development application being Impact assessable. Impact assessable applications are traditionally decided by the elected Council.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The applicants, Shaun and Amanda Nolan, have lodged an Extension Application for a Development Permit for Material Change of Use – “Intensive Animal Industry” (Cattle Feedlot – 3000 Standard Cattle Units) located at ‘Amaroo’, 291 Donnybrook Road, Roma (properly described as Lot 2 on RP23179). The requested extension of 12 months will result in the currency period for the approval concluding in April 2022.

The currency period is the period of time that the developer has to commence the development before the approval lapses.

The development approval was originally issued to the former landowners of the property on 24 February 2010 and replaced by a Negotiated decision notice issued on 24 May 2011. The development permit was issued with a currency period of four years, concluding on 24 May 2015.

The current owners and applicants acquired the subject property in 2011, and as a result, assumed responsibility for fulfilling the development approval conditions within the applicable timeframes.

On 29 April 2015 Council granted a 2-year extension of the currency period to 29 April 2017. A further 4-year extension was subsequently granted on 27 September 2017, extending the currency period to 29 April 2021.

The applicant has now applied for a 12-month extension to the currency period to allow additional time to commence the approved use. The applicant has recently undertaken clearing of the site and arranged to survey the land in preparation for the construction phase. The applicant is also currently in liaison with the Department of Agriculture and Fisheries (DAF) with regards to the Environmental Authority for the use.



### 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)

Section 86 of the *Planning Act 2016* allows an applicant to extend the currency period of a development approval at any time before the development approval lapses. An Extension application must be made to the assessment manager and must be accompanied by the required fee and, if relevant, owner's consent.

The assessment manager must decide the extension application within 20 business days, or a further period agreed, of receiving the application. The assessment manager must decide to either refuse the application or give the extension requested or give an extension for a period that is different from what was requested.

In deciding a request for an extension to the currency period, Council may consider any matter that they consider relevant, even if the matter was not relevant to assessing the development application.

In deciding an Extension application, provisions of the *Planning Act 2016* do not allow Council to modify the conditions of approval.

**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 does not have an adopted policy or plan regarding extension applications.

Ordinarily, when considering extension applications Council has considered the following matters, which were previously legislated under the now superseded *Sustainable Planning Act 2009*;

- The consistency of the approval and its conditions with current planning laws and policies applicable to the subject use;
- the community's current awareness of the development approval;
- whether further submission rights would be available if the application for extension were refused, and the likelihood of those submission rights being acted upon by a member of the community;
- the views of any concurrence agency for the application.

The *Planning Act 2016* states that Council can consider any matter that it considers relevant, even if the matter was not relevant to assessing the development application.

**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)

- Planning Officer (internal)

**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 – 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 the development approval obligations, financial or otherwise, remains the sole responsibility of the approval holder. There is potential for Council



to incur costs only in the event that its decision regarding this extension 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 landowners and applicants, Shaun and Amanda Nolan will be interested and impacted by Council's decision.
- The State Assessment and Referral Agency a referral agency for the original application will be notified of 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.	

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 any aspect of the decision to the Planning and Environment Court (the Court).

**Note:** The likelihood of an appeal by any party is not a valid planning consideration and must not be used to inform Council's decision on any planning matter.

### 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 approve an extension to the currency period of Development Approval Reference 2015/19299; C12.318 by an additional 12 months:

- The development approval remains generally consistent with current planning laws and policies applicable to the approved use and it is unlikely that there would be any significant change in circumstance or environment within the

next 12 months which was not considered as part of the original assessment process.

- There were no submitters for the original development application.
- An extension to the currency period will not change any key aspect of the approved development or any obligation on the operator to mitigate potential impacts resulting from the development.
- Given the current COVID-19 pandemic and the impact this has had on the development community, it is considered reasonable to provide an additional 12-month extension. This is consistent with direction from Council and the State Government in responding to the pandemic and the impacts it has had on the development 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)).

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

That Council approve a 12-month extension to the currency period of Development Permit 2015/19299; C12.318, making 29 April 2022 the date that the approved development must commence.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**COUNCILLOR REQUEST FOR AN AGENDA REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 5 March 2021

**Item Number:** 16.1

**File Number:** D21/19250

**SUBJECT HEADING:** Mirco Tourism Initiative for the Maranoa

**Classification:** Open Access

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

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**Executive Summary:**

That Council put out expressions of interest for contractors to meet with Council and outline their vision on providing opportunities for experiences in the Maranoa promoted online.

**Councillor's Recommendation:**

That a report be prepared for an upcoming Council meeting.

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**Details of Requested Agenda Report:**

Put out expressions of interest for contractors to meet with Council to provide proposals for opportunities of experiences in the Maranoa promoted online.

**Supporting Documentation:**

Nil



**COUNCILLOR REQUEST FOR AN AGENDA REPORT**

**Meeting:** Ordinary 24 March 2021

**Date:** 9 March 2021

**Item Number:** 16.2

**File Number:** D21/20215

**SUBJECT HEADING:** Partners Policy for the Maranoa

**Classification:** Open Access

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

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**Executive Summary:**

To develop a partners policy for Directors and Councillors to bring feedback from partners that have moved to the Maranoa and what is needed to enhance liveability and attractiveness of our communities.

**Councillor's Recommendation:**

That a report be prepared for an upcoming Council meeting.

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**Details of Requested Agenda Report:**

Information received from partners moving and living in the Maranoa will create, if delivered, better retention of partners and families supporting economically growth of our communities.

**Supporting Documentation:**

Nil