



LATE ITEMS

BUSINESS PAPER

Ordinary Meeting

Wednesday 24 March 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 23 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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LC. Late Confidential Items

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 Local Government Regulation 2012 Section 254J(3)(d) rating concessions.
- LC.2 2021-24 Works for Queensland Project Funding Nominations**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- LC.3 Application for a Concession - Assessment 14005839**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(d) rating concessions.
- LC.4 Replacement of weighbridge at Roma waste facility**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- LC.5 Adoption of Organisational Structure**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(b) (i) industrial matters affecting employees; AND a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 11 March 2021

Item Number: L.1

File Number: D21/21181

SUBJECT HEADING: Mt Owen Culvert Replacement (Simpson's Crossing) - Tender Award

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Maranoa Regional Council released a public tender inviting suitable qualified and experienced contractors to submit a lump sum price and supporting documentation for the construction of a reinforced concrete box culvert at Simpson's Crossing on Mt Owen Road. The tender period opened on 15 February 2021, with a closing date 12 March 2021.

Responses were evaluated by the Tender Evaluation Panel, which has been summarised in this Officer's Report in the form of a recommendation to appoint a contractor to undertake the works.

The project is funded from Queensland Reconstruction Authority and will be reimburses on a market value of costs basis. The initial cost estimate submitted to the Queensland Reconstruction Authority is sufficient to cover the costs of the project.

Officer's Recommendation:

That Council:

1. Select Roma Earthmoving Pty Ltd T/A DMAC Roma as the successful tenderer for Tender 21027– Mt Owen Culver Upgrade Project; and
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Roma Earthmoving Pty Ltd, noting the tenderer value of \$428,547.40 inclusive of GST and execute, by way of signing, the construction contract if the final terms are acceptable.

Individuals or Organisations to which the report applies:

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

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

- Roma Earthmoving Pty Ltd
- Other tenderers

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
QRA	Queensland Reconstruction Authority

Context:

Why is the matter coming before Council?

Council's approval is sought to form a large contractual arrangement for the construction of a reinforced concrete box culvert at Simpson's Crossing on Mt Owen Road.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council released a tender to the open market for the construction of a reinforced concrete box culvert at Simpson's Crossing on Mt Owen Road.

The tender period opened on 15 February 2021, with a final closing date of 12 March 2021.

Council advertised this tender, through the following Registers:

- Local Buy: Road, Water, Sewerage & Civil Works - BUS270
- Council:
 - Crushing Services
 - Dry Hire of Equipment
 - Minor Works -Civil Construction & Road Maintenance
 - Wet Hire of Equipment

A summary of the evaluation process undertaken for Tender 21027 – Construction of a Road Culvert on Mt Owen Road at the crossing of Simpson Creek follows:

The tender was downloaded by 28 entities including local contractors as per the table below:

No.	Supplier
1	A & M Civil Contracting Pty Ltd via Road
2	A1 Earthworks Qld Pty Ltd
3	Allwood Building Services Pty Ltd
4	BK Civil Group
5	BMD Constructions Pty Ltd

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No.	Supplier
6	Brown Contractors
7	CPM Group Pty Ltd
8	D&J's Civil Construction Pty Ltd
9	Downer Road Services
10	Epoca Constructions Pty Ltd
11	F.K. Gardner & Sons Pty. Ltd
12	Fulton Hogan
13	Goodland Gravel Pty Ltd
14	Hando Road & Civil Pty Ltd
15	Hazell Bros (Qld) Pty Ltd
16	J+M Collinson Earthmoving Pty Ltd
17	JAC Civil Pty Ltd
18	Joe Wagner Group Pty Ltd
19	Johnson Haulage & Earthmoving Pty Ltd
20	JRT Civil Pty Ltd
21	LCB Civil
22	Newlands Civil Construction Pty Ltd
23	Purcell Civil and Construction
24	Quarry Mining Haulage Pty Ltd
25	Queensland Bridge & Civil
26	Queensland Civil Group Pty Ltd
27	RDS
28	RoadTek (TMR)
29	Roma Earthmoving Pty Ltd
30	S & K Civil Contracting
31	Shamar Earthworks Pty Ltd
32	Stabilised Pavements of Australia Pty Ltd
33	Suffcon
34	Swans Earthmoving Qld
35	T&W Earthmoving
36	Texas Earthmoving Contractors
37	Tolbra Earthmovers and Haulage
38	VE Group Au Pty Ltd

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- Three tenders were received as summarised in the table below:

No.	Tenderer Name
1	CPM Group Pty Ltd
2	Roma Earthmoving Pty Ltd
3	Quarry Mining Haulage Pty Ltd

- Tender prices ranged from \$428,547 to \$729,020.
- Responses were evaluated by the Tender Evaluation Panel, with a summary of the evaluation scoring outlined in the table below:

Companies/ Panels	Business Profile (25)	Methodology (15)	Qualifications/ Licence (10)	Pricing (35)	Local Content (15)	Total Score
CPM Group Pty Ltd	23	13	10	20.6	0	66.6
Roma Earthmoving Pty Ltd	23	13	10	35	15	96.0
Quarry Mining Haulage Pty Ltd	23	13	10	26.4	0	72.4

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

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

Under the provisions of the Local Government Act 2009, Council is required to invite public tenders prior to forming a large-sized contract above \$200,000 exclusive of GST. The proposed recommendation is consistent with the requirements of the Local Government Act and Subordinate Regulation.

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 tender process, including the evaluation of submissions, is consistent with the Maranoa Regional Council Procurement Policy.

The constructed drainage structure will be included into Council's Asset Management Plan for Mt Owen Road.

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, Infrastructure Services
- Manager – Procurement & Plant
- Senior Engineer – Contract Management and Development
- Program Funding & Budget Coordinator

- The Tender Evaluation Panel comprised the following Council staff members:
 - Deputy Director – Strategic Road Management (Cameron Hoffmann)
 - Manager – Procurement & Plant (Michael Worthington)
 - Senior Engineer – Contract Management and Development (Deon Martin)

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)

Under the provisions of the Disaster Recovery Funding Arrangements (DRFA), the Queensland Reconstruction Authority will pay market related costs to complete the works.

An initial estimate was provided as part of the flood damage submission – with the current approved amount for the works being \$623,554 inclusive of GST.

\$98,096.00 of this amount has been spent and committed on designs and culvert purchases. The purchase of the culvert crown units was completed by Council due to the current lead times for these items.

The remaining amount for construction is \$525,459 inclusive of GST. This is sufficient to cover the costs of the proposed recommendation.

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 project is fully funded by the Queensland Reconstruction Authority – on a market rate basis – under Disaster Recovery Funding Arrangements (DRFA).

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)

Standard repairs and maintenance to the culvert crossing will be programmed into future budgets.

Impact on Other Individuals or Interested Parties:

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

- Tenderers – interested in understanding the outcome of the tender, including the successful tender and how their tender compared to the market.
- User of Mt Owen Road – a more resilient creek crossing which will have the ability to withstand future flood events.

- Queensland Reconstruction Authority – interest in the market rate value for the proposed works vs the initial estimate provided. Conditional of the funding, the Queensland Reconstruction Authority also require the works to be fully completed by 30 June 2021.

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
Tender not awarded	A condition of the funding grant is that the funds must be spent before the current financial year end. If the tender is not awarded, there will not be sufficient time to go back out to tender, appoint a contractor and have the construction completed by 30 June 2021.

Advice to Council:

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

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

The tender was offered to a wide market. The recommended tenderer is a local contractor known to Council and delivers satisfactory work.

Based on the tender evaluation process, it is recommended that Council considers endorsing the recommendation 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. Select Roma Earthmoving Pty Ltd T/A DMAC Roma as the recommended tenderer for Tender 21027– Mt Owen Culver Upgrade Project; and
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Roma Earthmoving Pty Ltd, noting the tenderer value of \$428,547.40 inclusive of GST and execute, by way of signing, the construction contract if the final terms are acceptable.

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: 10 February 2021

Item Number: L.2

File Number: D21/11127

SUBJECT HEADING: Roma Youth Precinct and Bicentennial Park Draft Master Plan – Adoption for Community Consultation

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

The Final Draft Roma Youth Precinct Master Plan has been received by Council. The next stage in its development is to seek feedback from the community. It is therefore being presented to Council for approval for public release.

Officer's Recommendation:

That Council:

1. Endorse the Draft Roma Youth Precinct Master Plan, and approve the plan for release as part of the next stage of community consultation for the project.
2. Be presented with a subsequent report outlining the feedback from the community received as part of this next stage of consultation.

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).

Users of the Roma Skatepark Facility
Maranoa Youth's & Youth focused groups

Acronyms:

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

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

Acronym	Description
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Context:

Why is the matter coming before Council?

This report seeks Council's endorsement of the Master Plan & Staging Plan for the Roma Youth Precinct (Bicentennial Park, including the Roma Skatepark), and approval of its release for community consultation. It is therefore a matter for Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council engaged **Trinity Skateparks** in September 2020 to deliver a Master Plan for the Roma Youth Precinct (Bicentennial Park, including the Roma Skatepark). Three consultation sessions were held at the Roma Skatepark on 30 & 31 November 2020. During their time in Roma, the team undertook on-site investigations, impromptu conversations with current park users and other key stakeholders, as well as the three public drop-in sessions held at the site. Over 40 community members attended the 'drop-in sessions', with the majority of these being young users of the skatepark. A further 65 online surveys were received over the three-week period.

40% of online respondents reported being skaters, with 60% supporters/parents. 50% of online respondents reported being male, and 50% female. 95% of respondents were from Roma.

When asked the question of "*what would you prefer **most** at the youth space*", over 50% of respondents indicated a pump track would be their first preference. This was followed by scooter obstacles, BMX obstacles and parkour/ninja course. A basketball court and water park were also popular "other" choices.

The question "*what do you think is really important to the park to have*" was also asked, with over 70% of responses indicating shade structures were the most important. This was followed (62%) by lighting and a sealed pump track (57%). There were also a number of responses which detailed anti-social behavior of users of the skatepark and a need to resolve safety issues within the area.

The Master Planned Youth Precinct is proposed to improve accessibility, functionality and safety, acknowledging the diversity of users within the site. The concept is aimed at delivering a holistic design that is capable of being activated by the youth and young people as well as families and all members of Roma and the Maranoa Region.

The Master Plan has been developed in 5 stages, which allows Council to stagger the development over a number of years. The first stage, which includes the development of a junior and senior pump track, incorporates the most requested upgrade by the community.

The next stage in Trinity Park's consultation Plan is to seek further feedback from the community on the developed concept and staging plan.

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's Community Engagement Framework

Guiding Principles for Community Engagement Framework:

Council recognises that successful community engagement requires a number of initiatives, both formal and informal. The ideal framework, once fully developed will have strategies for engaging residents across various segments of the community by:

- (i) Where they live (**geographic/town** interests and issues that affect them)
- (ii) Their stage in life (**age** interests and issues that affect them)
- (iii) Personal interests (**how they live** – e.g. work and play)
- (iv) Business interests (how they **invest** and issues that affect them)
- (v) Practical issues
 - Mobility/disability
 - Cultural considerations – Indigenous, English speaking/Non-English speaking
 - Resident availability considerations - Time of day – e.g. school hours, work hours, shift work.
- (vi) How they are potentially affected by a decision
 - Whole of region
 - Group
 - Individual

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 Roma Youth Precinct Master Plan has been developed with the major users of the facility in mind, i.e. Maranoa youth. The Master Plan has been developed based on feedback received from the community (mainly youth) during the Community Consultation phase of the project.

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)

It is expected that elements of the Master Plan will need to be externally funded. The Master Plan has been staged to allow Council to deliver small, fundable portions at a time.

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 Master Plan development is fully funded under the 2020/21 budget.

Future Years' Budgets:

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

This report contemplates additional community consultation for the Roma Youth Precinct Master Plan. There is nothing specially in this report (or recommendation) that is likely to have an impact on future years' budget.

The progression of any construction stages identified in the Master Plan will be tabled to Council through the yearly budget adoption process.

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)

This additional consultation will provide the community with a further opportunity to comment on the Roma Youth Precinct Master Plan, including

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
Failure to undertake effective and well planned community engagement.	This (community engagement) is one of the most important aspects to the sustained success of any project regardless of scale, location or budget. Successful community engagement helps to create a sense of place and ownership within any 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)

That Council approve the release of the Final Draft Roma Youth Precinct Master Plan for community consultation.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Endorse the Draft Roma Youth Precinct Master Plan, and approve the plan for release as part of the next stage of community consultation for the project.
2. Be presented with a subsequent report outlining the feedback from the community received as part of this next stage of consultation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

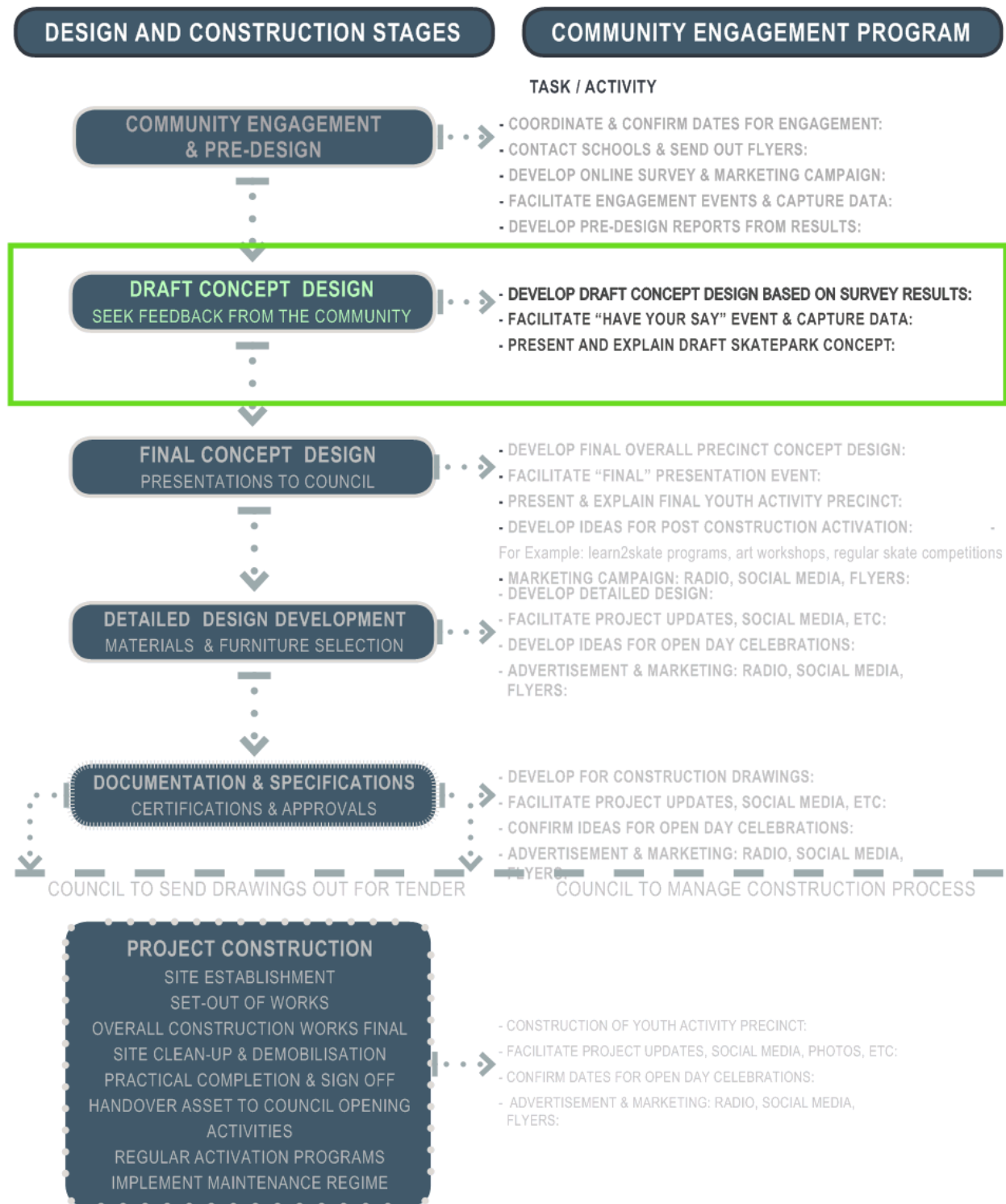
Supporting Documentation:

[1](#) Trinity Skatepark - Consultation Plan - Roma Youth Precinct Master Plan D21/23042

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

TRINITY SKATEPARKS - EXAMPLE COMMUNITY ENGAGEMENT PLAN



Creative Community Engagement And Activation

Consultation & Design | Skatepark Construction | Contract Administration | Project Management

A: PO Box 5771 Maroochydore, QLD 4558 | E: info@trinityskateparks.com.au | W: trinityskateparks.com.au | P: +61 (07) 5314 1114

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OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 10 March 2021

Item Number: L.3

File Number: D21/20775

SUBJECT HEADING: Queensland Resilience and Risk Reduction Fund 2020-21 - nomination of projects

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Maranoa Regional Council is eligible to submit an expression of interest for funding under the Queensland Resilience and Risk Reduction Fund 2020-21.

This report provides an overview of the program and recommends projects to be submitted under the program.

Officer's Recommendation:

That Council:

1. Submit an expression of interest for the following projects under the Queensland Resilience and Risk Reduction Fund 2020-21:
 - a) Miscamble Street Widening and Drainage Upgrade
 - b) Online Awareness Video: Roma Flood Mitigation Infrastructure
2. Authorise the Chief Executive Officer to sign the submission forms, and any further expression of interest agreements as required.

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
QRRRF	Queensland Resilience and Risk Reduction Fund 2019-20
QRA	Queensland Reconstruction Authority
EOI	Expression of Interest

Context:

Why is the matter coming before Council?

Maranoa Regional Council is eligible to submit an expression of interest for funding under the Queensland Resilience and Risk Reduction Fund 2020-21.

This report seeks Council's consideration of projects to be submitted under the program.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Program Overview and Eligibility

The Queensland Resilience and Risk Reduction Fund (QRRRF) helps communities reduce the risk of, and better prepare for natural disasters.

The QRRRF is jointly funded by the Commonwealth and Queensland governments as part of its five-year National Partnership Agreement on Disaster Risk Reduction.

The Queensland Government is contributing \$8.3 million while the Commonwealth Government is contributing \$10.8 million to the 2020-21 round of the QRRRF.

The objectives of this funding is to support delivery of disaster resilience and mitigation projects that:

- Align with the objectives of the:
 - o Queenslanders Strategy for Disaster Resilience
 - o National Disaster Risk Reduction Framework
 - o 2019 Queenslanders Monsoon Trough After the flood: A strategy for long term recovery
- Are cost effective and evidence based
- Address state-risk priorities such as those identified in the Queensland State Natural Hazard Risk Assessment 2017

Expression of Interest (EOI) close: Wednesday 7 April 2021.

Short-listed applicants will then be invited to submit a detailed application.

All applicants will be notified of outcomes by 30 June 2021.

Examples of the types of projects that may be considered under these Guidelines are listed below:

Examples of eligible projects that improve resilience and functionality of at-risk infrastructure and community assets, include:

- a. roads, bridges, culverts, floodways, causeways, drainage management pump stations, stormwater systems, major drains
- b. mitigation infrastructure, e.g. stormwater detention, levees
- c. disaster management equipment, such as emergency generators (with evidence to support voltage required), portable communications kits, lighting towers and frequency radios
- d. weather warning and monitoring systems and flood warning infrastructure

Examples of non-infrastructure projects include:

- a. education programs to help communities plan for, respond to, and recover from disasters
 - b. capacity building programs for local volunteers
 - c. natural hazard modelling, risk assessments and studies, including risk reduction/mitigation options assessments
 - d. recovery capability and/or resilience building programs
 - e. activities to improve disaster-related information sharing, data collection and communication
 - f. strengthening the long-term resilience and wellbeing of disaster affected residents
 - g. research/studies to identify and address resilience or risk reduction and/or risk management priorities
 - h. bushfire mitigation activities, such as fuel reduction activities and new/upgraded fire trails and breaks
 - i. building and supporting local disaster management and leadership capabilities
 - j. risk management studies suitable for complying with the State Planning Policy requirements for natural hazards, risk and resilience for making or amending planning schemes
 - k. salary of temporary risk reduction and resilience officers within program timelines, and up to no later than 30 June 2023.
- Ineligible projects:

Applicants are expected to make a financial contribution towards the eligible project costs. An explanation is required if no contribution is proposed.

Previous funding round applications submitted:

- Supply & Installation - Rain/River Station Bungil Creek, Roma \$65,000 – successful
- Supply & Installation – Entry Level Flood Camera – Ashburn Road, Roma \$30,000 successful
- Minor Local Drainage Mitchell \$750,000 – successful
- Roma Golf Links Remedial Works – construction of an earth bund \$235,000 – unsuccessful

Potential Projects for nomination to the QRRF 2020-21

- **Station Street Stormwater Upgrade:**
 - o Detail design completed, but detailed cost estimate still to be prepared. Project likely to be in the order of several million dollars. It is recommended that a detailed cost estimate be prepared prior to submitting under any funding rounds.
- **Miscamble Street (West) Stormwater Upgrade**
(near Bond and Kirkbride Street)
 - o Detail design completed, but detailed cost estimate still to be prepared. Project likely to be in the order of several million dollars. It is recommended that a detailed cost estimate be prepared prior to submitting under any funding rounds.

- **Miscamble Street (East) Widening and Stormwater Upgrade**
(near Carnarvon Highway and Wright Street)
 - o Detail design and cost estimate completed. Works to complement the works being undertaken by DTMR, and would widen Miscamble Street to Wright Street, including installation of new kerb and channel.
Estimate: \$540,000
- **Online Awareness Video: Roma Flood Mitigation Infrastructure**
One of the non-infrastructure projects criteria is for education programs to help communities plan for, respond to, and recover from disasters.

This project proposes to develop a simple graphic video to help inform the community of the Roma Flood Mitigation Infrastructure, how it works, and how it is operating during a flood event. Such video would provide the opportunity to explain to residents things such as the diversion channel and penstocks.

Estimate: \$50,000 (with Council's contribution being for wages of officers overseeing the development of the 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)

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)

GHD Pty Ltd

Department of Transport and Main Roads

Senior Engineer – Contract Management & Development,

Program Funding and Budget Coordinator

Associate to the Director / Budget & Emergency Management

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)

Application stage

- a. Expression of Interests close on 7 April 2021.
- b. Short-listed applicants will then be invited to submit a detailed application.

c. All applicants will be notified of outcomes by 30 June 2021.

Project delivery stage

All projects must be complete by 30 June 2023.

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 – funding not likely to impact the 2020/21 financial year, with successful announcements likely to be made in 2021/22.

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 successful, the 2021/22 budget will be revised to include the successful projects.

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)

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
Projects not completed within agreed timeframes as required under the funding agreements	If successful, projects will be programmed to ensure delivery is completed within the agreed timeframes.
Missed opportunity to secure external funding.	This funding program provides Council with the opportunity to partner with the Queensland Government, and reduce the amount of funding Council would be required to assign to have these project delivered.

Advice to Council:

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

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

The QRRRF provides Council with the opportunity to prepare and submit an expression of interest for funding to help communities reduce the risk of, and better prepare for natural disasters.

This funding program provides Council with the opportunity to partner with the Queensland Government, and reduce the amount of funding Council would be required to assign to have these project delivered.

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 expression of interest for the following projects under the Queensland Resilience and Risk Reduction Fund 2020-21:
 - a) Miscamble Street Widening and Drainage Upgrade
 - b) Online Awareness Video: Roma Flood Mitigation Infrastructure
2. Authorise the Chief Executive Officer to sign the submission forms, and any further expression of interest agreements as required.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 24 March 2021

Date: 15 March 2021

Item Number: L.4

File Number: D21/21583

SUBJECT HEADING: Material Change of Use - " Dwelling house"
(Domestic outbuilding) (Ref: 2020/20211)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary: Paul and Vanessa Lavelle are seeking a development approval for a Material Change of Use - "Dwelling House" (Domestic outbuilding - carport) on land situated at 22-24 Arthur Street, Roma QLD 4455, properly described as Lot 11 on RP217132 (the subject premises).

The development involves the construction of an open carport proposed to be located in front of an existing enclosed outbuilding (shed).

The development is proposed on land that is partly subject to low flood hazard and therefore requires a development application to be submitted to and approved by Council before any works commence. The development will also result in the total combined floor area of the outbuilding (existing & proposed) exceeding the prescribed maximum floor area for the General Residential Zone. The new component (carport) will also encroach the minimum side boundary setbacks prescribed by the Queensland Development Code. These matters will be considered concurrently with the assessment required as a result of the development being located in a flood hazard area.

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.

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 25 January 2021 and 12 February 2021. 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 public notification about the application.

Officer's Recommendation: The application for a Material Change of Use - "Dwelling House" (Domestic outbuilding - carport) on land situated at 22-24 Arthur Street, Roma QLD 4455, properly described as Lot 11 on RP217132, be approved subject to the listed relevant and reasonable Development conditions and General advice:

Development conditions:

Use

1. The approved development is for a Material Change of Use – “Dwelling House” (Domestic outbuilding – carport) as defined in the Planning Scheme and as shown on the approved plans and documents. It does not authorise any other activity on the premises or the use of the approved building for any other purpose.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted in these conditions.
3. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

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

Plan Number:	Plan/Document Name:	Date:
001	Site Plan	23/11/2020
002	Front and Back Elevation	31/10/2020
003	Left and Right Elevation	31/10/2020
004	Floor Plan	31/10/2020

Building height

5. The approved development must not exceed 4.04 metres in height (measured to the highest point, i.e. roof pitch) above the building pad. The height of the building pad shall be no more than what is reasonably required to prevent stormwater from ponding and must not exceed 150mm above existing ground level.

Note: The existing ground level is taken to be the level of the ground prior to the progression of any works on the premises.

Building size

6. The maximum floor area of the approved “Dwelling house” (Domestic outbuilding - carport) is restricted to 88.74m².

Building design and materials

7. Building materials and surface finishes must be predominantly within the colour range of the existing “Dwelling house” and local landscape to blend with the surrounding environment.
8. The approved development shall be maintained in good repair and have no visual rust marks.
9. The approved development for a domestic outbuilding (carport) must remain as an open sided structure.

Building siting

10. The “Dwelling house” (Domestic outbuilding - carport) is to be located generally in accordance with the approved Site Plan (Reference No. 001), ensuring a minimum building setback of 500mm from the eastern side boundary is achieved.

Development works

11. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
12. 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

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

Access, parking and manoeuvring

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

Avoiding nuisance

15. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
16. 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.
17. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
18. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

Stormwater and drainage

19. Stormwater is to be collected and discharged so as to:
- a) protect the stability of buildings and the use of adjacent land;
 - b) prevent water-logging of nearby land;
 - c) protect and maintain environmental values; and
 - d) maintain access to reticulated infrastructure for maintenance and replacement purposes.
20. 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.
21. Stormwater from the roof and impervious surfaces is to be collected internally and piped to the roadway as the lawful point of discharge for the site. (Refer to Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5).

Flooding

Safe storage of equipment and materials

22. All stored goods with the potential to cause harm by way of floating debris or

potential contamination of waterways during a flood event must be stored in flood proof containers, adequately secured or located safely above the defined flood event (DFE) level. Any goods, materials or machinery with the potential to cause harm or contamination that is not located above the DFE or in flood proofed containers shall be stored in such a manner to be easily accessed and relocated off-site ahead of a minor or major flood event.

Building design

23. The building must be designed, constructed, connected and anchored so that, in the event of a flood up to the DFE (as a minimum) it-
- a) Resists flotation, collapse or significant permanent movements, resulting from –
 - i) hydrostatic action;
 - ii) hydrodynamic action;
 - iii) erosion and scouring;
 - iv) wind; and
 - v) any other action; and
 - b) safeguards occupants and other people against illness and injury caused by flood water affecting the building.
24. Building materials and surface treatments used under the DFE level must be resistant to water damage and must not include cavities that would collect water and sediment during a flood event.

Erosion control

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

Latest versions

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

Application documentation

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

General advice:

- i. The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
 - ii. The relevant planning scheme for this development is the *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
 - iii. Under the Planning Scheme a **"Dwelling house"** means a residential use of premises involving –
 - a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or
 - b) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.
 - iv. The lot comprising the development site (Lot 11 on RP217132) and the adjoining (Lot 12 on RP217132) comprising of the associated dwelling house should be amalgamated prior to the commencement of the use.
 - v. 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.
 - vi. 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.
 - vii. The land use rating category for the site may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: www.maranoa.qld.gov.au.
 - viii. It is the responsibility of the developer to obtain all necessary permits and approvals associated with the development of the site and submit all necessary plans and policies to the relevant authorities for the approved use.
-

- ix. Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.
- 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 50m³.
- xi. 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 operations on the site may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- xii. This development approval has been issued during the COVID-19 applicable event declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter is likely to affect the applicants, Paul and Vanessa Lavelle.

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
GFA	Gross Floor Area
OLS	Obstacle Limitation Surface

Context:

Why is the matter coming before Council?

This development application is subject to Impact assessment. The determination of an Impact assessable application is 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 relevant sections of the Maranoa Regional Planning Scheme 2017 include:

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
 - Part 6.2.3 General residential zone code
- Part 8 Overlays

- Part 8.2.5 Flood hazard overlay code
- Part 8.2.8 Airport Environs overlay code
- Part 9 Development codes
- Part 9.3.1 Accommodation uses code

Input into the Report & Recommendation:

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

Consultation about this application has occurred with:

- Infrastructure Services Directorate – all managers (internal)
- Manager Planning & Building Development (internal)
- Lead Town Planner (internal)
- Lead Building Services Officer (internal)
- Paul Lavelle (Applicant)

The Officer's recommendation has been informed by feedback received from the persons consulted.

Funding Bodies:

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

N/A - The project is a private development that will be funded by an external party.

This Financial Year's Budget:

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

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

The costs of fulfilling any development approval obligations, financial or otherwise, remains the sole responsibility of the landowner/s. There is potential for Council to incur costs only in the event that its decision regarding the application is appealed to the Court.

Future Years' Budgets:

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

As above.

Impact on Other Individuals or Interested Parties:

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

The applicants, Paul and Vanessa Lavelle will be interested and impacted by Council's decision.

Risks:

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

Risk	Description of likelihood & consequences
See below	

Potential risks associated with the proposal have been addressed in the development assessment. Other matters outside of this, which are not called up in the *Planning Act 2016*, cannot be considered in decision making.

As with any planning decision reached by Council, there is a risk that the applicant can appeal aspects of the decision to the Planning and Environment Court (the Court).

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. Any residual inconsistency with the assessment benchmarks needs to be considered in light of various relevant matters including:

- The proposed domestic outbuilding will be co-located with, and ancillary to an existing residential dwelling located on the adjoining premises (Lot 12 on RP217132) owned by the applicant.
- The existing residential land use comprises a total site area exceeding 2000m², therefore allowing the proposed domestic outbuilding to be sited in a manner that will maintain the residential amenity.
- The proposed development is significantly setback from road frontages and largely screened from view from the street by existing screen fencing around the perimeter of the site;
- Conditions of the development approval will require the proposed outbuilding to remain an open sided structure (carport);

- Conditions of the development will not authorise any other activity on the premises or the use of the approved building for any other purpose other than a domestic outbuilding (carport);
- Conditions of development approval will require that flood risk to people and property is mitigated to an acceptable or tolerable level;
- The subject premises has access to Council's trunk infrastructure networks, including stormwater and transport; and
- The proposed development will not result in any alteration to the existing site access.

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 - "Dwelling House" (Domestic outbuilding - carport) on land situated at 22-24 Arthur Street, Roma QLD 4455, properly described as Lot 11 on RP217132, subject to reasonable, relevant and enforceable conditions.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

1 [↓](#) Planning Assessment Report

D21/21614

2 [↓](#) Proposal Plans

D21/22732

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Planning Assessment Report 2020/20211**Proposed land use**

This application seeks approval for a Material Change of Use - "Dwelling house" (Domestic outbuilding – carport) on land situated at 22-24 Arthur Street, Roma QLD 4455, properly described as Lot 11 on RP217132 (the subject premises).

Details of proposed development

- The application proposes the construction of a 88.74m² carport to be located at the front of an existing 135m² outbuilding (shed) at the rear of the subject premises.
- The outbuilding is proposed with a maximum building height of 4.048 metres and will be open sided.
- The outbuilding is proposed to house a caravan, boat and vehicle.
- The proposed outbuilding will be setback:
 - 14.5 metres from Lovell Street/front boundary;
 - 500mm from the eastern side boundary;
 - Approx. 10 metres from the western side boundary; and
 - Approx. 11 metres from the southern/rear boundary.

Refer to figures 1, 2 and 3 showing site plan and elevations for the proposed outbuilding.



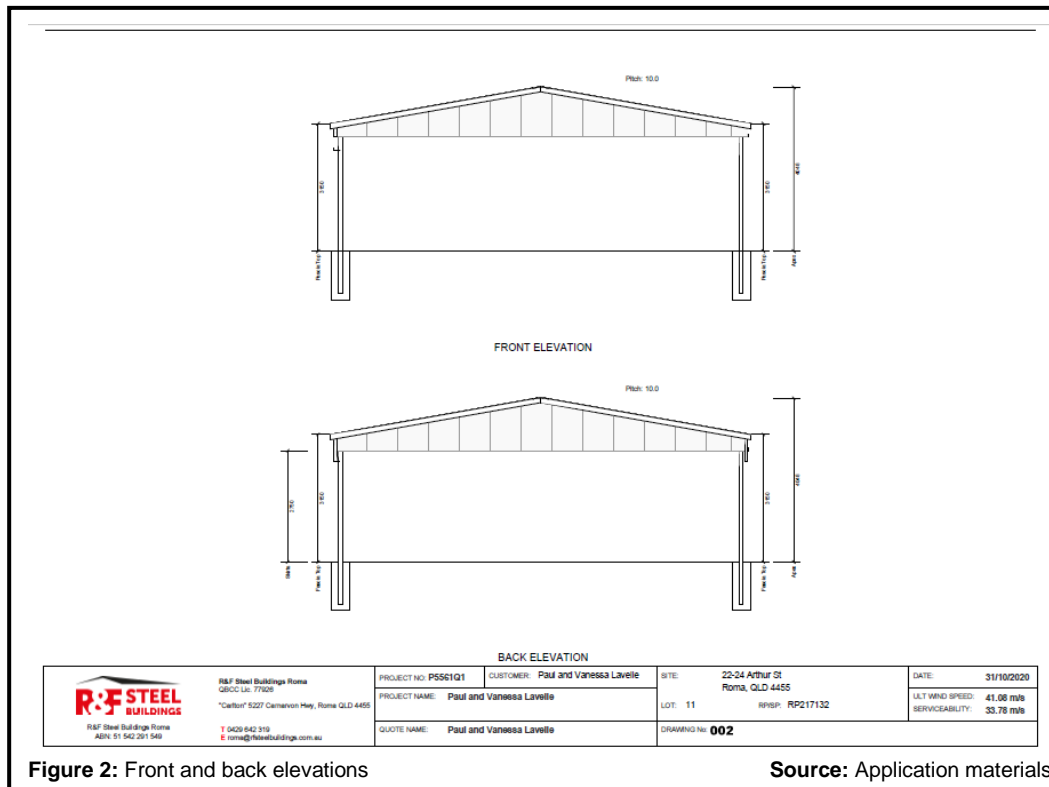


Figure 2: Front and back elevations

Source: Application materials

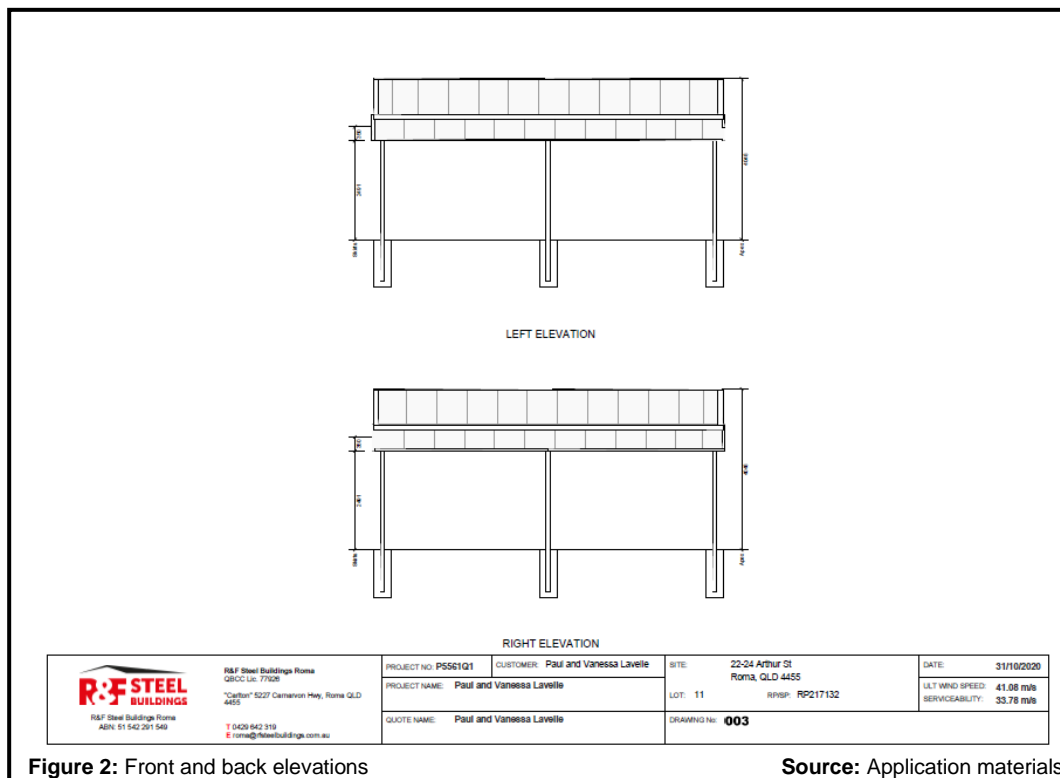


Figure 2: Front and back elevations

Source: Application materials

Generally, a domestic outbuilding on residential zoned land is accepted development provided it can achieve compliance with the policies contained in the Planning Scheme, and would not require a development permit to be issued by Council. In this particular instance, the requirement for a development permit is triggered because the development site is mapped as containing flood hazard areas and due to inconsistencies with the acceptable outcomes of the applicable planning scheme codes.

In addition to the land being subject to flood hazard areas the combined gross floor area (GFA) of both the existing outbuilding and proposed carport on the subject premises will be 223.74m²

(88.74m² proposed carport + the existing 135m² shed). This significantly exceeds the prescribed maximum GFA of 118m² (shed with open carport) permitted in the General Residential Zone of the planning scheme. The carport will also encroach into the minimum eastern side boundary setback prescribed by Queensland Development Code. The oversize floor area and setback encroachment will be considered in combination with the assessment of the proposed development being located in a flood hazard area.

Characteristics of the Site and Surrounding Land Uses

The subject property is a regular shaped allotment comprising a total area of 805m² and is zoned General Residential in the *Maranoa Planning Scheme 2017*. The subject site is owned by Split Pea Enterprises Pty Ltd (as Tte) (Paul and Vanessa Lavelle) and is occupied by an existing outbuilding (shed). The subject premises is adjacent (east) to the lot (Lot 12 on RP217132) where the primary dwelling is located and for which the proposed outbuilding will be associated. Surrounding the site are other residential activities including directly adjoining to the property to the east and south, and opposite Lovell Street to the north. Access to the premises is via an existing access from Lovell Street.



Figure 1: Aerial View locality

Source: Spectrum Spatial

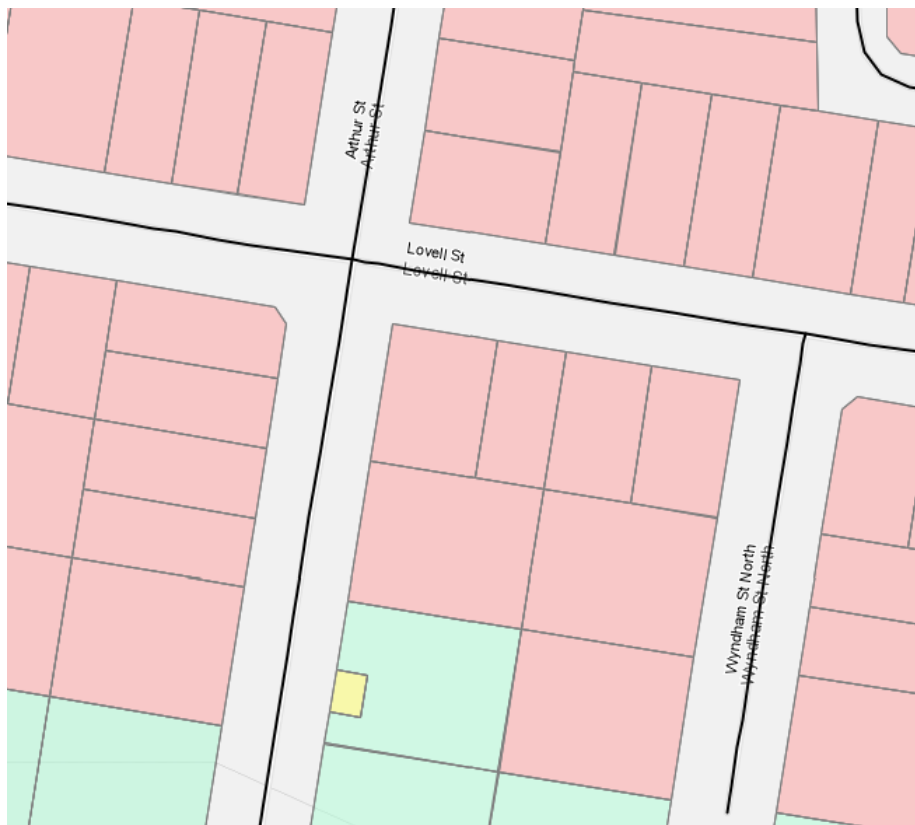


Figure 2: Zoning – General Residential

Source: Spectrum Spatial

The subject site is subject to Low Flood Hazard identified on Council's Flood Hazard Map 2.5.8.6 – Roma. The extent of flooding over the site is shown in Figure 3.

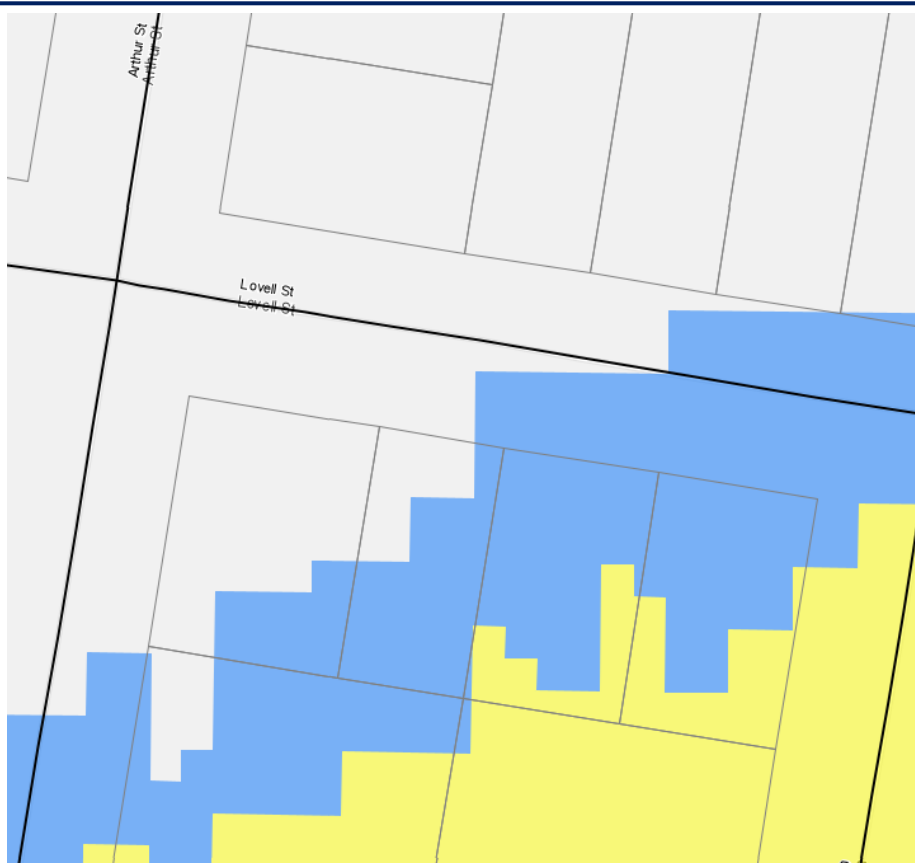


Figure 2: Flood hazard

Source: Spectrum Spatial

Referrals

There were no referral agencies for this application.

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 no less than 15 business days between 25 January 2021 and 12 February 2021. There were no submissions received during this period.

To comply with the public notification requirements, the applicant provided written notice to the immediately adjoining neighbours located to the east of the site on Lovell Street, to the south of the site on Arthur Street, and intersecting the property in the rear corner to the south-east.

As part of the applicant's submission, letters of support were provided from the neighbours adjoining the site to the east and to the south.

Infrastructure Contributions

A nil infrastructure contribution is payable for the proposed development.

Assessment

The proposed outbuilding constitutes a material change of use as defined in the *Planning Act 2016*, being;

- *a material increase in the intensity or scale of the use of the premises.*

The proposed use is defined as a "Dwelling House" in the *Maranoa Planning Scheme 2017*.

"Dwelling house" means a residential use of premises involving—

(a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or

(b) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.

The *Maranoa Planning Scheme 2017* makes the proposed development subject to Impact assessment and an assessment of the application must be carried out against the assessment benchmarks prescribed by the *Planning Act 2016*. The applicable assessment benchmarks are:

- Darling Downs Regional Plan;
- State Planning Policy (to the extent that the applicable sections have not been appropriately integrated in the Planning Scheme);
- Maranoa Planning Scheme; and
- Maranoa Regional Council LGIP.

An assessment against the assessment benchmarks is provided below.

The Darling Downs Regional Plan

The *Darling Downs Regional Plan* was adopted in October 2013 and covers the local government areas of Balonne, Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.

The intent of the Darling Downs Regional Plan is to provide direction to resolve competing state interests relating to the agricultural and resources sectors, and to enable the growth potential of the region's towns.

The proposal is for a domestic outbuilding associated with an existing dwelling which occupies the subject site which is located in an established urban area. The proposal will not impact agricultural or resource activities in the region and therefore the proposal will not compromise the intent of the Darling Downs Regional Plan.

The State Planning Policy

Council is required to consider the State Planning Policy to the extent that the applicable sections have not been appropriately integrated in the Maranoa Planning Scheme. As the Maranoa Planning Scheme appropriately integrates all relevant aspects of the State Planning Policy a separate assessment of the application against this document is not required.

The Maranoa Planning Scheme 2017

The following sections of the Planning Scheme are applicable;

- Part 3 Strategic Framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of Assessment
- Part 6 Zones
 - Part 6.2.3 General residential zone code
- Part 8 Overlays
 - Part 8.2.5 Flood hazard overlay code
 - Part 8.2.8 Airport Environs overlay code
- Part 9 Development codes
 - Part 9.3.1 Accommodation activities code

Part 3 – Strategic framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

The Strategic framework is structured in the following way:

The Maranoa region including:

- (i) the region and the Darling Downs Regional Plan;
- (ii) the region and the Maranoa Community Plan 2020

The themes and key policies:

- (i) livable communities and housing;

- (ii) economic growth;
- (iii) environment and heritage;
- (iv) hazards and safety; and
- (v) infrastructure.

An assessment of the proposed development against the applicable key aspects of the Strategic framework is provided in the table below:

Policy Direction	Response
Darling Downs Regional Plan	The proposal is for a domestic outbuilding which is located in an established urban area and therefore will not compromise the intent of the Darling Downs Regional Plan as a result.
Maranoa Community Plan 2020	The proposed development will not compromise the intent of the <i>Maranoa Community Plan 2020</i> . The proposal seeks approval to construct a domestic outbuilding associated with an existing dwelling which is located in an established urban area. It is proposed the outbuilding will be used to store personal domestic items. Therefore, the development will not compromise the “principles for the community” or the “development of uses” as outlined in the <i>Maranoa Community Plan 2020</i> .
The themes and key policies	<p>The proposed development is consistent with the applicable themes and key policies of the Strategic framework because it;</p> <ul style="list-style-type: none"> • is easily accessible and uses existing resources and infrastructure; • is located outside the significant, high and extreme flood hazard areas; • is co-located to complement the existing associated dwelling on the directly adjoining Lot (owned by the applicant); • will not prejudice or compete with agricultural uses, retail and commercial uses in traditional centres, mining and extractive resources or tourism; • will not impact negatively on any significant natural feature or areas of cultural significance; • is compatible with existing and surrounding land uses; and • has direct and convenient access to major transport infrastructure.

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, amongst other things, to provide a basis for the imposition of conditions about infrastructure on development approvals.

The subject site is located inside Council's Priority Infrastructure Area, however the proposed domestic outbuilding is not expected to place additional demand on Council's trunk infrastructure networks beyond the assumptions for the General Residential Zone. As such, the LGIP is not inherently applicable to this application.

6.2.3 The General Residential Zone Code

The purpose of the General residential zone is to:

- provide for predominantly detached dwelling houses supported by community uses and small-scale services and facilities that cater for the needs of local residents;*
- encourage higher residential densities where appropriate by providing for multiple dwellings and smaller lot housing nearer the Principal centre (within the Central living precinct); and,*

- (c) ensure that residential development is protected from natural hazards and from development types that would adversely impact upon existing amenity.
- (d) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment.
- (e) maximise the use of existing infrastructure and transport networks.

The overall outcomes sought for the General residential zone code are as follows:

- (a) a range of housing, predominantly detached dwelling houses, on a range of lot sizes;
- (b) development results in an efficient land-use pattern that is well connected to other parts of the local government area;
- (c) development is designed to provide safe and walkable neighbourhoods;
- (d) development provides for uses that front the street to provide a sense of residential amenity and character and enhance community safety;
- (e) other small-scale non-residential uses (including Home business uses) that integrate work and family and complement local residential amenity are facilitated;
- (f) development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally specific impacts;
- (g) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;
- (h) transport infrastructure is designed to provide and promote safe walking and cycling;
- (i) development is reflective and responsive to the environmental constraints of the land;
- (j) development is supported by necessary community facilities, open space and recreational areas and appropriate infrastructure to support the needs of the local community;
- (k) non-residential uses may be supported where such uses directly support the day to day needs of the immediate residential community, do not detract from the residential amenity of the area and do not undermine the viability of nearby centres;
- (l) natural features such as creeks, gullies, waterways, wetlands and vegetation and bushland are retained, enhanced and buffered from the impacts of development. Any unavoidable impacts are minimised through location, design, operation and management requirements;
- (m) residential development maintains the safety and integrity of airport operations;
- (n) residential development yields in the defined flood event inundation area subject to Significant, High or Extreme hazard do not exceed one dwelling house per lot as it exists at the commencement date of the planning scheme; and,
- (o) non-resident workforce accommodation is not supported in this zone.
- (p) Uses other than accommodation activities may be supported where lots are contiguous with land not zoned residential, where the use is similar to the adjacent non-residential land use/s.
 - The proposed development is for a domestic outbuilding (carport) associated with the existing residential dwelling located on the adjoining lot owned by the applicant and will not adversely impact of the amenity of the General residential zone as the proposed use is considered acceptable in this zoning.
 - The subject site is not subject to significant, high or extreme flood hazard areas; and
 - The proposed development will have no impact of the safety and integrity of the Roma airport operations.

An assessment of the development against the Assessment Benchmarks of the General residential zone code is provided in the table below.

THE GENERAL RESIDENTIAL ZONE CODE	
for all the General residential zone (including the Central living precinct):	
Performance outcomes	Response
PLANNING	
Use, density and built form	
PO 1 Scale Uses other than <i>Accommodation activities</i> : <ul style="list-style-type: none"> (a) are of a small-scale and low intensity; (b) directly support the day to day needs of the immediate residential community; (c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones; (d) have all car parking needs met on site; (e) may occur on residential zoned lots contiguous with land that is not zoned residential, where the use is similar to the non-residential land use on the contiguous parcel; (f) include mitigation measures such as acoustic fencing, landscaping and appropriate setbacks in instances where there is a potential for land use conflict between the use and adjoining and nearby accommodation activities; and (g) have access to reticulated sewer, water and stormwater. 	N/A - The proposed development is for a domestic outbuilding (carport) associated with the existing residential dwelling located on the adjoining lot owned by the applicant.
PO 2 Location Residential living is conveniently connected to the Principal, Major or District centres. Uses other than <i>Accommodation activities (general residential)</i> are located so as: <ul style="list-style-type: none"> (a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas; (b) to be co-located with other non-residential uses wherever possible; (c) to be accessible for, and provide a service to, the immediate local population; and (d) to be located on the major road network rather than local residential streets. Note: non-residential uses are any uses that are not associated with a Dwelling use.	✓ The proposed development is for a domestic outbuilding (carport) associated with an existing residential dwelling located on the adjoining lot owned by the applicant. The premises is conveniently connected to the Principal Centre Zone via Council's urban road network.
PO 3 Density and site coverage Development provides for an attractive, open and relatively low density form of urban residential settlement that maintains a high level of residential amenity.	✓ The proposed outbuilding will have a floor area of 88.74m ² . The combined gross floor area (GFA) of both the existing outbuilding and proposed carport on the subject premises will be 223.74m ² (88.74m ² proposed carport + the existing 135m ² shed), equating to approximately 16% site coverage on the subject lot.

	The proposed outbuilding will be a new open-sided carport and therefore designed and built to a high aesthetic standard that would be expected for a residential outbuilding and that will maintain the high level of residential amenity in the locality.
PO 4 Setbacks Building setbacks: <ul style="list-style-type: none"> (a) enhance the appearance and character of streets and buildings; (b) are appropriate to the scale of the development and the intended character of the General Residential Zone; (c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site; (d) are sufficient to minimise loss of privacy, overshadowing and overlooking of adjoining premises; and (e) provide adequate separation and buffering between residential and non-residential premises. 	N/A – Refer to PO 6 – Outbuildings.
PO 5 Height The height of buildings is compatible with and complementary to the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.	✓ The proposed outbuilding will have a maximum building height of 4.048 metres which is compatible and complementary to the residential character of the area.
PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses. Residential amenity is not compromised by the storage of domestic goods. Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.	The proposed outbuilding will be setback: <ul style="list-style-type: none"> • 14.5 metres from Lovell Street/front boundary; • 500mm from the eastern side boundary; • Approx. 10 metres from the western side boundary; and • Approx. 11 metres from the southern rear boundary. The proposed outbuilding will have floor area of 88.74m ² , resulting in a gross floor area (GFA) of 223.74m ² when combined with the existing outbuilding on the subject premises (88.74m ² proposed carport + the existing 135m ² shed), equating to approximately 16% site coverage. The proposed outbuilding does not comply with the <i>Queensland Development Code MP 1.2</i> (QDC) in respect to the side boundary setback of 500mm. The total combined floor area of all outbuildings also exceeds the permitted floor size of 118m ² total area (AO6.2) and the permitted site coverage of 15% (AO6.3). Despite the non-compliance, it is considered that the amenity of the residential area will not be compromised and the potential for the carport to be used for non-residential activities is limited

	<p>because:</p> <ul style="list-style-type: none"> • The approval is for a domestic outbuilding (to be used for the storage of a boat, caravan and vehicle) and cannot be used for any other purpose without the prior consent of Council; • The proposed outbuilding (carport) is associated with the existing residential dwelling located on the adjoining lot (east) owned by the applicant; • the proposed outbuilding is open-sided and sited away from windows on adjacent properties; • There is a solid boundary fence that separates the proposed carport from the adjacent property that will help to screen the development from neighbouring premises; and • impacts on the closest property (to the east) are mitigated through design by providing a single storey open-sided structure that conforms to the permitted height for outbuildings in the residential area and that incorporates appropriate stormwater management techniques.
<p>PO 7 Separation from incompatible land uses Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure:</p> <ul style="list-style-type: none"> (a) the future viability of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity and public safety; and (d) conflict arising from incompatible uses is minimised. 	N/A - The proposal is for a residential outbuilding.
<p>PO 8 Buffers Adequate buffers are provided to protect general residential uses from agricultural, transport and industrial activities. Note: a 'General residential use' has a level of assessment other than Impact Assessable in the General Residential zone. Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing landscape buffers.</p>	N/A - The proposal is for a residential outbuilding.

Amenity	
Advertising signage – refer to the Operational works advertising devices code	
Heritage places – in addition, refer to the Heritage overlay code where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
PO 9 General amenity Uses other than <i>Accommodation activities</i> established in the General Residential Zone: (a) do not impact adversely on the residential amenity of the General Residential Zone; and (b) do not prejudice the landscape values of the town.	✓ The proposed outbuilding is ancillary to the existing dwelling located directly adjacent to the premises. It will not adversely impact on the amenity of the General Residential Zone as the proposed use is expected and considered acceptable in this zone.
PO 10 Building appearance Buildings are designed to a high aesthetic standard. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	✓ The proposed outbuilding will be a new construction, designed to a high aesthetic standard to integrate with the existing outbuilding and associated dwelling and maintain a high level of residential amenity.
PO 11 Neighbourhood character The design of development recognises and responds to the surrounding area or neighbourhood.	✓ The design of the outbuilding includes a gable roofline presenting to the street-front, that together with the selected building materials, reflects the prevailing built form of the surrounding residential area. The positioning of the building directly adjacent to the existing dwelling on the adjoining premises and to the rear of the lot, responds to the surrounding neighbourhood.
PO 12 Footpaths Footpaths are provided for pedestrian comfort.	N/A - The proposal is for a residential outbuilding in an existing established residential area.
PO 13 Streetscape Buildings in the General Residential Zone: (a) address the street frontage; (b) have a clearly defined front entry or entry path that is visible from the street; and (c) provide opportunities for informal surveillance of streets and other public spaces from habitable rooms.	✓ The outbuilding is open-sided with the front elevation presenting to Lovell Street with an infilled gable roofline. The outbuilding will be accessed directly via the existing vehicle crossover from Lovell Street.
PO 14 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.	The development site is not identified as containing any specific cultural heritage values. However; the developer holds responsibility for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met during the development.
Landscaping, privacy and fencing	
Landscaping – refer to the Operational works landscaping code	
PO 15 Landscaping Street trees and landscaping at the site shall: (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering	N/A - The proposal is for a residential outbuilding. Existing trees and landscaping will be maintained as part of the development.

from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other infrastructure; and (f) maintain sight lines at intersections for traffic.	
PO 16 Privacy and screening Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.	✓ The proposed development is for a domestic outbuilding associated with an existing residential dwelling which will be used to store personal domestic items and vehicles.
PO 17 Fencing Where uses other than <i>Accommodation activities</i> adjoin <i>Accommodation activities</i> , fencing provides separation for privacy.	✓ The existing Colourbond fence around the perimeter of the premises will be maintained as part of the development.
Avoiding nuisance	
PO 18 Operating hours Uses are operated in a manner that ensures the local amenity is protected.	N/A
PO 19 Delivery of goods The loading and unloading of goods occurs at the appropriate times to protect the amenity of the area and surrounding areas.	
PO 20 Noise emissions Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.	✓ The proposed development is for a domestic outbuilding for the storage of personal belongings. The use will not generate noise emissions to cause nuisance to adjoining land uses.
PO 21 Lighting Lighting is designed in a manner that ensures ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	✓ Should the application be approved by Council, conditions of approval will require any proposed lighting connected to the outbuilding must not exceed 8.0 lux.
PO 22 Refuse storage Refuse storage areas are: (a) located in convenient and unobtrusive positions; (b) screened from the street and adjoining uses; and (c) capable of being serviced by a waste collector if required to be emptied on site.	N/A – The proposed development does not require refuse storage.

ENGINEERING	
Earthworks – refer to the Operational works excavation or filling code	
Infrastructure – refer to the Operational works infrastructure code	
Erosion Control	
PO 23 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	✓ Should the application be approved by Council, conditions of approval will require appropriate measures will be put in place to control erosion and sediment.
Provision of services	
PO 24 Electricity supply Premises are provided with a supply of electricity adequate for the activity.	N/A – The proposed development does not require connection to electricity.
PO 25 Gas supply Where a reticulated gas supply is available: (a) premises are provided with a supply of reticulated gas adequate for the activity; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	N/A - The proposed development does not require connection to gas supply.
PO 26 Water supply To ensure the provision of a potable and fire-fighting water supply: (a) premises are provided with a supply and volume of water adequate for the activity; and (b) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.	N/A – The proposed development is for a residential outbuilding and does not require connection to Council's water and sewerage networks.
PO 27 Effluent disposal To ensure that public health and environmental values are preserved: (a) all premises provide for the effective treatment and disposal of effluent and other waste water; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	
Stormwater and drainage	
PO 28 Stormwater and inter-allotment drainage Stormwater is collected and discharged so as to: (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; (c) protect and maintain environmental values; and (d) maintain access to reticulated infrastructure for maintenance and replacement purposes.	✓ Stormwater runoff from the proposed outbuilding (carport) will be connected into the existing outbuilding stormwater infrastructure which will then be discharged to Lovell Street.
Roads and rail	
Infrastructure – refer to the Infrastructure overlay code	
for development in the proximity of, or potentially affecting State infrastructure.	
PO 29 Protection of State controlled roads Development adjacent to State controlled roads is	N/A – The subject site is not located adjacent to

located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.	a state controlled road.
PO 30 Roads A sealed road is provided between the premises and the existing sealed road network.	✓ The site has direct access to Lovell Street, as part of the existing sealed urban local government road network.
Access, parking and manoeuvring	
PO 31 Vehicle access Vehicle access is provided to a standard appropriate for the use.	✓ There will be no change to the existing site access from Lovell Street as a result of the development.
PO 32 Parking and manoeuvring Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.	✓ The subject site is of sufficient size to provide for vehicle parking and manoeuvring to ensure safety and functionality for motorists and pedestrians.
ENVIRONMENTAL	
Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.	
PO 33 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	✓ The proposed development is for domestic outbuilding for the storage of personal belongings. The development will not cause nuisance to adjoining land uses by way of air emissions.
PO 34 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	N/A – The proposed development is for a domestic outbuilding.
PO 35 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners.	✓ Conditions of approval will require stormwater runoff to be managed to maintain surface water quality.

Part 8.2.5 Flood hazard overlay code

The purpose of the Flood hazard overlay code is to ensure that development (carried out under all categories of development or assessment) successfully mitigates the potential impacts of riparian flooding on property, and ensures the safety of people during flood events to the greatest extent possible. 'Property' includes all adjoining and all potentially affected property. The code, through the control of further development in known flood affected areas, also seeks to:

- *preserve the existing levels of economic activity during and after flood events in affected towns;*
- *protect the environment from flood related erosion and pollution; and*
- *protect emergency services personnel from unnecessary risk during flood events.*

The purpose of the code will be achieved through the following overall outcomes:-
Development in the Significant, High and Extreme flood hazard areas shown on the Flood hazard overlay maps:

- maintains and enhances the hydrological function of the land;
- does not involve filling (earthworks) or changes to existing landform or drainage lines that results in a loss of the flood conveyance and flood storage capacity of the land;
- does not include further subdivision,
- is limited to:
 - (a) flood proofed Recreation activities;
 - (b) rural activities where for Animal husbandry, Cropping, and Permanent plantation;
 - (c) flood proofed local Utility installations;
 - (d) conservation and natural area management; and
 - (e) replacement of existing lawful development, including Accommodation activities where habitable rooms are elevated above the Defined flood level.

Development in the Low flood hazard areas shown on the Flood hazard overlay maps:

- minimises risk to life and property;
- elevates habitable rooms for all Accommodation activities above the Defined flood level; and
- elevates the minimum floor level for all buildings housing uses other than Accommodation activities above the Defined flood level.

The subject site is subject to low flood hazard identified on Council's Flood Hazard Map 2.5.8.6 – Roma. Although the land is subject to flooding the proposed development for is for the construction of a domestic outbuilding (carport) associated with existing dwelling on the adjacent land. The outbuilding is an open sided structure posing no a risk to people or property.

An assessment of the development against the Assessment Benchmarks of the flood hazard overlay code is provided in the table below.

THE FLOOD HAZARD OVERLAY CODE	
for areas within the defined flood area, or mapped as flood prone by QRA online mapping:	
Performance outcomes	Response
PLANNING	
Use, density and built form	
PO 1 Scale The scale of development within the Defined flood area does not increase.	Whilst the scale of development within the Defined flood area will increase, the increase is minor in the context of the DFE area. Moreover, the proposed development represents 16% of the site area and will be an open-sided structure supported by four posts. Therefore any impact on the flood storage capacity of the site, level and velocity of floodwaters in this Low Hazard area would be negligible and the development will have minimal if any impact on flood characteristics on the site or on adjacent

	properties.
PO 2 Location Premises are located to: <ul style="list-style-type: none"> (a) avoid flooding; (b) protect life and property; and (c) avoid changing the extent and magnitude of flooding. <p>Note: Where no flood hazard map is available, assessment of potential flooding impacts will take account of the QRA online mapping that shows the likely extent of floodplains in the 'Interim Floodplain Assessment Overlay'. This is consistent with the Queensland Reconstruction Authority (QRA) model code within the document: Planning for stronger, more resilient floodplains guidelines.</p>	<p>The property is located in an area of <u>Low flood hazard</u>. There will be no increase in the number of people living or visiting at the premises as a result of the development.</p> <p>Further, the proposed development represents less than 16% of the site area and it is unlikely to have any impact on the flood extent and magnitude of flooding as it is an open-sided structure supported by four posts.</p>
PO 3 Density and site coverage The number of people requiring assistance during flood events is minimised.	N/A – The proposed development is for a non-habitable building, therefore there will be no increase in people living on the subject property.
Amenity	
PO 4 General amenity Surrounding land does not suffer a reduction in use value as a result of development within the floodplain. <p>Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.</p>	<p>The proposed development is for the construction of a domestic outbuilding (carport). Works proposed to establish the building do not involve physical alteration to a watercourse, the removal of vegetation or any fill material.</p> <p>As the proposed building is open-sided it will not reduce flood storage, change flow paths or flood characteristics on or off the site.</p>
PO 5 Building standards Buildings are designed to be resilient to flooding. <p>Note: The relevant building assessment provisions under the Building Act 1975, including QDC MP3.5 – Construction of Buildings in Flood hazard areas, apply to building work within a flood hazard area.</p>	N/A – The QDC MP3.5 does not reference class 10a buildings (outbuildings).
PO 6 Building materials and techniques Where construction is below the Defined flood level, materials and building techniques are used that minimise the need for repair after a flood event.	Should the application be approved by Council, conditions of the development approval will require the building to be designed and constructed to withstand the anticipated flood hazard.
PO 7 Essential community infrastructure Essential community infrastructure maintains functionality during and after a Defined flood event.	N/A – The proposed development is not essential community infrastructure.
ENGINEERING	
Floodwater	
PO 8 Flood storage capacity and the Defined flood area Development does not directly, indirectly or cumulatively change flood characteristics in a manner that may cause adverse impacts external to the development site. <p>Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.</p>	The proposed development will not result in a reduction of flood storage capacity or change the flood characteristics in a manner that may cause impacts external to the development site as the proposed structure is open-sided.

Access and parking	
PO 9 Access An escape/safety route is identified and maintained for all development within the Defined flood area.	✓ The proposed development is for a domestic outbuilding. As result of the development there will be no change to existing access arrangements from Lovell Street, which could be used as an escape route during a flood event.
PO 10 Parking and manoeuvring Vehicle parking and service vehicle provision may be provided within the Defined flood area where the vehicles can be removed before flooding occurs.	The proposed development is for a domestic outbuilding. As result of the development there will be no change to parking and manoeuvring provisions onsite.
ENVIRONMENTAL	
PO 11 Water quality The environment and so too public safety are not affected by the detrimental impacts of hazardous materials released to the environment during a flood event.	N/A – The proposed development does not involve the storage of hazardous materials.
SAFETY AND RESILIENCE TO HAZARDS	
PO 12 Personal safety Development maintains the safety of people during all floods up to and including a Defined Flood Event. Note: A Defined flood event (DFE) is identified first in an adopted flood hazard map under the planning scheme or, in the absence of an adopted flood hazard map, flood mapping prepared and maintained by the Queensland Reconstruction Authority or other Queensland Government Agency.	N/A – The proposed development is for a non-habitable building.
PO 13 Temporary or movable structures For development involving temporary or movable residential structures, clear escape from flooding is available, identified and maintained.	N/A – The proposed development is not a Temporary or movable structure.
PO 14 Protection of essential services Essential services infrastructure maintains functionality during and after a Defined flood event. Note: Essential services infrastructure includes, but is not limited to, on-site electricity, gas, water supply, sewerage and telecommunications services.	N/A – The proposed development is not an essential service.

8.2.8 Airport environs overlay code

The purpose of the Airport environs overlay code is to protect and maintain the operational efficiency and safety of the Roma Airport and aviation facilities and avoid land use conflicts.

The purpose of the code will be achieved through the following overall outcomes:-

- the safety of aircraft operating within the airport's operational airspace is maintained and enhanced;*
Note—operational airspace includes the areas and vertical dimensions of an airport's obstacle limitation surface (OLS).
- sensitive land uses and other incompatible activities are appropriately located and designed to ensure that these uses and activities do not adversely impact on airport operations;*
- the risk of public safety being compromised by incidents in the take-off and landing phases of aircraft operations is minimised;*
- development protects aviation facilities including navigation, communication and surveillance facilities from incompatible land uses, buildings, structures and works.*

The proposed development is for a domestic outbuilding (carport) with a maximum building height of 4.048m and therefore unlikely to have an impact of the Roma Airport or operational airspace or the safety of aircraft.

An assessment of the development against the Assessment Benchmarks of the airport environs overlay code is provided in the table below.

THE AIRPORT ENVIRONS OVERLAY CODE	
for areas within an area of interest of the SPP strategic airport and aviation facilities mapping	
Performance outcomes	Response
PLANNING	
Use, density and built form	
PO 1 Height - OLS Development does not cause an obstruction or hazard to the safe movement of aircraft by any temporary or permanent intrusion of a physical structures into the airport's operational airspace.	✓ The proposed development is for a domestic outbuilding (carport) with a maximum building height of 4.048m and therefore not within the obstacle limitation surface (OLS) of the airport.
PO 2 Height – Communications Development ensures that temporary or permanent physical structures located within an aviation facility's building restricted area do not interfere with the safe and continued functioning of the aviation facility.	✓ The subject site is not located within the Roma aviation facility building restricted area.
PO 3 Buffers Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife, in particular flying vertebrates such as birds or bats, in significant numbers.	N/A – The proposed development is for the construction of a domestic outbuilding that will not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife.
Avoiding nuisance	
PO 4 Lighting Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the installation of external lighting that could distract or interfere with a pilot's vision, or confuse the visual identification of runway, approach or navigational lighting from the air.	✓ Any lighting proposed on the outbuilding will be restricted by conditions of approval and is unlikely to cause obstruction or hazard to the safe movement of aircraft within the Roma airport operational airspace.
PO 5 Particulate release Development does not cause an obstruction or hazard to the safe movement of aircraft within an airport's operational airspace through the emission of particulates, gases or other materials that may cause air turbulence, reduce visibility or affect aircraft engine performance.	N/A – The proposed development is for the construction of a domestic outbuilding that will not release emissions into the operational airspace.
PO 6 Noise emissions Development and land uses that are sensitive to noise interference or noise nuisance:- (a) avoid noise affected areas surrounding the airport; or (b) are sited, designed and constructed	N/A – The proposed development is for the construction of a domestic outbuilding and is not a sensitive land use.

to mitigate noise nuisance to acceptable levels.	
Safety and resilience to hazards	
PO 7 Public safety Development within the public safety areas located at the end of airport runways avoids:- <ul style="list-style-type: none"> (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.

Part 9.3.1 Accommodation activities code

The purpose of the Accommodation activities code is to ensure that Accommodation activities are designed, located and operated to achieve an appropriate standard of amenity for residents and to maintain the amenity of surrounding neighbourhoods.

The purpose of the code will be achieved through the following overall outcomes:-

- (a) *the type, location, scale, density and setbacks of Accommodation activities is consistent with the character and amenity of the applicable zone/s;*
- (b) *the design of buildings and structures is compatible with surrounding development in terms of built form and scale;*
- (c) *Accommodation activities are provided with appropriate service areas to undertake daily activities;*
- (d) *Accommodation activities are provided with appropriate levels of landscaping, private open spaces and/or communal open space;*
- (e) *Accommodation activities incorporate crime prevention through environmental design principles and promote casual surveillance of the street;*
- (f) *Tourist parks support and enhance the caravan and recreation vehicle tourist industry; and*
- (g) *Rural worker accommodation is subordinate to the primary use of the premises for rural activities and is appropriate for the accommodation of permanent and/or temporary rural workers.*

The proposed development is for a domestic outbuilding (carport) associated with the existing residential dwelling located on the adjoining lot owned by the applicant.

An assessment of the development against the Assessment Benchmarks of the Accommodation uses code is provided in the table below.

THE ACCOMMODATION ACTIVITIES CODE	
Performance outcomes	Response
DWELLING HOUSE	
PLANNING	
Use, density and built form	
PO 1 Density and site coverage The density, scale and built form of the Dwelling house: <ul style="list-style-type: none"> (a) does not compromise the predominate scale and character of 	The proposed development is designed and sited to integrate with the use and built form of the existing dwelling on the adjacent premises and existing outbuilding on the site. When considered in the context of the larger residential premises (encompassing two

<p>the locality;</p> <p>(b) maintains an acceptable level of amenity for occupants of the <i>Dwelling house</i> and adjoining residential premises; and</p> <p>(c) integrates with any existing <i>Dwelling house</i> on the same allotment.</p>	<p>lots), the design, height and setback of the building from the street is consistent and compatible with the surrounding built form and will maintain an acceptable level of amenity.</p>
<p>Amenity</p>	
<p>PO 2 Building appearance</p> <p>The <i>Dwelling house</i> is oriented to the street to:</p> <p>(a) provide visual interest and ensure the streetscape is not dominated by garages, bathrooms, toilets and laundries; and</p> <p>(b) facilitate casual surveillance of the surrounding neighbourhood.</p>	<p>The proposed outbuilding is oriented towards the Lovell Street frontage of the site and significantly set back from this boundary so that the built form will not dominate the street.</p>

TOTAL UNDER ROOF INCLUDING PROPOSED = 64.5% OF PROPERTY

N
↑

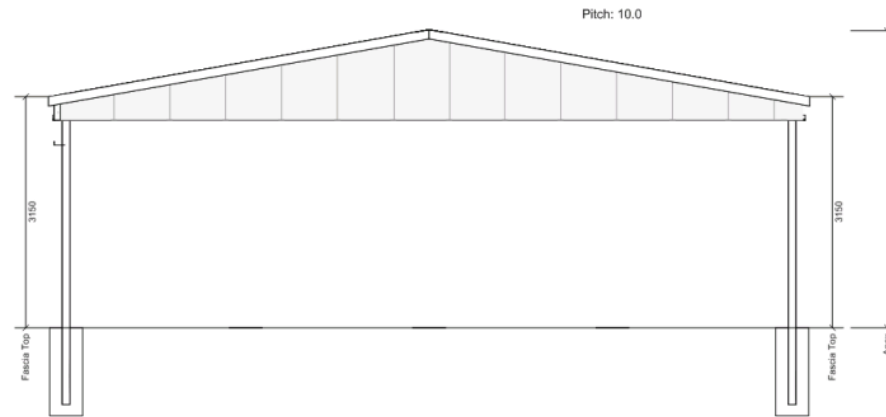


----- = INTERNAL BOUNDARY

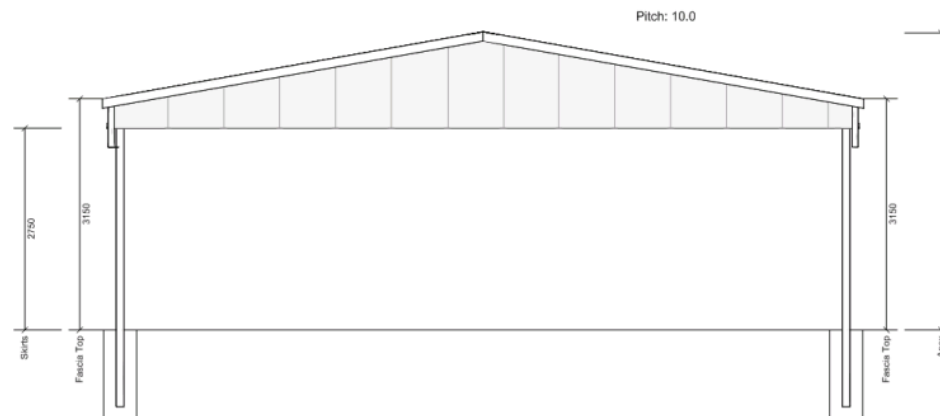
/// = PROPOSED BUILDING

Drawing no: 001 - Site Plan


Dated: 23/11/2020

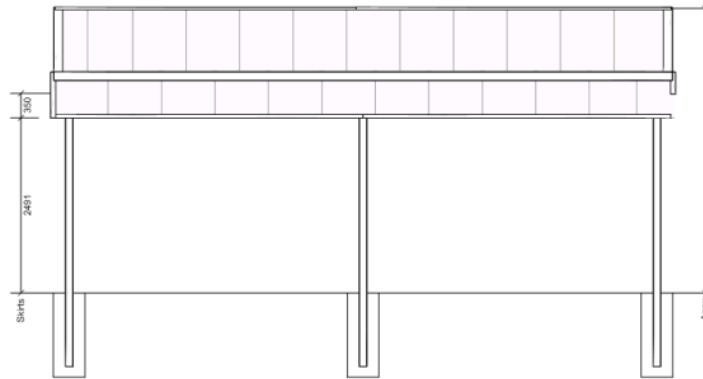


FRONT ELEVATION

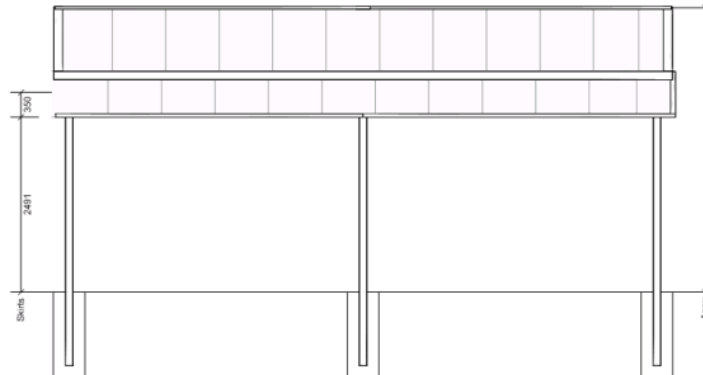


BACK ELEVATION


 <p>R&F Steel Buildings Roma ABN: 51 542 291 549</p>	<p>R&F Steel Buildings Roma QBCC Lic. 77926 "Carlton" 5227 Camarvon Hwy, Roma QLD 4455</p> <p>T 0429 642 319 E roma@rfsteelbuildings.com.au</p>	PROJECT NO: P5561Q1	CUSTOMER: Paul and Vanessa Lavelle	SITE: 22-24 Arthur St Roma, QLD 4455	DATE: 31/10/2020
		PROJECT NAME: Paul and Vanessa Lavelle		LOT: 11 RP/SP: RP217132	ULT WIND SPEED: 41.08 m/s SERVICEABILITY: 33.78 m/s
		QUOTE NAME: Paul and Vanessa Lavelle		DRAWING No: 002	




LEFT ELEVATION



RIGHT ELEVATION

 <p>R&F Steel Buildings Roma ABN: 51 542 291 549</p>	R&F Steel Buildings Roma QBCC Lic. 77926 "Carlton" 5227 Camarvon Hwy, Roma QLD 4455 T 0429 642 319 E roma@rfsteelbuildings.com.au		PROJECT NO: P5561Q1	CUSTOMER: Paul and Vanessa Lavelle	SITE: 22-24 Arthur St Roma, QLD 4455	DATE: 31/10/2020
	PROJECT NAME: Paul and Vanessa Lavelle		LOT: 11		RP/SP: RP217132	ULT WIND SPEED: 41.08 m/s SERVICEABILITY: 33.78 m/s
	QUOTE NAME: Paul and Vanessa Lavelle		DRAWING No: 003			



 <p>R&F STEEL BUILDINGS</p> <p>R&F Steel Buildings Roma ABN: 51 542 291 549</p>	<p>R&F Steel Buildings Roma QBCC Lic. 77926</p> <p>"Carlton" 5227 Camarvon Hwy, Roma QLD 4455</p> <p>T 0429 642 319 E roma@rfsteelbuildings.com.au</p>	<p>PROJECT NO: P5561Q1</p> <p>PROJECT NAME: Paul and Vanessa Lavelle</p> <p>QUOTE NAME: Paul and Vanessa Lavelle</p>	<p>CUSTOMER: Paul and Vanessa Lavelle</p> <p>Paul and Vanessa Lavelle</p>	<p>SITE: 22-24 Arthur St Roma, QLD 4455</p> <p>LOT: 11 RP/SP: RP217132</p> <p>DRAWING No: 004</p>	<p>DATE: 31/10/2020</p> <p>ULT WIND SPEED: 41.08 m/s SERVICEABILITY: 33.78 m/s</p>
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INFORMATION REPORT

Meeting: Ordinary 24 March 2021

Date: 16 March 2021

Item Number: L.5

File Number: D21/21892

SUBJECT HEADING: Neighbourhood Centre - Maranoa Gaming
Community Inc Agreement

Classification: Open Access

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

Executive Summary:

Council has resolved to enter into an arrangement with the Maranoa Gaming Community Group in relation to the former Roma Neighbourhood Centre. This report provides Council with an update on discussions with the group.

Officer's Recommendation:

That Council receive and note the Officer's report as presented.

Background:

At the Ordinary Council Meeting held on 11 November 2020, Council considered a Councillor report for the proposal to repurpose the former Roma Neighbourhood Centre as a gaming hub and youth centre. Council resolved (Resolution No. OM/11.2020/24).

That:

- 1. Council enter into negotiations for a 12 month agreement with Maranoa Gaming Community based on the proposal that Maranoa Gaming Community have put forward to Council on a 12 month trial of running a youth drop in facility for the Maranoa to deal with issues to do with youth crime.**
- 2. A report be brought back to the next Ordinary Meeting for consideration following negotiations.**

A follow up Officers report was considered at Council Meeting on 25 November 2020. At this meeting Council resolved (Resolution No. OM/11.2020/80).

That Council:

- 1. Conduct a structural and electrical safety inspection of the facility, noting the requested area.**
- 2. Proceed with minor works able to be accommodated within the Facilities budget.**

3. ***Provide the facility 'as is' subject to a satisfactory safety inspection report.***
4. ***Following items 1, 2, and 3 authorise the Chief Executive Officer (CEO) to enter into a user agreement with Maranoa Gaming Community Incorporated for 12 months running a youth drop in facility for the Maranoa.***

The purpose of this report is to provide Councillors with an update on progress in finalizing this agreement with Maranoa Gaming Community Inc.

Body of Report:

Council Decision/Resolution	Status
Conduct a structural and electrical safety inspection of the facility, noting the requested area.	<p>Contractors have completed an electrical inspection of the facility for safety. All emergency exit lighting is operational and no major electrical issues were identified in the building.</p> <p>The resolution includes the words "noting the requested area". Councillors should be aware that Maranoa Gaming Community Inc. requests full access to the land described as Lot 1 on SP276517 and all buildings on the land including:-</p> <ul style="list-style-type: none"> ▪ Newer section of the building, ▪ Older section of the building (currently used for storage), ▪ Shed at rear of the building (currently used for storage by Council), ▪ Vacant allotment at 45 Hawthorne Street (being used as laydown yard temporary by Council contractors). ▪ Vacant allotment on the corner of Hawthorne and Bowen Streets (47 Hawthorne Street). This land is currently used for parking by Roma Junior Campus staff and parents. <p>The Councillor report presented on 11 November 2020 and Officer report presented on 25 November 2020 did not note the area that the Maranoa Gaming Community Inc. were seeking an agreement to use.</p>

Proceed with minor works able to be accommodated within the Facilities budget.	<p>It was originally intended that the hallway west of the meeting room be closed off to delineate the area the community organization was leasing/using.</p> <p>The group is however intending to use/lease the entire building and blocking off a section of the building had the potential to interrupt evacuation routes.</p> <p>All power points and lighting checked and replaced where needed.</p> <p>Tested all split systems – where remotes could be found – probably another day to check all the rest.</p> <p>Data cable may need to be tidied up (organisation).</p> <p>Checked switchboard, safety switch and emergency lighting.</p> <p>Replaced timer for outside emergency lighting.</p> <p>Trimmed trees around power connection point to the building.</p>
Provide the facility 'as is' subject to a satisfactory safety inspection report.	
Following items 1, 2, and 3 authorise the Chief Executive Officer (CEO) to enter into a user agreement with Maranoa Gaming Community Incorporated for 12 months running a youth drop in facility for the Maranoa.	A lease is the most appropriate instrument of agreement for this type of arrangement. A future officers report will be brought to Council meeting seeking approval to enter a lease.

For the purpose of Councillor's having a comprehensive understanding of what is proposed by Maranoa Gaming Community Incorporated, the group's intentions are summarized below. This list was sent to Maranoa Gaming Community on 16 March 2021, and they have confirmed that the summary is an accurate summation of the group's intentions.

- Maranoa Gaming Community Inc. are seeking to undertake a 12 month trial.
- The agreement between Council and the group will be for 12 months.

- Maranoa Gaming Community Inc. requests full access to the land described as Lot 1 on SP276517 and all buildings on the land including:-
 - Newer section of the building,
 - Older section of the building (currently used for storage),
 - Shed at rear of the building (currently used for storage by Council),
 - Vacant allotment at 45 Hawthorne Street (being used as laydown yard temporary by Council contractors).
 - Vacant allotment on the corner of Hawthorne and Bowen Streets (47 Hawthorne Street). This land is currently used for parking by Roma Junior Campus staff and parents. This is not an approved carpark.
- No lease/rent payable by the Maranoa Gaming Community Inc.
- Maranoa Gaming Community Inc. intend to sub-let space in the building to other agencies and organisations. This will help to fund the group's planned activities.
- Maranoa Gaming Community Inc. will install a railing on the verandah (this was originally asked of Council).
- Maranoa Gaming Community Inc. will test and tag all electrical equipment including urn and split system air-conditioners.
- Maranoa Gaming Community Inc. will connect electricity and be responsible for all electricity accounts.
- Maranoa Gaming Community Inc. will replace, repair and modify fences as required excluding the colour bond fence between the vacant blocks on Hawthorne Street which the group requests that Council maintain.
- The organization wishes to retain and use Council owned equipment that is stored in the building including all items in the kitchen, tables/desks, chairs, kettle, microwave, book cases, television, sofa. Group would also like to retain the option to retain and use other items that are stored in the building, before these items are removed by Council.
- The organization intends to undertake some renovations including removing carpet from the meeting room and some internal painting.
- Maranoa Gaming Community will be responsible for pest control (other than annual spraying for spiders).

Council will be responsible for:-

- All fire safety and RCD checks
- Maintenance relating to structural and electrical safety.
- Repair and maintenance of the colourbond fence between the two spare allotments.
- Pest control (annual spraying for spiders).

On 16 March 2020, Maranoa Gaming Community were asked about their intentions/plans for the land on the corner of Hawthorne and Bowen Streets. The question posed via email and responses are included below.

Question - The land on the corner of Hawthorne and Bowen Streets is informally used as a carpark by Roma Junior School Campus staff and parents. It is not an approved carpark. Under a lease arrangement, will this area still be able to be informally used as a carpark? (If your group are considering still allowing parking by others, you may wish to ensure you have adequate insurance coverage).

Answer – “We have no plans to alter the current usage of the lot on the corner of Hawthorne and Bowen Sts. We would like to encourage parents and teachers to continue using the block as they have been. The main aim is to ensure that we have adequate parking for events and those sub-letting the offices”. (Daniel Wales)

In the Council resolutions from the meetings on 11 November and 25 November 2020, Resolution No. OM/11.2020/24 and Resolution No. OM/11.2020/80 Council included reference to Maranoa Gaming Group running a youth drop in facility for the Maranoa.

A youth drop in facility is a goal for Maranoa Gaming Community Inc. and was included in the group’s proposal that was emailed to Council on the 21 October 2020. This proposal was presented to Council meeting on 11 November 2020, attached to the Councillor’s Report.

This proposal (attached) documents the group’s business model and includes a breakdown of the group’s short term and long term plans. The Maranoa Gaming Community Inc. has documented their long term goal to “establish a youth drop-in centre that will initially run after school and on weekends at a later time or according to identified need”. It is the group’s longer term goal to establish a drop in centre within 24-36 months if the initial trial is successful.

On 16 March Maranoa Gaming Community Inc were asked about their plans for a youth drop-in centre. The question posed and the group’s response is included below.

Question - I can see that a youth drop-in facility is a goal for Maranoa Gaming Community Inc. and was included in your group’s proposal that was emailed to Council on the 21 October 2020. Can you please confirm for me that it is still your group’s longer term goal to establish a drop-in centre within 24-36 months if the initial trial is successful?

Answer – “It is absolutely still the aim of the Maranoa Gaming Community to establish a youth drop-in facility in the complex within 24-36 months if the initial trial is successful”. (Daniel Wales)

Council will need to purchase storage for example shipping containers to store items currently stored in the building and the shed at the rear of the building. Stored items

include office furniture, equipment and tables and chairs that are used for community events.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

[1](#) Proposal - Maranoa Gaming Community

D20/104151

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Brittany Lafrenais

From: Daniel Wales <dwales@maranoagamingcommunity.org>
Sent: Wednesday, 21 October 2020 5:12 PM
To: Office of the Mayor
Cc: treasurer@maranoagamingcommunity.org;
secretary@maranoagamingcommunity.org
Subject: Maranoa Gaming Group - Neighbourhood Centre Proposal
Attachments: MGC - Neighbourhood Centre Proposal.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon,

Firstly, I would like to thank you for meeting with us yesterday. We appreciate being able to discuss our proposal with you.

As discussed please find our official proposal attached for our Neighbourhood Centre project. I look forward to discussing this with you and the other councilors in the not too distant future.

Kind Regards

--

Daniel Wales
President
Maranoa Gaming Community Inc.
facebook.com/MaranoaGC
0447 414 953



Building Community Through Gaming



Maranoa Gaming Community



Building Community Through Gaming

The Mayor
Maranoa Regional Council
Bungil St
Roma QLD 4455
Dear The Mayor:

My name is Daniel Wales and I am the founding president of the Maranoa Gaming Community Inc. Our organisation's purpose is to build community connections through gaming.

We are taking this opportunity to submit a proposal to re-purpose the Neighbourhood Centre on the corner of Bowen & Quintin Streets as a Gaming Hub and in the future a Youth Drop in Centre.

In this initial phase we would like to tender a 12 month trial period to demonstrate the groups willingness and capacity to establish, maintain, and expand this project

Business Model

- The Maranoa Gaming Community Inc. (MGC) gain full access to the premises with a fee waiver to host their gaming sessions and related events
- In return the MGC will manage the facility and invite other agencies and organisations to utilize the space
- Other agencies and organisations will have the option to pay (a negotiated fee for the use of space within the facility, or apply for a fee waiver to cover this cost)
- The funds raised from this could be used to improve the facility and provide new resources in the community. We are also working with local businesses to contribute and support fundraising efforts to help improve the facility and services offered. One local business is Emma's Boutique Colour who has offered to donate artworks for auctions

Within the first three months the MGC will:

- Hold a minimum of weekly gaming events that will be open to all members of the public
- Clean and Maintain the areas used
- Approach the Roma State College Junior Campus to negotiate potential student use of the area
- Commence improvement and maintenance of the outdoor areas including the gardens and car park. We are currently working with a group of volunteers who are looking forward to working on this project
- Commence improving the grass cover of the vacant block – check ownership of this area first

Within the first 6 months the MGC will:

- Partner with Anglicare Southern Queensland to host a gaming group which would be for children 8-12yrs
- We have formulated a plan to erect a Blue Pole as part of the Blue Tree Project (find out more about the Blue Tree Project at <https://www.bluetreeproject.com.au/>) and look forward to working with new and existing partnerships in the space to make this a reality
- Clean and tidy the newer portion of the facility to acceptable standards in order to lease them out to organisations and individuals who share the desire to build a stronger community
- Host a minimum of quarterly events on the currently vacant lot aimed at providing entertainment and activities for the towns youth. I am recognized in the community as someone who creates innovative and creative events, and I am looking forward to expand my work in the community to bring even more creative and unique ideas to our communities youth

Within 12 months the MGC will:

- Have all rooms in the newer section setup and suitable for offering to external organisations to lease
- Identify and engage other providers to use the facility
- Start setting up infrastructure to establish a youth drop-in center in the hub (which will include identifying the needs of a project such as this)

Longer term goals within 24 - 36 months if the trial is successful

- The establishment of a youth drop-in center that will initially run after school and on weekends at a later time or according to identified need. We have been working with the Roma Safe Growth Program as well as local clubs and associations (i.e. The butter factory, and Zonta) to build a pathway to this end
- Repainting of the shed by local indigenous youth to show the Neighborhood Centers connection to the traditional owners of the land
- Application for grants, and support from council to install solar panels on the roof to improve the facilities climate footprint

As part of this project proposal it is envisaged that council will:

- Consent to the MGC obtaining a fee waiver for the use of the premises
- Actively support the Centre's growth through assistance in marketing
- Ensure Fire Safety equipment is maintained
- Ensure that inbuilt electrical appliances (i.e. urns and aircons) are test and tagged at appropriate intervals
- Ensure the structural and electrical safety of the buildings
- Install a safety rail on the porch/balcony area

The purpose of this project

- Is to help provide a community facility that is run by the community.
- To provide in the longer term a safe place for our communities youth to meet and feel welcome and respected
- To help reduce the incidence of youth crime,
- To meet a well identified community need

We have obtained the support of the Roma Safe Growth Project which is supported by Griffith University. We can provide a copy of a report developed by this project once it is completed for your perusal.

Support from some local agencies is being sought and offered to commence this project

We anticipate a positive response to our request and would welcome the opportunity to present to the MRC on the value and plan for this project

Kind regards

President

Maranoa Gaming Community Inc.

OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 22 March 2021

Item Number: L.6

File Number: D21/23361

SUBJECT HEADING: 2021 Ordinary Council Meeting Schedule

Classification: Open Access

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

Executive Summary:

The purpose of this report is to:

1. Provide a review following the conclusion of trial meeting rotations in the towns of Mitchell, Surat, Yuleba and Injune; and
2. Set Council's ordinary meeting schedule for the remainder of 2021.

Officer's Recommendation:

That Council:

1. Continue to hold its ordinary meetings on the 2nd and 4th Wednesday of each month, with the exception of December when a single meeting be held on the 2nd Wednesday of the month.
2. Hold all ordinary meetings in the Council Chambers (Ernest Brock Room if applicable), commencing at 9.00am.
3. Adopt the updated meeting schedule as presented and attached to the officer's report.
4. Initiate a Councillor 'Out & About' program to meet with residents across the region.

Individuals or Organisations to which the report applies:

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

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

No

Acronyms:

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

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

Acronym	Description
Not applicable	

Context:

Why is the matter coming before Council?

For Council to consider its ordinary meeting schedule for the remainder of 2021, following completion of a meeting rotation trial which commenced on 14 October 2020, and concluded on 10 February 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

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

At that meeting Council resolved:

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates of 22 April 2020, 13 May 2020 and 27 May 2020, commence the meeting at 9am at Council's Roma Administration Centre.
- Council conduct a three (3) month trial on the 2nd and 4th Wednesday of each month for the months of June, July and August 2020, with the meeting commencing at 6.30pm and finishing no later than 10.30pm.
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, Surat, Yuleba and Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesday as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- A report be tabled at the ordinary meeting on 27 May 2020 in relation to the Chief Health Officer's directions in regard to COVID-19.

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

That:

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

At a Special Meeting on 2 December 2020, Council approved the following amendment to (Resolution Number SM/06.2020/06). This was to adjust the commencement time of the Ordinary Meeting in Yuleba to 9am to allow for additional time to complete the meeting, given that one meeting only was scheduled for December 2020 and the initial trial commencement time was 12.00pm.

That Council amend Resolution Number SM/06.2020/06 as follows:

That:

- ☐ Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates from 22 April 2020 to 23 September 2020 inclusive, commence the meeting at 9am at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- ☐ Council conduct a four (4) month trial commencing on 14 October 2020 as follows:
 - Council conduct a Council meeting in Mitchell on 14 October 2020 commencing at 6.30pm (with supper from 5.30pm), until no later than 10.30pm.
 - Council conduct a Council meeting in Surat on 11 November 2020 commencing at 6.30pm (with supper from 5.30pm), until no later than 10.30pm.
 - Council conduct a Council meeting at Yuleba on 9 December 2020 commencing at 9.00am (lunch with the community from 12.00pm to 1.00pm) and not define a finish time.
 - Council conduct a Council meeting in Injune on 10 February 2021 commencing at 12.00pm (lunch at 11.30am), until no later than 6.00pm, followed by supper.
- ☐ The second meeting of the month commences at 9am in Roma at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- ☐ For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, then Surat, then Yuleba and then Injune.
- ☐ All meetings be held at existing Council buildings in each area.
- ☐ Council foreshadow that the intention is to retain the 2nd and 4th Wednesdays as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- ☐ The Mayor issue a letter of invitation to residents at least two weeks in advance (with an RSVP date) inviting residents in the meeting locality to join Council for supper / lunch (which will be provided by Council) and inviting them to stay for the meeting if they wish.
- ☐ The above be subject to compliance with the Chief Health Officer's directions current at the time.

Maranoa Regional Council

Ordinary Meeting - 24 March 2021

The tables below summarises key data about ordinary meetings during the trial period:

Ordinary Meeting duration data

Meeting/Date	Location	Video Time Lapsed (excludes adjournments and closed sessions)	Meeting Duration	Items Not Considered/Laid on the Table
14 October 2020	Mitchell 55 Reports	4hrs 01min	4hrs 02min	<i>20 – Not Considered</i> <i>1 – Laid on the Table</i>
28 October 2020	Roma 65 Reports	6hrs 40min	13hrs 14min	0 – Not Considered <i>5 – Laid on the Table</i>
11/12 November 2020 <i>Impacted two days</i>	Surat 42 Reports	5hrs 06min	5hrs 33min	<i>Carried forward to a second day</i> <i>2 – Laid on the Table</i>
25 November 2020	Roma 51 Reports	6hrs 40min	11hrs 13min	0 – Not Considered 0 – Laid on the Table
9 December 2020	Yuleba 44 Reports	4hrs 39min	9hrs 00min	0 – Not Considered 0 – Laid on the Table
27/28 January 2021 <i>Impacted two days</i>	Roma 60 Reports	9hrs 56min	19hrs 13min	<i>Carried forward to a second day</i> 0 – Laid on the Table
10 February 2021	Injune 30 Reports	3hrs 46min	5hrs 31min	0 – Not Considered 3 – Laid on the Table
24 February 2021	Roma 50 Reports	5hrs 30min	10hrs 31min	4 – Laid on the table

Officer attendance at ordinary meetings for advice to Council

Meeting/Date	Location	Staff in Attendance	
14 October 2020	Mitchell	Executive Staff Only (3)	No Officers
28 October 2020	Roma	Executive Staff (3)	Officers - 12
11/12 November 2020 Impacted two days	Surat	Executive Staff (3)	Officers – 1 via telephone
25 November 2020	Roma	Executive Staff (2)	Officers – 7
9 December 2020	Yuleba	Executive Staff (3)	Officers – 8
27/28 January 2021 Impacted two days	Roma	Executive Staff (3)	Officers – 10
10 February 2021	Injune	Executive Staff (3)	Officers - 5

What worked well?

- In conducting the rotational trial in the smaller regional towns, this term of Council has actively re-visited the viability of meetings being held across the region and community sentiment in attending meetings.
- The trial has demonstrated that the community welcomes and values face to face, two-way communication with Councillors, particularly in the smaller communities and it is recommended that Councillor 'Out & Abouts' be scheduled so that Councillors can dedicate time to engage with the community in an informal setting.

What challenges were faced?

- Prior to meetings, additional site inspections were undertaken by various staff to confirm venue set up requirements for facilities that were not designed for Council meetings.
- Productivity was lost with other staff needing to travel prior to the meeting for set up and testing.

- There was additional workload in administering meetings, with mailouts to each community preceding a meeting, additional catering, and management of RSVP's.
- Having a meeting start at lunch time effectively meant a lost morning of productivity.
- As some or parts of meetings were conducted outside of normal business hours, reporting officers were not available to answer technical questions, which at times led to reports being laid on the table, leading to delayed decisions.
- The officers in attendance at the meetings were still required to meet the normal operational needs of Council during business hours on the day of the meeting and the following day, in addition to the night meeting and travel, arriving home during the middle of the night.
- Council could not determine the outcome of all reports to some of the meetings within the specified meeting trial times, leading to meetings being adjourned and carried over to the next day (Surat meeting), or a change to trial commencement time (December meeting).
- Fatigue, given the lateness of night meetings, led to potentially poor decision making.
- Society considers business hours to broadly occur between 8.30/9am and 5pm. This is widely accepted across business sectors as the optimum time to conduct business. In today's world, local governments are complex businesses.
- The foreseeable safety concerns due to travelling to and from meetings late at night, together with the risk of damage to vehicles from wildlife strikes, were justified. Vehicle damage occurred travelling home late from one of the night meetings (also putting the occupants at risk).
- Council has a duty of care to not place individuals in unsafe situations or expose them to avoidable risks. Given the limited community/public benefit from the meeting rotation trial, the benefit vs risk is hard to justify. This risk is compounded as travel occurred where there is limited mobile service in isolated areas late at night.
- Night meetings encroach on valuable family time and take away from work life balance.

- Use of pool vehicles meant that multiple employees / councillors were exposed to the same risks concurrently.
- Ordinary Meetings held in Roma on the 4th Wednesday of the month had a higher volume of reports and were twice the duration of the meetings held in the smaller towns.
 - This indicates that officers put forward reports to Council meetings in Roma as a preference so they could be present to answer questions and did not need to travel lengthy distances from their home office (i.e. The Council Chambers is central to the region, 1 hour travel only required from all towns to attend meetings).
- Hall lighting issues were encountered to set up visual display requirements as appropriate blinds and curtains were not in place, as well as fluorescent lighting causing issues with recording image flicking.
- Audio and video recording equipment was not designed for hall meeting spaces. Venues were not equipped with appropriate projector / displays while significant improvements to meeting technology had already been implemented in the Council Chambers.
- Data connectivity was not available in public halls, with the minutes software having to be run off-line and significant additional entry work required after the meeting.
- Council staff did not have ready access to resources.
- Additional technical support was required on meeting day to ensure meetings ran with minimal disruption. This took staff away from their normal operations. This significantly impacted productivity as the employees weren't able to continue their normal work while the meeting was in progress (as they were away from their workplace).
- The meeting venues were not fit for purpose when confidential items were being discussed. They did not provide an appropriate separation of the public and meeting space to maintain confidentiality, nor were there suitable facilities for those outside the meetings for extended periods of time.

- Less than ideal power solutions to run equipment caused potential trip hazards.
- Portable Microphones were required to boost Councillors' voice for public gallery and audio recordings.
- Further investment would be required to carry out venue upgrades if Council was to continue to rotate meetings across the region and allow for a public gallery space.

Community Meeting Attendance

The table below provides information about community attendance in person at the informal 'Meet & Greet' and the trial ordinary meeting locations. Information is also included about the ordinary meeting views on YouTube.

Location	Date	Invitations Issued	Meet & Greet Attendance (approximate)	Ordinary Meeting Attendance at Start of meeting only* (Approximate)	Views on YouTube
Mitchell & Surrounds	14/10/20	745	14 Supper	10*	193
Surat & Surrounds	11/11/20	375	11 Supper	10*	158
Yuleba (including Yuleba, Wallumbilla, Jackson & surrounds)	09/12/20	370	4 Lunch	4*	233
Injune & Surrounds	10/02/21	330	20 – 25 Lunch 5 - Supper	10*	277

* Most people left within a relatively short period of time.

Conclusion

Overall, the number of YouTube views versus individual attendance in person at meetings indicates that the community has embraced the opportunity to view Council meetings online. This provides the benefit of community members choosing a preferred time, location to view the meetings, as well as selecting the items of interest.

Personal attendance numbers were very low in comparison with invitation numbers distributed. Higher attendances were observed at most locations for the Meet & Greet segment of the schedule, indicating that the community chose that as a preferred forum for two-way communication between Council and the community.

Council Meetings only provide an opportunity for community members to 'observe' rather than interact with Councillors.

The community and councillors could achieve far more value through two way engagement (Councillors and residents) in a more social setting – this does not require staff participation and removes the impacts on productivity.

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

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

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

Local Government Regulation 2012

254B Public notice of meetings

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

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

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

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

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

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

257 Frequency and place of meetings

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

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

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

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

This report seeks to confirm Council's policy position regarding ordinary meetings for the remainder of 2021.

Input into the Report & Recommendation:

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

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

Chief Executive Officer

Manager - Information and Communications Technology

Lead Corporate Communications & Design Officer

Director Corporate & 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)

No

This Financial Year's Budget:

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

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

No

Future Years' Budgets:

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

No, this budget is considered and approved by Council annually.

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
Potential outlay of additional costs	Potential outlay of additional costs to upgrade venues across region to hold council meetings for limited community benefit given low attendance numbers, and community preference to view council meetings online. Council already has a fit-for-purpose, centrally located meeting room / council chambers, equipped with audio and visual equipment (including microphones). Likelihood: Almost Certain Consequence: Additional costs to upgrade another four (4) facilities for this purpose
Impact of fatigue	Fatigue affecting decision making process. Increased safety risk for councillors and staff travelling to and from meetings outside of usual business hours. Likelihood: Certain Consequence: Poor decision making processes, personal injury, damage to property (vehicle).

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 continue to hold ordinary meetings on the 2nd and 4th weeks of each month for the remainder of 2021. The month of December is an exception due to the Christmas Closures, and it is recommended that a single meeting be held in December on the 2nd Wednesday of the month.

That all ordinary meetings be held in the Council Chambers (Ernest Brock Room as applicable), commencing at 9.00am.

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. Continues to hold its ordinary meetings of the 2nd and 4th Wednesday of each month, with exception of December when a single meeting be held on the 2nd Wednesday of the month.

2. Hold all ordinary meetings in the Council Chambers (Ernest Brock Room if applicable), commencing at 9.00am.
3. Adopt the updated meeting schedule as presented and attached to the officer's report.
4. Initiate a Councillor 'Out & About' program to meet with residents across the region.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

[1](#) 2021 Council Meeting Schedule

D21/23503

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

Chief Executive Officer

Council Meeting Schedule 2021



Month	No-Date	Meeting Type	Venue	Time
January	OM01-27.01.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
February	OM02-10.02.21 Wednesday	Ordinary	Injune Memorial Hall COVID-19 restrictions in place	12pm
	OM03-24.02.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
March	OM04-10.03.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM05-24.03.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
April	OM06-14.04.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM07-28.04.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
May	OM08-12.05.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM09-26.05.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
June	OM10-09.06.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM11-23.06.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
July	OM12-14.07.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM13-28.07.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
August	OM14-11.08.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM15-25.08.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
September	OM16-08.09.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM17-22.09.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
October	OM18-13.10.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM19-27.10.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
November	OM20-10.11.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM21-24.11.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
December	OM22-08.12.21 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am

OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 23 March 2021

Item Number: L.7

File Number: D21/23908

SUBJECT HEADING: Gas for Industrial/Commercial Development Policy

Classification: Open Access

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

Executive Summary:

During the budget deliberations there was a lot of discussion around promoting the use of gas and increasing usage. To this end the tariff for industrial and commercial usage for the top tier was reduced from \$0.035 to \$0.015/MJ.

A policy was also developed to further encourage connection to the network but was never formally adopted. This policy has been reviewed and is now submitted to Council for adoption.

Officer's Recommendation:

That Council adopt the Gas for Industrial/Commercial Development 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).

Customers current and future that may use gas in their industrial or commercial processing.

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

During the budget deliberations there was a lot of discussion around promoting the use of gas and increasing usage. To this end the tariff for industrial and commercial usage for the top tier was reduced from \$0.035 to \$0.015/MJ.

A policy was also developed to further encourage connection to the network, but was never formally adopted. This policy has been reviewed and is now submitted to Council for adoption.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Roma gas network is reasonably small, with less than 600 connections. There are therefore little economies of scale to allow the costs to be shared over a large customer base.

The largest users are industrial and commercial (excluding Council) and therefore new industrial and commercial customers are to be encouraged to increase the gas consumption.

Reducing the tariff for industrial and commercial usage over 5000 MJ to \$0.015, may go some way to encourage new customers to this network. However as the network extent is very limited, there could be costs involved to extend the network to the consumer's site. This policy addresses this issue, making this a Council cost in some instances, or Council will contribute to these costs.

If this policy is approved, local business will be targeted with marketing to promote connecting to the gas network. Other means of marketing Roma for development will be investigated.

The easiest area to target is around the network in Raglan Street. The industrial areas between the Bungil Creek and the Sale Yards as well as between the Sale Yards and Surat Highway will also be promoted as a growth zones, with the gas network extended at no cost for users.

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 will be a new policy: Gas Industrial/Commercial Development Policy

Input into the Report & Recommendation:

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

- Director – Corporate and Community Services

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

This is dependent on the uptake of new customers of this policy. There could be some extensions to the network required. These costs will be recovered through revenue from these customers in the future.

Any requests for a gas main extension in 2020/21 will be brought to a Council meeting for consideration, with funding sourced from current Gas 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)

In the past an amount of \$100,000 was included in the budget to allow for any requests for network extensions. This practice will continue to allow a buffer in the event that an extension is required. The cost of most individual extensions should be well within this budget.

A future budget allowance for gas main extensions will be considered during the budget deliberations for 2021/22.

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
Large uptake of policy could require costly extensions	The likelihood of this is low and the costs would be recovered through future revenue from gas usage. In the long term this will be of great benefit to Council

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 important to encourage new industrial and commercial consumers to the gas network. This policy will make it more attractive to connect and use gas rather than other forms of energy. It is recommended that it be put in place and be promoted.

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 Gas for Industrial/Commercial Development Policy as presented

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.7 Gas

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | Gas Industrial/Commercial Development Policy | D20/67712 |
| 2 | MRC Planning Scheme Map 2.2.1 Roma Strategic Plan Framework Map | D19/9075 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

1. Policy Purpose

To provide incentive for industrial and commercial development, making use of the gas network.

This policy defines the incentives offered and the criteria required.

The objective of this policy is to ensure:

- Industrial developments are promoted, particularly between the Bungil Creek and the Sale Yards as well as between the Sale Yards and Surat Highway;
- New industrial and commercial customers are encouraged to establish in Roma;
- Existing customers are encouraged to use gas within their processing;
- That the gas network is utilised whenever possible to increase gas usage;
- Gas usage is increased to develop economies of scale for all consumers benefit.

2. Policy Scope

This policy applies to all new industrial and commercial customers and industrial developments in Roma that connect to the gas network. It also applies to existing industrial and commercial customers that want to connect to the gas network.

3. Definitions

Term	Definition
New Industrial Customer	A person or party establishing a new industry in Roma
New Commercial Customer	A person or party establishing a new commercial business in Roma
Industrial Development	Creation of new industrial lots for future use
Existing Industrial & Commercial Customer	An industrial or commercial customer with an established business that is not currently connected to the gas network

4. Policy Details

4.1. Introduction

- 4.1.1. The gas network is only located in Roma and is not very extensive.
- 4.1.2. Most extensions to the network are constructed on request.
- 4.1.3. Prior to this policy all these extensions were paid for by the applicant.

4.2. Gas to the Industrial Areas

- 4.2.1.** There are 4 industrial areas in Roma. These are along Raglan Street and the adjacent area, East of Bungil Creek, at the Roma Airport and a block along Tiffin Street. (See the Planning Scheme Map 2.2.1)
- 4.2.2.** There is gas reticulation along Raglan Street up to Currey Street, as well as a short distance along Spencer Street, to the south. The gas reticulation along the Warrego Highway to the east of Bungil Creek is to approximately the centre of the Sale Yards. There is no gas to the Roma Airport, the closest reticulation being at Alexander Avenue. There is gas along Tiffin Street from the Warrego Highway to the railway line.
- 4.2.3.** A request for a gas supply in the Raglan Street zone could be reasonably easily accommodated by extending the existing network. The area between the Bungil Creek and the Sale Yards can be similarly accommodated. The remaining areas requires extensive main extension and or requires crossing of a highway and/or railway line. The area between the Sale Yards and the Surat Highway can easily be serviced if a large consumer was to develop a site there.

4.3. Charges for extensions to the network

- 4.3.1** For any new industrial customer or existing industrial business within the Raglan Street Industrial area, between the Bungil Creek and the Sale Yards or the area between the Sale Yards and the Surat Highway, Council will extend the gas network to the property, if required, at Council's expense.
- 4.3.2** For a new industrial customer or existing business in any of the other Industrial areas, Council will extend the gas network to the property, at the customer's expense. For a large potential gas user, Council may negotiate a part payment of this expense, dependent on the volume of gas to be consumed.
- 4.3.3** For a new industrial development, the developer shall provide the internal gas network and Council will extend the gas reticulation, if required, to connect the development to the Council network, at Council's expense.
- 4.3.4** For a new or existing commercial customer this will be assessed on a case by case basis and will be dependent on their locality relative to the existing network as well as the potential volume of gas to be consumed.

4.4. Criteria

The following criteria applies:

- a. The new industry must be located within the industrial areas defined in the Planning Scheme
- b. This is subject to the customer utilising the gas within their industrial processing.
- c. There would be a minimum lead time of 6 months for Council to install the gas main to the property or development, from the time of the request.
- d. Council will not action the construction of the gas main extension until construction has commenced on the building. This does not apply to existing businesses or Industrial Developments.

4.5. Application for gas network extension

- 4.5.1** For a new development this will be through the development application process. Council's contribution will be included in the conditions for the development.
- 4.5.2** For an existing business or a new industrial/commercial customer this shall be in writing to Council.

5. Special Provisions

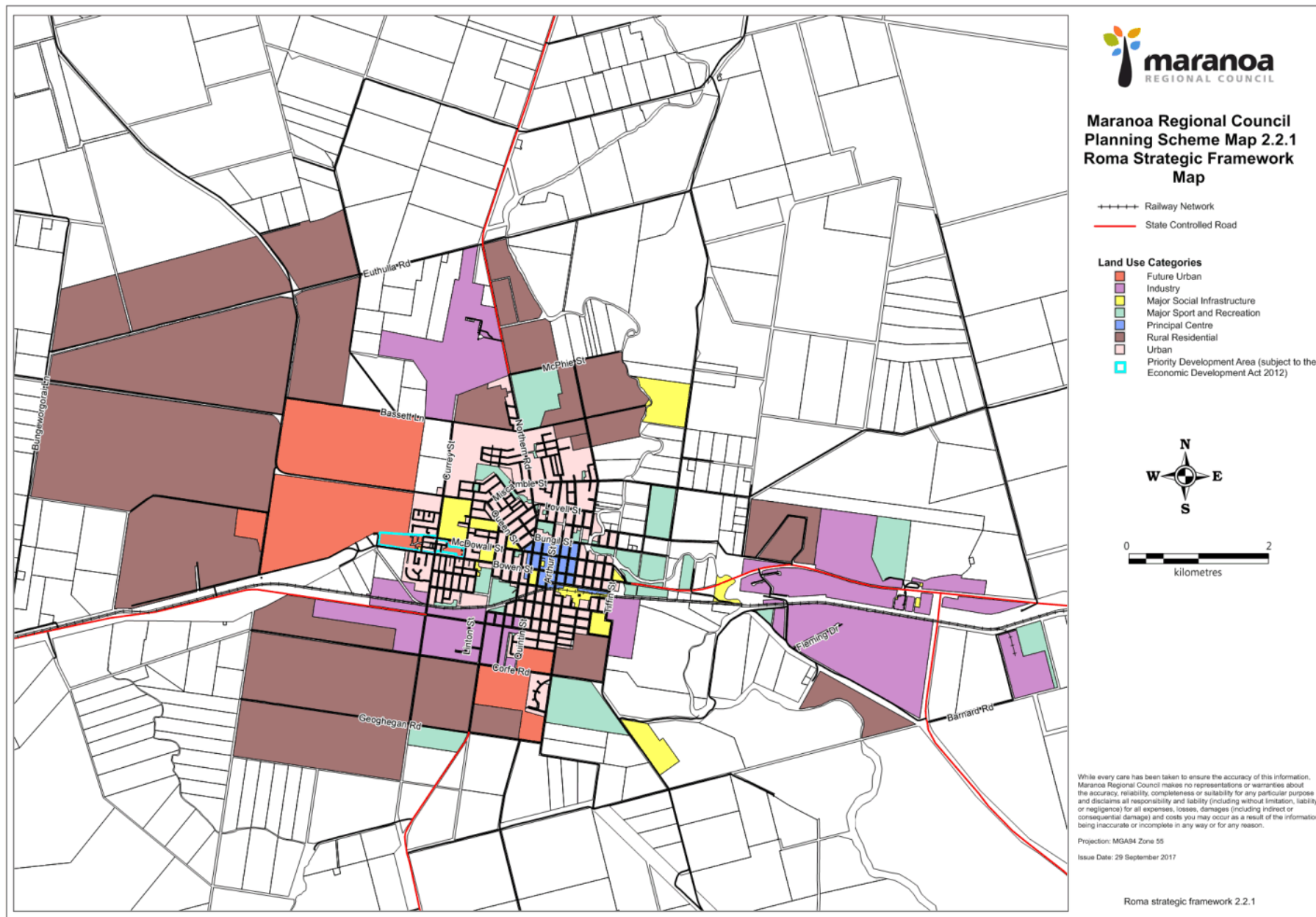
Nil

6. Related Policies and Legislation

Local Government Act 2009
Local Government Regulation 2012

7. Associated Documents

MRC Planning Scheme Map 2.2.1 Roma Strategic Framework Map (D19/9075)



OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 23 March 2021

Item Number: L.8

File Number: D21/23914

SUBJECT HEADING: Monthly Financial Report as at 28 February 2021

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 28 February 2021.

Officer's Recommendation:

That the monthly financial report for the period ended 28 February 2021 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the financial report for the period ended 28 February 2021, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report presents the high level consolidated statement of income and expenditure for operating and capital budgets versus actuals for the period ended 28 February 2021.

1. Operating Budget:

OPERATING	Annual Current Budget 2020-21	Feb YTD Actuals	% of budget	Commentary
Operating revenue				
Fees and charges - commercial	8,747,781	5,106,408	58%	Saleyards and Airports commercial fees and charges less than budgeted
Fees and charges - statutory	2,426,019	1,080,878	45%	Planning application fees less than budgeted
Grants subsidies and contributions	22,113,823	7,963,507	36%	Financial assistance grant quarterly payment not processed until March 2021 Surat Digital Connectivity contribution not received
Internal revenue	1,180,120	765,993	65%	On target
Investment income - interest	801,000	556,487	69%	On target
Other revenue	1,943,850	1,313,070	68%	On target
Rates and charges	41,970,263	21,062,287	50%	Half yearly rates and charges issued to date
Recovery of indirect expenses - external	499,160	588,443	118%	Additional CSG works and therefore higher corporate overhead/indirect recoveries
Rental and levies	819,214	437,224	53%	Nil internal recoveries from camps
Sale of goods and major services	4,517,689	2,936,653	65%	On target
Sales of contract and recoverable works	4,908,456	4,650,434	95%	External contract (TMR - other) works nearing completion
Operating revenue total	89,927,375	46,461,384	52%	
Operating expenses				
Depreciation	19,764,000	12,622,651	64%	On target
Employee and councillor costs	29,651,316	17,518,454	59%	On target
Finance costs	741,953	479,553	65%	On target
Materials and services	39,597,876	25,510,098	64%	On target
Operating expensesTotal	89,755,145	56,130,756	63%	
Net operating result - Surplus/(Deficit)	172,230	-9,669,372		Half yearly rates expected to be issued March/April

Operating revenue

Operating revenue of \$46.5 million is currently 52% of annual current budget. Major variances include:

- Financial Assistance Grants quarterly payment not processed until March 2021
- External contribution for the Surat Digital Connectivity project not yet received
- Rates and charges issued to the end of December 2020

Operating expenses

Operating expenses of \$56.1 million is currently 63% of annual current budget which is currently on track.

1. Capital Budget:

CAPITAL	Annual Current Budget 2020-21	Feb YTD Actuals	% of budget	
Capital expenditure				
Projects - capital	68,420,681	24,502,447	36%	Refer notes
Loan repayments	1,511,633	746,221	49%	Loan repayments processed to end of December 2020
Capital expensesTotal	69,932,314	25,248,668	36%	
Capital revenue				
Government subsidies and grants - capital	-19,438,683	-5,595,470	29%	Refer notes
Contributions - capital	-8,780,180	-4,154,015	47%	
Developer contributions/Infrastructure Charges	-61,000	0	0%	Nil developer contributions to date
Other capital revenue	-320,000	0	0%	Insurance recovery not received - Alice Street Mitchell house
Capital revenue total	-28,599,863	-9,749,485	34%	

Capital revenue:

Year to date capital revenue of \$9.75m is 34% of the current approved budget.

Major variances include:

- Local Roads and Community Infrastructure funded projects majority of works are to be completed in last quarter of the 2020-21 year.
- Other major externally funded multi-year projects that have not yet commenced construction:
 - The Bigger Big Rig
 - Roma Flood Mitigation Stage 2B (Railway Dam works)
 - Muggins Lane Yuleba bridge replacement
 - Primaries Road loop extension
 - Heavy vehicle route upgrade - Amby

Capital expenditure:

Council's investment in community infrastructure capital works year to date is \$24.5m which is 36% of the current approved budget. Major variances include:

Major multi-year projects that have not yet commenced construction:

- The Bigger Big Rig
- Roma Flood Mitigation Stage 2B (Railway Dam works)
- Muggins Lane Yuleba bridge replacement
- Primaries Road loop extension
- Heavy vehicle route upgrade – Amby
- Repair to lagoon bunding Roma Sewerage Treatment Plant

Outstanding rates and charges:

February	2020	2021
Total value of rates outstanding *	\$20,824,658.82	\$2,381,689.49
Total number of assessments outstanding	6,608	535
Outstanding rates for which there is a payment arrangement in place	\$2,018,464.05	\$1,462,420.25
Total number of assessments with a payment arrangement in place	250	201
Percentage of rates arrears in payment arrangements	9.69%	61.4%

*Rates levy issued in February 2020 due March 2020.

January	2020	2021
Total value of rates outstanding	\$2,173,756.80	\$3,169,800.18
Total number of assessments outstanding	595	680
Outstanding rates for which there is a payment arrangement in place	\$1,041,948.19	\$1,996,271.83
Total number of assessments with a payment arrangement in place	289	207
Percentage of rates arrears in payment arrangements	47.93%	62.98%

Prepaid rates:

	Prepaid Rates & Charges	Number of Assessments
As at 28 February 2021	\$810,532.55	859
As at 31 January 2021	\$680,418.39	810
As at 29 February 2020	\$135,165.57	181
As at 31 January 2020	\$670,533.74	814

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

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

Local Government Regulation 2012

204 Financial report

- (1) *The local government must prepare a financial report.*
- (2) *The chief executive officer must present the financial report -*
 - (a) *If the local government meets less frequently than monthly - at each meeting of the local government; or*
 - (b) *Otherwise - at a meeting of the local government once a month.*
- (3) *The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Lead Rates and Utility Billing Officer / System Administrator

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)

Projects with external funding are required to be delivered in accordance with funding agreements.

This Financial Year's Budget:

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

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

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period ended 28 February 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 report is for information purposes.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

Interested Parties – Maranoa Residents, Department of Local Government, Racing and Multicultural Affairs, Queensland Audit Office.

Risks:

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

Risk	Description of likelihood & consequences
Compliance with <i>Local Government Regulation 2012</i>	The presentation of the financial report is in accordance with the Regulation.

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

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

That the monthly financial report for the period ended 28 February 2021 be received and noted.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

[1](#) Rates & Utility Billing Report February 2021

D21/20870

Report authorised by:

Director - Corporate & Community Services

Rates/Utility Billing

Rates – February 2021	
No. of rate assessments	7869
No. of payment arrangements set up	205
Value of outstanding rates for which there is a payment arrangement in place	\$1,462,420.25
Percentage of rates arrears in payment arrangements	61.4%
No. of rate notices issued	-
Value of rate notices issued (issue date 06/10/2020)	-
Value of payments received	\$351,484.36
Value of rates outstanding - Total	\$2,381,689.49
Rates outstanding as a percentage of total annual levies	11.85%
No. of assessments with an outstanding balance	535
No. of searches processed	26
No. of CRs processed	191
No. of Property Transfers processed	41
No. of Valuation changes received	-
No. of Applications for Rates Payment Arrangement received	4
Value of Rates adjustments due to changes in valuations/amalgamations/changes in services	-
Revenue collected on behalf of others State Emergency Services Emergency Management Levy collected, to be remitted to Queensland Fire and Emergency Services by 14/10/2020:	N/A
Rural Fire Services:- Amby Town Rural Fire Service	N/A
Mungallala Rural Fire Services	N/A
Orange Hill Rural Fire Brigade	N/A
Yuleba Rural Fire Brigade	N/A
Administration of Discounts, Remissions, Concessions Discount Granted – Due 06.11.2020	N/A
Community Organisation Concession	N/A
Council Pensioner Rebates	N/A
Hardship Concession Granted	N/A
Follow-up of Outstanding Rates Debts	34 were issued Statement of Liquidated Claims on 4/02/2021

Rates Debt RecoveryOutstanding Balance & Number of Assessments – 28 February 2021

	Outstanding Rates & Charges
As at 31 January 2021	\$3,169,800.18
As at 28 February 2021	\$2,381,689.49
29 February 2020	\$20,824,658.82

	Total Number of Rates Assessments
As at 31 January 2021	7865
As at 28 February 2021	7869
29 February 2020	7860

	Prepaid Rates & Charges	Number of Assessments
As at 31 January 2021	\$680,418.39	810
As at 28 February 2021	\$810,532.55	859
29 February 2020	\$135,165.57	181

Assessment by Category Type

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Accounts Outstanding	Percentage of the Category Outstanding
Residential				
As at 31 January 2021	4386	\$548,620.67	509	11.61%
As at 28 February 2021	4386	\$360,539.88	398	9.07%
29 February 2020	4372	\$6,094,590.11	4213	96.36%
Commercial/ Industrial				
As at 31 January 2021	614	\$370,262.12	59	9.61%
As at 28 February 2021	614	\$294,190.77	47	7.65%
29 February 2020	614	\$2,865,813.27	600	97.72%
Rural				
As at 31 January 2021	1661	\$344,197.05	79	4.76%
As at 28 February 2021	1664	\$332,234.20	58	3.48%
29 February 2020	1668	\$4,617,276.73	1610	96.23%
Non-Urban Industrial				
As at 31 January 2021	185	\$1,909,227.79	33	17.84%
As at 28 February 2021	185	\$1,399,924.39	29	15.68%
29 February 2020	187	\$6,200,715.61	185	98.93%

OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 23 March 2021

Item Number: L.9

File Number: D21/23932

SUBJECT HEADING: Grant opportunity - Queensland Government
Mental Health and Wellbeing Package – Localised
Mental Health Initiatives

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

Council has been invited to apply for a grant under the Queensland Government Mental Health and Wellbeing Package – Localised Mental Health Initiatives.

If successful Council will be required to provide evidence that the funds have been used to “employ an economic development officer” to manage a project which will assist the community to overcome the effects of prolonged drought, and or the ongoing effects of COVID19.

Council was advised of this grant at short notice and because of this Council was offered an extension to submit an application not later than 26 March 2021.

The project that the author recommends is the “Maranoa Innovation Network” and if successful we could receive up to \$75,000.00 with no co-contribution necessary from Council. The funds would continue to sustain the employment of the project manager for the next 2 financial years.

This report seeks the resolution of Council to submit an application for \$75,000.00 for the Maranoa Innovation Network.

Officer's Recommendation:

- I. That Council applies to the Queensland Government Mental Health and Wellbeing Package – Localised Mental Health Initiatives, for a grant of \$75,000.00 in support of its Maranoa Innovation Network Project and:
- II. That Council authorises its Chief Executive Officer to submit the application and sign the deed of agreement, if 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).

Members of Business Excellence Program (BEP)

- Council, Department of State Development, Tourism and Innovation, Roma Commerce and Tourism, Santos.

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
QHealth	Queensland Health
BEP	Business Excellence Program
RCAT	Roma Commerce and Tourism

Context:

Why is the matter coming before Council?

Council is the only eligible applicant for the grant.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Eligible local councils in Queensland are invited to submit applications for one-off grants of up to \$75,000 (excluding GST) to work with local communities to deliver tailored, local mental health measures over the period to 30 June 2023.

Councils applying for grants must meet the requirements detailed in the grant initiative particulars below, including insurance requirements, reporting requirements and special conditions. Initiatives proposed by local councils must be consistent with one or more of the five service offerings listed in the particulars as follows;

- Delivering program/s that enhance mental health and financial capability.
- Delivering program/s that revitalise the local economy through the employment of economic development officers to work with the community to identify new economic opportunities.
- Upskilling individuals within the community to enhance wellbeing and increase mental health and wellbeing and suicide prevention literacy through the implementation of mental training programs.
- Providing community outreach programs to enhance the whole of community's wellbeing.
- Delivering community events that bring people together and re-establish community connectedness.

It could be argued that Council should and could involve itself in activities that address outcomes associated with b), d) & e) above, and it could be even more strongly argued that item b) above, "Delivering program/s that revitalise the local economy through the employment of economic development officers to work with the community to identify new economic opportunities", is an activity that Council is well positioned to achieve, and the outcomes of which are closely related to Council's Corporate Goals..

The author has had dialogue with the managers of the Localised Mental Health Initiatives grant scheme, who have indicated that the application is consistent with their guidelines.

They also added that assisting communities achieve better mental health through initiatives that assist them to improve their economic prosperity and their ability to recover from drought and natural disasters, are key outcomes for the program.

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)

There is no legislation preventing Council from applying for this grant.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

No implications

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)

Members of the Business Excellence Program

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.

(Please do not just include names)

Queensland Government Department of Health, Mental Health and Wellbeing Package – Localised Mental Health Initiatives.

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?

Net positive impact of \$75,000.00

Future Years' Budgets:

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

This may provide for Council's financial inputs into the Innovation Network project for the next two years.

Impact on Other Individuals or Interested Parties:

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

No entities would be negatively impacted by the 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
None foreseen	

Advice to Council:

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

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

That council endorse the officer's recommendation as detailed in this report.

Recommendation:

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

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

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

That Council applies to the Queensland Government Mental Health and Wellbeing Package – Localised Mental Health Initiatives, for a grant of \$75,000.00 in support of its Maranoa Innovation Network Project and, that Council authorises its Chief Executive Officer to submit the application and sign the deed of agreement if successful.

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

[1](#) Mental Health and Wellbeing grant funding - applications D21/23886
due this Friday 12 March

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Attachment 1 Mental Health and Wellbeing grant funding - applications due this Friday 12 March

From: Tennielle Limpus
Sent: Friday, 12 March 2021 3:14 PM
To: Edward (Ed) Sims
Subject: FW: Mental Health and Wellbeing grant funding - applications due this Friday 12 March

FYI

Tennielle Limpus
Support Officer - Economic & Community Development,
Economic & Community Development

D: (07) 4624 0824 F: (07) 4624 6990
From: CSFB_RFO <CSFB_RFO@health.qld.gov.au>
Sent: Friday, 12 March 2021 2:57 PM
To: Tennielle Limpus <Tennielle.Limpus@maranoa.qld.gov.au>
Subject: RE: Mental Health and Wellbeing grant funding - applications due this Friday 12 March

Good afternoon

I refer to the Mental Health and Wellbeing grant package that is available to eligible councils in Queensland. Further to the request below, Queensland Health would like to offer Maranoa Regional Council an extension until 26 March 2021 to submit an application for the grant.

Please note: this extension only relates to the submission of the grant application. The grant delivery dates remain unchanged as the activities are still expected to commence before 30 June 2021 and be completed by 30 June 2023.

If you have any further questions about the grant please contact Community Services Funding Branch at
CSFB_RFO@health.qld.gov.au.

Kind regards

Jacqui Heywood
Senior Director

Phone: 07 3006 2815
Address: Level 12, 33 Charlotte Street, Brisbane
Email: CSFB_RFO@health.qld.gov.au or CommunityFunding@health.qld.gov.au

Queensland Health
Community Services Funding Branch

www.health.qld.gov.au

Queensland's Health Vision: By 2026 Queenslanders will be among the healthiest people in the world.
Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

From: Tennielle Limpus <Tennielle.Limpus@maranoa.qld.gov.au>

Attachment 1 Mental Health and Wellbeing grant funding - applications due this Friday 12 March

Sent: Friday, 12 March 2021 2:22 PM

To: CSFB_RFO <CSFB_RFO@health.qld.gov.au>

Subject: FW: Mental Health and Wellbeing grant funding - applications due this Friday 12 March

Good afternoon.

I have received the attached grant application pack which unfortunately has only just made it to my desk today.

I would like to request an extension on applying for this grant to allow us more time to complete an application.

We believe that we have a great opportunity to make use of this offer and would really appreciate the chance to apply for this program.

If you have any questions please do not hesitate to contact me.

Kind regards

Tennielle

Tennielle Limpus

Support Officer - Economic & Community
Development
Economic & Community Development

P: 1300 007 662

D: (07) 4624 0824 •

Email: Tennielle.Limpus@maranoa.qld.gov.au

Postal Address: PO Box 620, Roma, QLD 4455

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From: CSFB_RFO <CSFB_RFO@health.qld.gov.au>

Sent: Wednesday, 10 March 2021 12:52 PM

To: CSFB_RFO <CSFB_RFO@health.qld.gov.au>

Subject: MARKETING MAIL Mental Health and Wellbeing grant funding - applications due this Friday 12 March

Good afternoon

Attachment 1 Mental Health and Wellbeing grant funding - applications due this Friday 12 March

Further to the letter from Dr Jillann Farmer, Deputy Director-General, Clinical Excellence Queensland,
Queensland Health dated 15 February 2021, the Mental Health and Wellbeing one-off grant funding
package is currently open for applications from eligible local councils to deliver localised mental health initiatives.

As a reminder, applications for this grant are due to CSFB_RFO@health.qld.gov.au by COB Friday 12 March 2021.

Please refer to the grant application pack for detail on how to submit your application.

Regards

Community Services Funding Branch

Community Services Funding
Branch, Healthcare Purchasing and System
Performance Division | Queensland Health

P
(07) 3006 2815

E
CSFB_RFO@health.qld.gov.au

W
health.qld.gov.au

A
33 Charlotte Street, Brisbane

Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

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OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 11 March 2021

Item Number: L.10

File Number: D21/21185

SUBJECT HEADING: Request for Fee Waiver - Department of State Development

Classification: Open Access

Officer's Title: Support Officer - Economic & Community Development

Executive Summary:

Council has received correspondence from the Department of State Development, Infrastructure, Local Government and Planning requesting a fee waiver for hire and equipment fees, in relation to the use of the Ernest Brock Room, for an industry briefing event which will be held on 27th April 2021 starting at 1pm.

The event will include the Department's Top Ten Tips for Tendering and an update from QBuild on their forward works schedule. An overview of upcoming projects, upcoming works, requirements for businesses to be considered for the tendering process and a procurement pathway for each respective project will also be discussed. The event will be free for participants to attend.

Officer's Recommendation:

That Council decline the request for a fee waiver.

Individuals or Organisations to which the report applies:

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

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

Department of State Development

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 the Department of State Development, Infrastructure, Local Government and Planning requesting a fee waiver for hire and equipment fees, in relation to the use of the Ernest Brock Room, for an industry briefing event which will be held on the 27th April 2021 starting at 1pm.

The event will include the Department's Top Ten Tips for Tendering and an update from QBuild on their forward works schedule. An overview of upcoming projects, upcoming works, requirements for businesses to be considered for the tendering process and a procurement pathway for each respective project will also be discussed. The event will be free for participants to attend.

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

(Succinct overview of the relevant facts, without interpretation)

The Department of State Development have made a booking through Customer Service for the use of the Ernest Brock room and equipment hire.

The fees and charges for this hire are outlined below:

4 Hours of Hire fees	\$180.80
PA System	\$69.30
Data Projector	\$96.50
Screen	\$13.90
TOTAL	\$360.50

A bond payment of \$301.00 is applicable on this hire but is refunded after the event if the room has been left in a satisfactory manner.

The Department of State Development has requested that all fees be waived due to offering this event as a free event to all interested businesses who wish to attend.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:***What does the legislation and other statutory instruments include about the matter under******consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

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

Powers in support of responsibilities

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

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

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

(a) power to enter into contracts; and

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

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The State Government is not a community group and therefore the Community Grants Policy does not apply.

Input into the Report & Recommendation:

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

funding body, any dates of critical importance or updates or approvals required)

Manager Economic and Community Development – Ed Sims

Monique Light – Support Officer 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?

4 hours Hire Fee - \$180.80

Pa System - \$69.30

Data Projector - \$96.50

Screen - \$13.90

Total - \$360.50

Bond - \$301

If approved, Council will need to consider reallocating funds from identified savings to the In-kind minor budget GL 2887.2246.2001 as this budget has been expended for the 2020/2021 financial year.

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)

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
Precedent	This may open the door to other requests from State Government bodies.

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)

Approving a fee waiver request from a Government department is not recommended as they do not fit the criteria of a Community group, Charity group or a registered not-for-profit group.

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 decline the request for a fee waiver.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

[1](#) Department of State Development - Letter Maranoa Regional Council requesting a fee waiver - 12.03.2021

D21/21202

Report authorised by:

Manager - Economic & Community Development

Chief Executive Officer



Department of
**State Development, Infrastructure,
Local Government and Planning**

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

Dear Ms Reitano

The Department of State Development, Infrastructure, Local Government and Planning is in the process of arranging an industry briefing event across the region for late April 2021 encompassing Roma, St George, Dirranbandi and Goondiwindi. Roma would be on 27th April from 1pm – 4pm.

The afternoon will include the Departments Top Ten Tips for Tendering and an update from QBuild on their forward works schedule.

We are also hosting speakers from some major projects happening across the region:

InterlinkSQ - who are developing the Toowoomba Freight and Logistics Hub
Seaway – logistics experts looking to operate on rail in the region
RES – who are developing the Dulacca Windfarm

It would be great to have Michael Worthington speak on Maranoa Councils procurement processes also. I have extended an invitation to him to participate and hope to hear back shortly.

The afternoon will consist of an overview of projects, upcoming works, requirements for businesses to be considered and a procurement pathway for each respective project. We are confident that this will be of interest to businesses and the general public across the Maranoa.

We have commenced the booking process for Ernest Brock Room but are struggling to finalise due to the requirement for a NFP certificate, something which I cannot provide.

The event will be a free event for participants with each organisation covering its own costs. It would be appreciated if the hire and equipment fees could be waived for this event.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Sarah Holt".

Sarah Holt
**Senior Economic Development Officer
State Development Group
Department State Development, Infrastructure,
Local Government and Planning**

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OFFICER REPORT

Meeting: Ordinary 24 March 2021

Date: 15 March 2021

Item Number: L.11

File Number: D21/21620

SUBJECT HEADING: Hire of Roma Saleyards Policy

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

The purpose of this new policy is to provide relevant information to hirers on what areas of the Roma Saleyards can be hired and what use is permitted e.g. meetings, events, festivals, and industry related forums.

Officer's Recommendation:

That Council adopt the Hire of Roma Saleyards 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).

Maranoa Regional Council

Individual, group or organisation who intend to hire areas of Roma Saleyards

Agents operating at Roma Saleyards

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

This policy has been developed to provide relevant information to hirers on what areas can be hired at the Roma Saleyards and what use is permitted e.g. meetings, events, festivals, and industry related forums.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Now that the Roma Saleyards Multi-Purpose Facility has been completed, there are increasing numbers of requests to use it.

The Roma Saleyards has become a popular facility to hold meetings, community events, and industry related functions.

This policy will provide a more efficient process for the hiring of areas at the Roma Saleyards.

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Manager Saleyards

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)

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Individual, group or organisation who intend to hire areas of Roma Saleyards.

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 Hire of Roma Saleyards Policy as presented.

Recommendation:

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

That Council adopt the Hire of Roma Saleyards Policy as presented.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

[1](#) Draft Hire of Roma Saleyards Policy

P21/4

Report authorised by:

Director - Corporate & Community Services

1. Policy Purpose

The purpose of this policy is to provide relevant information to hirers on what areas can be hired at the Roma Saleyards and what use is permitted e.g. meetings, events, festivals, and industry related forums.

2. Background

Maranoa Regional Council owns and operates the Roma Saleyards – an accredited centre for store, prime, stud, special sales, private weighing, and spelling services. The centre operates as a 24/7 facility which is accredited with both the NSQA (National Saleyards Quality Assurance) and EUCAS (European Union Cattle Accreditation Scheme).

Council permits the hire of certain areas at Roma saleyards for a range of industry and community purposes.

3. Policy Scope

This policy applies to any individual, group or organisation who intend to hire areas of Roma Saleyards.

4. Policy Detail

The Roma Saleyards meeting room is reserved for agents on days that store, prime, special, and stud sales are conducted, and cannot be hired on these days. The dining area is reserved for patrons to sit and dine whilst attending store, prime, special, and stud sales, and cannot be hired on these days.

The stud stock selling arena is also reserved for patrons attending store, prime, special, and stud sales, and cannot be hired on these days.

In addition, throughout the three (3) months from 1 August to 31 October each year, the stud stock selling arena is reserved for stud sales and cannot be hired. Stud stock sales are a priority during this time and may be booked by an agent at short notice. There is a significant amount of work and cost associated with setting up the arena for the stud stock selling season, including installing the arena fence, safety barrier, and sand flooring.

Areas of the Roma Saleyards will not be available to hire for the purpose of a private function, for example: weddings, birthdays etc.

The following forms must be read, completed, and understood by the hirer prior to submitting a request to hire an area or room at the Roma Saleyards:

- Roma Saleyards Hire Conditions
- Roma Saleyards Hire Application Form

In addition, the following form must be completed by each individual person attending prior to being permitted entry into Roma Saleyards:

- Roma Saleyards Entrant Warning and Indemnity Form

This form is to be completed by every individual attending the Roma Saleyards as per the Hire Conditions. Responsibility for compliance with this specific condition is as described in the Roma Saleyards Hire Conditions.

Council Events / Functions

Areas available for hire:

- Stud Stock Selling Arena
- Grassed Lawn Area
- Dining Area
- Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)

Agriculture (Industry) Related / Events / Functions / Non-Commercial Information / Promotional Display Stands

Industry related events, functions, or the setup of non-commercial information / promotional display stands (e.g. drought relief, health related) is permitted. Areas available for hire:

- Grassed Lawn Area
- Dining Area
- Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)

Requests for use of areas of the yards (e.g. vet crush, holding yards, ramps) will be approved by the Manager.

Commercial Events / Functions / Festivals / Display Stands

Commercial use of the Roma Saleyards for events, functions, festivals, or display stands are considered by Council in accordance with *Local Law No. 4 (Local Government Controlled Areas Facilities and Roads)*, and in accordance with any Commercial Use of Council Land Policy. Areas available for hire:

- Grassed Lawn Area
- Stud Stock Selling Arena
- Dining Area
- Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)

Community Events

Not for profit community organisations may hire the following areas:

- Grassed Lawn Area
- Stud Stock Selling Arena
- Dining Area
- Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)
- Stud Stock Selling Arena

State and Federal Government Departments Events or Funded Programs. E.g. Health Checks / Mental Health Awareness, Drought Assistance

Areas available for hire:

- Grassed Lawn Area
- Dining Area
- Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)
- Stud Stock Selling Arena

Individuals, Groups, Organisations and Council (internal departments) - Meetings

Areas available for hire:

- Meeting room

Catering Services

(a) Hirers may engage the catering services of the Roma Saleyards café, or alternatively, the hirer can engage their preferred catering service provider. The decision for catering services is at the hirer's discretion.

(b)

(c) Use of Kitchen

(d)

(e) The Management Agreement for the Roma Saleyards Café permits the Manager to grant a Short-Term Licence over the kitchen area to a third party to provide catering for functions approved by Council. Where the Manager proposes to grant a Short-Term Licence, the Manager must notify Council at least 30 days prior to granting a Short-Term Licence.

(f)

(g) A Short-Term Licence means the right of a third party to use the kitchen for catering purposes for the duration of a function approved by Council.

(h)

(i) In the absence of a Short-Term Licence from the Manager to use the facility kitchen, the third party (hirer) may hire a commercial kitchen for their event, provided the hirer submits to Council the relevant food licence/s prior to the event.

(j)

(k)

5. Maintenance Issues

(l)

(m) If the hirer experiences maintenance issues during the hire period, the hirer can contact Roma Saleyards administration during office hours, or alternatively the hirer can contact the Saleyards Officers if outside office hours. Contact numbers are located at the main administration office window.

(n)

(o)

6. Internal Review

(p)

(q) Where an affected person has a complaint or concern about this policy, the administration of this policy or the hiring of an area of the Roma Saleyards, an internal review can be lodged in accordance with the Complaint Management Policy & Process.

(r)

7. Associated Documents

Local Law No. 1 (Administration) 2011 – Part 2

Local Law No. 4 (Local Government Controlled Areas Facilities and Roads)

Roma Saleyards Hire Conditions

Roma Saleyards Hire Application Form

Roma Saleyards Entrant Warning and Indemnity Form

Commercial Use of Council Land Policy

Maranoa Regional Councils Complaint Management Policy & Process

Chief Executive Officer

Date: / /