

# NOTICE OF MEETING & AGENDA

## Ordinary Meeting

**Wednesday 9 June 2021**

Roma Administration Centre

### NOTICE OF MEETING

Date: 31 May 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  
**9 June, 2021 at 9.00AM.**

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

Julie Reitano  
**Chief Executive Officer**

## TABLE OF CONTENTS

Item No	Subject
<b>1</b>	<b>Welcome</b>
<b>2</b>	<b>Attendances</b>
<b>3</b>	<b>Confirmation of Minutes</b> Ordinary 26 May 2021 – to be circulated separately
<b>4</b>	<b>On the Table</b>
<b>5</b>	<b>Consideration of notices of business</b>

### Reports

<b>6</b>	<b>Office of the CEO</b>	
<b>7</b>	<b>Corporate &amp; Community Services</b>	
<b>7.1</b>	<b>Recommendation to Procure One (1) 4m3 Wheel Loader.....</b>	<b>3</b>
	Prepared by: Operations Manager - Plant, Fleet & Workshops	
	Attachment : Explanatory Notes for Assessment Spreadsheet	
	Tables .....	13
<b>7.2</b>	<b>Roma Saleyards Prime Sales .....</b>	<b>20</b>
	Prepared by: Manager - Saleyards	
	Attachment : Letter from Roma Livestock Agents Association - 27-5-21 .....	25
<b>8</b>	<b>Infrastructure Services</b>	
<b>8.1</b>	<b>Replacement of Wooden Street Blades, Yuleba .....</b>	<b>26</b>
	Prepared by: Manager - Maintenance Delivery & Works	
	Attachment 1: CMDG-R-080 (E) Capricorn Municipal Development Guidelines .....	32
	Attachment 2: CMDG-R-081 (E) Capricorn Municipal Development Guidelines .....	33
<b>8.2</b>	<b>Mitchell Disability Access Improvements to CBD .....</b>	<b>34</b>
	Prepared by: Deputy Director / Strategic Road Management	
	Attachment : Mitchell Disability Access Improvements to CBD - Maps of identified sites.....	41
<b>9</b>	<b>Development, Facilities &amp; Environmental Services</b>	
<b>9.1</b>	<b>RFT 21031 - Injune Commercial Space.....</b>	<b>45</b>
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	

<b>9.2</b>	<b>Wallumbilla Town Improvement Group - Request for Assistance - Wallumbilla Hall .....</b>	<b>50</b>
	Prepared by: Support Officer - Facilities	
	Attachment : Letter from Wallumbilla Town Improvement Group - Request for Assistance - Wallumbilla Hall.....	54
<b>9.3</b>	<b>Request for Sponsorship - QLD Young Auctioneers Competition ....</b>	<b>55</b>
	Prepared by: Regional Events Attraction / Local Development	
	Attachment 1: Request for Sponsorship - 2021 Qld Young Auctioneers Competition .....	60
	Attachment 2: OM/07.2020/90- Letter to Australian Community Media RE Young Auctioneers Competition sponsorship (Council Meeting 22 July 2020) - .....	61
<b>9.4</b>	<b>Department of Human Services - Surat Access Point Agreement - 2021/22 .....</b>	<b>62</b>
	Prepared by: Lead Librarian	
	Attachment : DRAFT_DHS Contract_Surat Access Point 2021/2022_between Services Australia and Maranoa Regional Council .....	68
<b>9.5</b>	<b>Expressions of Interest - Bus Route from Surat to Roma .....</b>	<b>80</b>
	Prepared by: Local Development Officer - Surat	

### Next General Meeting

- To be held at the Roma Administration Centre on 23 June 2021.

### Confidential Items

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

### C Confidential Items

- C.1 Roma and Injune Aerodrome Compliance Inspection Reports**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.

### Councillor Business

### 4 Councillor Business

### Closure

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 31 March 2021

**Item Number:** 7.1

**File Number:** D21/26528

**SUBJECT HEADING:** Recommendation to Procure One (1) 4m3 Wheel Loader

**Classification:** Open Access

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

---

### **Executive Summary:**

Assessment and recommendation of quotations received for the supply & delivery of one (1) 4m3 Wheel Loader.

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

That Council:

1. Select Hasting Deering Australia Limited as the recommended supplier of one (1) 4m3 Wheel Loader and accessories at a cost of \$472,890.00 including GST, excluding registration and CTP insurance.
2. Authorise the Chief Executive Officer (or delegate) to enter final negotiations with Hasting Deering Australia Limited and raise purchase orders 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).

Hasting Deering (Australia) Limited  
Hitachi Construction Machinery (Australia) Pty Ltd  
Komatsu Australia Pty Ltd  
RDO Equipment (Vermeer and John Deere equipment)

## 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
GST	Goods & Services Tax
MRC	Maranoa Regional Council
CTP	Compulsory Third Party insurance
OEM	Original Equipment Manufacturer
YOM	Year of Manufacture
FY	Financial Year
mm	Millimetre
m <sup>3</sup>	Cubic meters
kW	Kilowatt-hour
RPM	Revolutions per minute
Kg	Kilogram
SCR	Selective Catalytic Reduction
CVR	Capital Value Register
AV	Auction Value

## Context:

### Why is the matter coming before Council?

The proposed contact value exceeds \$200,000.00 excluding GST and requires Council approval.

## Background:

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

(Succinct overview of the relevant facts, without interpretation)

The approved 2020/2021 Plant Investment Program includes an allocation for the purchase of one (1) replacement 4m<sup>3</sup> Front End Wheel Loader. Plant 137 has exceeded its replacement targets in both age and hours.

Plant	Description	YOM	Hours	Useful Life	CVR Residual Value
137	Caterpillar 950H Wheel Loader	2007	10,608	10 Years	\$7,920

A Specification was drafted and forwarded to the Manager of Construction for review, on receipt of the departments approval the specification was advertised through Local Buy's Vendor Panel Pre-Qualified Suppliers List Heavy Plant Machinery Equipment NPN2.15-2.

Council received five (5) submissions from four (4) suppliers:

<p align="center"><b>Maranoa Regional Council</b></p> <p align="center"><b>Ordinary Meeting - 9 June 2021</b></p>
---

VP Response #	Vendor	Make	Model
VPR413808	Hastings Deering (Australia) Limited	CAT	962M
VPR413719	Hitachi Construction Machinery (Australia) Pty Ltd	Hitachi	ZW310-5
VPR413720	Hitachi Construction Machinery (Australia) Pty Ltd	Hitachi	ZW250-5
VPR409836	Komatsu Australia Pty Ltd	Komatsu	WA430-6
VPR413513	RDO Equipment (Vermeer and John Deere equipment)	John Deere	724K

The responses were assessed based on the below criteria:

Evaluation Criteria & Weightings		
Criteria 1.	Price & Resale	50%
Criteria 2.	Warranty	20%
Criteria 3.	Availability	5%
Criteria 4.	Specification Conformity & Suitability	10%
Criteria 5.	Servicing/Whole of Life Costs	10%
Criteria 6.	Local Content	5%

**Maranoa Regional Council**  
**Ordinary Meeting - 9 June 2021**

Report Table 1.

Table 1.						
Supplier	Hastings Deering (Australia) Limited	Hitachi Construction Machinery (Australia) Pty Ltd	Hitachi Construction Machinery (Australia) Pty Ltd	Komatsu Australia Pty Ltd	RDO Equipment (Vermeer and John Deere equipment)	
Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere	
Model	962M	ZW310-5	ZW250-5	WA430-6	724K	
Operating Weight (kg)	21,500	25,200	20,710	18,500	19,419	
C1. Price & Resale						
Price incl GST	\$ 472,890.00	\$ 488,400.00	\$ 408,100.00	\$ 418,990.00	\$ 456,500.00	
Price excl GST	\$ 429,900.00	\$ 444,000.00	\$ 371,000.00	\$ 380,900.00	\$ 415,000.00	
Resale estimate excl GST (8Y/8000hrs)	\$ 163,636.36	\$ 109,090.91	\$ 90,909.09	\$ 100,000.00	\$ 90,909.09	
Buy Back Offer Excl GST (8Y/8000hrs)						
Result (cap ownership cost)	\$ 266,263.64	\$ 334,909.09	\$ 280,090.91	\$ 280,900.00	\$ 324,090.91	
C1. Score	50	39.8	47.5	47.4	41.1	
C2. Warranty						
Whole Machine Warranty (Years)	5	5	5	5	1	
Whole Machine Warranty (Hours)	7,000	6,000	6,000	6,000	unlimited	
Power and Drive Train (Years)	5	5	5	5	7	
Power and Drive Train (Hours)	7,000	6,000	6,000	6,000	8,000	
Travel included?	Yes	Yes	Yes	Yes	Yes	
Nearest Warranty Service Centre	Toowoomba	Toowoomba	Toowoomba	Emerald/ Brisbane	Roma	
C2. Score	17.0	14.0	14.0	14.0	18.0	
C3. Availability						
Availability (weeks)	24 weeks	5 weeks	5 weeks	8 weeks	12 weeks	
C3. Score	0	5	5	2	0	
C4. Specification Conformity & Suitability						
Non conformities	0	2	2	1	2	
Suitability	10	8	8	10	8	
C4. Score	10	8	8	10	8	
C5. Servicing/Whole of Life Costs						
Servicing	8.2	4.4	4.4	9.0	10.0	
C5. Score	8.2	4.4	4.4	9.0	10.0	
C6. Local Content						
Star Rating	1.0	0.0	0.0	1.0	2.0	
C6. Score	0	0	0	0	0	
Assessment Result:	85.2	71.2	79.0	82.4	77.1	

### Criteria 1. Price & Resale

The Cat 962M represents the best return at 38% of the purchase price at 8 years/ 8000 hours and has been assigned the maximum 50 points for this criterion, all other responses have been scored in comparison with the leading response.

RDO Equipment offered a Guaranteed buy back for their 724K John Deere Loader of \$89,113.64 (Excluding GST) compared with an estimated auction value of \$90,909.09 (excluding GST), the auction value is slightly greater therefore the buy back option has been eliminated for the remainder of the assessment.

Note: Auction Values were provided by Senior Valuer, Slattery Auctions.

## **Criteria 2. Warranty**

The highest scoring response for warranty was received by RDO equipment for the John Deere 724K Loader.

All machines include the extended warranty as a complimentary inclusion with their responses.

Hasting Deering, Hitachi and Komatsu specified a warranty period of 5 years including the extended warranty, with an estimated utilisation of 1000 hours per year it is likely the time period will be achieved prior to the machine hour targets.

RDO Equipment have offered two extended warranty options, choice of either:

1. John Deere Comprehensive 5 years / 5000 hours on the whole machine or
2. John Deere Powertrain 7 years / 8000 hours (engine, transmission and differentials).

Due to the high cost components included in the Powertrain Warranty, option two has been deemed the most beneficial option for Council.

All responses include free travel for warranty repairs. RDO John Deere has a local service agent in the Maranoa (RDO Vanderfield), Hastings Deering and Komatsu have resident field service agents in Maranoa, Hitachi has listed the nearest service center for warranty repairs as Toowoomba and has a service agent in the western downs area that services the Maranoa region.

## **Criteria 3. Availability**

At time of quotation Hitachi estimated the shortest availability timeframe of 5 weeks from receipt of order, Hasting Deering estimated the longest availability timeframe of up to 24 weeks.

## **Criteria 4. Specification Conformity & Suitability**

All responses conform to the specification with only minor variations for some specifications.

Hasting Deering have advised one variation to the specification that applies to both models. Specification 5a) (Body): One (1) 9kg dry powder fire extinguisher mounted externally.

- Variation: 2 x 4.5kg extinguisher mounted externally.

This variation is still compliant with the specification.

Hitachi has one variation for the ZW310-5. Specification 1b) (Type, Capacity & Dimensions): four cubic metre (4m<sup>3</sup>) bucket (+ or - 5%).

- Variation: 4.5m<sup>3</sup> bucket (more than 5% variation)

Although slightly larger than requested, this variation is acceptable.



Hitachi has one variation for the ZW250-5. Specification 3b) (Transmission and Differentials): Differential oil coolers.

- Variation: self-cooled instead of the requested differential oil coolers.

This variation is acceptable.

Komatsu have advised one variation to the specification for the WA480-6 Loader. Specification 7h) (accessories) Beka Max auto lubrication system

- Variation: Komatsu factory auto lub standard.

This variation is not preferred as Council uses a standardised lubrication system across the fleet, this assists with familiarity for both operators and maintainers.

This variation is acceptable.

#### Online Machine Management

Hastings Deering offers access to HDAdvantage Customer Portal for the life of the Warranty period for proactive monitoring of machine maintenance and health.

Hitachi offers access to Consite for operation reports and emergency notification emails for the life of the machine.

Komatsu offers access to KOMTRAX remote monitoring data system for the life of the machine.

RDO Equipment offers free access to JDLink Machine Monitoring System for a period of 5 years.

#### **Criteria 5. Servicing/ Whole of Life Costs**

The submission for the Komatsu WA430-6 includes complimentary servicing up to 2000 hours.

Hitachi offers a complimentary first service at 250 hours.

John Deere offers a complimentary first service at 500 hours.

Hastings Deering has not offered a complimentary service on their machines.

#### **Criteria 6. Local content**

Criterion for Local Content:

2 Star

- Business is ratepayer in the region (2+yrs).
- Employs residents of the region.

\*Office/branch in the region.

1 Star Business is ratepayer or long-term lessee.

Employs residents of the region.

\*Office in the region.

\*For the purpose of the local content assessment, Field service technicians with support vehicles based in the Maranoa have been accepted in place of 'an office' as this reflects the current business model for machinery after sales service and support.

RDO Equipment is the only vendor with a branch and workshop located in the Maranoa and has been awarded 2 Stars for local content.

Note: RDO acquired the Queensland John Deere dealership Vanderfield in late 2019.

Hasting Deering has been awarded 1 star as a long-term lessee, employer of a resident of the Maranoa and a operate a mobile field service vehicle in the Maranoa.

Komatsu Australia has been awarded 1 star as a long-term lessee, employer of a resident of the Maranoa and a operate a mobile field service vehicle in the Maranoa.

Hitachi Construction does not currently qualify for Local Content Stars as their field service support is currently based in a neighboring region.

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

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

The proposed engagement satisfies the requirements of the s234 of the *Local Government Regulation 2012*. Local Buy's panel of suppliers for Earth Moving Equipment (NPN2.15) is a local government /LGAQ arrangement; therefore a formal tender process is not required.

Supporting Documents:

D21/28457 VP229718 Request for Quotations for the Supply and Delivery of One (1) 4m3 Wheel Loader

D21/39040 VP229718 Assessment Spreadsheet

D21/27907 Wheeled Loader Auction Valuations by Slattery Auctions

D21/37864 & D21/37866 HCMA email correspondence confirming details.

D21/39041 Explanatory notes for Assessment Spreadsheet Tables

***LOCAL GOVERNMENT REGULATION 2012 - REG 234***

***Exception for LGA arrangement***

***234 Exception for LGA arrangement***

*(1) A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.*

(2) An

**"LGA arrangement"** is an arrangement that—

(a) has been entered into by—

(i) LGAQ Ltd.; or

Note—

See section 287 of the Act.

(ii) a company (the

**"associated company"**) registered under the Corporations Act, if LGAQ Ltd. is its only shareholder; and

(b) if LGAQ Ltd. or the associated company were a local government, would be either—

(i) a contract with an independent supplier entered into under section 232 by LGAQ Ltd. or the associated company; or

(ii) a contract with an independent supplier entered into under a preferred supplier arrangement under section 233.

(3) An

**"independent supplier"** is an entity other than a subsidiary (a

**"relevant subsidiary"**) of LGAQ Ltd. or the associated company under the Corporations Act.

(4) Despite subsection (2) (b), an

**"LGA arrangement"** may include a contract with a relevant subsidiary from a register of pre-qualified suppliers or a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the Minister.

(5) For deciding whether to approve an LGA arrangement under subsection (4), the Minister—

(a) must have regard to the sound contracting principles; and

(b) may ask LGAQ Ltd. or the associated company to give the Minister information or documents relevant to the arrangement.

Examples of relevant information or documents—

- information or documents relating to assessment of the relevant subsidiary's suitability to be on the register of pre-qualified suppliers or the tender process for the preferred supplier arrangement
- information or documents relating to the potential impact of the arrangement on local government employees

### **Council Policies or Asset Management Plans:**

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

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

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

The existing asset has reached replacement targets and has been identified in for replacement in Council's Plant Investment Program for 2020/2021. The quotation process adheres to Council's Procurement Policy, including evaluation methodology.

### **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)

Evan Woods, Manager - Construction

Loren Clanchy, Project Officer - Capital Works (D21/41312)

Kyle Baxter, JP No. 79544/ AAPI (P&M) Certifies Practising Valuer No. 65556, Senior Valuer - Slattery Auctions (D21/27907)

The user department has approved the proposed procurement of the recommended machine.

### **Funding Bodies:**

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

N/A

### **This Financial Year's Budget:**

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

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

The 2020/2021 Capital Plant Budget has funding of \$440,000 excluding GST for the acquisition of one (1) 4m3 Front End Wheeled Loader.

The purchase price of the recommended Loader is \$429,900 excluding GST, there is sufficient funds in the Plant Capital fund for this purchase.

Expenditure will be assigned to General Ledger 6551.6075.2005 (Plant Capital Works-Heavy Plant Purchase-Capital Purchase).

### **Future Years' Budgets:**

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

It is forecast this Loader will accumulate 1,000 hours of utilisation annually and reach its replacement target of 8,000 hours in 8 years, requiring replacement in the 2029/2030 financial year.

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

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

The following companies who have submitted quotations, their primary interest is the sale of their goods and ongoing business through parts and servicing.

Hasting Deering (Australia) Limited  
Hitachi Construction Machinery (Australia) Pty Ltd  
Komatsu Australia Pty Ltd  
RDO Equipment (Vermeer and John Deere equipment)

### **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
Reduced productivity and increased costs	Inevitably the reliability of the current loader is decreasing as it progressively deteriorates from age and use leading to more downtime and increases in the ongoing cost of maintenance and repairs.
Increased replacement costs	The purchase price of heavy machines will inevitably continue to increase, deferred procurement will require

additional funds to be allocated in future budgets.

**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:

1. Select Hasting Deering Australia Limited as the recommended supplier of one (1) 4m<sup>3</sup> Wheel Loader and accessories at a cost of \$472,890.00 including GST excluding registration and CTP insurance.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hasting Deering Australia Limited and raise purchase orders if the final terms are acceptable.

**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)).

The recommendation does not contravene any known Council Policies.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.6 Plant, fleet, workshops and depots

**Supporting Documentation:**

[1](#) Explanatory Notes for Assessment Spreadsheet Tables d21/39041

**Report authorised by:**

Manager - Procurement & Plant

Director - Corporate & Community Services

VP229718 Supply and Delivery of One (1) 4m<sup>3</sup> Front End Wheel Loader assessment spreadsheet explanatory notes.

The Tables are a consolidation of the information provided by the suppliers; the complete submissions are located in Council's document storage program (HPRM): reference D21/28457. The data in the assessment tables is further condensed to generate the report table (Table 1.), the assessment spreadsheet containing the relevant tables is available in HPRM reference D21/39040.

#### Explanation notes for Machine Details Table.

line #	VP229718 Supply and Delivery of One (1) 4m <sup>3</sup> Wheel Loader						
1	Loader Details						
2	VP Response #	VPR413808	VPR413719	VPR413720	VPR409836	VPR413513	VPR413513
3	Vendor	Hastings Deering (Australia) Limited	Hitachi Construction Machinery (Australia) Pty Ltd	Hitachi Construction Machinery (Australia) Pty Ltd	Komatsu Australia Pty Ltd	RDO Equipment (Vermeer and John Deere equipment)	RDO Equipment (Vermeer and John Deere equipment)
4	Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere	John Deere
5	Model	962M	ZW310-5	ZW250-5	WA430-6	724K	724K
6	Engine brake horse power	196kW @ 2000 RPM	213kW @ 1600RPM	181kW @ 2000RPM	173kW @ 2100	197 Kw @ 1,800RPM	197 Kw @ 1,800RPM
7	Country of Manufacturer	China	Japan	Japan	Japan	Brazil	Brazil
8	Operating Weight (kg)	21,500	25,200	20,710	18,500	19,419	19,419
9	Height (mm)	3,750	3,830	3,400	3,390	3,430	3,430
10	Length (mm)	8,575	9,120	8,570	8,305	8,310	8,310
11	Width (mm)	3,000	3,115	2,980	3,050	3,040	3,040
12	Engine Capacity (litre)	275	375	340	325	352	352
13	Hydraulic Capacity (litre)	125	137	114	139	110	110
14	Max speed forward (Km p/hr)	39.5	37	34.7	37.2	40	40
15	Fuel Burn Data Provided	11.2-13.4 (Medium)	17.6 (Medium)	15.3 (Medium)	15.4 - 19.2 (Medium)	11.8 (Medium)	11.8 (Medium)
16	Conforms with Specifications	Yes	Yes (1b)	Yes (3b)	Yes (7i)	Yes	Yes
17	Engine	Tier 3	Tier 4	Tier 4	Tier 3	Tier 4	Tier 4
18	Availability (weeks)	24 weeks	5 weeks	5 weeks	8 weeks	12 weeks	12 weeks
19	Score C3.	0	5	5	2	0	0
20	Price (Incl GST)	\$ 472,890.00	\$ 488,400.00	\$ 408,100.00	\$ 418,990.00	\$ 456,500.00	\$ 456,500.00
21	Price (Excl GST)	\$ 429,900.00	\$ 444,000.00	\$ 371,000.00	\$ 380,900.00	\$ 415,000.00	\$ 415,000.00
22	Resale Value (Incl GST)	\$ 180,000.00	\$ 120,000.00	\$ 100,000.00	\$ 110,000.00	\$ 100,000.00	\$ 98,147.50
23	Resale (Excl GST)	\$ 163,636.36	\$ 109,090.91	\$ 90,909.09	\$ 100,000.00	\$ 90,909.09	\$ 89,225.00
24	Percentage return	38.1%	24.6%	24.5%	26.3%	21.9%	21.5%
25	Depreciation	\$ 266,263.64	\$ 334,909.09	\$ 280,090.91	\$ 280,900.00	\$ 324,090.91	\$ 325,775.00
26	Score C1.	50.00	39.75	47.53	47.39	41.08	40.87

- Line 1. Table subject.
- Line 2. VP Response: Response serial number assigned by Vendor Panel at submission.
- Line 3. Vendor: Pre Qualified Supplier on Vendor Panel who has submitted the response.
- Line 4. Make: Manufacturer of vehicle offered in the submission.
- Line 5. Model: Model of vehicle offered in the submission.
- Line 6. Engine brake horsepower: engine power in kilowatts at revs per minute
- Line 7. Country of Manufacture: Country of factory machine built.
- Line 8. Operating weight: Fuelled & equipped weight of vehicle in kilograms.
- Line 9. Height: Maximum height of vehicle in millimetres.
- Line 10. Length: Overall length of vehicle in travel configuration.
- Line 11. Width: Maximum width of vehicle in millimetres.
- Line 12. Engine capacity (litres): Engine cylinder displacement in litres.
- Line 13. Hydraulic Capacity (litres): Hydraulic cylinder displacement in litres.
- Line 14. Max speed forward (Km p/hr): Max drive speed kilometres per hour.
- Line 15. Fuel burn data provided: fuel burn details supplied in submission.
- Line 16. Conforms with specifications: Does the response conform with the specifications Yes/No.
- Line 17. Engine Tier: Tier 3 or Tier 4 engine
- Line 18. Availability (weeks): Number of weeks for delivery on receipt of a purchase order.
- Line 19. **Score C3: Criteria 3. 'Availability' score.**
- Line 20. Price Incl GST: Pricing for the supply of one (1) Loader including GST.
- Line 21. Price excl GST: Pricing for the supply of one (1) Loader excluding GST.
- Line 22. Resale Estimate: Estimated disposal value at eight (8) years/8,000 hours, obtained from of Slattery Auction estimator or buy back offer, including GST.
- Line 23. Resale Estimate: Estimated disposal value at eight (8) years/8,000 hours, obtained from of Slattery Auction estimator or buy back offer, excluding GST.
- Line 24. Percentage return: resale value as percentage of purchase price.

Line 25. Depreciation: Calculated by subtracting Line 21 from Line 23.

Line 26. **Score C1: Criteria 1. 'Price & Estimated Resale' (result):** Maximum score = 50 points. Item with the lowest depreciation is awarded the maximum score, others awarded reduced scores calculated on a reducing percentage basis.

#### Explanation notes for Warranty Table.

Line #	VP229718 Supply and Delivery of One (1) 4m3 Wheel Loader					
1	Warranty					
2	Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere
3	Model	962M	ZW310-5	ZW250-5	WA430-6	724K
4	Whole machine years	5	5	5	5	1
5	Whole machine hours	7,000	6,000	6,000	6,000	unlimited
6	Extended warranty?	Yes	Yes	Yes	Yes	Yes
7	Extended warranty years	5	5	5	5	5
8	Extended warranty hours	7000	6000	6000	6000	5000
9	Extended warranty cost	Included	Included	Included	Included	**
10	Score/10	10	9	9	9	8
11	Power & drive train years	5	5	5	5	7
12	Power & drive train hours	7,000	6,000	6,000	6,000	8,000
13	Service Centre	Toowoomba	Toowoomba	Toowoomba	Emerald/ Brisbane	Roma
14	Travel included?	Yes	Yes	Yes	Yes	Yes
15	Score/10	7	5	5	5	10
16	<b>C2. Total score:</b>	<b>17.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>18.0</b>

Line 1. Table subject.

Line 2. Make: Manufacturer of vehicle offered in the submission.

Line 3. Model: Model of vehicle offered in the submission.

Line 4. Whole Vehicle Years: period of bumper to bumper warranty in years.

Line 5. Whole Vehicle Hours: period of bumper-to-bumper warranty in machine hours.

Line 6. Extended Warranty? Does the supplier offer an extended warranty.

Line 7. Extended Warranty Years: total warranty coverage of standard warranty.

Line 8. Extended Warranty Hours: total warranty coverage of standard warranty.

Line 9. Extended Warranty Cost: any additional costs for the extended warranty.

Line 10. Score /10: Score out of 10 for whole vehicle standard and extended warranty.

Line 11. Power & drive train warranty years: additional warranty for engine, transmission & differentials in years.

Line 12. Power & drive train warranty hours: additional warranty for engine, transmission & differentials in hours.

Line 13. Nearest service centre: Location of nearest OEM/OEM agents service provider.

Line 14. Travel included? Are travel expenses free for warranty repairs.

Line 15. Score/10: Score out of 10 for powertrain warranty and warranty support.

Line 16. C2. Total Score: Criteria 2 Warranty total score out of 20

Line 17. Notes: Notes applicable to warranty response.

## Explanation notes for Specification Non-conformities Table.

Line #	VP229718 Supply and Delivery of One (1) 4m3 Wheel Loader					
1	Specification Non-compliances					
2	Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere
3	Model	962M	ZW310-5	ZW250-5	WA430-6	724K
4	1 - Type, Capacity & Dimensions	a) 2 x 4.5 kg extinguishers externally mounted.	b) 4.5m3	b) ZW50 - 5 Self Cooled	l) Komatsu factory auto-lub	
5	2 - Engine					
6	3 - Transmission					
7	4 - Bucket					
8	5 - Body					
9	6 - Wheels & Tyres					
10	7 - Accessories					
11	8 - Cabin					
12	9 - Lighting					
13	10 - Signage					
14	11 - Delivery					

Line 1. Table subject

Line 2. Make: Manufacturer of vehicle offered in the submission.

Line 3. Model: Model of vehicle offered in the submission.

Line 4. 1- Type, Capacity & Dimensions:  
Hitachi ZW310-5 Specification 1b) 4.5m3 bucket

Line 5. 2 – Engine:

Line 6. 3 – Transmission & differentials:  
Hitachi ZW250-5 Specification 3b) Self Cooled

Line 7. 4 – Loader: Item 4c Auto levelling/parallel Lift:

Line 8. 5 – Body:  
Hasting Deering variation to specification 5a) 2 x 4.5 kg extinguishers externally mounted.

Line 9. 6 – Wheels & Tyres:

Line 10. 7 - Accessories:  
Specification 7h) Komatsu factory auto-lub system fitted as standard.

Line 11. 8 - Cabin:

Line 12. 9 – Lighting:

Line 13. 10 – Signage:

Line 14. 11 – Delivery:



## Explanation notes for Service Component Details Table.

Line #	VP229718 Supply and Delivery of One (1) 4m3 Wheel Loader					
1	Servicing Component Details & costs					
2	Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere
3	Model	962M	ZW310-5	ZW250-5	WA430-6	724K
4	Online GPS				Komtrax	
5	Subscription cost				\$ -	
6	Free services?	No	Yes - 250 Hrs		500/1000/1500 & 2000hrs	yes - 500 hrs
7	Service intervals	500 hours	500 hours		500hrs	
8	Average Fuel Burn					
9	Engine lubricant filter Quantity	1	1	1		1
10	Engine lubricant filter price	\$ 17.76	\$ 43.00	\$ 43.00		\$ 62.52
11	DPF Filter Quantity		\$ 1.00	\$ 1.00		
12	DPF Filter Price		\$ 1,132.59	\$ 1,132.59		
13	2nd Engine lubricant filter quantity		1	1		
14	2nd Engine lubricant filter price		\$ 60.79	\$ 60.79		
15	Primary Fuel filter quantity	1	1	1		
16	Primary Fuel filter price	\$ 45.11	\$ 126.67	\$ 126.67		
17	Secondary Fuel filter quantity	2	1	1		
18	Secondary Fuel filter price	\$ 22.91	\$ 240.71	\$ 240.71		
19	Transmission filter quantity	1				1
20	Transmission filter price	\$ 66.40				\$ 88.39
21	Front differential filter quantity					
22	Front differential filter price					
23	Rear differential filter quantity					
24	Rear differential filter price					
25	Hydraulic filter quantity	1	1	1		1
26	Hydraulic filter price	\$ 67.69	\$ 105.48	\$ 105.48		\$ 329.92
27	2nd Hydraulic filter quantity		1	1		2
28	2nd Hydraulic filter price		\$ 204.47	\$ 204.47		\$ 112.42
29	Engine air filter quantity	1	1	1		1
30	Engine air filter price	\$ 97.37	\$ 97.52	\$ 97.52		\$ 153.73
31	Engine secondary air filter quantity	1	1	1		1
32	Engine secondary air filter price	\$ 45.33	\$ 57.92	\$ 57.92		\$ 84.33
33	Cabin external filter quantity	1	1	1		1
34	Cabin external filter price	\$ 63.33	\$ 185.81	\$ 185.81		\$ 28.29
35	Cabin internal filter quantity	1	1	1		1
36	Cabin internal filter price	\$ 48.24	\$ 81.92	\$ 81.92		\$ 22.43
37	Breather filter quantity		1	1		
38	Breather filter price		\$ 32.49	\$ 32.49		
39	brake line element		\$ 117.56	\$ 117.56		
40	Tank return filter	\$ 1,164.25				
41	Belt	\$ 87.97	\$ 110.33	\$ 110.33		\$ 84.06
42	Belt		\$ 163.64	\$ 163.64		
43	Cutting Edge	\$ 670.87	\$ 1,660.42	\$ 1,660.42		\$ 1,202.26
44	Edge	\$ 221.83	\$ 922.94	\$ 922.94		
45	Corner guard each	\$ 241.69				
46	Oil Analysis	\$ 32.00	\$ 29.70	\$ 29.70		\$ 48.71
47	Fuel filter kit					\$ 181.43
48	Tyre Size & Rating		26.5 R25 L5	23.5 R25 L5	Bridgestone 26.5-R25 VSNT L4 Radial	23.5R25 Camso L5 2 Star
49	Total Excl GST	\$ 2,915.66	\$ 5,373.96	\$ 5,373.96	\$ -	\$ 2,378.18
50	Score C5, Part A	8.2	4.4	4.4	0.0	10.0

Line 1. Title subject

Line 2. Make: Manufacturer of vehicle offered in the submission.

Line 3. Model: Model of vehicle offered in the submission.

Line 4. Online GPS? Online machine monitoring system.

Line 5. Subscription cost for online machine monitoring system.

Line 6. Free services? any free services included in purchase.

Line 7. Service intervals in hours

Line 8. Average fuel burn in litres per hour

Line 9. Engine lubricant filter Quantity; Quantity of filters required.

Line 10. Engine lubricant filter Price: Price.

Line 11.	DPF Filter Quantity	Quantity of filter required
Line 12.	DPF Filter Price	Price
Line 13.	2 <sup>nd</sup> Engine lubricant filter Quantity;	Quantity of filters required.
Line 14.	2 <sup>nd</sup> Engine lubricant filter Price:	Price.
Line 15.	Primary Fuel filter Quantity:	Quantity of filters required.
Line 16.	Primary Fuel filter Price:	Price.
Line 17.	Secondary Fuel filter Quantity:	Quantity of filters required.
Line 18.	Secondary Fuel filter Price:	Price.
Line 19.	Transmission filter Quantity:	Quantity of filters required.
Line 20.	Transmission filter Price:	Price.
Line 21.	Front differential filter Quantity:	Quantity of filters required.
Line 22.	Front differential filter Price:	Price.
Line 23.	Rear differential filter Quantity:	Quantity of filters required.
Line 24.	Rear differential filter Price:	Price.
Line 25.	Hydraulic filter Quantity:	Quantity of filters required.
Line 26.	Hydraulic filter Price:	Price.
Line 27.	2 <sup>nd</sup> Hydraulic filter Quantity:	Quantity of filters required.
Line 28.	2 <sup>nd</sup> Hydraulic filter Price:	Price.
Line 29.	Engine air filter Quantity:	Quantity of filters required.
Line 30.	Engine air filter Price:	Price.
Line 31.	Engine secondary air filter Quantity:	Quantity of filters required.
Line 32.	Engine secondary air filter Price:	Price.
Line 33.	Cabin external filter Quantity:	Quantity of filters required.
Line 34.	Cabin external filter Price:	Price.
Line 35.	Cabin internal filter Quantity:	Quantity of filters required.
Line 36.	Cabin internal filter Price:	Price.
Line 37.	Breather filter quantity:	Quantity of breathers required.
Line 38.	Breather filter price:	Price.
Line 39.	Brake Line Element:	Price.
Line 40.	Tank return filter:	Price.
Line 41.	Belt 1 price:	Price.
Line 42.	Belt 2 price:	Price.
Line 43.	Cutting edge price:	Price.
Line 44.	Edge price:	Price.
Line 45.	Corner guard each	Price.
Line 46.	Oil analysis kit price	Price.
Line 47.	Fuel Filter Kit:	Price.
Line 48.	Tyre size & rating	tyre size and rating information.
Line 49.	Total Incl GST	Total
Line 50.	Score C5: Criteria 5. Servicing =	Maximum score = 10 points.
Line 51.	Notes: Cutting edge cost:	Quantity times price.

## Explanation notes for report table.

1	Table 1.					
2	Supplier	Hastings Deering (Australia) Limited	Hitachi Construction Machinery (Australia) Pty Ltd	Hitachi Construction Machinery (Australia) Pty Ltd	Komatsu Australia Pty Ltd	RDO Equipment (Vermeer and John Deere equipment)
3	Make	Catapillar	Hitachi	Hitachi	Komatsu	John Deere
4	Model	962M	ZW310-5	ZW250-5	WA430-6	724K
5	Operating Weight (kg)	21,500	25,200	20,710	18,500	19,419
6	<b>C1. Price &amp; Resale</b>					
7	Price incl GST \$	472,890.00	\$ 488,400.00	\$ 408,100.00	\$ 418,990.00	\$ 456,500.00
8	Price excl GST \$	429,900.00	\$ 444,000.00	\$ 371,000.00	\$ 380,900.00	\$ 415,000.00
9	Resale estimate excl GST (8Y/8000hrs) \$	163,636.36	\$ 109,090.91	\$ 90,909.09	\$ 100,000.00	\$ 90,909.09
10	Buy Back Offer Excl GST (8Y/8000hrs)					
11	Result (cap ownership cost) \$	266,263.64	\$ 334,909.09	\$ 280,090.91	\$ 280,900.00	\$ 324,090.91
12	C1. Score	50	39.8	47.5	47.4	41.1
13	<b>C2. Warranty</b>					
14	Whole Machine Warranty (Years)	5	5	5	5	1
15	Whole Machine Warranty (Hours)	7,000	6,000	6,000	6,000	unlimited
16	Power and Drive Train (Years)	5	5	5	5	7
17	Power and Drive Train (Hours)	7,000	6,000	6,000	6,000	8,000
18	Travel included?	Yes	Yes	Yes	Yes	Yes
19	Nearest Warranty Service Centre	Toowoomba	Toowoomba	Toowoomba	Emerald/ Brisbane	Roma
20	C2. Score	17.0	14.0	14.0	14.0	18.0
21	<b>C3. Availability</b>					
22	Availability (weeks)	24 weeks	5 weeks	5 weeks	8 weeks	12 weeks
23	C3. Score	0	5	5	2	0
24	<b>C4. Specification Conformity &amp; Suitability</b>					
25	Non conformities	0	2	2	1	2
26	Suitability	10	8	8	10	8
27	C4. Score	10	8	8	10	8
28	<b>C5. Servicing/Whole of Life Costs</b>					
29	Servicing	8.2	4.4	4.4	9.0	10.0
30	C5. Score	8.2	4.4	4.4	9.0	10.0
31	<b>C6. Local Content</b>					
32	Star Rating	1.0	0.0	0.0	1.0	2.0
33	C6. Score	0	0	0	0	0
34	Assessment Result:	85.2	71.2	79.0	82.4	77.1

Line 1. Title Subject

Line 2. Supplier/Vendor

Line 3. Make of Machine offered

Line 4. Make of Machine offered

Line 5. Operating weight in kilograms

Line 6. C1. Price &amp; Resale: Criteria 1 title

Line 7. Price incl GST: purchase price per machine including GST

Line 8. Price excl GST: purchase price per machine excluding GST

Line 9. Resale estimate excl GST (8Y/8000hrs): auction value excluding GST 8 years/ 8000 hours

Line 10. Buy Back Offer Excl GST (8Y/8000hrs): Guaranteed buy-back excluding GST 8Y/ 8000hrs

Line 11. Result (cap ownership cost): Depreciation (purchase price – resale excl GST)

Line 12. C1. Score: Criteria 1 score out of 50

Line 13. C2. Warranty Title

Line 14. Whole Machine Warranty (Years)

Line 15. Whole Machine Warranty (Hours)

Line 16. Power and Drive Train (Years)

Line 17. Power and Drive Train (Hours)

Line 18. Travel included? Travel for warranty works at no costs to Council Yes or No

Line 19. Nearest Warranty Service Centre

Line 20. C2. Score: Criteria 2 Score out of 20

Line 21. Availability title

Line 22. Availability (weeks) from date of order

Line 23. C3. Score: Criteria 3 score out of 5  
Line 24. C4. Specification Conformity & Suitability Title  
Line 25. Nonconformities  
Line 26. Suitability score  
Line 27. C4. Score: Criteria four score out of 10  
Line 28. C5. Servicing/Whole of Life Costs Title  
Line 29. Servicing score out of 10  
Line 30. C5. Score: Criteria 5 score out of 10  
Line 31. C6. Local Content title  
Line 32. Star Rating qualifier  
Line 33. C6. Score: Criteria 6 score out of 5  
Line 34. Assessment Result: Total score out of 100 for all 6 criteria

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 28 May 2021

**Item Number:** 7.2

**File Number:** D21/42054

**SUBJECT HEADING:** Roma Saleyards Prime Sales

**Classification:** Open Access

**Officer's Title:** Manager - Saleyards

---

### **Executive Summary:**

Roma Livestock Agents Association have conducted a vote regarding prime sales at Roma Saleyards.

Roma Livestock Agents Association are requesting to Council that Roma Saleyards prime sales continue in the current format (incorporated into the weekly store sale) until the end of December 2021.

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

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

1. Nominate Tuesday as a regular sale day for prime cattle until the end of December 2021. This will give certainty to producers that prime sale cattle are auctioned weekly at Roma.
2. Undertake a review in December 2021 in consultation with the RLAA; bringing a report back to Council.

---

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

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

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

Maranoa Regional Council

Movement and Control of Stock Services Contractor

NLIS Scanning and Data Collection Services Contractor

RLAA Receival Contractor (store and prime sales)

Individual Agencies Operating at Roma Saleyards

Vendors

Buyers

Livestock Transporters

### 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
RLAA	Roma Livestock Agents Association

### Context:

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

This matter is coming before Council as *Local Law No 6 (Operation of Saleyards) 2011* outlines that Council set the days and times that sales are conducted at Roma Saleyards.

### Background:

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

*(Succinct overview of the relevant facts, without interpretation)*

At Council's ordinary meeting held on 9 December 2020, Council considered a request from the Roma Livestock Agents Association for Store and Prime Sales to remain combined until 30 June 2021. Council resolved as follows:

#### ***Resolution No. OM/12.2020/26***

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

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

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

### 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 Law No 6 (Operation of Saleyards) 2011***

#### ***Part 4 Stock sales***

***(12) Times for sale***

***(1) The local government may fix the days and times during which regular stock sales may be conducted at the saleyard.***

#### ***Subordinate Local Law 1.17 (sale or Consignment of Stock at a Saleyard) 2011***

***6. Conditions that will ordinarily be imposed on an approval***

**6 (2)** *The local government may, from time to time, nominate a particular day of the week as a regular sale day for the sale of stock, for example, each of the following-*

- (a) bulls;*
- (b) store cattle;*
- (c) prime cattle.*

**(3)** *The local government may, from time to time, change a regular sale day for the sale of stock or a specified type of stock at the saleyard.*

**Council Policies or Asset Management Plans:**

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

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

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

Nil

**Input into the Report & Recommendation:**

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

RLAA – Correspondence attached

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil

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

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

*(Interested Parties Analysis - IS9001:2015)*

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Prime Sales discontinuing at Roma Saleyards / low numbers / vendors not using Roma	Likelihood: Possible Mitigation: Communications from Council/Roma Saleyards be a consistent message that prime sale cattle are now received and sold at Roma on Tuesdays (which is what is happening now). This will give certainty to the industry about sending cattle (i.e. sales not being cancelled). When prime sale cattle numbers increase, Council will reconsider auction days for prime cattle.

**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)

Support the request from RLAA for Store and Prime Sales to remain combined until the end of December 2021. This will give certainty to producers that prime sale cattle are auctioned weekly.

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

1. Nominate Tuesday as a regular sale day for prime cattle until the end of December 2021. This will give certainty to producers that prime sale cattle are auctioned weekly at Roma.
2. Undertake a review in December 2021 in consultation with the RLAA; bringing a report back to Council.

***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 [1](#) Letter from Roma Livestock Agents Association - 27-5- D21/42056  
21

**Report authorised by:**

Director - Corporate & Community Services

---

ROMA LIVESTOCK AGENTS ASSOCIATION INCORP  
41 Treeline Drive, Gowrie Junction QLD 4352  
ROMA QLD 4455

---

27<sup>th</sup> May 2021

Saleyards Manager  
Maranoa Regional Council  
P.O. Box 42  
Mitchell QLD 4465

Attention: Paul Klar

Dear Paulk

Re: Roma Prime Sales

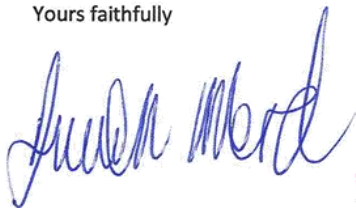
The Roma Livestock Agents Association Incorp advise that all Agents have voted on agreed as per below:

Roma Livestock Agents Association Incorp respectfully request that Prime Sales to continue under the current format with Store Sales until 31<sup>st</sup> December 2021.

Should this be approved the Roma Livestock Agents Assoc Incorp will advise the Maranoa Regional Council at the end of December 2021 going forward to 2022.

Should you require any further clarification please contact me.

Yours faithfully



Duncan McLeod  
President  
Roma Livestock Agents Association Incorp.



## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 10 March 2021

**Item Number:** 8.1

**File Number:** D21/20743

**SUBJECT HEADING:** Replacement of Wooden Street Blades, Yuleba

**Classification:** Open Access

**Officer's Title:** Manager - Maintenance Delivery & Works

---

### **Executive Summary:**

At a previous Council meeting, it was resolved to undertake consultation with Yuleba town residents regarding the replacement of the town street signs. This report provides information regarding the proposed sign replacements.

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

That Council, on an as required basis and when no longer legible, replace the existing street signage in Yuleba with compliant aluminum street blades to ensure street navigation is not impacted.

---

### **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).

Yuleba Development Group  
Local Men's Shed 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
MRTS	Main Roads Technical Specification
CMDG	Capricorn Municipal Development Guidelines

### **Context:**

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

Replacement of remaining deteriorating asset will result in a change from traditional timber street signage to currently available aluminum alternative.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At a previous Council meeting, the topic of replacing the wooden street signs in Yuleba was discussed.

At the meeting it was resolved that additional consultation be undertaken regarding the replacement of the town street signs, including what they are made of and their design, and costs, to ensure they confer with current standards.

As part of the resolution, it was outlined that the signage replacement was to meet current standards. There is a number of standards that are relevant when it comes to street signage. A summary of these standards, and some of their keys points are outlined as follows:

**AS/NZS 1742.5 Manual of uniform traffic control devices Street name and community facility name signs**

Section 2.2 Shape and Size

- *Street name signs shall be rectangular with the long axis horizontal.*
- *Words shall be written horizontally.*
- *Ends shall be square cut.*

Section 2.6 Colour

- *The recommended colour for street signs is a black legend (Non-Reflective) on a white background (Reflective). Additional colours are permitted, however must be as outlined in the standard (i.e. green and yellow)*

Section 2.7 Reflectorisation and Illumination

- *Street name signs shall be either reflective or internally illuminated.*

**CMDG-R-080 (E) Capricorn Municipal Development Guidelines - Street Name Sign**

- *Refer Supporting Documentation section of this report for the standard drawings for street sign manufacture and installation.*
- *Name plates to be 3mm thick extruded aluminum or polypropylene*
- *Letter and numbers to be retroreflective and comply with 1742.5.*
- *Street posts to be galvanized – minimum DN50,*

In addition to the above, and whilst not mandatory for Council to use, the Department of Standard and Main Roads' **MRTS14 Road Furniture** outlines minimum requirements for signage on the State and Federal Road Networks

- *13.3.1.1 The sign substrate shall be manufactured from aluminum. Other materials may be considered but evidence of the full approval of the department will be provided to the administrator prior to their use.*

- 13.3.3.21 Retro sheeting shall comply with AS/NZS 1906.1 and be either class 1100, class 400, or class 400T.

**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)

Refer *Background* section of this report for relevant standards that relate to the topic that is the subject of this report.

The recommendation is consistent with Council's powers under the *Local Government Act 2009*, and more specific Section 60(2)(b) which notes:

**60 Control of roads**

(1) A local government has control of all roads in its local government area.

(2) This control includes being able to—

(a) survey and resurvey roads; and

(b) construct, maintain and improve roads; and

**Council Policies or Asset Management Plans:**

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

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

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

N/A – signage is considered immaterial in value when compared to the other components of Council's road network and therefore there is not specific reference to signage replacement in the Asset Management Plans.

The cost of signage is accounted for in included in other elements of the road asset data (i.e. sealed pavement).

**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 – Maintenance Delivery & Works

**Funding Bodies:**

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

Nil

### **This Financial Year's Budget:**

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

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

Nil – not expected to be completed 2020-21.

### **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)*

Purchase and installation costs of the required street blades would be funded from annual urban street maintenance budget.

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

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

(Interested Parties Analysis - IS9001:2015)

Local Residents and Visitors

Emergency Services

### **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
Signage in poor condition or does not comply with relevant Australian Standards.	Likely - potential to impact street navigation.

### **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)

Consider endorsing the recommendation as presented, based on the following:

- a number of the street signs in Yuleba have already transitioned to the "aluminum style" sign;
- the aluminum style sign is consistent with Council's adopted standards relating to street sign installation (refer Supporting Documentation attached to this report)

- being able to manufacture a wooden sign that meets, and conforms long term, to the requirements of the Australian Standard is likely to be expensive to achieve.

It is understood that there has been interest from the local Yuleba community in potentially retaining a number of traditional wooden street signs in town. If this is the case, Council could consider the following alternative resolution to explore this further.

That Council:

1. Liaise with the Yuleba Development Group and other Men's Shed groups (or similar) in the region to canvas whether there would be interest in undertaking a trial to manufacture wooden street signs for Yuleba that are compliant and meet requirements of the relevant Australian Standard for Street Signs – being AS/NZS 1742.5.
2. Be presented with a subsequent report, should Point 1 of the resolution progress, outlining the results of the trial including the possible cost of manufacture and maintenance and performance of the signs, including paint and illuminated elements.
3. In the interim, and only on an as required basis, replace existing signage that is no longer legible with aluminum street blades to ensure street navigation is not impacted.

**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, on an as required basis and when no longer legible, replace the existing street signage in Yuleba with compliant aluminum street blades to ensure street navigation is not impacted.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

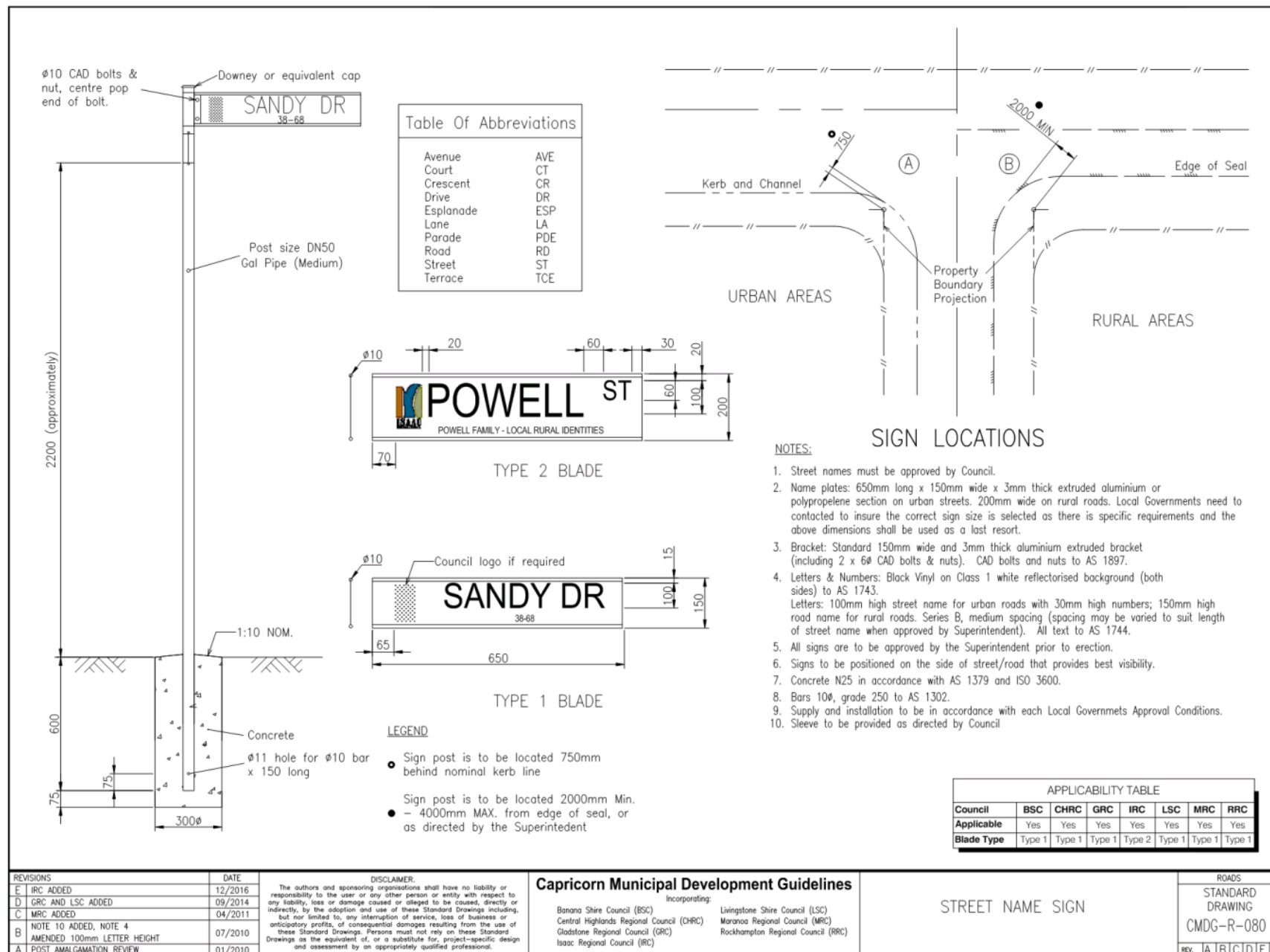
- |                     |   |           |
|---------------------|---|-----------|
| 1 <a href="#">🔗</a> | CMDG-R-080 (E) Capricorn Municipal Development Guidelines | D21/21221 |
| 2 <a href="#">🔗</a> | CMDG-R-081 (E) Capricorn Municipal Development Guidelines | D21/21222 |

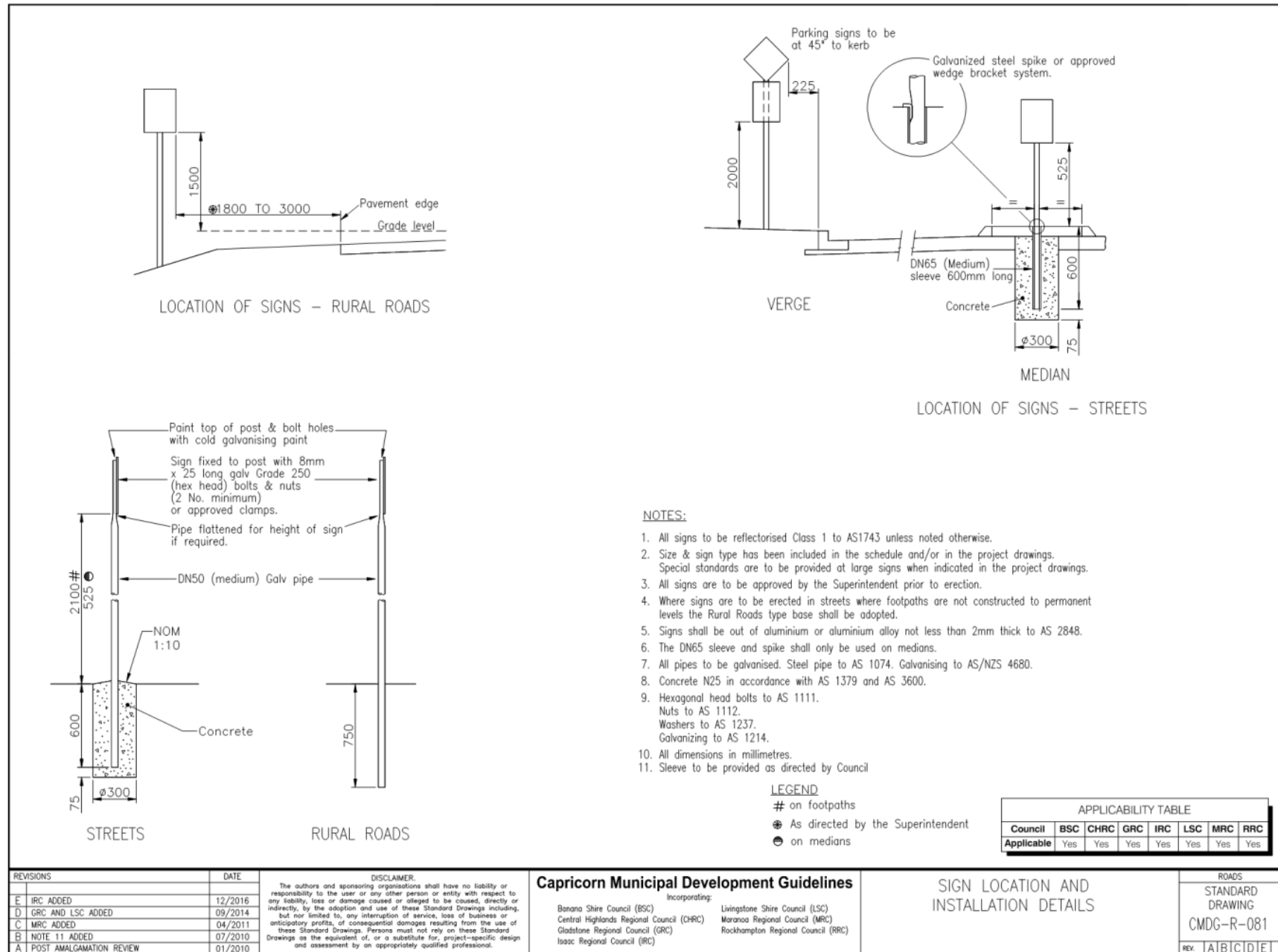
**Report authorised by:**

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services







## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 22 February 2021

**Item Number:** 8.2

**File Number:** D21/14697

**SUBJECT HEADING:** Mitchell Disability Access Improvements to CBD

**Classification:** Open Access

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

---

### **Executive Summary:**

A Councillor Request for Agenda Report was tabled at a recent meeting requesting for potential disability access improvements to the Mitchell CBD, with specific reference to Alice Street and Cambridge Street.

This report provides Council a summary of the investigation completed, and possible options for consideration in relation to the matter.

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

That Council:

1. Approve the inclusion of Sites 2 and 5 as part of the scope of works for the Regional Footpath Improvements Project initiative;
2. Commence discussions with Queensland Rail with the view of seeking an upgrade at the Alice Street level crossing, to include at a minimum, the widening of the existing footpaths at this location; and
3. Undertake community consultation - including direct contact with adjacent businesses - to seek feedback on the possible option of installing two new People With Disability (PWD) parks on the northern and southern sides of Cambridge Street as per the locations shown in the report.

---

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

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

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

N/a

## Acronyms:

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

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

Acronym	Description
AMP	Asset Management Plan

## Context:

### Why is the matter coming before Council?

This report is a result of actioning of Council Resolution OM/09.2020/68.

## Background:

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

(Succinct overview of the relevant facts, without interpretation)

A Councillor Request for Agenda Report was tabled at a recent meeting requesting potential disability parking and access improvements to the Mitchell CBD, with specific focus on Alice Street and Cambridge Street. At the meeting, it was resolved that *a report be prepared for an upcoming Council meeting.*

Officers undertook an inspection of the area to help identify opportunities for Council to improve all abilities access to the Mitchell CBD. This included discussions on site with the Manager – Maintenance Delivery and Works and Team Coordinator – West.

Eleven (11) sites were identified (as marked in the attached maps) as potential opportunities to improve access, particularly for people with disabilities, to and from the CBD:

Site	Possible Work Scope	Comments	Priority
1.	Upgrade existing kerb transition ramp.	Existing in fair to poor condition.	3
2.	Upgrade existing kerb transition ramp.	Existing ramp is narrow and is not suitable for a motorised scooter.	1
3.	Install new PWD parking (1 x space + 1 x buffer zone).	Installation would provide dedicated PWD access.	2
4.	Repair existing kerb transition ramp.	Existing in good to fair condition.	3
5.	Repair and widen existing kerb transition ramp.	Existing ramp is narrow and is not suitable for a motorised scooter.	1
6.	Upgrade existing kerb transition ramp.	Existing ramp is narrow and ill-aligned.	3
7.	Construct new kerb transition ramp.	Current arrangements have pedestrians and motorised scooters using business access driveway.	2
8.	Install new PWD parking (1 x space + 1 x buffer zone).	Installation would provide dedicated PWD access.	2
9.	Investigate and design an improved		1



**Maranoa Regional Council**

**Ordinary Meeting - 9 June 2021**

	pedestrian crossing of railways lines.		
10.	Upgrade existing kerb transition ramp.	Existing ramp is narrow and may prevent access – particularly for those on motorised scooters.	3
11.	Construct new kerb transition ramp.	Current arrangement has pedestrians and motorised scooters using business access driveway.	3

Each site was prioritised based on the scope of the review – with the higher priority ratings likely to provide the greatest benefit for accessibility and safety.

Photos of the Priority 1 sites – being Site 2, 5 and 9 – are included below.

**Site 2: Corner of Cambridge and Mary Streets**





**Site 5: Mid-Block Crossing of Cambridge Street**



**Site 9: Level Crossing on Alice Street**



**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 recommendation is consistent with Council's powers under the *Local Government Act 2009*, and more specific Section 60(2)(b) which notes:

**60 Control of roads**

(1) *A local government has control of all roads in its local government area.*

(2) *This control includes being able to—*

*(a) survey and resurvey roads; and*

*(b) construct, maintain and improve roads; and*

**Council Policies or Asset Management Plans:**

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

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

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

Council's Urban Street Asset Management Plans covers the area applicable to this matter. The current scope of the AMP focuses predominately on maintenance and renewals (i.e. replacing like for like).

The scope of the proposed would constitute upgrades to these sites and therefore are not noted in the current AMP. Priorities other than those included in the recommendation will be noted as part of the next revision of the Urban Street AMP.

**Input into the Report & Recommendation:**

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

Manager – Maintenance Delivery and Works

Team Coordinator Maintenance Delivery & Works – West

**Funding Bodies:**

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

Council is currently exploring options for the Regional Footpath Improvements project to be funded through external opportunities.

Whilst the railway advocacy part of the resolution will have a nil cost at this stage (except for Officer/s time), the upgrades to Sites 2 and 5 are likely to be in the order of \$10,000 to \$15,000.

### **This Financial Year's Budget:**

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

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

Nil.

### **Future Years' Budgets:**

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

Refer *Funding Bodies* section of this Report.

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

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

Residents and visitors to Mitchell  
Businesses in the Mitchell CBD

### **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
Concerns that the installation of new people with disability parks on Cambridge Street will require the dedicated parking allocation for permit holders only.	Possible. This risk is proposed to be mitigated through undertaking community consultation on the matter to canvas the opinions of residents prior to proceeding with any physical works (refer Dot Point 3 of the recommendation).
The report and inspection findings noted and no action taken.	Likely to be continued concerns from residents that had originally approached Council on the 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)

Council sought to be provided with a report to help identify potential disability parking and access improvements to the Mitchell CBD, with specific focus on Alice Street and Cambridge Street. The recommendation as presented provides a proactive and multi-treatment approach to achieve this objective.

**Recommendation:**

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

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

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

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

That Council:

1. Approve the inclusion of Sites 2 and 5 as part of the scope of works for the Regional Footpath Improvements Project initiative;
2. Commence discussions with Queensland Rail with the view of seeking an upgrade at the Alice Street level crossing, to include at a minimum, the widening of the existing footpaths at this location; and
3. Undertake community consultation - including direct contact with adjacent businesses - to seek feedback on the possible option of installing two new People With Disability (PWD) parks on the northern and southern sides of Cambridge Street as per the locations shown in the report.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

[1](#) Mitchell Disability Access Improvements to CBD - Maps of identified sites D21/41990

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Mitchell CBD Disability Access Improvements to CBD - Identified sites

Mapping Provides an Indication of  
Approximate Location Only



Any information extracted from this document (from the face of the document or by scale) should be verified on site. Council takes no responsibility for the accuracy of any information contained or presented in the document. While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability.

1 of 4



Mitchell CBD Disability Access Improvements to CBD - Identified sites

Mapping Provides an Indication of  
Approximate Location Only



Any information extracted from this document (from the face of the document or by scale) should be verified on site. Council takes no responsibility for the accuracy of any information contained or presented in the document. While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability.

2 of 4



Mitchell CBD Disability Access Improvements to CBD - Identified sites

Mapping Provides an Indication of  
Approximate Location Only



Any information extracted from this document (from the face of the document or by scale) should be verified on site. Council takes no responsibility for the accuracy of any information contained or presented in the document. While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability.



Mitchell CBD Disability Access Improvements to CBD - Identified sites

Mapping Provides an Indication of  
Approximate Location Only



Any information extracted from this document (from the face of the document or by scale) should be verified on site. Council takes no responsibility for the accuracy of any information contained or presented in the document. While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability.

4 of 4

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 17 May 2021

**Item Number:** 9.1

**File Number:** D21/38567

**SUBJECT HEADING:** RFT 21031 - Injune Commercial Space

**Classification:** Open Access

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

---

### **Executive Summary:**

Council invited tenders for the lease of the commercial premises located at 32 Hutton Street, Injune, for a period of three (3) years with the option of an additional three years.

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

That:

1. Council select The Trent Hornick Family Trust as the recommended Tenderer for Tender 21031 – Lease of Commercial Space – 32 Hutton Street, Injune.
2. Council delegate authority to the Chief Executive Officer (or delegate) to enter into final negotiations with The Trent Hornick Family Trust and execute the lease (one (1) year with the option of an additional five x one year options) if the 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).

Tenderer – The Trent Hornick Family Trust (Nicole Parker and Trent Hornick) trading as Hornick's Timber and Haulage Pty Ltd.

### **Acronyms:**

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

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

Acronym	Description
Nil	Nil

### **Context:**

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

Council released a public tender for the lease of commercial premises located at 32 Hutton Street, Injune. Council's approval is sought prior to forming a lease with the recommended Tenderer.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Injune Multi-Purpose Centre was constructed circa 2008. Since 2013, the commercial space has accommodated a café which caters for the local community and travelling public. The commercial space has a floor area of approximately 116 m<sup>2</sup>.

The commercial space was offered for lease as vacant possession. All fittings and fixtures within the space are owned by the current café operators and are not included in this lease.

The successful tenderer is required to provide a full fit out of the commercial space to accommodate their proposed use, at their own cost. This fit out must include any necessary alterations to the building, water and plumbing networks required for the business and to meet legislative requirements.

The current café operators have indicated their interest to on-sell the café fixtures and fittings, however this should be negotiated between the operators and tenderers separate to this lease agreement.

This report summarises the evaluation process undertaken for Tender 21031– Lease of Commercial Space – 32 Hutton Street, Injune.

The tender period opened on 16 April 2021 with a closing date of 10 May 2021.

Eight (8) entities/individuals downloaded the tender documents from LG Tender Box and ten (10) entities/individuals downloaded the tender documents from Vendorpanel.

No Tenders were received within the tender period and one (1) late tender was received on 27 May 2021 from The Trent Hornick Family Trust.

The late tender received is summarised below:



Tenderer	Lease Payment	Conflict of Interest	Statement of Departures
<p>The Trent Hornick Family Trust (Nicole Parker and Trent Hornick) trading as Hornick's Timber and Haulage Pty Ltd.</p> <p><b>Evaluation Score: 100 Points - sole Tenderer that complies with requirements</b></p>	<p>\$5,720 per annum (incl GST) to be renegotiated after 12 months.</p>	<p>None</p>	<p>Requested lower lease payment of \$5,720 per annum (inc GST) while business is establishing to be renegotiated after 12 months.</p> <p>Requested one year lease with the option of an additional five x one year options (specification was 3 year lease with additional 3 year option).</p>

In the tender submission the tenderer lists the following plans for the business:-

- Our plan is to continue the business as Café on Second. Depending on how the tender goes I have an agreement with the current owners to purchase their equipment.
- Proposed hours of operation –
  - Monday – Friday 6.30am to 3.30pm
  - Saturday – 8am to 1pm
  - Sunday – closed until we find our feet and depending on staff. (Looking at eventually opening 8am-11am if the demand is there).
- We will be keeping the current staff already employed by Café on Second but we will be looking to hire more.
- With the current economic climate, and the costs of purchasing the equipment from the current proprietors. I am proposing to Council that we only pay half the current weekly rent while the business is being established and renegotiate in 12 months.



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

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

Council cannot dispose of valuable non-current assets (by way of lease for exclusive use of the land) without first inviting written tenders. (Section 227 of the *Local Government Regulation 2012*).

**Council Policies or Asset Management Plans:**

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

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

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

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)

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

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

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Should Council approve the Officer's Recommendation, income of \$5,720 per annum incl GST will be assigned to GL1491.1075.1003 (Council Buildings & Facilities Operating Revenue – Lease Income).

**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)

\$5,720 per annum

**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
Return on Council's Investment	The Tendered lease rate is significantly lower than the previous lease arrangements (\$22,880 p.a. to \$10,650 p.a. to \$5,720 p.a.).

**Advice to Council:**

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

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

That Council form a lease with the recommended Tenderer.

**Recommendation:**

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

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

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

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

That:

1. Council select The Trent Hornick Family Trust as the recommended Tenderer for Tender 21031 – Lease of Commercial Space – 32 Hutton Street, Injune.
2. Council delegate authority to the Chief Executive Officer (or delegate) to enter into final negotiations with The Trent Hornick Family Trust and execute the lease (one (1) year with the option of an additional five x one year options) if the terms are acceptable.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 27 May 2021

**Item Number:** 9.2

**File Number:** D21/41965

**SUBJECT HEADING:** Wallumbilla Town Improvement Group - Request for Assistance - Wallumbilla Hall

**Classification:** Open Access

**Officer's Title:** Support Officer - Facilities

---

### **Executive Summary:**

Council have received correspondence from the Wallumbilla Town Improvement Group Incorporated requesting Council approval for the group to install audiovisual equipment at a Council owned facility, being the Wallumbilla Hall. The group have also asked for Council to take responsibility of the maintenance of equipment once installed.

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

That Council:

1. Approve and accept the offer from Wallumbilla Town Improvement Group Inc. to install audio visual equipment at the Wallumbilla Hall.
2. Assume responsibility for the maintenance of the audio visual equipment once installed.

---

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

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

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

Community Members/ Hall Users

Local Schools

Organisations

Visiting Artists

### **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
WTIG	Wallumbilla Town Improvement Group Inc.

**Context:**

*Why is the matter coming before Council?*

Wallumbilla Town Improvement Group have been successful in applying for a grant through SANTOS LPNG to purchase and install audio visual equipment. The group have requested Council permission to install the equipment in the Wallumbilla Hall and after that Council take responsibility for the maintenance of the equipment.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Council have received correspondence from the Wallumbilla Town Improvement Group informing Council that they have been successful in applying for a grant through SANTOS LPNG for the amount of \$15,000. The group would like to use the funds to purchase and install audio visual equipment at the Wallumbilla Hall. It is the groups intention to make the equipment available for use by the community, schools, visiting artists and other organisations.

WTIG aims to utilise local businesses to purchase and install a data projector, screen, speakers and portable microphone.

The group would like this equipment to be placed on Council's service list once installed and for Council to be responsible for the maintenance and upkeep of the equipment.

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

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

Nil

**Council Policies or Asset Management Plans:**

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

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

Nil

**Input into the Report & Recommendation:**

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

Wallumbilla Town Improvement Group  
Gavin Pallisier (Maintenance Officer/Team Coordinator Facilities (Land, Building & Structures)

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Annual servicing and maintenance

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

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

(Interested Parties Analysis - IS9001:2015)

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Nil	Nil

**Advice to Council:**

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

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

It is recommended that Council grant permission for the Wallumbilla Town Improvement Group to install audio visual equipment at the Wallumbilla Hall. This will in turn give community members and hall hirers a similar experience to other halls across the region.

**Recommendation:**

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

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

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

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

***If so, for what reason?***

That Council:

1. Approve and accept the offer from Wallumbilla Town Improvement Group Inc. to install audio visual equipment at the Wallumbilla Hall.
2. Assume responsibility for the maintenance of the audio visual equipment once installed.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

1 [↓](#) Letter from Wallumbilla Town Improvement Group - D21/41917  
Request for Assistance - Wallumbilla Hall

**Report authorised by:**

Council Buildings & Structures Maintenance Officer / Team Coordination

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## Wallumbilla Town Improvement Group



C/-Michael Taylor  
President  
PO Box 71  
Wallumbilla Q 4428  
Ph: (07) 46234516 m: 0427 033 780  
Email: Wallumbillatownimprovement@gmail.com.au

Wednesday 19th May, 2021

Dear Councillors,

I am writing to request that the following item be tabled at the next Maranoa Regional Council Meeting and approval for this project, provided in writing.

As previously discussed, the Wallumbilla Town Improvement Group has been successful in applying for a grant to the sum of \$15, 000 from SANTOS LPNG. An ongoing goal of our organisation has been to **purchase and install** audio and visual equipment at the Wallumbilla Memorial Hall for use by the community, the school and visiting artists or organisations.

As discussed, we would appreciate this equipment being placed on the Council's Service list, as per other local halls in the Shire. This would mean that after the initial purchase of the equipment, the Wallumbilla Town Improvement Group would not be responsible for the upkeep in this Council owned facility.

Our intention is to utilise local businesses to install:

- Data Projector
- Screen
- Speakers
- Portable microphone

We would appreciate any feedback from yourself and your peers regarding the Council's experiences in other local facilities and welcome any suggestions.

We are very excited to have secured this funding and look forward to providing this wonderful resource for our community.

Please do not hesitate to contact me with any further questions.

Yours sincerely,

Michael Taylor  
President  
Wallumbilla Town Improvement Group

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 19 May 2021

**Item Number:** 9.3

**File Number:** D21/39828

**SUBJECT HEADING:**

Request for Sponsorship - QLD Young Auctioneers Competition

**Classification:**

Open Access

**Officer's Title:**

Regional Events Attraction / Local Development

---

### **Executive Summary:**

The Australian Livestock and Property Agents Association Ltd have approached Council with a request for sponsorship of the 2021 Queensland Young Auctioneer Competition.

The 2021 Queensland Young Auctioneer Competition will take place on Friday, 6 August. Sponsorship will provide opportunity for Council to promote the Roma Saleyards throughout the competition live stream and during the lead up, with adverts in The Land, Stock and Land and Queensland Country Life via print and social media over a four (4) week period.

The cost per annum is currently \$4000 ex GST, however, if booked over a 3 year period Council has been offered the sponsorship for \$10000 ex GST for the total three (3) years.

It is recommended that Council supports the sponsorship request for one (1) year at a cost of \$4000 ex GST.

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

That:

- Council provides in principle support for the request to sponsor the 2021 Queensland Young Auctioneer Competition.
- The amount of \$4,000 for sponsorship of 2021 Queensland Young Auctioneer Competition, be considered in the upcoming budget for the 2021 / 2022 financial year.
- Branding for the sponsorship is the Roma Saleyards logo.

---

### **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 Saleyards

The Australian Livestock and Property Agents Association Ltd



## Acronyms:

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

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

Acronym	Description
ALPA	Australian Livestock and Property Agents Association Ltd
YAC	Young Auctioneers Competition
QCL	Queensland Country Life
ACM	Australian Community Media

## Context:

### Why is the matter coming before Council?

The Australian Livestock and Property Agents Association Ltd (ALPA) have approached Council with a request to sponsor the 2021 Queensland Young Auctioneer Competition (YAC), taking place on Friday, 6 August.

Due to the lead time, confirmation of Council's support in principle is required, prior to the new 2021 / 2022 financial year.

## Background:

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

*(Succinct overview of the relevant facts, without interpretation)*

The ALPA YAC has been running for over thirty (30) years with Queensland Country Life (QCL) providing coverage of the event since its commencement.

Over the past (5) years, the competition has been livestreamed by Australian Community Media (ACM) who has been engaged by the ALPA to help grow the engagement and audience of the competition to a wider audience.

In 2020, the Livestream had 9,821 viewers logged on to watch the competition on the Queensland Country Life website, and a further 40,000 engagements through social media channels.

Sponsorship will provide opportunity for Council to promote the Roma Saleyards throughout the competition live stream and during the lead up, with adverts in The Land, Stock and Land and QCL via print and social media over a four (4) week period.

In addition, the sponsorship also affords a presence on the Auctioneers schools and a logo on the videos that are produced for kids to take home and re-watch for educational purposes.

In 2020, Council made the following resolution:

**Resolution No. OM/07.2020/90**

**That Council:**

- 1. Council approves the sponsorship request for a 1-year period for the 2020/2021 financial year.**
- 2. Council authorise the CEO (Chief Executive Officer) to sign the agreement.**
- 3. Branding for the sponsorship is the Roma Saleyards logo.**

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

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

Nil

**Council Policies or Asset Management Plans:**

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

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

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

Nil

**Input into the Report & Recommendation:**

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

Roma Saleyards Marketing & Communications Officer, Anna-Louise Murphey and Roma Saleyards Manager, Paul Klar provided the following statement:

The sponsorship is not so much about generating business for Roma Saleyards but rather generating an affiliation with Maranoa Regional Council who owns and operates Roma Saleyards Australia's Largest Cattle Selling Centre and prominent agriculture related events.

The QLD Young Auctioneers Competition is closely related to Roma Saleyards as it is an auctioneering contest and often features competitors who operate at Roma Saleyards on a weekly basis.

Having Roma Saleyards at the forefront of the competition's marketing collateral not only shows its support but maintains its dominant reputation within the agriculture sector.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

The amount of \$4000 will need to be incorporated in the budget review for the 2021 / 2022 financial year.

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

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

(Interested Parties Analysis - IS9001:2015)

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
Not approving the request	Council may miss an opportunity to promote the Roma Saleyards as a prominent selling facility and also a tourist attraction for the Region.

**Advice to Council:**

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

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

This is a great opportunity for Council to further promote the region and the Roma Saleyards.

It is recommended that Council supports the sponsorship request for one (1) year at a cost of \$4000 ex GST.

**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 provides in principle support for the request to sponsor the 2021 Queensland Young Auctioneer Competition.
- The amount of \$4000 for sponsorship of 2021 Queensland Young Auctioneer Competition be incorporated in the budget review for the 2021 / 2022 financial year.
- Branding for the sponsorship is the Roma Saleyards logo.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

**Supporting Documentation:**

- |   |   |           |
|---|---|-----------|
| 1 | <a href="#">Request for Sponsorship - 2021 Qld Young Auctioneers Competition</a>  | D21/39805 |
| 2 | <a href="#">OM/07.2020/90- Letter to Australian Community Media RE Young Auctioneers Competition sponsorship (Council Meeting 22 July 2020) -</a> | D20/71881 |

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**Natalie Walsh**

---

**From:** Gail Fowler <gail.fowler@austcommunitymedia.com.au>  
**Sent:** Monday, 12 April 2021 9:43 AM  
**To:** Tennielle Limpus  
**Subject:** Sponsorship for livestreaming of the ALPA YACS at EKKA in August  
**Attachments:** EKKA Livestream Partnership (1).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning Tennielle,

Hope this email finds you safe and well.

I'm just sending details again regarding the live streaming of this year's ALPA Young Auctioneers competition which will be held at EKKA this year.

It's a great opportunity for Roma saleyards to take part as they did last year, especially since it was at Silverdale and we were practically still in lockdown.

I have put in details below of what you would receive, prices haven't changed, there are also some stats from the Silverdale show last year.

Please do not hesitate to contact me if you require any further information.

I've emailed you earlier, so that you have all the details to ensure there is plenty of time.

There is also another option which I have attached for your perusal.

Many Thanks

- The cost per annum is currently \$4000 ex GST. If booked over a 3 year period we can let you have it for \$10,000 ex GST for the total 3 years. It can be booked for just the one year at \$4000 ex GST, but if there were any price increases and it wasn't locked down, the price increase could come into play for the following year.
- There is only 1 level of sponsorship with 2 spots, 1 is available.
- The QLD Young Auctioneers competition has been running for over 30 years, and QCL has been covering it all the way.
- The QLD Young Auctioneers competition has been live streamed for 5 years by ACM. We have been engaged by The Australian Livestock and Property Association to help grow the engagement and audience of the competition to a wider audience through our network.
- In 2020 the Livestream had 9,821 logged on to watch (that is only 1 person per device and we know that some devices had 2 or more watching), on the Queensland Country Life website, and a further 40,000 came in through the social media channels. A massive audience for this QLD Young Auctioneer competition.
- The sponsorship of the Livestream not only gives you the competition, but it also gives you a presence on the Auctioneers schools and a logo on their videos that are produced for the kids to take home and rewatch for educational purposes.

Gail Fowler

National Stock & Property Sales Manager (Ag Media)



T 07-3826 8128 M 0475 989 725

A Unit 1 38-44 Enterprise St, Cleveland, QLD, 4163

The information contained in this e-mail message and any accompanying files is or may be confidential. If you are not the intended recipient, any use, dissemination, reliance, forwarding, printing or copying of this e-mail or any attached files is unauthorised. This e-mail is subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If you have received this e-mail in error please advise the sender



**Enquiries:** Tennielle Limpus  
**Phone:** 1300 007 662 (via Customer Service)  
**Our Refs:** D20/63605; D20/71881

28 July 2020

Gail Fowler  
National Stock & Property Sales Manager  
Australian Community Media  
Unit 1, 38-44 Enterprise Street  
Cleveland QLD 4163

**Via email:** [gail.fowler@austcommunitymedia.com.au](mailto:gail.fowler@austcommunitymedia.com.au)

Dear Ms Fowler

**Re: Request for sponsorship**

At the Ordinary Meeting held on 22 July 2020, Council reviewed the request for sponsorship for the Young Auctioneers Competition.

The outcome from the meeting was that Council resolved as follows:

**Resolution No. OM/07.2020/90**

**That Council:**

1. Council approve the sponsorship request for a 1-year period for the 2020/2021 financial year.
2. Council authorise the CEO (Chief Executive Officer) to sign the agreement.
3. Branding for the sponsorship is from the Roma Saleyards.

If you have any further queries regarding this matter, please do not hesitate to contact Council's Economic and Community Development Support officer – Tennielle Limpus, on one of the numbers listed above.

Yours sincerely

A handwritten signature in blue ink, appearing to read "R Hayward", is written over a large, light blue circular stamp.

Robert Hayward  
Deputy CEO/  
Director Development, Facilities & Environmental Services

## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 24 May 2021

**Item Number:** 9.4

**File Number:** D21/40780

**SUBJECT HEADING:** Department of Human Services - Surat Access Point Agreement - 2021/22

**Classification:** Open Access

**Officer's Title:** Lead Librarian

---

### **Executive Summary:**

The Department of Human Services has invited the Maranoa Regional Council to provide Access Point Services (Centrelink) in Surat for the period commencing 1 July 2021 and ending on 30 June 2022.

In previous years Council has provided the services of an Agent however due to a steady decline in the usage of the service, it is proposed that we offer **access point services only** to the community.

The signed contract document needs to be returned to the Department by 30 June 2021 through electronic upload via the Agent Portal.

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

That Council:

1. Endorse the provision of services in Surat as an "access point" for the Department of Human Services; and
2. Authorise the Chief Executive Officer to agree to final terms and to sign the agreement.

---

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

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

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

N/A



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

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

Acronym	Description
DHS	Department of Human Services (Centrelink)
QGAP	Queensland Government Agency Program

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

The Department of Human Services has invited the Maranoa Regional Council to provide **Access Point Services** (Centrelink) in Surat for the period commencing 1 July 2021 and ending on 30 June 2022.

The Surat Cobb & Co Changing Station operates as a multi-function complex with the core business providing library and cultural services. The Surat Library also offers additional services for QGAP (Queensland Government Agency Program) and the Department of Human Services, previously referred to as Centrelink Services.

In previous years Council has provided the services of an Agent however due to a steady decline in the usage of the service, it is proposed that we offer **access point services only** to the community.

The table below shows usage statistics for the Surat Agent for the last seven (7) financial years. The downturn in usage can be mainly attributed to the online availability of services through the use of MyGov.

DEPARTMENT OF HUMAN SERVICES – CENTRELINK AGENT STATISTICS – SURAT LIBRARY							
	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
July	46	28	18	15	18	16	7
August	26	20	18	16	8	15	7
September	42	15	17	11	9	12	8
October	52	14	10	6	8	6	7
November	24	27	8	8	10	3	4
December	28	21	11	8	3	7	1
January	47	33	15	20	16	9	3
February	45	25	16	17	11	20	6
March	45	19	16	11	20	12	7
April	27	25	2	14	18	12	7
May	30	24	21	26	10	12	
June	36	19	21	18	8	4	
	<b>448</b>	<b>270</b>	<b>173</b>	<b>170</b>	<b>139</b>	<b>128</b>	<b>57</b>



The differences between an Agent and an Access Point can be seen in the table below.

## 1.2 Access Point Services

If we appoint you as an Access Point Host, you will also play an important community role. The Services you will provide include:

- providing access to a telephone, an internet-enabled computer, fax machine and printer/ photocopier for government business
- confirming identity documents

## 1.3 Comparing Agent and Access Point Services

Services Available	With an Agent	At an Access Point
Face-to-face help	✓	Not available
Get help to set up and access digital services	✓	Not available
Ask questions and get a referral	✓	Not available
Access to a telephone, an internet-enabled computer and printer and photocopier	✓	✓
Get brochures and fact sheets	✓	✓
Call us using the phone provided	✓	✓
Use the phone claiming service	✓	✓
Get reply paid Medicare envelopes	✓	✓
Scan and upload claim forms and documents	✓	✓
Copy and certify identity documents	✓	✓

The Department of Human Services request the return of the agreement by 30 June 2019 through electronic upload via the Agent Portal.

### Background:

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

(Succinct overview of the relevant facts, without interpretation)

N/A

**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)

Surat Library staff

Ed Sims, Manager, Economic & Community Development

David Horrigan, Agent Coordinator & Rural Services Support, Service Zone South  
Queensland, Department of Human 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)

As outlined in the Schedule of Payments included in the Letter of Offer, the Maranoa Regional Council would receive a monthly access point payment of \$792.00 inc GST for the 2021/2022 financial year – a total payment of \$9504.00 for the year.

This total contract amount sees a decrease of \$4,425.90 from the previous year as an Agent.

The Library staff at the Surat Cobb & Co Changing Station provides QGAP and Department of Human Services as a value-added service to their existing duties and presents no additional financial implications to the Maranoa Regional Council.

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

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

(Interested Parties Analysis - IS9001:2015)

The public is the primary stakeholder in this 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
Further isolation of clients	Community “particularly elderly and not IT literate” will be frustrated by the reduction in services, is almost certain. Which means they will be almost totally reliant on a person on the telephone.

**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)

Despite having seen a decline in the use of DHS Services in the last few years, mainly due to services now being available online, there is still a need for a physical location at which customers can conduct DHS business. Those who use the service are made up of local community members and travelers alike. With the closest DHS Office located in Dalby, it is a 238km drive for customers to receive a face-to-face service.

Options within the community for the new location of an Access Point, should Council decline the offer, are also very limited. The current location is the ideal location for these services to be housed.

It is therefore recommended that Council continue to provide a Department of Human Services Access Point at the Surat Library.

**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 provision of services in Surat as an "access point" for the Department of Human Services; and
2. Authorise the Chief Executive Officer to agree to final terms and to sign the agreement.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

**Supporting Documentation:**

[1](#) DRAFT\_DHS Contract\_Surat Access Point  
2021/2022\_between Services Australia and Maranoa  
Regional Council

L21/76

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Australian Government  
Services Australia

## 2021/22 Host Contract

Dear Host,

Services Australia is pleased to provide you with a contract offer for the 2021/2022 contract period. Your contract documents are attached.

### What have we sent you?

In this email you will find:

- Invitation Pack made up of:
  - *Schedule 1 – Offer Signing Page* – which needs to be signed and returned to us,
  - *Schedule 2 – Details Schedule* – which sets out what services you are being contracted to provide on our behalf. You should review *Section 3 Details to Complete* and ensure that outdated or missing information is corrected and completed,
  - *Schedule 3 – Payment Schedule* – which tells you what and when you will be paid,
  - *Schedule 4 – Next Steps Checklist* - which tells you what you need to do and by when,
- Special conditions and additional clauses are also attached where they are applicable to your contract.

The Terms & Conditions have been updated with a very minor change relating to Pre-Engagement Packs. Your Zone Coordinator can explain this change to you. A copy of the new Terms & Conditions can be found in the Learning Portal.

### What do you need to do?

You should complete all tasks contained in the *Next Steps Checklist* which includes returning the signed contract document by 30 June 2021 via the Agent Portal.

If you have any questions about the contract process please contact your Zone Coordinator.

Regards

National Agent & Access Point Team



Australian Government  
Services Australia

Ref: ER16/11194

13 May 2021

Maranoa Regional Council  
Surat Council Library  
62 Burrowes Street  
SURAT QLD 4417

### **National Agents & Access Points Program 2021-2022 Invitation Pack**

Dear Sir / Madam

We, Services Australia, are committed to improving access to, and the quality of, services to Customers in rural, regional and remote Australia. If we cannot provide Services directly, we act through Agents and Access Points.

We are pleased to invite you, Maranoa Regional Council, to provide the Services listed in the table. The Service period is from 1 July 2021 to 30 June 2022 that is, for a [1 year] term. [Services Australia has 4, 1 year options to renew.] Our invitation to you is subject to us being satisfied with your completed documents and our checks.

The Invitation Pack consists of this Invitation Letter and:

- Schedule 1 – Offer Signing Page
- Schedule 2 – Details Schedule
- Schedule 3 – Payment Schedule
- Schedule 4 – Next Steps Checklist

Schedules 2 and 3 set out the Details Schedule and Payment Schedule to this Invitation Pack. This includes details about the Services we would like you to provide, and where, and what we propose to pay. Please check it carefully.

If you would like to provide these Services, please do the things listed in the Next Steps Checklist (Schedule 4). This includes:

- reading all the documents
- completing the information needed in the Details Schedule (Schedule 2)
- signing the Offer Signing Page (Schedule 1).

We must receive your completed documents by 30 June 2021. Signing the contract does not result in a binding contract and we can decide not to proceed, or to proceed on different terms.

When we receive your documents, we will check them and check any other matters we think are relevant.

If these checks are satisfactory and we want you to provide the Services, we will send you an Acceptance Letter. When we send that letter, then we have a legal Contract with you.

You can find more information about the Program at [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).



**Australian Government**

**Services Australia**

For the meaning of a word, phrase or abbreviation, please read Part D (Meaning of Words) in the Terms and Conditions.

Please use the Zone Contact in the Details Schedule to contact us if you have any questions about the Contract or the Program.

You may also want to talk to a lawyer if you need advice about the legal arrangements.

Yours sincerely

National Agents & Access Points Team  
On behalf of the Commonwealth of Australia  
as represented by Services Australia  
Level 2, Naylor House  
191 Pulteney Street  
Adelaide SA 5000  
[naapt@servicesaustralia.gov.au](mailto:naapt@servicesaustralia.gov.au)



Australian Government  
Services Australia

## NAAP PROGRAM INFORMATION PACK

### SCHEDULE 1 - OFFER SIGNING PAGE

**Please sign in the place appropriate for you and your organisation.**

By signing this Offer, you agree:

- that if we send you an Acceptance Letter, we will have a legally binding contract
- to provide the Services listed in the Details Schedule and T&Cs in the way we expect
- to comply with any Special Conditions
- that each of your first-time Host Contacts will promptly complete the Declaration of Confidentiality and return it to us before delivering Services
- for Agent Hosts, that each of your first-time Specified Personnel will promptly complete the Declaration of Confidentiality and the Pre-Engagement Pack documents and return them to us before delivering Services
- for Access Point Hosts, that each of your first-time Specified Personnel will promptly complete the Declaration of Confidentiality and return it to us before delivering Services
- you need to have a minimum of 2 (two) Specified Personnel
- you will have at least one Specified Personnel at the Site during Contract Hours.

By signing this Offer, you confirm that:

- you are authorised to sign this Offer on behalf of the Host
- the information in the Details Schedule is correct
- you have read this Information Pack including the T&Cs
- you have valid workers compensation insurance and public liability insurance certificates as required by the T&Cs.

A IF YOU ARE SIGNING FOR A GOVERNMENT BODY, OR AN ASSOCIATION OR ORGANISATION	
Executed by Maranoa Regional Council ABN 99 324 089 164 by its duly authorised representative:	
_____ (Please Print Name)	_____ (Signature) (Date)
_____ Title/Authorised Position	
In the presence of:	
_____ Witness (Print Name)	_____ (Signature) (Date)
_____ Address	





Australian Government  
Services Australia

B IF YOU ARE AN INDIVIDUAL (NATURAL PERSON) OR SOLE TRADER	
Executed by Maranoa Regional Council ABN 99 324 089 164:	
_____ (Please Print Name)	_____ (Signature) (Date)
In the presence of:	
_____ Witness (Print Name)	_____ (Signature) (Date)
_____ Address	

C IF YOU ARE SIGNING FOR A COMPANY (WITH MORE THAN 1 DIRECTOR)	
Executed by Maranoa Regional Council ABN 99 324 089 164 in accordance with section 127 (1) of the Corporations Act 2001 (Cth):	
_____ (Please Print Name)	_____ (Signature) (Date)
Position: Director or Company Secretary (cross out whichever position does not apply)	
_____ (Please Print Name)	_____ (Signature) (Date)
Position: Director or Company Secretary (cross out whichever position does not apply)	



Australian Government  
Services Australia

D IF YOU ARE SIGNING FOR A COMPANY, AND ARE THE SOLE DIRECTOR AND SOLE COMPANY SECRETARY	
Executed by Maranoa Regional Council ABN 99 324 089 164 in accordance with section 127 (1) of the Corporations Act 2001 (Cth):	
_____ (Please Print Name)	_____ (Signature) _____ (Date)
Position: Sole Director and Company Secretary	
In the presence of:	
_____ Witness (Print Name)	_____ (Signature) _____ (Date)
_____ Address	



Australian Government  
Services Australia

## NAAP PROGRAM INFORMATION PACK SCHEDULE 2 - DETAILS SCHEDULE

### 1 SERVICES

#### 1.1 Agent Services

If we appoint you as an Agent Host, you will play an important community role. You will help us deliver services and programs to our Customers. For example:

- providing access to a telephone, an internet-enabled computer, fax machine and printer/ photocopier for government business
- providing face-to-face help and on-site support
- providing information about our products, forms and services
- assisting customers to lodge claim forms and documents
- confirming identity documents
- responding to Customer enquiries and providing assistance, guidance and referrals as detailed in the training

#### 1.2 Access Point Services

If we appoint you as an Access Point Host, you will also play an important community role. The Services you will provide include:

- providing access to a telephone, an internet-enabled computer, fax machine and printer/ photocopier for government business
- confirming identity documents

#### 1.3 Comparing Agent and Access Point Services

Services Available	With an Agent	At an Access Point
Face-to-face help	✓	Not available
Get help to set up and access digital services	✓	Not available
Ask questions and get a referral	✓	Not available
Access to a telephone, an internet-enabled computer and printer and photocopier	✓	✓
Get brochures and fact sheets	✓	✓
Call us using the phone provided	✓	✓
Use the phone claiming service	✓	✓
Get reply paid Medicare envelopes	✓	✓
Scan and upload claim forms and documents	✓	✓
Copy and certify identity documents	✓	✓



Australian Government  
Services Australia

#### **1.4 Complying with our Terms & Conditions**

If we appoint you, you must provide the Services in accordance with our Terms and Conditions. If you are an Agent Host you must comply with the Agent provisions. If you are an Access Point Host, you must comply with the Access Point provisions. We may also ask you to perform other or different Services. We must be reasonable. If you agree we will give you the information you need.

#### **1.5 Services at more than one Site**

If you provide Services at more than one Site, this Contract applies to each Site separately. There may be different conditions between Sites. For example, for one Site you may be an Agent Host. For another Site, you may be an Access Point Host. The Details and Payments Schedules specify which Services you are providing at which Site.

### **2 PAYMENT**

#### **2.1 General – applies to Agent Hosts and Access Point Hosts**

- You will be paid according to the Payment Schedule / Tax Invoice (in schedule 3).
- The Contract Price is the GST inclusive amount.
- If you are not registered for GST, the Contract Price will be the amount specified in the Contract. That is, we will **not** pay you the GST.
- Payment and repayment can be for part weeks or part days

#### **2.2 Agent Host specific**

- The Contract Price is calculated for the Contract Hours, on the Business Days, in the Contract Weeks. This is specified in the Details and Payment Schedules. If you notify us that this could change, and we agree to the change, we will send you a contract variation.
- The Contract Price will be paid monthly. This is specified in the Details and Payment Schedule.
- Payment for the Contract starts from when the Services begin. We will adjust the first or last payments if needed.

#### **2.3 Access Point Host specific**

- You will be paid to have our Equipment operating at the Access Point.
- The Contract Price will be paid monthly. This is specified in the Details and Payment Schedule.
- Payment for the Contract starts from when the Services begin. We will adjust the first or last payments if needed



Australian Government  
Services Australia

### 3 DETAILS TO COMPLETE

Please check **all** details are correct (and, where relevant, confirm in the **tick box**) and **all** blank fields are completed. If changes are needed please:

- (a) cross out incorrect information
- (b) clearly write the correction
- (c) **initial** the correction.

Note: We can accept or reject any changes.

Service	Site	Zone
Access Point	Surat	South Queensland

Item	Host Details		Tick box if details are correct
1	Name of Host	Maranoa Regional Council	<input type="checkbox"/>
2	Email Address	suratlibrary@maranoa.qld.gov.au	<input type="checkbox"/>
3	ABN	99 324 089 164	<input type="checkbox"/>
4	GST Status	Registered	<input type="checkbox"/>
5	Address	Surat Council Library 62 Burrowes Street SURAT QLD 4417	<input type="checkbox"/>
6	How many employees does your organisation have?		<input type="checkbox"/>
7	Is your organisation at least 50 per cent Indigenous owned?	Yes / No	<input type="checkbox"/>
Contract Details			
8	Start Date	01 July 2021	
9	End Date	30 June 2022	
10	Weekly Hours	0	<input type="checkbox"/>
11	Term	1 year	
12	Options	We (Services Australia) have 4 x 1 year options to renew	
13	Review Period	We will conduct a review yearly	
Host and Site Contacts			
14	Host Contact	Joanna Weinert	<input type="checkbox"/>
15	Host Contact Phone Number	(13) 0000 7662	<input type="checkbox"/>
16	Site Contact	Joanna Weinert	<input type="checkbox"/>
17	Site Contact Phone Number	(07) 4626 5136	<input type="checkbox"/>
18	After Hours Emergency Phone	(04) 3799 8258	<input type="checkbox"/>
Specified Personnel			
19	Required Number of Specified Personnel	At least 2 for each Site At least 1 available at each Site during Contract Hours	
20	Name		
	Joanna Weinert	Abbey McNamara	<input type="checkbox"/>



Australian Government  
Services Australia

	Susan Ware		<input type="checkbox"/>
			<input type="checkbox"/>
Training Due Date			
21	for Agent Services	All learning is due 90 days from when the training is assigned.	
22	for Access Point Services	All learning is due 90 days from when the training is assigned.	
Services Australia's Zone Contact Details			
23	Zone Contact Email Address	SQLD.COMMUNITY.ENGAGEMENT@servicesaustralia.gov.au	
24	Zone Contact Phone Number	(07) 3884 2934	
Service Type, Site, Business Days & Contract Hours			
25	Service Type	Site	Business Days – equipment will be available
	Access Point	62 Burrowes Street Surat QLD 4417	Mon: 9:00am to 4:30pm <input type="checkbox"/>
			Tue: 9:00am to 4:30pm <input type="checkbox"/>
			Wed: 9:00am to 4:30pm <input type="checkbox"/>
			Thu: 9:00am to 4:30pm <input type="checkbox"/>
			Fri: 9:00am to 4:30pm <input type="checkbox"/>
26	Service Type	Site	Contract Hours – Agent sites only
	Access Point	62 Burrowes Street Surat QLD 4417	Mon: <input type="checkbox"/>
			Tue: <input type="checkbox"/>
			Wed: <input type="checkbox"/>
			Thu: <input type="checkbox"/>
			Fri: <input type="checkbox"/>

By ticking this box, you confirm that the details completed by you in this part 3 (Details to Complete) are complete and accurate

☐



Australian Government

Services Australia

### NAAP PROGRAM INFORMATION PACK SCHEDULE 3 - PAYMENT SCHEDULE

#### ACCESS POINT PAYMENT FORM

#### *Schedule of Contract Payments between Services Australia and Maranoa Regional Council for Provision of Access Point Services at Surat*

Date: 01 July 2021

Maranoa Regional Council  
ABN: 99 324 089 164  
Surat Council Library  
62 Burrowes Street  
SURAT QLD 4417

Services Australia  
ABN: 90 794 605 008  
Level 2, 191 Pulteney Street  
ADELAIDE SA 5000

#### **Schedule of Payments:**

Date payable (or as soon as possible after the Contract takes effect)		GST Exclusive	GST	Total GST inclusive
Payment 1	15 July 2021	\$720.00	\$72.00	\$792.00
Payment 2	15 August 2021	\$720.00	\$72.00	\$792.00
Payment 3	15 September 2021	\$720.00	\$72.00	\$792.00
Payment 4	15 October 2021	\$720.00	\$72.00	\$792.00
Payment 5	15 November 2021	\$720.00	\$72.00	\$792.00
Payment 6	15 December 2021	\$720.00	\$72.00	\$792.00
Payment 7	15 January 2022	\$720.00	\$72.00	\$792.00
Payment 8	15 February 2022	\$720.00	\$72.00	\$792.00
Payment 9	15 March 2022	\$720.00	\$72.00	\$792.00
Payment 10	15 April 2022	\$720.00	\$72.00	\$792.00
Payment 11	15 May 2022	\$720.00	\$72.00	\$792.00
Payment 12	15 June 2022	\$720.00	\$72.00	\$792.00
<b>Total Contract</b>		<b>\$8,640.00</b>	<b>\$864.00</b>	<b>\$9,504.00</b>

NOTE:

#### FOR SERVICES AUSTRALIA OFFICE USE ONLY

Cost Centre: 1100152

Vendor Number:1006276

G/L Code: 47312



Australian Government  
Services Australia

## NAAP PROGRAM INFORMATION PACK

### SCHEDULE 4 - NEXT STEPS CHECKLIST

Number	Item	Done?
1	<b>Read</b> the Terms and Conditions ( <b>T&amp;Cs</b> ) that are relevant to you. If you are an Agent Host you must comply with Agent provisions. If you are an Access Point Host, you must comply with Access Point provisions.	
2	<b>Fill in or update</b> any information required in the Details Schedule (e.g. for the Host Contact, Site Contact and Specified Personnel).	
3	<b>Check</b> all the information at point 3 of Schedule 2 and <b>make changes</b> by the 30 June 2021	
4	<b>Sign and Date</b> the Offer Signing Page. Check whether you are signing for yourself or a company, partnership, association or other business.	
5	<b>Sign</b> in front of a witness (unless 2 directors are signing) and <b>ask</b> the witness to sign.	
6	<b>Submit</b> the following to us via <b>OOM</b> (our Organisational Online Mail) by the 30 June 2021. Attn: South Queensland <ul style="list-style-type: none"> <li>the signed Offer Signing Page</li> <li>the completed Details Schedule</li> </ul>	
7	Before they can provide Services, Host Contacts and Specified Personnel must <b>read, sign</b> and <b>return</b> the Declaration of Confidentiality and the Pre-Engagement Pack as required by the T&Cs and Details Schedule.	
You can find more information about the Program (and links to the documents) at <a href="http://www.servicesaustralia.gov.au">www.servicesaustralia.gov.au</a> .		



## **OFFICER REPORT**

**Meeting:** Ordinary 9 June 2021

**Date:** 13 April 2021

**Item Number:** 9.5

**File Number:** D21/29758

**SUBJECT HEADING:** Expressions of Interest - Bus Route from Surat to Roma

**Classification:** Open Access

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

---

### **Executive Summary:**

In response to resolution No. OM/11.2020/69 – “That a report be prepared for an upcoming Council meeting regarding Expressions of Interest - Bus Route from Surat to Roma” This report contains responses from transport operators for discussion.

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

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

---

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

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

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

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
<Insert Acronym>	<Provide details>

### **Context:**

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

This report is in response to Resolution No. OM/11.2020/69 - That a report be prepared for an upcoming Council meeting regarding Expressions of Interest - Bus Route from Surat to Roma.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Mayor Golder requested Council consider putting out expressions of interest for an operator to run a community bus from Surat to Roma and back once a week.

Specifically, that Council contact the local school bus operators in the area and find out if they would like to express their interest in providing this service.

There are two school bus operators serving Surat. Justin and Kylie Washington operate one bus and Betty Mickelborough operates the other school bus. Both operators were asked if they would be interested in running a community bus from Surat to Roma and back once a week.

Justin and Kylie Washington said they were not interested in providing this service.

Betty Mickelborough said, that for personal reasons, she is not interested in providing this service at this time but may be interested sometime in the future.

Blue Care operates a community bus from Surat to Roma and back every Wednesday. However, it is only available for Blue Care clients and due to Covid restrictions numbers are currently limited.

**Other Commercial Operators**

Other commercial bus operators contacted are Palmers Coaches, Murrays Coaches and Lor-Ken Transit. All three bus operators said they would be interested in offering a weekly bus service from Surat to Roma return.

**Palmers Coaches**

Scott Franklin from Palmers Coaches said that he had a meeting with Translink on the 22 April to discuss the servicing of local towns. Scott provided some indicative costs for a weekly service from Surat to Roma return. They are:

\$750 + GST per trip for 3 hours in Roma on a 24 seat minibus.

\$880 + GST per trip for 3 hours in Roma on a 50 seat coach with a toilet and reclining seats. Note: this bus would be able to carry 25 passengers if strict Covid restrictions were reintroduced. These prices are for Monday to Friday. Palmers would not be able to offer a regular weekly service on a Wednesday.

**Murrays Coaches**

Erin McNally from Murrays Coaches provided an indicative cost for a weekly service from Surat to Roma return:

\$1,295 per trip for 3 hours in Roma on a 28 seat coach Monday to Friday. Price includes relocation from/back to their Chinchilla depot.

## Lor-Ken Transport

Renee Waugh from Lor-Ken Transport provided an indicative cost for a weekly service from Surat to Roma return:

\$450 to \$500 + GST per trip, departing Surat at 10am and returning to Surat by 2pm (2 hours in Roma) Monday to Friday. Price includes relocation from/back to their Roma depot.

### 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)

Justin and Kylie Washington, Betty Mickelborough, Blue Care Roma, Palmers Coaches, Murrays Coaches and Lor-Ken Transport.

### 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)

If Council were to fund a weekly bus service from Surat to Roma return the annual cost would be between \$23,400 + GST to \$67,340 + GST.

### 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)

There may be adverse financial implications for local Surat businesses if a weekly bus service commences.

### 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
Adverse community reaction	Local Surat business owners may be very upset with Council as they could perceive that a weekly bus service encourages local shoppers to spend money in Roma and not Surat.
Community complaints	Community members may want more buses to run, or more time in Roma or buses to run at different days/times and complain if it doesn't happen.

### Advice to Council:

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

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

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

### Recommendation:

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

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

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

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

*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

4.11 Arts and culture

### Supporting Documentation:

Nil

### Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services