

# NOTICE OF MEETING & AGENDA

## Ordinary Meeting

**Wednesday 14 July 2021**

Roma Administration Centre

### NOTICE OF MEETING

Date: 12 July 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 **14 July, 2021 at 9.00AM**.



Julie Reitano  
**Chief Executive Officer**

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## Status Reports

### Next General Meeting

- To be held at the Roma Administration Centre on 28 July 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 Building Our Regions Funding - Project Variation - The Bigger Big Rig**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.2 Racecourse North Estate Injune - Land for Sale**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.3 Application for Conversion of Tenure - Lot 208 on Y2211**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.



**C.4 Proposed Dealing of Reserve to Freehold - Lot 305 on WV1031**

**Classification:** Closed Access

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

**C.5 Proposed Dealing of Reserve to Freehold - Lot 46 on WV1048**

**Classification:** Closed Access

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

**C.6 Claim for Damages**

**Classification:** Closed Access

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

**C.7 Roma Denise Spencer Pool Procurement Update**

**Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

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Prepared by: Mayor

**Closure**

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 23 JUNE 2021 SCHEDULED TO COMMENCE AT 9.00AM**

**ATTENDANCE**

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

**AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager Water, Sewerage & Gas – Graham Sweetlove, Operations Manager Plant, Fleet & Workshops – David Parker, Manager Economic & Community Development – Ed Sims, Manager Communication, Information & Administration Services – Dale Waldron, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Saleyards – Paul Klar, Program Funding & Budget Coordinator – Cindy Irwin, Council Buildings & Structures Maintenance Officer / Team Coordination – Richard Irwin.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.10am, and immediately adjourned the meeting, with morning tea following.

The meeting resumed at 11.37am.

**CONFIRMATION OF MINUTES**

**Resolution No. OM/06.2021/44**

**Moved Cr Edwards**

**Seconded Cr Guthrie**

**That the minutes of the Ordinary Meeting held on 9 June 2021 be confirmed.**

**CARRIED**

**9/0**

**Resolution No. OM/06.2021/45**

**Moved Cr Taylor**

**Seconded Cr Birkett**

**That the minutes of the Special Meeting held on 16 June 2021 be confirmed.**

**CARRIED**

**9/0**

**ON THE TABLE**

The following item was laid on the table at a previous meeting:

- LC.3 – Roma Saleyards Fees and Charges – 2021/22

## BUSINESS

### CORPORATE & COMMUNITY SERVICES

Item Number: 11.1

File Number: D21/43436

**SUBJECT HEADING:** RECOMMENDATION TO PROCURE ONE (1)  
REPLACEMENT STREET SWEEPER TRUCK

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

#### **Executive Summary:**

Assessment and recommendation of quotations received for the supply and delivery of one (1) 4x2 Medium Rigid Street Sweeper Truck.

**Resolution No. OM/06.2021/46**

**Moved Cr Birkett**

**Seconded Cr McMullen**

**That Council:**

1. Select Mike Trace Engineering Sales and Services Pty Ltd as the recommended supplier of one (1) 4x2 Medium Rigid Street Sweeper Truck and accessories at a cost of \$389,006.10 including GST, Extended Warranty and Selected Accessories, excluding registration and CTP insurance.
2. Authorise the Chief Executive Officer (or delegate) to enter final negotiations with Mike Trace Engineering Sales and Services Pty Ltd and raise purchase order if the final terms are acceptable.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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#### **Declaration of Interest**

<b>Item</b>	<b>11.2</b>
<b>Description</b>	<b>Birth, Death and Marriage Notices</b>
<b>Declaring Councillor</b>	Cr Johanne Hancock
<b>Related party / close associate / other relationship</b>	Myself and husband Graham Hancock Relationship with category - Surat Post & News Pty Ltd
<b>Particulars of the interest</b>	Surat Post & News Pty Ltd sell the South West Newspaper
<b>Type of conflict</b>	Declarable conflict of interest
<b>Action Remain</b>	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the discussion.

**Resolution No. OM/06.2021/47**

**Moved Cr Taylor**

**Seconded Cr Guthrie**

**That it is in the public interest that Cr Hancock participates and votes on agenda item 11.2 because a reasonable person would trust that the decision is made in the public interest.**

**CARRIED**

**8/0**

**Responsible Officer**

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

**Item Number:**

**11.2**

**File Number: D21/43577**

**SUBJECT HEADING:**

**BIRTH, DEATH AND MARRIAGE NOTICES**

**Officer's Title:**

**Communications Officer - Infrastructure Services**

***Executive Summary:***

*With the Western Star no longer in print, Maranoa residents are struggling to publish their birth, death and marriage notices. This report outlined potential options to fill this gap, as well as cost associated.*

**Resolution No. OM/06.2021/48**

**Moved Cr Golder**

**That this lay on the table until the next meeting to receive all of the local communication / radio stations, I note there is one that's not in there and believe we need that before we make a decision.**

***[Cr O'Neil enquired as to the name of the missing radio station to assist staff with their further enquiries. The Mayor advised the missing station was Radio 88FM].***

**CARRIED**

**9/0**

**Responsible Officer**

**Communications Officer - Infrastructure Services**

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbroke, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

Item Number: 11.3 File Number: D21/46373

**SUBJECT HEADING:** ROMA SALEYARDS BIOSECURITY PLAN AND LIVESTOCK STANDSTILL ACTION PLAN

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

**Executive Summary:**

*This report was presented to Council to formally adopt the Roma Saleyards Biosecurity Plan and Livestock Standstill Action Plan.*

**Resolution No. OM/06.2021/49**

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That Item 11.3 – Roma Saleyards Biosecurity Plan and Livestock Standstill Action Plan be removed from the agenda.**

CARRIED

9/0

**Responsible Officer**

**Manager - Saleyards**

Item Number: 11.4 File Number: D21/41731

**SUBJECT HEADING:** MONTHLY FINANCIAL REPORT AS AT 31 MAY 2021

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

*The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the period ended 31 May 2021.*

**Moved Cr Golder**

**That:**

1. The monthly financial report for the period ending 31 May 2021 be received and noted.
2. All future reports are included of the Maranoa Regional Council debt amount, as at the report and included in the monthly information.

NO VOTE TAKEN

Councillors determined that there was a replication of the monthly financial report in the late agenda, and approved the following approach:

**Resolution No. OM/06.2021/50**

**Moved Cr Golder**

**Seconded Cr Hancock**

**That the monthly financial report be dealt with [later in the meeting], as it is the same report as L.11 - Page 96 of the late agenda.**

CARRIED

9/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

## INFRASTRUCTURE SERVICES

Item Number: 12.1

File Number: D21/46197

**SUBJECT HEADING:** SEWERAGE CHARGE FOR PROPERTIES WITH SEPTIC TANKS CONNECTED TO THE SEWER NETWORK

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

### **Executive Summary:**

*A report was tabled at the Budget Submissions & Financial Planning Standing Committee Meeting on 15 July 2020, outlining the concerns with potential properties who are using the sewer network via septic tank, and implementing a sewerage fee for this service.*

### **Moved Cr Golder**

**That:**

1. Council note the contents of the report.
2. Approve that domestic premises that use Council's sewer network for pumping of septic waste are levied the equivalent of one sewerage charge per resident for new connected premises.

NO VOTE TAKEN

Further discussion ensued regarding potential implications of the draft motion for current and future charges.

### **Resolution No. OM/06.2021/51**

### **Moved Cr Golder**

**That we lay this on the table until later in the meeting.**

CARRIED

9/0

<b>Responsible Officer</b>	<b>Lead Officer – Elected Members &amp; Community Engagement</b>
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## DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

### **Declaration of Interest**

Item	13.1
Description	Roma and District Lapidary and Minerals Society Inc. Historic Building Relocation
Declaring Councillor	Cr Mark Edwards
Related party / close associate / other relationship	Myself and Leichardt Group Accountants. I am employed by the Leichardt Group Accountants
Particulars of the interest	The Leichardt Group has a professional relationship with an entity which has been identified in the report, however, due to an accountant's professional ethics it is not allowed to publicly identify this entity.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Edwards left the meeting at 12.03pm.

Item Number: 13.1

File Number: D21/44255

**SUBJECT HEADING:** ROMA AND DISTRICT LAPIDARY AND MINERALS SOCIETY INC. HISTORIC BUILDING RELOCATION

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

**Executive Summary:**

*Council has been working with the Roma and District Lapidary and Minerals Society Inc. to assist with the acquisition of a historic building from the Roma Hospital for use by the group. Council has recently received confirmation that the group was successful in obtaining a \$35,000 grant towards the project.*

**Resolution No. OM/06.2021/52**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council:**

1. Note the advice from Roma and District Lapidary and Minerals Society Inc. that they have received funding of \$35,000 from the Gambling Community Benefit Fund to relocate the historic building from the Roma Hospital (197 – 235 McDowall Street Roma/ Lot 2 on SP202487) to 17 McDowall Street Roma (Lot 2 on RP64008).
2. Provide project management support to the Roma and District Lapidary and Minerals Society Inc. to deliver the project.
3. Confirm its financial assistance towards the project as per Resolution No. OM/02.2021/77.
4. Decline the offer received to sell part of Lot 2 on RP64008.

CARRIED

8/0

**Responsible Officer**

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

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 12.07pm.

Item Number: 13.2 File Number: D21/38539

SUBJECT HEADING: TENDER 21034: DENISE SPENCER POOL MANAGEMENT AGREEMENT

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

**Executive Summary:**

*Council publicly invited suitably qualified and experienced businesses (or individuals) to submit tenders for the provision of services under the Denise Spencer Pool Management Agreement.*

**Resolution No. OM/06.2021/53**

Moved Cr Golder

Seconded Cr McMullen

That:

1. Council select Stacey Ann Robertson as the recommended Tenderer for Tender 21034 – Denise Spencer Pool Management Agreement at the tendered price of \$529,250 per annum (including GST).
2. Council allocate funds in the 2021/22 budget and future budgets, to fund the \$418,414.13 (including GST) increase in the annual management fee.
3. Council delegate authority to the Chief Executive Officer to enter into final negotiations with Stacey Ann Robertson and execute the Management Agreement (two years with the option for additional two x 1 year terms) if the terms are acceptable.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Cr Birkett left the meeting at 12.40pm, and returned at 12.43pm.



**Item Number:** 13.3 **File Number:** D21/45360

**SUBJECT HEADING:** PAYMENT TO QUEENSLAND LOCAL GOVERNMENT MUTUAL MANAGED BY JARDINE LLOYD THOMPSON PTY LTD - ANNUAL LIABILITY INSURANCE PAYMENT

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

***Executive Summary:***

*Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability Coverage for 2021/22.*

**Resolution No. OM/06.2021/54**

**Moved Cr McMullen**

**Seconded Cr Edwards**

**That Council authorise:**

1. Payment to Queensland Local Government Mutual (LGM Liability), totalling \$335,328.36 (including GST), being payment for LGM Liability Membership Contribution 2021/22 – \$366,754.08 less annual Surplus Distribution \$31,425.72.
2. The Chief Executive Officer to raise a purchase order with expenditure assigned to the 2021/22 budget allocation for liability insurance.
3. The Chief Executive Officer to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.

CARRIED

9/0

**Responsible Officer**

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

**Item Number:** 13.4 **File Number:** D21/45423

**SUBJECT HEADING:** EXTENSION OF STATISTICAL SERVICES

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

***Executive Summary:***

*Council has an annual subscription to ID Consulting Pty Ltd (id) to use id's online statistical service for which it pays \$5,000. The product used is "economic data only" and although of great value for planning and justifying funding applications etc, falls short of the full range of Census data which is available under the service. This report recommended that Council extends the subscription to include the full range of Census data.*

**Resolution No. OM/06.2021/55**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That Council:**

1. Extend its Service Level Agreement with ID Consulting Pty Ltd in accordance with the attached Service Level Agreement (SLA).
2. Authorise Council's Chief Executive Officer to sign the Service Level Agreement (SLA).

CARRIED

9/0

Responsible Officer

 Manager - Economic & Community  
 Development

Item Number:

13.5

File Number: D21/45636

SUBJECT HEADING:

 EXTENSION OF CURRENT SERVICE LEVEL  
 AGREEMENTS WITH LIBRARY BOARD OF  
 QUEENSLAND

Officer's Title:

Lead Librarian

**Executive Summary:**

The current Service Level Agreement for Public Library Services/Indigenous Knowledge Centre Services and Service Level Agreement for First 5 Forever Family Literacy Initiative (the SLAs) between the Library Board of Queensland and Council are due to end on 30 June 2021.

The Honourable Leeanne Enoch, Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts has approved a one-year extension of the current 2018-21 SLAs by one financial year. As no changes are sought to the original SLAs, the extension addendums presented will only act to extend the current SLAs until 30 June 2022.

This extension will provide funding certainty in 2021/22 in recognition of the impact of COVID-19 and allow time to implement the new Public Library Grant and First 5 Forever methodologies.

State Library of Queensland requested the return of the SLA extension addendums, signed by the CEO, by the 11 June 2021.

**Resolution No. OM/06.2021/56**

Moved Cr Taylor

Seconded Cr Edwards

That Council:

1. Agree to the one-year extension of the current 2018-2021 Service Level Agreements.
2. Authorise the Chief Executive Officer to sign the extension addendums.

CARRIED

9/0

Responsible Officer

Lead Librarian

Item Number:

13.6

File Number: D21/43896

SUBJECT HEADING:

 SERVICES AUSTRALIA (CENTRELINK) - SURAT AGENCY  
 AGREEMENT - 2021/22

Officer's Title:

Lead Librarian

**Executive Summary:**

Services Australia (Centrelink) has invited the Maranoa Regional Council to provide Agent Services in Surat for the period commencing 1 July 2021 and ending on 30 June 2022.

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

**Resolution No. OM/06.2021/57**
**Moved Cr Hancock**
**Seconded Cr Guthrie**
**That Council:**

1. **Endorse the provision of services in Surat as an Agent for Services Australia (Centrelink).**
2. **Authorise the Chief Executive Officer to agree to final terms and to sign the agreement.**

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Librarian**
**COUNCILLOR BUSINESS**

As discussion progressed on the following item and the intent of the report was revealed, Cr O'Neil advised that he had a Declarable conflict of interest on the matter.

**Declaration of Interest**

Item	16.1
Description	Not-For-Profit Labour Hire Company
Declaring Councillor	Cr Cameron O'Neil
Related party / close associate / other relationship	Myself - through Golden West Apprenticeships
Particulars of the interest	I am a non-executive director of the board [ <i>for Golden West Apprenticeships</i> ].
Type of conflict	Declarable conflict of interest
Action Leave	Leave the room while the matter is discussed and voted on.

Cr O'Neil left the meeting at 1.07pm

Cr Edwards enquired about the title of the report, and the Mayor amended the title from Non-for profit Labour Hire Company to Not-for-profit Labour Hire Company.

**Item Number:**
**16.1**
**File Number: D21/47262**
**SUBJECT HEADING:**
**NOT-FOR-PROFIT LABOUR HIRE COMPANY**
**Councillor's Title:**
**Cr. Tyson Golder**
**Executive Summary:**

*Proposal for Council to start a Council owned separate not-for-profit entity that would provide labour hire opportunities to fill labour requirements in the Maranoa.*

**Resolution No. OM/06.2021/58**
**Moved Cr Golder**
**Seconded Cr Edwards**
**That a report be prepared for an upcoming Council meeting.**
**CARRIED**
**6/2**

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Responsible Officer**

**Manager – Economic & Community Development**

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Wayne (George) Ladbroke, Cr. Geoff McMullen.

**How each eligible councillors voted:**

Cr. Johanne Hancock, Cr. Wendy Taylor.

At cessation of discussion and decision on the abovementioned item, Cr O'Neil returned to the meeting at 1.11pm.

**Item Number:**

**16.2**

**File Number: D21/47092**

**SUBJECT HEADING:**

**THE BIG RIG CAFE - PUBLIC ACCESS TO OIL PATCH GARDENS**

**Councillor's Title:**

**Cr. Tyson Golder**

***Executive Summary:***

*Proposal for public access to be made available to the Oil Patch Gardens from the Big Rig Café, and placement of a gate to encourage visitation to the Big Rig Café in the vicinity of the miniature train ride and playground area at the Big Rig.*

**Resolution No. OM/06.2021/59**

**Moved Cr Golder**

**Seconded Cr Birkett**

**That:**

- 1. A report be prepared for an upcoming Council meeting.**
- 2. Councillors conduct an on-site visit at the Oil Patch garden.**

***[Wording amended by Mayor Golder, to include point 2 for Councillors to view the location.]***

**MOTION LOST**

**4/5**

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Deputy Chief Executive Officer/Director Development, Facilities &amp; Environmental Services</b>
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**COUNCIL ADJOURNED THE MEETING  
FOR A LUNCH AT 1.20pm**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 2.38pm**

**Declaration of Interest**

Item	L.1
Description	Development application for the expansion of the Athena Studio Units at 48 Feather Street & 69-71 Quintin Street, Roma.
Declaring Councillor	Cr Mark Edwards
Related party / close associate / other relationship	Myself and my partner Paan Otto
Particulars of the interest	We are looking at the house next door to the 48 Feather Street.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

**Declaration of Interest**

Item	L.1
Description	Development application for the expansion of the Athena Studio Units at 48 Feather Street & 69-71 Quintin Street, Roma
Declaring Councillor	Cr Geoff McMullen
Related party / close associate / other relationship	Athena Studio [Units]
Particulars of the interest	I was the contractor employed by this company to demolish their house previously on the site.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

**Resolution No. OM/06.2021/60**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That it is in the public interest that Cr McMullen participates and votes on agenda item L.1 because a reasonable person would trust that the decision is made in the public interest.**

**CARRIED**

**6/0**

[Councillors Edwards, McMullen and Taylor did not vote on this matter as declaring councillors with an interest in this item]

<b>Responsible Officer</b>	<b>Lead Officer – Elected Members &amp; Community Engagement</b>
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#### Declaration of Interest

<b>Item</b>	<b>L.1</b>
Description	Development application for the expansion of the Athena Studio Units at 48 Feather Street & 69-71 Quintin Street, Roma
Declaring Councillor	Cr Wendy Taylor
Related party / close associate / other relationship	My daughter Kylie Taylor
Particulars of the interest	Kylie is a partner in a motel in Roma (Pete's Place)
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Councillors Edwards and Taylor left the meeting at 2.42pm.

#### LATE ITEMS

**Item Number:** L.1 **File Number:** D21/45297

**SUBJECT HEADING:** **DEVELOPMENT APPLICATION FOR THE EXPANSION OF THE ATHENA STUDIO UNITS AT 48 FEATHER STREET & 69-71 QUINTIN STREET, ROMA**

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

#### **Executive Summary:**

*Near the intersection of the Warrego Highway and Chrystal Street in Roma is the Athena Studio Unit complex, a motel that offers self-contained studio-apartment-type accommodation to tourists and the wider travelling public. The owner of the unit complex is wanting to expand the facility to provide an additional four, self-contained, stand-alone units. The additional units would be constructed on a vacant parcel of land that is located directly adjacent to the existing motel.*

*The approval required to facilitate the outcome is subject to impact assessment and in accordance with Section 45 of the Planning Act 2016 must be assessed against the assessment benchmarks (to the extent relevant) and any matters prescribed by regulation. The assessment may also be carried out against, or have regard to, any other relevant matter. The Development Assessment Rules set out the procedural requirements for the development assessment process.*

*Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules between 4 May 2021 and 26 May 2021. There were no submissions received during this period. All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled.*

*The development application has been assessed against all relevant assessment benchmarks and found to comply, or able to be conditioned to comply. Further, officers have identified a number of relevant matters that support approval of the application, including; the development is for the expansion of an established motel, such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area; that there is an overall absence of negative impacts resulting from the proposed development, having regard to the existing motel on the land directly adjacent and the impacts generated by that use; the proposal supports a key theme in Councils strategic framework by encouraging tourism; and the proposal is highly desirable from an economic development standpoint given it is an accommodation activity that is located in close proximity to retail and entertainment facilities in the Roma CBD.*

**Resolution No. OM/06.2021/61**

**Moved Cr Birkett**

**Seconded Cr Hancock**

That Council approve the development application for a Material change of use for a 'Short term accommodation' at 48 Feather Street & 69-71 Quintin Street, Roma (being Lot 22 on R8627, Lot 4 on RP4442 & Lot 65 on R8637) subject to the listed relevant, reasonable and enforceable Development conditions and General advice:

**Development details**

1. The approved development is a Material change of use - "Short term accommodation" (expansion of existing motel) as defined in the Planning Scheme and as shown on the approved plans.
2. The development site area is defined as Lot 22 on R8627, Lot 65 on R8637 and Lot 4 on RP4442.

**Compliance inspection**

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

**Approved plans and documents**

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

Plan/Document Number	Plan/Document Name	Date
00141/20 Issue D Sheet 1 of 4	Site Plan	20.11.2020
00141/20 Issue D Sheet 2 of 4	Turning Paths	20.11.2020
00141/20 Issue D Sheet 3 of 4	Cabin Floor Plan & Elevations	20.11.2020
00141/20 Issue D Sheet 4 of 4	PWD Cabin Floor Plan & Elevations	20.11.2020
Ref 210209	Engineering Correspondence, prepared by DME Projects Pty Ltd	1.04.2021
210209-R001	Engineering Report & Stormwater Management Plan 48 Feather Street, Roma	30.03.2021



#### **Development works**

6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
8. All civil and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ-Civil) who are competent in the construction of the works. RPEQ certification is to be provided to Council for all works involving Council infrastructure that are authorised by this development approval and any related approval. This must include a Design Certificate with application/s for Operational work and a Construction Supervision Certificate at completion of the approved works and/or prior to Council's acceptance of any works on-maintenance.
9. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
10. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.

#### **Applicable standards**

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

#### **Works in road reserve**

12. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel and site access/crossovers. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
13. An Operational Works application must be submitted to and approved by Council for any infrastructure works external to the development site prior to any works taking place, where works are undertaken by a private entity.



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

#### **Applicable standards**

15. All works must comply with:
- a. this development approval;
  - b. Council’s standard designs for such work
  - c. the Capricorn Municipal Development Guidelines; and
  - d. Australian Standards.
16. Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.
17. The developer must also ensure that any works do not conflict with any requirements imposed by any concurrent lawful requirements outside those stated above.

#### **Advertising signage**

18. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.
19. Any advertising signage associated with the approved use must be fully contained within the development site area boundaries and must not encroach into adjoining properties or roads.

#### **Refuse storage**

20. Bulk refuse storage and collection facilities must be located within the development site area in a central location that is screened and retains reasonable standards of amenity for occupants of the premises and surrounding properties. The bulk refuse storage must not be visually obtrusive when viewed from the street.
21. The bulk refuse storage area must be enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers.
22. Convenient access to the bulk refuse storage area must be provided for service vehicles.
23. Waste containers must be maintained in a clean and tidy state at all times while the use continues and shall be emptied and the waste removed from the site on a regular basis.

#### **Avoiding nuisance**

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

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

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

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

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

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

#### **Screening mechanical equipment**

28. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

#### **Fencing and landscaping**

29. A 1.8-metre-high screen fence is to be provided along the entire length (excluding vehicle access) of the northern, western, and southern property boundary of Lot 22 on R8627, as generally shown on the approved plans. The fencing is to match in with existing fencing at the development site area to the greatest extent possible.
30. Landscaping areas are to be provided along the western and southern boundaries of Lot 22 on R8627, as generally shown on the approved plans. Plantings within the landscaping areas shall include a mix of shrubs and ground covers which must contribute to the amenity of the development and the street.
31. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
32. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
33. Landscaping must not interfere with site lines at access driveways for vehicle traffic.

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

34. During the course of any construction activities, soil erosion and sediment must be managed in accordance with CMDG Design Guidelines D-7 'Erosion Control and Stormwater Management'.
35. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
36. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
37. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.

38. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.
39. Temporary fencing must be erected and maintained around the perimeter of the extent of development whilst construction activities are carried out.

#### Services

40. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication WSA02-2002 Water Reticulation Code of Australia (version 2.3) and CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.
41. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.
42. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council.

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

43. The approved development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along the relevant building standards, requirements and specifications (as relevant).
44. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.
45. The site must have access to a reliable water supply for firefighting purposes.

#### Stormwater and drainage

46. Stormwater runoff from impervious surface areas is to be managed generally in accordance with approved document 'Engineering Report & Stormwater Management Plan' prepared by DME Projects dates 30 March 2021 and CMDG Guidelines D-5 'Stormwater Drainage Design'.
47. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during construction and at all times after the commencement of use. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.
48. Post-development stormwater runoff flows from the development site are not to exceed predevelopment stormwater runoff flows to adjoining properties or roads.
49. Stormwater must not be allowed to pond on the property being developed during the development process and after the development has been completed.

#### **Access, car parking and manoeuvring**

50. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
51. A new vehicle crossover to and from the development site area shall be provided from Feather Street, generally in the location shown on the approved 'Site Plan' prepared by Martin Building Design dated 20 November 2020.
52. The new vehicle crossover is to be constructed generally in accordance with 'CMDG Drawing CMDG-R-042 Rev F Type A – Two Way Access Commercial Driveway Slab dated 12/2016', and must be designed to cater for the maximum vehicle size accessing the site, ensuring no damage to the roadway or kerb. Suitable flares and tapers are to be provided at the interface with the roadway to cater for vehicle swept path movements.
53. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.
54. Signage shall be installed adjacent to the new crossover from Feather Street advising that access is restricted to customers of the Athena Studio Units.
55. All internal access roads shall have a carriageway width no less than 6.0 metres for two-way traffic and not less than 4.0 metres for one-way traffic. Signposts and markings must be provided to indicate the direction of vehicle movements.
56. All internal access roads shall be sign posted to discourage vehicle speeds in excess of 15 kilometres per hour.
57. All vehicle driveways are to be sealed with an impervious surface prior to commencement of the use. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.
58. Service vehicle access and manoeuvring is to be designed in accordance with AS/NZS 2890.2:2004 – Parking facilities Part 2: Off-street commercial vehicle facilities requirements.
59. A minimum of 8 on site car parking spaces, including one car parking space for persons with disabilities (PWD), are to be provided on Lot 22 on R8627 generally in accordance with the approved plans and documents. The car parking spaces must be for the exclusive use of customers of the Athena Studio Units.
60. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.
61. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities.
62. Vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments.
63. Vehicle parking bays must not encroach into swept paths for vehicle movements.

64. Vehicles accessing the designated onsite parking area must be able to enter and leave in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.
65. All onsite parking and manoeuvring areas are to be sealed with an approved impervious surface. Surfacing shall consist of reinforced concrete, concrete pavers, segmental clay pavers, asphaltic hotmix or two coat (primerseal/seal) bitumen seal.
66. No on-street parking is permitted at the Warrego Highway or Feather Street frontage of the development site area at any time. Signage is to be established on the development site boundary/s to this effect.
67. Visitors to the approved shall be encouraged to access and exit the premises from/toward the Warrego Highway. Measures such as signage and other forms of communication (i.e. advertising on website, pamphlets, etc.) shall be implemented to advise visitors of the encouraged vehicle movements to and from the site.

#### **No Cost to Council**

68. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
69. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs.
70. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council shall be paid prior to the commencement of use.

#### **Latest versions**

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

#### **Application documentation**

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

#### **General Advice**

- (a) The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- (b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- (c) The land use rating category may change upon commencement of any approved use on the site. Council current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).

- (d) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- (e) Under the Maranoa Planning Scheme "Short term accommodation"
- a) means the use of premises for—
- (i) providing accommodation of less than 3 consecutive months to tourists or travellers; or
- (ii) a manager's residence, office, or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but
- b) does not include a hotel, nature-based tourism, resort complex or tourist park.
- (f) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- (g) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- (h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- (i) Refer to attachments for Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- (j) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m<sup>3</sup>
- (k) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

CARRIED

7/0

Responsible Officer

Lead Town Planner

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.



At cessation of discussion and decision on the abovementioned item, Councillors Edwards and Taylor returned to the meeting at 2.44pm.

**Item Number:** L.2 **File Number:** D21/45691

**SUBJECT HEADING:** GAS FOR INDUSTRIAL/COMMERCIAL DEVELOPMENT POLICY

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

**Executive Summary:**

*A policy was also developed to encourage connection to the gas network. At the meeting of 28 April 2021, a minor amendment was required.*

*This report presented the amended policy for Council's adoption.*

**Resolution No. OM/06.2021/62**

**Moved Cr Golder**

**Seconded Cr Ladbrook**

**That Council adopt the Gas for Industrial/Commercial Development Policy as presented.**

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**Item Number:** L.3 **File Number:** D21/44980

**SUBJECT HEADING:** REQUEST FOR ASSISTANCE - MARANOA NETBALL ASSOCIATION

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

**Executive Summary:**

*Maranoa Netball Association has written to Council requesting assistance to minimise the chance of loose aggregate reaching the playing surface at the Netball Precinct at Bassett Park.*

**Resolution No. OM/06.2021/63**

**Moved Cr Hancock**

**Seconded Cr Ladbrook**

**That Council:**

1. Organise a street sweeper to remove excess aggregate from the surface of Bassett Lane and the carpark adjacent to the Netball Precinct.
2. Clean the court surface and remove as much of the aggregate from the area as possible.
3. Monitor the transfer of aggregate onto the courts and report to Council any additional findings.
4. Be provided a further report on the effectiveness of measures undertaken.

CARRIED

7/2

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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Item Number: L.4 File Number: D21/47067

SUBJECT HEADING: REQUEST FOR FEE WAIVER - DUNKELD PONY CLUB

Officer's Title: Customer & Library Services Officer

**Executive Summary:**

*Council received a request from the Dunkeld Pony Club to consider a fee waiver of the Mitchell Showgrounds for a two-day period.*

*On the 10 and 11 July 2021, Dunkeld Pony Club is hosting the annual shield event, which is a zoned event with other Pony Clubs in the Maranoa participating.*

*Due to COVID-19, the Dunkeld Pony Club Grounds are not adequate to host the number of participants expected to attend this event.*

**Resolution No. OM/06.2021/64**

Moved Cr Birkett

Seconded Cr McMullen

That Council:

1. Approve all fees associated with the hire of the Mitchell Showgrounds by the Dunkeld Pony Club for the 10 and 11 July 2021 be waived.
2. Consider all costs associated with the hire of the Mitchell Showgrounds be allocated to the 2021/22 In-Kind Assistance Major Budget.

CARRIED

9/0

Responsible Officer	Customer & Library Services Officer
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Item Number: L.5 File Number: D21/47968

SUBJECT HEADING: LEASE INJUNE COMMERCIAL SPACE

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

**Executive Summary:**

*Council selected The Trent Hornick Family Trust as the successful tenderer 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.*



The Trent Hornick Family Trust has notified Council of a change to their business structure that Council will need to consider before the lease can progress.

**Resolution No. OM/06.2021/65**

**Moved Cr Guthrie**

**Seconded Cr McMullen**

**That:**

1. Council accept the notice provided by Hornick's Timber & Haulage Pty Ltd as trustee for The Trent Hornick Family Trust that it is not able to proceed with the proposed lease of the commercial space at 32 Hutton Street, Injune ("Premises").
2. On the basis that a lease of the Premises has previously been offered by tender and no lease has been entered into, Council resolves to apply the exception available pursuant to section 236(1)(e) of the *Local Government Regulation 2012* (Qld) to offer a lease of the Premises to Womblebank Sawmilling Co Pty Ltd as trustee for the Trent & Nicki Family Trust for a market rent and on terms and conditions no less favourable to Council as the terms previously offered to or by Hornick's Timber & Haulage Pty Ltd as trustee for The Trent Hornick Family Trust.
3. Council delegate authority to the Chief Executive Officer (or delegate) to finalise and execute a lease of the Premises to Womblebank Sawmilling Co Pty Ltd as trustee for the Trent & Nicki Family Trust:
  - for an initial term of one (1) year with options to renew for a further five (5) terms of one (1) year;
  - for a rent not less than the current market value; and
  - on acceptable terms and conditions provided always that those terms and conditions must be no less favourable to Council as the terms previously offered to the previous proposed tenant.

CARRIED

9/0

**Responsible Officer**

**Manager - Facilities (Land, Buildings & Structures)**

**Declaration of Interest**

Item	L.6
Description	Investment Attraction Brochure
Declaring Councillor	Cr Cameron O'Neil
Related party / close associate / other relationship	The Country Universities Centre Maranoa
Particulars of the interest	I am the chair and non-executive director of The Country Universities Centre Maranoa (Maranoa CUC) which is referred to on page 66 of the brochure.
Type of conflict	Declarable conflict of interest
Action Remain	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

**Resolution No. OM/06.2021/66**

**Moved Cr Taylor**

**Seconded Cr McMullen**

**That it is in the public interest that Cr O'Neil participates and votes on agenda item L.6 because a reasonable person would trust that the decision is made in the public interest.**

**CARRIED**

**8/0**

**Responsible Officer**

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

**Item Number:**

**L.6**

**File Number: D21/48284**

**SUBJECT HEADING:**

**INVESTMENT ATTRACTION BROCHURE**

**Officer's Title:**

**Manager - Economic & Community Development**

***Executive Summary:***

*Council is a member of the South West Queensland Regional Organisation of Councils which has initiated an investment attraction project aimed at attracting investors to industry opportunities in the South West Queensland Region. The project has been fully funded by the Department of State Development Infrastructure Local Government and Planning and is nearing completion. A component of the project involved preparing an Investment Prospectus for the region, which was attached to the report for approval.*

**Resolution No. OM/06.2021/67**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That Council requests changes to the Maranoa segment of the brochure to visually highlight the lifestyle opportunities unique to the Maranoa, for inclusion in the draft *South West Queensland Regional Organisation of Councils (SWQROC) (Maranoa) Investment Prospectus*, including:**

- larger lifestyle blocks than in the cities
- Upgraded Roma Hospital
- Quality of education facilities
- Mt Moffatt reference to include Carnarvon section for the town of Injune
- Images to demonstrate lifestyle unique to Maranoa
- Front page updated to visually show attractive lifestyle imagery in the Maranoa
- Wording regarding the supply of effectively tariffed reticulated gas for local business

***[Wording amended by Mayor Golder, to incorporate suggestions put forward by Councillors for the Maranoa segment of the brochure.]***

**CARRIED**

**9/0**

**Responsible Officer**

**Manager - Economic & Community Development**

**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

The Chief Executive Officer left the meeting at 3.32pm, and returned at 3.34pm.

<b>Item Number:</b>	<b>L.7</b>	<b>File Number: D21/47774</b>
<b>SUBJECT HEADING:</b>	<b>REQUEST FOR APPROVAL TO REFURBISH BUILDINGS AT C&amp;K MARANOA KINDERGARTEN - ROMA</b>	
<b>Officer's Title:</b>	<b>Council Buildings &amp; Structures Maintenance Officer / Team Coordination</b>	

**Executive Summary:**

*Council received correspondence from The Creche & Kindergarten Association Limited seeking consent to proceed with scheduled maintenance of a Council owned building, pursuant to the requirements of their lease agreement.*

**Resolution No. OM/06.2021/68**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That Council provide in-principle consent to The Creche & Kindergarten Association Limited to proceed with the scheduled maintenance to the Council owned buildings at 49 Bungil Street, Roma.**

**CARRIED**

**9/0**

**Responsible Officer**

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

<b>Item Number:</b>	<b>L.8</b>	<b>File Number: D21/48507</b>
<b>SUBJECT HEADING:</b>	<b>RECOMMENDATION TO PROCURE ONE (1) 4WD / AWD BACKHOE LOADER</b>	
<b>Officer's Title:</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>	

**Executive Summary:**

*Assessment and recommendation from quotations received for the supply and delivery of one (1) 4WD / AWD Backhoe Loader.*

**Resolution No. OM/06.2021/69**

**Moved Cr Birkett**

**Seconded Cr McMullen**

**That Council:**

1. **Select RDO Equipment for the purchase of one (1) John Deere 315SL Backhoe for the purchase price of \$201,300 including GST, excluding CTP and registration.**
2. **Authorise the Chief Executive Officer (or delegate) to enter final negotiations with RDO Equipment and raise a purchase order if the final terms are acceptable.**

**CARRIED**

**9/0**

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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**Item Number:**

**L.9**

**File Number: D21/44402**

**SUBJECT HEADING:**

**ROMA SALEYARDS MULTIPURPOSE FACILITY**

**Officer's Title:**

**Deputy Director / Strategic Road Management**

**Original Resolution Meeting Date: 24 March 2021**

**Resolution Number: OM/03.2021/101**

**Original Resolution:**

**That:**

1. *Council engage McCullough Robertson Lawyers to further investigate the defects at the Roma Saleyards Multi-Purpose Facility and potential causes of action arising from the defects.*
2. *The engagement be made in accordance with s 232 of the Local Government Regulation 2012 that: Council is not required to invite written quotes from multiple entities if the contract is entered into with a supplier from a register of pre-qualified suppliers.*
3. *Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with McCullough Robertson Lawyers and raise a purchase order if the final terms are acceptable.*

**Resolution No. OM/06.2021/70**

**Moved Cr McMullen**

**That we lay it on the table until later in the meeting.**

**CARRIED**

**9/0**

<b>Responsible Officer</b>	<b>Lead Officer – Elected Members &amp; Community Engagement</b>
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## Declaration of Interest

<b>Item</b>	<b>L.10</b>
Description	Changes to development conditions for the RCTC caravan park expansion (Ref: 2020/20118)
Declaring Councillor	Cr Wendy Taylor
Related party / close associate / other relationship	Myself
Particulars of the interest	I am the Treasurer of the Roma Clay Target Club
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

## Declaration of Interest

<b>Item</b>	<b>L.10</b>
Description	Changes to development conditions for the RCTC caravan park expansion (Ref: 2020/20118)
Declaring Councillor	Cr Wayne (George) Ladbrook
Related party / close associate / other relationship	Myself, I have business associates in the club and provide a product to the bakery and club [ <i>Western Bakeries and Roma Clay Target Club</i> ] Robert Nugent is a prominent member of the Roma Clay Target Club, with whom I've had dealings with for 20 years.
Particulars of the interest	I attended the meeting on Monday and have now become aware that I have a declarable conflict of interest because of commercial interests with one of the parties (Robert Nugent of Western Bakeries), [ <i>who is</i> ] associated with the gun club proposal. I, [ <i>through my business Ladbrook's Butchery</i> ] supply a product to the bakery [ <i>Western Bakeries</i> ] and the club [ <i>Roma Clay Target Club</i> ].
Type of conflict	Declarable conflict of interest
Action Leave	Leave the room while the matter is discussed and voted on.

Cr Taylor left the meeting at 3.38pm.  
 Cr Ladbrook left the meeting at 3.41pm.

**Item Number:** L.10 **File Number:** D21/49266

**SUBJECT HEADING:** CHANGES TO DEVELOPMENT CONDITIONS FOR THE ROMA CLAY TARGET CLUB (RCTC) CARAVAN PARK EXPANSION (REF: 2020/20118)

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

### **Executive Summary:**

*The Roma Clay Target Club (RCTC) sought minor changes to development approval reference 2020/20118, issued for the expansion of the caravan park located at 155 Geoghegan Road, Roma.*

Resolution No. OM/06.2021/71

Moved Cr McMullen

Seconded Cr Guthrie

That:

- a) Council issue a Decision notice (change application) to the [Roma] Clay Target Club;
- b) The Decision notice (change application) approve changes to development conditions in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and,
- c) The Decision Notice (change application) be accompanied by a development approval showing the following changes to Attachment 1 of Decision notice 2020/20118:

That Condition 27 be amended:

From:

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

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

To:

Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red). The fencing shall avoid any disturbance to the existing trees along this site boundary.

The fencing shall be provided to a height of 2.6 metres for a minimum length of 10 metres extending westward from the western site access and along the same general alignment as existing fencing at the site, before gradually tapering down to a minimum height of 1.8 metres.

The section of fencing that is 2.6 metres in height shall consist of a 1.8-metre-high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail.

The remainder of the fence shall consist no less than a 1.2-metre-high solid screen panel topped with a maximum 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail.

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

**That Condition 46 be amended:**

**From:**

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

**To:**

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

MOTION LOST

2/5

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Responsible Officer**

**Lead Town Planner**

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Cr McMullen, Cameron O'Neil.

**How each eligible councillors voted:**

Cr. Julie Guthrie, Cr Geoff McMullen voted in favour of the motion.

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Johanne Hancock, Cr. Cameron O'Neil voted against the motion.

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That:**

- a) Council issue a Decision notice (change application) to the Roma Clay Target Club; and
- b) The Decision notice (change application) approve changes to development condition 27 (Fencing and landscaping) in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and

- c) The Decision notice (change application) approve changes to Condition 46 (Stormwater and drainage) of the development conditions in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and
- d) The Decision Notice (change application) be accompanied by a development approval showing the following changes to Attachment 1 of Decision notice 2020/20118:

That Condition 46 be amended:

From:

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

To:

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

Include an additional note at the bottom of condition 27 that Council requires that the Roma Clay Target Club (RCTC) construct the fence by 21 December 2021.

*[Wording amended by Cr O'Neil a number of times following discussion with Councillors, and suggestions from the reporting officer and Deputy CEO.]*

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil suggesting the meeting be adjourned to allow the reporting officer to provide wording capturing the intent of the draft motion.

**COUNCIL ADJOURNED THE MEETING**  
FOR A BRIEF RECESS AT 4.21pm

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 4.32pm

Councillors Ladbrook and Taylor did not return to the meeting for consideration of the following item, having previously declared a Declarable Conflict of interest in the matter.

Following recess and officer review of the draft motion, an amended draft motion was put and considered by non-conflicted Councillors, as follows:

**Resolution No. OM/06.2021/72**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That:**

- a) Council issue a Decision notice (change application) to the Roma Clay Target Club; and
- b) The Decision notice (change application) approve changes to development condition 27 (Fencing and landscaping) in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and



- c) The Decision notice (change application) approve changes to Condition 46 (Stormwater and drainage) of the development conditions in Attachment 1 of Decision notice 2020/20118 dated 16 December 2020; and
- d) The Decision Notice (change application) be accompanied by a development approval showing the following changes to Attachment 1 of Decision notice 2020/20118:

That Condition 27 be amended:

From:

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

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

To:

Fencing is to be provided along the Geoghegan Road frontage extending from the western site access to the western elevation of the Club House, as generally shown in red on Approved Plan Number 202009503 - *Stage 3 Proposed Site Layout dated 23/06/20 (marked in Red)*. The fencing shall be provided to a height of 2.6 metres and consist of a 1.8-metre-high solid screen panel topped with a 300mm high panel of steel lattice erected with a gap of 500mm between the natural ground level and the bottom fence rail. The fencing shall avoid any disturbance to the existing trees along this site boundary. The fencing shall be constructed before 31 December, 2021, or a further period agreed to in writing by Council.

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

That Condition 46 be amended:

From:

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

To:

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

CARRIED

5/2

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Lead Town Planner</b>
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**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cameron O'Neil.

**How each eligible councillors voted:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Cameron O'Neil voted in favour of the motion.

Cr. Tyson Golder, Cr. Geoff McMullen voted against the motion.

At cessation of discussion and decision on the abovementioned item, Councillors Taylor and Ladbrook returned to the meeting at 4.43pm.

**Item Number: L.11 (replacing 11.4)**

**File Number: D21/41731**

**SUBJECT HEADING: MONTHLY FINANCIAL REPORT AS AT 31 MAY 2021**

**Officer's Title: Program Funding & Budget Coordinator**

**Executive Summary:**

*The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the period ended 31 May 2021.*

**Resolution No. OM/06.2021/73**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That:**

- 1. The Monthly Financial Report for the period ended 31 May 2021 be received and noted.**
- 2. All future reports have an outline of MRC outstanding debt position included in the report**

**CARRIED**

**9/0**

<b>Responsible Officer</b>	<b>Program Funding &amp; Budget Coordinator</b>
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### Declaration of Interest

Item	C.1
Description	Applications for Conversion of Leases - Lot 1 on DL299; Lots 9 & 10 on DL282 and Lot 2 on DL305; Lot 47 on DL458
Declaring Councillor	Cr John Birkett
Related party / close associate / other relationship	Myself
Particulars of the interest	My wife's first cousin & his wife (Damien & Sally Campbell) are listed in the report as current lessees of some of the Lots in question.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

### Declaration of Interest

Item	LC.6
Description	Bassett Park Racing Stables – Building Application Fees
Declaring Councillor	Cr Ladbrook
Related party / close associate / other relationship	Myself
Particulars of the interest	I am a member of the Roma Turf Club.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Declaration of Interest

Item	LC.3
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Tyson Golder
Related party / close associate / other relationship	Myself
Particulars of the interest	I am registered to buy and sell cattle at Roma Saleyards. Function referenced in the report.
Type of conflict	Declarable conflict of interest
Action	I will deal with it by leaving the room and having no further part in discussion or decision.

### Declaration of Interest

Item	LC.3
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Johanne Hancock
Related party / close associate / other relationship	Myself and my husband (Graham Hancock) and; Entities – GL & JM Hancock and; Hancock Pastoral Company – GL & JM (myself and my husband) & PR & KM Hancock (brother in-law and sister in-law)
Particulars of the interest	The entities are registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr John Birkett
Related party / close associate / other relationship	My parents (Gary & Julie Birkett)
Particulars of the interest	My parents are registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Mark Edwards
Related party / close associate / other relationship	Partnership - Kim Edwards – (brother), Mark Edwards and Cameron Edwards (nephew).
Particulars of the interest	The partnership is registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Wendy Taylor
Related party / close associate / other relationship	Company - Layershire Pty Ltd (Peter and Wendy Taylor are the directors of that company).
Particulars of the interest	That company is registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Julie Guthrie
Related party / close associate / other relationship	Partnership - which is Guthrie Pastoral Group (which includes myself, my husband - Ross Guthrie and my son - Nicholas Guthrie)
Particulars of the interest	This partnership is registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	I choose to leave the room while the matter is being discussed and voted on.

## Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Geoff McMullen
Related party / close associate / other relationship	Myself
Particulars of the interest	I am registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

## Declaration of Interest

<b>Item</b>	<b>LC.3</b>
Description	Roma Saleyards Fees and Charges 2021/22
Declaring Councillor	Cr Wayne (George) Ladbrook
Related party / close associate / other relationship	Partnership (W & A Ladbrook – husband and wife – Alana Ladbrook)
Particulars of the interest	The relationship [partnership] is registered to buy and sell cattle at the Roma Saleyards.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

## CONFIDENTIAL ITEMS

### Resolution No. OM/06.2021/74

Moved Cr Hancock

Seconded Cr Birkett

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 5.01pm] to discuss confidential items that its Councillors consider is necessary to close the meeting.

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

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

Agenda Item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i> )	Overview
C.1 - Applications for Conversion of Leases – Lot 1 on DL299; Lots 9 & 10 on DL 282 and Lot 2 on DL305; Lot 47 on DL458	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources seeks Council's views on applications it has received for conversion over Grazing Homestead Perpetual Leases (GHPL) to freehold tenure.

<b>C.2 – Planning Consultancy</b>	<b>Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.</b>	<b>The applicant has requested an agreement to enable Maranoa Regional Council to provide town planning consultancy services.</b>
<b>C.3 – Safety Improvements (Department of Transport and Main Roads) – Burrowes Street, Surat</b>	<b>Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.</b>	<p><b>At the Ordinary meeting on 12 May 2021, Council considered a Councillor Request for Agenda Report in relation to an update on the safety improvement investigation on Burrowes Street / Carnarvon Highway, Surat. Council resolved that a report be prepared for an upcoming Council meeting.</b></p> <p><b>This report is provided by way of follow up to this request and it provides Council with information in relation to the matter.</b></p>
<b>C.4 – Preservation of Historical Grain Shed - Roma</b>	<b>Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or a formal arrangement with, the Commonwealth or a State.</b>	<b>At its Ordinary Meeting on 12 May 2021, Council resolved to undertake urgent negotiations in regard to the preservation of the Historic Grain Shed at 16 Station Street Roma. This report provides an update on actions to date.</b>
<b>LC.1 – Extend expiry date for Register of Pre-Qualified Suppliers for Trade and Associated Services</b>	<b>Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.</b>	<b>Registers of Pre-qualified Suppliers are created in accordance with the <i>s232 Local Government Regulation 2009</i> (the Regulation). After the tender process is complete and Council resolves their formation, in doing so the Register is given a fixed life (end date), this report seeks to extend the end date.</b>
<b>LC.2 – Santos Festival of Rugby/Proposal for Maranoa Regional Council</b>	<b>Section 254J(3)(c) the local government's budget.</b>	<b>Santos, together with the Queensland Reds, are seeking a partnership with Maranoa Regional Council, local police, health officials, tourism, local rugby clubs and community businesses, to deliver a two-day event for the community – Santos Festival of Rugby – Roma 2022.</b>
<b>LC.3 – Roma Saleyards Fees and Charges – 2021/22</b>	<b>Section 254J(3)(c) the local government's budget.</b>	<p><b>This report is presents the proposed fees and charges for the Roma Saleyards for the 2021/22 financial year.</b></p> <p><b>Item removed from schedule as discussion was not required in closed session.</b></p>

LC.4 – Roma Saleyards Correspondence	Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.	Council has received a letter from the applicant for consideration (D21/49160).
LC.5 – Update on Roma Natural Gas Supply Agreement	Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	This report provides Council an update on the progress of the Roma Natural Gas Supply Agreement.
LC.6 – Bassett Park Racing Stables – Building Application Fees	Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	Council has received correspondence from the applicant seeking refund of the Building Application Fees paid to Council in respect to the Bassett Park Stables Upgrade project.
LC.7 – Roma Saleyards Multipurpose Facility	Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.	At the meeting on 24 March 2021, Council considered a report about the Roma Saleyards Multipurpose Facility. This report provides an update in relation to the matter.
LC.8 – Roma Saleyards Correspondence	Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.	Correspondence (D21/50304), has been received and a draft prepared for Council's consideration.
LC.9 – Function Reports – Parks and Open Spaces, Waste, Cemeteries, Environmental and public health, Street lighting and public space lighting, Information and communications	Section 254J(3)(c) the local government's budget.	<p>Function Reports for other available functions are presented.</p> <p>Other available functions removed from schedule as no further functions were available for the meeting.</p>



technology, information management, updated functions and others available		
CARRIED		
9/0		

<b>Responsible Officer</b>	<b>Lead Officer – Elected Members &amp; Community Engagement</b>
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Cr Birkett, having previously declared a declarable conflict of interest in Item C.1 left the meeting at 5.01pm, taking no part in discussion on this matter.

At cessation of discussion on the abovementioned item, Cr Birkett returned to the meeting at 5.02pm.

Cr Ladbrook, having previously declared a declarable conflict of interest in Item LC.6 left the meeting at 5.13pm, taking no part in discussion on this matter.

At cessation of discussion on the abovementioned item, Cr Ladbrook returned to the meeting at 5.28pm.

Cr McMullen left the meeting at 5.17pm, and returned at 5.28pm.

The Chief Executive Officer left the meeting, prior to discussion on Item LC.1, and returned to the meeting following discussion on this item at 5.23pm.

Mayor Golder left the meeting at 5.56pm, and returned at 5.57pm.

Cr O'Neil left the meeting at 6.25pm, and returned at 6.27pm.

Cr Ladbrook left the meeting at 6.42pm, and returned to the meeting at 6.44pm.

<b>Resolution No. OM/06.2021/75</b>	
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Birkett</b>
<b>That Council open the meeting to the public [at 7.23pm].</b>	
CARRIED	
9/0	

<b>Responsible Officer</b>	<b>Lead Officer Elected Members &amp; Community Engagement</b>
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Cr Birkett, having previously declared a declarable conflict of interest in the following item left the meeting at 7.23pm, taking no part in discussion or decision on this matter.

**Item Number:** C.1 **File Number:** D21/39249

**SUBJECT HEADING:** APPLICATIONS FOR CONVERSION OF LEASES - LOT 1 ON DL299; LOTS 9 & 10 ON DL282 AND LOT 2 ON DL305; LOT 47 ON DL458

**Officer's Title:** Administration Officer - Land Administration

***Executive Summary:***

*The Department of Resources sought Council's views on applications it has received for conversion over Grazing Homestead Perpetual Leases (GHPL) to freehold tenure.*



□ GHPL 36/7772A over Lot 47 on DL458

**Resolution No. OM/06.2021/76**

**Moved Cr O'Neil**

**Seconded Cr Taylor**

**That Council advise the Department of Resources that it offers:**

1. No objection to the conversion of GHPL 36/7689 over Lot 1 on DL299 to freehold tenure.
2. No objection to the conversion of GHPL 36/7651 over Lots 9 & 10 on DL282 and Lot 2 on DL305 to freehold tenure provided that a road reserve is established along the boundary of Lot 2 on DL305 to provide a dedicated access for Lots 9 & 10 on DL282.
3. No objection to the conversion of GHPL 36/7772A over Lot 47 on DL458 to freehold tenure.

CARRIED

8/0

**Responsible Officer**

**Administration Officer - Land Administration**

**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Birkett returned to the meeting at 7.25pm.

**Item Number:**

**C.2**

**File Number: D21/45230**

**SUBJECT HEADING:**

**PLANNING CONSULTANCY**

**Officer's Title:**

**Manager - Planning & Building Development**

**Executive Summary:**

*The applicant has requested an agreement to enable Maranoa Regional Council to provide town planning consultancy services.*

**Resolution No. OM/06.2021/77**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That Council authorise the Chief Executive Officer to enter the Agreement presented.**

CARRIED

9/0

**Responsible Officer**

**Manager - Planning & Building Development**

Item Number: C.3 File Number: D21/46235

SUBJECT HEADING: SAFETY IMPROVEMENTS (DTMR) - BURROWES STREET, SURAT

Officer's Title: Deputy Director / Strategic Road Management

**Executive Summary:**

*At the Ordinary meeting on 12 May 2021, Council considered a Councillor Request for Agenda Report in relation to an update on the safety improvement investigation on Burrowes Street / Carnarvon Highway, Surat. Council resolved that a report be prepared for an upcoming Council meeting.*

*This report was provided by way of follow up to this request and it provides Council with information in relation to the matter.*

**Resolution No. OM/06.2021/78**

Moved Cr Golder

Seconded Cr McMullen

**That Council:**

1. Receive and note the Officer's report as presented.
2. Request that the Department of Transport and Main Roads (DTMR) consider, subject to consultation with the Surat community, incorporating additional driver alert measures (e.g. low level rumble strips), particularly for traffic travelling through Surat from south.
3. Offer to partner with DTMR to collate community consultation on the matter.

*[Wording amended by Mayor Golder following discussion with Councillors and a suggestion from the Deputy Director].*

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: C.4 File Number: D21/46578

SUBJECT HEADING: PRESERVATION OF HISTORICAL GRAIN SHED - ROMA

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

**Executive Summary:**

*At its Ordinary Meeting on 12 May 2021, Council resolved to undertake urgent negotiations in regard to the preservation of the Historic Grain Shed at 16 Station Street Roma. This report provided an update on actions to date.*

**Resolution No. OM/06.2021/79**
**Moved Cr Golder**
**Seconded Cr Edwards**
**That Council:**

1. Write to Queensland Rail and formally express Council's interest in acquiring the land and buildings at 16 Station Street Roma (Historical Grainshed).
2. Conduct a desktop audit valuation to inform council of the land value which could be used in negotiations with Queensland Rail.

*[Wording amended by Mayor Golder following discussion with Councillors and his review of the officer's alternative motion].*

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Manager - Facilities (Land, Buildings &amp; Structures)</b>
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The Chief Executive Officer left the Meeting at 7.35pm, with the Deputy CEO taking her place.

**LATE CONFIDENTIAL ITEMS**
**Item Number:**

LC.1

**File Number: D21/45788**
**SUBJECT HEADING:**
**EXTEND EXPIRY DATE FOR REGISTER OF PRE-QUALIFIED SUPPLIERS FOR TRADE AND ASSOCIATED SERVICES**
**Officer's Title:**
**Manager - Procurement & Plant**
**Executive Summary:**

Registers of Pre-qualified Suppliers are created in accordance with the s232 Local Government Regulation 2009 (the Regulation). After the tender process is complete and Council resolves their formation, in doing so the Register is given a fixed life (end date), this report sought to extend the end date.

**Resolution No. OM/06.2021/80**

**Moved Cr Taylor**

**Seconded Cr McMullen**

**That Council:**

1. Approve the extension of the Register of Pre-Qualified Suppliers for Trade and Associated Services, setting the new end date 30 June 2023.
2. Approve the Chief Executive Officer (or Delegate) to update the Deeds of Agreement for an extension to 30 June 2023.

CARRIED

9/0

**Responsible Officer**

**Manager - Procurement & Plant**

The Chief Executive Officer returned to the meeting at 7.36pm.

**Item Number:**

**LC.2**

**File Number: D21/49250**

**SUBJECT HEADING:**

**SANTOS FESTIVAL OF RUGBY/PROPOSAL FOR  
MARANOA REGIONAL COUNCIL**

**Officer's Title:**

**Regional Events Attraction / Local Development**

***Executive Summary:***

*Santos, together with the Queensland Reds, sought a partnership with Maranoa Regional Council, local police, health officials, tourism, local rugby clubs and community businesses, to deliver a two-day event for the community – Santos Festival of Rugby – Roma 2022.*

**Resolution No. OM/06.2021/81**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

1. Provide in-kind assistance for the Santos Festival of Rugby – Roma 2022 through:
  - Spreading of top dressing material on the playing field at Gallas Fox Park
  - Work Camp request to lay turf on the playing field at Gallas Fox Park
  - Minor repairs to the existing irrigation system at Gallas Fox Park
  - Labour to administer chemicals, soil amendments and fertilisers to the playing field at Gallas Fox Park
  - Fill material for extension to terrace seating at Gallas Fox Park.
  - Arranging 40km/hr speed restriction on highway during the event period (both days), including approvals from Department of Transport and costs of traffic control
  - Support of Liquor Licence Application
  - Assistance with EPA notifications for noise and light
2. Consider a grant application in the first round of the 2021/22 Community Grants program from the Roma Echidnas Rugby Union Club to replace tunnel and retaining walls at the Club House if applicable.
3. Consider an allocation of \$25,000 in the 2021/22 Budget for the supply and installation of 50m of 9ft chain mesh fencing and 100m of 6ft chain mesh fencing on the northern side of the playing field at Gallas Fox Park.

CARRIED

9/0

**Responsible Officer**

**Regional Events Attraction / Local  
Development**

Councillors Birkett, Edwards, Golder, Guthrie, Hancock, Ladbrook, McMullen and Taylor, having previously declared a declarable conflict of interest in the following item, left the meeting at 7.39pm.

Remaining councillors observed there was no longer a quorum, and all conflicted Councillors were invited to return to the meeting at 7.40pm.

**Item Number:** LC.3 **File Number:** D21/49253

**SUBJECT HEADING:** ROMA SALEYARDS FEES AND CHARGES - 2021/22

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

**Executive Summary:**

*This report was presented to Council to consider the proposed fees and charges for the Roma Saleyards for the 2021/22 financial year.*

**Resolution No. OM/06.2021/82**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council delegate deciding the matter relating to LC3 under Section 257 of the *Local Government Act [2009]* to the Chief Executive Officer (CEO).**

CARRIED

9/0

**Responsible Officer**

**Manager - Saleyards**

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

**Item Number:** LC.4

**File Number:** D21/49254

**SUBJECT HEADING:** ROMA SALEYARDS CORRESPONDENCE

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

**Executive Summary:**

*Council received a letter from the applicant for consideration (D21/49160).*

**Resolution No. OM/06.2021/83**

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That Council receive and note the letter received from the applicant.**

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Manager - Saleyards</b>
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**Item Number:** LC.5 **File Number:** D21/47357

**SUBJECT HEADING:** UPDATE ON ROMA NATURAL GAS SUPPLY AGREEMENT

**Officer's Title:** Manager - Procurement & Plant

**Executive Summary:**

*This report provided an update on the progress of the Roma Natural Gas Supply Agreement.*

**Resolution No. OM/06.2021/84**

**Moved Cr Edwards**

**Seconded Cr Ladbrook**

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

CARRIED

9/0

<b>Responsible Officer</b>	<b>Manager - Procurement &amp; Plant</b>
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Cr Ladbrook, having previously declared a declarable conflict of interest in the following item, left the meeting at 7.44pm.

**Item Number:** LC.6 **File Number:** D21/49059

**SUBJECT HEADING:** BASSETT PARK RACING STABLES - BUILDING APPLICATION FEES

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

**Executive Summary:**

*Council received correspondence from the applicant seeking refund of the Building Application Fees paid to Council in respect to the Bassett Park Stables Upgrade project.*

**Resolution No. OM/06.2021/85**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council refund JEM Building Qld Pty Ltd \$5,080.08 being building application fees paid for the Bassett Park Racing Stables project.**

CARRIED

8/0

<b>Responsible Officer</b>	<b>Manager - Facilities (Land, Buildings &amp; Structures)</b>
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**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr. Ladbrook returned to the meeting at 7.44pm.

**Item Number:** LC.7 **File Number:** D21/49489

**SUBJECT HEADING:** ROMA SALEYARDS MULTIPURPOSE FACILITY

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

**Executive Summary:**

*At the meeting on 24 March 2021, Council considered a report about the Roma Saleyards Multipurpose Facility.*

*This report provided an update to Councillors on this matter.*

**Resolution No. OM/06.2021/86**

**Moved Cr McMullen**

**Seconded Cr Hancock**

**That Council receive and note the contents of this report.**

CARRIED

9/0

**Responsible Officer**

**Deputy Director / Strategic Road Management**

**Item Number:** LC.8

**File Number:** D21/49891

**SUBJECT HEADING:** ROMA SALEYARDS - CORRESPONDENCE FOR CONSIDERATION

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

**Executive Summary:**

*Correspondence (D21/50304), was received and a draft prepared for Council's consideration.*

**Resolution No. OM/06.2021/87**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council endorse the approach outlined in the report.**

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Manager - Saleyards
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Item Number: LC.9 File Number: D21/49248

**SUBJECT HEADING:** FUNCTION REPORTS - PARKS AND OPEN SPACES, WASTE, CEMETERIES, ENVIRONMENTAL AND PUBLIC HEALTH, STREET LIGHTING AND PUBLIC SPACE LIGHTING, INFORMATION AND COMMUNICATIONS TECHNOLOGY, INFORMATION MANAGEMENT, UPDATED FUNCTIONS

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

Function reports for other available functions were presented.

**Resolution No. OM/06.2021/88**

Moved Cr Hancock

Seconded Cr O'Neil

**That Council:**

1. Receive and note the Function Reports as presented and approve them proceeding to the next step of inclusion in the draft statutory documents.
2. Tentatively schedule a special meeting for Tuesday morning, 29 June 2021 and if required Wednesday afternoon, 30 June 2021 for review of the remaining sections and adoption of the individual documents.

*[Wording amended by Cr Hancock following further discussion with Councillors and the Chief Executive Officer regarding scheduling special meetings].*

CARRIED

9/0

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: L.9 (updated item number)

File Number: D21/44402

**SUBJECT HEADING:**

**ROMA SALEYARDS MULTIPURPOSE FACILITY**

**Officer's Title:**

**Deputy Director / Strategic Road Management**

**Original Resolution Meeting Date:** 24 March 2021

Resolution Number: OM/03.2021/101

Original Resolution:

That:

1. Council engage McCullough Robertson Lawyers to further investigate the defects at the Roma Saleyards Multi-Purpose Facility and potential causes of action arising from the defects.
2. The engagement be made in accordance with s 232 of the Local Government Regulation 2012 that: Council is not required to invite written quotes from multiple entities if the contract is entered into with a supplier from a register of pre-qualified suppliers.
3. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with McCullough Robertson Lawyers and raise a purchase order if the final terms are acceptable.

**Resolution No. OM/06.2021/89**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council amend Resolution Number OM/03.2021/101 to read as follows:**

**That:**

1. Council engage **a supplier from the Local Buy Legal Services panel** to further investigate the defects at the Roma Saleyards Multi-Purpose Facility and potential courses of action arising from the defects.
2. The engagement be made in accordance with s 232 of the *Local Government Regulation 2012* that: Council is not required to invite written quotes from multiple entities if the contract is entered into with a supplier from a register of pre-qualified suppliers.
3. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with the preferred supplier and raise a purchase order if the final terms are acceptable.

CARRIED

9/0

**Responsible Officer**

**Deputy Director / Strategic Road Management**

Cr Guthrie indicated she had a conflict in the following item, however, as the proposal was not to consider the matter, but to withdraw the item, Cr Guthrie did not proceed any further with her declaration. Cr O'Neil also flagged a potential conflict if the matter was to be considered.

**Item Number:** 12.1 **File Number:** D21/46197  
**SUBJECT HEADING:** SEWERAGE CHARGE FOR PROPERTIES WITH SEPTIC TANKS CONNECTED TO THE SEWER NETWORK  
**Officer's Title:** Manager - Water, Sewerage & Gas

**Executive Summary:**

*A report was tabled at the Budget Submissions & Financial Planning Standing Committee Meeting on 15 July 2020, outlining the concerns with potential properties who are using the sewer network via septic tank, and implementing a sewerage fee for this service.*

**Resolution No. OM/06.2021/90**

**Moved Cr Golder**

**That Council:**

1. Note the contents of this report.
2. Approve that domestic premises that use Council's sewer network for the pumping of septic waste are levied the equivalent of 1 sewerage charge per residence for new connected premises.

MOTION WITHDRAWN

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**Resolution No. OM/06.2021/91**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That this item (12.1) be removed from the agenda.**

*[Wording amended by Mayor Golder to clarify removal of the agenda item].*

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 7.56pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 14 July 2021, at Roma Administration Centre.**

**MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 29 JUNE 2021 SCHEDULED TO COMMENCE AT 10.30AM**

**ATTENDANCE**

Mayor T D Golder (by telephone from 11.08am until meeting close at 1.08pm), Deputy Mayor Cr G B McMullen (Acting Chair upon opening of the meeting) with Cr J R P Birkett (by telephone from 12.19pm until meeting close at 1.08pm), Cr M C Edwards, Cr J L Guthrie, Cr J M Hancock, Cr W L Ladbrook, Cr C J O'Neil, Cr W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

**AS REQUIRED**

Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Program Funding & Budget Coordinator – Cindy Irwin.

**WELCOME**

The Deputy Mayor and Acting Chair welcomed all present and declared the meeting open at 10.44am and immediately adjourned the meeting. The Mayor and Cr Birkett were not present when the meeting opened.

The Mayor joined the meeting by telephone when it resumed at 11.08am.

**Declaration of Interest**

Item	C.2
Description	Function Reports – Financial Planning, Revenue collection, Accounting, Procurement, Financial Report, Arts and Culture, Sport and Recreation, Libraries, Human Resources and Leadership, Communication and Consultation and Tourism
Declaring Councillor	Cr Mark Edwards
Related party / close associate / other relationship	Myself, in regards to [Function Reports] Arts and Culture and Tourism
Particulars of the interest	I sell oranges at Calico Cottage and Calico Cottage is mentioned, currently in items 4.3 and 4.10.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

Cr Hancock highlighted for discussion the potential of conflicts for Item C.1 in light of recent meetings regarding the Roma Saleyards with a number of councillors previously conflicted, however, following discussion it was determined that the beneficiary of the sale day was not Council and no financial benefit or loss existed for previously conflicted Councillors, provided they were not selling cattle at the sale on the day of the charity sale.

**CONFIDENTIAL ITEMS**

**Resolution No. SM/06.2021/33**

**Moved Cr O'Neil**

**Seconded Cr Edwards**

**In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 11.15am] to discuss confidential items that its Councillors consider is necessary to close the meeting.**

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

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

Agenda Item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i> )	Overview
C.1 Roma Saleyards Charity Sale Day	Section 254J(3)(c) the local government's budget	The report seeks Council's confirmation of the donation from the Roma Saleyards Charity Sale Day.
C.2 – Functions Report – Financial Planning, Revenue collection, Accounting, Procurement, Financial reporting, Arts and Culture Sport and recreation, Libraries, Human Resources and Leadership, Communication and Consultation and Tourism	Section 254J(3)(c) the local government's budget	Function Reports including projects where applicable for Financial planning, Revenue collection, Accounting, Procurement, Financial reporting, Arts and culture, Sport and recreation, Libraries, Human resources and leadership and Communication and consultation and Tourism are presented.

CARRIED

8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Resolution No. SM/06.2021/34

Moved Cr O'Neil

Seconded Cr Hancock

That Council open the meeting to the public [at 11.20am].

CARRIED

8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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## Declaration of Interest

Item	C.1
Description	Roma Saleyards Charity Sale Day
Declaring Councillor	Cr Wendy Taylor
Related party / close associate / other relationship	Company - Layershire Pty Ltd (Peter and Wendy Taylor are the Directors of that company).
Particulars of the interest	That company is registered to buy and sell cattle at the Roma Saleyards, which could be a possibility on this day.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

### Resolution No. SM/06.2021/35

Moved Cr O'Neil

Seconded Cr Edwards

That we go into closed, [In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 11.21am] to discuss confidential items that its Councillors consider is necessary to close the meeting as previously listed].

CARRIED

8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Cr Taylor, having declared a declarable conflict of interest in Item C.1, left the meeting at 11.21am taking no part in discussion on the matter.

At cessation of discussion on the abovementioned Item, Cr Taylor returned to the meeting at 11.31am.

### Resolution No. SM/06.2021/36

Moved Cr O'Neil

Seconded Cr Taylor

That Council open the meeting to the public [at 11.48am].

CARRIED

8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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## Declaration of Interest

Item	C.2
Description	Function Reports – Financial Planning, Revenue collection, Accounting, Procurement, Financial Report, Arts and Culture, Sport and Recreation, Libraries, <b>Human Resources and Leadership</b> , Communication and Consultation and Tourism
Declaring Councillor	Cr Cameron O'Neil
Related party / close associate / other relationship	Myself, in regards to Function Report – Human Resources and leadership
Particulars of the interest	I am a non-executive director of Golden West Apprenticeships which are mentioned currently in item 5.4.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is being discussed and voted on.

**Resolution No. SM/06.2021/37**
**Moved Cr Hancock**
**Seconded Cr Ladbrook**

That we go into closed as per what was read out previously [In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 11.50am] to discuss confidential items that its Councillors consider is necessary to close the meeting].

**CARRIED**
**8/0**
**Responsible Officer**
**Lead Officer – Elected Members & Community Engagement**

Cr O'Neil, having previously declared a declarable conflict of interest in item C.2 left the meeting at 11.53am, taking no part in discussion on the matter.

At cessation of discussion on the above-mentioned item, Cr O'Neil returned to the meeting at 11.54am.

Cr Birkett joined the meeting by telephone at 12.19pm during closed session.

**Resolution No. SM/06.2021/38**
**Moved Cr O'Neil**
**Seconded Cr Taylor**

**That Council open the meeting to the public [at 1.00pm].**

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Officer - Elected Members & Community Engagement**
**BUSINESS**

Cr Taylor, having previously declared a Declarable conflict of interest in the following item, left the meeting at 1.01pm.

**Item Number:**
**C.1**
**File Number: D21/51439**
**SUBJECT HEADING:**
**ROMA SALEYARDS CHARITY SALE DAY**
**Officer's Title:**
**Manager - Saleyards**
**Executive Summary:**

*This report sought Council's confirmation of the donation from the Roma Saleyards Charity Sale Day.*

**Resolution No. SM/06.2021/39**
**Moved Cr O'Neil**
**Seconded Cr Ladbrook**

**That Council approve 50% of the liveweight and open auction selling fees received for each head of cattle sold at the Roma Saleyards Store Sale on Tuesday, 6 July 2021 be donated by Maranoa Regional Council to the Royal Flying Doctor Service.**

**CARRIED**
**8/0**
**Responsible Officer**
**Manager - Saleyards**

At cessation of discussion and decision on the abovementioned item, Cr Taylor returned to the meeting at 1.01pm.

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbroke, Cr. Geoff McMullen, Cr. Cameron O'Neil.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

**Item Number:**

**C.2**

**File Number: D21/52143**

**SUBJECT HEADING:**

**FUNCTION REPORTS – FINANCIAL PLANNING,  
REVENUE COLLECTION, ACCOUNTING,  
PROCUREMENT, FINANCIAL REPORTING, SPORT AND  
RECREATION, LIBRARIES, COMMUNICATION AND  
CONSULTATION**

**Officer's Title:**

**Program Funding & Budget Coordinator**

***Executive Summary:***

*Function Reports including projects where applicable for Financial planning, Revenue collection, Accounting, Procurement, Financial reporting, Arts and culture, Sport and recreation, Libraries, Human resources and leadership and Communication and consultation and Tourism were presented.*

**Resolution No. SM/06.2021/40**

**Moved Cr O'Neil**

**Seconded Cr Edwards**

**That Council:**

- 1. Receive and note the Function Reports for Financial Planning, Revenue Collection, Accounting, Procurement, Financial Reporting, Sport and Recreation, Libraries, Communication and Consultation as presented.**
- 2. Approve the listed Function Reports proceeding to the next step of inclusion in the draft statutory documents.**

**CARRIED**

**9/0**

**Responsible Officer**

**Program Funding & Budget Coordinator**

Cr Edwards having previously declared a declarable conflict of interest in the following function report for Item C.2, left the meeting at 1.03pm, taking no part in discussion and decision on the matter.

**SUBJECT HEADING:**

**FUNCTION REPORTS - ARTS AND CULTURE AND  
TOURISM**

**Officer's Title:**

**Program Funding & Budget Coordinator**

***Executive Summary:***

*Function Reports including projects where applicable for Arts and culture and Tourism were presented.*

**Resolution No. SM/06.2021/41**

**Moved Cr Hancock**

**Seconded Cr Taylor**

**That Council:**

1. Receive and note the Function Reports for Arts and Culture and Tourism as presented.
2. Approve the listed Function Reports proceeding to the next step of inclusion in the draft statutory documents.

CARRIED

8/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 1.04pm.

Cr O'Neil having previously declared a declarable conflict of interest in the following function report for Item C.2, left the meeting at 1.04pm, taking no part in discussion and decision on the matter.

**SUBJECT HEADING:**

**FUNCTION REPORTS - HUMAN RESOURCES AND LEADERSHIP**

**Officer's Title:**

**Program Funding & Budget Coordinator**

***Executive Summary:***

*Function Report including projects where applicable for Human Resources and Leadership were presented.*

**Resolution No. SM/06.2021/42**

**Moved Cr Guthrie**

**Seconded Cr Edwards**

**That Council receive and note the Function Report for Human Resources and Leadership as presented and approve it proceeding to the next step of inclusion in the draft statutory documents.**

CARRIED

8/0

**Responsible Officer**

**Program Funding & Budget Coordinator**



**Section 150F A (2)(e) of the *Local Government Act 2009***

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr O'Neil returned to the meeting at 1.05pm.

Council informally agreed to tentatively hold Special Meeting tomorrow (30 June 2021) at 2.30pm.

**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 1.08pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 14 July 2021 at Roma Administration Centre.**

Special 30 June 2021 .....61

# **MINUTES OF THE SPECIAL MEETING OF MARANO REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 30 JUNE 2021**

## **ATTENDANCE**

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

## **AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Program Funding & Budget Coordinator – Cindy Irwin.

## **WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.28pm.

## **BUSINESS**

**Item Number:** 3.1 **File Number:** D21/53165

**SUBJECT HEADING:** REQUEST FOR COUNCIL FACILITY FEE AND BOND WAIVER - NON-DENOMINATIONAL CHRISTIANS

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

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### ***Executive Summary:***

*A request was received from Non-Denominational Christians seeking a fee waiver for the hire of the room and equipment, as well as waiver of the bond for the Ernest Brock Room over a range of dates.*

**Resolution No. SM/06.2021/43**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That Council:**

- 1. Approve the request from the unincorporated group, Non-Denominational Christians for a fee waiver for hire of the Ernest Brock Room and equipment for hires between 4 July and 5 September 2021.**
- 2. Require the group pay the applicable bond.**
- 3. Due to the popularity of the Ernest Brock Room as a venue, encourage the group to identify alternative venues if they can.**

**CARRIED**

**9/0**

**Responsible Officer**

**Manager - Facilities (Land, Buildings & Structures)**

**Resolution No. SM/06.2021/44**
**Moved Cr O'Neil**
**Seconded Cr Hancock**

That we deal with Item C.2 - Function reports – Customer Service, Economic development and local business, Continual Improvement, Plant, Fleet, Workshops and depots, Local development and events, Rural lands, Elected members and governance and Facilities (updated).

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Officer – Elected Members & Community Engagement**
**Declaration of Interest**

Item	C.2
Description	Function reports – Customer Service, Economic development and local business, Continual Improvement, Plant, Fleet, Workshops and depots, Local development and events, Rural lands, Elected members and governance and <b>Facilities (updated)</b>
Declaring Councillor	Cr Mark Edwards
Person with the interest	Myself
Relationship category	
Related party / close associate / other relationship	I sell oranges at the Calico Cottage, and the Calico Cottage is mentioned in the report. I have a conflict for the Function report of Facilities (updated).
Type of conflict	Declarable conflict of interest
Action Leave	Leave the room while the matter is discussed and voted on.

**Declaration of Interest**

Item	C.2
Description	Function reports – Customer Service, Economic development and local business, Continual Improvement, Plant, Fleet, Workshops and depots, <b>Local development and events</b> , Rural lands, Elected members and governance and Facilities (updated)
Declaring Councillor	Cr Wayne (George) Ladbrook
Person with the interest	Roma Show Society
Relationship category	
Related party / close associate / other relationship	Myself and My wife. My wife Alanah Ladbrook, is vice-president of the Roma Show Society, and I am a member of the Roma Turf Club. I have a conflict with Function reports – Local Development and Events and Facilities (updated). Projects: Renewal Bassett Park Replacement of Ladies toilets and shower - currently page 114. Bassett Park Kitchen Refurbishment – currently page 114 Bassett Park Stables Expansion – currently page 114 Bassett Park Plumbing Works Water Lines – currently page 114 Bassett Park Upstairs Bar Carpet – currently page 114 Bassett Park Dedicated Water Line for firefighting – currently page 114 Bassett Park Canteen (design only shovel ready) – currently page 114
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

## CONFIDENTIAL ITEMS

Resolution No. SM/06.2021/45

Moved Cr O'Neil

Seconded Cr Taylor

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 9.37pm] to discuss confidential items that its Councillors consider is necessary to close the meeting.

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

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

Agenda Item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i> )	Overview
C.1 – 2020/21 Budget Review – 30 June 2021	Section 254J(3)(c) the local government's budget	In accordance with S170 (3) of the <i>Local Government Regulation 2012</i> , the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.
C.2 – Function Reports – Customer Service, Economic Development and Local business, Continual Improvement, Plant, Fleet, Workshops and depots, Local development and events, Rural lands, Elected members and governance, Facilities (updated)	Section 254J(3)(c) the local government's budget	Function Reports, including projects where applicable for Function Reports – Customer Service, Economic Development and Local business, Continual Improvement, Plant, Fleet, Workshops and depots, Local development and events, Rural lands, Elected members and governance, Facilities (updated) are presented.

CARRIED

9/0

### Responsible Officer

### Lead Officer – Elected Members & Community Engagement

Cr Ladbrook, having previously declared a declaration of interest in Item C.2 in regards to function report Local development and events left the meeting at 9.40pm.

Cr Ladbrook remained out of the room for discussion on C.2 in regards to Function report - Facilities (updated).

Cr Edwards, having previously declared a Declarable Conflict of Interest in Item C.2 in regards to Function report – Facilities (updated), left the meeting at 9.43pm, taking no part in discussions on the abovementioned item.

Councillors Edwards and Ladbrook returned to the meeting following conclusion of discussion on the abovementioned function report.

Resolution No. SM/06.2021/46	
Moved Cr O'Neil	Seconded Cr McMullen
That Council open the meeting to the public [at 9.46pm].	
CARRIED	9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Item Number: C.2 File Number: D21/52627

**SUBJECT HEADING:** FUNCTION REPORTS - CUSTOMER SERVICE, ECONOMIC DEVELOPMENT AND LOCAL BUSINESS, CONTINUAL IMPROVEMENT, PLANT, FLEET, WORKSHOPS AND DEPOTS, RURAL LANDS, ELECTED MEMBERS AND GOVERNANCE

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

Function Reports, including projects where applicable, for Function Reports - Customer Service, Economic Development and Local business, Continual Improvement, Plant, Fleet, Workshops and depots, Rural lands, Elected members and governance were presented.

Resolution No. SM/06.2021/47	
Moved Cr Edwards	Seconded Cr Guthrie
That Council:	
<ol style="list-style-type: none"> <li>1. Receive and note the Function Reports - Customer Service, Economic Development and Local business, Continual Improvement, Plant, Fleet, Workshops and depots, Rural lands, Elected members and governance, as presented.</li> <li>2. Approve the listed Function Reports proceeding to the next step of inclusion in the draft statutory documents.</li> </ol>	
CARRIED	9/0

Responsible Officer	Program Funding & Budget Coordinator
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Councillors Edwards and Ladbrook having previously declared a declarable conflict of interest in the following function for item C.2, left the meeting at 9.48pm, taking no part in discussion or decision on the matter.

**SUBJECT HEADING:** FUNCTION REPORT - FACILITIES (UPDATED)

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

Function Report, including projects where applicable, Facilities (updated) were presented.

**Resolution No. SM/06.2021/48**
**Moved Cr Hancock**
**Seconded Cr Taylor**

**That Council receive and note the Function Report for Facilities (updated) as presented and approve it proceeding to the next step of inclusion in the draft statutory documents.**

**CARRIED**
**7/0**
**Responsible Officer**
**Program Funding & Budget Coordinator**
**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Councillors Edwards and Ladbrook returned to the meeting at 9.49pm.

Cr Ladbrook, having previously declared a Declarable conflict of interest in the following function report for item C.2, left the meeting at 9.49pm, taking no part in discussion and decision on the matter.

**SUBJECT HEADING:**
**FUNCTION REPORT - LOCAL DEVELOPMENT AND EVENTS**
**Officer's Title:**
**Program Funding & Budget Coordinator**
**Executive Summary:**

*Function Report, including projects where applicable, for, Local development was presented.*

**Resolution No. SM/06.2021/49**
**Moved Cr Taylor**
**Seconded Cr Hancock**

**That Council receive and note the Function Report Local development and events as presented and approve it proceeding to the next step of inclusion in the draft statutory documents.**

**CARRIED**
**8/0**
**Responsible Officer**
**Program Funding & Budget Coordinator**

At cessation of discussion and decision on the abovementioned item, Cr Ladbrook returned to the meeting at 9.51pm.

**Section 150F A (2)(e) of the Local Government Act 2009**

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

**Name of each eligible councillor who voted on the matter:**

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

**Item Number:**

**3.2**

**File Number: D21/53176**

**SUBJECT HEADING:**

**CORPORATE PLAN - REFRESH**

**Officer's Title:**

**Chief Executive Officer**

**Executive Summary:**

*Tabling the updated Corporate Plan for adoption.*

**Resolution No. SM/06.2021/50**

**Moved Cr Taylor**

**Seconded Cr O'Neil**

**That:**

1. The updated plan be adopted.
2. Prior to publication that the minor edits identified be included.

*[Cr Taylor updated the motion to include point 2, following a suggestion from the Chief Executive Officer].*

**CARRIED**

**9/0**

**Responsible Officer**

**Chief Executive Officer**

**Item Number:**

**3.3**

**File Number: D21/53185**

**SUBJECT HEADING:**

**OPERATIONAL PLAN 2020/21**

**Officer's Title:**

**Chief Executive Officer**

**Executive Summary:**

*Tabling the Operational Plan 2020/21 for each of Council's functions.*

**Resolution No. SM/06.2021/51**

**Moved Cr Edwards**

**Seconded Cr Guthrie**

**That:**

1. Council adopt the 2020/21 Operational Plan.
2. Prior to publication that the minor edits identified be included.

**CARRIED**

**9/0**

**Responsible Officer**

**Chief Executive Officer**

Item Number: 3.4 File Number: D21/53201

SUBJECT HEADING: ANNUAL REVIEW OF THE IMPLEMENTATION OF THE OPERATIONAL PLAN

Officer's Title: Chief Executive Officer

**Executive Summary:**

*Tabling the Annual Review of the Implementation of the Operational Plan which is done in conjunction with the annual report.*

*This document effectively provides a mini-annual report for each function that aims to further increase the transparency of our operations for our community.*

**Resolution No. SM/06.2021/52**

Moved Cr Hancock

Seconded Cr Ladbrook

That the review and document be received and made available on Council's website and in print format that the cost be confirmed as the cost of printing internally and the fees and charges be updated to reflect this.

CARRIED

9/0

Responsible Officer

Chief Executive Officer

Item Number: C.1 File Number: D21/52609

SUBJECT HEADING: 2020/21 BUDGET REVIEW - 30 JUNE 2021

Officer's Title: Program Funding & Budget Coordinator  
Contractor - Strategic Finance

**Executive Summary:**

*In accordance with S170 (3) of the Local Government Regulation 2012, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.*

**Resolution No. SM/06.2021/53**

Moved Cr Hancock

Seconded Cr Taylor

That Council:

1. Adopt the 2020/21 budget amendments as presented.
2. Adopt the revised financial statements for 2020/21 budget amendments as shown in the report's attachments:
  - ☐ Revenue Policy 2020/21
  - ☐ Revenue Statement 2020/21
  - ☐ Revised Budget Financial Statements 2020/21 & following two years
  - ☐ Revised Budget Financial Statements 2020/21 & following nine years
  - ☐ Revised Financial Sustainability Ratios 2020/21
  - ☐ Total Value of Change in Rates and Charges

And that the documents be placed on the Council website -  
<http://www.maranoa.qld.gov.au/council/budgets>

3. Authorise the Chief Executive Officer, or delegate to sign the required documentation in relation to the Objective Keystone engagement.

CARRIED

9/0



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Responsible Officer	Program Funding & Budget Coordinator
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## CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 9.57pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 14 July 2021, at Roma Administration Centre.**

Special 7 July 2021 .....69

**MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 7 JULY 2021 SCHEDULED TO COMMENCE AT 6.30 PM**

**ATTENDANCE**

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

**AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Program funding & Budget Coordinator – Cindy Irwin, Contractor Strategic Finance – Claire Alexander.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 6.42pm.

**APOLOGIES**

**Resolution No. SM/07.2021/01**

**Moved Cr Golder**

**Seconded Cr Birkett**

**That apologies be received and leave of absence granted for Cr. McMullen for this meeting.**

**CARRIED**

**8/0**

**Responsible Officer**

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

**BUSINESS**

**Item Number:**

**3.1**

**File Number: D21/55525**

**SUBJECT HEADING:**

**ANNUAL REPORT 2019/20**

**Officer's Title:**

**Director - Corporate & Community Services**

***Executive Summary:***

*The report tabled the draft 2019/20 Annual Report.*

**Resolution No. SM/07.2021/02**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

- 1. Adopt the 2019/20 Annual Report for Maranoa Regional Council, subject to minor edits identified being provided to the Chief Executive Officer prior to publication.**
- 2. Publish the report on Council's website within two (2) weeks of adopting the Annual Report, in compliance with s182(4) of the *Local Government Regulation 2012*.**
- 3. Write to the Minister advising of the adoption of the Annual Report for 2019/20.**

**CARRIED**

**8/0**

**Responsible Officer**

**Director - Corporate & Community Services**

**CONFIDENTIAL ITEMS**

Item Number: C.1 File Number: D21/55041

**SUBJECT HEADING:** ASSET MANAGEMENT PLAN LONG TERM FORECASTS - WATER, SEWERAGE AND GAS NETWORKS

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

*The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.*

*This revision includes an attachment for Long Term Forecasts for each Asset Management Plan for Water, Sewerage and Gas Network.*

**Resolution No. SM/07.2021/03**

**Moved Cr Birkett**

**That the matter lay on the table until the next ordinary meeting of Council to consider any potential conflicts of interest.**

CARRIED

8/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

Item Number: C.2 File Number: D21/55164

**SUBJECT HEADING:** DRAFT OPERATIONAL PLAN 2021/22

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

**Executive Summary:**

*Tabling the draft Operational Plan 2021/22 for each of Council's functions.*

**Resolution No. SM/07.2021/04**

**Moved Cr O'Neil**

**That the matter lay on the table until the next ordinary meeting of Council to consider any potential conflicts of interest.**

CARRIED

8/0

**Responsible Officer**

**Chief Executive Officer**

Item Number: C.3 File Number: D21/54798

**SUBJECT HEADING:** REGISTER OF GENERAL COST - RECOVERY FEES AND COMMERCIAL CHARGES

**Officer's Title:** Program Funding & Budget Coordinator

**Executive Summary:**

*This report presented an updated Register of General Cost - Recovery Fees and Commercial Charges for adoption.*

**Resolution No. SM/07.2021/05**

**Moved Cr Hancock**

**Seconded Cr Ladbrook**

**That Council:**

1. Receive the report.
2. Amend the Register of General Cost-Recovery Fees and Commercial Charges for changes as follows:
  - Right to Information Act - Application fee: \$52.60 (GST free)
  - Right to Information Act - Processing charge: \$8.15/15 minutes (GST free)

CARRIED

8/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

**Item Number:**

**C.4**

**File Number: D21/55171**

**SUBJECT HEADING:**

**PRESENTATION OF DRAFT BUDGET 2021/22**

**Officer's Title:**

**Director - Corporate & Community Services**

***Executive Summary:***

*This report presented the draft budget for 2021/22 as resolved by Council.*

**Moved Cr Golder**

**Seconded Cr Edwards**

**That:**

1. Council receive the presentation of the draft budget 2021/22.
2. A further draft be presented at next Wednesday's Council meeting, including an efficiency amount from materials and services of 20% for Council to consider in the budget documents.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil requesting the motion be split into two points for separate consideration. Mayor Golder indicated he was happy for this to occur.

**Resolution No. SM/07.2021/06**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That Council receive the presentation of the draft budget 2021/22.**

CARRIED

8/0

**Responsible Officer**

**Director - Corporate & Community Services**

**Resolution No. SM/07.2021/07**
**Moved Cr Golder**
**Seconded Cr Edwards**

That a further draft be presented at the next Council meeting, including an efficiency amount for materials and services (*Statement of Comprehensive Income*) of 20% reduction for Council to consider in the budget documents.

*[The Chief Executive Officer sought confirmation from the Mayor as to how this adjustment be represented, which was confirmed to be shown in the Statement of Comprehensive Income].*

CARRIED

5/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Responsible Officer**
**Director - Corporate & Community Services**
**Item Number:**
**C.5**
**File Number: D21/54987**
**SUBJECT HEADING:**
**DRAFT DEBT (BORROWING) POLICY 2021/22**
**Officer's Title:**
**Program Funding & Budget Coordinator**
**Executive Summary:**

*It is a requirement of the Local Government Regulation 2012 (Section 192) that a local government prepare and adopt a debt policy for a financial year.*

*A draft policy was tabled for Council's consideration.*

**Resolution No. SM/07.2021/08**
**Moved Cr Birkett**

That the matter lay on the table until the next ordinary meeting of Council to consider any potential conflicts of interest.

CARRIED

8/0

**Responsible Officer**
**Program Funding & Budget Coordinator**
**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.54pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 14 July 2021, at Roma Administration Centre.**

# **NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 14 July 2021

**Date:** 23 June 2021

**Item Number:** 8.1

**File Number:** D21/50346

**SUBJECT HEADING:** Notice to amend Resolution OM/05.2021/15.

**Classification:** Open Access

**Officer's Title:** Manager - Procurement & Plant

**Original Resolution Meeting Date:** 12 May 2021

**Resolution Number:** OM/05.2021/15

## **Resolution:**

**That:**

1. Council approve the addition of the following businesses to Council's Register of Pre-Qualified Supplies for Vegetation Management Services (including grounds maintenance) in accordance with s232 of the *Local Government Regulation 2012*.
2. Pre-qualification (for the mentioned businesses) remain current until 31 March 2022.
3. Authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with each selected tenderer for Vegetation Management Services, formalising the terms and conditions detailed in the draft agreement.

Recommended Suppliers	
Urban Allotments	Local Content
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Urban Public Space/Major Facilities	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	0 Star
Rural Roadside Slashing	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
Rural Herbicide Spraying	
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Kieran McCarrol Herbicide Spraying	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Specialist Arboriculture Services	
Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Tree Lopping	
RTC Contracting Pty Ltd T/A Procrew	0 Star

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Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
<b>Minor Vegetation Clearing</b>	
S & W Petersen Pty Ltd T/A Admulch	0 Star
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Garwood Tree Service	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
<b>Other Vegetation Management Services</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Garwood Tree Service	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star

**Rescission Recommendation:**

That Council rescind Resolution Number OM/05.2021/15:

That:

1. Council approve the addition of the following businesses to Council's Register of Pre-Qualified Supplies for Vegetation Management Services (including grounds maintenance) in accordance with s232 of the *Local Government Regulation 2012*.
2. Pre-qualification (for the mentioned businesses) remain current until 31 March 2022.
3. Authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with each selected tenderer for Vegetation Management Services, formalising the terms and conditions detailed in the draft agreement.

<b>Recommended Suppliers</b>	
<b>Urban Allotments</b>	<b>Local Content</b>
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Urban Public Space/Major Facilities</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	0 Star
<b>Rural Roadside Slashing</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star

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Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
<b>Rural Herbicide Spraying</b>	
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Kieran McCarrol Herbicide Spraying	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Specialist Arboriculture Services</b>	
Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Tree Lopping</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
<b>Minor Vegetation Clearing</b>	
S & W Petersen Pty Ltd T/A Admulch	0 Star
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Garwood Tree Service	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star
<b>Other Vegetation Management Services</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Garwood Tree Service	0 Star
Habitat Environmental Solutions	0 Star
Swans Earthmoving	5 Star

**And replace with:**

1. Council approve the addition of the following businesses to Council's Register of Pre-Qualified Supplies for Vegetation Management Services (including grounds maintenance) in accordance with s232 of the *Local Government Regulation 2012*.
2. Pre-qualification (for the mentioned businesses) remain current until 31 March 2022.
3. Authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with each selected tenderer for Vegetation Management Services, formalising the terms and conditions detailed in the draft agreement.

<b>Recommended Suppliers</b>	
<b>Urban Allotments</b>	<b>Local Content</b>
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Urban Public Space/Major Facilities</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Swans Earthmoving	0 Star



<b>Rural Roadside Slashing</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Swans Earthmoving	5 Star
<b>Rural Herbicide Spraying</b>	
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Habitat Environmental Solutions	0 Star
Kieran McCarrol Herbicide Spraying	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Specialist Arboriculture Services</b>	
Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
<b>Tree Lopping</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
Garwood Tree Service	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Swans Earthmoving	5 Star
<b>Minor Vegetation Clearing</b>	
S & W Petersen Pty Ltd T/A Admulch	0 Star
Biodiversity Australia Pty Ltd	0 Star
Garwood Tree Service	0 Star
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Swans Earthmoving	5 Star
<b>Other Vegetation Management Services</b>	
Jason Raymond Blinco T/A Blinco's Yard Service	5 Star
RTC Contracting Pty Ltd T/A Procrew	0 Star
Quarry Mining Haulage Pty Ltd	0 Star
Garwood Tree Service	0 Star
Swans Earthmoving	5 Star

### Background:

The original officers report included Habitat Environmental Solutions Pty Ltd in the following sub-panels which were incorrect:

- Urban Public Space/Major Facilities
- Rural Roadside Slashing
- Tree Lopping
- Minor Vegetation Management
- Other Vegetation Management Services.

The updated resolution will include Habitat Environmental Solutions Pty Ltd into the correct sub-panel:

- Rural Herbicide Spraying.

### Supporting Documentation:

Nil

Notice prepared by:

Manager - Procurement & Plant



**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 14 July 2021

**Date:** 25 June 2021

**Item Number:** 8.2

**File Number:** D21/51484

**SUBJECT HEADING:** Notice to Amend Resolution OM/04.2021/16

**Classification:** Open Access

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

**Original Resolution Meeting Date:** 14 April 2021

**Resolution Number:** OM/04.2021/16

**Resolution:**

**That Council:**

1. Purchase the land known as Lot 9 on SP119660 using the funds allocated in the 2020/21 Capital Works Budget for the amount of \$12,000 exclusive of GST.
2. Reimburse Queensland Rail the cost of the market valuation being \$1,600 exclusive of GST.
3. Authorise the Chief Executive Officer (or delegate) to execute the purchase contract and other documents relating to this purchase.

**Rescission Recommendation:**

That Council rescind Resolution Number OM/04.2021/16

**That Council:**

1. Purchase the land known as Lot 9 on SP119660 using the funds allocated in the 2020/21 Capital Works Budget for the amount of \$12,000 exclusive of GST.
2. Reimburse Queensland Rail the cost of the market valuation being \$1,600 exclusive of GST.
3. Authorise the Chief Executive Officer (or delegate) to execute the purchase contract and other documents relating to this purchase.

**And replace with-**

**That Council:**

- 1. Purchase the land known as Lot 9 on SP119660 using the funds allocated in the 2020/21 Capital Works Budget for the amount of \$13,200 inclusive of GST.**
  - 2. Reimburse Queensland Rail the cost of the market valuation plus GST, being \$1,760 inclusive of GST, payable at settlement.**
  - 3. Authorise the Chief Executive Officer (or delegate) to execute the purchase contract and other documents relating to this purchase.**
- 

**Background:**

The resolution from the meeting on 14 April 2021 listed the purchase price of Lot 9 on SP119660 as \$12,000 exclusive of GST.

Advice has since been sought and that advice has indicated that as Council will be using the park for a creditable purpose, GST is payable.

The purchase price will therefore be \$12,000 plus GST (total price \$13,200).

Under the terms of the contract Council is also obliged to pay Queensland Rail the cost of the market valuation plus GST (total \$1,760 inclusive of GST).

**Supporting Documentation:**

Nil.

**Notice prepared by:**

Manager - Facilities (Land, Buildings & Structures)

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 22 June 2021

**Item Number:** 11.1

**File Number:** D21/50287

**SUBJECT HEADING:** Selection Inspection Program 2021

**Classification:** Open Access

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

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### **Executive Summary:**

A Selective Inspection Program is proposed for all township areas within the Maranoa Regional Council Area. The selective inspection program will monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* regarding dog registration and regulated dog provisions.

The inspection program may result in remedial action being undertaken and infringements issued where non-compliance is observed.

Properties will be selected where a Council Authorised Person has a reasonable belief that an unregistered and/or regulated dog may be present on the premises.

The public will be given notice that the program will commence on Monday 6 September and conclude on Friday 26 November 2021. Notification of the program will be given in the local newspaper on 9 August 2021 and posted on the Council website as per legislative requirements. In addition, a public notice is to be distributed through the month of August via an unaddressed mailout to residents within the town areas

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

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 6 September and conclude on Friday 26 November 2021.

4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of *Subordinate Local Law No. 2 (Animal Management) 2011* where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2021 and on the Council website stating that the program will commence on Monday 6 September and conclude on Friday 26 November 2021.
6. On identification of an unregistered dog on a premises, that Officers issue an advisory notice for registration to be paid within 14 days upon which, if that hasn't be paid, a fine will be issued.

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

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

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

Not Applicable

**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
AMCAD	Animal Management (Cats & Dogs) Act 2008
SIP	Selective Inspection Program
LGA	Local Government Area

**Context:**

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

Prior to an inspection program being conducted, it is a legislative requirement that the local government approve by resolution the conduct of a program. The resolution must provide details of the type, length and purpose of the program and the places to be inspected. Notice of the program must be provided to the public and published in a newspaper circulating in the local government area and displayed on the local government website. This notice must be given at least 14 days, but not more than 28 days before the start of the program.

The purpose of this report is to gain approval to conduct the annual selective inspection program for the financial year 2021/22.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

In the 2020/21 financial year, between 7 September and 27 November 2020 Community Safety Officers inspected a total of 163 properties as part of a Council approved Selective Inspection Program assessing compliance with dog registration and regulated dog provisions.

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

The program was very successful with Council processing 496 dog registrations during the term of the three month program. At conclusion of the program there were 3009 dogs registered within the Maranoa Regional Council local government area. This was the highest number of dogs registered in our systems since amalgamation.

In previous programs a number of activities have been undertaken that have improved the outcome of the program and increased general community awareness and compliance. It is recommended to continue to undertake these activities in this year's program, which will include:

- The issue of the annual registration renewal notice on June 1 with a due date of 30 June 2021. This notice includes information relating to registration requirements, inspection programs and penalties for non-compliance
- Following up on any renewal notices that have been returned to sender to determine if address details are required to be updated or dogs removed from council records
- Media Release/s – alerting animal owners that registration renewal is due/overdue
- Facebook posts – alerting animal owners that registration renewal is due and that non payment may result in an infringement being issued
- Messages on Hold featuring notifications relating to registration renewal
- Magnetised signs placed on Community Safety Vehicles promoting the message that registration is now due
- An outbound contact program is planned to be conducted during July & August attempting to contact owners of animals listed in Councils database that have not renewed registration by the due date (30 June 2021). Methods include SMS, phone call and email
- A fact sheet providing information on the Selective Inspection Program will be made available at Customer Service Centres, on the Council Website and posted on Facebook to increase awareness of the program
- A media release is planned to be issued on approval of the program and a statutory notice placed in the Western Star and included on the Council website providing details of the approved program
- A letterbox drop is planned to be conducted during the month of August to inform residents that an inspection program will commence in September 2021 and that non compliance may result in an infringement being issued.

- Messages on Hold will feature a notification relating to the Selective Inspection Program
- On commencement of the program further Facebook posts will be used to remind animal owners of their legislative requirements and that the inspection program has commenced
- On detection of non-compliance to dog registration an advisory notes is to be issued, providing 14 days to have the dog registered. If no action taken, an infringement (fine) will be issued.. The amount of this fine would be \$266 or two penalty units (the value of a penalty unit is set by the State)
- Only one fine per animal owner is to be issued, in lieu of a fine per animal

At the time of compiling this report (1 July 2021), council records indicate that just over 50% of our registrations from last year have been renewed by the due date (**1728 registered animals**) This figure includes 97 being new registrations and the remainder being renewals. There are approximately **1664 outstanding registrations.**

Historically, registration renewals continue to flow in for the first two weeks in July. After this period follow up activities commence such as SMS reminders and cold calling. The public notice and announcement of the Inspection Program also acts as a friendly reminder to animal owners and results in positive action.

A generic reminder SMS is planned to be issued on Monday 12 July, 2021.

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

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

#### **Animal Management (Cats & Dogs) Act 2008**

##### **Section 111 General power to enter places**

- (1) An authorised person may enter a place if—
  - (h) the entry is—
  - (i) under an approved inspection program; and
  - (ii) made at any reasonable time of the day or night.

##### **Section 113 Approval of inspection program authorising entry**

- (1) A local government (the **approving local government**) may by resolution approve a program (an **approved inspection program**) under which an authorised person may enter a place to monitor compliance with this Act or an aspect of this Act.  
Examples of approved inspection program— monitoring compliance with requirements of permit conditions
- (2) An approved inspection program must be a selective inspection program or systematic inspection program.
- (3) A selective inspection program provides for the selection, in accordance with the resolution, of places in the local government's area, or a particular part of the area, to be entered and inspected.



- (4) A systematic inspection program provides for all places, or all places of a particular type, in the local government's area, or a particular part of the area, to be entered and inspected.
- (5) An approved inspection program must state the following—
  - (a) the purpose of the program;
  - (b) when the program starts;
  - (c) for a selective inspection program—
    - (i) objective criteria for selecting places to be entered and inspected; and
    - (ii) if the places are to be selected from a part of the local government's area—a description of the part;

#### **Section 114 Notice of proposed inspection program**

- (1) At least 14 days, but not more than 28 days, before an approved inspection program starts, the approving local government must give notice of the program.
- (2) The notice must be published—
  - (a) in a newspaper circulating generally in the local government's area; and
  - (b) on the local government's website.
- (3) The notice must state the following—
  - (a) the name of the local government;
  - (b) in general terms, the purpose and scope of the program;
  - (c) when the program starts;
  - (d) the period over which the program is to be carried out;
  - (e) that a copy of the program is open to inspection at the public office of the local government until the end of the program;
  - (f) that a copy of the program may be purchased at the public office of the local government until the end of the program;
  - (g) the price of a copy of the program.
- (4) The price of a copy of the program must be no more than the cost to the local government of having the copy available for purchase and, if the copy is posted to the purchaser, the postage cost.

#### **Section 115 Access to program**

From the publication by an approving local government of a notice about an approved inspection program until the end of the program—

- a) a copy of the program must be open to inspection at the public office of the local government; and
- b) copies of the program must be available for purchase at the public office of the local government at the price stated in the notice.

### **Subdivision 3 Entry under other powers other than for public places**

#### **Section 122 Procedure for other entries**

- (1) This section applies if –
- (a) an authorised person is intending to enter a place under section 111(1), other than paragraph (a) or (c), or 112; and
  - (b) the occupier of the place is present at the place.
- (2) Before entering the place, the authorised person must do or make a reasonable attempt to do the following things –
- (a) comply with section 107 for the occupier;
  - (b) tell the occupier the purpose of the entry;
  - (c) tell the occupier the authorised person is permitted under this Act to enter the place without the occupier's consent.

### **Part 3 Powers on entry**

#### **123 General powers after entering places**

- (1) An authorised person who has, under part 2, entered a place may -
- (a) search any part of the place the authorised person is authorised, under section 111(1)(a) or (c), to search; or
  - (b) inspect, test, photograph or film anything in or on the place; or
  - (c) copy a document in or on the place; or
  - (d) take samples of or from anything in or on the place; or
  - (e) take into or onto the place any persons, equipment and materials the authorised person reasonably requires for exercising a power under this part; or
  - (f) require the occupier of the place, or a person in or on the place, to give the authorised person reasonable help to exercise the authorised person's powers under paragraphs (a) to (e).

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

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

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

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

This inspection program is generally included in Councils Annual Operational Plan as a yearly proactive service. It is undertaken to encourage responsible pet ownership within the community and is directly linked to the Corporate Plan Priorities which include monitoring compliance with the State Governments Animal Management (Cats & Dogs) Act 2008 & Regulation 2019.

#### **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)

Animal Control/Community Safety Investigator – Jason Scott  
Manager Community Safety – Samantha Thrupp  
Director Corporate & Community Services – Sharon Frank

### Funding Bodies:

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

Not applicable

### This Financial Year's Budget:

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

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

Included in proposed operating budget.

### Future Years' Budgets:

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

Not applicable

### 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)

Not applicable

### 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
Regulated Dog provisions not being maintained	To reduce further incidents or attacks it is essential that regulated dog provisions are maintained. Without this inspection program this would not be able to be adequately monitored therefore increasing the risk of future incident.
Lack of compliance to dog registration requirements	A reduced number of lost dogs being reunited with their owners. An increased number of unclaimed dogs in the pound, creating additional demand on resources and an increase in costs associated with the operation of the pound facility, with the likelihood of increasing costs associated with euthanasia.  Not fulfilling requirements to State Government Legislation – Local Governments are responsible for enforcing the AMCAD Act requirements in their LGA

**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 approve a Selective Inspection Program for 2021.

By continuing to conduct this program on an annual basis, and applying a consistent approach to non-compliance will indicate to the community of the Maranoa that Council are determined to increase responsible animal ownership and actively enforce the applicable State Legislation related to registration and regulated dog provisions. The need for this program has been demonstrated by year on year improvement in results.

When undertaking the program I recommend that the same process be followed as in the previous years program when non compliance is identified. In the case of an unregistered dog, the action taken would be to issue an advisory notice providing the owner of the dog 14 days to take the relevant action and register the dog. If no action is taken in this timeframe, an infringement is to be issued. In the case of non compliance with regulated dog provisions, remedial notices to be issued in the first instance, followed by fines or other enforcement action if warranted. In the previous programs, officers took the reasonable approach of issuing one fine per animal owner, in lieu of one fine per non-compliant animal, it is recommended that this approach be followed in subsequent inspection programs.

**Recommendation:**

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

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

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

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 6 September and conclude on Friday 26 November 2021.

4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of *Subordinate Local Law No. 2 (Animal Management) 2011* where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2021 and on the Council website stating that the program will commence on Monday 6 September and conclude on Friday 26 November 2021.
6. On identification of an unregistered dog on a premises, that Officers issue an advisory notice for registration to be paid within 14 days upon which, if that hasn't be paid, a fine will be issued.

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

Not applicable

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.1 Animal control and community safety

**Supporting Documentation:**

[1](#) Ordinary Meeting - 9 December 2020 - Selective  
Inspection Program 2020 Results

D20/116659

**Report authorised by:**

Director - Corporate & Community Services

**OFFICER REPORT****Meeting:** Ordinary 9 December 2020**Date:** 7 December 2020**Item Number:** L.10**File Number:** D20/116659**SUBJECT HEADING:** Selective Inspection Program 2020 Results**Classification:** Open Access**Officer's Title:** Manager - Community Safety

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**Executive Summary:**

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

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

The program was very successful with Council processing an additional 496 dog registrations during the term of the three month program. At conclusion of the program there was 3009 dogs registered within the Maranoa Regional Council local government area. This is the highest number of dogs registered on our systems since amalgamation.

**Officer's Recommendation:**

That the report be received and contents noted.

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

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

Not applicable – this report is for information purposes only

**Acronyms:**

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

Acronym	Description
SIP	Selective Inspection Program

**Context:**

*Why is the matter coming before Council?*

To provide an update to Council on the outcomes of the approved Selective Inspection Program conducted Monday 7 September 2020 to Friday 27 November 2020.

**Background:**

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

Between 7 September and 27 November 2020, the Community Safety Team conducted a Selective Inspection Program (SIP) in accordance with Council **Resolution No. OM/07.2020/44**.

In accordance with s113 (5) (c) of the *Animal Management (Cats and Dogs) Act 2008* inspections were carried out within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of *Subordinate Local Law No. 2 (Animal Management) 2011* where an Authorised Person had reasonable belief that unregistered and/or regulated dogs may be present on an urban allotment.

The purpose was to monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* regarding registration and regulated dog provisions. The inspection program resulted in remedial action where non-compliance was observed.

**Inspection Results**

Officers inspected a total of **163 properties** across the Maranoa Region. At the conclusion of the program **157** properties were determined as compliant, with **6** properties being identified as non-compliant. Animal owners from these 6 properties have been issued with an advisory notice, followed by an infringement notice and had failed to register their dog at the time this report was written.

As part of this program Regulated Dog inspections were also completed. These types of inspections require more time, greater administration and follow up, and carry a greater risk to Council if owners are non-compliant. For this reason, these inspections were undertaken at the commencement of the program.

Results of the regulated dogs have been included in the overall statistics for the program, with a summary provided for your information below:

- 17 Regulated Dog Permit Condition Inspections conducted
- 13 properties were deemed as compliant
- 4 properties as non-compliant. *(All compliant by end of the program)*
- Enforcement action taken as a result of inspections:
  - 4 Advisory Notices issued
  - 0 Compliance Notice issued
  - 0 Infringements issued for unregistered dogs/non compliance with regulated dog provisions

At the conclusion on the program **all properties** were deemed as **compliant**

**Registration Statistics**

The aim of the program is to increase the number of registered dogs within our region. To this end the program has been extremely successful.

Registration Renewal notices are sent out in the first week of June each year with payment due at the 30<sup>th</sup> June each financial year. From issue of notices until end of August (just prior to inspection program commencing) our systems indicated that we had processed 2706 new/renewal dog registrations. This is an increase of 16% for the same period in the previous year.

After this great start to the renewal program, the Community Safety team conducted the selective inspection program during September, October and November. During this period a further **352 new** registrations and **144 renewals or 496 dog registrations** were received.

We have also been able to update our animal master database **removing 378 dogs** as either **deceased or departed** (no longer at the address), which is a further benefit of the program in improving our data integrity.

The increase in the number of registrations has a flow on effect to an increase in the number of receipts processed, and administration required to update our programs and issue dog registration certificates. Both the customer service and community safety teams are to be congratulated for their efforts during this period.

In summary, at the start of the financial year we had 2,786 registered dogs in our database. At the conclusion of the program we had **3,009 registered dogs in the Maranoa**. That is approximately an **8% improvement/increase** and the highest number of dogs registered on record in our systems.

### **Enforcement Action**

During the inspection program when an authorised person/officer identified a dog as not being registered for the current financial year 2020/21 an advisory notice was issued, providing the dog owner with a 14 day timeframe to take action and register their dog. If registration was not received by the end of this period, an infringement notice was issued. The fine for failing to register a dog is determined by State legislation and is currently two penalty points or \$266. The total number of infringements issued for failing to register a dog was twelve (12). This is a great outcome, being an 85% decrease from last year's program in which 78 infringements were issued.

Further statistics have been included in the table below:

INFRINGEMENT STATISTICS	
Total Infringements Issued	12
Total \$ amount of infringements issued	\$2,926
Total \$ amount of outstanding fines	\$2,328



**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 program was conducted in accordance with the requirements stated in the relevant legislation being the *Animal Management (Cats and Dogs) Act 2008*.

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMA) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMA the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.

**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)

To fulfil Council's obligations as detailed in both the Corporate and Operational Plans, Council aims to conduct Annual Inspection Programs checking compliance against provisions in the *Animal Management (Cats and Dogs) Act 2008* in relation to dog registration and regulated dog provisions.

**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)

Not applicable

**Funding Bodies:**

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

Not applicable

**This Financial Year's Budget:**

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

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

The revenue generated for both dog registrations and infringements as a result of this program was calculated by using historical data and included in the budget for financial year 2019/20. This figure has been affected as a 50% fee waiver has been applied on registration fees as a COVID relief strategy.

**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 actual revenue received during this program will be considered in preparing the budget for next financial year 2020/21, this will include factoring in the 50% fee waiver.

**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)

Not applicable – report is for information purposes only.

**Risks:**

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

Not applicable – report is for information purposes only.

**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 the author's opinion that the conduct of this program on an annual basis is imperative in encouraging compliance to the State Legislation which is proven by the year on year improvement in results. The use of the reminder SMS and public notice has greatly improved the general awareness and compliance to registration requirements. It is strongly recommended that both the program and these methods of communication continue into the future.

**Recommendation:**

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

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

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

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

No

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.1 Animal control and community safety

**Supporting Documentation:**

Nil

**Report authorised by:**  
Director - Corporate & Community Services

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 23 June 2021

**Item Number:** 11.2

**File Number:** D21/50716

**SUBJECT HEADING:** Birth, Death and Marriage Notices

**Classification:** Open Access

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

---

### **Executive Summary:**

With the Western Star no longer in print, Maranoa residents are struggling to publish their birth, death and marriage notices.

This report outlines potential options to fill this gap, as well as cost associated.

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

That:

1. Council undertake a six-month trial with both Option 1 (Bottle Tree Bulletin) and Option 2 (4ZR radio advertising), commencing in September 2021;
2. Council communicate with the community via a media release about the options available to communicate their birth, death and marriage notices; and
3. A report be brought back to Council with the results at the conclusion of the trial.

---

### **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).

Booringa Action Group (Tenderer for The Bottle Tree Bulletin)  
South West Newspaper  
4ZR Radio  
Hit FM  
Hot Country  
Switch FM  
ABC  
RFM88

### Acronyms:

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

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

Acronym	Description
Nil	

### Context:

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

Seven possible options are being put forward to Council for consideration for Birth, Death and Marriage Notices:

- Option 1: Bottle Tree Bulletin (Community Newsletter)
- Option 2: Radio advertising with 4ZR
- Option 3: Radio advertising with Hot Country
- Option 4: Provide information to residents regarding printed notices that can be booked and printed in the South West Newspaper by residents.
- Option 5: Council page in the South West Newspaper
- Option 6: Radio advertising with Switch FM
- Option 7: Radio advertising with RFM88

#### Option 1: Bottle Tree Bulletin

It is possible to add an additional 4 pages to the current Bottle Tree Bulletin (an additional 4 pages is required for printing purposes).

Cost: Approximately an extra \$610 including GST per addition (monthly)

#### Cost breakdown:

- \$210 printing
- \$400 correspondent (to collate information).

All information will be sent to the Bottle Tree Bulletin and will be collated by their team.

If notices do not fill the additional 4 pages, other community news will be featured on the additional pages.

Bottle Tree Bulletin guidelines would need to be updated as currently no birth, marriage or death notice can be printed in the Bottle Tree Bulletin.

Reach: The Bottle Tree Bulletin is sent to every household in the Maranoa each month.

**Option 2: 4ZR Radio Advertising**

Cost: Approximately \$600 per month excluding GST (\$150 per week)

Quote includes:

- 2 x segments per week sponsored by Maranoa Regional Council.
- Time and days TBA. (possibly 7am on Tuesday and Friday to reflect the old printed Western Star paper release days).

Segment to target births, marriages, anniversaries & death and funeral notices (4ZR requires death and funeral information to be supplied from funeral homes only) and relevant Council news. The radio station is happy to accept notices directly from residents.

4ZR will promote the segment with 15 second recorded promo's, live mentions and 10 second credits throughout the segment.

Reach: Across the Maranoa (quality may depend on location). Compass points for reach include:

- North - approximately 30 kms north of Injune
- South - Nindy Gully / Thallon
- East - Miles
- West - Morven

Age demographic of listeners is 30+ years old.

**Option 3: Hot Country Radio Advertising**

*(Same cost as 4ZR – 4ZR and Hot Country have the same parent company)*

Cost: Approximately \$600 per month excluding GST (\$150 per week)

Quote includes:

- 2 x segments per week sponsored by Maranoa Regional Council.
- Time and days TBA. (possibly 7am on Tuesday and Friday to reflect the old printed Western Star paper release days).

Segment to target births, marriages, anniversaries & death and funeral notices (the station requires death and funeral information to be supplied from funeral homes only) and relevant Council news. The radio station is happy to accept notices directly from residents.

Hot Country will promote the segment with 15 second recorded promo's, live mentions and 10 second credits throughout the segment.

Reach: Across the Maranoa (quality may depend on location) Hot Country has a greater reach outside the Maranoa than 4ZR. Compass points for reach include:

- North - approximately 30 kms north of Injune
- South – Texas (including Goondiwindi)
- East - Dalby
- West - Morven

Age demographic of listeners is 10+ years old.

#### **Option 4: South West Newspaper**

Please see attachment for the pricing special for residents booking death notice. Cost is \$55 for an announcement.

Residents can book notices in the South West Newspaper which is printed and distributed each Wednesday.

Information could be provided to residents about the option for residents to book their own notices in the South West Newspaper.

#### **Option 5: Council page in South West Newspaper**

Please see attachment.

This is an advertising package that could provide reach to southwest Queensland communities. It is possible to include news, events, general information (such as road changes, water restrictions) public notices (birth, death & marriage notices), job advertisements, community photos and message from Mayor/Councillors.

South West Newspaper print run is 2,000 copies a week with a readership of approximately 5,000.

*Pricing is included in attachment.*

#### **Option 6: Switch FM Radio Advertising**

Cost \$100 per month.

Notices would run twice a week with the option to increase the number of announcements if needed.

In order to advertise with Switch FM, Council would need to set up a designated 1800 number for residents to call and leave a message. The broadcast operator would produce the audio for the notice announcement with the messages received via this number. The cost of the 1800 number is \$180 per year.

Reach: Roma & Yuleba (Mitchell broadcast is coming soon)

### Option 7: Radio advertising with RFM88

Cost: \$450 + GST per month.

Quote includes 50 ads per week (30-40 seconds in length) and includes Mayor's report plus five Council ads per week with no production charges. The quote includes sponsorship for birth, death and marriage notices after the 9am and 10am news segments. Residents would be able to send in their notices via email directly to the radio station. A more detailed quote is attached.

Reach: Roma & surrounds

Age demographic of listeners is 40+ years old.

#### Other notes:

ABC Southern Queensland was contacted and advised that they could not advertise Birth, Death and Marriage notices as they cover such a large area.

Hit FM was contacted for a quote, however advised that the station is unable to do Births, Deaths and Marriages announcements on Hit FM.

#### Background:

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

(Succinct overview of the relevant facts, without interpretation)

This report has been prepared following the below resolution:

***Resolution No. OM/02.2021/69***

***That a report be prepared for an upcoming Council Meeting with costing for these notices to be included in future Bottle Tree Bulletins along with other suggestions on how Council may be able to circulate notices across the Maranoa Community (e.g. radio).***

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

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

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

Nil

#### Council Policies or Asset Management Plans:

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

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

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

Nil



### Input into the Report & Recommendation:

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

Manager - Communication, Information & Administration Services  
Director - Corporate & Community Services

### Funding Bodies:

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

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)

Costs associated with the trial can be allocated to Council's Communications Budget.

- Option 1: Bottle Tree Bulletin budget to be allocated to GL2018.2210.2001.
- Option 2: Radio advertising budget to be allocated to GL2018.2214.2001.

### 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)

Any parties commercially interested may be impacted.

### Risks:

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

Risk	Description of likelihood & consequences
Nil	

**Advice to Council:**

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

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

The advice to Council is to undertake a six-month trial with both Option 1 (Bottle Tree Bulletin) and Option 2 (4ZR radio advertising), commencing in September 2021.

Council can communicate with the community about the trial via a media release about the options available to communicate their birth, death and marriage notices.

A report can then be prepared and brought back to Council with the results at the conclusion of the trial.

**Recommendation:**

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

That:

1. Council undertake a six-month trial with both Option 1 (Bottle Tree Bulletin) and Option 2 (4ZR radio advertising), commencing in September 2021;
2. Council communicate with the community via a media release about the options available to communicate their birth, death and marriage notices; and
3. A report be brought back to Council with the results at the conclusion of the trial.

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

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

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

No

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

**Supporting Documentation:**

1	South West Newspaper - Funeral Notices	D21/43686
2	South West Newspaper Co -Advertising Rates -April 2021	D21/31479
3	Publicity Package -Maranoa - South West Newspaper	D21/45708
4	MARANOA REGIONAL COUNCIL - Radio RFM88 - Quote	D21/50723

**Report authorised by:**

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services



**South West**  
Newspaper Co.

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email: [advertising@southwestnewspaper.com.au](mailto:advertising@southwestnewspaper.com.au)  
or call: 0400 879 742

**Classifieds**

**GOAT  
CENTRAL  
AUSTRALIA**



**BUYING GOATS?  
PHONE HENRY  
0428 00 0096**

*The cheapest  
part of dying  
is the funeral  
notice in  
South West!*

Yes,  
we run funeral and  
death notices.  
Don't let their passing  
go unnoticed.  
The cost won't  
bury you either.  
**ONLY \$55**  
FOR AN  
ANNOUNCEMENT  
(up to 12cm)

**South West**  
Newspaper Co.

## PUBLIC NOTICES

### Proposed Development

Make a submission from  
**3 June to 25 June 2021**

#### Telecommunications Facility

Where: 2511 Cunnamulla-  
Thargomindah Road, Cunnamulla  
QLD 4490

On: Lot 34 on WELL5313

Approval sought: Development  
Permit for Material Change of Use

Application ref: 20-21-15

You may obtain a copy of the  
application and make a  
submission to:

Paroo Shire Council

PO Box 75, Cunnamulla QLD 4490

[council@paroo.qld.gov.au](mailto:council@paroo.qld.gov.au)

(07) 4655 8400

[www.paroo.qld.gov.au](http://www.paroo.qld.gov.au)

Public notification requirements are in  
accordance with the Planning Act 2016

### Queensland Cotton

## St George Race Day

**JULY 17**

### SEED FOR SALE

**Curly Mitchell Grass**

Bare Seed

Germ 94% Purity 90.2%

Harvested Thallon Area

**Phone David**

**0428 259 159**

### FUNERAL NOTICES

Local Funeral Notices in the Maranoa Regional area are  
advertised on our website at  
<https://maranofunerals.com.au/funeral-notices>  
(you may wish to leave a Condolence to the family)

Notices are placed in the front window of Coomber Bros  
Notices are placed on the front window of our funeral home

Announced on RFM 88 Radio

(All notices subject to family approval)

07 4622 8488 Mobile 0428 980 080

**Jewels**  
FUNERAL SERVICE

### MEALS ON WHEELS CUNNAMULLA



#### JUNE ROSTER

Tuesday 1	P Anderson
Wednesday 2	C Mills & M Andrews
Thursday 3	M Bushell & MC Duff
Friday 4	J Maxwell & R Fagan
Monday 7	J Gorme & K Webster
Tuesday 8	D Cook
Wednesday 9	H Wilson & helper
Thursday 10	PSC
Friday 11	B Palmer
Monday 14	T Jackson
Tuesday 15	L Wharton
Wednesday 16	M Hogan & N Barlow
Thursday 17	L Hatcher
Friday 18	SACRED HEART
Monday 21	J Schmidt & M McLaren
Tuesday 22	PSC
Wednesday 23	J Gorme & K Webster
Thursday 24	L Land
Friday 25	K MacGillivray
Monday 28	J Stewart & P Ward
Tuesday 29	P Anderson
Wednesday 30	D Ferguson

### Cunnamulla P-12 State School

Expressions of interest are invited for the position of:

#### School Cleaner

This position is Permanent Part-time working 97.55 hours per week.

As the Cleaner you will:

- Contribute to the efficient and effective operation and environment of the site by providing a high level of cleaning support.
- Ensure that the duties prescribed for the position are completed to an acceptable standard as determined by their supervisor, in accordance with the approved school cleaning program.

The Cleaner, reports to the school Principal or nominated delegate.

Application packages including the position description and work profile are available for

collection from the School Office, Francis Street, between the hours of 8.00am and 4.00pm,

Monday to Friday.

All applications must include a current resume, 2 referees and a written response (no more than

5 pages) outlining your suitability for the position referring to the "How you will be

assessed" section in the role description.

The successful applicant must hold a suitable card from Blue Card Services and undertake a

Criminal History Check BEFORE commencing in the role. The successful applicant will be subject to

a probationary period.

Applications should be clearly marked Private and Confidential and be addressed to

The Principal, Cunnamulla P-12 State School, PO BOX 74, CUNNAMULLA Q 4490.

Or emailed to [admin@cunnamullap12s.qld.edu.au](mailto:admin@cunnamullap12s.qld.edu.au)

For more details contact the administration on 074655 8333

Please contact the School for more information: **4655 8333**

Closing date for applications are Friday 4th June 4pm.



## RADIO RFM 88 ROMA PROGRAMMING SCHEDULE

<b>7am to 10am</b> - Errol Morrison Breakfast Show	<b>Midday to 6pm</b> - The afternoon Show with Russell Bauer	<b>Saturday Morning</b> 10am to 11am - A Breath of Fresh Air with Sandy Kaye	<b>Sunday Afternoon</b> 2pm to 4pm - Timezone Top 40 Hits from 40 Years ago
<b>10am to Midday</b> - Memories with Graham Webb	<b>6pm to 6am</b> - Night Time Favourites	<b>Saturday Night</b> 6pm to Midnight - Saturday Night Gold with Allan Quinn	<b>Wednesday Night</b> 6.30pm to 8.30pm - Timezone Top 40

*All the best music  
and local information*

WEDNESDAY 2 JUNE 2021 ~ [www.southwestnewspaper.com.au](http://www.southwestnewspaper.com.au)

11





Formerly Warrego Watchman

## 2021 RATES AND SPECIFICATIONS

ALL DISPLAY ADVERTISING INCLUDES DIGITAL ADVERTISING ON S.W. NEWSPAPER CO. SITES

PUBLISHED WEDNESDAYS

**FULL PAGE**  
360mm high  
x 260mm wide  
**\$800**

**HALF PAGE**  
180mm high  
x 260mm wide  
**\$450**

**QUARTER PAGE**  
80mm high  
x 260mm wide  
**\$200**

140mm high  
x 100mm wide  
**\$150**

70mm high  
x 100mm wide  
**\$100**

**Deadlines**  
**Bookings:**  
Thursday prior 12pm  
**Copy/Artwork:**  
Thursday prior 5pm

**Supplied PDFs**  
- images 200dpi in CMYK  
- no bleed or crop marks  
to: [advertising@southwestnewspaper.com.au](mailto:advertising@southwestnewspaper.com.au)

**WEBSITE & FB ADVERTISING ONLY (no print) - \$100pw**

**TRADES & SERVICES**  
6cm x 6cm full colour  
12 month package  
**\$20 per week**  
or **\$30 per casual insert**

### CLASSIFIEDS

**SMALL**  
6cm wide  
x 8cm high = \$80  
x 10cm high = \$90  
x 12cm high = \$100

**LARGE**  
12.5cm wide  
x 8cm high = \$110  
x 10cm high = \$130  
x 12cm high = \$150

ALL PRICES EXCLUDE GST

### DISPLAY COLUMN RATE EGN

Includes 10% agency commission, excludes GST

**\$5.50PCCM**

All rates full colour

Column (L to R)	1	2	3	4	5
Width (mm)	48	101	154	207	260

### CONTACT

EDITORIAL - James Clark

e: [editor@southwestnewspaper.com.au](mailto:editor@southwestnewspaper.com.au)

p: 07 4655 4829 or 0499 299 700

ADVERTISING - Jennifer Pike

e: [advertising@southwestnewspaper.com.au](mailto:advertising@southwestnewspaper.com.au)

p: 0400 879 742

### CIRCULATION

Circulating in the shires of Maranoa, Balonne, Murweh, Paroo, Quilpie, Bulloo and Blackall-Tambo

Roma	4455
Injune	4454
Surat	4417
Mitchell	4465
Wallumbilla	4428
Yuleba	4427
Charleville	4470
Morven	4468
Augathella	4477
Tambo	4478
Blackall	4472
Wyandra	4489
St George	4487
Durrumbidgee	4486
Bollon	4488
Cunnamulla	4490
Eulo	4491
Yowah	4490
Quilpie	4480
Adavale	4474
Eromanga	4480
Thargomindah	4492



Independent and locally owned and operated with a print run of 2000 copies per week.

[www.southwestnewspaper.com.au](http://www.southwestnewspaper.com.au) | 83 Galatea Street, Charleville 4470





## SOUTHWEST NEWSPAPER PUBLICITY PACKAGE FOR MARANOA REGIONAL COUNCIL

Exploit the reach of southwest Qld's newest oldest weekly newspaper. Independent and locally owned, and committed to providing premium local news in the Maranoa, Balonne, Murweh, Paroo, Quilpie, Bulloo and Blackall-Tambo shires.

### MONTHLY PUBLICITY PACKAGES

Reach out to constituents and raise your council's profile throughout the region with a monthly feature.

The features might include include announcements, what's on, jobs, news items, photos, events posters or a message from the mayor.

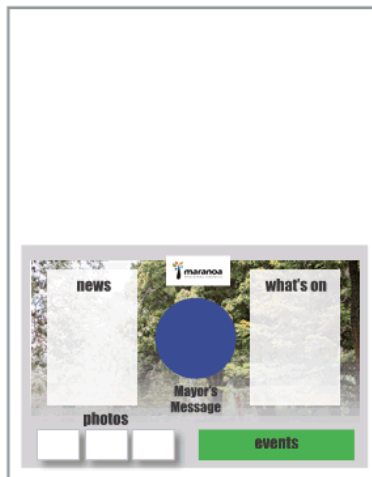
#### QUARTER PAGE PER MONTH

180mm X 130mm  
\$220, including GST,  
or \$2640 annually



#### HALF PAGE PER MONTH

180mm X 260mm  
\$440, including GST,  
or \$5280 annually



#### FULL PAGE PER MONTH

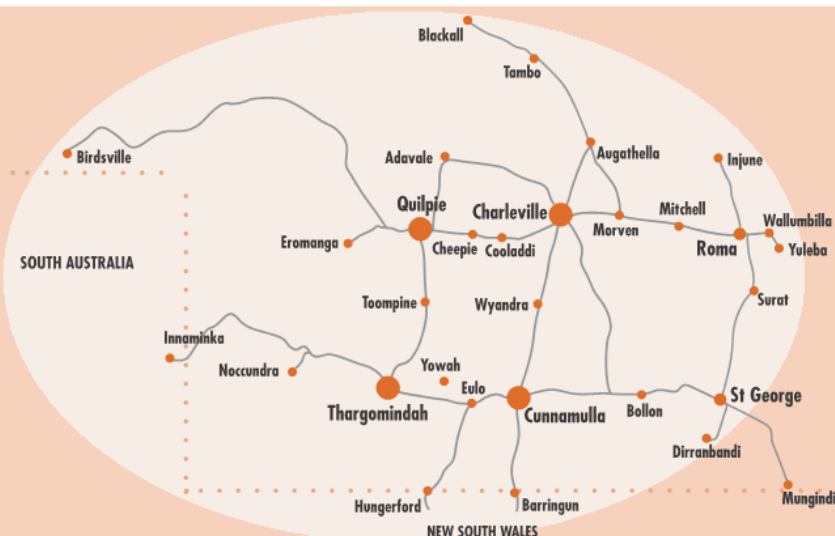
360mm X 260mm  
\$880, including GST,  
or \$10,560 annually



#### CIRCULATION

Circulating in the shires of Maranoa, Balonne, Murweh, Paroo, Quilpie, Bulloo and Blackall-Tambo

Roma	4455
Injune	4454
Surat	4417
Mitchell	4465
Wallumbilla	4428
Yuleba	4427
Charleville	4470
Morven	4468
Augathella	4477
Tambo	4478
Blackall	4472
Wyandra	4489
St George	4487
Dirranbandi	4486
Bolton	4488
Cunnamulla	4490
Eulo	4491
Yowah	4490
Quilpie	4480
Adavale	4474
Eromanga	4480
Thargomindah	4492



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**RADIO RFM 88**

48 McDowall Street Roma Qld 4455

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Email: admin@radiatorfm.com.au

Website: www.radiatorfm.com.au

**“OUR BUSINESS IS PROMOTING YOUR BUSINESS”**

**AFFORDABLE ADVERTISING**

**FOR**

**MARANOA REGIONAL COUNCIL**

**TWELVE MONTH PACKAGE**

**50 Ads Per Week – Total 2,600 Ads**

**(ADS ARE 30 TO 40 SECONDS)**

**PLUS 1,000 BONUS ADS**

**INCLUDING THE ‘MARANOA REGIONAL COUNCIL’ MAYOR’S REPORT &  
‘BREAKING NEWS-FOR ROMA & DISTRICT’ PLUS FIVE COUNCIL ADS PER  
WEEK WITH NO PRODUCTION CHARGE**

**ALSO SPONSORSHIP OF ALL APPROVED FUNERAL ANNOUNCEMENTS AFTER  
THE 9 & 10 O’CLOCK NEWS**

**TOTAL COST = \$5,400.00 + \$540.00 GST**

**(MONTHLY PAYMENTS OF \$450.00 + GST)**

Ad production is charged at \$80.00 + GST per Ad. Ads can be changed and programmed at any time and be on air within 20 minutes or less of Ad copy approval.

**‘IT’S ALL ABOUT THE MUSIC & LOCAL INFORMATION’**

***For Roma***

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 30 June 2021

**Item Number:** 11.3

**File Number:** D21/52661

**SUBJECT HEADING:** Queensland Audit Office - 2021 Interim Report to the Mayor

**Classification:** Open Access

**Officer's Title:** Mayor

---

### **Executive Summary:**

Queensland Audit Office has presented their interim report for the financial year ending 30 June 2021. The interim audit report contains the results of the interim work performed to 28 May 2021. The 2021 Interim Report is now presented to Council by the Mayor.

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

That Pursuant to section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Interim Report for 2021 as presented by the Mayor.

---

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

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

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

Nil

### **Acronyms:**

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

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

Acronym	Description
QAO	Queensland Audit Office

### **Context:**

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

In accordance with section 213 of the *Local Government Regulation 2012*, the Mayor must present a copy of the auditor-general's observation report.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Queensland Audit Office conducted their onsite interim audit from 19-23 April 2021. The 2021 interim audit report was received on 23 June 2021 and details the results of their interim work performed to 28 May 2021.

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

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

*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)

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)

Queensland Audit Office

Pitcher Partners

The Interim Report has been presented to Council's Audit Committee (on 30 June 2021) for review before presenting to Council.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil



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

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

(Interested Parties Analysis - IS9001:2015)

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Nil	Nil

**Advice to Council:**

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

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

That Council note and receive the 2021 interim report to the Mayor.

**Recommendation:**

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

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

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

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

That Council note and receive the 2021 interim report to the Mayor.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

**Supporting Documentation:**

1 [Interim Management Report - 2021](#)

D21/51242

**Report authorised by:**

Director - Corporate & Community Services



# Maranoa Regional Council

## 2021 Interim report to the Mayor

23 June 2021

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23 June 2021

Mayor Tyson Golder  
Maranoa Regional Council  
57 Bungil St  
ROMA QLD 4455

Dear Mayor Golder

**2021 Interim report**

We present to you our interim report for Maranoa Regional Council for the financial year ending 30 June 2021. This report details the results of our interim work performed to 28 May 2021. In this phase we assessed the design and implementation of your internal controls, and to the extent that we have planned to place reliance on such controls, whether they are operating effectively. We have also commenced work over the areas of audit focus communicated in our external audit plan. To date our work has not identified any new significant deficiencies in your internal controls.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of Local Government sector audits.

If you have any questions or would like to discuss the audit report, please contact me on 3222 8440 or the engagement manager Clayton Russell on 3222 8304.

Yours sincerely



JASON EVANS  
Partner

cc. Mr Michael Booth, Chair – Audit and Risk Committee  
Ms Julie Reitano, Chief Executive Officer

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
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Web [www.gao.qld.gov.au](http://www.gao.qld.gov.au)  
 Queensland Audit Office (QAO)

## 1. Summary



We have completed our audit planning phase and an external audit plan was issued on 23 April 2021.

This report details our audit findings from the work performed to date on the key controls over the asset management, revenue (various streams), payroll, purchase to pay, and financial reporting cycles that were identified during the audit planning phase, as well as our evaluation of the IT general control environment.

### Summary of findings – On track



No significant deficiencies were identified during the performance of our interim audit work. One new control deficiency was identified, in relation to quarry transaction processing.

Details of our audit findings are explained further in this report. Refer to Sections 2 and 3.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment supports the level of control reliance planned in our audit strategy.

### Areas of audit focus - On track

In addition to the above, we have also performed work over the areas of audit focus that were identified in the external audit plan.

Our progress against the areas of audit focus is on track.

### Milestones – On track











All milestones as set out in our external audit plan and agree to by management have been met. We do not anticipate any further slippages in future deliverables.

### Audit fees - On track



## 2. Internal control deficiencies

The following table summarises our reporting on deficiencies in internal controls. Further in this section, you will find details of these deficiencies identified during our interim audit. Refer to [Section 3](#) for the status of prior year deficiencies.

	Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
		Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
	<b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	-	-	
	<b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	
	<b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	-	1	-	
	<b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	1	
	<b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	



### Effective

No significant deficiencies identified



### Partially effective

One significant deficiency identified



### Ineffective

More than one significant deficiency identified

## 2. Internal control deficiencies (cont'd)



The following table details control deficiencies identified during our interim audit visit. It includes a response from management.

Our risk ratings are set out in Appendix A [Our rating definitions](#).



### Deficiencies

#### 21IR-1 Quarry Weighbridge Ticketing

##### Control Activities

It was identified that weighbridge dockets generated at the Roma quarry are not sequentially numbered.

##### Implication

Sequential numbering of dockets is a key control over completeness of revenue, and lack of sequential numbering therefore increases the risk of revenue being incomplete.

##### QAO recommendation

It is recommended that Council investigate the reasons for weighbridge dockets not being sequentially numbered, and seek to implement changes to ensure that sequential numbering (including documentation for any missing numbers) occurs in future.

##### Management response

Management agrees to investigate this issue and to implement changes as required to ensure that sequential numbering occurs in the future.

##### Status

Work in progress

##### Action Date

1 July 2021





### 3. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Our risk ratings are set out in Appendix A [Our rating definitions](#).

Ref.	Rating	Issue	Status / Comment Action Date
<b>Internal control issues</b>			
20FR-1		<b>Asset Capitalisation Processes</b> <p>On analysis of the WIP balance at 30 June 2020, we identified a number of projects which had reached practical completion prior to 30 June 2020 but had not been capitalised.</p> <p>Untimely capitalisation of works may give rise to material misstatements in the financial statements, in particular with respect to capital write-offs expense.</p> <p>It was recommended that management implement a process for estimating the potential financial impact of pending capitalisations at 30 June 2021.</p>	<b>Work in Progress</b> <p>Management will assess that finalisations have been received in a timely manner and in timeframes that allow for the formal finalisation and capitalisation process. If this has not occurred, management will consider the recommendation that adjustments be made by way of journal entry where the estimated write-off is material.</p> <p>Action date: 16 August 2021</p>
<b>Financial reporting issues</b>			
20FR-2		<b>Useful Lives of Road Infrastructure Assets</b> <p>Council's desktop valuation of road infrastructure assets effective 30 June 2020 includes useful life assumptions which, if adopted, will result in a significant decrease in Council's depreciation expenditure for the 2021 financial year. There was limited explanation offered in the valuation report for these changes.</p> <p>It was recommended that management prepare a position paper for the 2021 audit in support of the revised useful lives (if adopted), including relevant information on Council's asset management practices.</p>	<b>Work in Progress</b> <p>Management agrees with Audit's recommendation to prepare a position paper for the 2021 audit. This paper has not yet been provided to audit.</p> <p>Action date: 30 June 2021</p>

### 3. Prior year issues (cont'd)



Ref.	Rating	Issue	Status / Comment Action Date
Financial reporting issues (cont'd)			
19FR-2		<b>Landfill Cell Assets</b> Council has not previously recognised landfill cell assets on its balance sheet, and there is therefore a risk that Council's assets are understated. It was recommended that Council seek to obtain a valuation of these assets for financial reporting purposes.	<b>Work in Progress</b> Council is intending to have this issue addressed in the 2020/21 financial statements, and will prepare a position paper for audit on this issue. A milestone date for delivery of this position paper has been set. Action date: 30 June 2021
19FR-3		<b>Accounting for Write-offs on Asset Capitalisation</b> We identified a number of inconsistencies/ errors in Council's processes for recording write-offs of infrastructure assets on capitalisation of renewal/upgrade projects during the FY19 audit. While process adjustments were made during the FY20 audit, immaterial adjustments were still proposed during the FY20 audit.	<b>Work in Progress</b> Management will seek to implement further amendments to write-off processes in FY21 to address the remaining issues. Action date: 30 June 2021



## Appendix A—Our rating definitions



### Our rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>

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 **Queensland  
Audit Office**  
*Better public services*



## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 30 June 2021

**Item Number:** 11.4

**File Number:** D21/52732

**SUBJECT HEADING:** Non-Current Asset Accounting Policy

**Classification:** Open Access

**Officer's Title:** Operations Manager - Finance

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### **Executive Summary:**

The Non-Current Accounting Policy provides a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations.

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

That Council adopt the Non-Current Asset Accounting Policy as presented.

---

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

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

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

Maranoa Regional Council

### **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
AASB	Australian Accounting Standards Board

### **Context:**

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

Council last adopted the Non-Current Asset Accounting Policy on 22 July 2020 and is due for review.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Non-Current Asset Accounting Policy applies to all asset accounting related activities for property, plant and equipment and intangible assets.

The purpose of this policy is to provide a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations.

The objectives of the policy are to ensure:

- Compliance with prescribed legislation and Australian Accounting Standards
- Accounting principles are followed by Council employees when identifying, recognising, recording and valuing Council's property, plant and equipment.
- All processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit.
- Asset movements are recorded in the financial asset register in a timely manner.
- Capital works in progress balances are cleared no later than 30 days after practical completion.

The Non-Current Asset Accounting Policy has been reviewed. There was one adjustment, which was:

- Rewording of the Management of Work In Progress section in section 5.7, as the Capital Work in Progress is monitored using the Project dashboard on Council's intranet.

Otherwise, the policy remains unchanged since the last revision.

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

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

*Local Government Act 2009*

*Local Government Regulation 2012*

AASB 5 – Non-current Assets held for Sale and Discontinued Operations

AASB 13 – Fair Value Measurement

AASB 101 – Presentation of Financial Statements

AASB 116 – Property, Plant and Equipment

AASB 16 – Leases

AASB 136 – Impairment of Assets

AASB 138 – Intangible Assets

AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors.

#### **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)

Non-Current Asset Accounting Policy (adopted 22 July 2020).

**Input into the Report & Recommendation:**

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

Sharon Frank, Director Corporate & Community Services

The draft policy has been presented to Council's Audit Committee (on 30 June 2021) for review before presenting to Council.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil

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

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

Council Officers.

**Risks:**

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

Risk	Description of likelihood & consequences
Financial Reporting Risk	Non-compliance with Australian Accounting Reporting requirements and raised as an audit matter with the Queensland Audit Office

**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 adopted the Non-Current Asset Accounting Policy as presented.

**Recommendation:**

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

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

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

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

That Council adopted the Non-Current Asset Accounting Policy as presented.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.3 Accounting

**Supporting Documentation:**

1 [↓](#) Non-Current Asset Accounting Policy - Review June 2021 D21/49948

**Report authorised by:**

Director - Corporate & Community Services



## 1. Policy Purpose

The purpose of this policy is to provide a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations. In particular, the policy aims to:

- Clarify the definition of, and accounting recognition concepts, for assets;
- Provide guidance on determining the periodic cost of using assets (depreciation/amortisation);
- Specify a basis for valuing non-current assets; and
- Set out the approach to be adopted in regularly reviewing the carrying amount of assets and, where appropriate, writing down or revaluing assets.

## 2. Policy Scope

This policy applies to all asset accounting related activities for property, plant and equipment, and intangible assets.

This policy is directly applicable to Asset Custodians and Council officers who have asset management and asset accounting responsibilities. This policy will apply to all Directorates, Departments and Functions of Council.

## 3. Objective

The objective of this policy are to ensure:

- Compliance with prescribed legislation and Australian Accounting Standards.
- Accounting principles are followed by Council employees when identifying, recognising, recording and valuing Council's property, plant and equipment.
- All processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit.
- Asset movements are recorded in the financial asset register in a timely manner.
- Capital works in progress balances are cleared no later than 30 days after practical completion.

## 4. Legislative Context

State Government Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Australian Accounting Standards

- AASB 5 – Non-current Assets held for Sale and Discontinued Operations
- AASB 13 – Fair Value Measurement
- AASB 101 – Presentation of Financial Statements
- AASB 116 – Property, Plant and Equipment
- AASB 16 – Leases
- AASB 136 – Impairment of Assets
- AASB 138 – Intangible Assets
- AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors.

## 5. Policy Statement

### 5.1 ASSET CLASSES

An asset class is a grouping of assets of a similar nature and use in an entity's operations and which, for the purposes of disclosure, is shown as a single item in the financial report. The following asset classes are reported by Council:

Asset Class	Examples of Assets Forming the Asset Class
Land and Site Improvements	Council owned land, quarry restoration
Buildings	Corporate and Community buildings, housing, sheds, public amenities, demountable
Plant and Equipment	Office furniture and equipment, computer hardware, motor vehicles, trucks, heavy equipment, trailers, mowers, playgrounds
Road, Drainage and Bridge Network	Road structures, kerb and channel, footpaths, box culverts, pipes, stormwater pits, manholes and bridges
Water	Reticulation pipes, bore sites, water towers, treatment plants
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, man holes
Other Infrastructure	Gas mains, gas valves, gas meters, off-road car parks, internal roads, fencing, shade covers, structures (BBQ shelters, rotunda, gazebo), monuments
Airport	Runways, taxiways, windsocks, lighting, car parking (airport)
Works In Progress	Property, plant and equipment under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating

## 5.2 ASSET RECOGNITION

An asset is recognised as a non-current asset in the financial asset register if it meets all of the following criteria:

- Council has control over the asset.
- It is probable that future economic benefits associated with the asset will flow to the entity (including non-cash service benefits).
- The cost or fair value of the item can be measured reliably.
- The cost or fair value of the asset exceeds Council's asset threshold.
- Expected to be used for more than one financial year.

## 5.3 ASSET RECOGNITION THRESHOLDS

In accordance with the *Local Government Act 2012*, Council must, by resolution, set an amount for each different type of physical asset below which the value of the asset must be treated as an expense. The thresholds detailed in the table below must be disclosed by way of a note in Council's general purpose financial statements.

If the expenditure for the item is equal to or above the threshold it may be capitalised as an asset if it meets all recognition criteria. Capitalisation is the process of recognising an asset in Council's financial statements as a non-current asset.

The threshold to recognise costs as an asset are as follows:

Asset Class	Asset Threshold (GST exclusive)
Land and Site Improvements	\$1
Buildings	\$10,000
Plant and Equipment	\$5,000; Except for desktop and laptop computers which are considered to be a Network Asset



Road, Drainage and Bridge Network	Network Asset
Water	Network Asset
Sewerage	Network Asset
Other Infrastructure	\$10,000
Airport	\$10,000

#### 5.4 NETWORK ASSETS

A network is a grouping of multiple assets that are individually below the capitalisation threshold, these assets perform a whole service and require recognition in the financial statements due to their collective value.

#### 5.5 CONTRIBUTED ASSETS

Non-current assets that are donated or contributed to Council at no cost, or for a nominal cost, will need to be brought to account at fair value as at the date of acquisition. The cost of a contributed asset is the fair value at the date of the acquisition as assessed by a suitably qualified person. This is not considered a revaluation of the asset at that time.

#### 5.6 ASSETS NOT PREVIOUSLY RECOGNISED

Material assets not recognised in previous periods that subsequently meet the recognition criteria will be recognised from the date that the criteria are met. Where assets are identified that have not been previously recognised due to error, e.g. during asset verification, this is treated as the corrections of an error under *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. The error provisions require that the error should be corrected by making the entry that should have been made at the time the error occurred.

#### 5.7 ASSETS UNDER CONSTRUCTION (WORK IN PROGRESS)

Work In Progress (WIP) represents the accumulated costs of constructed assets e.g. costs associated with constructing or rehabilitating assets such as stormwater, roads and buildings.

The cost base of self-constructed assets is similar to the cost base for assets purchased including the following components:

- Direct materials, including stock issues;
- Direct and contract labour including on-costs; and
- Plant hire.

Where a project is to be completed in stages, capitalisation of each stage may still occur providing the asset recognition threshold is met.

Where costs captured in WIP are identified as being expenses, they are to be recognised as operational expenditure in Council's Statement of Comprehensive Income. This can apply for an entire project or a proportion of a project.

#### Management of Work in Progress

It is the responsibility of every Department Senior Manager to actively manage capital projects to ensure that capital costs are removed from WIP and capitalised to appropriate assets (whether new or additions to existing assets) in a timely manner. Work in progress balances are to be reviewed monthly and can be monitored using the Project dashboard on the Council's intranet.

An asset is to be capitalised when it is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

#### 5.8 ASSETS EXPENDITURE

Costs must be classified correctly as either:

- a) An expense, which is accounted for in the Comprehensive Income Statement and affects Council's operating result, or
- b) Capital, which is included in the cost of an asset. Capital costs are accounted for in the Statement of Financial Position.

Capital expenditure can relate to new or existing assets. Expenditure is capital if it satisfies the following criteria:

1. The expenditure is above the capitalisation threshold.
2. The expenditure is used for one of the following applications:
  - New – Expenditure which creates a new asset that did not exist beforehand.
  - Upgrade – Expenditure for expansion. That is it enhances an existing asset to provide additional service capability or a higher level of service or which extends the life of an asset beyond that which it had originally.
  - Renewal – Expenditure on an existing asset, which restores the original service potential or which extends the life of the asset beyond which it had originally. This includes replacement expenditure.

Costs that do not meet the above classifications will be expensed when identified. Other costs that will be expensed include:

Expenditure Description	Reason
Expenditure to relocate or replace non-council owned services	Expenditure incurred to relocate or replace assets belonging to another entity, for example communication or power lines are expensed. Such costs related to assets that are controlled and owned by a third party.
Biological / Living Assets	Expenditure to purchase biological or living assets is expensed, e.g. bottle trees, turf.
Painting (under \$10,000)	All painting costs under \$10,000 are expensed as this is a maintenance activity that is regularly performed.

Costs may be initial or subsequently incurred after initial purchase.

Initial capital costs include those to purchase or construct an asset and getting it ready for use.

Examples include:

- Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended, e.g. employee expenses directly from construction or acquisition; costs of site preparation; initial delivery and handling costs; costs of testing whether the asset is functioning properly; professional fees; design costs.

Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, the capitalising of costs cease.

The following initial costs are expensed and are not capitalised:

- General administration and other indirect overhead costs;
- Training costs.

Where costs are incurred subsequent to the initial purchase of the asset, they can only be capitalised when it improves the condition of the asset beyond its originally assessed standard of performance or capacity. This can occur through:

- Extending the annual service potential provided by the asset; or
- Extending the useful life of the asset.

Repairs and maintenance are to be expensed as incurred e.g. repairs for damage or wear or tear that would have prevented the asset reaching its original estimated useful life, such as day to day servicing.

Minor items of spare parts are charged to the item of plant and expensed to the Comprehensive Income Statement.

Major spare parts and stand-by equipment are recognised as plant and equipment when:

- The expenditure exceeds the asset recognition threshold; and
- The benefits from the item will be for more than one financial year.

## 5.9 ASSET DISPOSAL / WRITE-OFF

An asset is written-off when destroyed, scrapped, lost, stolen, decommissioned or abandoned and recorded in the Statement of Comprehensive Income. When consideration is received in the form of proceeds or trade-in, the asset is to be disposed in the financial asset register and a gain or loss on sale recognised in the Statement of Comprehensive Income.

If the asset is to be sold, the provisions of *AASB 5 Non-Current Assets Held for Sale and Discontinued Operations* may apply.

The costs of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

- No provision for restoration of the old asset; and
- Prior to demolition a formal Council commitment to demolish and build on the site of the old asset, e.g. Council meeting minute.

If an asset is demolished or removed and there is no formal commitment to rebuild on the site prior to demolition or removal, the costs are to be expensed.

Where an asset is valued at fair value and the costs of demolition or removal have been capitalised as site preparation costs, consideration should be given to impairment tests to ensure the asset value is not overstated.

## 5.10 NON-CURRENT ASSET REGISTER

A list of all Council's non-current assets, other than those items which are under the asset threshold and treated as an expense, must be recorded in a register which is to be kept by Council. The financial asset register is to record as a minimum:

- Opening and closing balances;
- Capital expenditures;
- Depreciation charges;
- Revaluation increments and decrements;
- Disposals/write-offs;
- Contributed assets and previously unrecognised assets;
- Internal transfers;
- Impairment losses; and
- Relevant dates for all the above transactions.

## 5.11 DEPRECIATION

Where non-current assets have a limited useful life they must be depreciated in accordance with *AASB 116 Property, Plant and Equipment*. Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life. Depreciation begins when an asset is available for use and ceases at the earlier of:

- The date the asset is classified as held for sale; and
- The date that the asset is derecognised.

Each component will be depreciated separately. The depreciation charge for each period is classified as an expense in the Statement of Comprehensive Income. Depreciation forms part of the cost of operations and contributes directly to Council's net operating result.

The depreciation method used shall reflect the pattern in which the asset's future economic benefits are expected to be consumed by the entity. Council has adopted the straight-line method of depreciation to reflect patterns of consumption for all non-current assets other than land which is not subject to depreciation.

Work in progress cannot be depreciated as the assets are not available for use.

The useful life of an asset is the estimated period over which a depreciable asset is expected to be able to provide future service potential. The estimation of the useful life of the asset is a matter of judgement based on the experience of the entity with similar assets.

## 5.12 ASSET REVIEW

Asset depreciation rate, remaining useful life and impairment are to be reviewed at least on an annual basis by asset custodians and management to ascertain if any amendments are required.

## 5.13 VALUATION OF ASSETS

Subsequent to initial recognised, assets are to be measured under either the cost or the revaluation model as required by *AASB 116 Property, Plant and Equipment* and shall apply that policy to an entire class of property, plant and equipment.

### Revaluation Model

An item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### Cost Model

After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

Council applies the following valuation methodology across its asset classes:

Asset Class	Valuation Methodology
Land and Site Improvements	Revaluation
Buildings	Revaluation
Plant and Equipment	Cost
Road, Drainage and Bridge Network	Revaluation
Water	Revaluation
Sewerage	Revaluation
Other Infrastructure	Revaluation
Airport	Revaluation

## 5.14 REVALUATION OF ASSETS

For all assets other than those valued at cost, non-current asset valuations should be reviewed at least once each financial year to ascertain if there has been a material movement in fair value (depreciated replacement cost/market value) since the last financial year.

A full revaluation of all applicable asset classes should be undertaken at least once every three to five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken on a more frequent basis.

If there has been a material movement of fair value, indices/desktop updates, either supplied by a qualified valuer or internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the used is robust, valid

and appropriate to the asset class. When reviewing the applicable indices Council staff may take into consideration not applying the index if it is less than a 5 percent variance (greater or lower) than the prior year. If an index is not applied in the prior year the index will then be cumulative.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. Complex asset components are measured on the same basis as the assets to which they relate, e.g. building asset class is valued at fair value therefore each building component is valued at fair value.

### **Accounting for Revaluation**

When an asset is revalued, the accumulated depreciation is restated proportionately with the change in the gross carrying amount of the asset and any change in the estimate of the remaining useful life.

Changes in the carrying amount of an asset due to a revaluation are accounted for in accordance with *AASB 116 Property, Plant and Equipment*.

If the carrying amount of a class of assets is increased as a result of a revaluation, the net revaluation increase shall be recognised in other comprehensive income and accumulated in equity under the heading of revaluation surplus. However, the net revaluation increase shall be recognised in profit or loss to the extent that it reverses a net revaluation decrease of the same class of assets previously recognised in profit or loss.

If the carrying amount of a class of assets is decreased as a result of a revaluation, the net revaluation decrease shall be recognised in profit and loss. However, the net revaluation decrease shall be recognised in other comprehensive income to the extent of any credit balance existing in any revaluation surplus in respect of that same class of asset. The net valuation decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of revaluation surplus.

When an asset is disposed of, the amount reported in the asset revaluation surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

## **5.15 ASSET IMPAIRMENT**

All non-current assets including intangible assets are to be reviewed on an annual basis for indicators of impairment by asset custodians and management.

Where the fair value of the assets exceeds the recoverable amount it is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Where assets have been revalued at fair value there should not be any impairment loss as the recoverable amount should be equal to the fair value.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, except where the asset is at fair value. When there is an impairment loss on a revalued asset the impairment loss is offset against the asset revaluation surplus of the relevant asset class to the extent available. Any remaining loss is then expensed in the Statement of Comprehensive Income.

## **5.16 MATERIALITY**

Materiality plays an essential part in the decision making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.

Materiality is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances should also be considered.

The preliminary level of materiality can be obtained from the Queensland Audit Office Annual External Audit Plan for Maranoa Regional Council.

## **6. LEGISLATION**

*Local Government Act 2009*

*Local Government Regulation 2012*

Australian Accounting Standards and Interpretations

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 30 June 2021

**Item Number:** 11.5

**File Number:** D21/52758

**SUBJECT HEADING:** Related Party Disclosures - Policy

**Classification:** Open Access

**Officer's Title:** Operations Manager - Finance

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### **Executive Summary:**

Since 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed.

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

That Council adopt the Related Party Disclosure Policy as presented.

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

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

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

Key Management Personnel of Council.

### **Acronyms:**

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

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

Acronym	Description
KMP	Key Management Personnel
AASB	Australian Accounting Standards Board

### **Context:**

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

Council adopted the Related Party Disclosure Policy on 22 July 2020.

This policy is due for review.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Since 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

The purpose of this policy is to define parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with Australian Accounting Standard AASB 124 – Related Party Disclosures.

The Related Party Disclosure Policy has been reviewed. The policy remains unchanged as there have been no changes to the Australian Accounting Standard or other relevant legislation necessitating the requirement for any further amendments.

**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)

*AASB 124 – Related Party Disclosures*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

**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)

Related Party Disclosure Policy (adopted 22 July 2020).

**Input into the Report & Recommendation:**

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

Sharon Frank, Director Corporate & Community Services

The policy has been presented to Council's Audit Committee (on 30 June 2021) for review before presenting to Council.



### 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)

### Key Management Personnel of Council

### Risks:

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

Risk	Description of likelihood & consequences
Financial Reporting Risk	Non-compliance with Australian Accounting Reporting requirements and raised as an audit matter with the Queensland Audit Office

### Advice to Council:

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

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

That Council adopt the Related Party Disclosure Policy as presented.

### Recommendation:

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

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

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

That Council adopt the Related Party Disclosure Policy 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 2: Delivering strong financial management

2.3 Accounting

**Supporting Documentation:**

1	<a href="#">Related Party Disclosures - Policy - Review June 2021</a>	D21/49964
2	<a href="#">Related Party Disclosures - Fact Sheet</a>	D20/61736
3	<a href="#">Related Party Disclosures - Information Privacy</a>	D20/61730
4	<a href="#">Related Party Disclosures - Declaration Form</a>	D20/61729

**Report authorised by:**

Director - Corporate & Community Services

## 1. PURPOSE

The purpose of this policy is to define parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

## 2. BACKGROUND

Pursuant to Section 177 of the *Local Government Regulation 2012*, a local government's general purpose financial statements must be prepared in compliance with the following documents (each a prescribed accounting standard) published by the Australian Accounting Standards Board (AASB):

- (a) Australian Accounting Standards;
- (b) Statements of Accounting Concepts;
- (c) Interpretations; and
- (d) Framework for the preparation and presentation of financial statements.

The AASB has confirmed that the requirements of AASB 124 'Related Party Disclosures' will apply to local government annual reporting periods beginning 1 July 2016.

The AASB provides that the objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

## 3. SCOPE

The basis matter of this guideline is to identify who the related parties of Council are, examining and disclosing related party transactions while adhering to the principles in Maranoa Regional Council's Information Privacy procedure.

Related party transactions include:

- Transfer of resources, services or obligations between a reporting entity and a related party
- Rendering of services
- Settlements of loans, purchase of goods/ services/ property
- Loans
- Equity contributions
- Guarantees
- Commitments
- Transactions that occur on terms and conditions that are different to those offered to the general public

Council will ensure that related party transactions are recorded in a related party register. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

In the case that Councillors and staff are affected by a related party transaction, each will be informed by receiving a copy of the intended related party disclosure and will be required to comment or raise any concerns on the transaction.

In any event where the KMP, their close family members and related entities change, KMPs should inform Council by disclosing the changes in the KMP Declaration Form within 30 days of the change.

## 4. IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

KMP are defined in AASB 124 as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any Director (whether executive or otherwise) of that entity.

In the context of Maranoa Regional Council, KMP are considered to include:

- (a) Mayor and Councillors;
- (b) Chief Executive Officer;
- (c) Directors.

## 5. IDENTIFICATION OF RELATED PARTIES

Having regard to the definitions contained in the AASB 124, a related party is a person or entity that is related to Council as outlined below.

### Persons considered to be related to Maranoa Regional Council

A person or a close member of that person's family is related to Council if that person:

- (a) Has control or joint control of Maranoa Regional Council;
- (b) Has significant influence over Maranoa Regional Council; or
- (c) Is a member of the KMP of Maranoa Regional Council.

A close member of the family of a person, are those family members who may be expected to influence, or be influenced by, that relevant person in their dealings with Council and include:

- (a) That person's children and spouse or domestic partner;
- (b) Children of that person's spouse or domestic partner; and
- (c) Dependents of that person or that person's spouse or domestic partner.

### Practical Examples of Related Persons

Below are some practical examples of possible related persons to Council:

- The children of a member of Maranoa Regional Council's KMP.
- The spouse or domestic partner of a member of Maranoa Regional Council's KMP.
- The children of a spouse or domestic partner of a member of Maranoa Regional Council's KMP.

### Entities considered to be related to Maranoa Regional Council

An entity is considered related to Council if any of the following conditions applies:

- (a) The entity and Maranoa Regional Council are members of the same corporate group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (b) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (c) Both entities are joint ventures of the same third party.
- (d) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (e) The entity is a post-employment benefit plan for the benefit of employees of either Maranoa Regional Council or an entity related to Maranoa Regional Council.
- (f) The entity is controlled or jointly controlled by a person related to Maranoa Regional Council (outlined above).
- (g) A person who has control or joint control of Maranoa Regional Council has significant influence over the relevant entity or is a member of the KMP of the entity.
- (h) The entity, or any member of the group of which it is a part, provides KMP services to Maranoa Regional Council.

### Practical Examples of Related Entities

Below are some practical examples of possible related entities to Council:

- A company, which is controlled or jointly controlled by a member of Maranoa Regional Council's KMP.
- A company, which is controlled or jointly controlled by a close family member of Maranoa Regional Council's KMP.
- A subsidiary company of Maranoa Regional Council.

## 6. REQUIRED DISCLOSURES

AASB 124 provides that Council must disclose the following financial information in the financial statements for each financial year period.

### **Disclosure of relationship between Maranoa Regional Council and its subsidiaries**

Council must disclose in the annual financial statements its relationship with any subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

### **KMP Compensation Disclosures**

Council must disclose in the annual financial statements KMP compensation (as defined in definitions) in total and for each of the following categories:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and
- Share-based payments.

### **Related Party Transactions Disclosures**

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Transfers of research and development;
- Transfers under finance arrangements (including loans and equity contributions in cash);
- Provisions of guarantees or collateral;
- Commitments; and
- Settlements of liabilities on behalf of Maranoa Regional Council or by Maranoa Regional Council on behalf of the related party.

Council must disclose all material and significant related party transactions in the annual financial statements and include the following details:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
  - a. The amount of the transaction;
  - b. The amount of outstanding balances, including commitments, and:
    - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
    - ii. Details of any guarantee given or received;
  - c. Provision for doubtful debts related to the amount of outstanding balances; and
  - d. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) Significance of transaction in terms of size;
- (ii) Whether the transaction was carried out on non-market terms;
- (iii) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) Whether the transaction is disclosed to regulatory or supervisory authorities; and

- (v) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant. Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All non-exempt transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, and to determine the significance of such transactions.

### Practical Examples of Transactions to be disclosed

Below are some practical examples of transactions, which may be considered to be disclosed:

- A KMP of Maranoa Regional Council is the Director of a company, which provided services to Maranoa Regional Council during the relevant period.
- A KMP of Maranoa Regional Council is a Director of an entity, which Maranoa Regional Council paid a membership fee to for the relevant period.

### 7. EXEMPT RELATED PARTY TRANSACTIONS

Related party transactions are not required to be disclosed in situations where a similar transaction would be applicable to the community generally and on similar terms. For example, the payment of rates by a KMP or the payment of a fee by a KMP to use a Maranoa library, would be an exempt related party transaction.

### 8. ROLES AND RESPONSIBILITIES

A requirement for Councillors to update their register of interests in accordance with the *Local Government Act 2009* exists under section 171B. The section outlines the requirements as follows:

*This section applies if—*

*(a) a councillor has an interest that must be recorded in a register of interests under a regulation in relation to the councillor or a person who is related to the councillor; or*

*(b) there is a change to an interest recorded in a register of interests under a regulation in relation to a councillor or a person who is related to a councillor.*

*(2) The councillor must, in the approved form, inform the chief executive officer of the particulars of the interest or the change to the interest within 30 days after the interest arises or the change happens.*

*Maximum penalty—*

*(a) if the councillor fails to comply with subsection (2) intentionally—100 penalty units; or*

*(b) otherwise—85 penalty units.*

*(3) For subsection*

*(1), a person is related to a councillor if—*

*(a) the person is the councillor's spouse; or*

*(b) the person is totally or substantially dependent on the councillor*

*and— the person is the councillor's child; or*

*the person's affairs are so closely connected with the affairs of the councillor that a benefit derived by the person, or a substantial part of it, could pass to the*

councillor.

A requirement for KMP to update their register of interests in accordance with the *Local Government Regulation 2012* exists under section 292.

In addition KMP are required to complete the annual declaration listing stating the close family members who may influence or have influence in their dealings with Maranoa Regional Council and any entities that are controlled by the listed family members.

Council's Operations Manager, Finance will identify and record all relevant related party transactions in the related party register. Subsequent to assessing the information in the related party register this information will be summarised in the related party disclosure note to the annual financial statements.

## 9. ORDINARY CITIZEN TRANSACTIONS (OCTS)

These are transactions undertaken by an ordinary citizen with Maranoa Regional Council on the same conditions as every other ratepayer. Examples of the transactions are: utility charges, paying rates and fines. Infrastructure charges and purchase of goods are seen by the Department of Infrastructure, Local Government and Planning as not inclusive as OCTs.

## 10. RECORDING RELATED PARTIES, RELATED PARTY TRANSACTIONS AND ORDINARY CITIZEN TRANSACTIONS

Management of Maranoa Regional Council will implement a suitable system to identify, record and monitor related party transactions, relationships and entities. The collected information is to be provided to Council's external auditors. This system and the Policy should be reviewed bi-annually. In conjunction with the system and Policy, the Register of Interests should also be considered in assisting with identifying and updating existing or new related party information.

## 11. DEFINITIONS

**AASB** – means the Australian Accounting Standards Board.

**Annual Financial Statements** – means the financial reports based on a 12- month consecutive time period. It includes a cash flow statement and a balance sheet.

**Entity** – can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

**Key Management Personnel (KMP)** – (see also section 5 of this guideline) is defined in the *Local Government Regulation 2012* to include Councillors, the Chief Executive Officer and Senior Executive Employees. Further defined in AASB 124 – Related Party Disclosures are “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any Director (whether executive or otherwise) of that entity”. For the purpose of this guideline, key management personnel will be aligned with the definition within the *Local Government Regulation 2012*.

**KMP Compensation** – includes all forms of consideration paid, payable or provided by Maranoa Regional Council in exchange for services provided, and includes:

1. Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
2. Post-employment benefits such as pensions, other retirement benefits, post- employment life insurance and post-employment medical care;
3. Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or

other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation;

4. Termination benefits; and
5. Share-based payment.

**Material (materiality)** – means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For the purpose of this guideline, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Ordinary Citizen Transactions (OCTs)** – means transactions that any ordinary citizen would undertake with council such as: utility charges, paying rates and fines on normal everyday terms and conditions.

**Register of Interests** – means a register of Councils shareholdings; financial and non- financial interest including interests of close family members.

**Related Party** – is an affiliate; an employee; members of the immediate family of an employee; and persons having a controlling influence on controlled entities.

**Related Party Transaction** – is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

**Significant (significance)** – means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

## 12. RELATED POLICES AND LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Australian Accounting Standards and interpretations
- *Information Privacy Act 2009*

## 13. REVIEW

This policy will be reviewed when any of the following occur:

- (a) The related documents are amended or replaced
- (b) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than 2 years.

### Version Control:

Version	Reason/Trigger	Change	Endorsed/Reviewed	Date
1.0	Create New			08/11/2016
2.0	Revision	Nil		26/06/2020
3.0	Revision	Nil		22/06/2021



## FACT SHEET: Related Party Disclosures



### RELATED PARTY DISCLOSURES FOR KEY MANAGEMENT PERSONNEL

From 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

In order to meet this requirement Council has adopted a policy that requires all Councillors and KMP to provide a declaration identifying:

- Their close family members,
- Entities that they control or are associated with; and
- Entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit by Queensland Audit Office.

#### **Who are KMP?**

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

#### **Who are close family members of KMP?**

These are Family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- (a) That person's children and spouse or domestic partner;
- (b) Children of that person's spouse or domestic partner; and
- (c) Dependents of that person or that person's spouse or domestic partner.

The following table may assist you in identifying your close family members:

<b>Definitely a close family member</b>	<b>May be a close family member</b>
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children (over 18 years)	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants (over 18 years)	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner (over 18 years)	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner (over 18 years)	Any other member of your family, if they could be expected to influence or be influenced by you in their dealings with council

## FACT SHEET: Related Party Disclosures



### ***What is an entity that I, or my close family member, control or jointly control?***

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have:

- (a) Power over the entity;
- (b) Exposure, or rights, to variable returns from involvement with the entity; and
- (c) The ability to use your power over the entity to affect the amount of your returns.

#### **Example of control**

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

#### **Example of joint control**

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need include the company on his related party declaration.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact Sharon Frank, Director Corporate and Community Services for a confidential discussion.

## INFORMATION PRIVACY: Related Party Disclosures



### RELATED PARTY DISCLOSURES FOR KEY MANAGEMENT PERSONNEL INFORMATION PRIVACY

#### Confidential

The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a *Right to Information (RTI)* application:

- (a) Information (including personal information) provided in by a Key Management Personnel (KMP) in a Related Party Declaration (RPD); and
- (b) Personal information contained in a register of related party transactions.

#### When Consent Required

Except as specified in the Related Party Disclosures Policy, Council and other permitted recipients will not use or disclose personal information provided in a RPD by a KMP or contained in a register of related party transactions, for any other purpose to any other person except with prior written consent of the subject KMP.

#### Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a RPD or contain in the register of related party transactions for the purposes specified in "Permitted Purposes":

- (a) A Councillor;
- (b) The Chief Executive Officer;
- (c) The Director of Corporate and Community Services being responsible for the preparation of financial reporting;
- (d) Operations Manager Finance and other financial officers within Council's Finance work unit responsible for the preparation of financial reporting authorised by the Director of Corporate and Community Services;
- (e) Members of Council's audit committee;
- (f) An auditor of Council (including an auditor from the Queensland Audit Office).

#### Permitted Purposes

A person specified in "Permitted Recipients" may access, use and disclose information (including personal information) in a RPD or contained in a register or related party transactions for the following purposes:

- (a) To assess and verify a notified related party transaction;
- (b) To reconcile identified related party transactions against those notified in a RPD or contained in a register of related party transactions;
- (c) To comply with the disclosure requirements of AASB 124;
- (d) To verify compliance with the disclosure requirements of AASB 124.

### RIGHT TO INFORMATION STATUS

#### No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) RPD provided by KMP; and
- (b) A register of party transactions.

#### Not RTI Accessible

A RTI application seeking access to or release of:

- (a) A document of information (including personal information) provided by a KMP in a RPD; or
- (b) Personal information contained in a register of related party transactions;

Will be refused on the grounds that the document or information requested includes information the disclosure of which would, on balance, be contrary to the public interest under sections 48 and 49 of the *Right to Information Act*, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4.

## INFORMATION PRIVACY: Related Party Disclosures



### **Transactional Documentation**

A RTI application seeking access to and release of transactional information and documentation the subject of a related party transaction will Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Right to Information Act*.

## DECLARATION: Related Party Disclosures

**PRIVATE AND CONFIDENTIAL****RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL**

This form is to be completed by Council's key management personnel pursuant to the *Related Party Disclosures Policy*. The information collected in this declaration will be used for the purpose of identifying related party transactions, for which the transactions may be disclosed in the annual financial statements of Council in accordance with Australian Accounting Standard AASB 124 *Related Party Disclosures*, and is subject to audit by Queensland Audit Office.

Please refer to Council's *Fact Sheet: Related Party Disclosures* when completing this form. Return completed form to the Director, Corporate and Community Services.

**Personal information in this document is confidential and is not RTI-assessable**

Your Details	
Full Name	
Position	

Your Close Family Members (children and dependents under 18 years do not need to be disclosed)	
Name of Close Family Member	Relationship to You

Entities Controlled or Jointly Controlled by You and / or Close Family Members		
Name of Entity	ABN or ACN of Entity	Period Related (if not full financial year)

Community Organisations or Incorporated Associations that You are on the Management Committee (disclosure only required if on the management committee)	
Name of Organisation/Association	Position on Management Committee

Declaration	
I declare that, to the best of my knowledge, the above information is a complete and accurate record of my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the <i>Fact Sheet: Related Party Disclosures</i> , which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".	
Signature	Date

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 28 June 2021

**Item Number:** 12.1

**File Number:** D21/51590

**SUBJECT HEADING:** Tender 21019 - Adding new suppliers to the Register of Pre-qualified Suppliers for Wet Hire of Equipment.

**Classification:** Open Access

**Officer's Title:** Manager - Procurement & Plant

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### **Executive Summary:**

This report summarises the evaluation process undertaken to add suppliers to the *Register of Pre-Qualified Suppliers for Wet Hire of Equipment* through Tender 21019.

The tender period opened on 10 March 2021 with a closing date of 5 April 2021. Responses were reviewed by an evaluation panel and the report is submitted for Council's consideration.

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

That:

1. Council approve the addition of suppliers to the *Register of Pre-Qualified Suppliers for Wet Hire of Equipment* established in accordance with s232 of the *Local Government Regulation 2012* under the proposed sub-panels (under the headings below).
2. Pre-qualification (for the mentioned businesses) remain current until the 30 November 2021.
3. Council authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft agreement.

<b>Suppliers/ Panels</b>	<b>Local Content Rating</b>
<b>Dozers</b>	
RCC & VA Humphries	5 Star
<b>Excavator Tracked</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
<b>Graders</b>	
SK & LC Hancock	5 Star
<b>Haulage – End Tippers</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
RCC & VA Humphries	5 Star
<b>Haulage – Flat Tops/Drop Decks</b>	
SK & LC Hancock	5 Star
<b>Haulage – Side Tippers</b>	
Rylor Logistics Pty Ltd	5 Star



**Haulage – Water Tanker**

Hamil Contracting	5 Star
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**Haulage – Body Water Truck**

Rylor Logistics Pty Ltd	5 Star
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**Loaders – Skid Steer (Tracked)**

RTC Contracting Pty Ltd	0 Star
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**Trucks – Prime Movers**

Hamil Contracting	5 Star
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RCC VA Humphries	5 Star
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Rylor Logistics Pty Ltd	5 Star
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SK & LC Hancock	5 Star
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4. Council approve the addition of equipment to sub-panels by the following suppliers to the Register of Pre-Qualified Suppliers for Wet Hire of Equipment established in accordance with s232 of the *Local Government Regulation 2012*.

Suppliers/ Panels	Local Content Rating
<b>Haulage – Side Tippers</b>	
D & R Water Haulage	5 Star
<b>Haulage – Water Tanker</b>	
D & R Water & Haulage	5 Star
<b>Spreaders</b>	
G & R Brown & Sons Pty Ltd	0 Star
<b>Trucks – Prime Movers</b>	
D & R Water & Haulage	5 Star

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

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

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

The following businesses may benefit or suffer a loss due to the outcome of this matter:

- Brown Contractor's
- Chiconi Grazing Pty Ltd
- D & R Water & Haulage
- Hamil Contracting
- Procrew
- RCC & VA Humphries
- RK Fitting & Fabrication Pty Ltd
- Roma Earthmoving
- Rylor Logistics

- SK & LC Hancock
- Universal Cranes
- Wilson Grazing

### Acronyms:

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

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

Acronym	Description
N/A	N/A

### Context:

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

The addition of new suppliers to *the Register of Pre-Qualified Suppliers for Wet Hire of Equipment* is required to be approved by Council.

### Background:

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

(Succinct overview of the relevant facts, without interpretation)

Council allows new suppliers on to the *Register of Pre-Qualified Suppliers for Wet Hire of Equipment* throughout the term of the Register's life to provide an opportunity for new suppliers to service Council through the Register.

This report summarises the evaluation process undertaken for Tender 21019 – Register of Pre-Qualified Suppliers for Wet Hire of Equipment.

The tender period opened on 10 March 2021 and closed on the 5 April 2021.

Fifty-one (51) entities/individuals downloaded the tender documents from LG Tender Box with Twelve (12) tenders received in total. Three (3) Tenderers are currently on the Register and were not assessed, three (3) were deemed non-conforming and six (6) conforming Tenders of which one was not assessed as there were insufficient suppliers to form a sub-panel. The table below summaries the submissions.

Number	Tenderer's Name	Status
1	Brown Contractor's	Currently on Register – adding equipment
2	Chiconi Grazing Pty Ltd	New Submission – non-conforming
3	D & R Water & Haulage	Currently on Register – changing equipment
4	Hamil Contracting	New Submission
5	Procrew	New Submission
6	RCC & VA Humphries	New Submission
7	RK Fitting & Fabrication	New Submission – non-conforming



<b>Number</b>	<b>Tenderer's Name</b>	<b>Status</b>
	Pty Ltd	
8	Roma Earthmoving	Currently on Register (No changes to sub-panels)
9	Rylor Logistics	New Submission
10	SK & LC Hancock	New Submission
11	Universal Cranes	New Submission
12	Wilson Grazing	New Submission – non-conforming

Council publicly advertised this tender, inviting appropriately qualified, skilled and experienced Contractors to add to the Register of Pre-Qualified Suppliers for the following types of services:

- Boring Equipment (directional / under road)
- Buses
- Cranes
- Dozers (both wheel and tracked);
- Excavators (both wheel and tracked);
- Graders;
- Haulage Equipment (i.e. body trucks, end tippers, flat tops, floats, road train side tippers, side lifters, truck and dog combinations etc.);
- Line Marking Equipment
- Loaders (mini, backhoes, skid steers, tracked, tyred);
- Materials Handling Equipment (forklifts, telehandlers);
- Profilers;
- Rollers (drawn, pad foot, rubber / multi tyred, smooth drum etc.);
- Scrapers;
- Spreaders;
- Stabilisers;
- Street Sweepers;
- Trenching Equipment;
- Trucks (dump / off highway, prime movers)
- Vacuum Excavation Equipment.
- Other Plant & Equipment

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

- Manager – Maintenance Delivery and Works
- Manager Procurement & Plant

In developing the recommended (proposed) sub-panel, the following broad steps were undertaken:

- Established marking templates;
- Reviewed non-price criteria (including insurances, licences, business profile, safety documentation, local content);

It is recommended that Council approve the following additional suppliers for the Register of Pre-qualified Suppliers for Trades & Associated Services, that was established in accordance with s 232 of the *Local Government Regulation 2012*, under the proposed sub-panels:

<b>Companies by Sub - Panels</b>	<b>Local Content Rating</b>	<b>Score</b>
<b>Dozers</b>		
RCC & VA Humphries	5 Star Local	83
<b>Excavator Tracked</b>		
RTC Contracting Pty Ltd T/A Procrew	0 Star (non – local)	81
<b>Graders</b>		
SK & LC Hancock	5 Star Local	83
<b>Haulage – End Tippers</b>		
RTC Contracting Pty Ltd T/A Procrew	0 Star (non – local)	81
RCC & VA Humphries	5 Star Local	83
<b>Haulage – Flat Tops/Drop Decks</b>		
SK & LC Hancock	5 Star Local	83
<b>Haulage – Side Tippers</b>		
Rylor Logistics Pty Ltd	5 Star Local	85
D & R Water Haulage	5 Star Local	n/a
<b>Haulage – Water Tanker</b>		
Hamil Contracting	5 Star Local	81
D & R Water & Haulage	5 Star Local	n/a
<b>Haulage – Body Water Truck</b>		
Rylor Logistics Pty Ltd	5 Star Local	85
<b>Loaders – Skid Steer (Tracked)</b>		
RTC Contracting Pty Ltd	0 Star (non – local)	81
<b>Spreaders</b>		
G & R Brown & Sons Pty Ltd	0 Star (non – local)	n/a
<b>Trucks – Prime Movers</b>		

Companies by Sub - Panels	Local Content Rating	Score
Hamil Contracting	5 Star Local	81
RCC & VA Humphries	5 Star Local	83
Rylor Logistics Pty Ltd	5 Star Local	85
SK & LC Hancock	5 Star Local	83
D & R Water & Haulage	5 Star Local	n/a

The following three suppliers were already on the Register and not assessed as they were adding equipment:

- Brown's
- D & R Water & Haulage
- Roma Earthmoving Pty Ltd

The following Tenderers were non-conforming as they had not submitted all the required documents for that Tender.

- Chiconi Grazing
- RK Fitting & Fabrication Pty Ltd
- Wilson Grazing

The following Tenderer was excluded from the Register as the minimum number of suppliers per panel needs to be at least three to ensure that competitive quotes are obtained.

- Universal Cranes

**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 additions to the Register of Pre-Qualified Suppliers for Wet Hire of Equipment satisfies the requirements of s232 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 following staff provided input and developed this report:

- Manager – Maintenance Delivery and Works
- 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)

N/A

### This Financial Year's Budget:

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

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

N/A

### Future Years' Budgets:

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

N/A

### Impact on Other Individuals or Interested Parties:

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

While the Register is in place suppliers not on the register may believe they are disadvantaged.

### Risks:

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

Risk	Description of likelihood & consequences
N/A	N/A

**Advice to Council:**

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

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

That Council approve the addition of new suppliers to the Register of Pre-Qualified Suppliers for Wet Hire of Equipment in accordance with s232 of the *Local Government Regulation 2012*.

**Recommendation:**

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

That:

1. Council approve the addition of suppliers to the *Register of Pre-Qualified Suppliers for Wet Hire of Equipment* established in accordance with s232 of the *Local Government Regulation 2012* under the proposed sub-panels (under the headings below).
2. Pre-qualification (for the mentioned businesses) remain current until the 30 November 2021.
3. Council authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft agreement.

Suppliers/ Panels	Local Content Rating
<b>Dozers</b>	
RCC & VA Humphries	5 Star
<b>Excavator Tracked</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
<b>Graders</b>	
SK & LC Hancock	5 Star
<b>Haulage – End Tippers</b>	
RTC Contracting Pty Ltd T/A Procrew	0 Star
RCC & VA Humphries	5 Star
<b>Haulage – Flat Tops/Drop Decks</b>	
SK & LC Hancock	5 Star
<b>Haulage – Side Tippers</b>	
Rylor Logistics Pty Ltd	5 Star
<b>Haulage – Water Tanker</b>	
Hamil Contracting	5 Star
<b>Haulage – Body Water Truck</b>	
Rylor Logistics Pty Ltd	5 Star
<b>Loaders – Skid Steer (Tracked)</b>	
RTC Contracting Pty Ltd	0 Star
<b>Trucks – Prime Movers</b>	
Hamil Contracting	5 Star
RCC VA Humphries	5 Star
Rylor Logistics Pty Ltd	5 Star
SK & LC Hancock	5 Star

4. Council approve the addition of equipment to sub-panels by the following suppliers to the Register of Pre-Qualified Suppliers for Wet Hire of Equipment established in accordance with s232 of the *Local Government Regulation 2012*.

Suppliers/ Panels	Local Content Rating
<b>Haulage – Side Tippers</b>	
D & R Water Haulage	5 Star
<b>Haulage – Water Tanker</b>	
D & R Water & Haulage	5 Star
<b>Spreaders</b>	
G & R Brown & Sons Pty Ltd	0 Star
<b>Trucks – Prime Movers</b>	
D & R Water & Haulage	5 Star

***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?***

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.1 Continual improvement

**Supporting Documentation:**

[1](#) Tender 21019-Register Pre-Qualified Suppliers of Wet Hire Equipment Evaluation D21/54255

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services  
Director - Corporate & Community Services



**CONFIDENTIAL**

## **EVALUATION OF TENDER RESPONSES**

RFT 21019

### **Register of Pre-Qualified Suppliers for Wet Hire of Equipment**

REPORT COORDINATED BY:  
Michael Worthington

With input and review provided by:

- Manager – Maintenance Delivery & Works
- Manager Procurement and Plant

JUNE 2021





## EVALUATION OF TENDER RESPONSES

21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

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## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

#### EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Tender 21019 – Register of Pre-Qualified Suppliers for Wet Hire of Equipment. The tender period opened on 10 March 2021 and closed on the 5 April 2021.

Fifty-one entities/individuals downloaded the tender documents from LG Tenderbox resulting in Council receiving Twelve (12) responses.

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

- Manager – Procurement & Plant
- Manager – Maintenance Delivery & Works

In developing the recommended register, the following broad steps were undertaken:

1. Scoring based on the tender documentation, business profile and safety.
2. Assessed plant detail forms, insurances, registrations.
3. Reviewed qualifications, licences and resumes of the employees
4. Allowed Tenderers' that failed to supply all tender documentation an opportunity to provide Documentation.
5. Completed Assessment Report.

The following businesses are recommended to be added to the Register of Pre-Qualified Suppliers for the Wet Hire of Equipment.

Number	Tenderer's Name
1	Hamil Contracting
2	RTC Contracting Pty Ltd trading as Procrew
3	RCC & VA Humphrey's
4	Rylor Logistics Pty Ltd
5	SK & LC Hancock

#### BACKGROUND

Council publicly advertised Tender 21019 as a follow-up to Tender 20001 and 20024 to allow more suppliers to be included in the Register of Pre-qualified Suppliers for Wet Hire of Equipment. The Register of Pre-qualified Suppliers for Wet Hire of Equipment will supplement Council's own resources. Works may be undertaken in both rural and urban localities and across all facets of Council's operations including but not limited to:

- Roads, Drainage & Parks (including Gravel Haulage, but excluding Vegetation Management/Slashing)
- Water, Sewerage & Gas
- Waste Management
- Saleyards (excluding Horse Floats, Associated Equipment & Stockmen)
- Airports
- Quarry (Haulage to/from Quarry)
- Stock Route Water Facilities

Within the **Wet Hire of Equipment** Tender Response, Contractors are invited to nominate one or more location/s across the region in which they would like to be considered for work and will be asked to provide details of the



## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

plant, equipment and operators they have available. This will also assist in the case of emergency, as Council will have ready access to equipment across the region.

Contractors must ensure that in providing any of the Services requested by Council that all the requirements for those Services are addressed and delivered as described in the Specification.

It is Council's intention to select a range of Contractors to service the Maranoa Regional Council area.

#### SCOPE

Equipment procured under the panel / register may include, but is not limited to:

- Boring Equipment (directional / under road)
- Buses
- Cranes
- Dozers (both wheel and tracked)
- Excavators (both wheel and tracked)
- Graders
- Haulage Equipment (i.e. body trucks, end tippers, flat tops, floats, road train side tippers, side lifters, truck and dog combinations etc.)
- Line Marking Equipment
- Loaders (mini, backhoes, skid steers, tracked, tyred)
- Materials Handling Equipment (forklifts, telehandlers)
- Profilers
- Rollers (drawn, pad foot, rubber / multi tyred, smooth drum etc.)
- Scrapers
- Spreaders
- Stabilisers
- Street Sweepers
- Trenching Equipment
- Trucks (dump / off highway, prime movers)
- Vacuum Excavation Equipment.
- Other Plant & Equipment

It is recognised that not all of Council's requirements will be met from this register. There will be times when the required type of plant / equipment is not available within the region. There will also be times when, due to the size or complexity of a project, there may be a business case in going to the broader market. This will be considered on a case-by-case basis, at Council's sole discretion. Approved suppliers of wet hire equipment will be advised of the opportunities that arise, and other tenderers will be required to meet the same or higher standards applied to this register/panel.

#### ADVERTISING DETAILS

The tender was advertised in the Western Star online between 10 March and 5 April 2021.



## EVALUATION OF TENDER RESPONSES

## 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

05/03/2021 Register of Pre-Qualified Suppliers for Wet Hire of Equipment | Tenders (Notices) | All Locations | Buy Search Sell

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## Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Date listed: 4/3/2021 f w Report

A.B.N. 99324089164  
**Register of Pre-Qualified Suppliers for Wet Hire of Equipment**

Tender Number - 21019

Council is seeking Suppliers for Wet Hire of Equipment (i.e. listed equipment and operator) to supplement Council's own resources (people and plant). Works may be undertaken in both rural and urban localities and across all facets of Council's operations including, but not limited to:

- Roads, Drainage & Parks (including Gravel Haulage, but excluding Vegetation Management/Slaughtering and Water Cartage)
- Water, Sewerage & Gas
- Waste Management
- Saleyards (excluding Horse Floats, Associated Equipment & Stockmen)
- Airports
- Quarry (Haulage to/from Quarry)
- Stock Route Facilities.

Tenders close at 10am, 5 April 2021.

Tenderers that were successful with Tender 20001 & 20024 do not need to reapply unless adding equipment to the previous offering.

Tender documents (including specification and tender response form) can be obtained from [www.lgtenderbox.com.au](http://www.lgtenderbox.com.au)

Submissions received after the closing date and time will not be accepted. Only electronic submissions uploaded in the LG Tender Box will be considered.

**Julie Reitano**  
Chief Executive Officer  
Roma 4455

ADVERTISEMENT

## TENDER PERIOD

The tender documents were released on 10 March 2021 and closed on 5 April 2021.

### LEVEL OF INTEREST FROM THE MARKET

Fifty-one (51) entities/individuals downloaded the tender documents from LG Tender Box with Twelve (12) tenders received in total.

## TENDER EVALUATION PANEL MEMBERS & CONSULTATION

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

## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

- Manager – Procurement & Plant
- Manager - Maintenance Delivery & Works

#### TENDER SUBMISSIONS RECEIVED

Twelve (12) submissions were received from the following tenderers:

Number	Tenderer's Name	Status
1	Brown Contractor's	Currently on Register – adding equipment
2	Chiconi Grazing Pty Ltd	New Submission
3	D & R Water & Haulage	Currently on Register – changing equipment
4	Hamil Contracting	New Submission
5	RTC Contracting (Procrew)	New Submission
6	RCC & VA Humphries	New Submission
7	RK Fitting & Fabrication Pty Ltd	New Submission
8	Roma Earthmoving	Currently on Register
9	Rylor Logistics	New Submission
10	SK & LC Hancock	New Submission
11	Universal Cranes	New Submission
12	Wilson Grazing	New Submission

Twelve (12) Tenderers were assessed with three (3) not being assessed as they were already on the Register and were just adding or changing equipment.

Between the closing date of the tender and the finalisation of this report the tenderers who did not submit all the requested information were given the opportunity to provide that information. The following table displays the level of conformance to the terms and conditions of tender and the provision of further information. A more detailed table can be found at appendix 1.

Number	Tenderer's Name	Status	Provided Requested Information
1	Chiconi Grazing Pty Ltd	New Submission	No
2	Hamil Contracting	New Submission	Yes
3	RTC Contracting (Procrew)	New Submission	Yes
4	RCC & VA Humphries	New Submission	No request for further information sought.
5	RK Fitting & Fabrication Pty Ltd	New Submission	No
6	Rylor Logistics	New Submission	Yes
7	SK & LC Hancock	New Submission	Yes
8	Universal Cranes	New Submission	Yes
9	Wilson Grazing	New Submission	No

#### NON-CONFORMING TENDERS

Three Tenderers did not supply all the information requested in the Tender or after the request for further information. These Tenderers were deemed non-conforming and not to be added to the Register. These are:

- Chiconi Grazing
- RK Fitting & Fabrication Pty Ltd
- Wilson Grazing

## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Details of the information requested can be found in Appendix 1.

#### TENDER EVALUATION RESULTS

The results of the Tender Assessment for the remaining Tenderers are shown in the table below.

No.	Tenderer	About the Tenderer	Operator/ Contractor Competency	Plant Details	Safety	Local Content	Total
		15 points	20 Points	30 points	20 points	15 points	100 points
1	Hamil Contracting	15	20	16	15	15	81
2	RTC Contracting (Procrew)	15	20	26	20	0	81
3	RCC & VA Humphries	15	20	13	20	15	83
4	Rylor Logistics	10	20	20	20	15	85
5	SK & LC Hancock	15	10	28	15	15	83
6	Universal Cranes	10	20	24	20	6	80

#### RECOMMENDED CONTRACTORS TO BE ADDED TO THE WET HIRE OF EQUIPMENT REGISTER

The Tender Assessment Panel recommend the following Tenderers are added to the Register of Pre-Qualified Suppliers for the Wet Hire of Equipment.

No.	Tenderer
1	Hamil Contracting
2	RTC Contracting (Procrew)
3	RCC & VA Humphries
4	Rylor Logistics
5	SK & LC Hancock

Universal cranes are not recommended for the panel as Council does not have any other suppliers for crane hire at this time. The minimum number of suppliers per panel needs to be three or four to ensure that competitive quotes are obtained.

The recommended new Tenderers and existing suppliers adding new equipment are listed by equipment category below:

Plant Category/Supplier
<b>Dozers - Tracked</b>
RCC & VA Humphries
<b>Excavator Tracked</b>
RTC Contracting Pty Ltd T/As ProCrew
<b>Graders</b>
SK & LC Hancock
<b>Haulage - End Tippers</b>
RTC Contracting Pty Ltd T/As ProCrew
RCC & VA Humphries
<b>Haulage - Flat Tops/Drop Decks</b>
SK & LC Hancock
<b>Haulage - Side Tippers</b>
Rylor Logistics Pty Ltd
D & R Water & Haulage
<b>Haulage - Water Tanker</b>
Hamil Contracting

## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Plant Category/Supplier
D & R Water & Haulage
Haulage – Body Water Truck
Rylor Logistics Pty Ltd
Loaders - Skid Steer (Tracked)
RTC Contracting Pty Ltd T/As ProCrew
Spreaders
G & R Brown & Sons Pty Ltd
Trucks - Prime Movers
Hamil Contracting
RCC & VA Humphries
Rylor Logistics Pty Ltd
SK & LC Hancock
D & R Water & Haulage

Although the recommended suppliers are listed by plant category, this assessment is a snapshot of the Tenderers technical, financial and managerial capability at the time of application. Council assumes this capability is maintained over the life of the Register. Changes in plant and equipment are not tracked throughout the life of the Register, and as such these suppliers may provide other plant and equipment than those listed above.

#### TENDER EVALUATION PROCESS

The tender evaluation process consisted of assessing the tenderers submissions against the criteria below. Before undertaking the scoring evaluation, each tender was assessed for compliance to the conditions of Tender.

Evaluation Criteria	Points
About the Tenderer's Business	15 points
Operator/ Contractor Competency	20 points
Plants Details	30 points
Management of Safety Risks Associated with the Contractor's Operations	20 points
Contribution to the Local Economy	15 points
Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

#### EVALUATION RESULTS

##### Compliance Considerations (Yes / No)

The following table provides an overview of the general information provided by tenderers (overview of the business, ASIC company extract & insurance details, referees, financials and Conflict of interest). All businesses provided a Business Profile.

Tenderer	ASIC Company Extract	Insurance Coverage	Financial (Pass/Fail)	Conflict of Interest (any issues?)	Statements Of Departure	Agreement to Tender Documents	Execution of Tender
Hamil Contracting	Yes	Public Liability: 49931637 Exp: 19/10/2021 Plant: Exp 21/7/2021 Workcover: Nil (no employees)	Pass	No	Nil.	Yes	Yes



## EVALUATION OF TENDER RESPONSES

## 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Tenderer	ASIC Company Extract	Insurance Coverage	Financial (Pass/Fail)	Conflict of Interest (any issues?)	Statements Of Departure	Agreement to Tender Documents	Execution of Tender
RTC Contracting (Procrew)	Yes	Public Liability: 19060079 Exp: 16/6/22 Plant Insurance: 47583773 Exp: 1/3/2022 Workcover: WBA140645753 Exp: 02/09/21	Pass	No	Nil.	Yes	Yes
RCC & VA Humphries	Yes	Quotation only – will only be allowed onto the Register once Insurances are paid and evidence provided.	Pass	Yes – Manageable (not involved in procurement)	Nil.	Yes	Yes
Rylor Logistics	Out of Date	Public Liability: EJU410099BPK: Exp 16/08/21. Liability only \$10,000,000 – will be subject to increase. Plant: EJU410099BPK: Exp 16/08/21 Workcover: Nil (no employees)	Pass	No	Nil.	Yes	Yes
SK & LC Hancock	ABN Lookup	Public Liability: Policy: 47530957 Exp: 9/1/2022 Plant: Policy: 47530957 Exp: 9/1/2022. Policy No. 24B0087069 Exp: 16/6/2021 Workcover: WAD170830869 Expires: September 2021	Pass	Yes – Manageable (not involved in procurement)	Nil.	Yes	Yes

## OPERATOR/CONTRACTOR COMPETENCY

The following table contains all the operator/contractor competencies, licences and qualifications.

Tenderer	Resumes / Work Evidence, Qualifications / Licences, Referees
Hamil Contracting	Drivers Licence – HC, Construction Safety Card
RTC Contracting (Procrew)	<b>Justin Hall:</b> Construction Safety Card, CV Provided, Dozer, Chain saws, Grader, DL-MC&RE, work Safely at Heights, Contaminated Machinery Ticket, DL – MC & RE <b>Peter Lather:</b> Resume provided but no evidence of tickets. <b>Phil Barber:</b> Construction Safety Card, Front-end Loader, DL-MR & RE, VOC-Tractor & Heavy Rigid & Mini Skid Steer Loader, Cert III in Civil Construction Plant Operations. <b>Glen Ruediger:</b> CV provided. <b>Kevin Brown:</b> Construction Card, DL - C & RE, Commercial Operators Licence G228060, Forklift, High Pressure Water Jetting, Perform High Risk Work, Mini Skid Steer Loader, Petrol Driven Equipment, Ride-on-mower, Tractor, Inspect & clean machinery for plant animal and soil contamination.
RCC & VA Humphries	<b>Rowan Humphreys:</b> Construction card, DL - MC, Dozer
Rylor Logistics	<b>Ryan Crabb:</b> Construction Card, DL-MC & R, Grader, Skid Steer Loader, Front End Loader, Excavator, Roller, Backhoe
SK & LC Hancock	<b>Steven Hancock:</b> DL-MC & RE. <b>Mick Boland:</b> Construction Card, DL- HC & L

## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

#### PLANT DETAILS AND BUSINESS CAPABILITY INFORMATION

Tenderers were asked to submit information about their plant. The responses are summarised in the following table:

Tenderer
<b>Hamil Contracting</b>
Trucks - Prime Movers
Haulage - Water Tanker
<b>Procrew</b>
Excavator – Tracked
Loaders – Skid Steer (Tracked)
Trucks – Tipper
<b>RCC &amp; VA Humphries</b>
Dozer – Tracked
Trucks – Prime Mover
Trucks – End Tipper
<b>Rylor Logistics</b>
Haulage – Body Water Truck
Trucks - Prime Movers
Haulage - Side Tippers
<b>SK &amp; LC Hancock</b>
Graders
Haulage – Floats/Low Loaders
Trucks – Prime Mover

#### NOMINATED WORK LOCATION

Part 4 – Tender Response document also requested from Tenderers the part of the region within which they would like to be considered for work. Please note that some companies indicated multiple “closest” – ideally, this should be clarified for any successful tenderers prior to set up on the panel.

Tenderer	Work Location/s					
	✓ = Request for consideration of work in the following areas # = Closest work location to where you live (Just in case of emergency work, ti					
	Roma, Muckadilla and Surrounds	Wallumbilla, Yuleba, Jackson and Surrounds	Surat and Surrounds	Mitchell, Amby, Mungallala and Surrounds	Injune & Surrounds	Anywhere in the Region
Hamil Contracting				#		✓
RTC Contracting (Procrew)		#				✓
RCC & VA Humphries	✓ #					
Rylor Logistics					#	✓
SK & LC Hancock				✓ #		



## EVALUATION OF TENDER RESPONSES

### 21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

#### MANAGEMENT OF SAFETY RISKS ASSOCIATED WITH THE CONTRACTORS' OPERATIONS

Tenderers were requested to scan and include with the Tender Response a copy of any sample safety documents used in the business (e.g. Job Safety Analyses, Safety Manuals etc.), in an attachment labelled "7.4 – Safety". These were assessed with the following scores for each Tenderer below.

Tenderer	Safety (Points)	Comments
Hamil Contracting	15	Will work under Council's WHS Regime. Has a pre-start checklist.
RTC Contracting (Procrew)	20	Health, Safety and Environment Policy, Site Establishment Checklist, Safe Work Statements overview, list of form, Safe Work Statements List of documents, 14 blank SWMS provided.
RCC & VA Humphries	20	Daily Check Form, Health and Safety Policy, Safe Work procedure for Working Dozer - Prestart Checklist, Safe Work procedure for Loading and Unloading Semi Chassis Tipper - Prestart Checklist.
Rylor Logistics	20	Environment, Health & Safety Management Plan provided, Job Hazard Analysis form provided, Plant Risk Assessment form provided, Plant Pre-start checklist provided.
SK & LC Hancock	15	Health & Safety Policy, Pre-start Inspection, Safe Work procedure - Using a Grader. Could have provided more.

#### LOCAL CONTENT ASSESSMENT

Under Council's My Maranoa initiative, Tenderers were assessed for the local content.

Stars	Criterion	Hamil Contracting	RTC Contracting Procrew	RCC & VA Humphries	Rylor Logistics	SK & LC Hancock
5 Star (15 points)	100% ownership in region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	90% employees reside in region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Head office in region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 Star (12 points)	> 75% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> 75% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head office in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Star (9 points)	> 1 or more owners in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> 25% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Star (6 points)	Business is ratepayer in the region (2+ yr.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employs residents of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Star (3 points)	Business is ratepayer or long-term lessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employs residents of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Content Score		15 points	0 points	15 points	15 points	15 points

## EVALUATION OF TENDER RESPONSES

Road &amp; Drainage Restoration Works – 2016/17



## Appendix 1: Information requested from Tenderers.

Tenderer's Name	Status	Requested Information	Provided Requested Information
Brown Contractor's	Currently on Register – adding equipment	<ul style="list-style-type: none"> <li>Can you update the Public Liability Insurance on Beakon.</li> <li>Can you update Plant &amp; Machinery Insurance on Beakon including a schedule of plant and equipment that the insurance covers.</li> <li>Confirm that the employees on the tender submission are additional employees or replacements. Either way their details need to be updated/added in Beakon.</li> </ul>	No response
Chiconi Grazing Pty Ltd	New Submission	<p><b>Email 1:</b> Provided details of Department of State Development, Manufacturing, Infrastructure and Planning for tender assistance.</p> <p><b>Email 2:</b> In regard to the above tender and our discussions, you will need to complete the correct application for Tender 2019 Register of Pre-Qualified Suppliers for Wet Hire of Equipment. I have attached the Response form and the Specification documents for you. I have completed as much of the Response document as possible with the information provided in your original application using Tender 21020 Response form. Can you please complete the Response form attached and return it to me with all required documentation asap.</p> <p><b>Email3:</b> In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if you can please action the following:</p> <ul style="list-style-type: none"> <li>Complete and return Tender 21019 – Part 4 – Tender Response sent to you on 12/04/21.</li> <li>Evidence of qualifications/licences/tickets to be provided for Gary Chiconi.</li> <li>Provide evidence of Qualifications/licences/tickets and experience related to grader operations on public rods. I.e. Final Trim Grading, formation grading.</li> <li>Council requires a letter from your insurance company that the plant will be covered for civil works on roads and off-roads. Currently only "Farm use"</li> </ul>	No documents returned.



## EVALUATION OF TENDER RESPONSES

21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Tenderer's Name	Status	Requested Information	Provided Requested Information
		As previously advised, you can obtain assistance to help complete your tender from the following State Government Department. Department of State Development, Manufacturing, Infrastructure and Planning The Department's Roma-based representatives can be contacted on (07) 4324 1555 or by visiting the office at Alfred Street, Roma QLD. I require the above actions to be completed and requested information returned to me by 11 June 2021.	
D & R Water & Haulage	Currently on Register	In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following: <ul style="list-style-type: none"> <li>Can you confirm that the equipment listed on the tender is additional equipment or replacements for the current list of equipment?</li> <li>Can you update your Public Liability Insurance and Plant insurance (with schedule of plant) in Beakon as they are out-of-date?</li> </ul>	Public Liability insurance updated.
Hamil Contracting	New Submission	In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following: <ul style="list-style-type: none"> <li>Provide referees if possible.</li> <li>Supply a business profile.</li> <li>Provide evidence of plant tickets/licences etc.</li> <li>Provide evidence of maintenance for the Prime Mover.</li> <li>During the tender period, the Tender No. 21019 - Part 4 - Tender Response was updated to include the requirement to provide safety documentation (7.1 Safety Documents). Could you please provide a response to this section.</li> </ul>	Provide all information except maintenance records as the plant was too new to have had maintenance.  No safety documentation as Hamil Contracting will work under Council's WHS systems.  Pre-start checklist will be provided.  Construction Safety card provided



## EVALUATION OF TENDER RESPONSES

21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Tenderer's Name	Status	Requested Information	Provided Requested Information
RTC Contracting (Procrew)	New Submission	<p>In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following:</p> <ul style="list-style-type: none"> <li>• Provide the schedule of plant &amp; equipment that the insurance covers. (It should form part of the insurance policy)</li> <li>• Provide Plant Maintenance Evidence for 2008 Isuzu Giga Tipper XY16BY</li> <li>• Provide Plant Maintenance Evidence for 2016 Bobcat T650 Positrack</li> <li>• Provide Plant Maintenance Evidence for 2016 Bobcat E50 Excavator</li> </ul>	All information provided.
RCC & VA Humphries	New Submission	Nil.	N/A
RK Fitting & Fabrication Pty Ltd	New Submission	<p>In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following:</p> <ul style="list-style-type: none"> <li>• Require a letter from insurance company that the plant will be covered for civil works on roads and off-roads. Currently only "Farm use".</li> </ul>	No information provided.
Roma Earthmoving	Currently on Register	In regard to the above tender, I am in the process of finalising the assessment of tenderers. Can you confirm if this Tender submission represents an updated list of all equipment DMAC Roma are offering for hire? Also, could you please update insurance in Beakon and ensure all equipment listed on the tender is recorded on the plant schedule of the insurance policy.	<p>No response.</p> <p>No information provided and no changes to Beakon information.</p>
Rylor Logistics	New Submission	<p>In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following:</p> <ul style="list-style-type: none"> <li>• Provide evidence of maintenance for the equipment listed in the tender.</li> </ul>	<p>Good Responses received.</p> <p>Insurance currently \$10million, will only increase insurance if work is obtained from Council.</p>



## EVALUATION OF TENDER RESPONSES

21019 - Register of Pre-Qualified Suppliers for Wet Hire of Equipment

Tenderer's Name	Status	Requested Information	Provided Requested Information
		<ul style="list-style-type: none"> <li>Provide an up-to-date ASIC Extract.</li> <li>During the tender period, the Tender No. 21019 - Part 4 - Tender Response was updated to include the requirement to provide safety documentation (7.1 Safety Documents). Could you please provide a response to this section.</li> <li>Public Liability Insurance needs to be raised to \$20,000,000 prior to acceptance on Register.</li> </ul>	Condition of engagement will be the requirement to raise insurance to \$20 million.
SK & LC Hancock	New Submission	In regard to the above tender, I am in the process of finalising the assessment of tenderers. Can you provide a copy of the Workcover insurance showing that the premium has been paid.	Evidence provided
Universal Cranes	New Submission	Tenderer requested changes to the Deed of Agreement:	Changes agreed
Wilson Grazing	New Submission	<p>In regard to the above tender, I am in the process of finalising the assessment of tenderers and request if can you please action the following:</p> <ul style="list-style-type: none"> <li>Council Requires a letter from insurance company that the plant will be covered for civil works on roads and off-roads. Currently only "Farm use".</li> <li>Provide evidence of Qualifications/licences/tickets and experience related to grader operations on public roads. i.e. Final trim grader, formation grading.</li> </ul>	No evidence provided

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 28 June 2021

**Item Number:** 12.2

**File Number:** D21/51812

**SUBJECT HEADING:** Road Name Review - May Street, Wallumbilla

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received a request raising concerns with the current road naming of the western portion of May Street, Wallumbilla.

The request cites issues with the current arrangement causing confusion for service providers and emergency services attending to properties on the western-most section of May Street. It is believed that these issues have been compounded with the closure of the May Street bridge.

A detailed review of May Street has been completed, with the following report being presented to Council for consideration.

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

That Council:

1. Undertake community consultation with residents along the western end of May Street to canvas their views on potentially renaming the section of roads adjacent to their property from May Street to Blue Hills Road.
2. Write to the Wallumbilla Town Improvement Group to canvas the groups views on potentially renaming the western portion of May Street to Blue Hills Road.
3. Be presented with a subsequent report on the matter following to consultation as outlined in Points 1 and 2 above.

---

### **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).

Residents May Street, Wallumbilla, in particular residents 40-60 May Street.

**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
GIS	Geographical Information Systems
WTIG	Wallumbilla Town Improvement Group

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

The request seeks a review, and potential change, of Council's Road Register and therefore is a matter for Council's consideration.

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

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

Council has received a request raising concerns with the current road naming of the western portion of May Street, Wallumbilla.

The request cites issues with the current arrangement causing confusion for service providers and emergency services attending to properties on the western-most section of May Street. It is believed that these issues have been compounded with the closure of the May Street bridge.

**Existing Arrangements**

An initial investigation of the existing arrangements has been completed and summarised below:

- Based on Council's current road register:
  - o May Street starts at the intersection of Silo Road (in the east) and heads west. It crosses the intersection with Wallumbilla South Road and further continues across Wallumbilla Creek and around to the intersection with Blue Hills Road.
  - o May Street then continues in a southerly and easterly direction back around to end at the intersection with Wallumbilla South Road.
- With the closure of the bridge over the Wallumbilla Creek, the full length of May Street has effectively been split in half.
- Under the current configuration, May Street has essentially three intersections with Wallumbilla South Road – two on the northern side of the Wallumbilla Creek, and one of the southern side. This is reportedly creating some confusion for motorists and emergency services trying to navigate to the section of May Street the subject of the initial request.



- There is current no directional signage on the northern side of the Wallumbilla Creek to help motorists navigate to the other portion of May Street.

**Figure 1** The green line outlines the existing alignment configuration of May Street



There is approximately 335m of un-used roadway due to the bridge closure and the recent re-alignment of Blue Hills Road intersection. This is highlighted with the colour orange in Figure 2.

**Figure 2**



During the review of the existing addressing along May Street, the following was identified:



- The numbering for 40 – 60 May Street is correct for the direction May Street travels from the start at Silo Road.
- Most of the houses in the 40 – 60 May Street section, do not have a number to help identify their property clearly.
- Most houses in the 40 – 60 May Street section don't have a mail box installed.
- Both sections of May Street are identified as Urban under the Maranoa Planning Scheme 2017.

**Figure 3** Start of May Street, 2 - 38



**Figure 4** Western end of May Street, 40 – 60



As part of the detailed review, Council officers evaluated the existing street signage and arranged for the installation of new May Street signs to include the address numbering to assist with emergency services locating the properties.

Council officers also investigated the option of additional street and wayfinding signage options to provide guidance to motorists and help them to navigate from one section of May Street to the other.

**Figure 5** *New Street signs installed and examples of directional signage investigated*



#### Possible Renaming to Blue Hills Road (Old Roma Road)

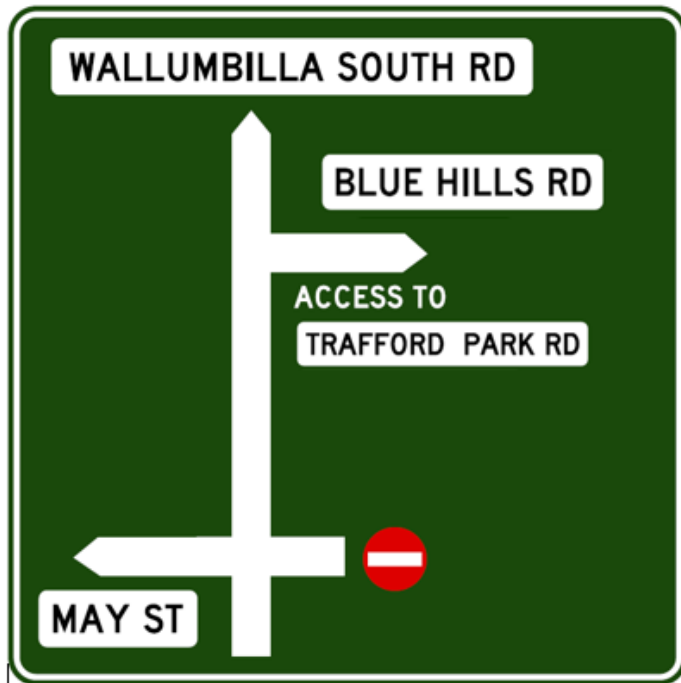
One of the suggestions raised with Council was to consider renaming the section of road way to avoid any further confusion. It was suggested the road name, Old Roma Road be considered.

Council officers have strategically evaluated the current road alignment with the surrounding network and propose that Council consider the re-alignment of Blue Hills Road to include the western section of May Street.

Along Blue Hills Road, there is approximately 220m of un-used roadway due to the recent re-alignment of the intersection with May Street and Trafford Park Road. It is proposed Council consider the amalgamation of Blue Hills Road with western end of May Street.

The extension of Blue Hills Road would see the recorded length of Blues Hills Road increase from 30.880 to 31.210 kilometres. This proposal would see the start of Blue Hills Road commence at the intersection with Wallumbilla South Road and in turn would reduce the number of May Street and Wallumbilla South Road intersections.

It is proposed the first section of roadway remain classified as Urban and as identified by the Maranoa Planning Scheme. At the intersection with Trafford Park Road, Blue Hills Road classification changes to rural. This would allow for no impact to the existing Blue Hills Road rural addresses that have been allocated to date.



Potential Addressing Impact – 40 - 60 May Street

The western end of May Street provides access to 10 urban properties, seven different lot owners, one of which is Council. The proposed urban classification for Blue Hills Road at this location would allow for new Urban address allocations to be issued for each lot.

It is proposed Council undertake community consultation regarding the proposed changes with the directly affected residents through the Wallumbilla Town Improvement Group.



**Figure 6** Western end of May Street – Residences to engage with through the proposed Community Consultation



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

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

Under s60 of the *Local Government Act 2009*, a local government has control of all roads (excluding State Controlled Road) in its local government area. Part of this control includes being able to name and number roads (refer s60(2)(d)).

**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)

Assets Officer – Transport Network – co-author of report.

Technical Officer GIS / CAD

**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?*

Renaming of the section of road would include the installation of new signage. If there is community support for this initiative, the exact details of costs can be provided to Council as part of the proposed subsequent report.

Signage improvements are not likely to exceed \$1000.

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

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

N/a

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

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

Residents May Street, Wallumbilla, in particular residents of 40 to 60 May Street.  
Wallumbilla Town Improvement Group

### **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)

<b>Risk</b>	<b>Description of likelihood &amp; consequences</b>
Take No Action	Ongoing confusion when those unfamiliar with the arrangement try to navigate to the western section of May Street. It has been raised with Council that, in the event of an emergency, this confusion may delay response times.
Resident concerns with proposal to rename section of road	The recommendation presented for Council's consideration seeks to mitigate this risk by undertaking a community consultation step before proceeding with any specific action or change to the current arrangements.  A subsequent report is then proposed to be presented to Council to consider the community feedback before considering the matter further.
Potential addressing impact	Refer <i>Background</i> section of this report.

**Advice to Council:**

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

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

That Council consider progressing the request in accordance with the recommendation presented.

**Recommendation:**

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

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

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

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

That Council:

1. Undertake community consultation with residents along the western end of May Street to canvas their views on potentially renaming the section of roads adjacent to their property from May Street to Blue Hills Road.
2. Write to the Wallumbilla Town Improvement Group to canvas the groups views on potentially renaming the western portion of May Street to Blue Hills Road.
3. Be presented with a subsequent report on the matter following to consultation as outlined in Points 1 and 2 above.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 8 June 2021

**Item Number:** 13.1

**File Number:** D21/45514

**SUBJECT HEADING:** Approval for use of the Mitchell Memorial Park and Rotary Park from Booringa Action Group for Fire & Water Festival

**Classification:** Open Access

**Officer's Title:** Customer & Library Services Officer

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### **Executive Summary:**

Booringa Action Group (BAG) are planning the Fire & Water Festival to be held in Mitchell on 16 – 18 September 2021. They have requested the use of 10 tables and 100 chairs and have asked permission for the use of the Rotary Park located at the Neil Turner Weir and Mitchell Memorial Park. It is recommended this request be supported.

In accordance with Council's Community Grants and non-financial assistance policy 2020, there will be no fees levied by Council for the matters raised, however this report serves to alert Council to the request and flag September 16 to 18 as important dates on the Mitchell calendar.

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

That Council:

1. Approve the exclusive use of Rotary Park on 17 September 2021 and Mitchell Memorial Park on 18 September 2021
2. Agree to the Hire and delivery of 10 tables and 100 chairs
3. Support the WORK Camp application to set up and pack up over the three days of the festival
4. Recommend BAG seek permission from Mitchell Combined Sports Club for the use of the RSL Complex 18 September 2021

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

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

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

Booringa Action Group and organising committee  
Attendees at the Festival  
Work Camp personnel

## 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
BAG	Booringa Action Group

## Context:

### Why is the matter coming before Council?

Council has received a request from BAG (a not-for-profit organisation) seeking approval to use the Rotary Park at the Neil Turner Weir and Mitchell Memorial Park, and the hire and delivery of 10 tables and 100 chairs for the Fire & Water Festival on 16 – 18 September 2021.

## Background:

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

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

Council has received a request from BAG (a not-for-profit organisation) seeking approval to use the Rotary Park and Mitchell Memorial Park, and the hire and delivery of 10 tables and 100 chairs for the Fire & Water Festival on 16 – 18 September 2021.

There are no fees associated with the request as BAG is a not-for-profit group the table and chair hire are of no charge and there are no hire charges for the use of Rotary Park and Mitchell Memorial Park.

In return, it will be requested that BAG include acknowledgement of Council on their promotional collateral.

BAG has also requested the assistance of the Mitchell Work Camp personal set up and pack up – this has been forwarded to the Work Camp group and approved.

BAG will seek permission from the RSL and Combined Sports Club to use the Mitchell RSL Complex and will be in discussion with Sunwater to advise them of the use the Neil Turner Weir.

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

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

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

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

### Powers in support of responsibilities

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



- (2) The local government has the power to do anything that is necessary or convenient for performing the responsibilities.
- (3) The powers include all the powers that an individual may exercise, including for example—
- (a) power to enter into contracts; and
  - (b) power to acquire, hold, deal with and dispose of property; and
  - (c) power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

**Council Policies or Asset Management Plans:**

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

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

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

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)

Letter from BAG – attached

WORK Camp Personnel – application for work approved

**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)

Funded by Foundation for Rural and Regional Renewal's Tackling Tough Times Together (TTTT) program

With an injection of \$41,653, the Booringa Action Group will be equipped to host the Fire and Water Festival in Mitchell, celebrating the region's rich history and connection to the land.

This festival will not only provide a tourism boost to the local economy, but also strengthen cultural and social connections in Mitchell and surrounds.

**This Financial Year's Budget:**

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

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

N/A

**Future Years' Budgets:**

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

N/A

### Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Borrinda Action Group and organizing committee

Attendees at the Festival

Work Camp personnel

Mitchell RSL and Combined Sports Club

### Risks:

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

Risk	Description of likelihood & consequences
Support for Festival	BAG is a not-for-profit group who are putting on the event for the benefit of the local community. There is a risk that the expenditure may exceed their income, so it is recommended that Council provide support in this instance.

### 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 an opportunity to show support for a local not-for-profit group who are endeavouring to put on a Festival for the benefit of the local community. There are other associated and economic benefits for the local community eg accommodation and meals for the performers, potential fund-raisers for local groups, and the intangible social benefits for a community. It is recommended that Council approve the request.

### 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 use of Rotary Park on 17 September 2021 and Mitchell Memorial Park on 18 September 2021
2. Agree to the Hire and delivery of 10 table and 100 chairs
3. Support the WORK Camp application to set up and pack up over the three days of the festival
4. Recommend BAG to seek permission from Mitchell Combined Sports Club for the use of the RSL Complex 18 September 2021

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

**Supporting Documentation:**

1 [↓](#) Booringa Fire and Water Festival - Facility-Inkind Request - Booringa Action Group D21/44790

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**Booringa Action Group**

PO Box 149

Mitchell 4465

ABN 21 546 772 092

<http://www.mitchellqueensland.com.au>

Wednesday, 23 June 2021



**Contact Details**

Jeff Watson      0429099443

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Bree Jiggins        0408347914

Email: [booringaactiongroup@gmail.com](mailto:booringaactiongroup@gmail.com)

Facilities (Council Buildings & Structures),  
Maranoa Regional Council,  
100 Cambridge Street,  
Mitchell Qld 4465

Dear Gavin,

As you are no doubt aware, planning is well underway for the 2021 Fire and Water Festival which is scheduled for September 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>, 2021.

With that in view, I write on behalf of Booringa Action Group and the Festival Planning Committee to request the assistance and consent of Council for the following items which are essential to the successful staging of this event:

- Use of the Mitchell Memorial Park for the *Fire & Water Festival* on September 18<sup>th</sup>;
- Use of the Neil Turner Weir (western side of the toilet block) for the *Fire & Water Festival* on September 17<sup>th</sup>;
- Hire and delivery of tables and chairs at the Mitchell Memorial Park;
- Consideration of waiving the fees for the use of the facility and the use and delivery of the tables and chairs in support of this community event;
- The assistance of the WORC personnel to assist with set up and pack up on Friday, 17<sup>th</sup> September – Neil Turner Weir, set up and pack up Saturday morning, 18<sup>th</sup> September – Mitchell Memorial Park, set up and pack up Saturday afternoon, 18<sup>th</sup> September – Mitchell RSL & pack up and clean up Sunday morning, 19<sup>th</sup> September – Mitchell RSL if possible:

The Booringa Fire and Water Festival is a particularly important event for the Mitchell community and hopefully an important stimulus for local community pride. We hope therefore that Council will share these views and view these requests favourably.

Yours faithfully

Jeff Watson

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 14 June 2021

**Item Number:** 13.2

**File Number:** D21/47121

**SUBJECT HEADING:** Grazing Agreement - Police Paddock, Dargal Road

**Classification:** Open Access

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

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### **Executive Summary:**

The Police Paddock at Dargal Road, Roma has been sub-divided into several different sized paddocks suitable for keeping and grazing horses.

Council has recently advertised a grazing licence over four (4) of these paddocks by way of expression of interest.

The Expression of Interest returned a total of four (4) responses. Council is asked to consider entering into an agreement for each of these paddocks for the next two (2) years.

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

That Council:

1. Enter into an agreement with Kate Ryan for the grazing rights for paddock 4 in Dargal Road Roma.
  2. Enter into an agreement with Shaun Ahern for the grazing rights for paddock 5 in Dargal Road Roma.
  3. Enter into an agreement with Dama Howard for the grazing rights for paddock 7 in Dargal Road Roma.
  4. Enter into an agreement with Leanne Plath for the grazing rights for paddock 8 in Dargal Road Roma.
  5. Delegate authority to the Chief Executive Officer to enter into final negotiations with each successful applicant and execute the respective agreements with the term of the licence to be 2 years, at a cost of \$250 each quarter.
-

**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).

Shaun Ahern  
Dama Howard  
Leanne Plath  
Kate Ryan

**Acronyms:**

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

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

Acronym	Description
Nil	Nil

**Context:**

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

The Police Paddock at Dargal Road, Roma has been sub-divided into several different sized paddocks suitable for keeping and grazing horses.

Council has recently advertised a grazing licence over four (4) of these paddocks by way of expression of interest.

The Expression of Interest returned a total of four (4) responses. Council is asked to consider entering into an agreement for each of these paddocks for the next two (2) years.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The old Police Paddock on Dargal Road, Roma has been sub-divided into several different sized paddocks suitable for keeping and grazing of horses.

There are currently nine (9) paddocks with an agreement for grazing in place.

Paddocks 1-8 are between 3.58Ha and 5.03Ha, Paddock 9 is 75.75Ha

Paddock	Name	Expiry Date	Land Area
Paddock 1	Vacant– Paddock provides access to all other paddocks		3.85Ha
Paddock 2	Cheryl Rogers	13 October 2022	4.96Ha
Paddock 3	Brodie Hurley	3 October 2021	4.14Ha
Paddock 4	EOI		
Paddock 5	EOI		
Paddock 6	Angus Mitchell	27 September 2021	4.30Ha
Paddock 7	EOI		
Paddock 8	EOI		
Paddock 9	John Frith	11 June 2021	75.75Ha

Council's Local Law 2 stipulates space required per head of large stock, however these paddocks are just outside the designated local law area.

Water is connected to each paddock with each containing a four (4) foot concrete trough and a gate. Paddock two (2) has a dam as well as a trough.

The paddocks are fenced with 4 barbwire and star pickets, which makes them only suitable for larger stock i.e. horses or cattle.

Access to the laneway that leads to each paddock is through paddock 1.

Mitchell and Flinders grass grows here making it ideal country for grazing horses. Paddock one (1) holds yards and stables so Council may consider keeping this paddock available for the licensees of other paddocks to use for maintenance i.e. shoeing horses. It is recommended that Council not offer this paddock at this stage.

Standard conditions the applicant is responsible for are:-

- ensuring the grazing activity does not increase the risk of erosion or scouring of the land
- maintaining the stock proof fencing to the satisfaction of Council's requirements for the term of the agreement
- implementing suitable control to manage and/or eliminate pest plants
- having \$20 million Public Liability insurance cover for the use of Council land indemnifying local government
- paying Council the agistment fees applicable at the time allowing for the fact that the rate is determined each year.

Below are the four (4) responses received.

Date	Surname	First Name	1st Preference	2nd Preference	3rd Preference	4th Preference
7/05/2021	Ryan	Kate	4	5	7	8
11/05/2021	Howard	Dama	7	5	4	8
19/05/2021	Plath	Leeanne	7	4	5	8
31/05/2021	Ahern	Shaun	5	7	8	4

Council Officers did anticipate a fifth response as the documents were forwarded to an applicant an interested party (Mr Mark Redgen), however no response was forthcoming.

**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)

Advice was obtained from King and Company Solicitors that states;

1. A lease, for any term and for any rent, will require a tender process.
2. A licence will only require a tender process if the licence is a valuable non-current asset ( it its term exceeds one year and the licence fee exceeds \$10,000.00 over the term)

A three year licence where the licence fee is less than \$10,000.00 over the term will not require a tender process – an expression of interest or similar can be adopted.

3. If reserve land is involved the licence must be by the way of a trustee permit (for a maximum of three years) and if for more than one year must be registered.

Furthermore horses moving on or off the land require movement requirement records as per the Biosecurity Act 2014.

**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)

Mr Mark Freudenberg, King and Company Solicitors

Mrs Sandra Crosby, Manager – Environmental Health, Waste & Rural Services. “I would recommend a maximum of four (4) horses grazed on the land at any one time. A larger number wouldn't be sustainable and increases the likelihood of damage to property and livestock”

### 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?**

Income will be received \$1,000.00 per paddock per annum.

Water charges will apply (Expense)

Minimal maintenance, which will be a requirement of the licensee.

### Future Years' Budgets:

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

Income will be received \$1,000.00 per paddock per annum.

Water charges will apply (Expense)

Minimal maintenance, which will be a requirement of the licensee.

### 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
Health of Livestock	Number of horses in close proximity could allow for the spread of infections.
Political	Unsuccessful applicants may be displeased with the results. (Justified or not Justified)

**Advice to Council:**

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

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

As there is an even number of responses to the available paddocks, Council Officers have used the information included in the responses to best match each paddock to the most suitable applicant.

Officers Assignment Recommendation follows.

Kate Ryan and Shaun Ahern have both identified unique paddocks (four (4) and five (5) as their first preference as they both have unique paddocks as their first preference it is recommended that they both get their first preference.

Dama Howard and Leanne Plath have both selected paddock seven (7) as their first preference. In this instance Dama Howard has held the adjustment over paddock seven (7) for the previous 2 years and has continued to maintain the paddock to a condition that remains desirable. Therefore, it is recommended that Ms Howard retains paddock seven (7)

**Recommendation:**

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

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

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

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

That Council:

1. Enter into an agreement with Kate Ryan for the grazing rights for paddock 4 in Dargal Road Roma.
2. Enter into an agreement with Shaun Ahern for the grazing rights for paddock 5 in Dargal Road Roma.
3. Enter into an agreement with Dama Howard for the grazing rights for paddock 7 in Dargal Road Roma.
4. Enter into an agreement with Leanne Plath for the grazing rights for paddock 8 in Dargal Road Roma.
5. Delegate authority to the Chief Executive Officer to enter into final negotiations with each successful applicant, and execute the respective agreements with the term of the licence to be 2 years, at a cost of \$250 each quarter.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil.

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 15 June 2021

**Item Number:** 13.3

**File Number:** D21/47411

**SUBJECT HEADING:** Practical Access to Old Roma Cemetery

**Classification:** Open Access

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

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### **Executive Summary:**

At its Ordinary meeting on 24 March 2021, Council resolved to investigate achieving practical access to the former Roma Cemetery located on Lot 355 on CP WV1915.

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

That Council note the officers report as presented.

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

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

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

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

Queensland Rail

### **Acronyms:**

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

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

Acronym	Description
Nil	Nil

### **Context:**

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

At the Ordinary Council meeting on 24 March 2021, Council considered a report on the preservation of the historical Roma Cemetery. The outcome of this report was that Council decided to undertake investigations and consider a further report on achieving practical access to the land.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At the Ordinary Council meeting held on 24 March 2021, Council resolved:-

***Resolution No. OM/03.2021/71***

***That Council:***

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

The land has pedestrian only access, and due to its location access is difficult.



**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)

Cameron Hoffmann - Deputy Director / Strategic Road Management

Cameron has offered two options for providing access to the lot.

- (a) Access off Charles Street South. Charles Street South has kerb and channel. Option for a concrete driveway/crossover from Charles Street South estimated cost \$10,000. Alternative is a concrete crossover and gravel driveway (approximate cost \$5,000). This option would require Council to enter an licence agreement with Queensland Rail to traverse railway land described as Lot 4 on SP141552.
- (b) Access off Gregory Street South. Gregory Street South doesn't have kerb and channel and has not been constructed to the same level as Charles Street South. The lot however can be access directly off Gregory Street South without having to traverse Queensland Rail land (no requirement for additional licence). Option for a concrete driveway/crossover from Charles Street South estimated cost \$10,000. Alternative is a concrete crossover and gravel driveway (approximate cost \$5,000).

Mrs Dorothy (Dot) Brindley – Local Historian and project advocate. Mrs Brindley has indicated that the local history group has no requirement for additional access to the land at this time, as their goal at this time is to preserve the land and prevent development of the lot. There is a pedestrian access to the land that the group uses.

**Funding Bodies:**

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

N/A

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

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

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

N/A

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

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

N/A

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

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

(Interested Parties Analysis - IS9001:2015)

Local Historians Mrs Dorothy (Dot) Brindley and Mrs Beryl Giles  
Queensland Rail

### **Risks:**

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

Risk	Description of likelihood & consequences
Negative publicity	If Council doesn't take action to preserve this historical cemetery, there is a risk of negative publicity (justified or unjustified).
Financial	Financial risk associated with this decision. Provision of access, maintenance of the land, fencing.

### **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)

At this stage the community members who successfully lobbied Council in regard to protecting the site, do not have any plans to develop the site and are satisfied with the current pedestrian only access.

It is suggested that Council may wish to consider in a future year's budget, funds to provide access to the land via either Charles Street South or Gregory Street South. This could be part of a larger project to commemorate the significance of the site.

**Recommendation:**

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

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

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

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

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

That Council note the officers report as presented.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services



## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 15 June 2021

**Item Number:** 13.4

**File Number:** D21/47769

**SUBJECT HEADING:** Request from Roma Show Society - Bassett Park Roma

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received correspondence from the Roma Show Society seeking Council's support for upgrades at Bassett Park, Roma.

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

That Council:

1. Complete the identified minor repairs to the fashion parade building and Roma Show Society storage room, with works to be funded from the Bassett Park maintenance budget.
  2. Consider funding identified works on the grandstand box gutter and roller doors in the first quarter review.
  3. Continue discussions with the Roma Show Society in regard to repainting under the grandstand.
  4. Approve the Roma Show Society to undertake the planned upgrade of the tie-up stalls, in consultation with the Roma Turf Club and Bassett Park staff.
  5. At a future Ordinary meeting, consider a report on the development of a new multi-purpose pavilion at Bassett Park.
  6. Advise the Roma Show Society of Council's decision.
- 

### **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 Show Society

### **Acronyms:**

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

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

Acronym	Description
Nil	Nil

**Context:**

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

Council has received correspondence from the Secretary of the Roma Show Society requesting assistance from Council to complete upgrades/improvements at Bassett Park Roma.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council is the owner of the facility known locally as Bassett Park, Roma.

The Roma Show Society currently holds a non-exclusive facility user agreement with Council for use of the facilities on this land, being Lot 1 on RP173063 and Lot 7 on RP173059. The Roma Show Society User Agreement is due to expire on 12 December 2022.

The request for assistance is as follows: -

<b>Request for Assistance from Roma Show Society</b>	<b>Current Actions/Estimated Costs</b>
The Secretary's Office/Football Office relocatable building be moved into position.	\$10,000 allocated in the current 2020/2021 financial year budget for the relocation of this building. WO22296 Status - the building will be relocated once a suitable location is identified and all stakeholders agree.
Council to grant permission for the Roma Show Society to repaint under the grandstand.	Samples of the current paint under the grandstand to be tested to determine if it is lead based paint.  Further arrangements to then be decided once test results on the paint have been received.
Council to supply the materials to sand and paint under the grandstand (Roma Show Society to supply the labour).	
Wooden box guttering needs replacing on the back wall.	Estimated Cost – \$20,000. For Capital Works consideration.
Roller doors under the grandstand need to be repaired, as doors do not lock and need a safety lock when open.	The roller doors can be locked when operated correctly, they do not require a "safety lock" when open.  The installation of motors to the doors would improve security and operation of the doors.

	Estimated Cost - \$18,000. For Capital Works consideration.
Fashion Parade Building, the eastern wall has separated from the footings and the pigeons are roosting in the rafters. (Roma Show Society have a quote to repair). They are seeking permission from Council to proceed with a grant application. They have advised completion of the repairs will assist other community groups who utilise this building.	<p>Council has installed mesh panels to prevent pigeons getting into the fashion parade building and when last inspected on 21/06/2021 there was no sign of Pigeon activity.</p> <p>The eastern wall needs a few anchor points put in near the door to stop it moving when the door is opened and closed. This wall is not structural or load bearing.</p> <p>Estimated Cost - \$400 (Maintenance Budget)</p>
The Roma Show Society have a storage room on the south western corner of the main pavilion building. This wall is leaning out having separated from the main structure and the door has disintegrated, causing the room to not be securable. Could this repair please be investigated by Council.	<p>The wall is leaning out and the associated damage is caused by the weight of the paneling being stored pushing out on the wall.</p> <p>Levelling of the stumps surrounding the doorway and install a new door. Estimated Cost - \$1,800 (Maintenance Budget)</p>
The Roma Show Society wish to negotiate with both the Council and Roma Turf Club to erect a purpose-built structure to store equipment throughout the year but transform into a pavilion at show time and potentially for Race Meetings. This will eliminate the need to hire a Marquee at a cost of over \$6,000 per show.	<p>Multi-Purpose Building \$980,000 – 1.3 million. Price would depend on size, type, fit out and location.</p> <p>Roma Roadrunners User Agreement expired on 5 January 2021 for the use of the space they utilized in the fashion parade building. This will free up a considerable amount of storage space.</p> <p>Further discussion and negotiations would need to take place between all users of the facility and Council with reference to the adopted Bassett Park Master Plan.</p>
A permanent office for the Roma Show Society	It is intended that once the ex-saleyards building is moved into position that a space would be available in that building for a permanent office.

The Roma Show Society advises that the club were recently successful in obtaining a grant through the Gambling Community Benefit Fund and wish to use this money to upgrade the tie-up stalls at Bassett Park. The Roma Show Society have advised that the upgrade of the tie-up stalls was an outcome of the Council resolution from the meeting on the 28 October 2020 (**Resolution No. OM/10.2020/54**). The Roma Show Society have advised that works will commence on this project within the next month.

The Roma Show Society are happy to continue to apply for grants to help facilitate some of the requested projects they wish to see completed at Bassett Park.

Some of the minor projects may be funded from the Bassett Park maintenance budget (materials and services). The more costly projects are going to have to be allocated funds in a budget review.

**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 Show Society
- Richard Irwin (Building Projects, Maintenance Planning & Inspections – Facilities (Land, Buildings & Structures))

**Funding Bodies:**

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

Roma Show Society have been successful in obtaining a grant to upgrade the tie-up Stalls at Bassett Park.

Roma Show Society will continue to apply for grants to assist in facilitating improvements, they wish to see completed.

**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)

Some of the smaller projects may be funded from the 2021/22 maintenance budget (materials and services). The more costly projects are going to have to be allocated funds in a budget review.

#### Maintenance (materials & services)

- Materials to sand and paint under the grandstand (to be determined after results of paint tests are known).
- Repairs Fashion Parade Building eastern wall - \$400
- Show Society Storage Room - levelling of the stumps surrounding the doorway and install a new door - \$1,800

#### Capital works

- Secretary's Office/Football Office relocatable building be moved into position - \$10,000 (carryover from 2020/21 budget).
- Wooden box guttering needs replacing on the back wall - \$20,000
- Roller doors under the grandstand need to be repaired, as doors do not lock and need a safety lock when open - \$18,000
- New pavilion/storage - estimated \$980,000 – 1.3 million depending on size, type, fit out & location.

### 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)

Roma Show Society

Roma Turf Club

Other facility users (community organisations and individuals)

Community Members

### Risks:

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

Risk	Description of likelihood & consequences
Financial Risk	Costs associated with the number of projects the Roma Show Society would like to see completed at Bassett Park in the 2021/2022 Financial Year.

**Advice to Council:**

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

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

It is recommended that Council offer no objections to the Roma Show Society's plans to upgrade facilities at Bassett Park.

There are a couple of minor requests that can be accommodated under the maintenance (materials and services) budget. These requests total an estimated \$2,200.

The box guttering and roller doors will need to be considered in a future budget review for budget allocation.

The idea for a new pavilion/storage area needs to be further explored with all Bassett Park user groups and the adopted Bassett Park Master Plan needs to be considered. This type of project when planned and costed could attract external funding.

**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. Complete the identified minor repairs to the fashion parade building and Roma Show Society storage room, with works to be funded from the Bassett Park maintenance budget.
2. Consider funding identified works on the grandstand box gutter and roller doors in the first quarter review.
3. Continue discussions with the Roma Show Society in regard to repainting under the grandstand.
4. Approve the Roma Show Society to undertake the planned upgrade of the tie-up stalls, in consultation with the Roma Turf Club and Bassett Park staff.
5. At a future meeting, consider a report on the development of a new multi-purpose pavilion at Bassett Park.
6. Advise the Roma Show Society of Council's decision.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

- 1 [🔗](#) Correspondence received from the Roma Show Society - D21/47767  
Request for Budget Consideration in 2021/2022 Budget -  
Bassett Park Roma.

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



June 10<sup>th</sup>, 2021

The Mayor  
Mr. Tyson Golder  
Maranoa Regional Council  
PO Box 620  
Roma Qld 4455

Dear Mr Mayor and Councillors,

Roma Show Society would like to express our gratitude for the support given by the Maranoa Regional Council to our 2021 Show. We are pleased to advise that we had a record gate number and had a record number of competitors in many different areas. It was wonderful to see many of the local councillors attend the show. Our immediate past president Mr Kevin Pope was pleased with the interest shown by many of the councillors in a variety of areas on our wish list to improve Bassett Park for the wider Maranoa community.

In light of the ongoing budget discussions for the financial year 2021- 2022 we would like to request the following improvements/upgrades be considered on behalf of the Roma Show Committee.

1. The Secretary's Office/Football Office relocatable building be moved into position.
2. Council to grant permission for the Society to repaint the area under the grandstand.
3. Council to supply the materials to sand and paint under the Grandstand (Society to supply the labour)
4. Wooden box guttering needs replacing on the back wall
5. Roller Doors under the Grandstand need to be repaired, as doors do not lock and also need a safety lock when open.
6. Fashion Parade building Eastern wall has separated from the footings and the pigeons like to roost in the rafters, (Society has a quote to repair) We need permission from council to proceed with grant application. Completion of the repairs will facilitate other community groups to utilise this building.
7. The Society has a storage room on the south western corner of the Main Pavilion building. This wall is leaning out having separated from the main structure, the door has disintegrated and the room is not securable. This repair needs to be investigated by council.
8. The Roma Show Society wish to negotiate with both the Council and the Roma Turf Club to erect a purpose built structure to store equipment throughout the year but transform into a pavilion at Show time and potentially for Race meetings. This will eliminate the need to hire a Marquee at a cost of over \$6000 per show.

A permanent office for the Show Society would be of great benefit to not only the Society but also to the Community. Roma Show is willing and able to work with council on achieving these goals, we currently have an arrangement with Qld Corrective Services that supplies the Society with free labour and as such we are committed to improving Bassett Park. Roma Show committee has recently been successful in obtaining a grant to upgrade the Tie up Stables at Bassett Park and work will be commencing on this project within the month. As such the Society is happy to continue to apply for Grants to facilitate some of these improvement projects.

We look forward to your favourable reply.

Kind Regards

  
Stephanie Sando  
Secretary

PO BOX 139, Roma Qld 4455

Mobile: 0497 225 698 Email: [roma.show.society@bigpond.com](mailto:roma.show.society@bigpond.com)

Website: [www.romashow.com](http://www.romashow.com) Facebook: [www.facebook.com/romashowsociety/](https://www.facebook.com/romashowsociety/)

Roma Show Society Inc ABN 49 334 968 854





## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 22 June 2021

**Item Number:** 13.5

**File Number:** D21/50158

**SUBJECT HEADING:** Installation of Defibrillator at Senior Citizen Centre

**Classification:** Open Access

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

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### **Executive Summary:**

The Roma Local Ambulance Committee is offering to donate an Automatic External Defibrillator to be placed in the Roma Senior Citizens Centre. Council would be responsible for the ongoing ownership and maintenance of the defibrillator.

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

That Council: -

1. Accept Roma Local Ambulance Committee's offer to donate an Automatic External Defibrillator to the Roma Senior Citizens Centre.
2. Enter an agreement with the Roma Senior Citizens regarding placement of the automatic external defibrillator at the Roma Senior Citizens Centre with Council to be responsible for ongoing maintenance of the unit.
3. Authorise its Chief Executive Officer (or delegate) to sign the agreement with Roma Senior Citizens.

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

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

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

Roma Local Ambulance Committee  
Roma Senior Citizens

### **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
AED	Automatic External Defibrillators
LAC	Local Ambulance Committee

**Context:**

*Why is the matter coming before Council?*

The Roma Local Ambulance Committee is offering to donate an Automatic External Defibrillator to be placed in the Roma Senior Citizens Centre.

Council will need to consider allocating funds for ongoing maintenance of the device and entering an agreement with Roma Senior Citizens regarding placement of the AED at the facility which is a Council Owned facility leased by the group.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Roma Senior Citizens Centre is located at 51 Bungil Street on Reserve Land that Council is the Trustee of, described as Lot 4 on SP103335.

Council current holds a trustee lease with Roma Senior Citizens for the use of the facility. The current lease is \$1.00 per annum, and the agreement is for 6 Years, with the current lease set to expire 5 December 2025.

**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)

Nil

**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's Building Maintenance Budget

### **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?*

\$ 350.00 Work Order: 14130.2330.2001 Roma Senior Citizen's Materials and Services

### **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)*

\$ 350.00 Work Order: 14130.2330.2001 Roma Senior Citizen's Materials and Services, Ongoing Cost.

### **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)

Maranoa Regional Council maintains several Automatic External Defibrillator devices across the region. Additionally, all Council staff have access to online routine training in the use of these devices. The devices retail for approximately \$2,500.00 to \$3,000.00 installed and ongoing maintenance cost for battery and pads replacement is approximately \$350.00 per annum.

Statistically these devices have returned a positive survival rate for cardiac arrest victims and the Roma Senior Citizens Centre often holds events for the demographic who are most at risk of cardiac arrest. It is advised that Council accept the offer from LAC to install the AED in this instance.

**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. Accept Roma Local Ambulance Committee's offer to donate an Automatic External Defibrillator to the Roma Senior Citizens Centre.
2. Enter an agreement with the Roma Senior Citizens regarding placement of the Automatic External Defibrillator at the Roma Senior Citizens Centre with Council to be responsible for ongoing maintenance of the unit.
3. Authorise its Chief Executive Officer (or delegate) to sign the agreement with Roma Senior Citizens.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 22 June 2021

**Item Number:** 13.6

**File Number:** D21/50280

**SUBJECT HEADING:** Queensland Government Agency Program  
(QGAP)\_Lead Agency Agreement 2021-  
2023\_Surat & Injune

**Classification:** Open Access

**Officer's Title:** Lead Librarian

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### **Executive Summary:**

Following the review undertaken by Smart Service Qld of the Queensland Government Agent Program (QGAP), a new Lead Agency Agreement for the provision of Lead Agency Services to the Injune and Surat communities for the 2021-2023 period, has been received for review and signing.

The term of the current agreement expires on 30<sup>th</sup> June 2021.

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

That Council:

1. Endorse the 2021/2023 Lead Agency Agreement with Smart Service Queensland for Surat & Injune.
2. Authorise the CEO to sign the agreement.

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

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

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

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
QGAP	Queensland Government Agent Program
ABS	Australian Bureau of Statistics
KPIs	Key Performance Indicators
QLD	Queensland

**Context:**

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

Council has received a new Lead Agency Agreement for the provision of Lead Agency Services to the Injune and Surat communities for the 2021-2023 period, for review and signing.

The term of the current agreement expires on 30<sup>th</sup> June 2021.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Maranoa Regional Council has been providing support services through the Queensland Government Agency Program since 2001. The provision of these services offers access to government agency services in rural and remote communities.

QGAP services are offered in the multi-purpose complexes in Injune and Surat with duties and responsibilities undertaken by Council staff. Staff are trained to ensure that services are delivered in accordance with the Smart Service Queensland Customer Service Standards.

Smart Service Qld has recently undertaken a review of the Queensland Government Agent Program (QGAP) Model.

The new financial model encompasses more flexibility and easy adaptability based on Service Delivery. As a town's requirement for QGAP service provision changes over time, funding needs to be flexible. The new model is more adaptable to making amendments to payments to QGAP Lead Agencies when a variation to service provision occurs.

For Non-State Government Lead Agencies, such as Surat & Injune, the new financial model has been split into two parts (please note all figures stated exclude GST):

**Part One** – the base allocation of funds that are paid to undertake the processes and practices of a QGAP will be increased from \$8000 to \$15,100 a year.

**Part Two** is comprised of three criteria –

1. The ABS remoteness indicator for the location of the QGAP office.
2. Does the QGAP office deliver more than .5 transactions a year, per head of population?
3. If criteria 2 is met, then a per transaction fee relative to the location of the QGAP office will be paid.

<b>Maranoa Regional Council</b>
<b>Ordinary Meeting - 14 July 2021</b>

The funding model allocations for both Injune and Surat QGAP, both remote locations, are as follows:

Lead Agency	Offices within this agreement	Current funding Allocation	New Base Allocation	Remoteness Indicator	Per Trans	18/19 Trans*	2021/ 2022 Transaction allocation	Total 2021-2023 (paid annually)
Maranoa Regional Council	Injune	\$13,000	\$15,100	Remote	\$8.77	1,367	\$11,989	\$27,089
Maranoa Regional Council	Surat	\$15,500	\$15,100	Remote	\$8.77	1,066	\$9,349	\$24,449
<b>Annual Subsidy</b>								<b>\$51,537</b>

*\*the calculations are not using 19/20 volumes due to the impacts of COVID closures.*

Attachments provide greater detail and context regarding outcomes of the review, the new financial model and specific information pertaining to the decisions made about Surat & Injune QGAP Agencies.

#### **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)

Edward Sims – Manager – Economic & Community Development

Christopher Askew – Smart Services

Susan Laycock – Library Services Officer (Injune)

Surat QGAP/Library staff

#### **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?*

Under the terms of the agreement, Maranoa Regional Council will receive revenue for the provision of QGAP Services in Injune and Surat to the accumulative amount of \$51,537 each year, across the next two financial years. All amounts shown below exclude GST.

This is an overall increase of \$20,187 per year from the previous Lead Agency Agreement.

Lead Agency	Offices within this agreement	Current funding Allocation	New Base Allocation	Remoteness Indicator	Per Trans	18/19 Trans	2021/ 2022 Transaction allocation	Total 2021-2023 (paid annually)
Maranoa Regional Council	Injune	\$13,000	\$15,100	Remote	\$8.77	1,367	\$11,989	\$27,089
Maranoa Regional Council	Surat	\$15,500	\$15,100	Remote	\$8.77	1,066	\$9,349	\$24,449
Annual Subsidy								\$51,537

### 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)*

Under the terms of the agreement, Maranoa Regional Council will also receive revenue for the provision of QGAP Services in Injune and Surat to the accumulative amount of \$51,537 exc GST in the 2022-2023 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)

N/A

### Risks:

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

Risk	Description of likelihood & consequences
Nil	N/A



**Advice to Council:**

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

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

It is recommended that Council endorse the Lead Agency Agreement with Smart Service Queensland for 2021/2023 period and authorise the CEO to sign the agreement.

**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 2021/2023 Lead Agency Agreement with Smart Service Queensland for Surat & Injune.
2. Authorise the CEO to sign the agreement.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

**Supporting Documentation:**

- |  |           |
|--|-----------|
| 1↓ Injune and Surat - Maranoa Regional Council - QGAP Correspondence_Lead Agency Agreement 21-23                     | D21/49720 |
| 2↓ DRAFT CONTRACT_Injune and Surat - Lead Agency Agreement - Maranoa Regional Council and Smart Services - 2021-2023 | L21/94    |

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Department of  
**Communities, Housing  
and Digital Economy**

Ms Julie Reitano  
Chief Executive Officer  
Maranoa Regional Council  
PO Box 42  
Mitchell QLD 4455

Dear Julie,

**RE: New QGAP Financial Model and New Lead Agency Agreements**

In the last correspondence to you in June 2020, Smart Service Queensland (Smart Service) advised that the Queensland Government Agent Program (QGAP) Model Review had been delayed. The review project recommenced in late 2020 and is now entering a short consultation phase prior to the new Lead Agency Agreements being signed.

With this letter there are three attachments that will provide greater detail and context regarding the outcomes of the review and specific information pertaining to your office.

- Attachment 1 – Highlight Report on the QGAP Review
- Attachment 2 – Injune and Surat Section of QGAP A History Document
- Attachment 3 – New Lead Agency Agreements for review and signing

Once you have read the details, Smart Service will be available to discuss any of your feedback or questions. This can be done via a virtual meeting or alternatively provided to us in writing via letter or email.

New Financial Model

One of the main deliverables of the review is a new funding model which encompasses more flexibility and can be easily adapted based on Service Delivery. As a town's requirement for QGAP service provision changes over time (for example with increased population), funding needs to be flexible. This new model is more adaptable to making amendments to payments to QGAP Lead Agencies when variation to service provision occurs.

The new model for Non-State Government Lead Agencies will be split into two parts.

- Part One - the base allocation of funds that are paid to undertake the processes and practices of a QGAP will be increased from \$8,000 to \$15,100 a year.
- Part Two is comprised of three criteria –

Level 5, 310 Ann Street  
Brisbane Queensland  
PO Box 10817 Brisbane Adelaide St  
Queensland 4000 Australia

Telephone 13QGOV  
Website [www.qld.gov.au](http://www.qld.gov.au)

1. The Australian Bureau of Statistics remoteness indicator for the location of the QGAP office.
2. Does the QGAP Office deliver more than 0.5 transactions a year per head of population?
3. If criteria 2 is met, then a per transaction fee relative to the location of the QGAP Office will be paid.

Note: No other allocations such as line costs, marketing or depreciation will be paid under this new model.

- The funding model calculation for both Injune and Surat QGAP - both remote locations.
  - Base allocation of \$15,100 for both locations
  - The volumes for 18/19 at Injune (Remote) were 1367. Which equates to 2.97 transactions a year per population (the calculations are not using 19/20 volumes due to the impacts of Covid closures). This amount is calculated at  $1367 \times \$8.77 = \$11,989$
  - Bringing Injune's total allocation to \$27,089 (\$15,000+ \$11,989)
  - The volumes for 18/19 at Surat (Remote) were 1,066. Which equates to 2.62 transactions a year per population (the calculations are not using 19/20 volumes due to the impacts of Covid closures). This amount is calculated at  $1,066 \times \$8.77 = \$9,349$
  - Bringing Surat's total allocation to \$24,449 (\$15,000+ \$9,349)
  - Total Allocation for Maranoa Shire Council \$51,537
- Volumes naturally fluctuate each year, however any large increase in volumes will be investigated.

#### New Lead Agency Agreement

The other major change is that Lead Agency Agreements have been totally rewritten and a copy of the new agreement is included as Attachment 3. The main changes within this document are:

- Streamlined for improved readability.
- Expectation of opening hours.
- Clearly stating the responsibilities of the Smart Service, Lead Agency and QGAP Officers.
- New Key Performance Indicators listed in Schedule 2. The Key Performance Indicators have been developed based upon what is specific to QGAP and can be accurately measured.

We realise there is a fair amount of information to absorb in these documents. If you would like to discuss these changes over a virtual meeting, we would be happy to facilitate that process. To arrange a meeting or to discuss further by phone or email, Mr Christopher Askew, Operations Manager – QGAP, can be contacted on 07 3022 0505 or via email at [Christopher.Askew@smartservice.qld.gov.au](mailto:Christopher.Askew@smartservice.qld.gov.au).



Craig Newell  
**General Manager**  
**Smart Service Queensland**

**Attachment 1 – The QGAP Review Report****The Review**

During the QGAP Model review both positive and negative issues were identified, with an action plan developed to address these challenges. The overarching positive outcomes of the review revealed the QGAP network is:

- Effectively delivering government services in rural and remote areas.
- Assisting those in the community to access services who do not have access or skills to use the Internet.
- Reducing the need for people to travel considerable distance from remote residence to access services.
- Delivering consistent volumes in relation to the town's population for comparatively low funding.
- Supporting the communities especially in times of crisis (i.e. natural disasters, pandemic and drought).

Some of the challenges facing the QGAP network are

- The funding model has not been fully reviewed and updated in many years.
- Volumes for service delivery fluctuate significantly.
- Lead Agency Agreements have not been reviewed and updated for current practices.
- The MIS system is antiquated and inefficient.
- The marketing process was time consuming with mixed results across the network.
- Inconsistent and antiquated training practices

In conjunction with the above findings the project has delivered the following:

- Assessment of current QGAP Service Delivery
- 10 Year trend analysis of volumes/funding and population
- Assessment of survey results of QGAP Lead Agencies and QGAP Agents
- Graphical and Spatial Analysis of each office
- Statistical analysis of the town and local government network
- Assessment of current funding model.
- History of the QGAP Office
- All of the above are included in the document called QGAP a History of which the relevant pages are in attachment 2.
- Development of new Online Training
- Development of New Financial Model.
- Development of New Lead Agency Agreements.



### The Financial Model

In determining a new financial model for QGAP, an assessment of the current model was needed. This assessment determined the following.

- Allocations to offices are no longer aligned to the current model. There have been small additions to funding levels for various reasons over the years which mean the actual model is no longer relevant.
- There are no regular review processes.
- Antiquated Marketing processes that are tiresome and time consuming.
- Multiple variances in payments have resulted in a cumbersome process to facilitate the yearly allocations.
- No process to reduce special funding increases when volumes have reduced.
- QGAP is currently apportioned to SSQ as a Grant which is capped at \$1.53M.

The new model has been developed on the following principles:

- will be based on volumes, remoteness and population.
- will focus on Non-State Government Lead Agencies.
- be within current funding allocation \$1.53M.
- be simplistic to maintain year on year.
- addresses current funding inconsistencies.
- providing flexibility now and into the future.
- ensures that service delivery is continue to the various communities.
- non-funded Qld Government Offices will remain unfunded but supported by the associated Lead Agency.
- will be regularly reviewed to maintain market relevance.

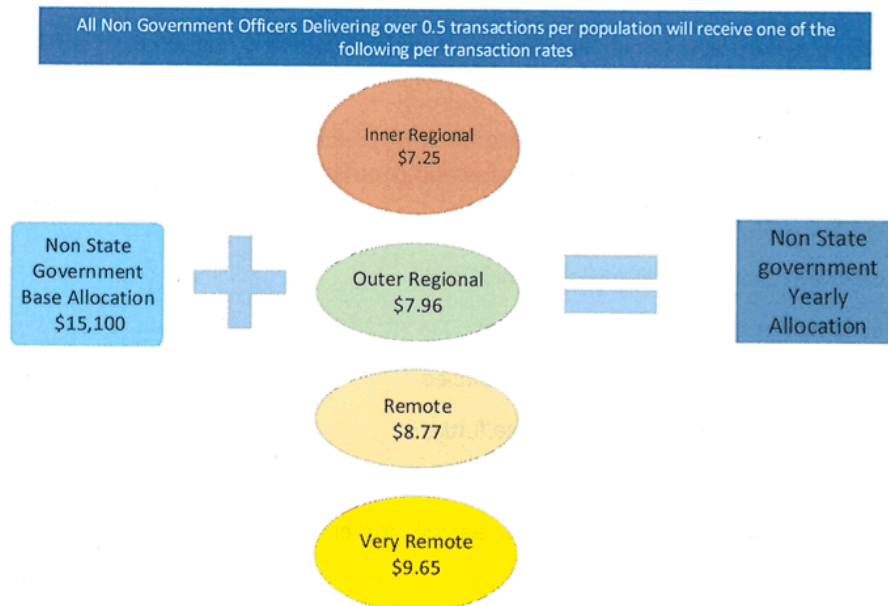
After numerous scenarios were developed and tested the final QGAP Financial model was deemed the most appropriate, fair and comprehensive and incorporates the above principles. The new model for Non-State Government Lead Agencies will be split into two parts.

- Part One - the base allocation of funds that are paid to undertake the processes and practices of a QGAP will be increased from \$8,000 to \$15,100 a year.
- Part Two is composed of three criteria –
  1. The Australian Bureau of Statistics remoteness indicator for your location.
  2. Does the QGAP Office delivers more than 0.5 transactions a year per head of population.

3. A per transaction fee relative to the location of the QGAP Office.

- If the office delivers more than 0.5 transactions a year per population base than the transaction fee will be multiplied by the number of transactions delivered a year.

There will be no other payments as these previously separated payments have been incorporated into the model calculation; therefore the Lead Agencies in conjunction with the QGAP Agents can choose the methods of expenditure.



## Attachment 2 – QGAP A History for your Agency

## Injune – Maranoa Regional Council 9<sup>th</sup> of September 2001 - 5 Years Remote

<b>Population LGA (Maranoa)</b>	
2016	12791
<b>Population Injune (Increasing)</b>	
2016	461
2011	398
2006	461
<b>Volumes MIS and TICA (Increasing)</b>	
18/19	1,367
17/18	1,311
13/14	1,454
<b>Funding</b>	
18/19	13,000
13/14	13,000
08/09	13,000
Inter-Agency Billing	No Billing
18/19 No of Transactions per Population of the town	2.97
Number of transactions a day (260 days)	5.26
Average Handling Time	24.30
Cost per transaction	9.5

**The QGAP Service**

- Current hours of operation are five days a week 8:30 am to 12:00 pm and 1:00 pm to 4.30pm.
- This QGAP is operated by Maranoa Regional Council.
- Population of Injune has decreased by 118 to 461 people since 2006. This is a population decrease of 20.37%.
- Average daily transactions of 5.26 a day based on being open 260 days per year.
- The QGAP is currently providing 2.97 transactions per head of population.

**Volumes and Funding Analysis**

- Injune received \$13,000 from the QGAP Grant in 18/19.
- Injune's funding has not changed in the last 10 years.
- Over the last five years the delivery volumes at this QGAP have slowly decreased to 1,367, which is a decrease of 6%.
- This is a council office providing services on behalf of the QLD government.



**Transaction Analysis**

- In 18/19 Injune delivered 41 different MIS services for:
  - Commonwealth Government – 5% of total volumes.
  - Department of Housing and Public Works – 2% of total volumes.
  - Department of Justice and Attorney-General – 10.2% of total volumes.
  - Department of Transport and Main Roads – 31.2% of total volumes.
  - General information referral for the QGAP/Lead Agency core business – 56.6% of total volumes.
- This QGAP has a high level of general information requests, with more requests of this kind than any other QGAP.
- Demand is for 5.26 transactions a day. When multiplied by the average transaction duration of 24.3 minutes, 128 minutes a day is occupied. This is 2.1 hours of work a day or 10.5 hours a week on average of volumes.
- DTMR services provided via TICA may have a different AHT, so the actual daily workload of this QGAP may be different to how it is represented here.

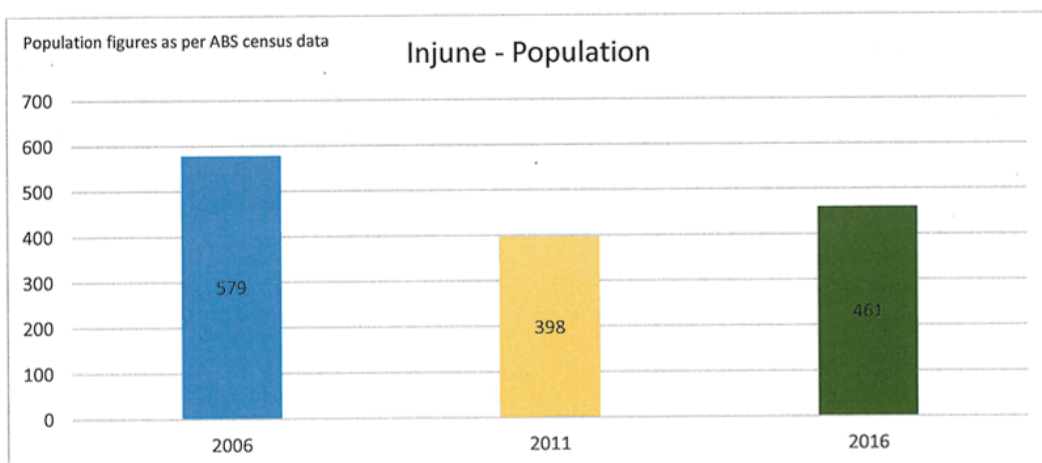
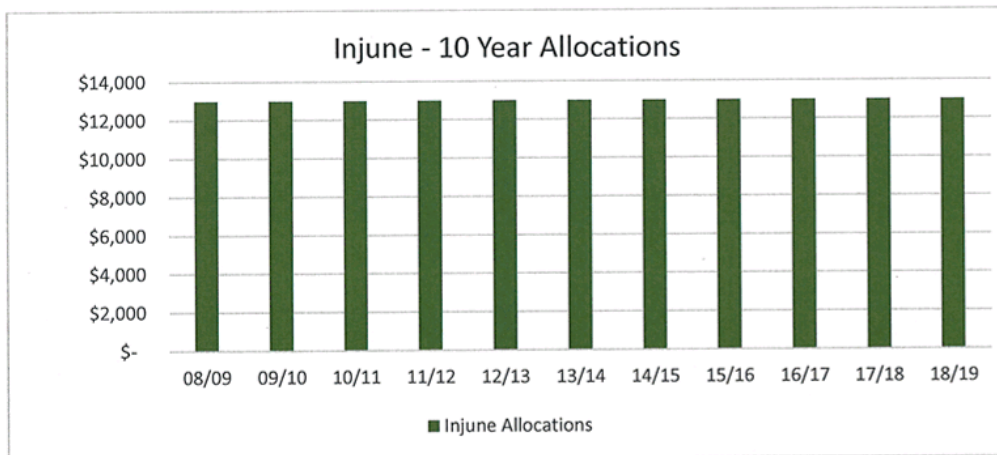
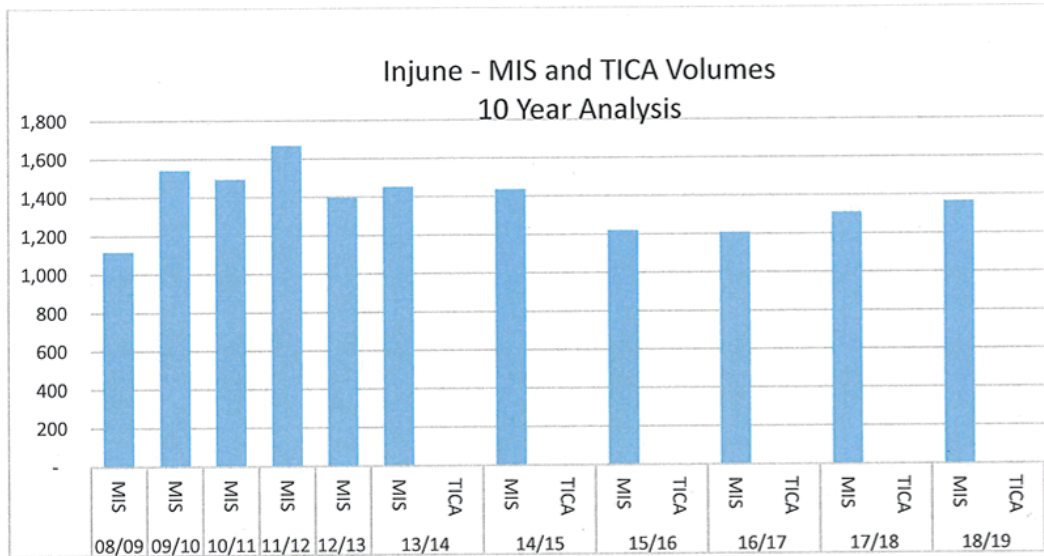
**The Town**

- The QGAP is located on Hutton Street in Injune at the end of a small business district. This town is on the Carnarvon Highway.
- The closest major centre is Roma, which is at minimum approximately a 1 hour drive (100 km).
- Injune and the surrounding LGA are all classed as Remote meaning that a resident is willing to travel over 100 kilometres for services.
- The area surrounding the town is very rural, with the surrounding industries being natural gas and tourism.
- This is one of three QGAPs in the LGA. The others are Mitchell and Surat.

**Statistical Overview of the Local Government Area – Queensland Government Statistician's Office**

- This QGAP is located in the Maranoa LGA.
- This region's population is decreasing by 0.1% over ten years. The perceived impact is that volumes will remain similar.
- There is no public transport in this area.
- Most households have two or three cars. 4.4% of households have no car. A perceived impact is that there is a greater need for DTMR services.
- 74.2% of households have internet access, in comparison to Brisbane which has 88% internet access in homes.
- The average age of the community is 36.8 years old, with 14.9% of the population older than 65. A perceived impact is that older generations are less likely to access government services online.

**Graphical representations of Volumes, Funding and Population**



Location of Injune in Queensland



## Surat – Maranoa Regional Council 5<sup>th</sup> of July 2001 - 19 Years Remote

<b>Population LGA (Maranoa)</b>	
2016	12,791
<b>Population Surat (Decreasing)</b>	
2016	407
2011	426
2006	436
<b>Volumes MIS (Increasing)</b>	
18/19	1,066
17/18	1,072
13/14	1,161
<b>Funding</b>	
18/19	\$15,500
13/14	\$15,500
08/09	\$15,000
Inter-agency billing	N/A
18/19 No of Transactions per Population of the town	2.62
Number of transactions a day (260 days)	4.10
Cost per transaction	\$14.54
Average Handling Time (MIS)	15

### The QGAP Service

- Current hours of operation are five days a week from 9:00am to 4:30pm.
- This QGAP is operated by the Maranoa Regional Council.
- Population of Surat has decreased by 29 (or 7%) to 407 people since 2006.
- Average daily transactions of 4.10 a day based on being open 260 days per year.
- The QGAP is currently providing 2.62 transactions per head of population.

### Funding and Volume Analysis

- Surat received \$15,500 from the QGAP Grant in 18/19 which equates to \$14.54 a transaction.
- There have not been any changes to funding since 08/09.
- The delivery volumes at this QGAP have decreased from 1161 in 13/14 to 1,066 in 18/19. This is a total volume decrease of 95 or 8%.

### Transaction Analysis

- In 18/19 Surat delivered 38 different MIS services for:
  - Commonwealth Government – very low transaction volumes.
  - Department of Housing and Public Works – 1% of total volumes.



- Department of Justice and Attorney-General – 1.1% of total volumes.
- Department of Transport and Main Roads – 26.6% of total volumes.
- General information referral for the QGAP/Lead Agency core business – 71% of total volumes.
- Demand is for 4 transactions a day. When multiplied by the average transaction duration of 17.5 minutes, 70 minutes a day is occupied. This is 1 hour of work a day on average of volumes or 5 hours a week.
- DTMR services provided via TICA may have a different AHT, so the actual daily workload of this QGAP may be different to how it is represented here.

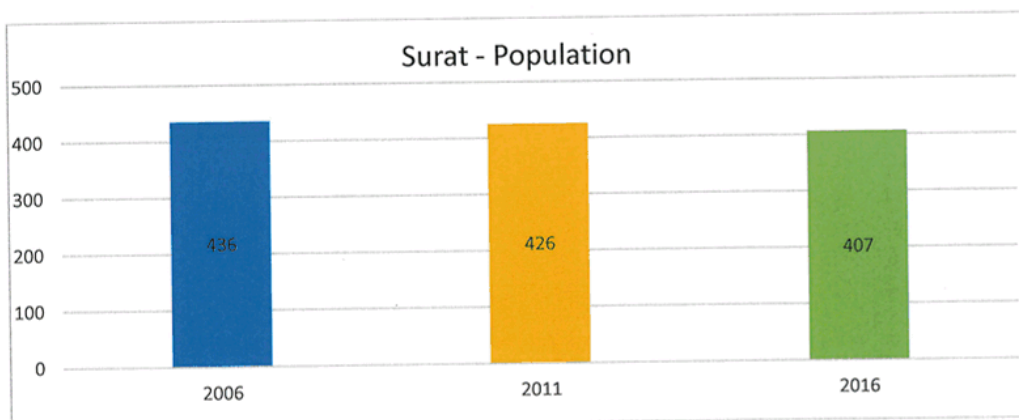
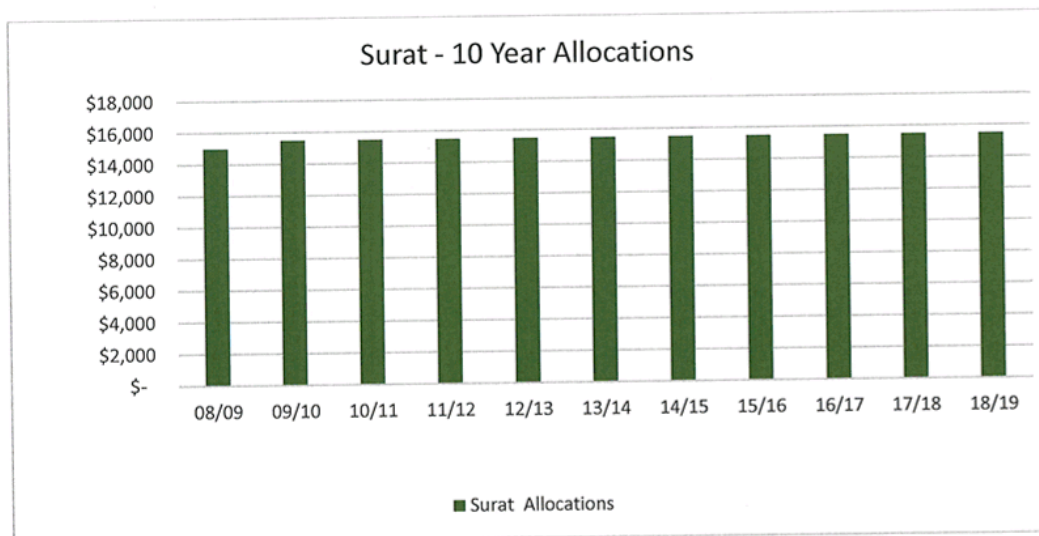
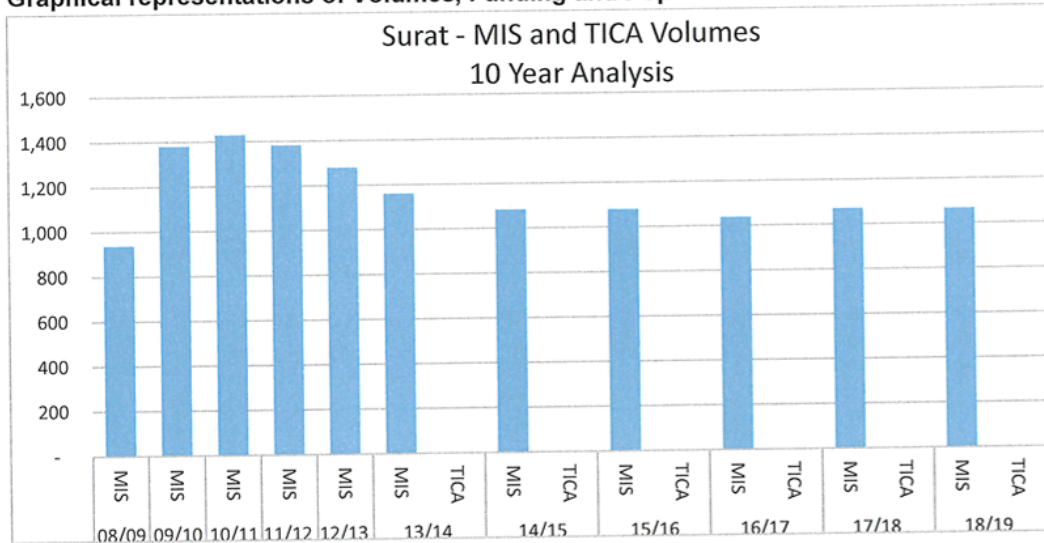
**The Town**

- The QGAP is located on Burrows Street. Surat is a small town, with a small central business district. The QGAP is located within the central business area, but its location and function are not well signed.
- The closest major centre is Roma, which is approximately a 1 hour drive (80 kms).
- Surat and the surrounding LGA are all classed as Remote meaning that a resident is willing to travel 100 kilometres for services.
- The area surrounding the town is dedicated to livestock, and oil and gas industries.
- This is one of three QGAPs in the LGA. The others are Injune and Mitchell.

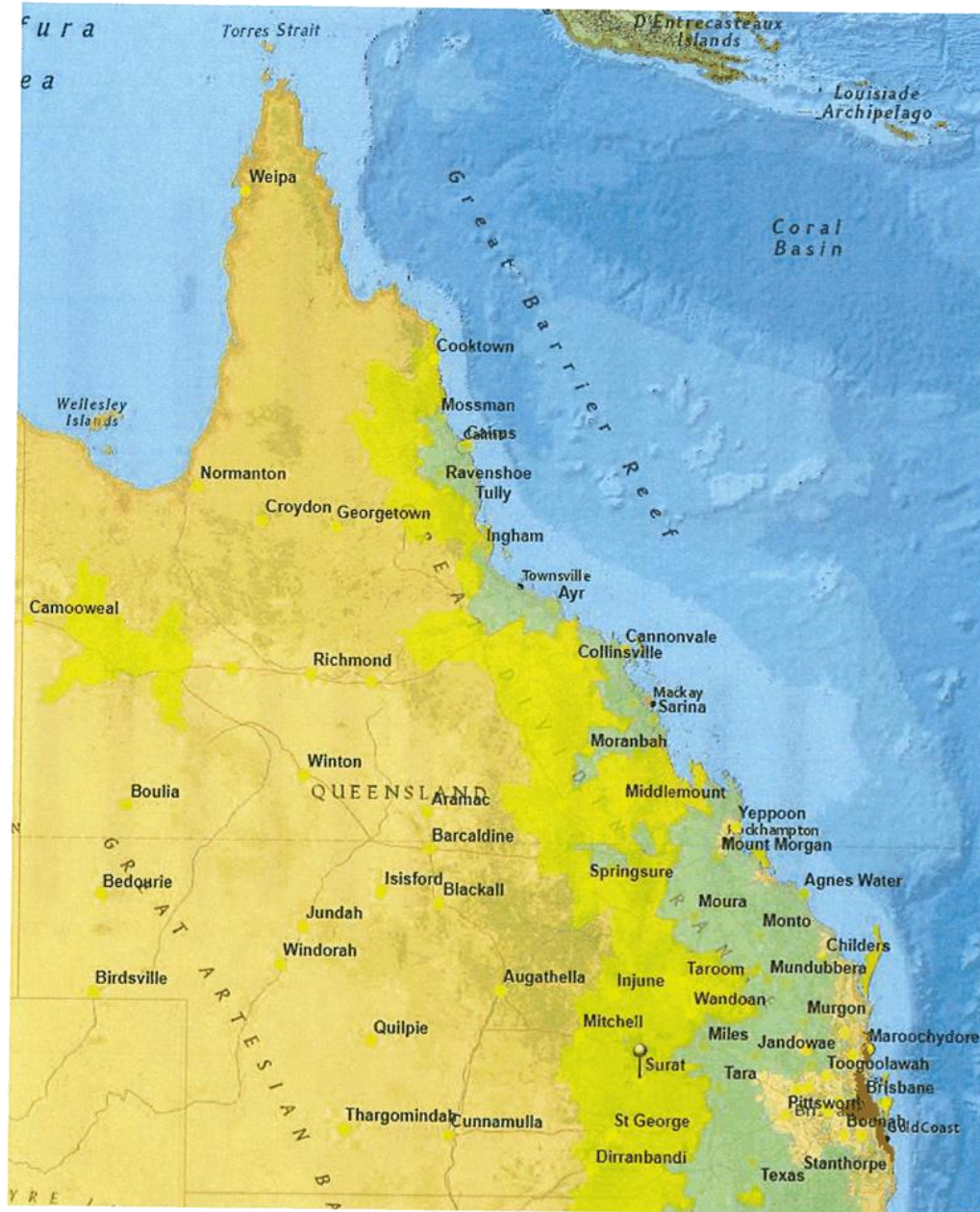
**Statistical Overview of the Local Government Area – Queensland Government Statistician's Office**

- This QGAP is located in the Maranoa LGA.
- This region's population is decreasing by 0.1% over ten years. The perceived impact is that volumes will remain similar.
- There is no public transport in this area.
- Most households have two or three cars. 4.4% of households have no car. A perceived impact is that there is a greater need for DTMR services.
- Only 74.2% of households have internet access, in comparison to Brisbane which has 88% internet access in homes.
- The average age of the community is 36.8 years old, with 14.9% of the population older than 65. A perceived impact is that older generations are less likely to access government services online.

## Graphical representations of Volumes, Funding and Population



Location of Surat in Queensland





# LEAD AGENCY AGREEMENT

## between the

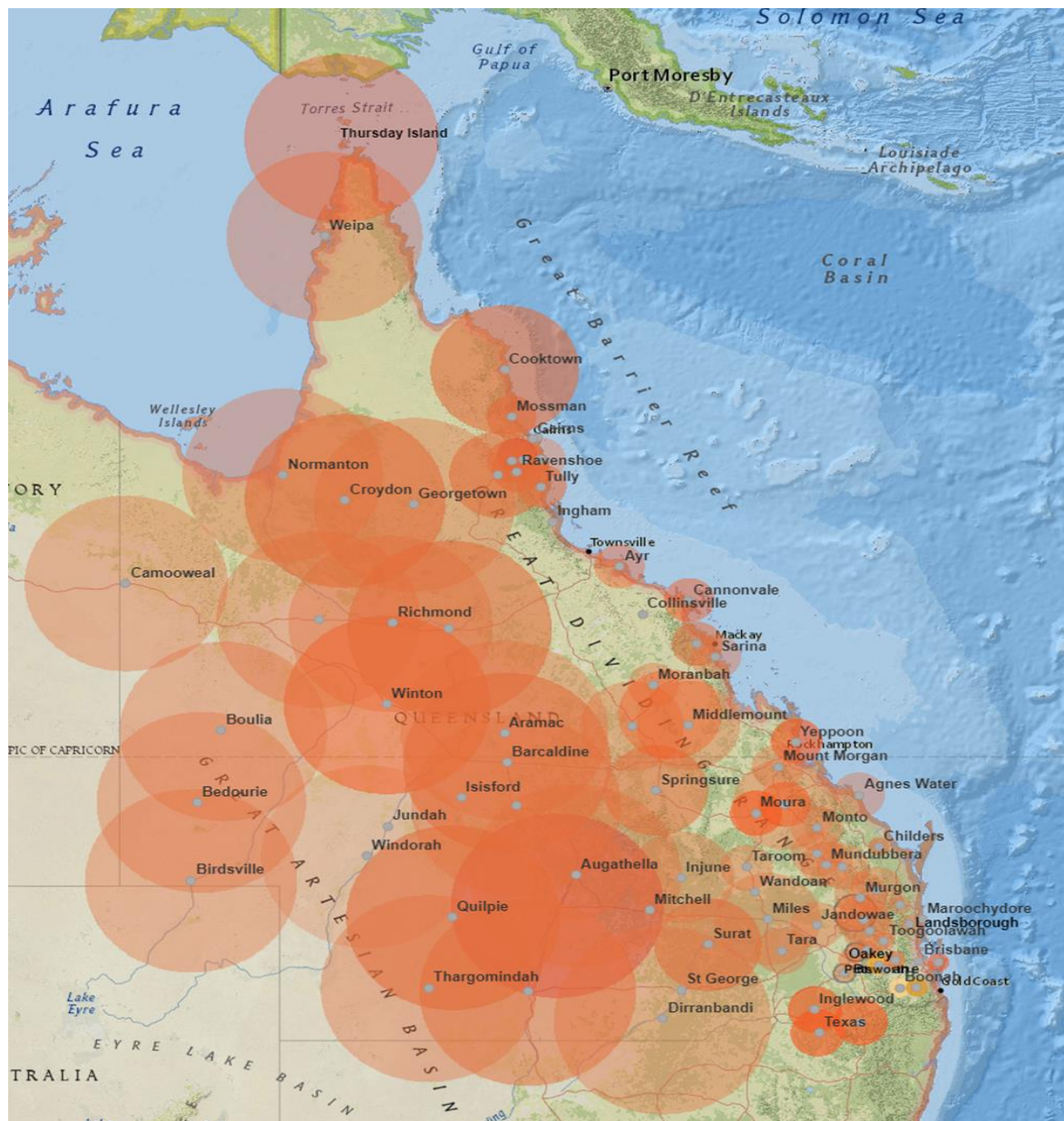
### Maranoa Regional Council

(ABN 99 324 089 164)

## &

### Smart Service Queensland

## Effective from 1 July 2021





## **1. The Document**

### **1.1. Document History**

This Agreement incorporates, updates and replaces the following documents:

- All previous Lead Agency Agreements relating to the QGAP Program.

### **1.2. Background**

The Queensland Government Agent Program (QGAP) was established by the Queensland Government in 1992 to provide rural and remote communities in Queensland with access to government services. The program was launched in response to strong backlash from Queensland communities against the actual and perceived withdrawal of services and personnel from the bush. The model was established as a spare capacity model whereby staff in chosen locations would provide Queensland Government Services to that community where a full Queensland Government counter was not established. Each of the current 85 locations are managed by a defined Lead Agency.

Smart Service is responsible for the ongoing management and disbursement of the QGAP Grant, including the overall management of the QGAP program. Individual QGAP offices provide a broad cross-section of government services from processing transactions to accessing information from all departments on behalf of local residents.

The Lead Agency has agreed to operate the QGAP offices set out in Schedule #.

The Lead Agency will be the principal representative of the Queensland Government in its QGAP office/s for the Service Agencies.

The Lead Agency acknowledges that a QGAP office is provided principally for the benefit of the local community. In servicing their needs, the Lead Agency will act on behalf of all Service Agencies without favour, ensuring the needs of the community are met.

The Lead Agency has agreed to act as the agent of Smart Service Queensland on the terms and conditions contained in this Agreement.

### 1.3. Document Owner and Author

**Owner:** Director, Customer Contact, Smart Service Queensland

**Telephone:** 0466 458 603

**Email:** Michael.sayer@smartservice.qld.gov.au

**Owner:** Operations Manager – QGAP, Smart Service Queensland

**Telephone:** 07 3022 0505

**Email:** Christopher.Askew@smartservice.qld.gov.au

### 1.4. Version Control

.	Date	Status	Key changes	Author/s
0.1	05/01/21	Draft	Initial Draft – consolidation of existing Agreement documentation	Clare Keating
<b>Reviewers:</b> Christopher Askew, Kathryn Allendorf, Michael Sayer				
0.2	17/03/21	Draft	Further work to consolidate; incorporation of feedback; ongoing updates and new content changing of format.	Clare Keating
<b>Reviewers:</b> Christopher Askew, Kathryn Allendorf, Michael Sayer				
0.3	20/04/21	Draft	Update for the feedback received from Smart Service	Clare Keating
<b>Reviewers:</b> Christopher Askew, Kathryn Allendorf, Michael Sayer, Katrina Porter, Andrew Vonhoff, Diana Forward				
0.4	26/05/21	Final Draft	Incorporating feedback from Legal Services	Clare Keating
0.5	02/06/2021	Final Draft	Incorporating feedback after face to face with Legal Services	Clare Keating
1.0	14/06/2021	Final	Final for Lead Agency Signature	Clare Keating

## 1.5.      Approval

In signing this approval there is joint agreement to responsibilities and requirements of this document and the ongoing delivery of service of the Queensland Government Agent Program.

Name and Title	Signature	Date
Ms Julie Reitano Chief Executive Officer Maranoa Regional Council		
Craig Newell, General Manager, Smart Service Queensland		

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### 3. Glossary

Term	Detail
<b>Agreement</b>	The Lead Agency Agreement – a document which specifies the requirements of operating a Queensland Government Agency Program office.
<b>Business Continuity Plan</b>	Details of how the Lead Agency plans to continue to operate and conduct business in a specific location when either the usual facility or service delivery system connectivity is not available.
<b>Chief Executive</b>	The Chief Executive Office is the highest nominated person detailed within this agreement
<b>Financial Year</b>	12-month period that begins on 1 July of a particular year and ends on 30 June of the following year.
<b>Government Agent</b>	The nominated officer who operates the Queensland Government Agency office providing services on behalf of the Queensland Government.
<b>Information Privacy Act</b>	Means the <i>Information Privacy Act 2008</i> (Qld).
<b>Key Performance Indicators</b>	Key Performance Indicators (KPI's) are a measureable objective to determine how effectively the service is being delivered.
<b>MIS</b>	Management Information System (MIS) – the online receipting system used to record QGAP transactional and informational services.
<b>PCI</b>	Payment Card Industry.
<b>PCI DSS</b>	Payment Card Industry Data Security Standard. The standards which governs security and acceptance of credit card payments.
<b>Personal Information</b>	Means personal information as defined in the <i>Information Privacy Act 2008</i> (Qld)
<b>Privacy</b>	Protecting personal information provided by a customer.
<b>Processing</b>	In the Smart Service context, processing applies to the manual handling and/or intervention required for delivery of services. This may include data entry, database searches, assessment and determination of the application, processing and receipting payments received, issuing refunds and waivers, sorting or filing documents and similar tasks involved in managing the transaction.
<b>QGAP</b>	The Queensland Government Agent Program which provides face-to-face contact for customers through a network of one-stop government service shops located in rural and remote communities across Queensland.
<b>QGAP lead agency</b>	The agency contracted to operate an individual or collection of QGAP offices.
<b>QGAP Officer</b>	The persons in the office delivering the services on behalf of the Queensland Government.

<b>Term</b>	<b>Detail</b>
<b>QGAP Grant Allocation</b>	Refers to the amount of Grant money allocated annually to the Lead Agency by Smart Service Queensland based on the 2021 Financial Model.
<b>QGAP Financial Management Manual</b>	The Manual that sets out the specifics of financial practices and processes at a QGAP office.
<b>RADS</b>	Reconciliation and Disbursement system utilized by Smart Service Queensland.
<b>Revenue</b>	Monies received from a customer for service or provision of service.
<b>Service</b>	The type of offering/product that is required to be delivered by the office on behalf of the Queensland Government as listed in Schedule 4. For example - Birth Certificates, Drivers licenses, registration renewal, revenues, dispute notices or notice to remedy breach.
<b>Service Agency</b>	An agency for which services are provided by the QGAP office that is not the Lead Agency.
<b>Service Fees</b>	The fees that Departments may invoice other departments for the delivery of those services.
<b>Service Schedule</b>	Details the specific service delivery and support arrangements and the key operating arrangements under which a QGAP delivers a particular service on behalf of an Agency.
<b>Service delivery channel</b>	The method by which customers access services including via the phone, online via qld.gov.au, or counter.
<b>Service maintenance</b>	Change/s that keep the service up-to date and accurate.
<b>Smart Service Queensland or Smart Service</b>	The entity managing the Queensland Government Agent Program (QGAP).
<b>Smart Service-managed</b>	In the context of technical and infrastructure support, refers to infrastructure and systems used in the delivery of services by Smart Service that may be provided by a third party provider under contracted arrangements managed by Smart Service.
<b>Technical equipment</b>	Computers, printers, software, and related infrastructure used for QGAP Service delivery.

## **4. Part One: The Agreement**

### **4.1. Parties to the Agreement**

This Lead Agency Agreement is between the Department of Communities Housing and Digital Economy through Smart Service Queensland and Maranoa Regional Council (ABN 99 324 089 164), PO Box 42 Mitchell QLD 4455.

### **4.2. Effective Date**

This Agreement comes into effect on 1 July 2021 and will be in place until the 30 June 2023. It replaces any previous agreements.

### **4.3. Purpose of the Agreement**

This document provides the details by which the Lead Agency and Smart Service Queensland agree to the provision of services at relevant office locations across Queensland. It also provides details of the funding provided to the Lead Agency to assist with the delivery of services at these locations.

## **5. Part Two: Terms and Conditions**

### **5.1. Term**

- 5.1.1. The terms and conditions supersede all prior representations and agreements, written or verbal and do not limit the need for Smart Service Queensland (Smart Service) and Lead Agency's staff to comply with whole-of-government policy requirements.

### **5.2. Appointment of Lead Agency**

- 5.2.1. The Lead Agency is appointed as the agent of Smart Service, upon the terms and conditions of this Agreement, for the purposes of:
  - a) supplying the Services; and
  - b) collecting the Fees and the Documents.
- 5.2.2. The Lead Agency must manage all monies collected and all documents created from supplying the Services in accordance with the QGAP Financial Management Manual.
- 5.2.3. Any monies payable pursuant to this clause and remaining unpaid by the Lead Agency constitute a debt due and payable by the Lead Agency to Smart Service and may be recovered by Smart Service.

## **6. Financial Arrangements**

### **6.1. Funding**

- 6.1.1. Lead Agencies will provide the funding for the offices for expenses such as all costs associated with salaries and wages, accommodation, office security, technology and telephony.



- 6.1.2. QGAP specific stationary will be supplied by Smart Service and includes envelopes, QGAP date stamp but postage is the responsibility of the Lead Agency.
- 6.1.3. Smart Service is responsible for the merchant fees associated with QGAP merchant relevant EFTPOS facilities at a QGAP office.
- 6.1.4. Service Fees will continue to be billed between Queensland Government Departments for the next two financial years (2021-2022, 2022-2023). A review will be commencing in 2021/2022.
- 6.1.5. Smart Service is appropriated \$1.5m via a grant payment each year to run the entire QGAP program.
- 6.1.6. Lead Agencies will receive an allocation from the QGAP grant in accordance with the 2021 Financial Model - see Schedule 1.
- 6.1.7. Annual allocations for a Lead Agency may be reduced if an office is closed for an unreasonable length of time or unexplained length of time. Any such reduction will be on a pro rata basis according to the number of days the office is closed.
- 6.1.8. Any previously separately detailed payments for items such as depreciation, line costs, marketing and extension services will no longer be specified. There is one allocation per funded QGAP and the Lead agency can choose how these funds are expensed in the accordance with the ongoing delivery of QGAP services.

## 6.2. Revenues to be held in Trust

- 6.2.1. All Revenues collected by the Lead Agency are deemed, until they are remitted to Smart Service in accordance with clause 5.2.2, to be held in trust for Smart Service.

## 7. Responsibilities

### 7.1. The Lead Agency will

- 7.1.1. Provide and support the QGAP Office in the locations detailed in Schedule 1.
- 7.1.2. Be responsible for the employment of staff, terms and conditions of employment, office furniture and accommodation. Staff that are employed at a QGAP Office will be employees of the Lead Agency and not Smart Service.
- 7.1.3. Note that if a Lead Agency engages staff through a recruitment agency – these people also fall under the Queensland Government conditions of employment and the Queensland Government Code of Conduct.

- 7.1.4. Be responsible for the safety of staff and ensuring that all administrative and financial management arrangements are carried out in accordance with relevant instructions.
- 7.1.5. Ensure all QGAP Officers are aware of the KPI set out in Schedule 2 and the expectations of staff to deliver services to ensure KPI are met.
- 7.1.6. Be the principal representative and responsible for the provision of services to the community of behalf of Service Agencies in the specified locations.
- 7.1.7. Acknowledge that a QGAP Service is provided principally for the benefit of the local community. In servicing their needs, the Lead Agency will act on behalf of all service agencies without favour.
- 7.1.8. In the delivery of the services listed in Schedule # agree to a high level of customer service delivery which is acceptable to the community.
- 7.1.9. Will also aim to ensure that the office locations for which the Lead Agency is responsible meet the service delivery requirements of the community with regards to when the QGAP Service is available. Note the MIS system is available from 6am to 6pm 7 days a week.
- 7.1.10. Ensure staff are available and complete training as required prior to commencing in the roles. Also allowing staff to undertake refresher training as required.
- 7.1.11. Assist Smart Service in relation to issues regarding QGAP business this includes assistance with operational reviews (7.1.10) audits, managing financial and service errors.
- 7.1.12. Maintain a Business Continuity Plan for each of its QGAP offices and provide a copy of the plan (and any revisions to the plan) to Smart Service.
- 7.1.13. Follow Workplace Health and Safety standards in relation to service delivery and ensuring that provided safety equipment is used.
- 7.1.14. Nominate a person to be the Government Officer who will operate the QGAP office. This will be in schedule #.
- 7.1.15. Nominate a person holding an appropriately senior and responsible position in the Lead Agency's operation. This will be in schedule #.

- 7.1.16. Notify Smart Service in writing within 7 days of the resignation or replacement of the Government Officer.
- 7.1.17. Remain responsible for the actions of its employees or agents who are nominated as Government Officers and must ensure that they comply in all respects with the requirements of this Agreement.
- 7.1.18. Provide reasonable security against intrusion and theft of QGAP related documents and funds.

## **7.2. QGAP Officers will**

- 7.2.1. Ensure all financial processes that occur at a QGAP Office including cash handling are managed in accordance with the QGAP Financial Management Manual.
- 7.2.2. Comply with the guidelines of the QGAP Financial Management Manual in relation to the financial transaction handling and the time period requirements for notification and banking of transactions and distribution documentation.
- 7.2.3. Work towards meeting the Key Performance Indicators detailed in Schedule 2. The achievement of these standards will be measured at both the office (Lead Agency) and whole of network (Smart Service).
- 7.2.4. Deliver services to customers in a kind, caring and courteous manner.
- 7.2.5. Advise the Lead Agency and the QGAP Manager of any service for which there is demand but is not currently on the service schedule.
- 7.2.6. If a customer requests information on a government service that is not currently provided the QGAP Officer will undertake to provide as much information to that customer as possible. If possible, the officer may have to refer that customer to another location or website for information.

## **7.3. Together Smart Service and Lead Agency will**

- 7.3.1. Maintain a positive working relationship and one of mutual support. Smart Service will be able to advise and support the Lead Agency in providing a high-quality service to Queensland communities.
- 7.3.2. Work together to develop the potential of QGAP, which may include advising of service demand, including participation in training, as well as agent forums and Lead Agency meetings arranged by Smart Service.
- 7.3.3. Acknowledge that this Agreement may not be capable of enforcement by litigation as neither Smart Service nor the Lead Agency are separate legal entities. This

agreement is to record the intention and respective undertakings, that is to have a practical operation and apply to Smart Service and the Lead Agency as separate accounting and administrative entities.

#### **7.4. Smart Service will**

- 7.4.1.** Provide to Lead Agencies and QGAP Officers direct support with relation to Training Programs for QGAP staff, Service Delivery Systems and QGAP Corporate Image.
- 7.4.2.** Be responsible for the coordination of QGAP. The QGAP Coordination team will monitor the performance of each QGAP office in accordance with Schedule ##
- 7.4.3.** Maintain key performance indicators in relation to community satisfaction aligned to reporting requirements for Smart Service. Smart Service will monitor the whole of QGAP in relation to levels of Customer Satisfaction. Lead Agencies should also monitor customer satisfaction but will not be directed by Smart Service on the methods they will use to achieve this outcome.
- 7.4.4.** Maintain the program coordination, individual QGAP Offices will provide a broad range of government services and can receive support from Smart Service where applicable.
- 7.4.5.** Consult with the Lead Agency regarding any additional services to be provided through a QGAP Office and any associated service delivery matters.
- 7.4.6.** Provide training and operational support to QGAP Officers including continual development of online training capabilities.
- 7.4.7.** Liaise with Service Agencies to provide resources (including safety equipment) and training as required for the provision of service delivery.
- 7.4.8.** Monitor the QGAP Funding model and disbursement of funds.
- 7.4.9.** Ensure the financial processes are followed including the identification and management of financial errors.
- 7.4.10.** Undertake operational reviews including audits to ensure financials, accountable forms and office operations are currently occurring with approved standards and practices.

## **8. Requirements of Service Delivery**

### **8.1.        Reviews**

- 8.1.1.** Analysis by Smart Service of the QGAP offices may occur by the utilisation of any of the following activities:
- a) Online Survey to QGAP Staff and Lead Agency (Yearly).
  - b) Office evaluation (advised in advance to the Lead Agency) which will include and audit of process systems and office standards. (funding dependant).
  - c) Consultation with community via customer satisfaction survey regarding the QGAP Services.
  - d) Analysis of transaction activities delivered at the QGAP office from the MIS system.
  - e) Audits of that are announced and unannounced relation to financial issues and service delivery.
  - f) Audits of Lead agency.
  - g) Smart Service may request the Lead Agency to supply, information relating to the Services and service standards as well as financial details regarding current QGAP office operations.
- 8.1.2.** The Lead Agency will permit a Smart Service officer, and any other persons authorised in writing by Smart Service reasonable access to its QGAP office/s or other premises where records relating to Services are being held and will permit such authorised persons to inspect any such records or other material related to the delivery of QGAP Services.
- 8.1.3.** With the change in the financial model and funding be partly transactional based, Smart Service will continually monitor transaction volumes to ensure that erroneous increases in transaction volumes do not suddenly occur.

## **8.2. The QGAP Office**

- 8.2.1. The Lead Agency must ensure that all officers employed in either a full time, part time or casual basis record all valid transactions in the MIS.
- 8.2.2. Each QGAP office will have access to the MIS system and it will be utilised by staff of the QGAP office for all QGAP transactions (both financial and non-financial).
- 8.2.3. The Lead Agency will be responsible for ensuring that each office is fitted out with the necessities of delivering face to face services, including any Workplace Health and safety issues.
- 8.2.4. The QGAP office should:
  - a) be located in close proximity to the local business area.
  - b) provide for easy access by the public, ensuring ease of disability access.
  - c) be cleaned regularly and well presented to Government Standards.
  - d) ensure COVID safe practices in the office, following current government guidelines.
  - e) protect customer privacy.
  - f) utilise material displays which shall be regularly refilled and maintained.
  - g) offer a comfortable and safe environment to the customer.

## **8.3. Training**

- 8.3.1. Smart Service will be responsible for coordinating the initial and ongoing training for the Lead Agency QGAP officers/s and Manager/s including:
  - a) Smart Service -QGAP MIS and the operational procedures required to be used as part of the service delivery function.
  - b) Operational procedures training for the day-to-day running of the QGAP business
  - c) Coordinating service and service delivery systems training where possible for the delivery of individual services.
  - d) The responsibilities and duties required in the delivery of QGAP Services (e.g. Justice of the Peace and customer service standards).
  - e) The QGAP Financial Practices Manual.
- 8.3.2. The Lead Agency will ensure that all their QGAP staff have completed QGAP operational and systems training prior to delivering services. . Smart Service will not provide access to the MIS receipting system until this training is completed with a satisfactory pass result.
- 8.3.3. QGAP specific skills training will be co-ordinated and costs covered by Smart Service.
  - a) travel costs (where necessary).
  - b) accommodation, meals and incidentals.

- c) Justice of the Peace fees, associated with the purchasing of manuals and swearing in, are to be paid by the Lead Agency in the first instance and will be reimbursed by Smart Service.

8.3.4. All travel, accommodation and incidental costs associated with this training will be paid in accordance with the Queensland Government Travel Directive No.15/10 Domestic Travelling and Relieving Expenses.

8.3.5. Salary costs for QGAP Managers during training and for relief staff required during such periods of training are to be met by the Lead Agency.

8.3.6. Unless otherwise agreed, the Lead Agency agrees to ensure that relief or support staff are available and trained by the Lead Agency, to ensure continuity of QGAP Services to the community during periods of absence or leave by the Lead Agency's staff.

8.3.7. Non-Specific QGAP training in areas such as staff development, general computer usage and general office procedures not provided for in the QGAP coordinated training schedule but are required by the Lead Agency as good practice in the operation of an office, are the responsibility of the Lead Agency.

8.3.8. Costs associated with specific Service Agency training are to be met by the Service Agency.

## 8.4. Termination

8.4.1. This Agreement may be terminated by either party giving the other party at least 90 days 'written notice

8.4.2. Smart Service may immediately terminate this Agreement by notice in writing to the Lead Agency if:

- a) the Lead Agency has failed to remedy a breach of this Agreement within 14 days after a notice to remedy has been issued by Smart Service specifying the breach: or
- b) the Lead Agency:
  - I. becomes insolvent; except if the stay on enforcing rights under Part 5.1 of the *Corporations Act 2001* (Cth) applies.
  - II. becomes subject to any form of external administration.
  - III. enters into an arrangement with its creditors or otherwise takes advantage of any laws in force in connection with insolvent debtors.
  - IV. is wound up, voluntarily or involuntarily.
  - V. abandons or refuses to proceed with the Services.
  - VI. fails to comply with any of the provisions of clause 7 (Responsibilities).
  - VII. fails to comply with the requirements of clause 8.3 (Training).
  - VIII. fails to comply with the requirements of clause 5.8 (Insurance); or
  - IX. fails to comply with the requirements of clause 5.9 (Compliance with laws).

- 8.4.3. Termination of this Agreement will not affect any claim or action either party may have against the other by reason of any prior breach of this Agreement and will not relieve either party of any obligation under this Agreement which is expressed to continue after termination.
- 8.4.4. Upon termination of this Agreement neither party will be liable to pay any compensation to the other party.
- 8.4.5. Upon termination of this Agreement, the Lead Agency must:
  - a) repay a pro-rata portion of the grant allocation, and
  - b) all Computer Equipment and office equipment purchased using Smart Service funding, that is less than 3 years old, must be returned to Smart Service or transferred to another location at the direction of Smart Service.

## 8.5. Clauses to Survive Termination

- 8.5.1. This clause 8.5 and the following clauses will survive termination of this Agreement:
  - (a) Clause 8.9 – Confidentiality
  - (b) Clause 8.10 – Indemnity.
  - (c) Clause 8.11 – Privacy;
  - (d) Clause 8.12 – Insurance;
  - (e) Clause 8.13 – Applicable Law;

## 8.6. Issue Management

- 8.6.1. When an issue arises and if the analysis process or other information sources identify a significant problem with QGAP Services or standards. Smart Service will advise the Lead Agency in writing of the problem. Smart Service will in consultation with the Lead Agency develop an action plan to overcome the problem. The Lead Agency must adhere to the agreed action plan.
- 8.6.2. If in the opinion of Smart Service, the problem persists and jeopardises the QGAP delivery of Services or corporate image in the community, Smart Service may terminate this Agreement under clause 5.4 (Termination).

## 8.7. Dispute Resolution

- 8.7.1. For the management of the Agreement, and any disputes, the Parties nominate the Contact Officers specified in Schedule 3.



- 8.7.2. A dispute or difference arising between the parties concerning the meaning or effect of, or anything to be done or a party's rights or obligations (express or implied) under this agreement, is to be determined in the way set out in this clause.
- 8.7.3. If an officer of a party believes there is a dispute or difference, the first party must give the other party a written notice, detailing the existence and nature of the dispute or difference ("Dispute Notice")
- 8.7.4. The parties must then use all reasonable endeavours to resolve the issues identified in the Dispute Notice, and if the Contact Officers:
- a) agree upon resolution of the dispute or difference, they must immediately commit it to writing and their determination will take effect; or
  - b) do not resolve the dispute or difference within twenty-one (21) days after the Dispute Notice is given, they must refer the matter immediately to the Chief Executive of each party for resolution.

## **8.8.      Transfer/Subcontract**

- 8.8.1. The Lead Agency must not subcontract the delivery of the Services without the prior written approval of Smart Service.
- 8.8.2. The Lead Agency must not transfer the management or operation of QGAP sites or the delivery of the Services to another operator without the prior written approval of Smart Service.

## **8.9.      Confidentiality**

- 8.9.1. All information obtained by the Lead Agency in the course of delivering the Services must be treated as confidential information and must not be used or disclosed or allowed by the Lead Agency to be used or disclosed by any person for any purpose other than for delivering the Services.

## **8.10.    Indemnity**

- 8.10.1. In this clause 8.10:

"Smart Service" includes its officers, employees and agents;

"claim" includes any claim, action, proceeding, demand, liability, obligation, costs, loss, damages and expenses; and

"Lead Agency" includes its employees, agents or sub-contractors.

- 8.10.2. The Lead Agency releases, discharges and indemnifies Smart Service against any claim which may be brought against or made upon or incurred by Smart Service arising from an unlawful or negligent act or omission of the Lead Agency in the course of the supply or attempted or purported supply of the Services, except to the extent that any act or omission by Smart Service caused or contributed to the claim.

## 8.11. Privacy

- 8.11.1. If the Lead Agency collects or has access to Personal Information in order to perform the Agreement, when performing this Agreement, the Lead Agency must comply with those parts of Chapter 2 of the Information Privacy Act which are applicable to Smart Service, as if the Lead Agency were Smart Service.

- 8.11.2. The Lead Agency is to :

- a) ensure that Personal Information is protected against loss and against unauthorised access, use, modification, disclosure or other misuse;
- b) not use Personal Information collected or accessed in connection with this Agreement other than for the purpose of performing its obligations under the Agreement;
- c) not disclose Personal Information without the prior written consent of the customer accessing the Services at the QGAP office, unless required or authorised by Law;
- d) not transfer any Personal Information collected or accessed in connection with this Agreement, outside of Australia, except with the prior written consent of the customer.
- e) ensure that access to Personal Information is restricted to those of its Personnel who require access in order to perform their duties under this Agreement;
- f) ensure that its Personnel are aware of the Lead Agency's obligations under this clause and comply with the same obligations imposed on the Lead Agency under this clause.
- g) comply with IS18:2018 which is based on ISO27001 and the information in TICA/Trails has an information security classification of protected;
- h) Immediately notify Smart Service if:
  - a) it will need to take any action under Part IIIC (Notification of eligible data breaches) of the Privacy Act.
  - b) it becomes aware that a disclosure of Personal Information is, or may be, required by Law; or
  - c) any Law prevents, or may prevent, the Lead Agency from complying with any of its obligations under this clause.

- i) fully cooperate with Smart Service to enable Smart Service to respond to applications for access to, or amendment of, a document containing a person's Personal Information and to privacy complaints.
- j) comply with such other privacy measures as Smart Service reasonably advises the Lead Agency in writing from time to time; and
- k) Immediately notify Smart Service upon becoming aware of:
  - a. any breach of this clause; or
  - b. any unauthorised access, use, modification, disclosure or other misuse of any Personal Information collected or accessed in connection with the Agreement.
- l) Nothing in this clause is intended to limit any obligation of the Lead Agency under the Information Privacy Act

## **8.12. Insurance**

**8.12.1.** The Lead Agency must take out and maintain for the term of this Agreement:

- a) A Public Liability Insurance Policy in respect of each QGAP Office, for the amount set out in Schedule 1, and
- b) Workers' compensation insurance in accordance with the Workers' Compensation and Rehabilitation Act 2003.

**8.12.2.** The Lead Agency is to provide Smart Service with copies of the current Public Liability and Workers Compensation policy for each QGAP office(s) with the return of the signed Lead Agency Agreement to Smart Service and thereafter within 14 days of each policy renewal.

## **8.13. Compliance with Laws**

**8.13.1.** The Lead Agency must comply with all relevant laws in providing the Services.

## **8.14. PCI Compliance**

**8.14.1.** To ensure the safety of customer credit card information it is imperative that all Lead Agencies and QGAP Offices follow the strict Payment Card Industry Data Security Standard.

**8.14.2.** The QGAP Financial Management Manual is a QGAP specific document that links to the departmental Financial Management Practice Manual. It provides specific instructions on the financial management practices for QGAPs specifically Payment Card Industry compliance.

## **9.            General**

### **9.1.1.    The parties agree that:**

- a) this agreement sets out all the parties' rights and obligations relating to the subject matter of the agreement, and it replaces all earlier representations, statements, agreements and understandings except as stated otherwise in this agreement. No other terms apply.
- b) each party will bear its own costs in relation to the preparation, negotiation and execution of the agreement and any variations.

## Schedule 1 – 2021-2023 Grant Allocation

Item 1	Term	01 July 2021 to 30 June 2023
Item 2	Annual Subsidy	\$51, 537
Item 3	Address for Notices	Maranoa Regional Council PO Box 42 Mitchell QLD 4455
Item 4	Amount of Public Liability Insurance	\$10 Million
Item 5	Lead Agency Contact Officer	Ms Julie Reitano  Joanna Weinert

Lead Agency	Offices within this agreement	Current funding Allocation	New Base Allocation	Remoteness Indicator	Per Trans	18/19 Trans	2021/ 2022 Transaction allocation	Total
Maranoa Regional Council	Injune	\$13,000	\$15,100	Remote	\$8.77	1,367	\$11,989	27,089
Maranoa Regional Council	Surat	\$15,500	\$15,100	Remote	\$8.77	1,066	\$9,349	24,449

## The Yearly allocation – Non-State Government Lead Agency

- a. The Queensland Government currently provides Smart Service with \$1.5M in grant allocation for the QGAP Program.
- b. Over the past two years a review of the funding model has been under review.
- c. The outcomes of the review are to continue to support the program with a particular focus towards the Lead Agencies that are not also supported by Queensland Government Departments.
- d. During the first year 2021/2022 there will be no changes to Queensland Government Departments. This funding will remain static for the next two years.
- e. The main change will be with Non State Government Offices with the changes being
  1. An increase to the base funding from \$8,400 to \$15,100.
  2. Then if your office delivers more than 0.5 transactions per population base a per transaction amount dependant on your remoteness factor from the Australian Bureau of Statistics.
- f. As part of the QGAP review all transactional volumes for the past 10 years have been recorded in “QGAP A History “and yearly volumes will be monitored to ensure that any substantial increases can be explained.
- g. The Base allocation provided is to support the process of undertaking the QGAP Operation and performing the reporting and administrative tasks required by Smart Service.

## Schedule 2 – Key Performance Indicators

The below Key Performance Indicators have been determined in consultation with Smart Service and the Lead Agency. All QGAP Officers are to be notified of these Indicators thus ensuring that front line delivery of services aims to ensure the maintaining of these service levels and ensuring customer satisfaction

Objective	Key Performance Measure	Target	Evaluation
Improve our frontline customer experience by providing digitally enabled and integrated Queensland government services that are simpler, accessible, safer and faster for the community	Customers are > 90% satisfied with the service provision at all QGAPS across the state.	< 90%	Yearly Customer Satisfaction Survey
Continue to improve our culture and internal capabilities to enable frontline services.	Financial Practices and Processes are undertaken in accordance with the Financial Management Practice Manual and the QGAP Financial Manual. Any errors are determined and resolved in a timely fashion	>1%	Number of errors Time to rectify errors.

## Schedule 3 – Key Contacts

Hours	Authorised Contact Officer		Name & Position (may include position only)	Contact numbers	Email
Business Hours	First point of contact	Client agency			
		Smart Service	Christopher Askew	3022 0505	<a href="mailto:christopher.askew@smartservice.qld.gov.au">christopher.askew@smartservice.qld.gov.au</a>
	ICT Service desk	Client Agency			
		Smart Service	SSQ Service Centre	3022 0222	<a href="mailto:ssqsc@smartservice.qld.gov.au">ssqsc@smartservice.qld.gov.au</a>
	First escalation contact	Client agency			
		Smart Service	Christopher Askew	3022 0505	<a href="mailto:christopher.askew@smartservice.qld.gov.au">christopher.askew@smartservice.qld.gov.au</a>
	Billing contact	Client agency			
		Smart Service	Senior Finance Officer	3215 3763	<a href="mailto:ssqfinance@smartservice.qld.gov.au">ssqfinance@smartservice.qld.gov.au</a>
	Executive level Escalation contact	Client agency			
		Smart Service	General Manager	3405 5808	<a href="mailto:Craig.Newell@smartservice.qld.gov.au">Craig.Newell@smartservice.qld.gov.au</a>
After Hours	BCP Contact (technology, service delivery issues)	Client agency			
		Smart Service	Christopher Askew	3022 0505	
			SSQ Service Centre	3222 2536	

## **Schedule 4 – List of Services**

The following services are reflective of the types of services delivered in QGAP sites throughout the State. The actual number of services available in any one particular QGAP office will vary depending on legislative requirements, staff training and community demand and agreed upon between the Client or Service Agency and SSQ in accordance with clause 6 of the Lead Agency Agreement. The complete list of services per QGAP site will be maintained within the SSQ-QGAP Service Delivery System.

### **QUEENSLAND GOVERNMENT DEPARTMENTS / AGENCIES**

#### **ALL STATE GOVERNMENT DEPARTMENTS**

- Provide information and referral services
- Stock publication material
- Promote services in local communities

#### **AGRICULTURE AND FISHERIES**

- Weigh Bill application
- Instructing on pink HGP Free Cattle Tags
- Lodgement of property Registration Form
- Sale of Waybill Books
- Application for Brand and/or Earmark
- Transfer of Brand or Earmark
- Tick fever Vaccine
- Emergency Ear Tags

#### **BIRTHS, DEATHS AND MARRIAGES**

- Application for Birth Certificate
- Application for Death Certificate
- Application for Marriage Certificate
- Application for Commemorative Birth Certificate
- Register a Birth
- Register a Birth – Late Fees
- Registration Search
- Marriage Booking - Lodgement of a Notice of Intended
- Marriage Ceremony
- Marriage Administration - shortening of period of notice of Intended Marriage

#### **COURT SERVICES**

- Accepting payment for Court fines prior to enforcement/due date
- Bailiff Book
- Burial Assistance
- Convene a Court
- Coroners
- District Court Civil
- District Court Criminal
- Domestic Violence
- Family Law
- Magistrates Court Civil



- Magistrates Court Criminal and Quasi-Criminal
- Mediation Referrals
- Small Claims Tribunal
- Appeal Costs Fund Fees (Civil)
- Bail Forfeited/Cash Bail
- Court Suitors Fund

#### **ELECTORAL COMMISSION OF QUEENSLAND**

- Assist Electors
- Complete Pre-Poll Returns
- Utilisation of premises for Polling Booth on Election Day and Training
- Report to and liaise with ECQ
- Enrolment Form
- Electoral Roll Search

#### **ENVIRONMENT AND SCIENCE**

- Provision of Wildlife Permit
- Provision of Environment Licence

#### **FAIR TRADING**

- Infringement Payment Processing
- Security Provider's Licence
- Property agents individual and corporation licence application
- Auctioneers Individual and Corporation Licence
- Property Salesperson Registration Certificate
- Property Agents Renewal Individual and Corporation Licence
- Motor Dealer Individual and Corporation Licence
- Debt Collectors/Field Agents Individual and Corporation Licence

#### **GAMING REGULATION**

- Category 3 Game (Art Union/Calcutta Sweep)
- Penalty Infringement Notice
- Gaming Machine Site Licence or Machine Manager's Licence

#### **LIQUOR AND GAMING**

- Community Liquor Permit
- Infringement Notice
- Liquor Licence payment
- Wine Licence payment

#### **PUBLIC TRUSTEE**

- Will Instructions & Will Signing
- Funeral
- Funeral Payments
- Deceased Estate Preliminary Work
- Deceased Estate Client Information Form
- Deceased Estate Administration

- Property Management Activities
- Rent or Periodic Payment Collection
- EPA Instructions & EPA Signing
- EPA Signing - Revocation
- EPA Attendance outside Office
- Client Information for Persons with a Disability
- Public Trustee Investment Fund

#### **QUEENSLAND OMBUDSMAN'S OFFICE**

- Assistance in complaint lodgement and process
- Interpreter and disability assistance
- Specialised assistance

#### **RESOURCES**

- Receipt of Controlled Quarry Material and Royalty Collection application
- Leasehold Land payment
- Leasehold Application Fee
- Saleable products and publications
- Receipt of Controlled Quarry Material and Royalty Collection application

#### **SENIORS CARD**

- First Time Applicant
- Renewal/Replacement for Lost/Destroyed Card
- Change of Address/Telephone Number/Other Details
- Deceased Advice
- Consumer Appeal

#### **TRANSPORT AND MAIN ROADS**

- Sale of "Your keys to driving in Queensland"
- Permit Fee (Disability Parking)
- Vehicle/Vessel Registration - New
- Vehicle/Vessel Registration - Renewal
- Vehicle/Vessel - Transfer
- Vehicle/Vessel - Cancellation
- Certificate Replacement Application
- Label Replacement Application
- Plate Replacement Application
- Permit (Registration)
- Change to Customer/Product record
- Traffic Offence and Camera Detected Offence
- Low Volume VIN Applications
- Release of Information Application
- Receipt of Monies to Customer Account
- Work Diaries
- Licence Renewal/Issue
- Learner's Permit (excluding test)
- Administer Written Test
- Driving Test Booking
- Driver Licence Transfer
- Licence Surrender

- Receipt of Fees for Recreational Ship Masters Licence

#### **TREASURY**

- SPER payments

#### **WATER**

- Receipt of Waterworks Licence Permit application
- Receipt of GAB Bore application
- Receipt of Water Allocation Transfer application
- Collection of Water Charges

#### **FEDERAL GOVERNMENT DEPARTMENTS / AGENCIES -**

General Enquiries, Information and Referral for –

- Department of Veterans' Affairs

## **OFFICER REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 24 June 2021

**Item Number:** 13.7

**File Number:** D21/51149

**SUBJECT HEADING:** Request for Consent to Construct Day Yards at Maranoa Horse and Pony Club

**Classification:** Open Access

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

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### **Executive Summary:**

Council has received correspondence from the Maranoa Horse and Pony Club, requesting Council's consent to the club replacing fencing and installing day yards at their grounds.

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

That Council as the owner of Lot 127 on SP203119 offer its consent for the Maranoa Horse and Pony Club to proceed with replacing fencing and installing day yards on the following conditions.

- All installations are compliant with any relevant building legislation and consideration is made to ensure that the upgrades are safe.
- The "Electricity Entity Requirements: Working Near Overhead and Underground Electric Lines" documentation is observed and all required clearances are adhered to.

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

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

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

Maranoa Horse and Pony Club  
Ergon Energy/Energy Queensland

### **Acronyms:**

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

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

Acronym	Description
Nil	Nil

**Context:**

*Why is the matter coming before Council?*

Council has received correspondence from the Maranoa Horse and Pony Club, requesting Council's consent to replace fencing and to install day yards on Council owned land that the club currently uses.

In this instance there is an Energy Easement (Easement F – Lot 127 on SP 203119) that traverses the intended worksite and, it is a further requirement that consent is received from Energy Queensland prior to works being completed within an easement.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Maranoa Horse and Pony Club is located approximately 3 kilometres east of Mitchell on the Warrego Highway, on land described as Lot 127 on 203119.

The club applied for and was granted a Council Community Grant of \$8,000.00 to complete the works **OM/10.2020/98**.

The club has advised Council that:-

*"Our club wishes to install permanent horse yards at the Maranoa Pony Club grounds to provide security overnight for our horses.*

*It is our intention to have this project completed by August 2021 for use at our annual Pony Club Gymkhana.*

*The project will be managed and undertaken by members of the Maranoa Pony Club. Our members will arrange access and clearing of the site and undertake construction of the yards."* Naomi Smith – Maranoa Horse and Pony Club.

Council Officers have applied for and subsequently received consent from Energy Queensland on behalf of Ergon Energy to proceed with the proposed works on the condition that the "Electricity Entity Requirements: Working Near Overhead and Underground Electric Lines" requirements are observed and all required clearances are adhered to.

**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)

Kristen Skinner Reynolds – A/Property Services Team Leader

*"Ergon provides its consent to the proposed upgrade of the fence.*

*Please refer to the attached Working near OH and UG lines document and ensure all required clearances etc are adhered to."*

**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
Electrical	Being that the land contains an easement for the purpose of electricity, there is a possibility that there is underground or aboveground electrical infrastructure.

**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 offer its consent for Maranoa Horse and Pony Club to proceed with replacing fencing and installation of day yards subject to conditions.

**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 as the owner of Lot 127 on SP203119 offer its consent for the Maranoa Horse and Pony Club to proceed with replacing fencing and installing day yards on the following conditions.

- All installations are compliant with any relevant building legislation and consideration is made to ensure that the upgrades are safe.
- The "Electricity Entity Requirements: Working Near Overhead and Underground Electric Lines" documentation is observed and all required clearances are adhered to.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

- |                     |  |           |
|---------------------|--|-----------|
| 1 <a href="#">↓</a> | E-mail from Ergon Tenure and Conveyancing - Providing Consent for the proposed upgrades in Easement F - Lot 127 on SP 203119 | D21/51744 |
| 2 <a href="#">↓</a> | Maranoa Horses and Pony Club - Satellite Image of Proposed Work Site (Lot 127 on SP203119) Including Easement (F)            | D21/51745 |

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**From:** Ergon Tenure & Conveyancing <ETC@ergon.com.au>  
**Sent:** Thursday, 24 June 2021 1:58 PM  
**To:** Gavin Pallisier <Gavin.Pallisier@maranoa.qld.gov.au>  
**Cc:** Records (EnergyQ) <Records@energyq.com.au>  
**Subject:** RE: Easement F - Lot 127 on SP 203119

Hi Gavin

Ergon provides its Consent to the proposed upgrade of the fence.

Please refer to the attached Working near OH and UG lines document and ensure all required clearances etc are adhered to.

Regards

**Kristen Skinner Reynolds**  
A/Property Services Team Leader  
Services Division



**Energy Queensland**  
PO Box 395, 2 Challands Street, Ingham QLD 4850  
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**[energyq.com.au](http://energyq.com.au)**





**COUNCILLOR REQUEST FOR AN AGENDA REPORT**

**Meeting:** Ordinary 14 July 2021

**Date:** 30 June 2021

**Item Number:** 16.1

**File Number:** D21/52695

**SUBJECT HEADING:** Commercial land in Mitchell

**Classification:** Open Access

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

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**Executive Summary:**

Proposal for Council to investigate available commercial land in Mitchell.

**Councillor's Recommendation:**

That a report be prepared for an upcoming Council meeting.

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**Details of Requested Agenda Report:**

I would like for Council to investigate available commercial land in Mitchell, including options for creating economic development by selling or leasing land in Mitchell.

As part of this investigation, I'd like to suggest a campaign be rolled out to flush out interest via signage placed on the highway running through the town of Mitchell.

**Supporting Documentation:**

Nil