



LATE ITEMS

AGENDA

Ordinary Meeting

Wednesday 8 September 2021

Injune Memorial Hall

NOTICE OF MEETING

Date: 3 September 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 Injune Memorial Hall on
8 September, 2021 at 9.00AM.

Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
L.	Late Items	
L.1	Delegation to the Chief Executive Officer - Requests for Reduced Trading Terms.....	4
	Prepared by: Manager - Procurement & Plant	
L.2	Tender 21038 Register of Pre-qualified Suppliers for Minor Works - Civil Construction & Maintenance.	9
	Prepared by: Manager - Procurement & Plant	
	Attachment : Tender 21038 - Register Pre-Qualified Suppliers for Minor Works Civil Construction & Maintenance Evaluation	15
L.3	Neighbourhood Centre - Maranoa Gaming Community Inc Agreement.....	31
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
L.4	Agreement to Lease Lot 14 at Roma Airport to Roma Aero Club	35
	Prepared by: Acting Airports Manager	
	Attachment 1: Roma Aero Club Request for Additional Hangar Space.....	41
	Attachment 2: Proposed Airport Subdivision Plan.....	42
L.5	Maranoa Pathways Expo 2022.....	43
	Prepared by: Project & Administration Officer - Economic & Community Development	
	Attachment 1: Maranoa Employment Expo - 2015 Market Research Report	51
	Attachment 2: D21 11121 Ordinary Meeting - 24 February 2021 - Maranoa Employment Expo PDF	110
L.6	Letter of Support and In-Kind request - Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.....	118
	Prepared by: Lead Librarian	
	Attachment 1: MARACCAS Tour 2022 Letter of Support request_Creative Women's Mobile Studio and Digital Workshop Tour 2022.....	122
	Attachment 2: MARACCAS Tour 2022 Proposal	126
L.7	Big Rig Observation Tower and Treewalk - Approval of Multimedia Content.....	128
	Prepared by: Deputy Director / Strategic Road Management Project Officer - Program & Contract Management Business Planning & Performance Coordinator	
	Attachment 1: Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 1 - Welcome Signage.....	132
	Attachment 2: Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 2 - Elevator Experience.....	141

Attachment 3:	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 3 - Tower Stair Signage.....	152
Attachment 4:	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 4 - Top of Tower.....	164
Attachment 5:	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 5 - Treewalk Signage	179
Attachment 6:	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 6 - Safety Signage.....	190

L.8 Design of the Mitchell Multi Purpose Facility (Old Dance Mitchell Studio)..... 194

Prepared by:	Project Officer - (Facilities Planning & Delivery)	
Attachment :	Mitchell Multi Purpose Facility for presentation to Council	198

L.9 Life-sized Replica Sculpture of a Rhoetosaurus Brownei dinosaur 206

Prepared by:	Mayor	
Attachment 1:	Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - David Joffe.....	207
Attachment 2:	Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 2 - David Joffe.....	225
Attachment 3:	Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 3 - David Joffe.....	231
Attachment 4:	Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 4 - David Joffe.....	233

L.10 Purchase of books written by Dexter Kruger.....235

Prepared by: Mayor Golder

L.11 Skate Park Drain.....236

Prepared by: Councillor O'Neil
Councillor Hancock
Councillor Taylor

L.12 Injune Community Notice Board.....237

Prepared by: Councillor O'Neil
Councillor Hancock
Councillor Taylor

L.13 Wallumbilla Cemetery238

Prepared by: Councillor Hancock
Councillor O'Neil
Councillor Taylor

L.14 Draft Policy - Council Meeting Preparations and Proposed New Policy Template239

Prepared by:	Chief Executive Officer	
Attachment :	Draft Policy - Council Meeting Preparations.....	244

LC. Late Confidential Items

LC.1 Deed of Novation and Variation - NLIS Compliance Scanning and Data Collection Services - Roma Saleyards

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for

which a public discussion would be likely to prejudice the interests of the local government.

LC.2 Commencement of legal proceedings

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.

LC.3 Request waive of debt recovery legal fess - Assessment 13016290

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(d) rating concessions.

LC.4 Santos Festival of Rugby / Proposal for Maranoa Regional Council

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

LC.5 Application for Permanent Road Closure - Section of road adjoining Lot 31 on SP178386

Classification: Closed Access

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

LC.6 Review of Council Decision - Kirkbride Street, Roma

Classification: Closed Access

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

LC.7 Services Building - Roma

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

LC.8 Tender 22005 - Injune Heritage Museum Construction

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.

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 19 August 2021

Item Number: L.1

File Number: D21/67844

SUBJECT HEADING: Delegation to the Chief Executive Officer -
Requests for Reduced Trading Terms

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council on occasion receives requests from suppliers requesting a reduction in trading terms from Council's standard terms of twenty-eight (28) days. These requests are presented to Council for consideration and approval.

This report recommends that the Chief Executive Officer be delegated the power to approve alternative payment terms (to the standard payment terms), providing for an efficient and timely response to these requests on a day to day basis.

Officer's Recommendation:

That in accordance with section 257 of the *Local Government Act 2009*, Council delegate to the Chief Executive Officer the power to approve applications for alternative payments terms (from twenty-eight (28) days) on a case by case basis.

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).

All Council's suppliers and potential suppliers.

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
BIF Act	<i>Building Industry Fairness (Security of Payment) Act 2017 (Qld)</i>

Context:

Why is the matter coming before Council?

Requests for reduced trading terms are historically requested from small local businesses and are presented to Council for consideration and approval. It would be timely and efficient for these requested to be considered as they are received, rather than through the meeting cycle. Within this timeframe Council could receive one or more invoices from a supplier requesting reduced trading terms, which may cause the supplier to suffer financial hardship in the meantime.

Other requests for reduced trading terms include:

- small suppliers (local and non-local) performing large contracts that require payment upfront for materials.
- other personal circumstances e.g. one-off situations where a supplier may suffer unexpected financial hardship and request earlier payment.
- to support suppliers due to COVID-19 impacts and other unpredictable events.

It would also assist Council to comply with its obligations under the *Building Industry Fairness (Security of Payment) Act 2017 (Qld)* (BIF Act).

This matter is coming before Council as Council has in the past approved changes to trading terms. It is recommended that this be delegated to the Chief Executive Officer to ensure the timely consideration of requests for reduced trading terms / alternative trading terms.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Previous request for reduced trading terms have been presented to Council for consideration and approval.

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

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

Section 257 of the *Local Government Act 2009* states the following:

257 Delegation of local government powers

(1) A local government may, by resolution, delegate a power under this Act or another Act to—

...

(b) the chief executive officer; or

...

Building Industry Fairness (Security of Payment) Act 2017 (Qld) (BIF Act) as explained below:

Section 74 of the BIF Act states is that the contract payment terms apply (i.e. 28 days in Council 's case), unless they are silent in which case payment is due in 10 Business Days. However, section 67W then takes precedence if it is a commercial building contract and the 15 Business Days applies; then Council's 28-day terms would be void.

Furthermore, the BIF Act requires Council (regardless of whether it is a civil contract or a commercial building contract) to issue a Payment Schedule within 15 Business Days of what it will or won't pay. If it doesn't then the amount of the contractor's payment claim is deemed to be owing.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's standard payment terms are twenty-eight (28) days from the invoice date or date of receipt (whichever is the latter).

Input into the Report & Recommendation:

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

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

- Chief Executive Officer
- Director Corporate and Community Services

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

The majority of Council's creditors are operating on the standard twenty-eight (28) day terms, with payment effected twenty-eight days from the invoice date or date of receipt (whichever is the latter).

Risks:

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

Risk	Description of likelihood & consequences
Precedent	As the number of approved exceptions to the standard payment terms increase, it may be incumbent on Council to approve all similar requests it receives.
Financial	Although the financial impact of reducing or continuing a suppliers' reduced trading terms may currently be minimal, the cumulative impact, primarily the value of interest forgone, may be significant over the long term as interest rates rise.
Processing Time	Considering the volume of invoices that Council receives on a weekly basis, the twenty-eight (28) day payment terms provides sufficient time for payment claims to be entered into the financial system and for accounts processing/procurement staff to secure approval (goods receipting) from the requesting offices. Reducing the payment terms (to 7 days) may result in an increase in overdue invoices.

Advice to Council:

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

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

It is advised that Council, in accordance with section 257 of the *Local Government Act 2009*, Council delegate to the Chief Executive Officer the power to approve applications for a reduction in trading terms from twenty-eight (28) days on a case on case basis.

Recommendation:

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

That in accordance with section 257 of the *Local Government Act 2009*, Council delegate to the Chief Executive Officer the power to approve applications for alternative payments terms (from twenty-eight (28) days) on a case on case basis.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT**Meeting:** Ordinary 8 September 2021**Date:** 20 August 2021**Item Number:** L.2**File Number:** D21/68144**SUBJECT HEADING:** Tender 21038 Register of Pre-qualified Suppliers for Minor Works - Civil Construction & Maintenance.**Classification:** Open Access**Officer's Title:** Manager - Procurement & Plant**Executive Summary:**

This report summarises the evaluation undertaken to add suppliers to the *Register of Pre-qualified Suppliers for Minor Works – Civil Construction and Maintenance* through tender 21038.

Council received eleven (11) response with two (2) being non-conforming and two (2) already on the Register. The assessment team reviewed these submissions and this 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 Minor Works – Civil Construction and Maintenance* in accordance with s232 of the *Local Government Regulation 2012* under the proposed sub-panels below.
2. Pre-qualification for these suppliers will remain current until 31 March 2022.
3. Council authorises the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected suppliers formalising the terms and conditions of the draft Deed of Agreement.

Supplier & Sub-panel	Local Content Score
Road Maintenance	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
Hamil Contracting	5 Star
RTC Contracting Pty Ltd	0 Star
Purcell Civil and Construction Pty Ltd	0 Star
Road Construction and Rehabilitation Works	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star

Maranoa Regional Council

Ordinary Meeting - 8 September 2021

Ellis Stabilising Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
Hamil Contracting	5 Star
RTC Contracting Pty Ltd	0 Star
Purcell Civil and Construction Pty Ltd	0 Star
Concrete Construction and Stormwater/Drainage Repair Works	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
RTC Contracting Pty Ltd	0 Star
Water Reticulation Construction and Maintenance	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
RTC Contracting Pty Ltd	0 Star
Purcell Civil and Construction Pty Ltd	0 Star
Sewerage System Construction and Maintenance	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
RTC Contracting Pty Ltd	0 Star
Gas System Construction and Maintenance	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
RTC Contracting Pty Ltd	0 Star
Other Minor Works	
Cooper McCullough Group Pty Ltd	0 Star
Durack Civil Pty Ltd	0 Star
G&R Brown & Sons Pty Ltd	0 Star
RTC Contracting Pty Ltd	0 Star
Purcell Civil and Construction Pty Ltd	0 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).

- Cooper McCullough Group Pty Ltd
- Durack Civil Pty Ltd
- Ellis Stabilising Pty Ltd
- G&R Brown & Sons Pty Ltd
- Hamil Contracting
- Marchese Excavations & Bin Hire Pty Ltd ATF Sam Marchese Family Trust
- RTC Contracting Pty Ltd
- Purcell Civil and Construction Pty Ltd
- A P & T M Johnson Transport Pty Ltd
- Swans Earthmoving Qld Pty Ltd - (Currently on Register – changing equipment)
- T & W Earthmoving Qld Pty Ltd - (Currently on Register – changing equipment)

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

The formation of the Registers of Pre-qualified Suppliers is approved by Council, therefore the addition of new suppliers to the Register should also be approved by Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Register of Pre-qualified Suppliers for *Minor Works – Civil Construction and Maintenance* was approved at Council's meeting of the 12 February 2020.

Tender 21038 was issued to increase the number of suppliers on the Register.

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)

Tender 21038 was issued and managed in accordance with Section 232 (3) (a) of the Local Government Regulation 2012; which allows for the addition of suppliers to Registers of Pre-qualified Suppliers through issuing a tender in accordance with s232 (3 to 7).

Legislative Extract

232 Exception for register of pre-qualified suppliers

- (1) *This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.*
- (2) *A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (7).*
- (3) *A local government may establish a register of pre-qualified suppliers of particular goods or services only if—*
 - (a) *the preparation and evaluation of invitations every time the goods or services are needed would be costly; or*
 - (b) *the capability or financial capacity of the supplier of the goods or services is critical; or*

(c) the supply of the goods or services involves significant security considerations; or

(d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or

(e) the ability of local business to supply the goods or services needs to be discovered or developed.

(4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.

(5) The invitation must—

(a) be published on the local government's website for at least 21 days; and

(b) allow written tenders to be given to the local government while the invitation is published on the website.

(6) Also, the local government must take all reasonable steps to publish the invitation in another way to notify the public about establishing the register of pre-qualified suppliers. Examples for subsection (6)— publishing an invitation in an industry publication or on the QTENDERS website.

(7) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.

(8) A pre-qualified supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Manager – Maintenance Delivery & Works

Manager – Water, Sewerage & Gas

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)

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
N/A	N/A

Advice to Council:

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

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

It is advised that Council approve the addition of the recommended suppliers to the Register of Pre-qualified Suppliers for Minor Works – Civil Construction and Maintenance.

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 Minor Works – Civil Construction and Maintenance* in accordance with s232 of the *Local Government Regulation 2012* under the proposed sub-panels below.

2. Pre-qualification for these suppliers will remain current until 31 March 2022.
3. Council authorises the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected suppliers formalising the terms and conditions of the draft Deed of Agreement.

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 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

[1](#) Tender 21038 - Register Pre-Qualified Suppliers for D21/68488
Minor Works Civil Construction & Maintenance
Evaluation

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Director - Corporate & Community Services

CONFIDENTIAL

EVALUATION OF TENDER RESPONSES

RFT 21038: Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance

REPORT COORDINATED BY:
Michael Worthington

With input and review provided by:

- Manager – Maintenance Delivery & Works
- Manager Procurement and Plant
- Manager – Water Sewerage & Gas

AUGUST 2021



EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



TABLE OF CONTENTS

1. EXECUTIVE SUMMARY	3
2. BACKGROUND	3
3. SCOPE	4
4. ADVERTISING DETAILS	5
5. TENDER PERIOD	6
6. LEVEL OF INTEREST FROM THE MARKET	6
7. TENDER EVALUATION PANEL MEMBERS & CONSULTATION	6
8. TENDER SUBMISSIONS RECEIVED	6
9. TENDER SUBMISSION COMPLIANCE	6
10. NON-CONFORMING TENDERS	7
11. NOMINATED WORK LOCATION & SERVICE PROVISION	7
12. TYPE OF WORK OFFERED	7
13. TENDER EVALUATION PROCESS	8
14. COMPLIANCE CONSIDERATIONS (YES / NO)	8
15. OPERATOR/CONTRACTOR COMPETENCY	10
16. PLANT: TENDERERS WERE ASKED TO SUBMIT INFORMATION ABOUT THEIR PLANT.	11
17. MANAGEMENT OF SAFETY RISKS ASSOCIATED WITH THE CONTRACTORS' OPERATIONS	13
18. LOCAL CONTENT ASSESSMENT	14
19. TENDER EVALUATION RESULTS	15
20. RECOMMENDED CONTRACTORS TO BE ADDED TO THE REGISTER	15

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



1. EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Tender 21038 – Register of Pre-Qualified Suppliers for Minor Works – Civil Construction & Maintenance. The tender period opened on 11 June 2021 and closed on the 5 July 2021.

Seventy-two (72) current suppliers on the Register of Pre-qualified suppliers for Wet Hire and Register of Pre-qualified Suppliers for Dry Hire were sent an invitation to submit a tender response, of these four (4) responses were received. The Tender was also advertised on the Vendorpanel Marketplace where seven (7) responses were received. In total eleven (11) responses were received.

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

- Manager – Procurement & Plant
- Manager – Maintenance Delivery & Works
- Manager – Water, Sewerage & Gas

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 Minor Works – Civil Construction and Maintenance.

Number	Tenderer's Name	Local Status
1	Cooper McCullough Group Pty Ltd	0 Star
2	Durack Civil Pty Ltd	0 Star
3	Ellis Stabilising Pty Ltd	0 Star
4	G&R Brown & Sons Pty Ltd	0 Star
5	Hamil Contracting	5 Star
6	RTC Contracting Pty Ltd	0 Star
7	Purcell Civil and Construction Pty Ltd	0 Star

2. BACKGROUND

Council publicly advertised Tender 21038 as a follow-up to Tender 21016 increase the number of suppliers to be included in the *Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance*.

The *Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance* will supplement Council's own resources. Works may be undertaken in both rural and urban localities and delivering services within the following fields:

- Road maintenance
- Road construction and rehabilitation works
- Concrete construction and drainage repair works
- Water reticulation construction and maintenance

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



- Sewerage system construction and maintenance
- Gas system construction and maintenance

Panel members shall provide safe and efficient delivery of services (i.e. plant, labour and direct supervision) to effectively deliver minor construction and maintenance works within the Maranoa Region. Teams shall be resourced and managed by the Contractor in a manner that minimises Council's supervision requirements during delivery.

Contractors must ensure that, in providing any of the Services requested by Council, all the requirements for those Services set out in the Tender Documents are addressed and delivered as described.

3. SCOPE

The *Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance* ensures Council has access to quality labour, services, plant and equipment in a timely manner. It will also make it easier for businesses and Council to do business, reducing duplication of effort and evaluation processes.

Contractors for this Register will be selected based on compliance with all requirements outlined in the Request for Tender documentation. The Scope of this Pre-qualification is for Minor Works encompassing:

- Road maintenance
- Road construction and rehabilitation works
- Concrete construction and stormwater/drainage repair works
- Water reticulation construction and maintenance
- Sewerage system construction and maintenance
- Gas system construction and maintenance

Establishing a Register of Pre-Qualified Suppliers facilitates Council's procurement of goods and/or services that have a medium to high value in total over the course of a financial year. The Register assists in ensuring compliance with Council's obligations under the Local Government Regulation 2012.

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 from the Register 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.

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



4. ADVERTISING DETAILS

The tender was advertised in the Western Star online between 11 June and 5 July 2021.

buy search sell
.com.au

REGISTER OF PRE-QUALIFIED SUPPLIERS
FOR MINOR WORKS - CIVIL CONSTRUCTION
& MAINTENANCE

A.B.N. 99324089164

**Register of Pre-Qualified Suppliers for Minor Works
- Civil Construction & Maintenance**

Tender Number - 21038

Maranoa Regional Council is offering the opportunity for
new suppliers to be on the Register of Pre-Qualified
Suppliers for Minor Works - Civil Construction and
Maintenance.

This tender is seeking suitably competent and equipped
Contractors to provide teams of labour, plant and other
resources capable of delivering services within the
following fields:

- * Road maintenance
- * Road construction and rehabilitation works
- * Concrete construction and drainage repair works
- * Water reticulation construction and maintenance
- * Sewerage system construction and maintenance
- * Gas system construction and maintenance

Tenders close at 10am, 5 July 2021.

Tenderers that were successful with Tender 20016 do
not need to re-apply unless changing their current
offering to Council.

Tender documents (including specification and tender
response form) can be obtained from
www.vendorpanel.com.au

Submissions received after the closing date and time will
not be accepted. Only electronic submissions uploaded in
the VendorPanel will be considered.

Julie Reitano
Chief Executive Officer
📍 Roma QLD, Australia

Map

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



5. TENDER PERIOD

The tender documents were released on 11 June 2021 and closed on 5 July 2021.

6. LEVEL OF INTEREST FROM THE MARKET

Seventy-two (72) current suppliers on the *Register of Pre-qualified suppliers for Wet Hire* and *Register of Pre-qualified Suppliers for Dry Hire* were sent an invitation to submit a tender response, of these four (4) responses were received. The Tender was also advertised on the Vendorpanel Marketplace where seven (7) responses were received. In total eleven (11) responses were received.

7. TENDER EVALUATION PANEL MEMBERS & CONSULTATION

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

- Manager – Procurement & Plant
- Manager - Maintenance Delivery & Works
- Manager – Water, Sewerage & Gas

8. TENDER SUBMISSIONS RECEIVED

Eleven (11) submissions were received from the following tenderers:

Number	Tenderer's Name	Status
1	Cooper McCullough Group Pty Ltd	New Submission
2	Durack Civil Pty Ltd	New Submission
3	Ellis Stabilising Pty Ltd	New Submission
4	G&R Brown & Sons Pty Ltd	New Submission
5	Hamil Contracting	New Submission
6	Marchese Excavations & Bin Hire Pty Ltd ATF Sam Marchese Family Trust	New Submission
7	RTC Contracting Pty Ltd	New Submission
8	Purcell Civil and Construction Pty Ltd	New Submission
9	A P & T M Johnson Transport Pty Ltd	New Submission
10	Swans Earthmoving Qld Pty Ltd	Currently on Register – changing equipment
11	T & W Earthmoving Qld Pty Ltd	Currently on Register – changing equipment

A review of the eleven (11) tender submission resulted in one (1) tenderer deemed a non-conforming tender as no tender response documents were submitted, of the remaining ten (10) submissions two (2) were not assessed as they were already on the Register and were just adding or changing equipment and one (1) tenderer failed to provide sufficient information after several requests and was deemed non-conforming. The final recommendation included seven (7) tenderers.

9. TENDER SUBMISSION COMPLIANCE

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	Cooper McCullough Group Pty Ltd	New Submission	Yes
2	Durack Civil Pty Ltd	New Submission	Yes

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



Number	Tenderer's Name	Status	Provided Requested Information
3	Ellis Stabilising Pty Ltd	New Submission	Yes
4	G&R Brown & Sons Pty Ltd	New Submission	No further information sought.
5	Hamil Contracting	New Submission	Yes
6	Marchese Excavations & Bin Hire Pty Ltd ATF Sam Marchese Family Trust	New Submission	Some information provided.
7	RTC Contracting Pty Ltd	New Submission	Yes
8	Purcell Civil and Construction Pty Ltd	New Submission	Yes

Details of the information requested can be found in Appendix 1.

10. NON-CONFORMING TENDERS

One Tenderer did not supply any of the tender documentation or the information requested in the Tender and was deemed non-conforming and not to be added to the Register. A second tenderer did not supply sufficient information (after being offered several opportunities to do so) to obtain an adequate score and was deemed non-conforming. These were:

- A P & T M Johnson Transport Pty Ltd – 0 Star Rating
- Marchese Excavations & Bin Hire Pty Ltd ATF Sam Marchese Family Trust – 0 Star Rating

11. NOMINATED WORK LOCATION & SERVICE PROVISION

Part 4 – Tender Response document also requested from Tenderers the part of the region within which they would like to be considered for work (and what types of services can be provided).

Response from Tenderers	Work Location/s ✓ = Preferred work location # = Closest work location (in case of emergency work)					
	Anywhere in the Region	Roma, Muckadilla & Surrounds	Wallumbilla, Yuleba, Jackson & Surrounds	Surat & Surrounds	Mitchell, Amby, Mungallala & Surrounds	Injune & Surrounds
Cooper McCullough Group Pty Ltd	✓					#
Durack Civil Pty Ltd	✓	#				
Ellis Stabilising Pty Ltd	✓		#			
G&R Brown & Sons Pty Ltd			#			
Hamil Contracting					# ✓	✓
Marchese Excavations						
RTC Contracting Pty Ltd	✓		#			
Purcell Civil and Construction Pty Ltd	✓		#			

12. TYPE OF WORK OFFERED

The following table indicates the type of work each Tenderer is capable of offering.

Contractor	Type of Work X = Offered under this tender						
	Road Maintenance	Road Construction & Rehabilitation Works	Concrete Construction, Stormwater & Drainage Repair Works	Water Construction & Maintenance Works	Sewerage Network Construction & Maintenance Works	Gas Network Construction & Maintenance Works	Other Minor Works
Cooper McCullough Group Pty Ltd	X	X	X	X	X	X	X
Durack Civil Pty Ltd	X	X	X	X	X	X	X
Ellis Stabilising Pty Ltd		X					
G&R Brown & Sons Pty Ltd	X	X	X	X	X		X
Hamil Contracting	X	X					

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



Contractor	Type of Work X = Offered under this tender						
	Road Maintenance	Road Construction & Rehabilitation Works	Concrete Construction, Stormwater & Drainage Repair Works	Water Construction & Maintenance Works	Sewerage Network Construction & Maintenance Works	Gas Network Construction & Maintenance Works	Other Minor Works
Marchese Excavations	X	X		X			X
RTC Contracting Pty Ltd	X	X	X	X	X	X	X
Purcell Civil and Construction Pty Ltd	X	X	X	X			X

13. 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

14. 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
Cooper McCullough Group Pty Ltd	Yes	Public Liability: Policy Number: P-RL/0/310759/21/M-1 Exp: 01/02/2022 Plant: Hired Plant Policy: CP-487857-C Exp: 01/02/2022 Owned plant Policy: 50219370 Exp: 11/1/2022 Workcover: WSB210122749 Exp: 30/9/2021	Pass	Yes, but manageable	No	Yes	Yes
Durack Civil Pty Ltd	Yes	Public Liability: Policy No. CP-371373 Exp: 15/8/2021, Project Insurance: Policy No. AUSAP-369226 Plant: Policy No. CP-371373 Exp: 15/8/2021 Workcover: WSB190679377 Exp: 30/9/2021	Pass	No	No	Yes	Yes

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



Tenderer	ASIC Company Extract	Insurance Coverage	Financial (Pass/Fail)	Conflict of Interest (any issues?)	Statements Of Departure	Agreement to Tender Documents	Execution of Tender
Ellis Stabilising Pty Ltd	Yes	Public Liability: Policy No: IL17705716 Exp: 31/7/2021 Plant: Policy No. 02PE020464 Exp: 31/7/2021 Workcover: WNA110157715 Exp: 30/9/2021	Pass	No	No	Yes	Yes
G&R Brown & Sons Pty Ltd	Yes	Public Liability: Policy No: 14TI030991ISP Exp: 16/5/2022, Project Insurance: AP-231544 Plant: Policy No: 14TI030991ISP Exp: 16/5/2022 Workcover: WAB130619705 Exp: 30/9/2021	Pass	No	No	Yes	Yes
Hamil Contracting	N/A	Public Liability: Policy No. 141SV01423COM Exp: 21/7/2022 Plant: Policy No: 14TI030991ISP Exp: 16/5/2022 Workcover: WSB200915179 Exp: 30/9/2021	Pass	No	No	Yes	Yes
Marchese Excavations	No	Public Liability: Policy No: 21050484 Exp: 18/7/2021 Plant: Policy No: 21050484 Exp: 18/7/2021 Workcover: 12888074 Exp: 30/6/2022	Pass	No	No	Yes	Yes
RTC Contracting Pty Ltd	Yes	Public Liability: Policy No: BXLC-LIM-2018-003769 Exp: 16/6/2021 Plant: Policy No: 47583773 Exp: 1/3/2022 Workcover: WBA140645753 Exp: 30/9/2021	Pass	No	No	Yes	Yes
Purcell Civil and Construction Pty Ltd	Yes	Public Liability: Policy No: LP192837 Exp: 9/8/2021 Plant: Policy No: 367843PZBIExp: 13/8/2021 Workcover: WSB210122944 Exp: 30/9/2021	Pass	No	No	Yes	Yes

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



15. OPERATOR/CONTRACTOR COMPETENCY

The following table contains all the operator/contractor competencies, licences and qualifications.

Tenderer	Resumes / Work Evidence, Qualifications / Licences, Referees
Cooper McCullough Group Pty Ltd	Lachlan McCullough: Construction Card , Bachelor of Civil Engineering. Duncan Welsh: CV. Jeffrey Morgan: Construction Card , DL-MC, Cert III in Surface Extraction Operations = Operate Elevated Work Platform, Boom-type elevating work platform, forklift, multi-combination vehicle, Hydraulic excavation operations, tracked dozer operations, work safely at heights. Jordan Lockyer: CV, Bachelor of Civil Engineering, Construction Card , Luke Bloom: Construction Card , Licence to Perform High Risk Work, Pilot Vehicle Driver, Wheeled Front End Loader Operations, DL-MC, Non-slew mobile crane, Skid Steer. Peter Sutton: Traffic Controller, Traffic Management Implementation Program, Construction Card . Steve Hutchinson: Construction Card , Licence to perform high risk work, Roller, Skid Steer Loader, Excavator, Wheeled Front-end Loader, Dozer, Enter & Work in Confined Spaces, Integrated Tool Carrier, Self-Propelled Compactor, Water Cart, Articulated Haul Truck, Haul Truck, DL-MR. Rob King: Tracked Dozer, Grader, Wheeled Loader, Hydraulic Excavator, RIICOM201D, RIERR205D, RIERR302D, RIIGOV201D, RIIS201D, RIWHS201D, RIIRIS201D. Ryan Keating: CV, Construction Manager. Barry Morgan: Construction Card , DL-C, Skidsteer loader, Construction Card . Shaun Flynn: CV, Construction Manager.
Durack Civil Pty Ltd	James Durack: Construction Card , DL-O, CV. Jason Hedges: Construction Card , Traffic Management Implementation Program, DL-HC, Grader, Roller, Excavator, CV. Heath Ferguson: CV. Jarryd Dewar: CV. Brock Irwin: CV. Josh Burns: Construction Card , DL-C, QBCC Concreting. Jade Carter: Construction Card , Cert III in Tiling, DL-C. Luke Breilsford: Construction Card , Cert III in Concreting, Skid Steer Loader, DL-C. Steve Collinson: Construction Card , Tractor, Skid Steer, Roller, Excavator.
Ellis Stabilising Pty Ltd	Ben Mackay: Business Support Manager, CV. Gavin Hocking: Construction Card , DL-C, Civil Construction Supervisor, CV. Mark Dwyer: Construction Card , Works Co-ordinator, CV. Mathew Van Soest: Construction Card , Project Manager CV. Brenden Davis: Construction Card , DL-C, Wirtgen 2.0 Metre Road Profiler - Steer only, Wirtgen Stabiliser (WR2400, WR240). Christopher Allan: Construction Card , DL-MR, Road Profile Planer, Wirtgen 2.0 Road Profiler. Darren Blackaby: Construction Card , DL-HC (expired), Profile Planer, Wirtgen 1.0 Metre Road Profiler, Wirtgen 1.2 Metre Road Profiler, Wirtgen 2.0 Metre Road Profile, Midland Shoulder Paver, Wirtgen Stabiliser (WR2400, WR240), Struemaister Spreader. David Graham: DL-HR, UD, Profile Planer, Wirtgen 1.0 Metre Road Profiler, Wirtgen 1.2 Metre Road Profiler, Wirtgen 2.0 Metre Road Profile, Midland Shoulder Paver, Wirtgen Stabiliser (WR2400, WR240), Struemaister Spreader, Roller. Joshua Allport: Construction Card , DL-C, Profile Planer, Wirtgen 2.0 Metre Road Profiler - Steer Only. James Finlay: Construction Card , DL-MC, Profile Planer, Wirtgen 2.0 Metre Road Profiler, Spreader, Bobcat/Dryer. Michael Graham: Construction Card , DL-MR, Profile Planer, Wirtgen 1.0 Metre Road Profiler, Wirtgen 1.2 Metre Road Profiler, Wirtgen 2.0 Metre Road Profile, Caterpillar 2.0 Metre Road Profiler, Wirtgen Stabiliser (WR2400, WR240), Roller. Marc Guy: Construction Card , DL-HR, UD, RE, Profile Planer, Wirtgen 2.0 Metre Road Profiler, Bobcat/Dryer, Spreader, Roller. Rene Schmidt: Construction Card , DL-C, Profile Planer, Wirtgen 1.0 Metre Road Profiler, Wirtgen 1.2 Metre Road Profiler, Wirtgen 2.0 Metre Road Profiler. Scott Clancy: Construction Card , DL-HC, Profile Planer, Wirtgen 2.0 Metre Road Profiler, Caterpillar 2.0 Metre Road Profiler - Steer only, Bobcat/Dryer. William Day: Construction Card , DL-C, Profile Planer, Wirtgen 2.0 Metre Road Profiler, Wirtgen Stabiliser (WR2400, WR240).
G&R Brown & Sons Pty Ltd	Adam Brown: CV, Construction Card , DL-HR, Front-end Loader, Road Roller, Grader, Cert III in Engineering - Mechanical Trade. Rupert Newbery: CV, Construction Card , Site Supervisor/Leading Hand CV, DL-MC, Skid Steer Loader, Excavator, Roller, Grader. Christopher Bowditch: Construction Card , CV, DL-HR. Joshua Gregson: Construction Card , DL-C, Roller, Hydraulic Excavator, Grader. Michael Kropp: Construction Card , DL-HR, Roller, Articulated Haul Truck, Excavator
Hamil Contracting	Brock Hamilton: Construction Card , CV, DL-HC, Roller. Adam Hamilton: CV. Ritchie Hamilton: CV, Construction Card , DL-HC, Traffic Management L3 & L4, Implement Traffic Guidance Schemes, Chain of Responsibility.
Marchese Excavations	Paul Marchese: CV. Mathew Miller: CV, DL
RTC Contracting Pty Ltd	Chris Jackson: CV. Phillip Barber: Construction Card , CV, Skid Steer Loader, Cert III in Civil Construction Plant Operations - Wheeled Front-end Loader, Backhoe/Loader, Excavator, DL-O, Licence to Perform High Risk Work. Peter Lather: CV. Glen Ruediger: CV.
Purcell Civil and Construction Pty Ltd	Llewellyn Griffiths: CV, Construction Card , DL-HC, Escort Vehicle Driver, Roller, Skid Steer Loader, Backhoe/loader, Excavator, Grader, Front-end Loader, Dozer, Water Cart, Articulated Truck, Peter Purcell: CV, Construction Card , Excavator, Front-end Loader, Skid Steer Loader, Provide First Aid, DL-HC, Telehandler. Vincent Potter: CV

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



16. PLANT: TENDERERS WERE ASKED TO SUBMIT INFORMATION ABOUT THEIR PLANT.

The following table details each tenderer's plant.

TENDERER	PLANT DESCRIPTION
Cooper McCullough Group Pty Ltd	<ul style="list-style-type: none"> 2020 Freightliner Coronado 114 Prime Mover - XQ84QH 2009 Kenworth T658 Prime Mover - XQ87QE 2019 Hino Body Tipper - XQ31FT 1994 Kenworth 600 Body Tipper - not registered 2020 Isuzu FVZ Body tipper - XQ46NF 2013 Isuzu NPS Series Tray Truck - 077WGG 2020 Mitsubishi Fuso Fighter Tray Truck - 829ZNP 2021 Isuzu NPR Tray Truck - XQ59SD 2020 Isuzu FYH Water Cart - XQ16LU 2020 Tristar Water Tanker Trailer 32kL - YQ99KF 2020 AAA M32CMCWST Water Tanker Trailer - YQ28LI 2009 MACK CMHR Tanker Truck - 912XII 1993 MACK Elite Tanker Truck - XQ05NV 2018 Caterpillar 323 Next Gen 23T Excavator Caterpillar 305E Excavator 5t 2019 Caterpillar 336 Next Gen 36t Excavator - 76448C 2020 Caterpillar 306 Next Gen 6t Excavator - 84157C 2020 Caterpillar 330 Next Gen 30t Excavator - 84791C 2018 Caterpillar CS78B Padfoot Roller - 74705C 2020 Caterpillar CS78B Soil Compactor - not registered 2019 Haulotte Optimum 8 Scissor Lift - not registered 2018 Caterpillar 232D Skid Steer Loader - not registered 2018 Caterpillar 140M Grader - 68566C 2021 Caterpillar 150M Grader - 94566C 2019 TMR Flat Top Trailer - 625UIG 2019 FWR Widening Tag Tri Axle Float - YQ15GA 2019 Sureweld Plant Trailer - 445UJP
Durack Civil Pty Ltd	<ul style="list-style-type: none"> 2020 Dual Axle Trailer - 838UKP 2019 John Deere Skid Steer Loader - 88801C 2020 Isuzu NPR Tray Truck - 705ZZN 2016 Caterpillar Grader - 63319C 2017 Bobcat 8t Excavator - 87232C 2004 12t Mercedes Body truck - XQ181D
Ellis Stabilising Pty Ltd	<ul style="list-style-type: none"> 2018 Bobcat Jet Dryer - 69612C 2012 Wirtgen W100F 1m profiler - 05863C 2013 Wirtgen 2.0m Profiler - 12002C 2013 Wirtgen 2.0m Profiler - 20348C 2014 Wirtgen 1.0m Profiler - 33987C 2016 Wirtgen 2.0m Profiler - 47003C 2014 Wirtgen 0.35m Profiler - 47004C 2016 Wirtgen W210 2.0m Profiler - 52131C 2017 Wirtgen W210 2.0m Profiler - 54980C 2017 Caterpillar PM620 2.0m Profiler - 59097C 2017 Wirtgen W210 2.0m Profiler - 61802C 2018 Wirtgen CF100 1m Profiler - 73825C 2019 Wirtgen CF120 1.20m Profiler - 77632C 2019 Caterpillar PM620 2.0m Profiler - 82571C 2017 Mercedes Benz ACTROS Prime Mover/Float - 834XFS 2018 Mercedes Benz ACTROS Tow Truck Tilt Tray - XQ69CW 2020 Mercedes Benz ACTROS Prime Mover/Float - XQ25LG 2011 Wirtgen WR2400 Spreader - C99817 2013 Wirtgen WR240 Spreader - 12015C 2018 Wirtgen WR240 Spreader - 65434C 2011 Iveco Stralis Stabiliser - 779MER 2013 MAN TGS Series Stabiliser - 201SYI 2018 Iveco Stralis Stabiliser - XQ10BJ 2010 Midland 420 Shoulder Paver - C98847 2017 Mercedes Benz ACTROS prime Mover - 834XFS
G&R Brown & Sons Pty Ltd	<ul style="list-style-type: none"> 2010 Freightliner CL112FLX Tipper/ Water Truck - XQ77GJ 2009 Sterling LT9500 Water Truck - XQ14KY 2011 Isuzu FXZ1500 Tipper/Water Truck - XQ54QP

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



TENDERER	PLANT DESCRIPTION
	<ul style="list-style-type: none"> 2006 Mitsubishi FV Series Tipper/Water Truck - XQ49AS 2004 Volvo FH12 Tipper/Water Truck - 092WVG 2004 Sterling AT9500 Prime mover - 024RAG 2010 International Eagle 9900i Prime mover - XQ76DN 1999 Harris Low Loader/Float Trailer - 673QTP 1981 Hockney Semi Water Tanker - YQ01AU 1992 J Smith & Sons Dog Trailer/Plant Trailer - 389UFB 2000 J Smith & Sons Single Axle Low Loader - YQ04AU 2007 - Muscat Dog Trailer - YQ39AU 2012 Caterpillar 12M Grader - 13466C 2009 Caterpillar 120M Grader - 71532C 2011 Caterpillar 319DL Excavator - C97278 2011 Wacker Neuson 75Z3 Excavator - 54628C 2008 Hitachi Zaxis 35U Excavator - 53491C 2016 Bobcat S630M Skid steer Loader - 71531C 2013 Wacker Neuson 1101C Skid Steer Loader - 61709C 2006 Caterpillar RM300 Stabiliser - 729IOC 2007 Amman AP240 Roller - 71530C 2005 Multipac VP2400 Roller - not registered 2011 Amman AV33-2 Roller - 51688C 2000 Multipac VV1100D Roller - 58770C 2008 Comac Boxer 113SD Roller - 58774C
Hamil Contracting	2101 Western Star Prime Mover - XQ78PC
Marchese Excavations	<ul style="list-style-type: none"> Excavator 36t Excavator 30t Excavator 23t Excavator 20t Excavator 18t Excavator 14t Excavator 8t Excavator 5t Excavator 5t Cat D7E LGP Dozer Cat D7E LGP Dozer Cat D6T XW Dozer Cat D6R LGP Dozer Cat Challenger MT575 Tractor Scraper Versatile 620DT Tractor Slasher Cat 432F Backhoe Cat 432F Backhoe Cat 299D2 Posi Track Deere 319D Posi Track Tip Truck Truck & Dog Water Truck Hook Lift Prime Mover Low Loader 45t Water Cart 28,000 litre Cat 160M Grader Haul Truck 30t Haul Truck 35t Haul Truck 40t Padfoot Roller 18t Cat 815F Compactor Cat 826C Compactor Chipper Traffic Control 160 HP John Deere Tractor 135 HP John Deere Tractor 60 HP Kioti
RTC Contracting Pty Ltd	<ul style="list-style-type: none"> Case TR320-94hp Compact Track Loader (Posi) Kubota 8t Excavator Kobelco 13t Excavator

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



TENDERER	PLANT DESCRIPTION
	<ul style="list-style-type: none"> Caterpillar 20t Excavator Caterpillar 140M Grader Tractor Vermeer Mini Skid Steer Isuzu Giga 27t Truck & Super Dog Tipper Isuzu Giga with tage Truck & Tag Trailer Isuzu Giga 12t Tipper Truck Isuzu FXR1000 8t Tipper Truck Isuzu FVL 1400 13k Water Truck Isuzu FXY 240-350 Truck Tilt Tray Trailer - Water-Box-Flat Top Isuzu NPS300 Dual Can Crew Truck
Purcell Civil and Construction Pty Ltd	<ul style="list-style-type: none"> International Water Truck 10kl - XQ35OP Bobcat T595 Skid Steer Loader - not registered Caterpillar 140M Grader (Hired) Side Tipper Caterpillar 150M AWD Grader - not registered (Hired) 12t Pad Foot Roller 12t Smooth Drum Roller Prime Mover & Step Deck Tag Trailer - 742QYT

17. 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
Cooper McCullough Group Pty Ltd	20	WHS Management System – Non-Accredited
Durack Civil Pty Ltd	20	AS/NZS 4801:2001 Safety Accreditation
Ellis Stabilising Pty Ltd	20	AS/NZS 4801:2001 Safety Accreditation
G&R Brown & Sons Pty Ltd	20	AS/NZS 4801:2001 Safety Accreditation
Hamil Contracting	10	SWMS – Earth Moving Equipment
Marchese Excavations	10	SWMS – Excavator
RTC Contracting Pty Ltd	15	SWMS – 1. Working Outdoors – Scoping, Work in Isolation, Manual Handling & Quad Bike Operation, Driving (Pg8 – 15) 2. Fuelling (Pg16) 3. Gate, Grid & Fence Installation (Pg17) 4. Herbicide Usage (Pg18 – 19) 5. Mobile Load Shifting Plant Operation (Pg20 – 27) 6. Powered Hand-Held Equipment Usage (Pg28 – 30) 7. Tree Clearing / Pruning / Chainsaw Usage (Pg31 – 40) 8. Working Near Powerlines (Pg41 – 42) 9. Working on or near a Road or Railway (Pg43 – 45) 10. Working in or near Water (Pg46 – 47) 11. Environmental Effects (Pg48) 12. Excavator Operation (Pg49) 13. Disturbance of Asbestos (Pg50)
Purcell Civil and Construction Pty Ltd	10	Job Hazard Analysis form SWMS – Grader Operations Safe Operating Procedure – Bobcat Skid Steer

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



18. LOCAL CONTENT ASSESSMENT

Under Council's My Maranoa initiative, Tenderers were assessed for the local content.

Stars	Criterion	Cooper	Durack	Ellis	Brown	Hamil
5 Star (15 points)	100% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	90% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Head office in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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		0 points	0 points	0 points	0 points	15 points

Stars	Criterion	Marchese	RTC	Purcell
5 Star (15 points)	100% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	90% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head office in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Star (12 points)	> 75% ownership in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	> 75% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Head office in region	<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"/>
	> 25% employees reside in region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<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"/>
	Employs residents of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office/branch in the region	<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"/>
	Employs residents of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office in the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Content Score		0 points	0 points	0 points

EVALUATION OF TENDER RESPONSES

Register of Pre-Qualified Suppliers for Minor Works – Civil Construction and Maintenance



19. 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	30 Points	20 points	20 points	15 points	100 points
1	Cooper McCullough Group Pty Ltd	15	26.3	9.3	20	0	70.5
2	Durack Civil Pty Ltd	15	16.9	0	20	0	51.9
3	Ellis Stabilising Pty Ltd	15	26.5	17.9	20	0	79.4
4	G&R Brown & Sons Pty Ltd	15	30	16.4	20	0	81.4
5	Hamil Contracting	5	21.7	20	10	15	71.7
6	Marchese Excavations	15	6	4.3	10	0	35.3
7	RTC Contracting Pty Ltd	15	11.3	15.3	15	0	56.6
8	Purcell Civil and Construction Pty Ltd	15	21.7	9.4	10	0	56.1

20. RECOMMENDED CONTRACTORS TO BE ADDED TO THE 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	Cooper McCullough Group Pty Ltd
2	Durack Civil Pty Ltd
3	Ellis Stabilising Pty Ltd
4	G&R Brown & Sons Pty Ltd
5	Hamil Contracting
6	RTC Contracting Pty Ltd
7	Purcell Civil and Construction Pty Ltd

EVALUATION OF TENDER RESPONSES

Register of Pre-qualified Suppliers for Minor Works Construction & Maintenance



Appendix 1: Information requested from Tenderers.

Tenderer's Name	Status	Requested Information	Provided Requested Information
Cooper McCullough Group Pty Ltd		Provide more detailed evidence of maintenance of plant, Provide Construction cards for: Lachlan McCullough, Duncan Welsh, Jeffrey Morgan, Jordan Lockyer, Luke Bloom, Provide Plant Insurance Schedule	Yes
Durack Civil		Provide plant details spreadsheet	Yes
Ellis Stabilising		Provide construction cards for Gavin Hocking, Mark Dwyer, Mathew Van Soest	Yes
Marchese Excavations & Bin Hire Pty Ltd ATF Sam Marchese Family Trust		Submit Part 4 – Tender Response, Provide Plant Maintenance Records, Provide evidence of Licences and tickets	Yes – Part 4 Insufficient evidence for plant maintenance and license and tickets, No Construction Industry Cards
RTC Contracting Pty Ltd		Provide evidence of plant maintenance Provide plant details spreadsheet Provide plant insurance	Yes
Purcell Civil		Provide evidence of plant maintenance Provide plant details spreadsheet	Yes
Swans Earthmoving		Submit Part 4 – Tender Response	Yes

INFORMATION REPORT

Meeting: Ordinary 8 September 2021

Date: 27 August 2021

Item Number: L.3

File Number: D21/70081

SUBJECT HEADING: Neighbourhood Centre - Maranoa Gaming
Community Inc Agreement

Classification: Open Access

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

Executive Summary:

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

Officer's Recommendation:

That Council note the advice from Maranoa Gaming Community Incorporated that the group will not be progressing with a lease for part of the former Roma Neighbourhood Centre site.

Background:

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

Body of Report:

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

That:

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

A follow up Officers report was considered at Council Meeting on 25 November 2020.

At this meeting Council resolved (*Resolution No. OM/11.2020/80*).

That Council:

- 1. Conduct a structural and electrical safety inspection of the facility, noting the requested area.***
- 2. Proceed with minor works able to be accommodated within the Facilities budget.***
- 3. Provide the facility 'as is' subject to a satisfactory safety inspection report.***
- 4. Following items 1, 2, and 3 authorise the Chief Executive Officer (CEO) to enter into a user agreement with Maranoa Gaming Community Incorporated for 12 months running a youth drop in facility for the Maranoa.***

Another Officers report was considered at Council Meeting on 24 March 2021. At this meeting Council resolved (*Resolution No. OM/03.2021/82*).

That Council receive and note the Officer's report as presented and give feedback to the officers in line with Council's expectation:

- User agreement is for the newer section of the building and the spare block once construction equipment is moved off the site.***

Actions post this meeting

- | | |
|------------------|---|
| 20 May 2021 - | The lease was drafted and forwarded to Maranoa Gaming Community Incorporated. This lease was based on the outcome of discussions that had happened regarding responsibilities for both Council and the group. (Madonna Mole, Leases and Agreements Officer). |
| 18 June 2021 – | Email to group following up on progress on reviewing and signing lease. (Madonna Mole, Leases and Agreements Officer). |
| 15 July 2021 - | Email to group following up on progress on reviewing and signing lease. (Tanya Mansfield, Manager Facilities - Land, Buildings and Structures). |
| 10 August 2021 - | Email from group to Council. Response received – “Sorry for taking so long to reply the committee and I have spoken about the lease and we don't think we will be signing it as we would be getting the short end of the stick so to say”. (Lane Rule, Maranoa Gaming Community Inc). |
| 10 August 2021 – | Email to group from Tanya Mansfield, Manager Facilities - Land, Buildings and Structures. “I am interested in hearing the particular concerns that your organisation have in regard to the lease. Could you send me through some points in an email otherwise I am available to discuss on (telephone number)”. |

28 August 2021 As at 28 August 2021, no further response/advice has been received from Maranoa Gaming Community Incorporated. Email sent to Lane Rule, Maranoa Gaming Community Incorporated on 28 August 2021, advising that a report is being presented to the next Ordinary Council Meeting on 8 September 2021 to let Councillors know the group will not be progressing with a lease for part of the former Roma Neighbourhood Centre site. (Tanya Mansfield, Manager Facilities – Land, Buildings and Structures).

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

- Maranoa Gaming Community Inc. are seeking to undertake a 12 month trial.
- The agreement between Council and the group will be for 12 months.
- Maranoa Gaming Community Inc. requests full access to the land described as Lot 1 on SP276517 and all buildings on the land including:-
 - Newer section of the building,
 - Older section of the building (currently used for storage),
 - Shed at rear of the building (currently used for storage by Council),
 - Vacant allotment at 45 Hawthorne Street (being used as laydown yard temporary by Council contractors).
 - Vacant allotment on the corner of Hawthorne and Bowen Streets (47 Hawthorne Street). This land is currently used for parking by Roma Junior Campus staff and parents. This is not an approved carpark.
- No lease/rent payable by the Maranoa Gaming Community Inc.
- Maranoa Gaming Community Inc. intend to sub-let space in the building to other agencies and organisations. This will help to fund the group's planned activities.
- Maranoa Gaming Community Inc. will install a railing on the verandah (this was originally asked of Council).
- Maranoa Gaming Community Inc. will test and tag all electrical equipment including urn and split system air-conditioners.
- Maranoa Gaming Community Inc. will connect electricity and be responsible for all electricity accounts.
- Maranoa Gaming Community Inc. will replace, repair and modify fences as required excluding the colour bond fence between the vacant blocks on Hawthorne Street which the group requests that Council maintain.
- The organization wishes to retain and use Council owned equipment that is stored in the building including all items in the kitchen, tables/desks, chairs, kettle, microwave, book cases, television, sofa. Group would also like to retain the option to retain and use other items that are stored in the building, before these items are removed by Council.
- The organization intends to undertake some renovations including removing carpet from the meeting room and some internal painting.
- Maranoa Gaming Community will be responsible for pest control (other than annual spraying for spiders).

Council will be responsible for:-

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

The lease was drafted on the basis of this list.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 18 August 2021

Item Number: L.4

File Number: D21/67671

SUBJECT HEADING: Agreement to Lease Lot 14 at Roma Airport to Roma Aero Club

Classification: Open Access

Officer's Title: Acting Airports Manager

Executive Summary:

Roma Aero Club requested in writing Council provide a suitably constructed site with direct airside access for lease with the intention that they will build a hangar. Roma Aero Club also requested Council contribute funds towards the hangar costs.

Officer's Recommendation:

That Council:

- (1) Grant a lease to the Roma Aero Club a not for profit community club for an initial term of 10 years and a further option of 10 years over Lot 14 in the proposed subdivision plan for a peppercorn rent;
- (2) Design and construct earthworks, drainage and provide chip seal from within Council to ensure the site pad is ready for construction and costs minimised; and
- (3) Subject to the preceding resolutions, that the Chief Executive Officer, or delegate, is authorised to sign the lease and any associated documentation

Individuals or Organisations to which the report applies:

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

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

Roma Aero Club and its members

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
RAC	Roma Aero Club
MOS139	Manual of Standards Part 139 – Aerodromes
CASR	Civil Aviation Safety Regulations

Context:

Why is the matter coming before Council?

The correspondence received from RAC requests Council commit funding a new facility, undertake construction and enter into a lease. These requests require budgetary and delegated approval from Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Ordinary Meeting held on 14 April 2021, Council considered the request and the outcome from the meeting was that Council resolved as follows:

Resolution No. OM/04.2021/35

Moved Cr O'Neil

Seconded Cr Taylor

That Council:

- 1. Receive and note the correspondence from the Roma Aero Club.**
- 2. Give its in principle support to the proposal subject to:**
 - a. Confirmation of the design and construction criteria required for the facility through consultation with the Roma Aero Club;**
 - b. Identification of suitable funding opportunities between Council and the Roma Aero Club;**
 - c. Confirmation through legal advice of the appropriate means of disposal of land under the Local Government Regulation; and**
 - d. Agreement between Council and the Roma Aero Club on land access arrangements.**
- 3. Initiate a Special Project in the 2021/2022 Budget to review the location and design of the facility to ensure it is fit for purpose, valued at \$10,000.**

CARRIED

7/0

Council has previously resolved to make a Development Application to subdivide areas at Roma Airport. Council is currently preparing an airport subdivision plan for new hangar sites including RAC and Lifelight. These will eventually require roads and taxiways for access.

Resolution No. OM/02.2021/105

Moved Cr O'Neil

Seconded Cr Edwards

That Council make a Development Application for Reconfiguring a Lot in accordance with the proposal outlined in this report and authorise the Chief Executive Officer or delegate to give landowners consent for the application and endorse any other documentation necessary to facilitate the proposed development.

CARRIED

9/0

Lot 14 has been assessed by a consultant to ensure that its siting and the hangar size can be built and not affect the airports transitional surfaces and will not affect future airport growth. A concept plan from the Roma Airport Master Plan has been

realigned to requirements and the MOS139 and CASR aerodrome design standards. The concept plan is attached to this report.

Disposal of airport land under Local Government Regulation 2012 (Qld) will allow leasing a site to a community not for profit organisation with exemption from going to tender or expressions of interest by the exception conferred by s236(1)(b)(ii) of the Local Government Regulation 2012. Any development on the airport is preferable through leasehold tenure rather than freehold to ensure the future growth of the airport is protected. Limitations on future airport growth include limited land with airside access, transitional surfaces, building height and compliance with the MOS139.

The Author has had considerable discussion with RAC about various options. Lot 14 provides a suitable site 50m x 10m which will require a raised platform and drainage however will not include availability for power, sewer and town water. RAC is aware of this. The proposed building application would be for a hangar 48m x 10m with doors either side with a pitched roof at 5.48m. RAC has requested Council provide a taxiway, concrete floor, and hangar construction funds.

The requested costs/estimates are outlined:

Hangar kit	\$80,490
Hangar construction	\$48,000
Concrete floor and piers	\$150,000
Earthworks and drainage	\$30,000
Chip seal hangar floor and aprons	\$15,000
Taxiway, floor and aprons pavement and seal	\$300,500

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
Chapter 6 Contracting

[s 236]

Division 4

Exceptions for valuable non-current asset contracts

236 Exceptions for valuable non-current asset contracts

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
 - (a) the valuable non-current asset—
 - (i) was previously offered for sale by tender or auction but was not sold; and
 - (ii) is sold for more than the highest tender or auction bid that was received; or
 - (b) the valuable non-current asset is disposed of to—
 - (i) a government agency; or
 - (ii) a community organisation; or
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

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)

Aviation Projects Consultants have updated the subdivision plan and assessment the site and hangar against the transitional surfaces requirements for future growth at the airport.

Roma Aero Club committee and the author have met on a number of occasions to review their requirements. RAC will accept a chip sealed floor and aprons rather than concrete, and acknowledge that a taxiway specifically for one site is unviable. This could be built if more sites were opened up however the subdivision plan allows for this further to the north. RAC will accept the aircraft can be moved from the hangar onto the chip seal to the west and apron to the east.

Deputy Director Strategic Road Management has previously supplied estimated unit rate for construction costs.

Manager Regional Planning and Building Development is preparing the development application for the airport subdivision.

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)

RAC have their own funds for the hangar kit purchase of \$80,490.
RAC are applying for Council and State Government community grants in August and September 2021.

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 2021/2022 budget includes \$10,000 for location and design to ensure fit for purpose.

RAC has requested Council undertake the earthworks, drainage and chip seal for the floor and aprons to ensure the site is ready for construction.

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
Cost	RAC do not get community grant funding
Lease is not granted	RAC cannot obtain grant for hangar costs with no available site

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 Author recommends that Council should give its support to the recommendations in this Officers Report. It is the Author's view that the recommendations are not contrary to any existing Council policy.

Recommendation:

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

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

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

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

It is recommended by the Author that Council:

- (1) Grant a lease to the Roma Aero Club a not for profit community club for an initial term of 10 years and a further option of 10 years over Lot 14 in the proposed subdivision plan for a peppercorn rent;
- (2) Design and construct earthworks, drainage and provide chip seal from within Council to ensure the site pad is ready for construction and costs minimised; and
- (3) Subject to the preceding resolutions, that the Chief Executive Officer, or delegate, is authorised to sign the lease and any associated documentation

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

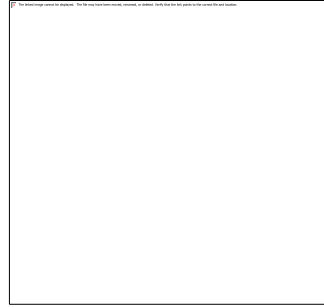
4.5 Airports

Supporting Documentation:

- | | | |
|----------------------------|--|-----------|
| 1 <u>u</u> | Roma Aero Club Request for Additional Hangar Space | D21/26133 |
| 2 <u>u</u> | Proposed Airport Subdivision Plan | D21/67684 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Benjamin Stewart
Manager of Airports
PO Box 620
Roma Qld 4455

Dear Ben,

The Roma Aero Club (RAC) has been in recent discussions internally and utilising strategic planning process to look at future growth options for the community, members current and future. RAC is a not-for-profit community organisation that has a strong record engaging in the community and partnering with local groups, pilots, travelling general aviation public including recreational, agricultural, and resource sector passing through Roma airport. Pilot training organisations frequently use the airport and RAC facilities.

The club has identified aircraft storage/hangarage as an important opportunity to provide further value in the community, growth to the club as well as the aviation community. This will be an enabler of future growth and fits well within the Maranoa Regional Council Master Plan for Roma aerodrome.

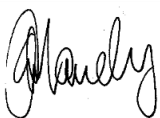
The RAC requests access to land adjacent to the Northern taxiway and rear aircraft tie down area at Roma airport, agreement via long term peppercorn lease would be the most suitable arrangement given the not-for-profit status of the club. The club requests support for taxiway access to the proposed site and provision of a planned and constructed site including concrete pad suitable for prompt shed construction. RAC also recognises council support for waving of development fees as a unique opportunity to progress this important project.

The area required for shed construction is approximately 50m x 12m subject to change and not including aircraft clearance requirements, drainage and clearance from runway centrelines and appropriate level tarmac areas for manoeuvring and parking aircraft.

RAC will purchase and construct the hangar on provided/developed land using local, Maranoa construction services. RAC recognises the need for airside access agreement for aircraft, vehicles, and personnel.

RAC is ready to engage further on discussion of this important local project and respectfully request timely consideration of this proposed development.

Yours Sincerely



Grant Maudsley
President, Roma Aero Club
PO Box 330
Roma QLD 4465



OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 30 August 2021

Item Number: L.5

File Number: D21/70567

SUBJECT HEADING: Maranoa Pathways Expo 2022

Classification: Open Access

Officer's Title: Project & Administration Officer - Economic & Community Development

Executive Summary:

The BEST 'Bringing Employers and Schools Together' Group – a collaboration between Government departments, private employers and community organisations, is coordinating the 2022 Maranoa Pathways Expo and Council's support has been requested.

The Maranoa Pathways Expo will consist of a free one-day exhibition to be held at the Roma Cultural Centre on a proposed date of 17 June 2022. The Expo will incorporate a variety of exhibitors showcasing a range of opportunities for training and employment in the region. Exhibitors will include local businesses and industries, Country Universities Centre, TAFE and universities.

It is requested that fees for the venue hire be waived, Council sponsors and supports the planning of the event.

Officer's Recommendation:

That Council:

1. Sponsor the event to the value of \$750 from the Sponsorship Budget – General Ledger 2887.2249.2001.
2. Waive the fees associated in hiring the Roma Auditorium, Ernest Brock Room and any related equipment for the 2022 Maranoa Pathways Expo.
3. Authorise BEST Group to use Maranoa Regional Council's logo on branding and promotional material for the 2022 Maranoa Pathways Expo.

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).

- BEST Group
- Small, medium & large local businesses
- Businesses operating in the Maranoa region
- Schools across the region
- Universities
- Country Universities Centre

- Golden West Apprenticeships
- TAFE QLD

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
BEST	Bringing Employers and Schools Together

Context:

Why is the matter coming before Council?

The Maranoa Pathways Expo is an initiative of the BEST 'Bringing Employers & Schools Together' Group – a collaboration between Government departments, private employers and community organisations.

The BEST Group was formed in 2012 and through the Maranoa Pathways Expo, aims to:

- Build cooperative, productive relationships between schools and industries / business.
- Increase knowledge of careers and career pathways including an understanding of workplace expectations and culture.
- Collaborate with industry, schools and stakeholders to identify, develop and promote career pathways and local employment opportunities and projects.
- Provide learning and workplace-relevant skills development opportunities.

The Maranoa Pathways Expo has since taken place annually between 2012 to 2015, under the title 'Maranoa Employment Expo'. The change from 'employment' to 'pathways' was chosen this year to emphasise the focus on career pathways rather than recruitment.

Current committee members of The Best Group include representatives from:

- Golden West Apprenticeships
- Origin
- TAFE
- Department of Small Business and Training (DESBT)
- CUC Maranoa
- Roma State College
- St John's School
- Maranoa Regional Council

In 2022, the Maranoa Pathways Expo will have the tagline, 'Discover the right career for you' and will consist of a one-day exhibition free to all attendees.

Targeted at students from years 10 to 12 as well as mature aged job seekers, it is anticipated the 2022 Maranoa Pathways Expo will see over 500 participants from around the region attend.

To be held at the Roma Cultural Centre, the Expo will incorporate a variety of exhibitors showcasing the training and employment opportunities within the region, including the options for tertiary study, apprenticeships and local employment.

Exhibitors will include local businesses and industries, as well as universities, TAFE and government sectors. They will be welcome to provide working displays of equipment and products as well as offer giveaways, competitions and sample bags to students and jobseekers.

The proposed date for the Expo is Friday, 17 June 2022 9am-2:30pm. This date was chosen as it is towards the end of term 2 for the school students and does not coincide with any other employment expos/events. Further details are yet to be determined as planning is still in progress.

Council's support is required to waive the fees associated with hiring the Roma Auditorium and Ernest Brock Room for two days from 16-17 June 2022 (day prior to set up and day of the event) and to sponsor the event.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council initially supported previous Maranoa Employment Expo's in 2012 and 2013, to the value of approximately \$7500 per year. Evidence to support Council's contribution in 2012 could not be verified, however, in 2013, The BEST Group, received a Community Grant for \$7506 for the Expo which was acquitted. The funds were allocated to:

- Booth Hire – Corporate AV,
- Advertising, and
- An Event Coordinator.

After the first two events, the BEST committee requested \$7000 pa for the 2014, 2015 and 2016 events. Council resolved to support the 2014 and 2015 events; however, would not support the 2016 event as the incumbent Council did not want to bind the future Council to an agreement.

Resolution No. GM/12.2013/13

Moved Cr Flynn

Seconded Cr O'Neil

That Council approve financial support for the Maranoa Employment Expo totalling \$14,000 (\$7,000 per year for two years).

The Employment Expo did not go ahead in 2016 and has not been progressed until 2021.

More recently, earlier this year, the BEST Group began planning a Maranoa Employment Expo for 19 May 2021 to be held at Bassett Park. A report was presented to Council requesting Council's support (see supporting documentation). It was resolved that:

Resolution No. OM/02.2021/60

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

1. Waive the fees associated with the hire of Bassett Park facility for the Maranoa Employment Expo to be held on Wednesday, 19 May 2021.
2. Assist with setting-up and packing-down tables and chairs for the event.
3. Be a Gold Sponsor (to the value of \$750) for the event and host an interactive and engaging exhibition at the Maranoa Employment Expo.
4. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Major) budget GL 2887.2248.2001.
5. Allocate the cost of sponsorship to the Roma Local Development Officer budget Work Order 14825.2539.2001

However, this event was postponed due to the event planning being rushed and due to the absence of an auspicing body, which had been Commerce Roma in previous years.

Furthermore, a 2015 Market Analysis Report was produced to determine the interest of local businesses in participating in the Maranoa Employment Expo in 2015. Fifteen (15) local businesses and businesses operating in the Maranoa region agreed to participate in the market analysis exercise. In summary, the sampled businesses exhibited support for the Maranoa Employment Expo and associated career focused activities. There was a theme of positivity through the feedback regarding the community benefit from continuing the event. Concern was shown, however, regarding the price of exhibitor fees and several businesses noted they would not be interested in participating in an event focused on recruitment due to the economic climate and decrease in workforce numbers at the time the 2015 Market Analysis Report was generated.

The feedback and survey results are being taken into consideration by The BEST Group in planning for the 2021 Maranoa Pathways Expo. The BEST Group are also seeking advice from other BEST Groups, such as the group in Dalby who held a similar employment event. It is expected that this additional information and assistance will help the event in proceed in June 2022.

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)

In regard to the fee waiver request, Council's Community Grants & Non-Financial Assistance Policy has the following guidelines regarding eligible community groups/organisations and activities:

4. ELIGIBILITY

4.1 Who is eligible?

Registered Not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program. Eligible community organisations are defined as:

Not-for-profit' organisations consisting of people having common interests; or

An entity that carries on activities for a public purpose or another entity whose primary objective is not directed at making a profit, such as:

- sporting clubs
- social clubs
- school P&C's
- arts and cultural groups,
- Church committees
- service organisations etc.

4.3 What is eligible?

Projects, activities and/or event that meet at least one of these grant categories:

- Community Development
- Community Events
- Culture & Heritage
- Sport & Recreation
- Environment
- Economic Development

Eligible activities and events will include, but are not restricted to:

- One off events and activities
- Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region
- Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities
- Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region
- Building and development application//inspections and/or water sewerage and gas connection fee waiver

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 Economic and Community Development Manager and the Regional Events Attraction Coordinator have been actively engaging in the BEST Group meetings and support this event for the benefit of current students and jobseekers in the community.

Funding Bodies:

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

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?

\$750 is to be allocated from the Sponsorship Budget – GL 2887.2249.2001 which has an allocation of \$15,000. At the time of reporting, Council has resolved to sponsor the below organisations in the 2021/2022 Financial Year, leaving \$3,350 remaining if this request is approved.

Note: requests pending approval from Council have also been included to create a more accurate illustration of the current budget.

Group Name	Amount	Resolution Number
Golf Australia / Outback Masters	\$5000	OM/05.2021/13
Australian Community Media for Young QLD Auctioneers Competition	\$4000	OM/06.2021/09
Roma & District Eisteddfod	\$400	OM/04.2021/59
Maranoa Diggers Race Club	\$500	OM/08.2021/61
Begonia State School P&C	\$500	Pending approval
Maranoa Triathlon & Multi Sports Club	\$500	Pending approval
Maranoa Pathways Expo 2022	\$750	Pending approval
Total	\$11,650	

As the BEST Group is not-for-profit, there are no charges associated in hiring the Roma Auditorium and the Ernest Brock room for two days. This is aligned with the Fees and Charges Register (pages 65-66) under *Halls – Category 1 Hall* Ernest Brock Room) and *Halls – Category 2 Hall* (Roma Auditorium).

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)

There is an expectation of key stakeholders in The BEST Group that Council be strongly engaged in the Expo planning and implementation.

Risks:

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

Risk	Description of likelihood & consequences
Council not supporting the Expo	Without continued support from Maranoa Regional Council, the future of this event may be at risk.

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 supports the 2022 Maranoa Pathways Expo in the form of sponsorship to the value of \$750. This is the same value that Council resolved to sponsor for the Expo that was to be held in May 2021. As this event did not proceed, it is suitable for Council to sponsor the 2022 event at the same value.

It is also recommended that Council waives the fees associated with hiring the Roma Auditorium, Ernest Brock Room as well as any equipment that is to be used, such as the PA system, data projector, tables and chairs. As the planning is yet to be finalized, the exact equipment required is yet to be determined.

Finally, it is also recommended that Council authorize the use of Maranoa Regional Council's logo on branding and promotional material for the 2022 Maranoa Pathways Expo. This will demonstrate Council's support for the event and will help encourage local businesses to participate in the Expo.

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. Sponsor the event to the value of \$750 from the Sponsorship Budget – General Ledger 2887.2249.2001.
2. Waive the fees associated in hiring the Roma Auditorium, Ernest Brock Room and any related equipment for the 2022 Maranoa Pathways Expo.
3. Authorise BEST Group to use Maranoa Regional Council's logo on branding and promotional material for the 2022 Maranoa Pathways Expo.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

Maranoa Regional Council

Ordinary Meeting - 8 September 2021

- | | | | |
|---|--------------------------|---|-----------|
| 1 | <u>↓</u> | Maranoa Employment Expo - 2015 Market Research Report | D21/11708 |
| 2 | <u>↓</u> | D21 11121 Ordinary Meeting - 24 February 2021 - Maranoa Employment Expo PDF | D21/71995 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

MARANOA EMPLOYMENT EXPO 2015 MARKET ANALYSIS REPORT

THE RESULTS OF A MARKET ANALYSIS
EXERCISE DETERMINING THE INTEREST
OF LOCAL BUSINESSES IN PARTICIPATING
IN THE MARANOA EMPLOYMENT EXPO

This market analysis and subsequent report has been commissioned by the Bringing Employers and Schools Together (BEST) Committee and has been completed by Rebecca Girle.

MARANOA EMPLOYMENT EXPO

2015 MARKET ANALYSIS REPORT

OVERVIEW

The Brining Employers and Schools Together (BEST) Committee has commissioned this piece of work to determine the interest of local businesses in participating in the Maranoa Employment Expo in 2015. The result of the market analysis will inform the BEST Committee on whether it is feasible to continue with the event in its current format.

Fifteen (15) local businesses and businesses operating in the Maranoa region agreed to participate in the market analysis exercise. This sample section of businesses represented the hospitality, training, health, retail, trades, resources and construction industries. Eleven (11) from the fifteen (15) businesses had previously been involved in the Maranoa Employment Expo. An overview of businesses responses has been attached in Appendix 2.

The majority of businesses were interviewed over the phone, some chose to provide their comments via email after a list of the questions had been supplied; consultations were recorded and have been attached in Appendix 3.

The responses by businesses to the survey questions have been carefully considered and recommendations have been provided at the end of the report.

SUMMARY

The sampled businesses exhibited support for the Maranoa Employment Expo and associated career focused activities. There is a theme of positivity through the feedback regarding the community benefit from continuing this event. There is support for a different style of event focused on career pathways and all of businesses are willing to participate in this activity.

The 2014 exhibitor fee of \$400 was considered to be too expensive and in some cases the 2013 exhibitor fee of \$250 was deemed too expensive - generally businesses would be motivated to attend if there was a lower fee or no charge. Some businesses recorded a willingness to pay a fee to contribute to the running costs of the activity. Sponsorship at the current level of \$500-\$2000 is not supported.

Due to the current economic climate the response tends toward a career pathway focused activity for school leavers rather than an event that promotes job vacancies. Several businesses noted that they would not be interested in participating in an event focused on recruitment as they are currently decreasing their workforce and it wouldn't be appropriate.

67% of the businesses surveyed would participate in the Employment Expo in its current format

36% of businesses that responded would sponsor the event at the current rate of \$500-\$2000

100% of businesses that responded would support an alternate careers and training focused activity in 2015

LIMITATIONS

It is important to note that neither job seekers nor general community have been engaged with as part of this market analysis exercise, therefore it is difficult to understand the need for an activity that promotes current employment opportunities within the region. There is anecdotal evidence to support the logic that currently the greatest community need is an initiative to promote local job opportunities to locally based job seekers who may have been directly or indirectly affected by the downturn of the CSG industry in the local area. There may be an opportunity for the BEST Committee or an associate to respond to this potential need.

Schools have also not been engaged with and therefore it remains unseen as to whether there will be support for an activity focused around school leavers. It could be presumed that the local schools will support an activity to a similar level to which they have supported the Maranoa Employment Expo in the previous 3 years.

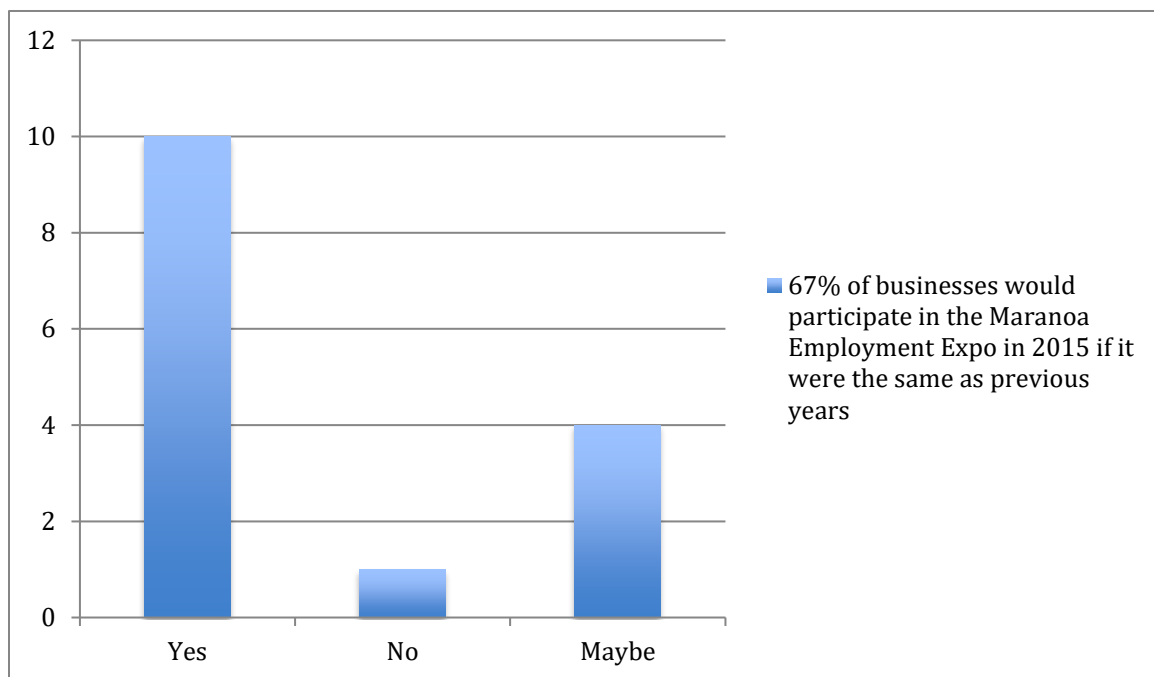
RESULTS

The participating businesses were approached with the same series of questions to ensure consistency of the sample data. Questions were derived from the Project Scope document provided by the BEST Committee (Appendix 1) the requested information would allow an informed decision to be made about the format of the 2015 Maranoa Employment Expo. The results from the business consultations has been summarised below – full consultation records have been included in Appendix 3.

Enquiry

Would businesses participate in the Maranoa Employment Expo in the current event format?
--

Response



Yes – 10

No – 1

Maybe – 4

Notable comments:

- We had a positive experience last year. It was good to promote Woolworths employment opportunities and do something proactive in the community.
- The link with the community is important – provides indirect benefits. (Western Star)

Enquiry

Why haven't businesses participated in the past?

Response

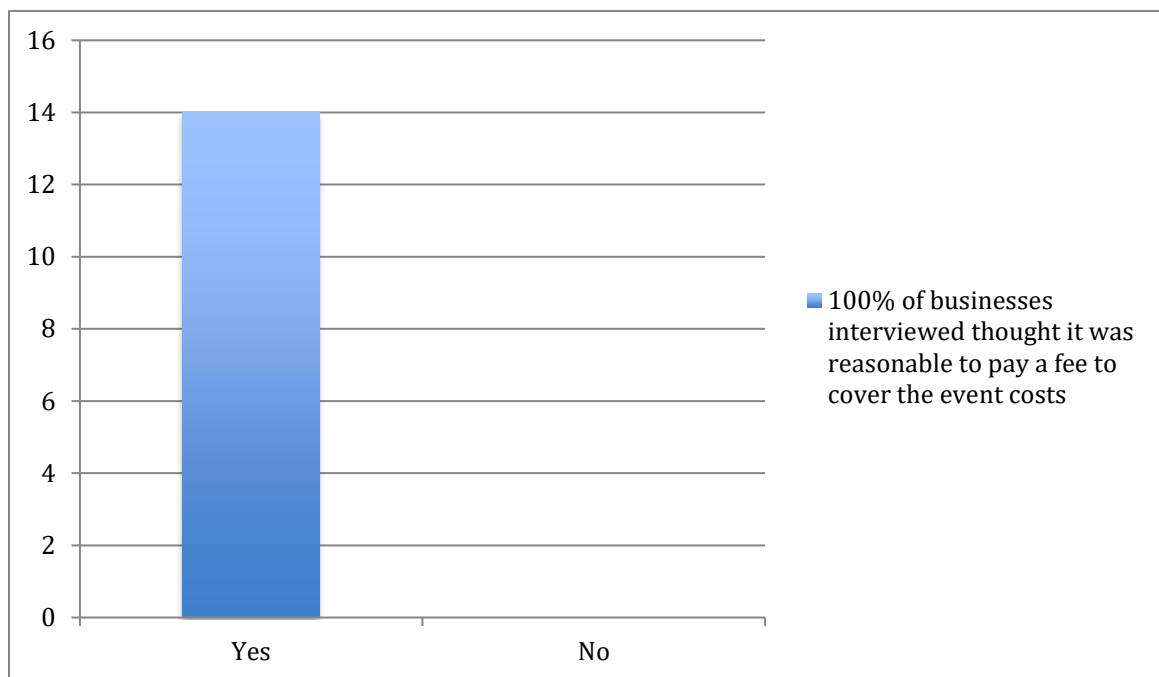
Reasoning:

- Staff resourcing presents an issue - don't have appropriate staff member to attend / don't have enough staff members to man the stall for the day.
- Didn't know about it.
- Have had other methods of recruiting.
- Didn't have local position vacancies to promote.

Enquiry

Is it reasonable to pay to participate?

Response



Yes – 14

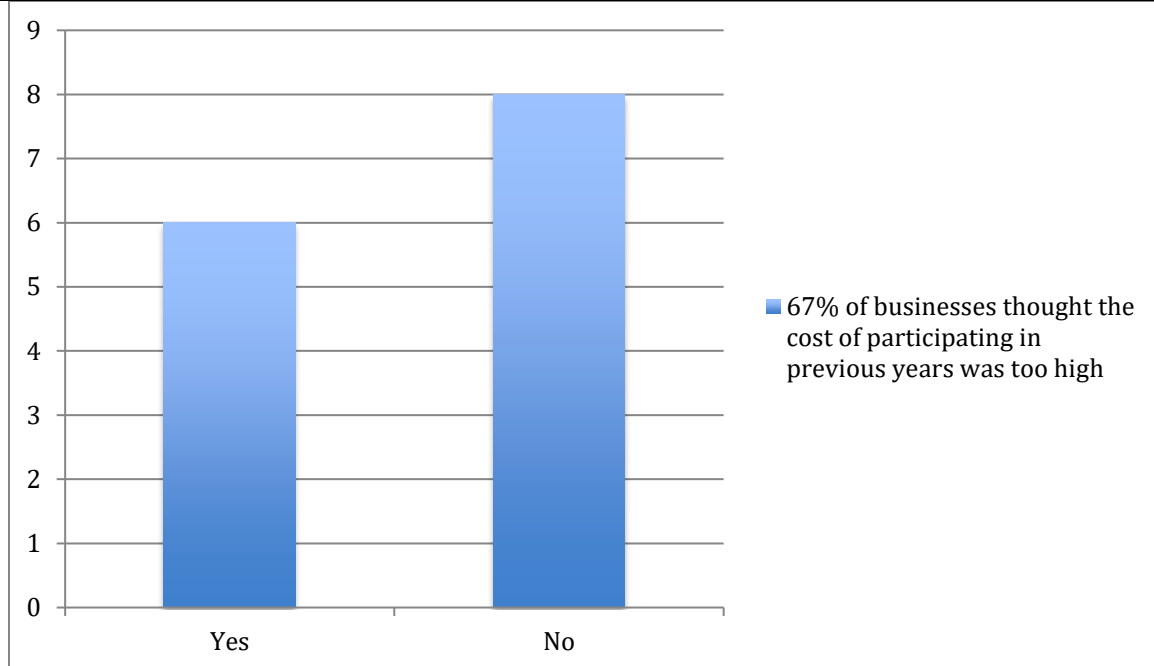
No – 0

Notable comments:

- Appreciate a good stall set up and venue – happy to assist with associated costs.
- It is reasonable to have to pay a fee to be involved as there would be costs related to running the event, however we need to consider whether our participation is good value for money.
- Our business doesn't make any money from being involved in the expo, students are not generally clients we can market our service to (their parents are), though we believe it is something we should be at to be seen to supporting the community and promoting career pathways.
- There are lots of costs associated with us attending the event, particularly the time of our professionals attending the event – it is important for the students/job seekers have the opportunity to speak with physiotherapists, dieticians, exercise physiologists, speech pathologists and occupational therapists.

Enquiry

Were past exhibitor fees reasonable?

Response

Yes – 6

No - 8

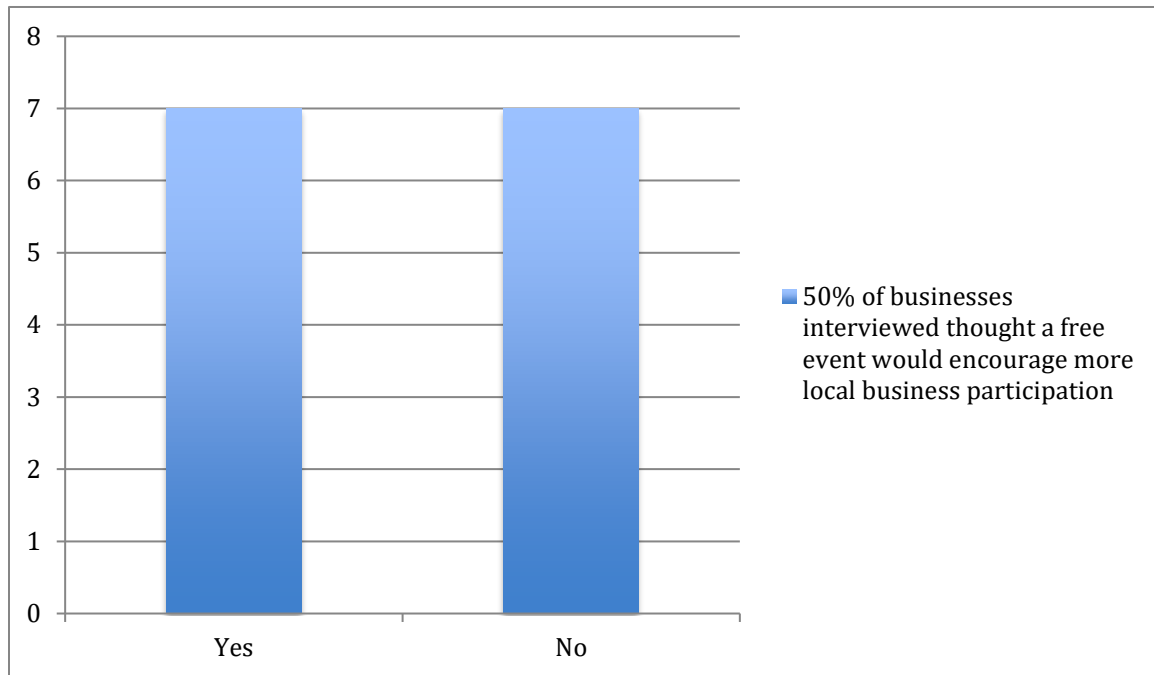
Notable comments:

- \$250 or less more reasonable - \$150 suggested by a local business.
- \$400 is far too expensive for local business with minimal budgets.
- Far too expensive. A price at this level will cut some businesses out immediately, last year we participated because we had been involved in the other expos in our region and felt we needed to be there. I didn't feel that I got \$400 worth of business from the event. (Busy at Work)
- Price comparison - Roma is the second most expensive Expo in the region behind Toowoomba. Costs are: Pitsworth – free to exhibit; Stanthorpe - free to exhibit; Dalby – free to exhibit and \$400 for major sponsorship (2 major sponsors which covers the \$800 venue hire); Toowoomba - \$1200 to exhibit. (Busy at Work)
- \$400 sounds reasonable. TAFE has recently been getting sites at shopping centres and they are more expensive than this.
- \$400, seems to be too expensive for local businesses, though if the business is recruiting attendance at the Expo would be valuable and a higher cost could be justified.
- Would suggest looking at the cost of advertising in the local paper and use this a base cost for an expo booth.
- Might depend on the amount of people through the door and the businesses return - would be good to present stats from 2014 event to prospective exhibitors/sponsors.

Enquiry

If the event were free would businesses be motivated to participate?

Response



Yes – 7

No - 7

Notable comments:

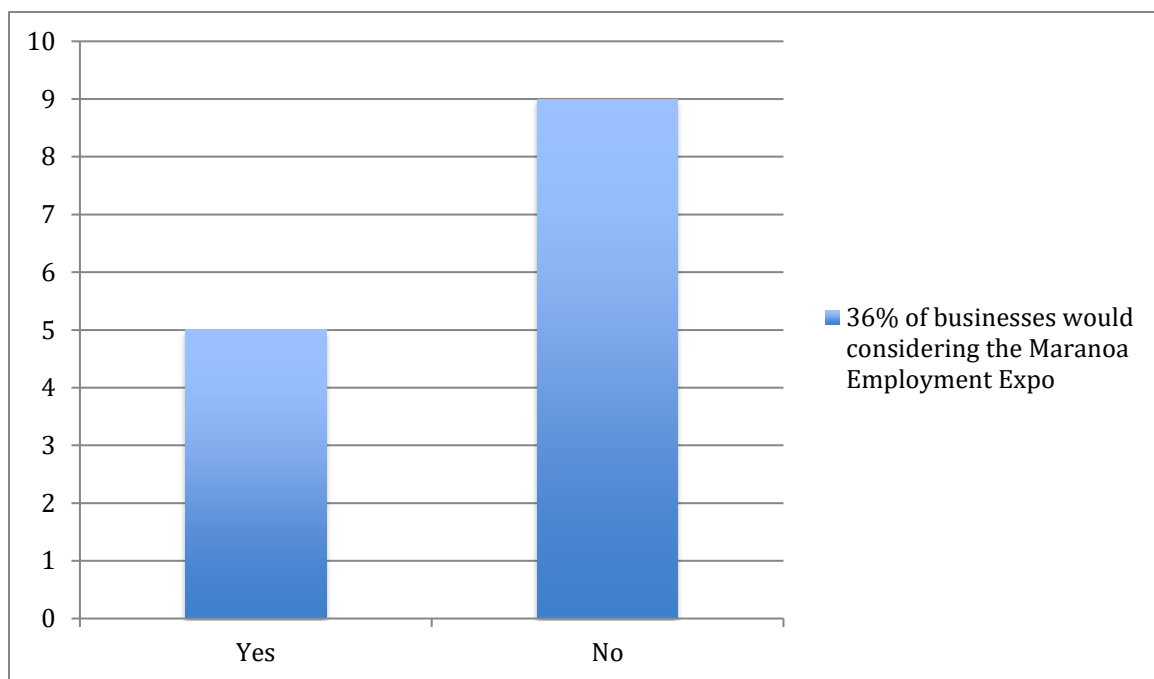
- No, I think businesses need to contribute something to ensure there is a perceived value for attendance. If businesses see attending the Expo as a valuable activity they will make the effort to be there no matter the cost.
- Not necessarily, happy to pay a reasonable fee to cover the costs of the event.
- This could attract more local business.
- Suggest offering exclusively to local business – would need to be done via personal approach to have good effect (phone conversations or face to face).
- I believe that Council would attend regardless of the attendance fee, as Council would see this as a significant community event that requires support. (Please note that this decision would be subject to a Council resolution at a General Meeting.)
- If it is a Council driven event and there is a low fee or no fee, it shows that Council is taking the current situation very seriously – it would make it easy for job seekers if there were many different employers in the one location.
- Yes. Suggest having a nominal fee to cover costs. Could subsidise local businesses. A low fee or no fee wouldn't restrict any businesses financially.
- Would like to think that making the event free would entice more local businesses, however from previous experience in Roma it won't matter. The businesses won't value the opportunity if it is free.
- Yes! It is a cost to business to attend – staff member time, samples to give away, etc – any reduction in fee would be appreciated.

Enquiry
What would be businesses main reasons for attendance?
Response
<ul style="list-style-type: none">• Recruitment of school leavers for employment after completion of schooling.• To have a presence.• Promotion and awareness of our business.• To educate school leavers about local career opportunities and encourage them to stay local or come back to the community.• We aren't able to recruit school leavers for our professional/technical roles, however this opportunity to engage with them could motivate them to do their study and come back to the community.• General community engagement – people will approach us at these events to ask general questions they might not have bothered to come into the office to find out.• Promote the courses available locally. (TAFE Roma)• Promotion of student placements and graduate programs.• Be recognised as an employer of choice.• To educate school students about the GLNG Project.• The 2014 event was combined with an ATSI Employment Session that we sponsored, this was an important event as it allowed us to undertake Aboriginal Engagement, which a key initiative of our Social Impact Management Plan. (Santos GLNG)• Educate job seekers on where to look for our job vacancies.• Promote our apprenticeship /traineeship opportunities.• Pick up resumes and reverse market them back to the local businesses. (Golden West)

Enquiry

Would businesses consider sponsoring the event at the current rate of \$500-\$2000?

Response



Yes – 5

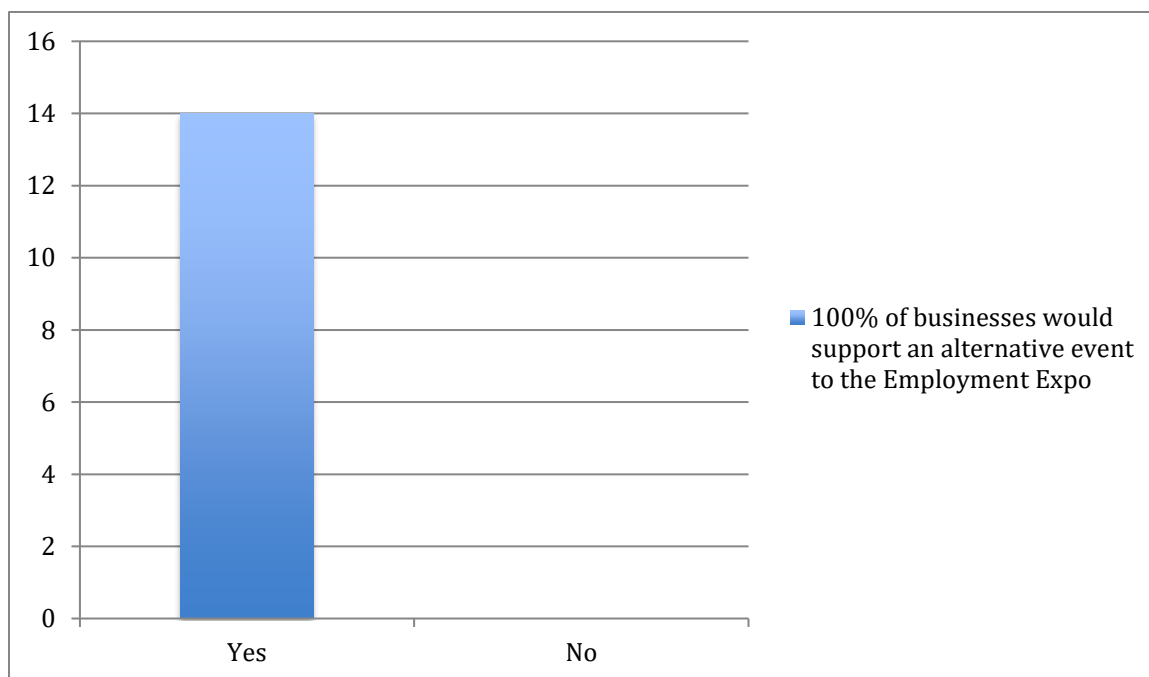
No - 9

Notable comments:

- The sponsorship amounts are too expensive for us to consider. We would contribute to something if there was a valuable tangible return.
- Yes, Santos GLNG would participate as a sponsor, however would need to ensure that the sponsorship package is value for money
- Would advise that the committee move away from the corporate style sponsorship packages and make it more of a grass roots event. This would allow all participants to feel that they are on equal playing field.
- The value/return wasn't there – wouldn't sponsor again.
- FKG may consider a minimal sponsorship package (if the focus of the event aligned with their current needs).
- Wouldn't consider if more than \$400, though more than happy not to be a sponsor. However would like to be part of the passport/booklet and happy to pay for this extra benefit. In 2014 we paid our \$400 for the site and requested to pay extra in order to be in the passport/booklet but were told we couldn't unless we were a major sponsor at \$1000 – couldn't justify this cost. (Busy at Work)

Enquiry

Would businesses support an alternate event/activity in lieu of the Maranoa Employment Expo in 2015?

Response

Yes – 14

No - 0

Notable comments:

- Would be happy take students for a tour of the Feedlot. Already take TAFE students regularly. (Australian Country Choice)
- Thought the panel discussion in the ATSI Employment Session in 2014 was excellent! This worked particularly well with the health/wellbeing panel – there was Preston Campbell from sport, Fiona Flanders with cooking and sport, Mahinda head Chef from BC's, myself from allied health and Leah Wyman from Aboriginal health. (Vital Health)
- Happy to take group of school students through. Already do this with the St Johns retail/commercial class. (Woolworths)
- Roma Western Star will take a group of students for an office tour and arrange a staff member to speak.
- Some businesses may be put off by this concept due to the risk of having non inducted/insured persons at their workplace, however legally a volunteer going into a workplace is responsible for themselves - should reassure businesses of this.
- Would imagine that we would be able to take the students on a tour of TAFE.
- For privacy reasons, the areas students could be shown in the hospital would be limited and therefore may not be beneficial to attend/have tour of this workplace. If students are genuinely interested in certain pathways, eg, physio, dental, midwifery, etc, we could definitely organise a session (1-2 hours) in our training room, where various presenters come and talk to the group and discuss their role/answer questions. (South West Hospital and Health Service)

- There are some areas that the current Expo does not cover which would be useful to deliver:
 - Practical workshops for school leavers – resume writing, interview techniques, a realistic look at what a job might involve for a school leaver (eg, you might be sweeping the floor or doing photocopying).
 - Give jobseekers a realistic understanding of local industries and job opportunities.
- We would like to see the Expo take a different format. The ATSI Employment session worked really well in 2014, perhaps a format like this would be good for all students. (Santos GLNG)
- We have encouraged workplace tours with Roma State College in the past. (Roma Glass & Aluminium)
- Council has indicated that they would support a field trip style event if the business community failed to support the traditional trade-show style event. (Maranoa Regional Council)
- Yes – fantastic. WHS might be an issue with some businesses. Students will get more from the experience if they can try rather than just look.
- Golden West can deliver presentations on resume writing and interview techniques.
- Try a trade type of event for the expo would work well, especially if the attendees could build something, get hands on with engines, give a headblock doll a blow dry, etc. Have someone talk about that trade – a snapshot.
- Would be better than a trade show for FKG.
- Believe that the expo would work both ways – as a trade show and as a work readiness activity. Dalby has gone away from the exhibition format and towards conference style event with ready for work lectures and problem solving activities. In Dalby these used to be separate activities – Expo for school leavers and job seekers; and conference sessions for school leavers.
- Busy at Work can assist with the event by presenting some information/running activities.
- Currently have 3 x first year apprentices, they may be able to speak to the school leavers about their roles to give them a realistic view of what the first year out is like. (Black Trucks)

Enquiry

Are businesses experiencing difficulties recruiting? Particularly recruiting suitably skilled people locally.

Response

- It was an issue, though due to the gas downturn the past 6 months we have had about 60 job enquiries per week. (Woolworths).
- Recruitment is an issue, however the situation has changed a lot in the past 6 months, was much worse during the time the CSG industry was in full swing due to the wage expectations and competition with mining companies who hire onsite allied health professionals. There is much more interest in our job vacancies now, we are getting 3 or 4 good applicants for long term clinical positions rather than waiting for 2 years to find someone who is keen for a long term position. (Vital Health)
- Liveability has been a huge issue with attracting clinicians. (Vital Health)
- We are rarely able to recruit clinicians locally due to the level of expertise and training required. (Vital Health)
- Recruitment is an ongoing issue. Always try to recruit locally, sometimes not possible. (Western Star)

- Generally suitably qualified candidates can be attracted locally; however some specialised technical roles are difficult to recruit locally. It is important for universities / training institutions and local business to be present at the Expo for this reason – to allow local students to see the local opportunities that are available and then find out the training they require to be a suitable applicant. (Santos GLNG)
- Recruitment isn't an issue however it is difficult to find local people with necessary skills for some of the technical roles. These are not the sort of roles that we can wait until a suitably skilled person comes along or can't take the time to upskill. Origin is very supportive of getting locally based staff. From the business perspective it costs an additional \$90,000 to keep on a FIFO worker than a locally based employee. (Origin APLNG)
- Considering the current market conditions I believe that it is easier for Council to recruit and retain suitable staff, as opposed to 2-3 years ago. (This comment was provided by Ryan Gittins and may not necessarily reflect the opinion of the elected members of Council.) (Maranoa Regional Council)
- This year recruitment hasn't been an issue, previous to this year it was a big issue as we were competing with the gas industry. (Black Trucks)
- Would very much like to have a staff member based in Roma. Currently the Roma area is serviced by someone from Toowoomba. The issue is that the person in that role would need to do approx 1000km per week – this often puts candidates off as well as the remote location. (Busy at Work)

Enquiry

What are the workforce training needs of local businesses?

Response

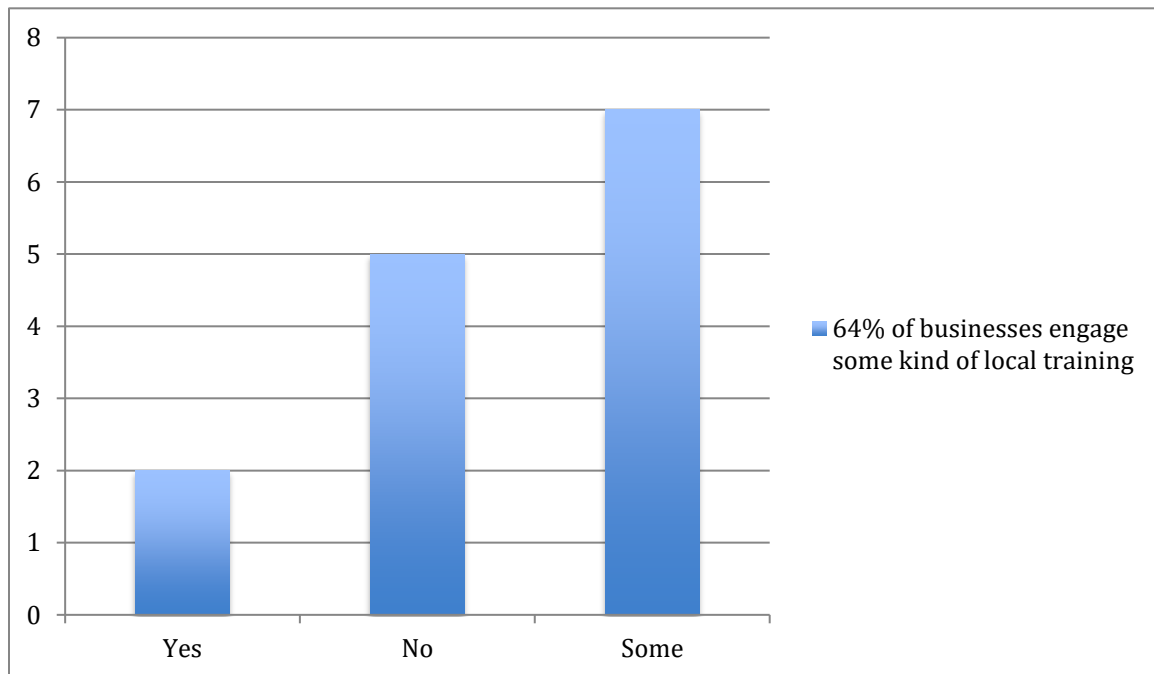
- Chemical handling
- First aid
- Stock handling
- Working at heights
- Horse handling
- Sales training
- Management courses
- Specialised training for different machines (Black Trucks)
- TAFE component of mechanical apprentice course
- White Card
- Blue Card
- Q Fever Card/shot
- Cert 4 in Career Advising and Employment (not mandatory)
- Training on computer systems
- Diesel fitter/mechanics
- Traineeships
- Internal process and procedures
- Paperwork and legislation
- Conflict resolution
- Networking

- Customer service
- WHS
- First Aid
- 4WD Driver training
- Fire warden training
- Operational training for field staff.
- Glazier Apprentice
- Cert 4 in Sales Training
- WHS - Risk Management
- Journalists undertake training, workshops, etc, career development.
- General customer service
- Mentoring
- Knife skills
- Food safety supervision
- High level technology training – Excel, One Drive, Word, Powerpoint, etc.
- Defensive driving for country areas
- Industry specific training/upskilling
- Council has a very large range of training needs considering they have office based specialised professionals, saleyards, airports, operational, libraries, etc
- Basic industry standards need to be taught – cleaning for medical industry, business ethics, etc – training that would upskill local businesses.

Enquiry

Are training needs being satisfied locally? If not why?

Response



Yes – 2

No – 5

Some – 7

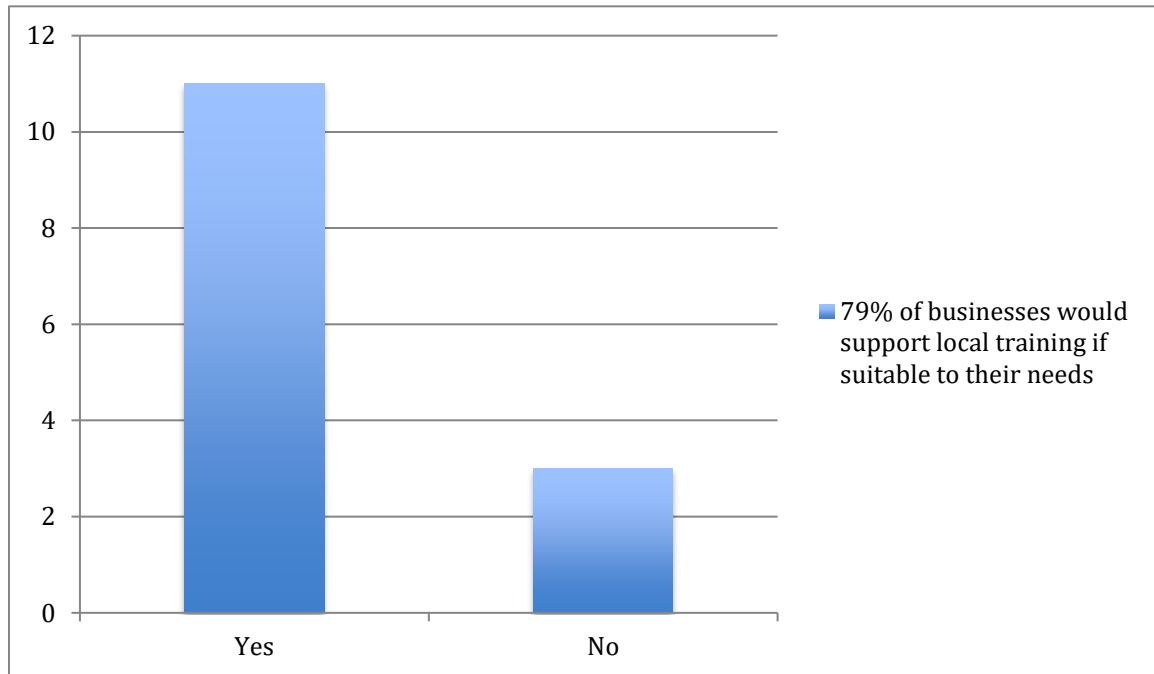
Reasoning:

- Training not available locally.
- Provide in house or online training as an alternative.
- Prefer to send staff away to a larger office location for team building.
- More cost effective to send a staff member away than bring a trainer out.
- Staff member wants to go away or fits in with a personal commitment.

Enquiry

If suitable training courses could be provided locally would businesses utilise?

Response



Yes – 11

No – 3

Notable Comments:

- It would be really good if the TAFE component of the mechanical training could be delivered locally. Generally the apprentices go away for 2-3 weeks TAFE which is a big cost to them and to the business.
- Origin has recently built the Regional Learning Centre – a centralised training facility for Origin internal staff members – this is in Miles and will provide training to all staff members in the region.
- Obviously the local training cost would need to be cheaper than paying for training and travel.
- If skills can be built locally then people will stay local. It gives them the opportunity to upskill and progress their careers without having to go to the cities
- Need to make sure that training currently provided locally stays even with the decline of the CSG industry – particularly first aid and driver training.

Enquiry
Other comments
Response
<ul style="list-style-type: none">• Would like to see more in the community to recognise the supporters/exhibitors. I feel like the general community wouldn't know which businesses were involved in the expo.• Need to get more people involved with the event – always the same people!• Need more local businesses to get on board.• Grabbing of merchandise is an issue with an expo event – would get a better result with a hands on activity.• Don't agree that 'snatch and grab' of merchandise is a bad thing because the students will look at the info when they get home and their parents will often find it and create discussion.• <u>Dalby Expo Format</u> - Dalby expo has evolved over the years. Currently it is made up of 2 sessions, training provider stands and organising committee stands. There is an understanding between local business that if they come to at least one organising committee meeting they are welcome to have a booth at the expo. 2 sessions are: 'How do you get that job?' and 'How do you keep that job?'. 'How do you get that job?' covers off on how to present yourself, what training, where is training available – facilitated by Golden West, Busy at Work, DETE. 'How do you keep that job?' last year was facilitated by 2 local businessmen, the CEO of engineering firm and Manager of Big W, both men were around 30 and very engaging speakers – covered topics like what they looked for in employees and attitudes. Sessions ran for 30-45mins each.• Would advise the committee to consider the target market for the event and focus on their needs. Last years event was open to the public and schools, yet felt that the exhibitors were mainly focused on the school leavers. This year it may be better to focus on recruitment due to the number of people who are in need of employment due to the recent decline of CSG activity. Suggest getting in touch with the local employment agencies to find out the skill set of the people who are looking for work and try to bring in the businesses requiring these skills.• Employment Expo works well when there are tangible takeaways for people – businesses accepting resumes or employment agencies signing people up on the day.• Make sure that there is no double up from the STEM School program.• Suggest that each business who hosts a site tour address: job availability, training requirements and ways for students to explore their interest in the profession.• Several businesses requested to be advised about how they can get involved with an activity in 2015.• As a vendor, I believe schools need to improve their ownership over the expo and preparation of students. On the same note, students need to seek value themselves (ask questions rather than collecting merchandise).• The ATSI Employment session went well in 2014, would like to see more of this in 2015. It was hands on, we engaged a local chef, good facilitation by the Titans (Titans 4 Tomorrow Program) and the kids really got a lot from it.• Students were very interested in the knife skills sessions.• The biggest issue with the event is getting the schools and the small local businesses to value it. Believe that the people on the committee should have a vested interest in the moving forward of the event not just the same people who do it because it is good for the community. Do the schools have career advisers or guidance counsellors who could be involved?• Aware that TAFE Roma has an uncertain future – concerned about this – is there a way the Expo can support or promote TAFE? If the Roma campus closes there will be a lot of

students from this region and western areas who will not be able to afford to go elsewhere to study. Also the Roma high schools have a close connection with TAFE – the closure of the campus would disrupt the programs that are currently in place.

- The 2014 Expo was much more interactive, a better experience for us and presumably for attendees. The ATSI Employment Session was excellent, very well run, very inclusive of service providers for that demographic. A very good exercise to create linkages and relationships between service providers, local business, teachers and parents – was excited to be part of the organising committee.
- Teachers and parents need to drive the activity.
- It is important for this event or something similar to continue – local business needs it!
- It is important to try to keep the TAFE operational in our area as it services not only Roma but the western areas as well. Though TAFE needs to be proactive - engage with local businesses - phone business owners to find out what they want/need and then respond.
- Would be good to see some specific training catering to business needs on a local level.

RECOMMENDATION

It is recommended that the Employment Expo in its current format of an exhibition style event aimed at both job seekers and school leavers should not go ahead in 2015. It is recommended that the BEST Committee plan to organise the Maranoa Employment Expo in 2016 and continue the event every second year. By continuing the Maranoa Employment Expo on a biennial basis there are three main benefits:

1. The local high school students will be able to experience at least one occurrence of the event during their senior years.
2. The local business community won't fatigue and lose interest as quickly as they might with an annual event.
3. The BEST Committee Members will have enough time to organise valuable events tailored to the needs of the community.

It is recommended that the following options of alternate activities be considered for 2015:

- Partner with Golden West, Busy at Work and some key local business people to deliver career focused information sessions for school leavers.
- Engage with school leavers (year levels as recommended by the respective schools) to collect data on which industries they are considering pursuing. Utilising this data develop a schedule of workplace visits and discussions with professionals for the students.
- Engage with businesses operating in the Maranoa region to promote current employment opportunities to local job seekers through local channels – a jobs guide lift out/regular advertisement in the Western Star and/or a weekly employment segment on the local radio.

It is recommended that the decision made by the BEST Committee regarding the 2015 Maranoa Employment Expo be widely communicated to the community, primarily targeting local businesses. This strategic communication will give the BEST Committee an opportunity to invite businesses to be involved in an alternate activity in 2015 and encourage businesses to prepare for the 2016 Maranoa Employment Expo (dependent on the above recommendations being endorsed).

Appendix 1 – Scope of Work

Maranoa Employment EXPO

Scope of Work – Project Manager (2015)

The Bringing Employers & Schools Together (BEST) Committee requires the services of a suitably qualified individual to project manage the event from its inception. The 2015 expo is scheduled for 12 August 2015.

The scope of work for the event's management has been broken into two stages, as per below:

Stage 1 – Event Feasibility

The Best Committee would like to undertake a market analysis exercise, to ascertain the interest of the local business community to exhibit at the expo. The consultation period should involve a broad cross-section of local businesses in the hospitality, training, health, retail, trades, resources, and engineering/fabrication industries.

At the conclusion of the market analysis, the project manager will report to the Employment Expo subcommittee (in writing) and answer the following questions:

- Based on the previous experience of exhibiting at the Maranoa Employment Expo (if applicable), are businesses likely to exhibit at the 2015 expo?
 - If not, why? (please quantify numbers)
 - If yes, why? (please quantify numbers)
- If a business hasn't exhibited at the expo, what has stopped/is stopping them?
- Are businesses willing to pay an exhibition fee for the event, to cover the marketing and fit-out expenses for the event? (please quantify number of businesses willing to pay fees)
 - Traditionally, a fee of \$250 has been charged for attendance at the expo. Is this still acceptable considering market conditions?
 - If not, what is a fee that is acceptable to the business community?
- If the event was free, would there be more support from the business community to exhibit at the event, considering the response to the above question? (please quantify interest)
- Are businesses willing to sponsor the event? Sponsorship packages (and deliverables) will be negotiated and range from \$500 to \$2,000 (please quantify)
- Is the event still required from the perspective of businesses? Are they still encountering problems attracting suitably skilled staff?

The BEST Committee will offer a remuneration package for Stage 1, equal to 20 hours of work at \$50/hour (maximum payment of \$1,000).

Stage 2 – Event Management (TBC)

Pending the results of stage 1, the BEST committee may decide to proceed to Stage 2 – Event Management. It is anticipated that the scope of work may include:

- Marketing activities
- Liaison with school's representative, to confirm timetable for school attendance at event
- Liaison with event suppliers (fit-out)
- Develop and promulgate exhibitor information pack
- Develop and promulgate sponsorship package
- Administration related to exhibitor & sponsorship packages (exhibitor and sponsor payment etc.)
- Development of event schedule
- Event management

The remuneration package for Stage 2 will be confirmed, following the completion of Stage 1. It is not yet confirmed that the expo will proceed to Stage 2.

Appendix 2 –Overview of Business Responses

Maranoa Employment Expo – Overview of Business Responses												
Business name	Contact person/s	Industry represented	Previous exhibitor	Exhibit in 2015?	Previous sponsor	Sponsor in 2015?	Support different format?	Willing to pay to exhibit?	Is fee of \$400 reasonable?	Would free event motivate you?	Workforce trained locally?	If training offered locally would you consider supporting?
Santos GLNG	Camille Johnson	Resources	Y	Y	Y	Y, if value for money	Y	Y	Y, for Santos, not for local business	N, a cost associates value	Some	Y
Maranoa Regional Council	Ryan Gittins and Ben Knight	Local Government / Trades	Y	Y	Y	Y, Council have resolved to support 2015 event	Y	Y	Y, imagine Council would support the event	N, imagine Council would participate regardless	Some	Y
TAFE QLD South West	Tammy Minchell and Fiona Flanders	Training / Hospitality	Y	Y	N	Y, would put forward for approval	Y	Y	Y	N, TAFE ok to pay, though suggest local business discount	Some	Y
Golden West	Russell Addison and Darren Smith	Training	Y	Y	Y	N	Y	Y	Y, ok for GW, though too expensive for local business	N	N	Y
Western Star / APN	Karin-ane King	Professional Service	Y	Y	Y	Y, in kind	Y	Y	Y, businesses should have to cover costs	N, don't think it would motivate other local business in Roma, the community is very difficult to engage	Some	Y
Busy at Work	Alison Welke	Training	Y	Y	N	N	Y, would work both ways	Y, to cover reasonable costs	N	N	N	N
Black Trucks	Rick Benham	Trade / Retail	N	Maybe, price dependant	N	N	Y	Y	N	Y	N	Y

South West Hospital and Health Service Workforce Development Unit	Elyse Absolon	Health	Y	Y	N	N	Y	Y	N	Y	Y	Y
FKG Group (includes FKG, Eziquip Hire and Diamantina Village)	Susan Barron	Construction / Hospitality / Engineering	Y	Maybe, dependant on focus	N	Y, would consider \$500 package	Y	Y	Y, on for FKG, though too expensive for local business	N	Some	Y
Woolworths	Heath Till	Retail	Y	Y	N	N	Y	Y	N	Y	N	N
Origin	Alistair Brown	Resources	Y	Maybe, dependant on focus	N	N	Y, good idea, unsure how Origin can contribute	Y	N	Y	Some	N
Australian Country Choice	Jim Titmarsh	Agriculture	N	Y	N	N	Y	Y	N	Y	Y	Y
Senex	Allan Waldron	Resources	N	N	N	n/a	N/A	n/a	n/a	n/a	n/a	n/a
Roma Glass and Aluminium	Hillary Turner	Trade / Construction	N	Maybe, price dependant	N	N	Y	Y	N	Y	N	Y
Vital Health	Jean Benham	Health	Y	Y	N	N	Y	Y, to cover reasonable costs	N, businesses incur costs to be involved	Y	Some	Y

10 yes out of 15 / 67%

5 y out of 14 responded / 36%

14 out of 14 responses / 100%

14y out of 14 responded / 100%

y6 out of 14 responded / 43% Yes

y7 out of 14 responded / 50%

Y 2, N 5, Some 7 - 50% try to train local if possible

Y 11, N3 - 79% Yes

Appendix 3 – Consultation Records (15)

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Australian Country Choice
Contact person	Jim Titmarsh
Method of contact	Phone
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes would consider involvement.	
<i>If have not previously exhibited, why is this?</i>	
Resourcing issues come into play – need to find a suitable Roma based person to attend as we currently are short on HR personnel. We do school visits and other recruitment activities – generally this is a head office activity.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Too expensive.	
<i>If the event were free would this entice your business to attend?</i>	
Yes	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Recruitment of school leavers.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No, too expensive.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>No, generally word of mouth and school visits are enough. Jobs are also advertised online and in the paper.</p> <p>TAFE Students do feedlot visits monthly.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i></p>
<p>Good idea. We could take a group for a tour of the Feedlot.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>External training needs: Chemical handling First aid Stock handling Working at heights Horse handling</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>Yes</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes – already do.</p>
<p><i>Do you have any other comments?</i></p>
<p>n/a</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business consultation record	
Business name	Black Trucks
Contact person	Rick Benham, Branch Manager
Method of contact	Phone 0475769075
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Would consider, depending on cost vs value.	
<i>If have not previously exhibited, why is this?</i>	
Didn't know that the opportunity was there – have only been in this role a reasonably short amount of time. Black Trucks have been in Roma only a few years.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
This is probably more than we would want to spend this year considering we are not hiring and wouldn't be getting a lot of return from being involved. It costs a business to send staff members to attend the event.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, wouldn't hesitate.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
To educate school leavers on the jobs that are available locally and the career pathways. Promotion and awareness of Black Trucks.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
This year recruitment hasn't been an issue, previous to this year it was a big issue as we were	

competing with the gas industry.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
It should be ok to have groups of school leavers tour the workplace, however WHS may be an issue with any hands on activities.
<i>Do you have any workforce training needs? If so, what areas?</i>
Yes. Sales training, management courses, specialised training for different machines, TAFE component of mechanical course.
<i>Are your staff currently trained locally? If not, why?</i>
No, generally they go away. Apprentices have to go away to TAFE.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Yes, though doubt the specialised training would be able to be offered locally. It would be really good if the TAFE component of the mechanical training could be delivered locally. Generally the apprentices go away for 2-3 weeks TAFE which is a big cost to them and to the business.
<i>Do you have any other comments?</i>
Currently have 3 x first year apprentices, they may be able to speak to the school leavers about their roles to give them a realistic view of what the first year out is like.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Busy At Work
Contact person	Alison Welke, Regional Manager
Method of contact	Phone 0409 700 742 / 4616 8900
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
<p>Far too expensive. A price at this level will cut some businesses out immediately, last year we participated because we had been involved in the other expos in our region and felt we needed to be there. I didn't feel that I got \$400 worth of business from the event. For example, Roma is the second most expensive Expo in the region behind Toowoomba. Costs are:</p> <p>Pitsworth – free to exhibit</p> <p>Stanthorpe - free to exhibit</p> <p>Dalby – free to exhibit and \$400 for major sponsorship (2 major sponsors which covers the \$800 venue hire)</p> <p>Toowoomba - \$1200 to exhibit – not participating in Toowoomba this year due to cost.</p>	
<i>If the event were free would this entice your business to attend?</i>	
Not necessarily. Happy to pay a reasonable fee to contribute to the cost of running the event.	
<i>What are your reasons for attending the event? (Recruitment, be seen as an employer of choice, etc)</i>	
To have a presence.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
Wouldn't consider if more than \$400, though more than happy not to be a sponsor. However would like to be part of the passport/booklet and happy to pay for this extra benefit. In 2014 we	

paid our \$400 for the site and requested to pay extra in order to be in the passport/booklet but were told we couldn't unless we were a major sponsor at \$1000 – couldn't justify this cost.
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Busy At Work would very much like to have a staff member based in Roma. Currently the Roma area is serviced by someone from Toowoomba. The issue is that the person in that role would need to do approx 1000km per week – this often puts candidates off as well as the remote location. The role also needs a very in depth knowledge of many different industries and therefore it does make it difficult to recruit locally.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
Believe that the expo would work both ways – as a trade show and as a work readiness activity. Dalby has gone away from the exhibition format and towards conference style event with ready for work lectures and problem solving activities. In Dalby these used to be separate activities – Expo for school leavers and job seekers; and conference sessions for school leavers.
<i>Do you have any workforce training needs? If so, what areas?</i>
Yes. White card, blue card, Q Fever Card/shot/Cert 4 in Career Advising and Employment (not mandatory). Other in house training on computer systems and the like.
<i>Are your staff currently trained locally? If not, why?</i>
No.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Probably not, generally all staff from branches get together in Brisbane for training or the Head Office on the Gold Coast. Induction training is completed at the Gold Coast. This creates an opportunity for team members to come together from different locations.
<i>Do you have any other comments?</i>
Busy at Work is an Australian Apprenticeship Centre - a free service. We are different to Golden West –not our core business to place apprentices and trainees but assist with paperwork and make sure businesses get the govt support for hosting apprentices and trainees. Because we are engaging with businesses we do hear about places available and sometimes do assist in placements if opportunities align. Busy at Work could assist with the event by presenting some information/running activities.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	FKG Group
Contact person	Susan Barron, Marketing Manager
Method of contact	Phone 4624 5800 / email susan.barron@fkg.com.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Maybe, dependant on the focus for the event. Would be inclined to be involved if it were around career pathways for school leavers.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
\$250 may be reasonable for local businesses. It seems on the expensive side, though might depend on the amount of people through the door and their return. Would be keen to see stats from 2014 event.	
<i>If the event were free would this entice your business to attend?</i>	
Wouldn't matter.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Education on career pathways. Career pathways for school leavers would be a current driver in the Roma areas for FKG Group as operations are declining in this area, however other projects across Queensland are recruiting. Previously in Roma there has been a recruitment focus.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
May consider a \$500 package.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>Not an issue in Roma at this point in time.</p> <p>There are currently career opportunities with Ezyquip Hire in Roma.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i></p>
<p>Would be better than a trade show for FKG. Focus on careers and long term industry employment as well as education/training needs.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>A range - operational and also internal. Diesel fitter/mechanics. Traineeships.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>A mix – on the job training. Internal accounting systems are trained in Toowoomba. Often it depends on how many people require training and where they are located.</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes, would consider supporting local if available. Obviously internal training would stay the same.</p>
<p><i>Do you have any other comments?</i></p>
<p>FKG Group includes: FKG, Diamantina Village and Ezyquip Hire.</p> <p>Would like more information on Sponsorship opportunities when available – email to susan.barron@fkg.com.au</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Golden West
Contact person	Darren Smith and Russell Addison
Method of contact	Phone 0428 889 028
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes, as a sponsor.	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Too expensive for local business.	
<i>If the event were free would this entice your business to attend?</i>	
This could attract more local business.	
This would need to be sold to local business by an invitation flyer to everyone and face to face encouragement.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Get the business name out there.	
Talk to students to get them interested in particular trades.	
Pick up resumes and reverse market them back to the local businesses.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
The value/return wasn't there – wouldn't sponsor again.	

Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?
<p>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration.</p> <p>What are your thoughts on this concept?</p>
Yes – fantastic. WHS might be an issue with some businesses. Students will get more from the experience if they can try rather than just look.
Do you have any workforce training needs? If so, what areas?
<p>Internal process and procedures, paperwork and legislation.</p> <p>Conflict resolution</p> <p>Networking</p>
Are your staff currently trained locally? If not, why?
Office staff generally go to Toowoomba for training.
If these courses were able to be provided locally would you enrol your staff at a local training facility?
Would try to support local, though the majority of staff members have easy access to Toowoomba.
Do you have any other comments?
<p>RA – Need to get more people involved with the event – always the same people!</p> <p>Grabbing of merchandise is an issue with an expo event – would get a better result with a hands on activity.</p> <p>Try a trade type of event for the expo would work well, especially if the attendees could build something, get hands on with engines, give a headblock doll a blow dry, etc. Have someone talk about that trade – a snapshot.</p> <p>Would like to see more local business/employer engagement.</p> <p>Golden West can deliver presentations on resume writing and interview techniques.</p> <p>DS – Don't agree that 'snatch and grab' of merchandise is a bad thing because the students will look at the info when they get home and their parents will often find it and create discussion.</p> <p>Dalby expo has evolved over the years. Currently it is made up of 2 sessions, training provider</p>

stands and organising committee stands. There is an understanding between local business that if they come to at least one organising committee meeting they are welcome to have a booth at the expo. 2 sessions are: 'How do you get that job?' and 'How do you keep that job?'. 'How do you get that job?' covers off on how to present yourself, what training, where is training available – facilitated by Golden West, Busy at Work, DETE. 'How do you keep that job?' last year was facilitated by 2 local businessmen, the CEO of engineering firm and Manager of Big W, both men were around 30 and very engaging speakers – covered topics like what they looked for in employees and attitudes. Sessions ran for 30-45mins each. There is always the issue of getting parent permissions slips back. Always a good idea to have a committee member meeting students on arrival to explain the format. The key is getting school support.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Maranoa Regional Council
Contact person	Ryan Gittins and Ben Knight (training specific questions)
Method of contact	Phone 1300 007 662 and email ryan.gittins@maranoa.qld.gov.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
<p>RG – Council would exhibit this year as it would be a component of Council’s sponsorship package for the event.</p> <p>If Council were not a sponsor for the event, I would suggest that Council would most likely be a paying exhibitor, considering the community benefit of supporting events such as this. (Please note that this decision would be subject to a Council resolution at a General Meeting.)</p>	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250, is this reasonable? Indicate what you consider to be a reasonable fee.</i>	
<p>RG –I think this is a reasonable fee considering the expenses required to arrange a professional event such as this. It is cheap advertising for local businesses. (This is a personal opinion and doesn’t necessarily reflect the opinion of Council.)</p> <p>POST INTERVIEW NOTE: 2014 the exhibition price was \$400. Previous to this it was \$250.</p>	
<i>If the event were free would this entice your business to attend? Or do you think it would encourage local business to be involved?</i>	
<p>RG – I believe that Council would attend regardless of the attendance fee, as Council would see this as a significant community event that requires support. (Please note that this decision would be subject to a Council resolution at a General Meeting.)</p>	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, promote a career pathway, etc)</i>	
RG –It is a good opportunity to promote Council’s career paths to school leavers (and mature-age	

job seekers).
<i>Would you consider sponsoring the event? Previously sponsorship packages have ranged between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>RG – This decision would be dependent on the outcome of a Council resolution at the General Meeting.</p> <p>Council initially supported the events in 2012 and 2013, to the value of approximately \$7,500 pa. Subsequent to the first two events the BEST Committee requested \$7,000 pa for the 2014, 2015 and 2016 events. Council resolved to support the 2014 and 2015 events; however, would not support the 2016 event as the incumbent Council did not want to bind the future Council to an agreement (Local Government elections will take place in March 2016).</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
<p>RG – Considering the current market conditions I believe that it is easier for Council to recruit and retain suitable staff , as opposed to 2-3 years ago. (This is a personal opinion and doesn't necessarily reflect the opinion of Council.)</p>
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of these this research project. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration and/or workplace tour. What are your thoughts on this concept?</i>
<p>RG – Council has indicated that they would support a field trip style event if the business community failed to support the traditional trade-show style event. Council suggested that the field-trip event should not be considered until the market assessment has been completed, in order to gauge the support of the business community for the trade-show concept.</p> <p>Council said that the field-trip concept would exclude mature-age job seekers from the event and that school students wouldn't be exposed to a broad range of career paths that the trade-show event offers. For those reasons, Council suggested that alternative trade-show concepts should be considered (such as running the event every second year) before implementing the field-trip event.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
<p>BK - Council has training needs across a large area of disciplines – it is difficult to select a few. Council owns airports, saleyards, libraries, plant and many other buildings and grounds – associated training is required to look after all of these. Also office based training is required such as customer service, computer programs, etc.</p>
<i>Are your staff currently trained locally? If not, why?</i>
<p>BK - We try to train employees in Roma, however sometimes it is not viable. Often a trainer is brought out if there are enough employees requiring the training to make it viable – generally a group of 7 people are required. Otherwise it is more cost effective to send the employee away to</p>

undertake the training. Some in-house training is also delivered and this can be done locally or between different offices in the Maranoa region.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
BK - Yes, we would try to support local if the courses were available here.
<i>Do you have any other comments?</i>
<p>BK – Would advise the committee to consider the target market for the event and focus on their needs. Last years event was open to the public and schools, yet felt that the exhibitors were mainly focused on the school leavers. This year it may be better to focus on recruitment due to the number of people who are in need of employment due to the recent decline of CSG activity. Suggest getting in touch with the local employment agencies to find out the skill set of the people who are looking for work and try to bring in the businesses requiring these skills.</p> <p>Employment Expo works well when there are tangible takeaways for people – businesses accepting resumes or employment agencies signing people up on the day.</p> <p>Believe that the current Expo format (trade show) works well for school students – it gives a broad overview of businesses in the areas and good attendance from training organisations.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Origin Energy
Contact person	Alistair Brown
Method of contact	Phone 0467 767 661
Time of contact	22/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
I would put it up for consideration. (Maybe)	
<i>If have not previously exhibited, why is this?</i>	
Last year did not exhibit as there were no local positions to communicate and staff resourcing was an issue for the day.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
<p>Too expensive. Understand that the organising committee needs to cover the event expenses.</p> <p>If a business is looking for employees or if they were to experience a return on their investment then the cost would be worthwhile. If a business already has much interest in their job vacancies using their current methods of advertising then there may not be any gain for them by going to the expo.</p> <p>Would suggest looking at the cost of advertising in the local paper and use this a base cost for an expo booth.</p>	
<i>If the event were free would this entice your business to attend?</i>	
<p>Yes. Suggest having a nominal fee to cover costs. Could subsidise local businesses. A low fee or no fee wouldn't restrict any businesses financially.</p> <p>If it is a Council driven event and there is a low fee or no fee, it shows that Council is taking the current situation very seriously – it would make it easy for job seekers if there were many different employers in the one location.</p>	

<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>
<p>Good to have a presence even if don't have jobs available it is good to educate the jobseekers where to go to look for Origin jobs.</p> <p>Have recently started a weekly national job listing email that general public can sign up to, it is called Join us.</p> <p>Origin would also attend to be seen as an employer of choice.</p>
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>Would need to have a sponsorship request processed, however doubtful that it would be successful as there is a limited budget each year for community sponsorships and generally they are granted to groups and organisations that are most in need.</p> <p>I would advise that the committee move away from the corporate style sponsorship packages and make it more of a grass roots event. This would allow all participants to feel that they are on equal playing field.</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Recruitment isn't an issue however it is difficult to find local people with necessary skills for some of the technical roles. These are not the sort of roles that we can wait until a suitably skilled person comes along or can't take the time to upskill. Origin is very supportive of getting locally based staff. From the business perspective it costs an additional \$90,000 to keep on a FIFO worker than a locally based employee.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour. What are your thoughts on this concept?</i>
Origin has sponsored a Regional Learning Centre at Miles - it is expected that a Try a Trade program will start and students will receive training in the Regional Learning Centre. Would be good to take students through this facility but too far from Roma.
<i>Do you have any workforce training needs? If so, what areas?</i>
WHS, First Aid, 4WD Driver training, fire warden training and other operational training for field staff.
<i>Are your staff currently trained locally? If not, why?</i>

First aid, dependent on numbers. Origin has recently built the Regional Learning Centre – a centralised training facility for Origin internal staff members – this is in Miles and will provide training to all staff members in the region.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Would depend on supply and demand. Generally the Regional Learning Centre is where Origin staff go to be trained, however if there was a large group in Roma who needed training would consider a local arrangement.
<i>Do you have any other comments?</i>
<p>Make sure that there is no double up from the STEM School program.</p> <p>Suggest that each business who hosts a site tour address: job availability, training requirements and ways for students to explore their interest in the profession.</p> <p>Origin's Green Hands program may be useful to promote as part of the expo – the program takes people with professional backgrounds and trains them to be well site operators.</p> <p>Requested a proposal regarding the expo when committee decides on format for the event – this will allow the correct approvals to be sought.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Roma Glass and Aluminium
Contact person	Hillary Turner
Method of contact	Phone/email - assist@romaglass.com.au
Time of contact	19/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
n/a	
<i>If have not previously exhibited, why is this?</i>	
Fee was too expensive.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
\$150	
<i>If the event were free would this entice your business to attend?</i>	
Yes.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
To exhibit our organisation as a valid career path into the construction industry through apprenticeships and retailing.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
Yes	

<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>We have encouraged workplace tours organised by the Roma State College in the past.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>Glazier Apprentice</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>No, not offered at local TAFE</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes.</p>
<p><i>Do you have any other comments?</i></p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Santos GLNG
Contact person	Camille Johnson
Method of contact	Phone
Time of contact	12/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes. Have sponsored each Expo.	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would be involved again in some way. Would like to see more participation from local businesses.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Yes, though do not believe \$400 is a reasonable fee for a stall holder if a local small business. Though if the business is recruiting attendance at the Expo would be valuable and a higher cost could be justified.	
<i>If the event were free would this entice your business to attend?</i>	
No, I think businesses need to contribute something to ensure there is a perceived value for attendance. If businesses see attending the Expo as a valuable activity they will make the effort to be there no matter the cost.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
To be recognised locally as an employer of choice and to educate school students about the GLNG Project. The 2014 event was combined with an ATSI Employment Session that we sponsored, this was an important event as it allowed us to undertake Aboriginal Engagement, which a key initiative of our Social Impact Management Plan.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	

Yes, Santos GLNG would participate as a sponsor, however would need to ensure that the sponsorship package is value for money. If was recruiting it would be a good method and money well spent
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Recruitment is not an issue for Santos GLNG. Generally suitably qualified candidates can be attracted locally; however some specialised technical roles are difficult to recruit locally. It is important for universities / training institutions and local business to be present at the Expo for this reason – to allow local students to see the local opportunities that are available and then find out the training they require to be a suitable applicant.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
<p>We would be keen to see the Expo take a different format.</p> <p>There are some areas that the current Expo does not cover which would be useful to deliver:</p> <ul style="list-style-type: none"> • Practical workshops for school leavers – resume writing, interview techniques, a realistic look at what a job might involve for a school leaver (eg, you might be sweeping the floor or doing photocopying). • Give jobseekers a realistic understanding of local industries and job opportunities. <p>The ATSI Employment session worked really well in 2014, perhaps a format like this would be good for all students.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
<p>Yes ongoing training needs –first aid and driver training – for new starters and refreshers.</p> <p>Other than these not a great deal of needs that can be delivered locally.</p>
<i>Are your staff currently trained locally? If not, why?</i>
First aid and driver training are delivered locally.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
<p>Yes, however it would depend on whether training be delivered onsite or offsite and the cost. Obviously the local training cost would need to be cheaper than paying for training and travel.</p>
<i>Do you have any other comments?</i>
As a vendor, I believe schools need to improve their ownership over the expo and preparation of

students. On the same note, students need to seek value themselves (ask questions rather than collecting merchandise).

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Senex Energy
Contact person	Allan Waldron
Method of contact	Phone/email - allan.waldron@senexenergy.com.au
Time of contact	21/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
n/a	
<i>If have not previously exhibited, why is this? Would you consider being involved in 2015?</i>	
No, however we would like to be contacted about activities in 2016 as Senex will have more of a presence in the Roma area then.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
-	
<i>If the event were free would this entice your business to attend?</i>	
-	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
-	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
-	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
-	

<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour.</i></p> <p><i>What are your thoughts on this concept? Do you have any other ideas?</i></p>
-
<p><i>Does your business have any workforce training needs for local staff? If so, what areas?</i></p>
-
<p><i>Are your staff currently trained in the Roma area? If not, why?</i></p>
-
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
-
<p><i>Do you have any other comments?</i></p>
-

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	South West Hospital and Health Service – Workforce Development Unit
Contact person	Elyse Anderson, Workforce Development Unit
Method of contact	Phone and email - elyse.absolon@health.qld.gov.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes. The SWHHS encourages students to complete their placements in our health service.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you could consider a reasonable fee.</i>	
Being invoiced a fee for the event is reasonable, however with a tight budget we would not be able to exceed approx \$250.	
<i>If the event were free would this entice your business to attend?</i>	
Yes.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, education on available career paths, etc)</i>	
Promoting working within our health service, including student placements for nursing and medical staff and recruitment into the graduate nurse program upon completion of university.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No, budget constraints would not allow for this.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

Recruitment is not an issue.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of this research project. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration/workplace tour. What are your thoughts on this concept?</i>
For privacy reasons, the areas students could be shown in the hospital would be limited and therefore may not be beneficial to attend/have tour of this workplace. If students are genuinely interested in certain pathways, eg, physio, dental, midwifery, etc, we could definitely organise a session (1-2 hours) in our training room, where various presenters come and talk to the group and discuss their role/answer questions.
<i>Do you have any workforce training needs? If so, what areas?</i>
Many various training needs.
<i>Are your staff currently trained locally? If not, why?</i>
Mostly yes.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Yes, already do.
<i>Do you have any other comments or ideas?</i>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	TAFE QLD South West
Contact person	Tammy Minchell, Promotions Officer, and Fiona Flanders, Hospitality Teacher (Roma based)
Method of contact	Phone 0439 035 442
Time of contact	12 June 2015
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes, TAFE has been an exhibitor and also had demonstrations (knife skills, coffee making).	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would need to seek appropriate approvals but would imagine that TAFE would be involved again.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Yes, would expect to pay a fee. \$400 fee of previous year sounds reasonable. TAFE has recently been getting sites at shopping centres and they are more expensive than this.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, though TAFE would be willing to pay for a site, perhaps offer the free sites to local businesses, services you are trying to attract or those who are unable to pay the fee but want to attend.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Not recruitment for TAFE employees. Would be to promote training courses that are offered in Roma and online.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
Would need to seek approval, however would recommend.	

<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Not an issue.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
Good idea. When students see where they could be working it inspires them, gives them something to work toward. Would imagine that we would be able to take the students on a tour of TAFE – will need to get approvals.
<i>Do you have any workforce training needs? If so, what areas?</i>
Various, unsure of details.
<i>Are your staff currently trained locally? If not, why?</i>
Some, wherever possible
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
I would imagine so.
<i>Do you have any other comments?</i>
Fiona Flanders: The ATSI Employment session went well in 2014, would like to see more of this in 2015. It was hands on, we engaged a local chef, good facilitation by the Titans and the kids really got a lot from it. Students were very interested in the knife skills sessions. Transporting kids around could be a good alternative for this year. Businesses could provide morning tea to save the Expo the cost.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Western Star / APN
Contact person	Karin-ane King
Method of contact	Phone 4980 0820 / 0427 031 774
Time of contact	22/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes. The link with the community is important – provides indirect benefits.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
Fees were waived as part of the in kind sponsorship package.	
Most exhibitions that have a similar professional set up cost around that amount to cover the expenses.	
<i>If the event were free would this entice your business to attend?</i>	
Not of concern to Western Star due to sponsorship arrangement.	
Would like to think that making the event free would entice more local businesses, however from previous experience in Roma it won't matter. The businesses won't value the opportunity if it is free.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
To promote career pathways, recruitment, community engagement and to have a presence/keep the newspaper in front of mind with general public.	
Generally at these type of events we have ppl approach us to ask questions or provide information then they may have not come into the office. Often we find out stories this way.	

<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
Yes, in kind sponsorship.
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Yes, recruitment is an issue. We do prefer to recruit local people, however sometimes it isn't possible.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour. What are your thoughts on this concept?</i>
Yes, like the idea of the concept. Roma Western Star will take a group of students for an office tour and arrange a staff member to speak. Some businesses may be put off by this concept due to the risk of having non inducted/insured persons at their workplace, however legally a volunteer going into a workplace is responsible for themselves - should reassure businesses of this.
<i>Do you have any workforce training needs? If so, what areas?</i>
APN has their own training department and online training system – most training is in house via this method or mentoring by Senior Leaders. Managers did complete a Cert 4 in Sales Training recently. Previously have used TAFE to provide a WHS Risk Management course. Journalism is now a university course, though used to be a cadetship. Journalists do undertake training, workshops, etc, career development.
<i>Are your staff currently trained locally? If not, why?</i>
Generally not due to in house training.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Have used TAFE previously.

Do you have any other comments?

The biggest issue with the event is getting the schools and the small local businesses to value it. Believe that the people on the committee should have a vested interest in the moving forward of the event not just the same people who do it because it is good for the community. Do the schools have career advisers or guidance counsellors who could be involved?

Roma Western Star has a new Manager starting on the 13th of July, Claire Morris.

Aware that TAFE Roma has an uncertain future – concerned about this – is there a way the Expo can support or promote TAFE? If the Roma campus closes there will be a lot of students from this region and western areas who will not be able to afford to go elsewhere to study. Also the Roma high schools have a close connection with TAFE – the closure of the campus would disrupt the programs that are currently in place.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Woolworths
Contact person	Heath Till
Method of contact	phone
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, we had a positive experience last year. It was good to promote Woolworths employment opportunities and do something proactive in the community.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Didn't think the fee was \$400... \$250 or less more reasonable. Stall was good, venue good. In terms of return on investment, not sure how many people were employed but it got the word into the community that Woolworths was a major employer.	
<i>If the event were free would this entice your business to attend?</i>	
Yes! It is a cost to business to attend – staff member time, samples to give away, etc – any reduction in fee would be appreciated.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Recruitment.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No. No budget for this.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>It was an issue but not now due to the mining down turn. Currently have about 60 people per week enquiring about jobs.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>The trade show style event worked for us.</p> <p>Happy to take group of school students through. Already do this with the St Johns retail/commercial class.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>General customer service and knife skills for new starters.</p> <p>Food safety supervision - Manager training.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>In house training and online.</p> <p>Manager trained away</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>No need for the in house training.</p>
<p><i>Do you have any other comments?</i></p>
<p>No.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Vital Health
Contact person	Jean Benham
Method of contact	Phone
Time of contact	25/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would consider being involved again.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
It is reasonable to have to pay a fee to be involved as there would be costs related to running the event, however we need to consider whether our participation is good value for money. Our business doesn't make any money from being involved in the expo, students are not generally clients we can market our service to (their parents are), though we believe it is something we should be at to be seen to supporting the community and promoting career pathways. There are lots of costs associated with us attending the event, particularly the time of our professionals attending the event – it is important for the students/job seekers have the opportunity to speak with physiotherapists, dieticians, exercise physiologists, speech pathologists and occupational therapists.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, it would be a good incentive, as we will still have the aforementioned costs. It would be a good message to local businesses if Council or the MEE Organising Committee could do this, it would show that we are both contributing to the event.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
We take a philanthropic approach to the Employment Expo, we are not able to employ school leavers in our professional roles, however perhaps it will motivate them to study and one day	

come back to us. The study time for our professional roles vary from 4-6 years.
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>The sponsorship amounts are too expensive for us to consider. We would contribute to something if there was a valuable tangible return.</p> <p>Would like to see more in the community to recognise the supporters/exhibitors. I feel like the general community wouldn't know which businesses were involved in the expo.</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
<p>Yes, recruitment is an issue, however the situation has changed a lot in the past 6 months, was much worse during the time the CSG industry was in full swing due to the wage expectations and competition with mining companies who hire onsite allied health professionals. There is much more interest in our job vacancies now, we are getting 3 or 4 good applicants for long term clinical positions rather than waiting for 2 years to find someone who is keen for a long term position. Liveability has been a huge issue with attracting clinicians.</p> <p>We have had to be flexible with working rosters (FIFO) and also provide accommodation support.</p> <p>We are rarely able to recruit clinicians locally due to the level of expertise and training.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>Thought the panel discussion in the ATSI Employment Session in 2014 was excellent! This worked particularly well with the health/wellbeing panel – there was Preston Cambell from sport, Fiona Flanders with cooking and sport, Mahinda head Chef from BC's, myself from allied health and Leah Wyman from Aboriginal health. Suggest doing this again, breaking students into groups of industries that they are interested in, doing some workplace tours/activities and a panel discussion then bring the whole group together for the generic discussion. Suggest 3 or 4 panellists with very different angles, need them to be informed about the study that students would need to do to achieve this career or have the TAFE/Uni contacts available to provide info. Last year some of the organisers had questions ready to go in order to start the discussion, it didn't take long for the students to join in.</p> <p>Suggest negotiating with the schools to see if they want to make it compulsory or give students the choice.</p> <p>Interaction seems to be the key to make an impact with teenagers. The Fireys, police, ambulance or army would another good session option for students to sign up to they would be able to have some fun interactive activities.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
<p>High level technology training – excel, one drive, etc.</p> <p>First aid</p>

<p>Defensive driving for country areas Industry specific training/upskilling.</p> <p>There is also a need for basic standards to be delivered as training for local business/industry – even if they are one off courses or held every 6 months. An example is a training course on the basic standards of cleaning, so local cleaning businesses could put their staff through the training and we could put our staff through so they understood the cleaning standards for working in the health industry. Another example is business ethics, a general training that any professional could go along to.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>Staff go away for industry specific training, sometimes we bring out trainers depending on how many staff need to do the training – choose the most cost effective option. First aid has been something we have done locally – hopefully it will continue to be offered locally. Sometimes staff members go away for training because it fits in with their personal needs (eg, want to go to Brisbane for the weekend anyway, so they book in for training in Brisbane on the Friday or Monday).</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes. If skills can be built locally then people will stay local. It gives them the opportunity to upskill and progress their careers without having to go to the cities Need to make sure that training currently provided locally stays even with the decline of the CSG industry – particularly first aid and driver training.</p>
<p><i>Do you have any other comments?</i></p>
<p>The 2014 Expo was much more interactive, a better experience for us and presumably for attendees. The ATSI Employment Session was excellent, very well run, very inclusive of service providers for that demographic. A very good exercise to create linkages and relationships between service providers, local business, teachers and parents – was excited to be part of the organising committee.</p> <p>The teachers and parents really need to be more involved, students would have taken away a lot from that day, however without the follow up at school and at home I am uncertain as to how far they would have progressed.</p> <p>I observed that the students go with a variety of intents on the day, unfortunately some are not related to learning more about their future career.</p> <p>It is important for this event or something similar to continue – local business needs it!</p> <p>It is important to try to keep the TAFE operational in our area as it services not only Roma but the western areas as well. Though TAFE needs to be proactive - engage with local businesses - phone business owners to find out what they want/need and then respond. Would be good to see some specific training catering to business needs on a local level.</p>

-END-



OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 10 February 2021

Item Number: 13.11

File Number: D21/11121

SUBJECT HEADING: Maranoa Employment Expo

Classification: Open Access

Officer's Title: Regional Events Attraction / Local Development

Executive Summary:

The BEST 'Bringing Employers and Schools Together' Group – a collaboration between Government departments, private employers and community organisations, is coordinating the 2021 Maranoa Employment Expo and Council's support has been requested.

The 2021 Maranoa Employment Expo will consist of a free one-day exhibition to be held at Bassett Park on Wednesday, 19 May 2021. The Expo will incorporate a variety of exhibitors showcasing a range of opportunities for training and employment in the region. Exhibitors will include local businesses and industries, as well as universities and the Australian Defence Force.

It is requested that fees for Bassett Park be waived and Council consider sponsoring the event as an exhibitor.

It is recommended that Council supports the 2021 Maranoa Employment Expo via in-kind assistance, sponsorship and support in planning the event as a committee member.

Officer's Recommendation:

That Council:

1. Waive the fees associated with the hire of Bassett Park facility for the Maranoa Employment Expo to be held on Wednesday, 19 May 2021.
2. Assist with setting-up and packing-down tables and chairs for the event.
3. Request Council be a Gold Sponsor for the event and host an interactive and engaging exhibition at the Maranoa Employment Expo.
4. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Major) budget GL 2887.2248.2001
5. Allocate the cost of sponsorship to the Roma LDO budget WO 14825.2539.2001

Individuals or Organisations to which the report applies:

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

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



- The BEST Group
- Local Businesses
- Schools across the region
- Universities
- Australia Defense Force

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
BEST	Bringing Employers and Schools Together

Context:

Why is the matter coming before Council?

The Maranoa Employment Expo is an initiative of the BEST 'Bringing Employers & Schools Together' Group – a collaboration between Government departments, private employers and community organisations.

The BEST Group was formed in 2012 and through the Maranoa Employment Expo, aims to:

- Build cooperative, productive relationships between schools and industries / business.
- Increase knowledge of careers and career pathways including an understanding of workplace expectations and culture.
- Collaborate with industry, schools and stakeholders to identify, develop and promote career pathways and local employment opportunities and projects.
- Provide learning and workplace-relevant skills development opportunities.

The Maranoa Employment Expo has since taken place annually between 2012 to 2015.

Current committee members of The Best Group include representatives from:

- Golden West Apprenticeships
- Origin
- Santos
- TAFE
- Department of Small Business and Training (DESBT)
- CUC Maranoa
- Roma State College
- St Johns School
- Maranoa Regional Council

In 2021, the Maranoa Employment Expo will consist of a one-day exhibition free to all attendees.



Targeted at students from years 10 to 12 as well as mature aged job seekers, it is anticipated the 2021 Maranoa Employment Expo will see over 500 participants from around the region attend.

To be held at Bassett Park in the Wool Hall / Marquee area and adjoining grassed area, the Expo will incorporate a variety of exhibitors showcasing a range of opportunities for training and employment in the region. Exhibitors will include local businesses and industries, as well as universities and the Australian Defence Force.

Exhibitors are welcomed to:

- Provide working displays of equipment and products.
- Offer giveaways, competitions and sample bags to students and jobseekers.

At the time of the report, prospect exhibitors have been provided tiered sponsorship options which is as follows:

- Gold Sponsors \$750
 - Provided 6m x 3m space with tables and chairs
 - Opportunity for presentation (10min) during each session
 - Opportunity to offer 'hands on' activity
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Silver Sponsorship \$500
 - Provided 6m x 3m space with tables and chairs
 - Opportunity to offer 'hands on' activity
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Bronze Sponsorship \$250
 - Provided 3m x 3m space with tables and chairs
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Exhibitor Only \$100
 - Provided 3m x 3m space with tables and chairs

Exhibitors will set up on Tuesday, 18 May and pack down on Thursday 20, May 2021 with exhibition to run all-day on Wednesday, 19 May 2021.

Students will be transported to Bassett Park in groups during scheduled intervals to allow attendees maximum exposure and access to exhibitors; with an allocated timeframe also scheduled for mature aged job seekers to attend.

Further details are yet to be determined as planning is still in progress.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)



Council initially supported previous Maranoa Employment Expo's in 2012 and 2013, to the value of approximately \$7500 pa. At the time of this report, evidence to support Council's contribution in 2012 could be not be verified, however, in 2013, The BEST Group, received a Community Grant for \$7506 for the Expo which was acquitted. The funds were allocated to:

- Booth Hire – Corporate AV,
- Advertising, and
- An Event Coordinator.

Subsequent to the first two events, the BEST committee requested \$7000 pa for the 2014, 2015 and 2016 events. Council resolved to support the 2014 and 2015 events; however, would not support the 2016 event as the incumbent Council did not want to bind the future Council to an agreement.

Resolution No. GM/12.2013/13

Moved Cr Flynn

Seconded Cr O'Neil

That Council approve financial support for the Maranoa Employment Expo totalling \$14,000 (\$7,000 per year for two years).

The Employment Expo did not go ahead in 2016 and has not been progressed until 2021.

A 2015 Market Analysis Report was produced to determine the interest of local businesses in participating in the Maranoa Employment Expo in 2015. Fifteen (15) local businesses and businesses operating in the Maranoa region agreed to participate in the market analysis exercise. In summary, the sampled businesses exhibited support for the Maranoa Employment Expo and associated career focused activities. There was a theme of positivity through the feedback regarding the community benefit from continuing the event. Concern was shown, however, regarding the price of exhibitor fee's and several businesses noted they would not be interested in participating in an event focused on recruitment due to the economic climate and decrease in workforce numbers at the time the 2015 Market Analysis Report was generated.

The feedback and survey results are being taken into consideration by The BEST Group in planning for the 2021 Maranoa Employment Expo.

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)



Council's Community Grants & Non Financial Assistance Policy has the following guidelines regarding eligible community groups or organisations and activities:

4.1 Who is eligible?

Registered not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program.

Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region.

Eligible Applicants need to meet one (1) of the following eligibility criteria:

- *Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or*
- *Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or*
- *Registered not-for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or*
- *Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations.*

4.3 What is eligible?

Projects, activities and/or event that meet at least one of these grant categories:

- *Community Development*
- *Community Events*
- *Culture & Heritage*
- *Sport & Recreation*
- *Environment*
- *Economic Development*

Eligible activities and events will include, but are not restricted to:

- *One off events and activities*



- Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region
- Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities
- Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region
- Building and development application//inspections and/or water sewerage and gas connection fee waiver.

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)

Noela Ward, Organisational Development and Human Resources Manager has been consulted regarding a Council site at the 2021 Maranoa Employment Expo. Noela was very supportive of the event and the opportunity to showcase the depth of opportunities and career pathways Council offers. Noela expressed, however, that a whole of council approach should be taken i.e., each Council Department needs to be actively involved in delivering Council's exhibition as an interactive and engaging display.

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Council will lose income of \$1248 from the hire of Bassett Park Wool Hall and Marquee over the three days.

The costs associated with set-up assistance is \$250.

Gold Sponsorship is a cost of \$750.

Total costs to council are as below:

GL 2887.2248.2001	
Bassett Park Hire	1248.00
Set-up/Pack-down	250.00
WO 14825.2539.2001	



Gold Sponsorship	750.00
TOTAL	\$2248.00

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Internal Departments of Council who are yet to be consulted, may have their operational plans impacted in order to accommodate a whole of council approach and interactive display at the Expo.

Additionally, there is a high expectation of key stakeholders in The BEST Group that Council be strongly engaged in the Expo planning and implementation.

Risks:

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

Risk	Description of likelihood & consequences
Council not supporting the Expo	Without continued support from Maranoa Regional Council, the future of this event may be at risk.

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 supports the 2021 Maranoa Employment Expo via in-kind assistance, sponsorship and support in planning the event as a committee member.

Recommendation:

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

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

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

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

That Council:

1. Waive the fees associated with the hire of Bassett Park facility for the Maranoa Employment Expo to be held on Wednesday, 19 May 2021.
2. Assist with setting-up and packing-down tables and chairs for the event.



3. Request Council be a Gold Sponsor for the event and host an interactive and engaging exhibition at the Maranoa Employment Expo.
4. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Major) budget GL 2887.2248.2001
5. Allocate the cost of sponsorship to the Roma LDO budget WO 14825.2539.2001

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

1	Maranoa Employment Expo 2021 - Letter of Request from The BEST Group	D21/11701
2	Maranoa Employment Expo 2021 - Sponsorship Expression of Interest	D21/11706
3	Maranoa Employment Expo - 2015 Market Research Report	D21/11708
4	Community Grant round 2 2012/13 Maranoa BEST Employment Expo	D13/12524
5	Community Grant Acquittal - Round 2 2012/2013 - Maranoa BEST (1/2)	D13/59011
6	Maranoa BEST Committee - Request for Financial Support (including budget and letters of support) - Maranoa Employment Expo (20 Nov 2013)	D13/58776

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 2 September 2021

Item Number: L.6

File Number: D21/71591

SUBJECT HEADING: Letter of Support and In-Kind request - Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc. are applying for grant funding to host a Creative Women's Mobile Studio and Digital Workshop Tour in 2022. They have requested a letter of support from Council to accompany their grant funding applications. They have also requested in-kind support through the provision of a venue to hold the workshops.

Officer's Recommendation:

That Council:

1. Endorse a letter of support from the Mayor on behalf of Council to Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.
2. Agree to provide the Ernest Brock Room for one day at no charge as in-kind support.

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).

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.

Acronyms:

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

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

Acronym	Description
MARACCAS	Mobile Active Recreation and Creative Community Artspace Inc.

Context:

Why is the matter coming before Council?

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc. are applying for grant funding to host a Creative Women's Mobile Studio and Digital Workshop Tour in 2022. They have requested a letter of support from Council to accompany their grant funding applications. They have also requested in-kind support through the provision of a venue to hold the workshops.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc. are applying for grants to run digital marketing workshops plus filming of digital content for local creative women's enterprises.

The funding would allow a workshop to be run for 25 participants and also a day's filming to produce digital content for social media marketing to be used by local creative women's enterprises in the Maranoa.

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

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

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)

N/A

Funding Bodies:

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

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc. is applying for grants through various funding bodies.

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 commercial daily rate for the hire of the Ernest Brock Room is \$301.

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)

Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.

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
If letter of support is not provided	Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc. may have a weaker application.

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 letter of support from the Mayor on behalf of Council to MARACCAS Inc. for their grant application to host a Creative Women's Mobile Studio and Digital Workshop Tour in 2022 and agree to provide the Ernest Brock Room as in-kind support.

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 a letter of support from the Mayor on behalf of Council to Mobile Active Recreation and Creative Community Artspace (MARACCAS) Inc.
2. Agree to provide the Ernest Brock Room for one day at no charge as in-kind support.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.3 Local business

Supporting Documentation:

- | | | | |
|---|-------------------|--|-----------|
| 1 | ↓ | MARACCAS Tour 2022 Letter of Support request_Creative Women's Mobile Studio and Digital Workshop Tour 2022 | D21/71588 |
| 2 | ↓ | MARACCAS Tour 2022 Proposal | D21/71590 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Joanna Weinert

From: charles shewring <charlesmaxwellshewring@gmail.com>
Sent: Wednesday, 1 September 2021 3:44 PM
To: Joanna Weinert
Subject: CM: Re: Possible creative womens mobile studio and digital workshop tour 2022

Follow Up Flag: Follow up
Flag Status: Flagged

Record Number: D21/71447

Joanna
Hi from Charles

No there would not be any impost on council in regards to participant numbers. Maracas will manage any shortfall in numbers.

And our hope was that Council would be able to donate use of a venue in-kind to assist the project operating in the Maranoa.

Currently David Littleproud is supporting the proposal with a Letter of Support as we apply for funding such as via Arrow Energy, Regional ARTs Fund and Budget Direct.

We'd love a letter of support from council (& i've penned a sample below as an example).

If council has a grant mechanism such as RADF - we can look at applying for modest financial support - however, the intention is not to call on Council funds rather just the in-kind support with a venue and potential promotion into your local networks once the tour and dates are confirmed.

Thanks

Sample

MRC supports community activities in the region and is committed to the development of our people, their community and the local economy.

Therefore, we are pleased to support applications for funding such as via MARCCAS who are proposing to run digital marketing workshops plus filming of digital content for local creative women's enterprises.

Proactive programs which help members of our community to develop their skills, abilities and potential to increase their online business presence are very welcome and we look forward to the proposed 2022 to our area.

(Council will make the ***** available at Roma as scheduling permits to support participation in the workshops and associated filming via the Maraccas Mobile Studio)

Yours etc

On Wed, 1 Sept 2021 at 12:09, Joanna Weinert <Joanna.Weinert@maranoa.qld.gov.au> wrote:

Good afternoon Charles

Thank you for your email. This sounds like an exciting project. I just have a couple of questions regarding your email & the workshop proposal.

- If we don't get 25 participants for the workshop will Council be liable for making up the difference in income?
- Are you able to clarify/further explain exactly what support it is that will you require from Council – in order for your request to be considered by Council we will require a **clear indication of the cash and in kind support required from Council** to host one of these workshops.

Due to the size of the workshops I don't believe the Library would be a suitable venue however Council do have a number of other facilities that could be considered if we were to offer support.

At present we are currently without an *Arts & Culture - Specialist* and a *Local Development Officer for Roma*. The good news is that we will have a new LDO starting in Roma on the 13th September and I would look at discussing your inquiry further with them when they come on board.

I look forward to hearing from you.

Kind regards

Joanna



Joanna Weinert

Lead Librarian
Libraries, Arts & Culture


P: 1300 007 662

D: (07) 4626 5136 • M: 0437 998 258

Email: Joanna.Weinert@maranoa.qld.gov.au

Postal Address: PO Box 620, Roma, QLD 4455





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From: Roma Library
Sent: Wednesday, 1 September 2021 9:39 AM
To: Joanna Weinert <Joanna.Weinert@maranoa.qld.gov.au>
Subject: FW: Possible creative womens mobile studio and digital workshop tour 2022

Roma Library
Roma Library,
Roma Library

D: (07) 4624 0301 M: (07) 4624 0305

From: charles shewring <charlesmaxwellshewring@gmail.com>
Sent: Monday, 30 August 2021 3:34 PM
To: Roma Library <Roma.Library@maranoa.qld.gov.au>; MARACCAS Multicultural Environmental Arts NGO <hello.maraccas@gmail.com>
Subject: Possible creative womens mobile studio and digital workshop tour 2022

Hi from Charles

MARACAS is looking at potential tours through Western Queensland with our Mobile Art/Film Studio during 2022. The intention is to run digital workshops for women and undertake associated filming/video to create digital content for their creative enterprises.

So far the response by various organisations and councils has been positive and I write to enquire if Roma Council Libraries would like to be one of the venues - towards the end of January. Workshops will be for approx 25 women and take up 4 hrs.

If interested please email back and we'll get in touch to firm up activities.

Thanks

ps. I've enclosed a basic tour outline FYI and also you may be able to assist us with an appropriate contact in council to see if they'd like to contribute and also utilise their networks to promote

the workshops.

Regards

--

Charles Shewring (Volunteer Treasurer) M: 0417 792 944
Mobile Active Recreation And Creative
Community Artspace (MARACCAS) Inc.
W: www.maraccas.org E: hello.maraccas@gmail.com

--

Charles Shewring | M. 0417 792 944

E: charlesmaxwellshewring@gmail.com

ATTENTION: This email and any attachments may be confidential, legally privileged and/or subject to copyright. If you are not the intended recipient, please maintain the confidentiality of this e-mail. If you have received this email in error, please notify me immediately and delete the email and all copies. I decline to guarantee that this email and any attachments are free from virus or other errors. I decline to be responsible for loss or damage resulting (either directly or indirectly) from any such virus or error. I will only be responsible for a change to a document if I made the changes personally. The content of and opinions expressed in either business or non-business emails are not necessarily mine.

THANK YOU. 🌱 Please consider the environment before printing this email



Mobile Active Recreation And Creative Community Art Space

MARACCAS Inc. ABN 60 923 546 456

109 Canopus St Coorparoo Q 4151
& 17 Royal Court Cooran Q 4569

0423 471 194 | 0417 792 944

E: hello.maraccas@gmail.com

W: www.maraccas.org

Proposal

To stage a series of events/workshops and filming in Regional, Rural and Remote Areas of Queensland including in the Surat, Bowen and Galilee Basin areas in 2022. That includes townships such as Roma, Charleville, Barcaldine, Longreach, Winton and Charters Towers.

The workshops and sessions delivered by Maraccas facilitator Lillian Adele and will focus on rural women and creatives. The workshops are designed to empower women in their creative businesses by providing digital marketing workshops, filming for their individual creative content re developing websites and social media as well as networking opportunities to promote their businesses.

The proposed 4 tours in 2022 with 3 workshops for 25 people each plus 3 days of filming associated with each tour are:

Dates	Details	Activities	Costs
Jan 14 – Jan 23 10 Days Chinchilla Miles Roma	3 Marketing Workshops 3 Days of Filming	Facilitation Travel (Fuel & Truck Hire) Accommodation Venue Hire x 3 Catering 25 x 3 x \$40 Filming x 3 Days Mobile Studio Hire	\$4,500 \$2,500 \$2,500 \$1,500 \$3,000 \$3,000 \$3,000
Sub-Total			\$20,000
June 26 – July 4 10 Days Barcaldine Blackall Chareville	3 Marketing Workshops 3 Days of Filming	Facilitation Travel (Fuel & Truck Hire) Accommodation Venue Hire x 3 Catering 25 x 3 x \$40 Filming x 3 Days Mobile Studio Hire	\$4,500 \$2,500 \$2,500 \$1,500 \$3,000 \$3,000 \$3,000
Sub-Total			\$20,000
Sept 20 – Sept 30 10 Days Emerald Longreach Winton	3 Marketing Workshops 3 Days of Filming	Facilitation Travel (Fuel & Truck Hire) Accommodation Venue Hire x 3 Catering 25 x 3 x \$40 Filming x 3 Days Mobile Studio Hire	\$ \$2,500 \$2,500 \$1,500 \$3,000 \$3,000 \$3,000
Sub Total			20,000
Dec 10 – Dec 20 10 Days	3 Marketing Workshops 3 Days of Filming	Facilitation Travel (Fuel & Truck Hire) Accommodation Venue Hire x 3	\$4,500 \$2,500 \$2,500 \$1,500



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Clermont Charters Towers Bowen		Catering 25 x 3 x \$40 Filming x 3 Days Mobile Studio Hire	\$3,000 \$3,000 \$3,000
Sub-Total			\$20,000
	40 days of touring 2022 12 Digital Marketing Workshops 300 Participants 12 Days of Filming 60 Participant Films for web content		
TOTAL			\$80,000

Potential Income:

Participants	75 x \$40 x 4	\$12,000
FRRR TTTT grant		\$32,000
Arrow Energy		\$ 3,000
LGA 's		\$ 6,000
MARACCAS	Donated Mobile Studio Hire	\$12,000
Sponsors		\$ 6,000
Grant? (Arts Qld - RAF – Drought Funds)		\$ 9,000
Total		\$80,000

Support

Sarah Henney – CFO Longreach
Rural Women Unite
Jondah Development Board
Barcoo Council
Longreach Council
Balcaldine Group
Leading Central West
Red Ridge

Maraccas will seek funding support to make the tour happen and once secured any additional support cash or in kind will be welcome. However, the plan is for the groups who are advertising to their members and communities – the idea is that it is conducted as affordably and conveniently as possible.

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 27 August 2021

Item Number: L.7

File Number: D21/70235

SUBJECT HEADING: Big Rig Observation Tower and Treewalk -
Approval of Multimedia Content

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

This report provides a summary of the Big Rig Observation Tower and Treewalk Multimedia Design for Council's endorsement.

Officer's Recommendation:

That Council receive, by way of update, the draft interpretive content developed for the Big Rig Observation Tower and Treewalk project, with a subsequent report to be bought to Council on the completion of the graphic design prior to the manufacture of interpretive material.

Individuals or Organisations to which the report applies:

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

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

Community members of the Bigger Big Rig Interpretive Design Development - Project Working Group as follows:

Representation	Recommended Member / Position
Historical (oil and gas) Representative	Mr Peter Keegan
Tourism Representative	Mr Charlie Eames, Visit Roma
Environmental Representative	Mrs Meryl Eddie, Boobook
Business Representative	Mr Cyril Peet, Commerce Roma
Indigenous Representative	Mr Tim Klaas, Mandandanji Limited
Historical Representative (Big Rig Site/Museum)	Mr Baden Waldron
Industry Representative	Mr Andrew Musgrave, GasFields Commission 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
---	---

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

Council resolved to establish a temporary Project Working Group for the Bigger Big Rig Interpretive Design Development at the Council meeting held 28 October 2020 (**Resolution No. OM/10.2020/89**). The terms of reference for the Working Group are such that the group cannot formally endorse concepts or designs on Council's behalf but can provide recommendations to Council for endorsement.

This report provides Council with an overview of the developed signage text for the Bigger Big Rig Multimedia Project for approval. Once approved, the signage will be graphically designed, including photographs and styling, after which Council will have the opportunity to review the graphic design before production of the signs commences.

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

(Succinct overview of the relevant facts, without interpretation)

Three meetings of the Project Working Group have been held throughout the development of the concept design. The Working Group has worked closely with the consultants to further develop the design submitted within the original tender. Members of the group are currently reviewing the text of the signage provided by the consultants, with a due date of 3 September 2021. Councillors will be advised of any specific comments ahead of any recommendation being resolved.

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)

Not applicable.

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)

Not applicable.

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

Members of the Bigger Big Rig Interpretive Design Development - Project Working Group have had input into the design process and are currently reviewing the wording provided by the consultants. No feedback has been provided by the Group at the time of writing this report. If any changes are received prior to the Ordinary Meeting, further advice will be provided 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)

This project is funded by the Building Our Regions and Outback Tourism Infrastructure Tourism Funds. The recommendation under consideration is not likely to have implications on the funding agreements.

This Financial Year's Budget:

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

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

Council has a contract with Xzibit Pty Ltd to deliver these works. The recommendation under consideration does not have impact on this financial year's budget.

Future Years' Budgets:

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

The recommendation under consideration does not have impact on this financial year's budget.

Impact on Other Individuals or Interested Parties:

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

The recommendation under consideration does not have impact on other individuals or interested parties.

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
Project Timelines	If Council do not approve the wording to proceed to graphic design, there will be a delay to the project timeline. Council Officer's can provide any comments to the consultants for consideration, and Council will be afforded a second opportunity to see the designed signage before manufacturing commences.

Advice to Council:

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

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

Council will be afforded a second opportunity to review the signage once the graphic design is complete. It is recommended that Council receive the text for graphic design, and any changes be provided to Council Officers for amendment with the consultants.

Recommendation:

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

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

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

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

That Council endorse the wording of the interpretive content developed for the Big Rig Observation Tower and Treewalk project for graphic design purposes, with a further report to be bought to Council once the graphic design has been completed.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

Supporting Documentation:

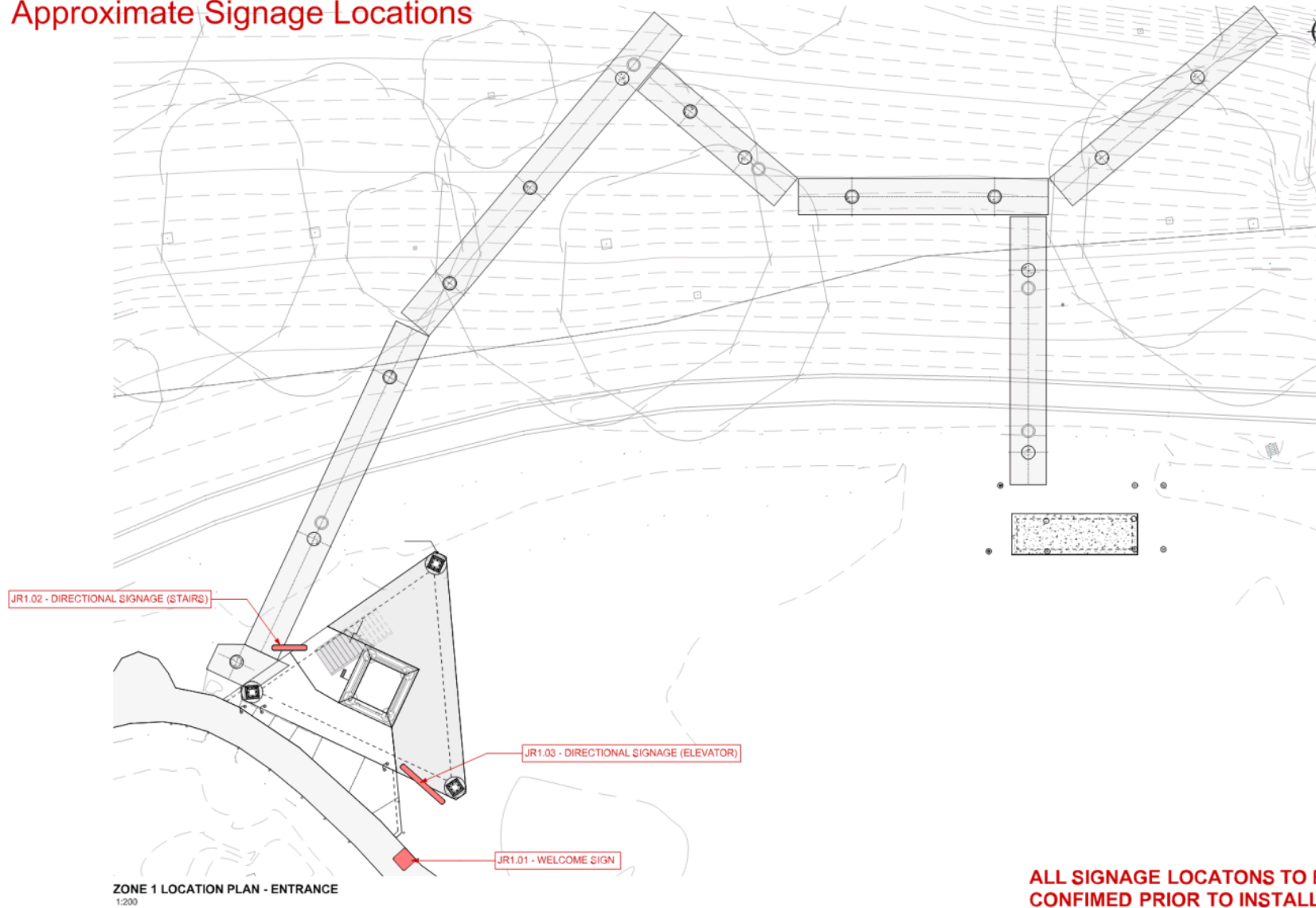
1	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 1 - Welcome Signage	D21/71937
2	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 2 - Elevator Experience	D21/71938
3	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 3 - Tower Stair Signage	D21/71939
4	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 4 - Top of Tower	D21/71940
5	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 5 - Treewalk Signage	D21/71941
6	Big Rig Observation Tower & Treewalk - Multimedia Design Files - Zone 6 - Safety Signage	D21/71942

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Zone 1 - Welcome Signage

Approximate Signage Locations



Welcome to the Tower and Treewalk

Choose your adventure...



*How will you
tackle the Tower?*

Take the stair climbing challenge and enjoy 15 levels of unique views or
Ride the elevator and join the Big Rig Crew.

Look up, down and all around—take in vistas previously reserved for roustabouts.

Don't worry about wearing your hardhat and leave your harness at home.

*Draft - Graphic
Design JR 101*

- The maximum number of occupants on the Big Rig Tower must not be more than 100.
- When using this structure you must wear shoes; no thongs, high heels or bare feet are permitted.
- When using the stairs: you must not run you must hold onto the handrail
- At no time should you lift children up to gain views or carry children when using the stairs.
- The primary viewing platforms provide glass balustrades for lower level viewing.
- The Big Rig Tower will be closed for access by staff during extreme weather events such as high winds, storms, or rain or when it is deemed appropriate during times of high fire danger in the local area.

Big Rig
TOWER

Draft - Graphic Design JR 103 A

Calling all worms, motormen and roughnecks

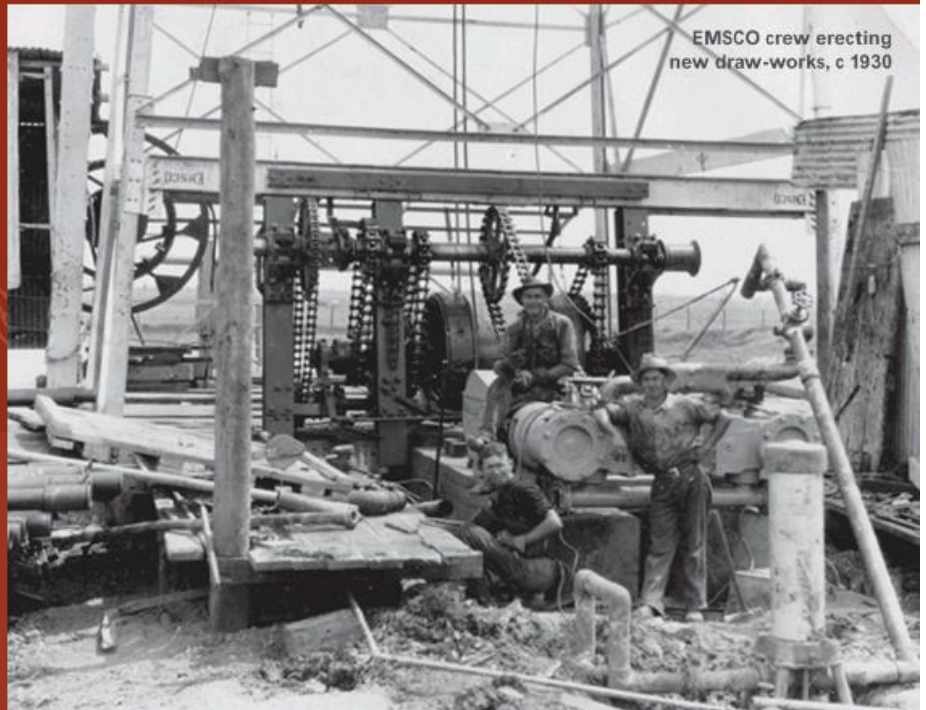
Your shift is about to start

Look sharp, the chief driller is on his way. He's a clock-watching, task-master and doesn't want any dilly-dallying on your 12 hour shift.

Already met the elevator crew?
Try climbing the stairs for
another perspective.

A crew had to be on the job every moment, to listen and to watch. The engine must have plenty of water and gas and oil, the pump must be working, and the mud-riven circulating... There were innumerable things that might go wrong, and some of them cost money, and some of them cost more money.

- Oil, Upton Sinclair



EMSCO crew erecting
new draw-works, c 1930



1683 ROMA – MASTER CONTENT

PROJECT CONTENT

Red = internal notes and instructions (not printed)

Highlighting = confirm information / finalise content

Zone 1 – Welcome Information

Zone(s)	1
Item	GR1.01A Welcome Pylon lettering
Content	<p>BIG RIG (all caps, smaller than tower?)</p> <p>TOWER</p> <p>(arrow)</p> <p>Note that we should aim for a consistent approach to titling the tower, treewalk, etc – e.g. photo opp GR3.01A lettering should be similar</p>

Zone(s)	1
Item	GR1.01B Welcome Pylon Panel
Content	<p>Welcome to the Tower and Treewalk</p> <p>Choose your adventure...</p> <p>How will you tackle the Tower?</p> <p>Take the stair climbing challenge and enjoy 15 levels of unique views or Ride the elevator and join the Big Rig Crew.</p> <p>Look up, down and all around—take in vistas previously reserved for roustabouts.</p> <p>Don't worry about wearing your hardhat and leave your harness at home.</p> <p>Include illustrations related to above content – maybe person with hardhat on stairs, spanner, chain</p> <p>Regulatory messaging (separated from the above please. Legible but smaller and placed in distinct/different area)</p> <ul style="list-style-type: none"> - The maximum number of occupants on the Big Rig Tower must not be more than 100. - When using this structure you must wear shoes; no thongs, high heels or bare feet are permitted. - When using the stairs: <ul style="list-style-type: none"> - you must not run - you must hold onto the handrail - At no time should you lift children up to gain views or carry children when using the stairs. <p>The primary viewing platforms provide glass balustrades for lower level viewing.</p> <ul style="list-style-type: none"> - The Big Rig Tower will be closed for access by staff during extreme weather events such as high winds, storms, or rain or when it is deemed appropriate during times of high fire danger in the local area.

Zone(s)	1
Item	GR1.02A Directional Pylon Panel (Stairs)
Content	<p>It's time to step up</p> <p>Take a breath, tie your boots and start the climb</p>



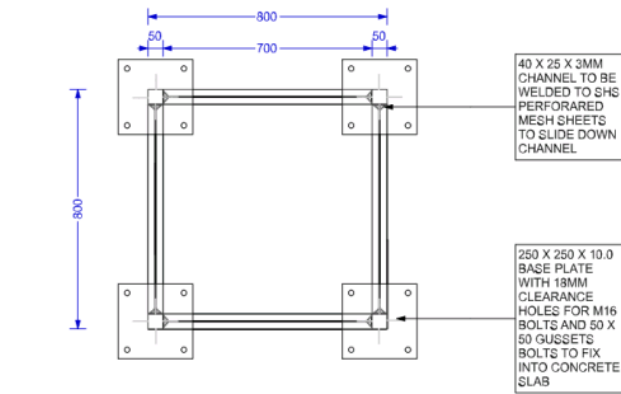
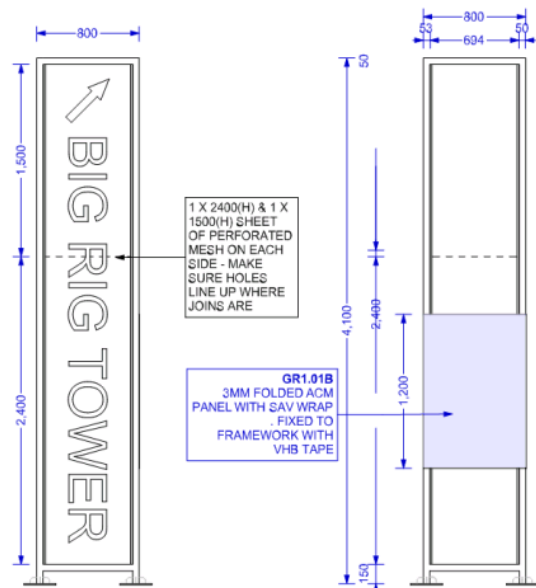
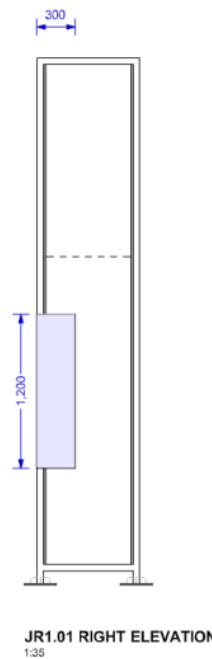
1683 ROMA – MASTER CONTENT

	<p>Enjoy the views as you travel with your crew. Hold the rails, watch your step and keep an eye on the younger roustabouts.</p> <p>Callout in quote font (move away from image):</p> <p>Don't miss the elevator ride during your visit. There's a crew waiting for you there too.</p> <p>Caption (near image):</p> <p>Acrobatic roustabouts and derrick construction team, c 1920s</p> <p>Image: 'smith 08' (acrobatic crew of men) MAKE LARGER (see style guide p 8)</p> <p>Possibly add illustration of rope to match style guide p 8 and refer to rigging work in image</p> <p>Do we need to include fire specific or other safety messaging re sign location on fire egress fencing area?</p>
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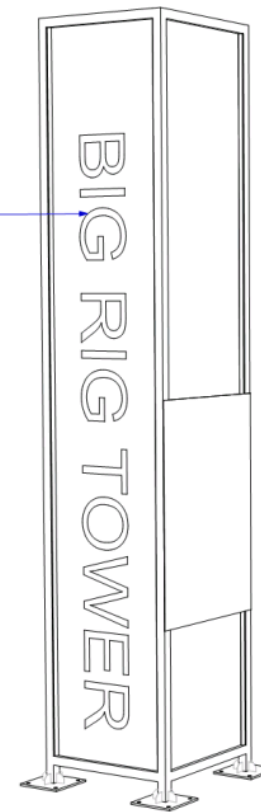
Zone(s)	1
Item	GR1.03A Directional Pylon Panel (Elevator)
Content	<p>Calling all worms, motormen and roughnecks</p> <p>Your shift is about to start</p> <p>Look sharp, the chief driller is on his way. He's a clock-watching, task-master and doesn't want any dilly-dallying on your 12 hour shift.</p> <p>Callout not in quote font but somehow distinct (different colour?):</p> <p>Already met the elevator crew? Try climbing the stairs for another perspective.</p> <p>Image: 'Martyn 063' (MAKE LARGE – see style guide p 8)</p> <p>Caption (near image):</p> <p>EMSCO crew erecting new draw-works, c 1930</p> <p>Possibly add illustration of chain (like one in image) to match style guide p 8</p> <p>Quote:</p> <p>'A crew had to be on the job every moment, to listen and to watch. The engine must have plenty of water and gas and oil; the pump must be working, and the mud-river circulating...There were innumerable things that might go wrong, and some of them cost money, and some of them cost more money.' -Oil, Upton Sinclair</p>

Zone(s)	1
Item	GR1.03B Directional Pylon Panel (Elevator)
Content	<p>Image: 'crew CH...' (crew sitting around rig)</p> <p>Quote:</p> <p>'Perched on top of the drilling-tools were young fellows in blue-jeans and khaki, giving abundant evidence that their last well had not been a dry hole, but had given its due yield of smeary treasures.' -Oil, Upton Sinclair</p> <p>possibly add illustration of wheels, chain, or valve re image</p>

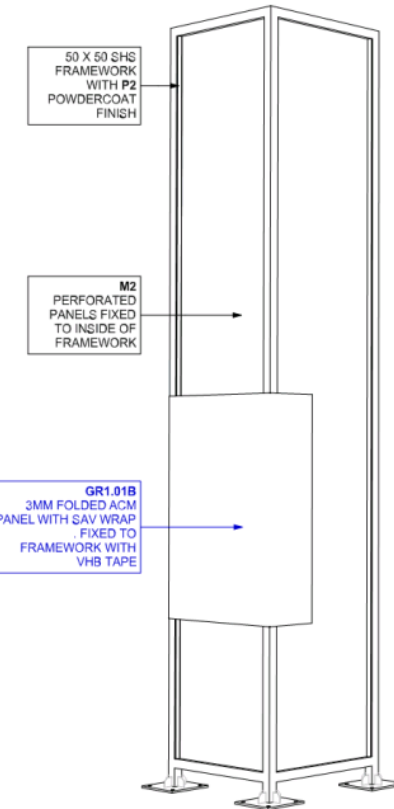
Indicative Signage Design

JR1.01 - PLAN VIEW
1:15JR1.01 LEFT ELEVATION
1:35JR1.01 FRONT ELEVATION
1:35JR1.01 RIGHT ELEVATION
1:35

GR1.01A
LASERCUT STEEL
LETTERS WITH P4
POWDERCOAT FINISH
TO BE FIXED TO
PERFORATED PANEL



JR1.01 3D VIEW



JR1.01 3D VIEW

CONTENT

WELCOME TO THE BIG RIG VIEWING TOWER AND TREE TOP WALKWAY

- THE MAXIMUM NUMBER OF OCCUPANTS ON THE BIG RIG MUST NOT BE MORE THAN 100.
- WHEN USING THE STRUCTURE YOU MUST WEAR SHOES, NO THONGS, HIGH HEELS OR BARE FEET ARE PERMITTED
- WHEN USING THE STAIRS:
 - YOU MUST NOT RUN
 - YOU MUST HOLD THE HANDRAIL
- AT NO TIME SHOULD YOU LIFT CHILDREN UP TO GAIN VIEWS OR CARRY CHILDREN WHEN USING THE STAIRS.
- THE PRIMARY VIEWING PLATFORMS PROVIDE GLASS BALUSTRADES FOR LOWER LEVEL VIEWING
- THE BIG RIG WILL BE CLOSED FOR ACCESS BY STAFF DURING EXTREME WEATHER EVENTS SUCH AS HIGH WINDS, STORMS, OR RAIN OR WHEN IT IS DEEMED APPROPRIATE DURING TIMES OF HIGH FIRE DANGER IN THE LOCAL AREA.

QTY - 1

4.01.01

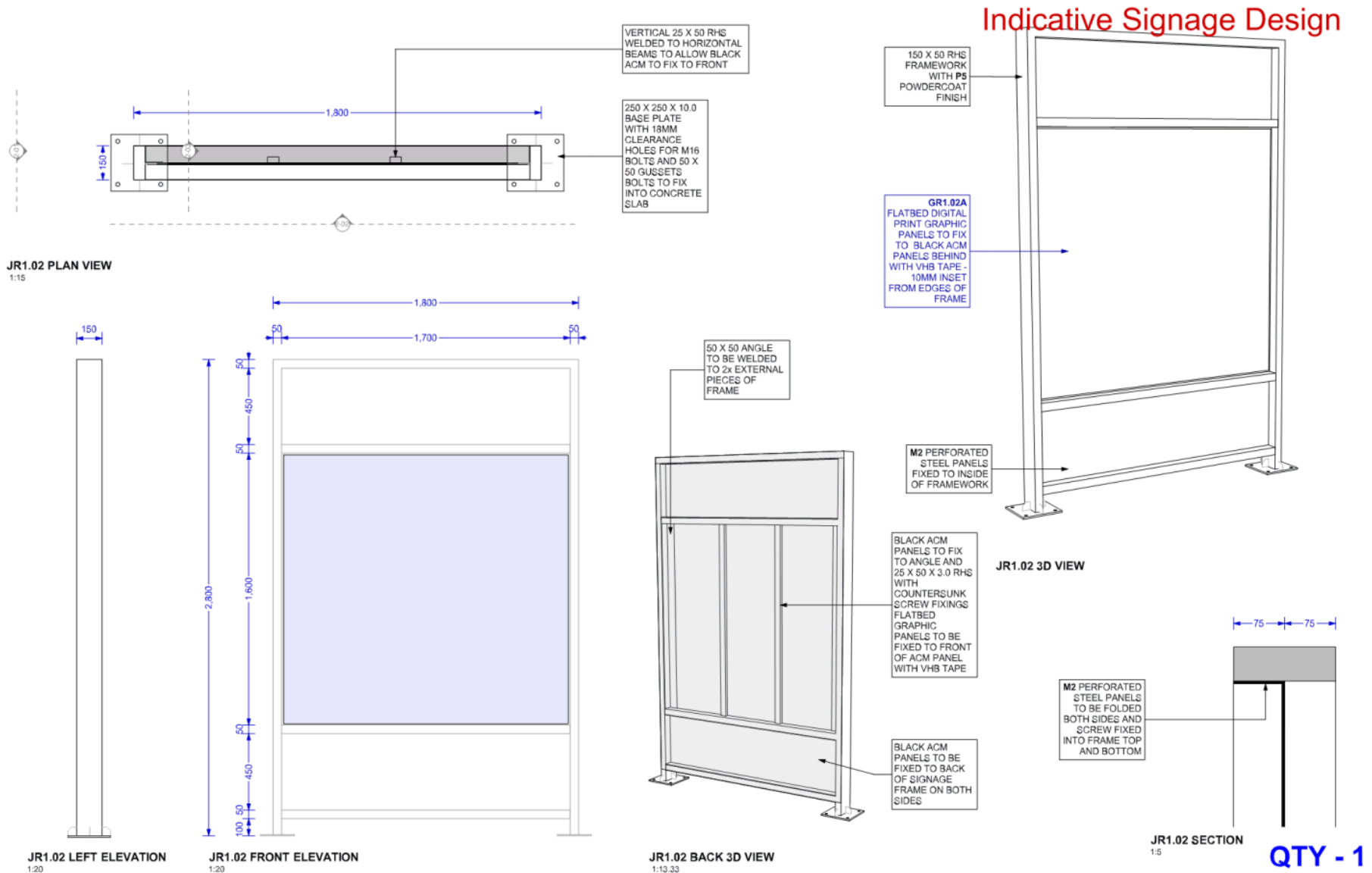
JR1.01 - WELCOME
DIRECTIONAL PYLON

CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

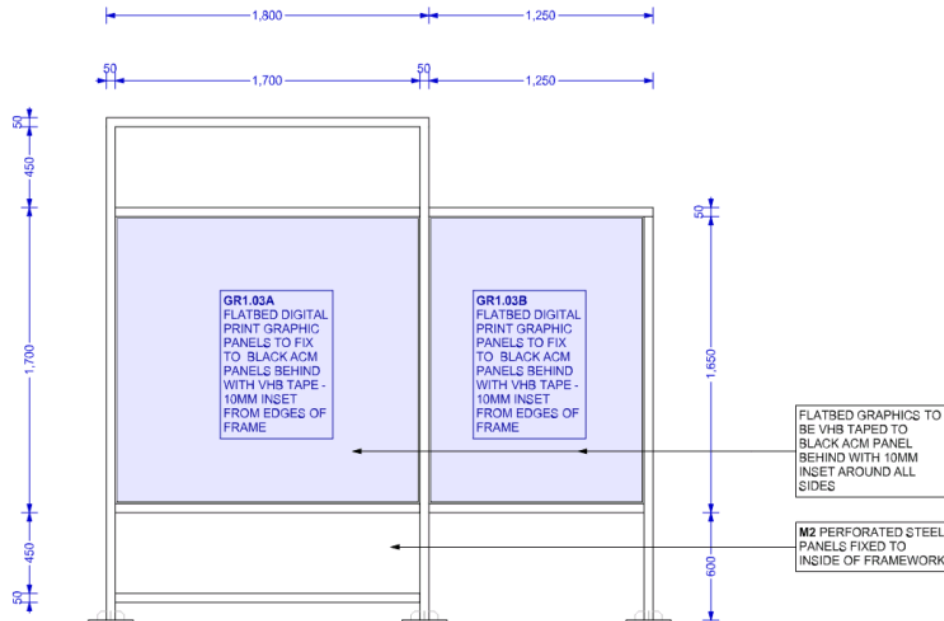
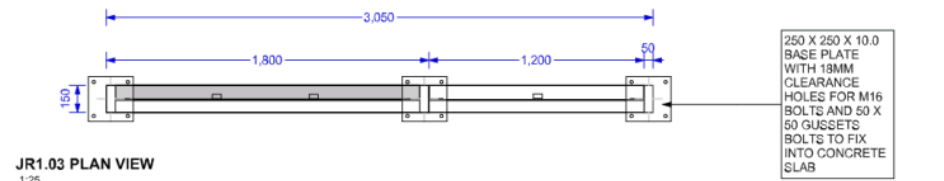
REVISION 1
DATE 11/06/2021

Xzibit
imagination captured

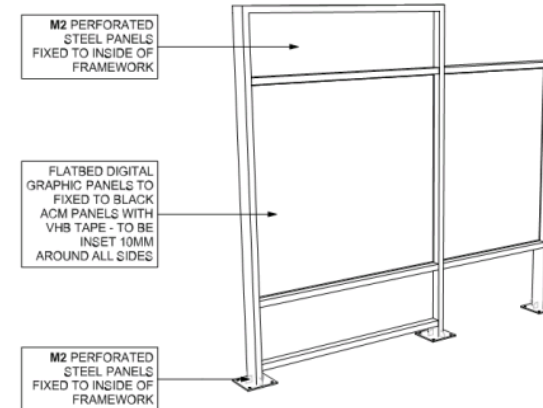


4.01.02

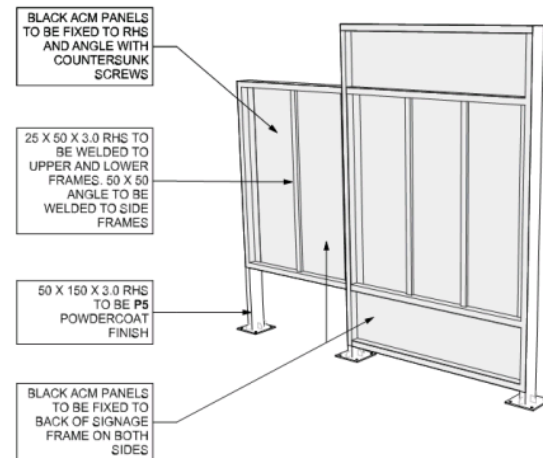
JR1.02 - DIRECTIONAL
PYLON 1CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALKSITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683REVISION 1
DATE 11/06/2021



Indicative Signage Design



JR1.03 3D VIEW

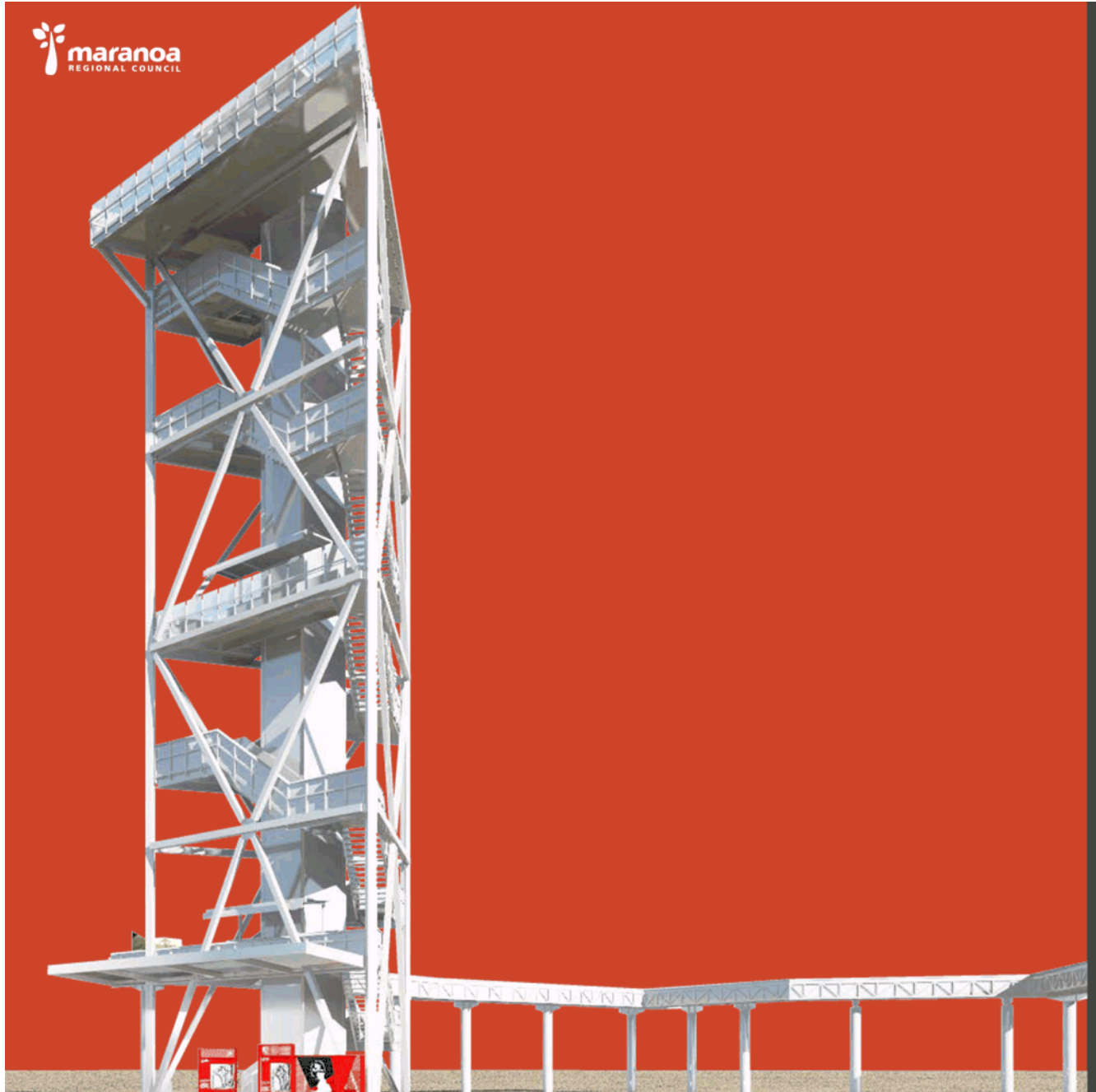


JR1.03 BACK 3D VIEW

QTY - 1

4.01.03

JR1.03 - DIRECTIONAL
PYLON 2 (ELEVATOR)CLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALKSITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683REVISION 1
DATE 11/06/2021



BIG RIG Tower and Treewalk

ELEVATOR EXPERIENCE



© Copyright 2021 07 3807 7767 www.xzibit.com.au

Elevator Experience

Media:

LED screens, media players, audio (speakers, amplifier)

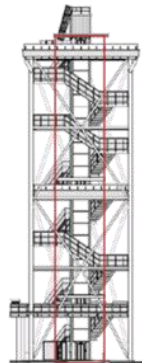
Location: Displayed in elevator when visitors are ascending and descending

General production notes

- Setup is that visitor is travelling up and down the 1920/30s EMSCO rig at daytime
- The visitor is 'joining' a 1920/30s drilling crew
- The crew wears shorts, singlets, baggy gloves & boots (not steel-capped) and they're obviously sweaty and dirty (from oil, grease and dust/mud)
- Every screen has action on it so the visitor is rewarded by multiple rides on the elevator, remains wholly engaged
- Approx 25 second film

Characters below per PK Museum graphic:

- Roughneck
- Driller
- Roustabout
- Derrickman
- Tool pusher
- Geologist



SUMMARY: SCENES

 Xzibit
imagination captured



Elevator Experience

HARDWARE

VISUAL:

8x LG 55EJ5E OLED Panels (native resolution 1920x1080)

3x Brightsign HD244 media players (in sync)

See diagram to right indicating the brightsign and panel pairings (e.g. 1x brightsign for yellow panels, 1x brightsign for blue panels...)

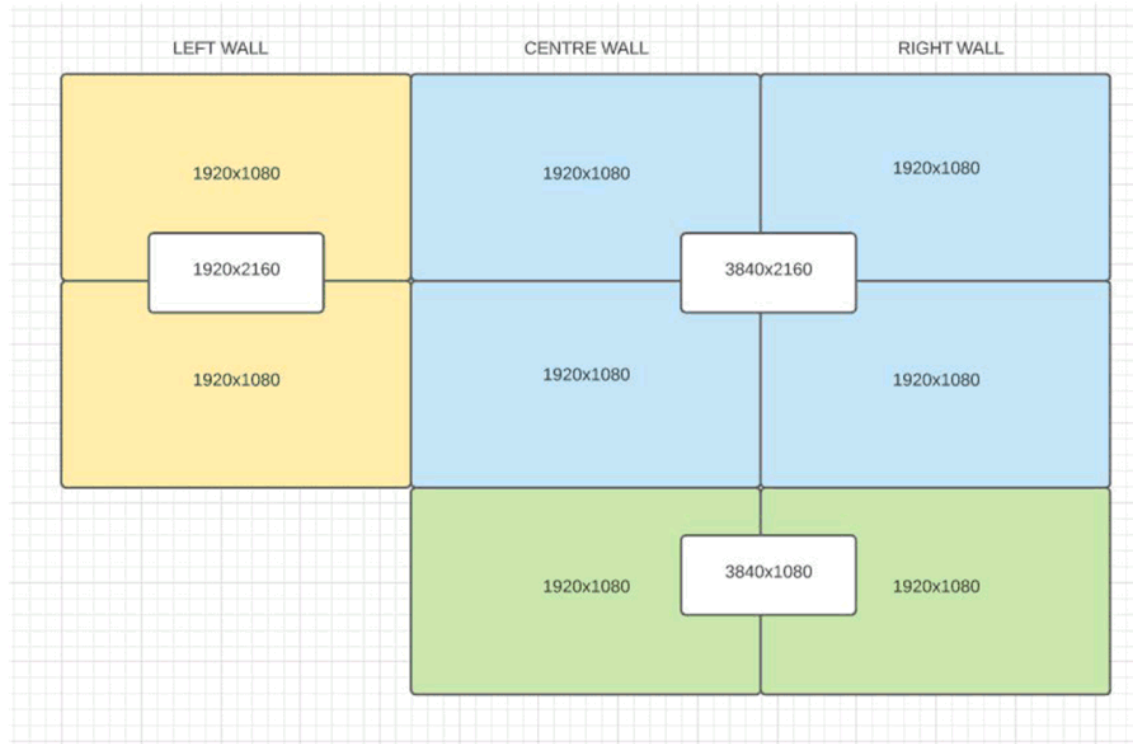
AUDIO:

4.1ch audio (Front Left, Front Right, Rear Left, Rear Right + Sub)

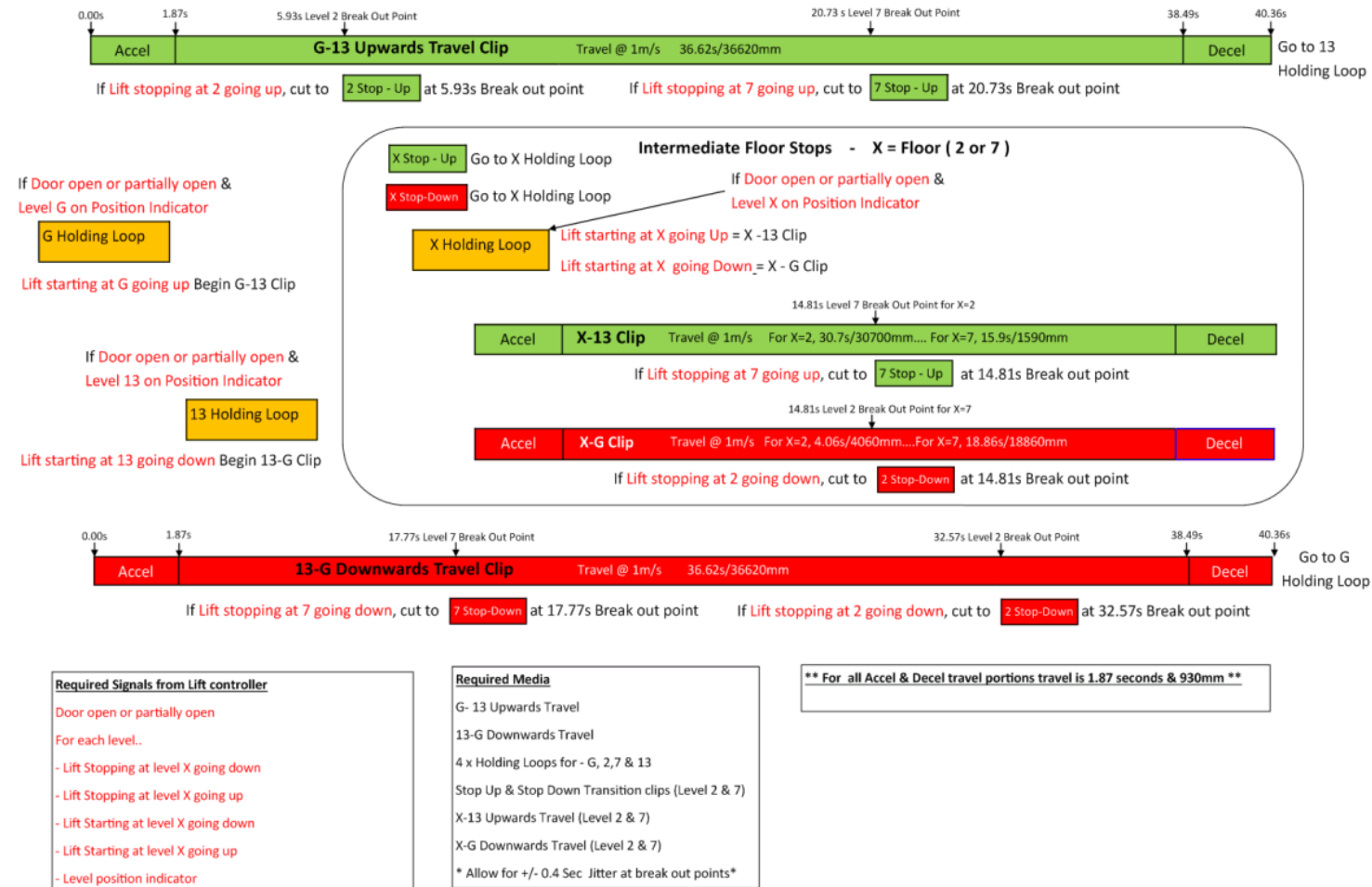
1x Pioneer TS-WX130DA space-saving amplified subwoofer (in lower left wall cavity)

4x VXS Series "M model" speakers (front left, front right, rear left, rear right)

**Brightsign model TBC +
pairing of content, Mike
suggested 1x player L, 1x
player C, 1x player R**



Roma Bigger Rig Lift Video Control Rev 05



TECHNICAL SPECIFICATIONS

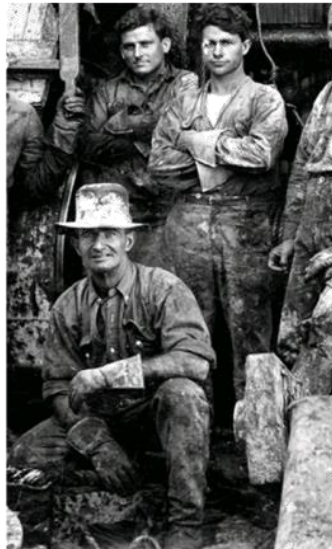


Elevator Experience

CHARACTERS

1. Roughneck – floorhand working under Driller; he makes/breaks connections as drillpipe tripped in or out of hole. Australian male, early 30s, fit enough to be working in the field. Costume: Oily brown long-sleeve button-down shirt with sleeves rolled up, suspenders, dark blue work pants, belt, old-fashioned boots and work gloves.
2. Driller – Supervisor; operates pumps, drawworks incl brake, rotary table, control levers, assorted instrumentation. American male (standard accent), late 40s, fit enough to be working in the field. Costume: Oily beige long-sleeve button-down shirt rolled up to elbows, beige* work pants, laced long work boots and gloves. Beige = covered in oil to the point you can only see beige at the waistline / top of thighs
3. Roustabout – performs basic unskilled/semi-skilled labour jobs. Australian male, late teens. Costume: oily long-sleeve button-down shirt, grey work pants, belt, floppy hat.
4. Derrickman – 2IC to driller; works on platform tripping pipe. Australian male, early 30s, in good shape with strong arms (the work requires this). Costume: Oily white singlet, dark blue work pants, belt, old-fashioned boots and work gloves.
5. Tool pusher – senior/experienced admin, largely admin ensuring sufficient materials, parts, personnel. Australian male, early 50s. Costume: White button-down shirt, cardigan, grey work pants, belt, old-fashioned boots, dress hat.
6. Geologist – roughnecks bring them core samples and cuttings for analysis. Australian male, late 20s. Costume: Oily blue long-sleeve button-down shirt, suspenders, grey work pants, belt, old-fashioned boots and glasses.

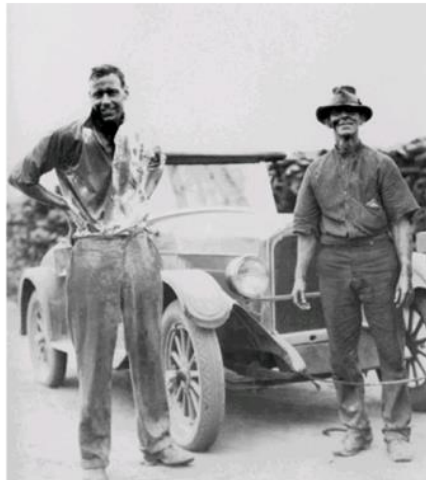
Regarding costuming: there are certain details that are important (e.g. cardigan and dress hat on the tool pusher, singlet on the derrickman, and the driller's outfit) but the other roles are suggestions aimed towards achieving an authentic look and a little variety between characters so visitors can identify them in a very brief film. So, if a blue shirt is beige, that's fine.



CHARACTERS



Elevator Experience



CHARACTERS



Elevator Experience

FILE ID: Description

'UP': Level 1 to Level 13

LENGTH

40.36 SECONDS

LEFT SCREEN

FADE IN

SCENE A .00-.04 shudder then start moving

Derrick, rotary base spinning clockwise with 4-sided kelly*, base of 2-3 river red gums. Ambient Audio: steam engine, clanking, pulleys, gear noises in the background

B .04-1.87 acceleration; travels .93m in 1.87 seconds

Derrick, spinning kelly, tree trunks.

2 C 1.87-5.93 constant rate of travel 1 metre per 1 second

Derrick, spinning kelly, trunks and start of tree canopy.

D 5.93-7.8

Derrick, spinning kelly, tree canopy.

E 7.8-15

Derrick, kelly to swivel then travelling block comes into view, past tree canopy now.

F 15-20.73

Derrickman appears on monkeyboard, moving pipe from stand towards centre of screen, gestures to visitor with head.

Derrickman audio: 'help me trip this pipe'

7 G 20.73-22.6

Derrickman goes out of view, cables in view.

H 22.6-24.47

Derrick, cables in view.

I 24.47-38.49

Derrick, cables.

J 38.49-40.36 deceleration; travels .93m in 1.87 seconds

Derrick, cables and then crown block, railing and sky.

FADE OUT

*film reference: see 2:40 https://www.youtube.com/watch?v=MHBltUPLdmc&ab_channel=HuntleyFilmArchives; see 9:05, 9:56 https://www.youtube.com/watch?v=DHzFprXhWoe&ab_channel=OHSFilmAndVideoArchives

CENTRE SCREEN

FADE IN

A

Chief driller addresses crew/visitor, toolpusher stands near him with a clipboard. Derrick behind them, 3 pipes in 'stand'.

Chief driller audio: 'Stop dawdling and start drilling.'

B

Derrick and as above but moving up / away from crew.

2 C

View of derrick, pipe stand.

D

Derrick, pipe stand.

E

Derrick, pipe stand, roustabout climbing near corner of derrick waves hello to visitors.

Roustabout audio: 'Time to climb!'

F

Derrick, 1 pipe from stand moves towards left screen.

7 G

Derrick (no more pipe stand - we're moving higher than their length).

H

Derrick, another derrick comes into view / seen in the distance at end of scene.

I

Derrick, other derrick flares a couple times

J

View of derrick then roustabout confidently perching on railing edge waves goodbye.

Chief driller audio: 'Get back to work!'

FADE OUT

RIGHT SCREEN

FADE IN

A

1 Geologist is handed a core sample from 1 Roughneck. Geologist raises eyebrows or adjusts glasses in a 'hey this looks good' kind of way. Derrick behind them.

B

Derrick, ladder and as above but moving up / away from crew.

2 C

View of derrick and ladder.

D

Derrick, ladder.

E

View of derrick, ladder.

F

Derrick, ladder.

7 G

View of derrick, ladder. Magpie on crossbeam.

Audio: light magpie call

H

Derrick, ladder.

I

Pass Roustabout on the ladder wrangling piece of board to another roustabout clinging to corner of derrick. Board is being set down as a work platform.

Roustabout Audio: 'Steady eddy'

J

View of derrick then railing edge, sky and clouds.

FADE OUT

EXAMPLE FILE NAMING SYSTEM:
'UPSTOP2.CENTRE' (UPSTOP2 file, CENTRE screen)
'2L.RIGHT' (2L file, RIGHT screen)

FILE ID

LENGTH

SCENE to EDIT

*Re all 'UP...' files, begin scene with ~.04 moment of moving past weathered sheet metal then scene then ~.04 moving past weathered sheet metal at end

'UPSTOP2': Stop 2

1.87 SECONDS

C DECELERATING (1.87s to travel .93m)

'UPSTART2': Start 2

34.43 SECONDS

D ACCELERATING (1.87s to travel .93m) then E-I (1s/1m) then J (1.87 to travel .93m)

'UPSTOP7': Stop 7

1.87 SECONDS

G DECELERATING (1.87s to travel .93m)

'UPSTART7': Start 7

17.76 SECONDS

H ACCELERATING (1.87s to travel .93m) then I (1s/1m) then J (1.87 to travel .93m)

'GL': Ground Loop

8 SECONDS

A; Fade in to scene A with relatively static crew (C, R screens) and then quick fade out

'2L': 2 Loop

8 SECONDS

D; Fade in incl derrick, kelly, tree canopy, pipe stand (C), ladder (R) and then quick fade out

'7L': 7 Loop

8 SECONDS

H; Fade in incl derrick, cables, ladder and magpie on crossbeam (R) and then quick fade out

'13L': 13 Loop

8 SECONDS

J; Fade in incl derrick, static crown block, roustabout relatively static sitting on railing (C) and then quick fade out

'UP' SCRIPT



Elevator Experience

FILE ID: Description
 'DOWN': Level 13 to Level 1

LENGTH
 40.36 SECONDS

LEFT SCREEN

FADE IN

SCENE A .00-.04 shudder then start moving

View of railing, crownblock and sky.

Ambient Audio: Same as 'UP' ambience but fainter as we're further from engine and draw works

B .04-1.87 acceleration; travels .93m in 1.87 seconds

Derrick, crown block goes out of view, cables come into view.

C 1.87-17.77 constant rate of travel 1 metre per 1 second

Derrick, cables.

7 D 17.77-19.64

Derrick, cables, then travelling block whooshes into view and back out of scene.

Audio: 'Whoooooosh' sound effect

E 19.64-21.51

Derrick, travelling block comes into view.

F 21.51-24

Derrick, swivel comes into view

G 24-32.57

View of derrick, derrickman standing on monkeyboard, kelly, tops of river red gums behind him.

2 H 32.57-34.44

Derrick, kelly, tree canopy with galahs, they fly away as we pass them.

Audio: Galahs squawking

I 34.44-36.31

Derrick, drillpipe, tree trunks.

J 36.31-40.36 *deceleration begins at 38.49

Derrick, drillpipe moving up and down, base of 2-3 river red gums.

FADE OUT

CENTRE SCREEN

FADE IN

A

Roustabout sitting on rig railing, swinging legs. Sky and countryside in distance.

Audio: chirpy 'See ya!'

B

Derrick and as above but moving away from roustabout.

C

Derrick, derrick in the distance flares a couple times.

7 D

View of derrick, roustabout hanging onto derrick corner.

Roustabout audio: 'Watch that travelling block'

E

Derrick, derrick in distance.

F

Derrick, pipe stand (3x per UP scene) comes into view.

G

Roustabout hanging onto derrick frame, straining/reaching out for spanner on right screen.

2 H

Derrick, pipe stand.

I

Derrick, pipe stand.

J

Chief driller stands in front of derrick. Tips his hat.

Chief driller Audio: 'Bye now' (while tipping hat)

FADE OUT

RIGHT SCREEN

FADE IN

A

View of railing edge, sky and clouds.

B

Derrick, ladder.

C

Roustabout on ladder digs for spanner. View of derrick, ladder.

Roustabout audio: 'Spanner coming!'

7 D

Derrick, ladder

E

Derrick, ladder.

F

Derrick, ladder

G

Spanner flies through air. View of derrick, ladder, roustabout covers head/ducks.

Audio: angry/surprised noise and clanking as spanner clangs/falls against rig

2 H

Derrick, ladder.

I

Derrick, ladder.

J

View of derrick, toolpusher writing on clipboard, holding spanner with look of disappointment.

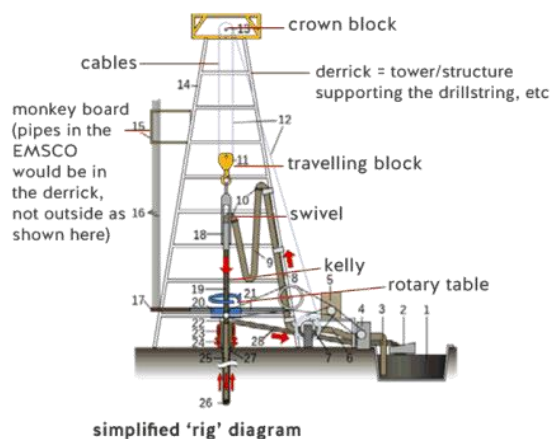
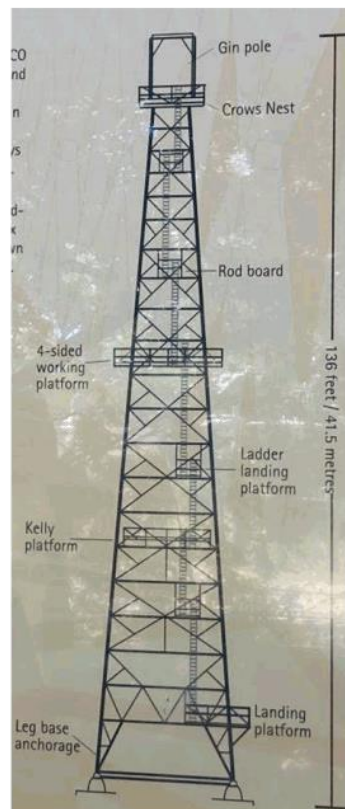
FADE OUT

FILE ID	LENGTH	SCENE to EDIT
*Re all 'DOWN...' files, begin scene with ~.04 moment of moving past weathered sheet metal then scene then ~.04 moving past weathered sheet metal at end		
'DOWNSTOP7': Stop 7	1.87 SECONDS	D DECELERATING (1.87s to travel .93m)
'DOWNSTART7': Start 7	20.72 SECONDS	E ACCELERATING (1.87s to travel .93m) then F-I (1s/1m) then J (see above script re rate)
'DOWNSTOP2': Stop 2	1.87 SECONDS	H DECELERATING (1.87s to travel .93m)
'DOWNSTART2': Start 2	5.92 SECONDS	I ACCELERATING (1.87s to travel .93m) then J (see above script re rate)

'DOWN' SCRIPT



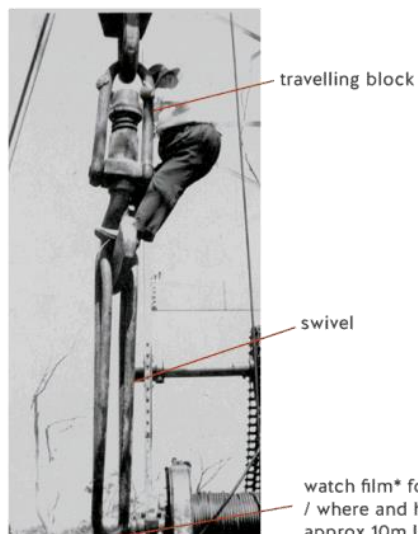
Elevator Experience



EMSCO rig



EMSCO rig

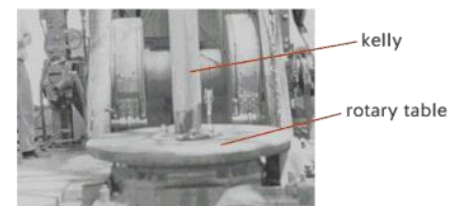


EMSCO travelling block

watch film* for what top of kelly looks like / where and how it meets swivel. Note kelly approx 10m long. *see 9:56 https://www.youtube.com/watch?v=DHzFprXhWoe&ab_channel=OHSFilmandVideoArchives



EMSCO crownblock, railing at top of derrick



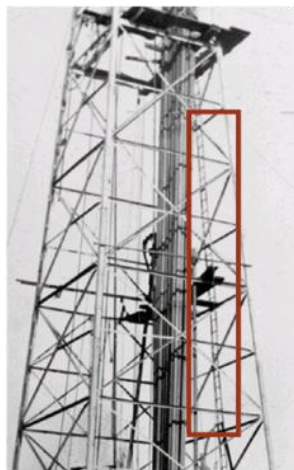
rotary table and 4-sided kelly

SCENE REFERENCE IMAGES



Xzibit
imagination captured

Elevator Experience



ladder



makeshift work platform with boards



Monkeyboard where derrickman works.
Note stand of pipes inside derrick



Typical corrugated shed at base of derrick



railing at top of derrick



Note flare is from pipe near
rig, not top of rig

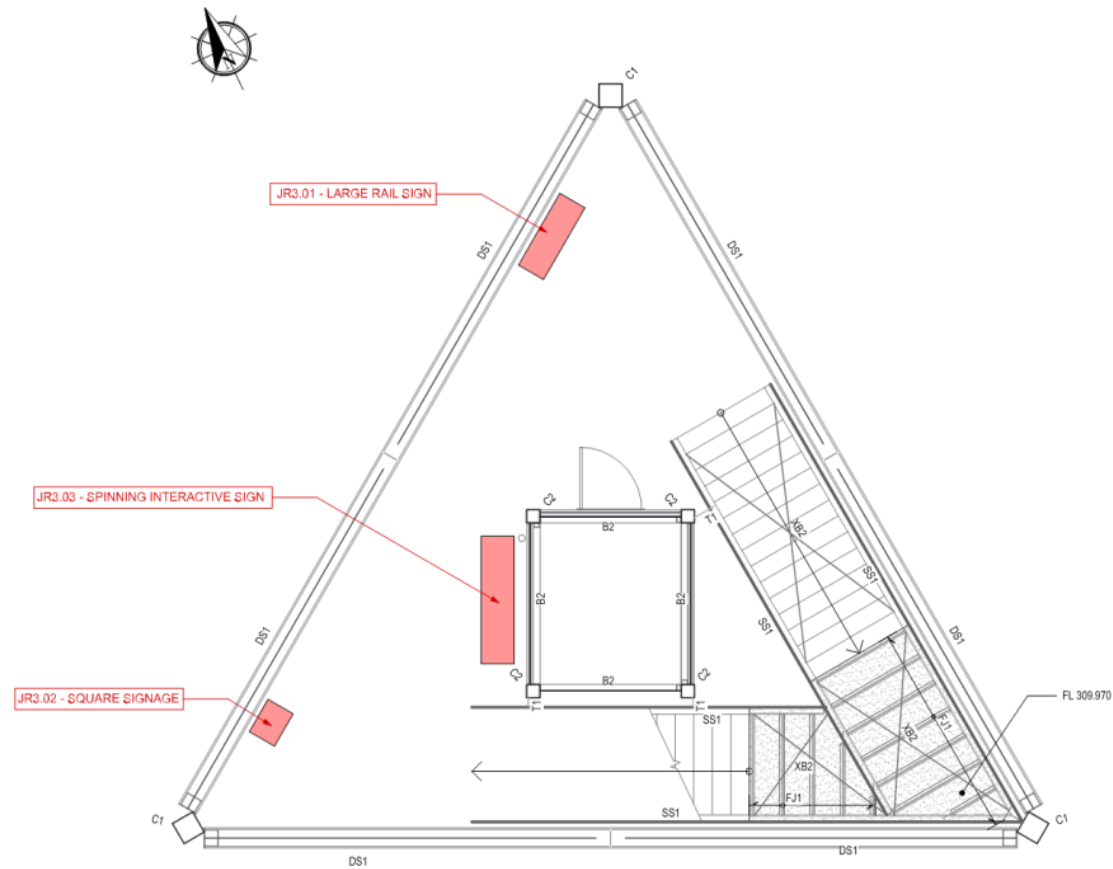


core samples
(thick circular discs)

SCENE REFERENCE IMAGES



Zone 3 - Tower Stair Signage



ZONE 2 LOCATION PLAN - RAIL SIGNAGE

**ALL SIGNAGE LOCATIONS TO BE
CONFIRMED PRIOR TO INSTALLATION**

204

ZONE 3 LOCATION PLAN
- RAIL SIGNAGE

CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 1
DATE 11/06/2021



Inspired by the past

Designed for the present

How does the Tower's design relate to the BM800 rig?

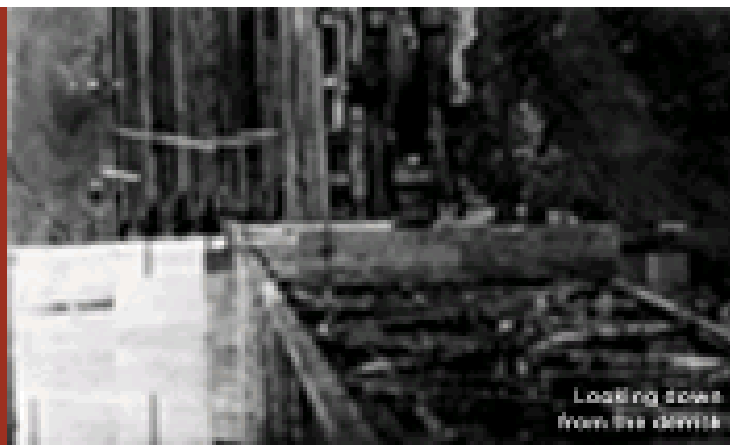
The Tower is designed as a contemporary response to the BM800 rig, expanding the unique qualities of steel, both in terms of the structural efficiency of steel and the inherent formwork aesthetic of these iconic lattice structures. The obvious departure is informed by the different function as a modern-day take-off and viewing platform.

How does the Tower's construction differ from the rigs?

The Tower and Treewalkway structures have been designed with modern construction in mind for efficiency, ease of construction and safety considerations.

What's your favourite part of the design?

We love the iconic nature of the structure, and its purpose, to bring joy, interest and excitement to those brave enough to experience the attraction.



Looking down from the summit

What do you want visitors to take notice of?

To appreciate the beauty of the riggers that worked at heights.



We chose the triangular form due to the fundamental strength inherent to the shape. The facets also orient perfectly to the three primary planning axes identified in the masterplan, viewing the Big Rig, and providing take-off platforms for the Treewalk and a future zipline attraction.



Erecting a derrick using a suspended grapple, 1997



1683 ROMA – MASTER CONTENT

Zone 3 – Tower Stair Signage

Zone(s)	3
Item	GR3.01A Large Rail Signage – at treewalk /elevator stopping point, facing EMSCO
Content	<p>Inspired by the past</p> <p>Designed for the present</p> <p>How does the Tower's design relate to the EMSCO rig? <i>The Tower is designed as a contemporary companion to the EMSCO rig, expressing the unique qualities of steel, both in terms of the structural efficiency of steel and the inherent lacework aesthetic of these iconic braced structures. The obvious departure is informed by the different function as a modern-day take-off and viewing platform.</i></p> <p>Callout (maybe with illustration accentuating triangle / cross bracing elements): <i>We chose the triangular form due to the fundamental strength inherent to the shape. The facets also orient perfectly to the three primary planning axes identified in the masterplan: viewing the Big Rig, and providing take-off platforms for the Treetop Walkway and a future zipline attraction.</i></p> <p>--</p> <p>How does the Tower's construction differ from the rigs? <i>The Tower and treetop walkway structures have been designed with modular construction in mind for efficiency, speed of construction and safety considerations.</i></p> <p>Old Image: 'no 1 1927 erecting derrick' Caption (near image): Erecting a derrick using a suspended gin pole, 1927</p> <p>--</p> <p>What's your favourite part of the design? <i>We love the iconic nature of the structure, and its purpose, to bring joy, wonder and excitement to those brave enough to experience the attraction.</i></p> <p>--</p> <p>What do you want visitors to take notice of? <i>To appreciate the bravery of the riggers that worked at heights.</i></p> <p>Image: 'no 1 1927 looking...' Caption (near image): Looking down from the derrick</p>

Zone(s)	3
Item	GR3.02A Square Sign – only 1-2 platforms from bottom
Content	<p>(left) Illustration of Tower with clearly visible items and (right) corresponding text</p> <p>BIG RIG TOWER</p> <p>Track your tower climb</p> <p>Top of tower 44 metres Label each level with #? 15 levels Maybe have arrow pointing up at base of tower and state 195 stairs (re not having all text at top of tower?) 195 stairs Flag level 2 & 7 as elevator stops</p> <p>For more tower trivia, look for the *TT icon* as you climb *maybe a super simple tower silhouette with TT inside it?</p>

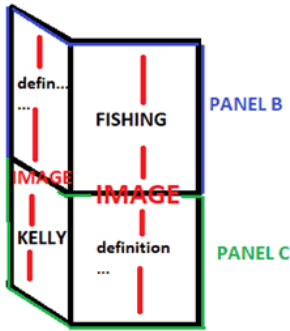
1683 ROMA – MASTER CONTENT

Zone(s)	3
Item	GR3.02B Square Sign – 3-4 platforms from bottom MAYBE needs to be bigger sign?
Content	<p>Tall, strong and good-looking</p> <p>Big Rig's lattice towers</p> <p>Lattice towers weigh less, have excellent shear strength and lower wind resistance compared to solid towers. They're widely used in oil drilling as well as power and communication transmissions.</p> <p>Basic illustration of EMSCO, see 'Emsco Rig working...' (NO illustrations in this sign are solid silhouettes bc we're talking about framework – it's important to accentuate the uprights and cross bracing)</p> <p>EMSCO Rig</p> <p>"" T32, see 'T32 working...'</p> <p>T32 Rig</p> <p>"" Tower</p> <p>Big Rig Tower</p> <p>"" Tokyo Skytree (see 'Tokyo...' central, tallest tower in illustration)</p> <p>Tokyo Skytree 633mm</p> <p>Tallest lattice tower in the world</p> <p>"" Eiffel Tower (see 'Eiffel...')</p> <p>The Eiffel Tower</p> <p>Iconic lattice tower</p> <p>TT icon with infographic below</p> <p>Length of members of tower illustration* with text nearby Big Rig Tower - total length of steel members</p> <p>*put '214km' inside illustration showing rows of beams or the text 214km is made out of beams?</p>

Zone(s)	3
Item	GR3.02C Square sign – above treewalk stopping point, facing EMSCO
Content	<p>(left) Illustration of Emsco with clearly visible / accentuated travelling block and corresponding text</p> <p>EMSCO RIG</p> <p>Travelling block</p> <p>EMSCO Travelling block The travelling block can raise and lower drill strings weighing up to 85 tons</p> <p>Drill string: a string of drill pipe, the drill collar and drill bit in the wellbore.</p> <p>Image: 'stein 03' (man on travelling block; place near travelling block fact)</p> <p>TT icon with infographic below</p> <p>Weight of tower* illustration with text nearby Big Rig Tower - total steel weight</p> <p>*put '107T' inside this illustration?</p> 

1683 ROMA – MASTER CONTENT

Zone(s)	3
Item	GR3.02D Square Sign – 2 platforms from top facing T32
Content	<p>(left) Illustration of T-32 with clearly visible / accentuated monkey board and corresponding text</p> <p>T 32</p> <p>Monkey board</p> <p>T-32 Monkey board Derrickmen trip 9.1m pipes from these platforms Tripping: pulling the pipes (which are part of the drill string) out of the hole OR running the drill string into the hole.</p> <p>Image: 1955 drill crew</p> <p>Caption:</p> <p>1950s rig team with drill bit</p> <p>TT icon with infographic below</p> <p>Bolts in tower* illustration with text nearby Big Rig Tower - total bolts used in construction</p> <p>*big bolt with '5699' inside it</p>

Zone(s)	3
Item	GR3.03A-E Spinning Interactive Panels
Content	<p>PANEL A</p> <p>Test your rig trivia</p> <p>Give it a whirl—spin a Kelly and see if you can line up facts and lingo</p> <p>Image: 'no 1' (men wrangling hook and Kelly bar)</p> <p>--</p> <p>PANEL B (top of Kelley drive 1)</p> <p>Panel B images should overlap with Panel C to help visitors line up the word & definition. Should probably alternate the word and definition (see sketch below) so it's more interesting to look at.</p> <p>*maybe include illustration element or arrows that explains the name a bit or is humorous, e.g. monkey hanging by tail off the side of the monkey board OR baubles and a star on top of the Christmas tree.</p>  <ol style="list-style-type: none"> Christmas tree: 'christmas tree sign...' or 'no 1 1927 complete...' Assembly of valves, casing spools, and fittings used to regulate the flow of pipes in an oil or gas well. Monkey board: 'no 1 1927 blowing gas...' (halfway up pic) Platform where crew can manhandle the top end of the pipe as it's lowered into or removed from the drill hole.



1683 ROMA – MASTER CONTENT

	<p>3. Dog house: 'no 1 1927 blowing gas...' (bottom of pic) Shed or room adjacent to an oil rig floor, usually close to the driller's controls.</p> <p>4. Fish: 'core bit and basket fishing tool...' Removing remnants of a broken drill string, or any object that has been unintentionally dropped down the wellbore.</p> <p>5. Roughneck: 'Oldfield 14' Member of rig-floor drilling crew; works under the direction of the driller to make or break connections as drillpipe is tripped in or out of the hole.</p> <p>6. Kelly: 'no 1' (shows Kelly – see square end of long rod) A square or hexagon pipe (approximately 10+ metres long) used to turn the drill string.</p> <p>--</p> <p>PANEL C (bottom of Kelley drive 1)</p> <p>1. Christmas tree Christmas Tree</p> <p>2. Monkey board Monkey Board</p> <p>3. Dog house Dog House</p> <p>4. Fish Fishing</p> <p>5. Roustabout Roughneck</p> <p>6. Worm Kelly</p> <p>--</p> <p>PANEL D (top of Kelley drive 2) See Panel E re images overlapping slightly. Maybe mix up Rig Name and facts so it's more interesting to look at (see sketch for PANEL B).</p> <p>1. Emsco EMSCO Rig What's in a name?</p> <p>2. Emsco</p>
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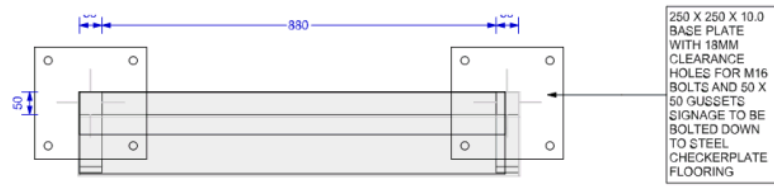
1683 ROMA – MASTER CONTENT

	<p>EMSCO Rig</p> <p>Who's the biggest rig here?</p> <p>3. Emsco</p> <p>EMSCO Rig</p> <p>How long until we drill?</p> <p>Caption image:</p> <p>Preparing a ditch for circulating mud from drilling</p> <p>4. T-32</p> <p>T 32</p> <p>What's in a name?</p> <p>5. T-32</p> <p>T 32</p> <p>How many sites can we drill?</p> <p>Caption:</p> <p>T 32 drilling crew, ca 1960</p> <p>6. T-32</p> <p>T 32</p> <p>How long before we drill?</p> <p>Caption image:</p> <p>200-horsepower truck transports a T 32 derrick to drilling site, 1954</p> <p>--</p> <p>PANEL E (bottom of Kelley drive 2)</p> <p>Images that correspond with Panel D numbers, ensure images overlap onto D faces so visitors can lineup</p> <p>1. Image: 'Oldfield 13' and accentuate EMSCO in image</p> <p>EMSCO = Equipment Manufacturing Supply Company</p> <p>2. Illustration of rig</p> <p>41.5m height</p> <p>3. Image: 'no 1 1927 prep ditch...'</p> <p>Site preparation: weeks-months</p> <p>Assembling rig: 4-6 weeks</p> <p>181 days to reach 1116 metres</p> <p>4. Illustration of rig</p> <p>T 32 = 32(.8) metres high.</p> <p>5. Image: '195960...'</p> <p>From the 1960s-1970s, the Big Rig's T 32 and another T 32 drilled over 200 wells in the Roma area.</p>
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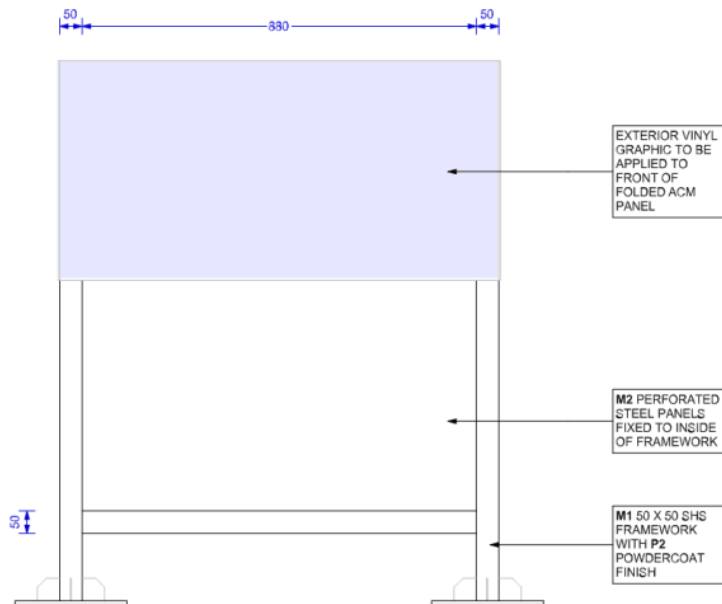
1683 ROMA – MASTER CONTENT



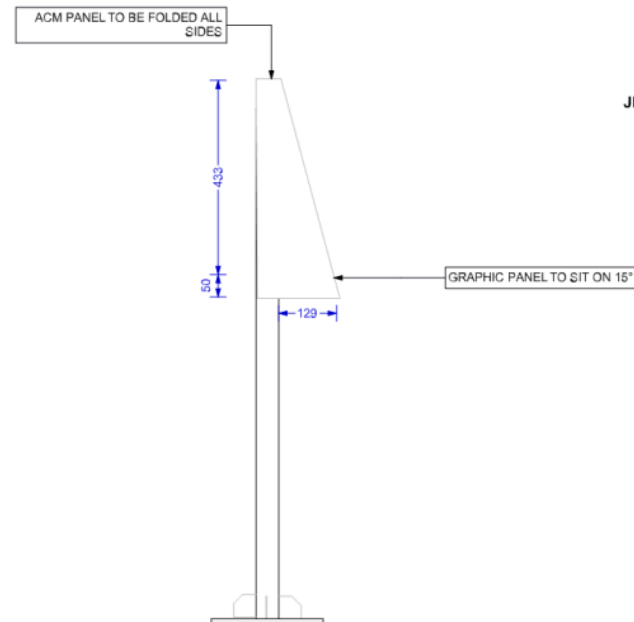
	<p>6. Image: 'transport t32'</p> <p>Move to site, set up and drill within a day</p> <p>7 days to drill 1200m</p>
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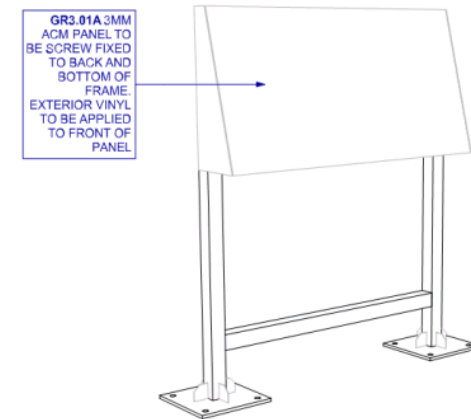
JR3.01 PLAN VIEW
1:10



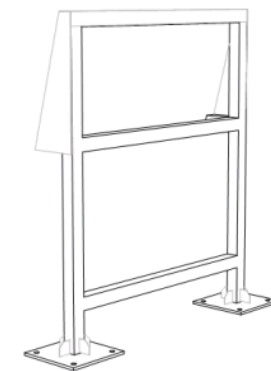
JR3.01 FRONT ELEVATION
1:10



JR3.01 LEFT ELEVATION
1:10



JR3.01 3D VIEW



JR3.01 BACK 3D VIEW

QTY - 2

4.03.01

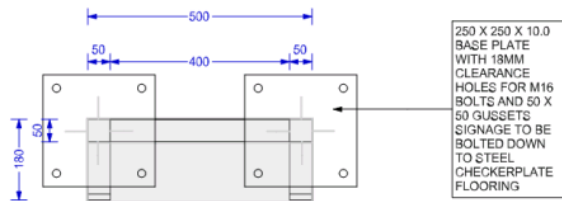
JR3.01 - LARGE RAIL
SIGNAGE

CLIENT **MARANO REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

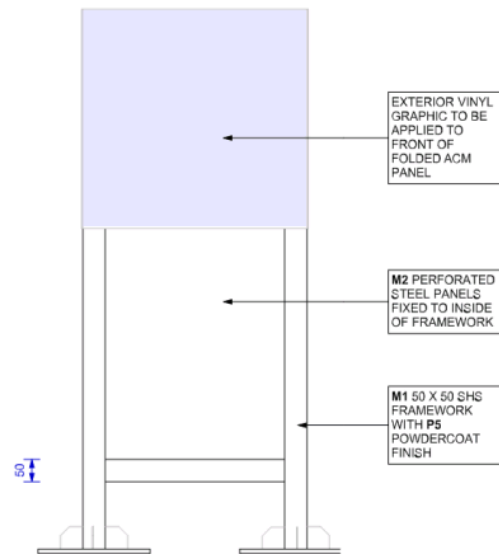
SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **1**
DATE **11/06/2021**

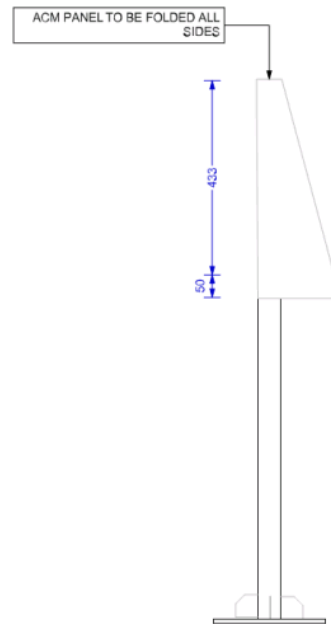
Xzibit
imagination captured



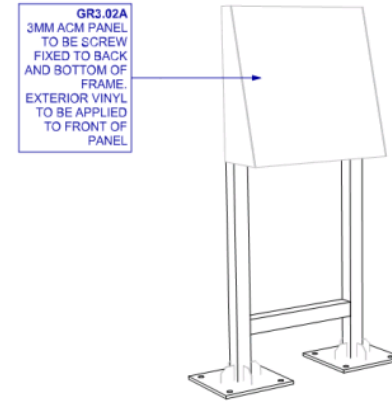
JR3.02 PLAN VIEW
1:10



JR3.02 FRONT ELEVATION
1:10



JR3.02 LEFT ELEVATION
1:10



JR3.02 3D VIEW

QTY - 3

4.03.02

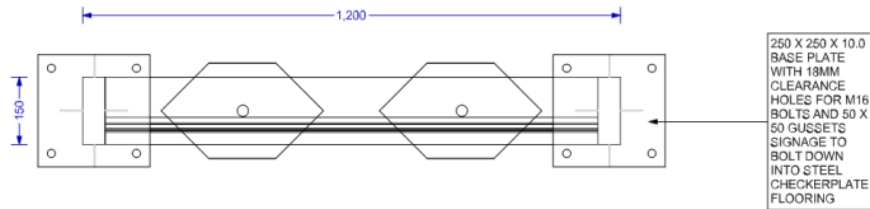
JR3.02 - SQUARE SIGNS

CLIENT **MARANOA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

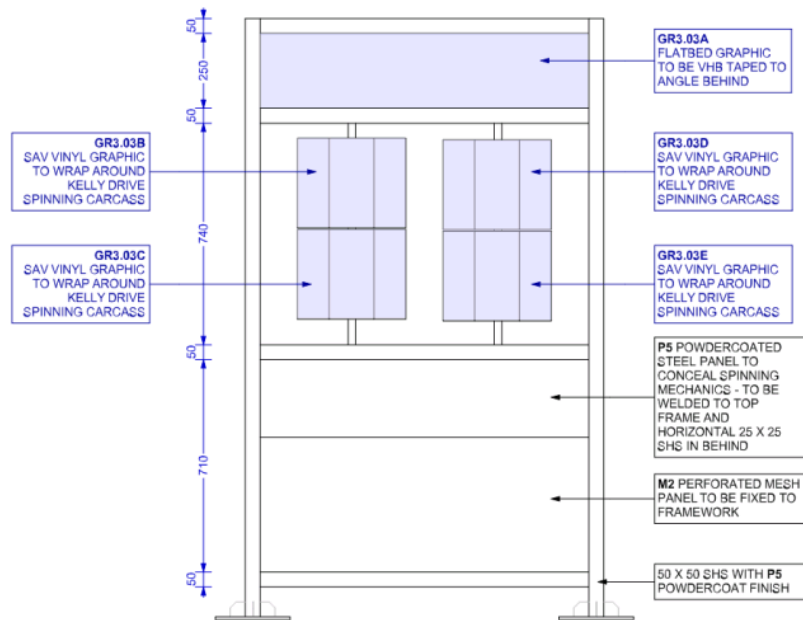
SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **1**
DATE **11/06/2021**

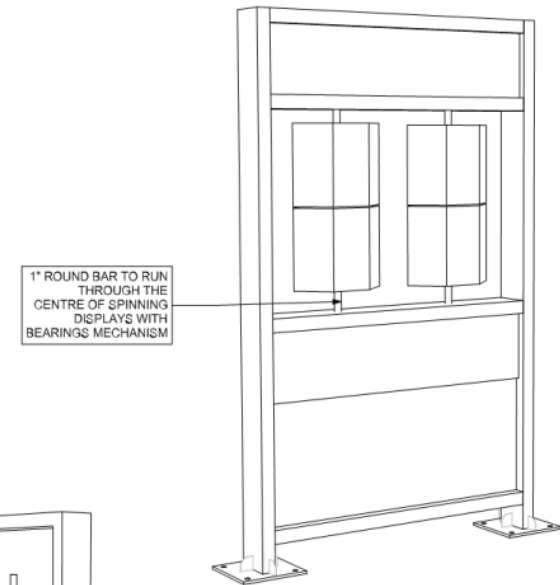
Xzibit
imagination captured



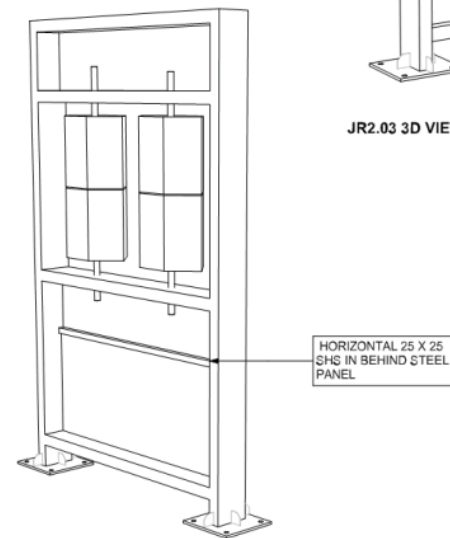
JR3.03 SPINNING DISPLAY PLAN VIEW
1:10



JR3.03 FRONT ELEVATION
1:15



JR2.03 3D VIEW



JR3.03 3D VIEW

QTY - 1

4.03.03

JR3.03 - SPINNING
INTERACTIVE

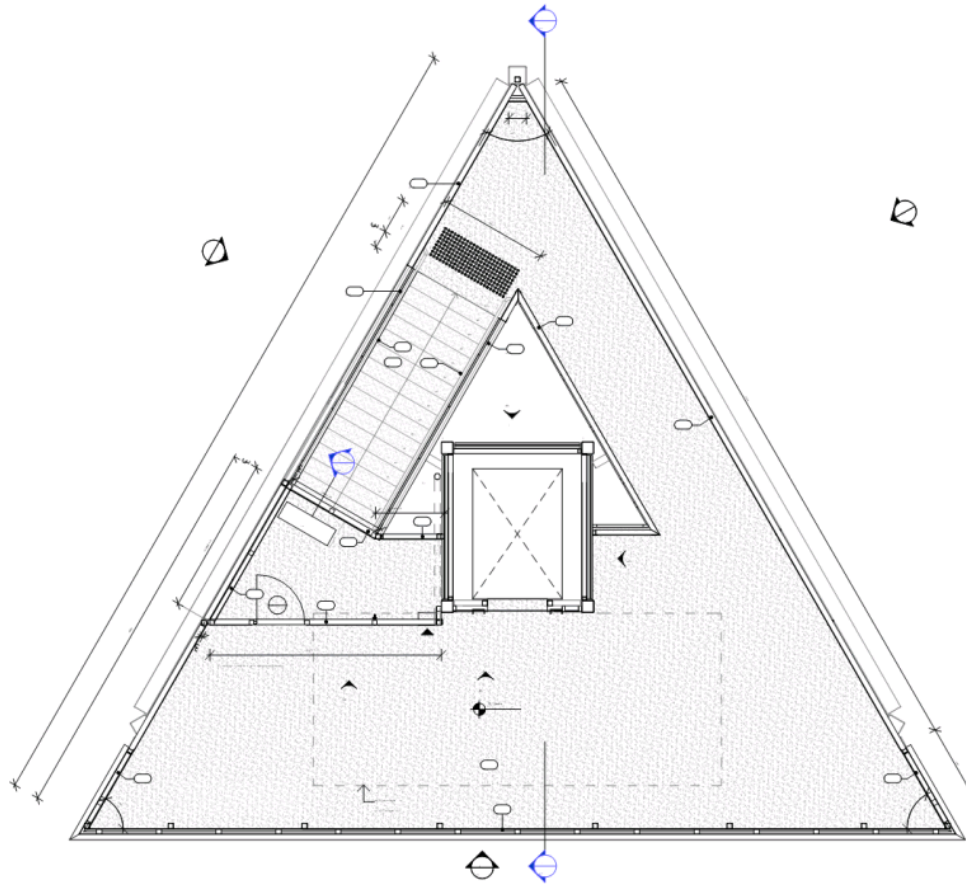
CLIENT **MARANOA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **1**
DATE **11/06/2021**

Xzibit
imagination captured

Zone 4 - Top of Tower



**ALL SIGNAGE LOCATIONS TO BE
CONFIRMED PRIOR TO INSTALLATION**

ZONE 4 LOCATION PLAN - TOP OF TOWER
1:75

205

**ZONE 4 LOCATION PLAN
- TOP OF TOWER**

CLIENT **MARANOA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **1**
DATE **11/06/2021**





1.01

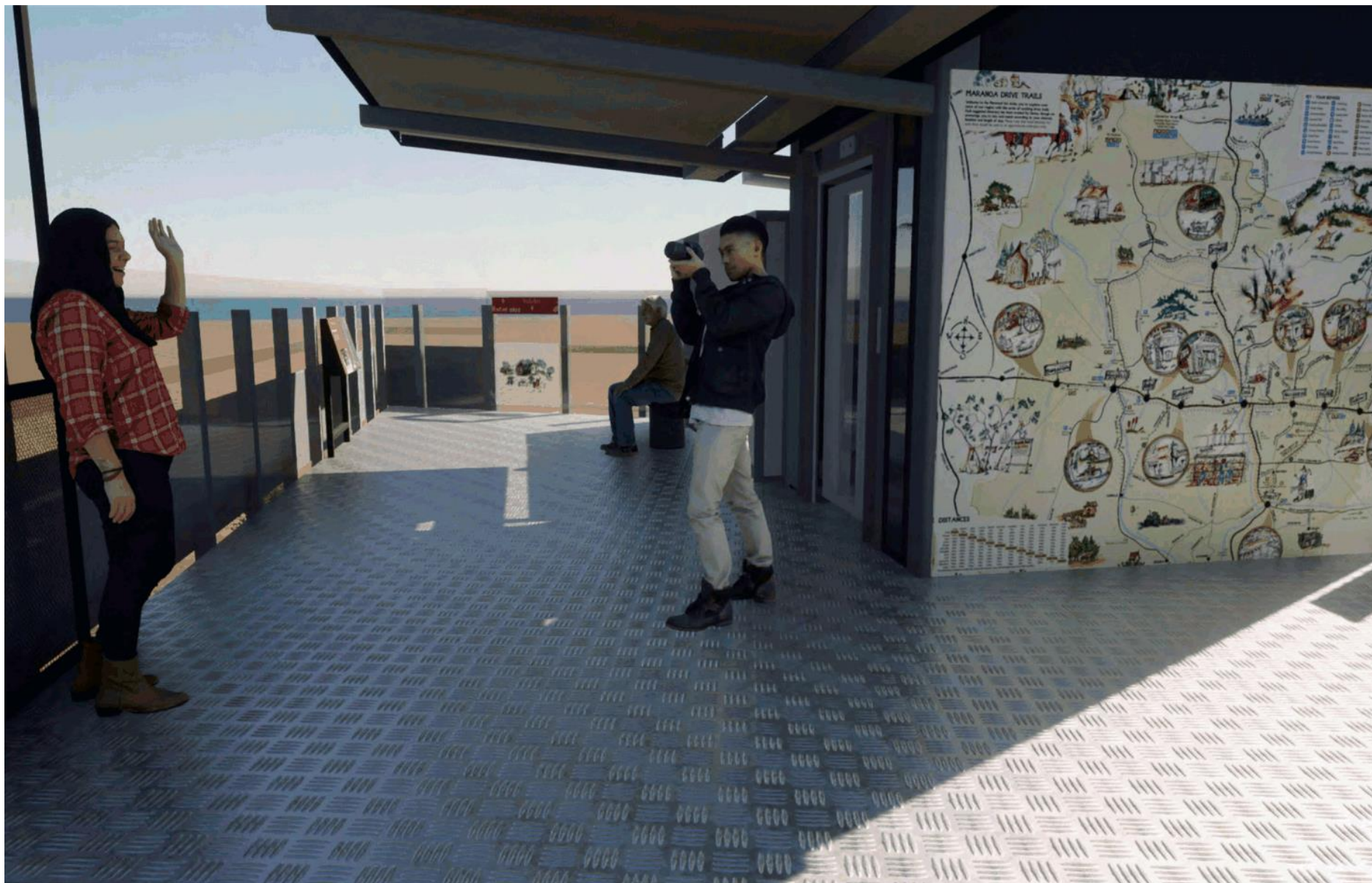
CONCEPT PERSPECTIVE

CLIENT **MARANOA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **0**
DATE **13/08/2021**





1.02

CONCEPT PERSPECTIVE

CLIENT **MARANOA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **0**
DATE **13/08/2021**

Xzibit
imagination captured



103

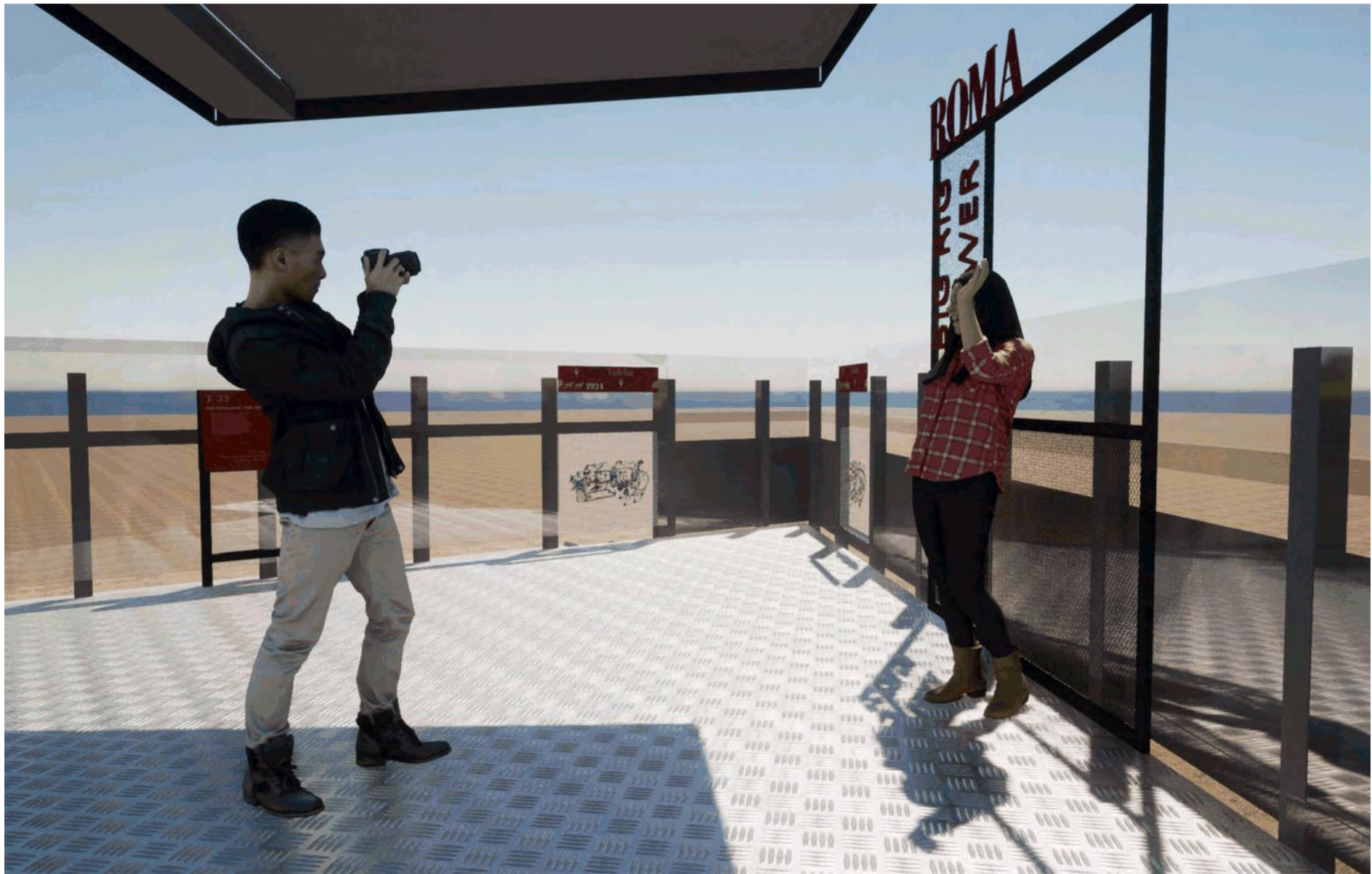
CONCEPT PERSPECTIVE

CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 0
DATE 13/08/2021





104

CONCEPT PERSPECTIVE

CLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 0
DATE 13/08/2021





1.05

CONCEPT PERSPECTIVE

CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 0
DATE 13/08/2021





106

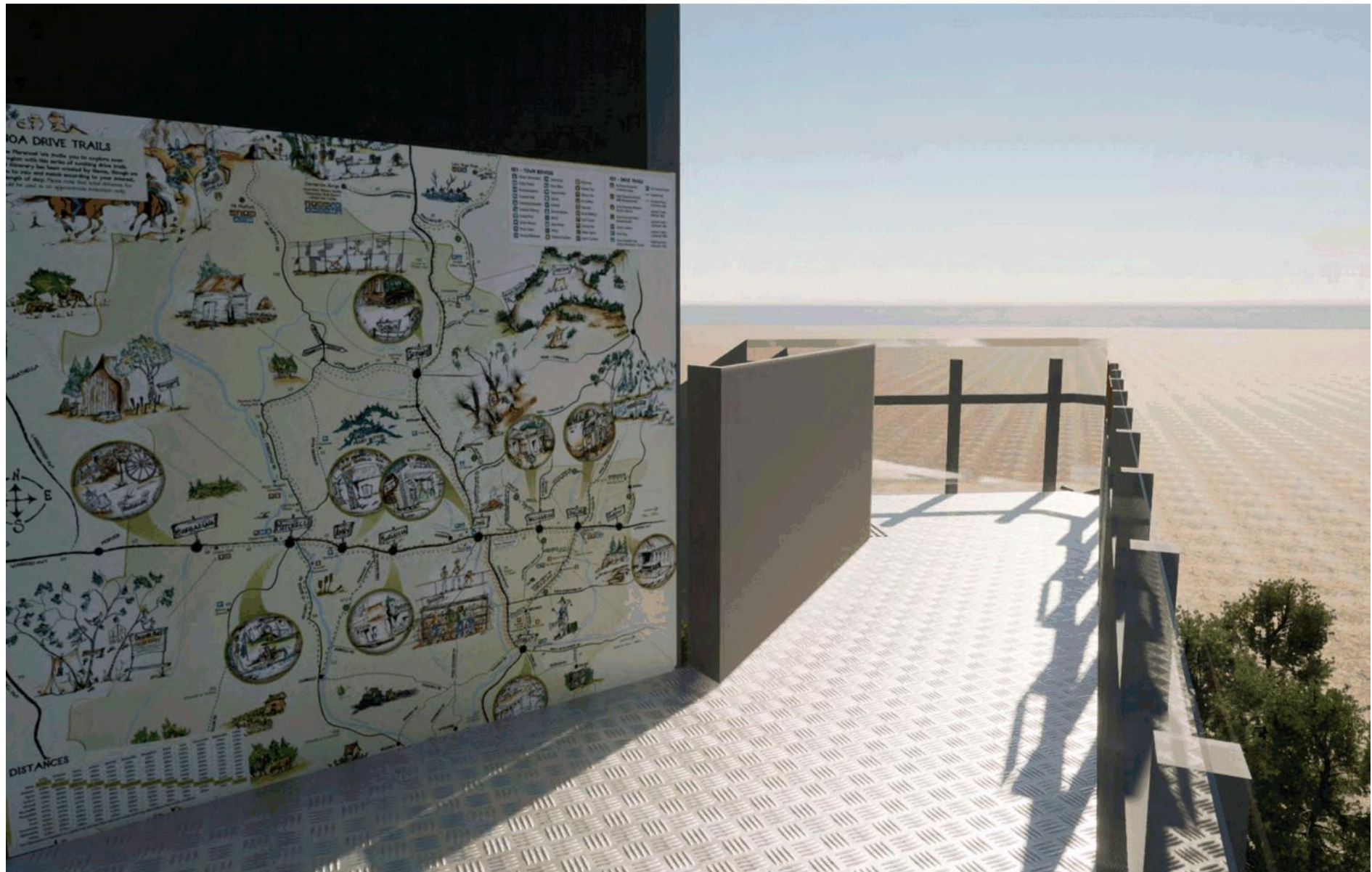
CONCEPT PERSPECTIVE

CLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 0
DATE 13/08/2021





1.07

CONCEPT PERSPECTIVE

CLIENT **MARANOVA REGIONAL COUNCIL**
 PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
 PROJECT NUMBER **1683**

REVISION **0**
 DATE **13/08/2021**

Xzibit
 imagination captured



108

CONCEPT PERSPECTIVE

CLIENT MARANOA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683


REVISION 0
DATE 13/08/2021

 **Xzibit**
imagination captured


1683 ROMA – MASTER CONTENT

Zone 4 – Top of Tower Tourism Signage

Zone(s)	4
Item	GR4.* Photo Opp Text – near/on Perspex where great photo opp is
Content	(lengthwise up Perspex? Something clever and easy to read) ROMA BIG RIG TOWER


Zone(s)	4
Item	GR4.*A Yuleba Perspex
Content	Image: '0085...' 


Zone(s)	4
Item	GR4.*B Yuleba Sign
Content	YULEBA 'pin' icon labelled Yuleba and another pin labelled Roma and dotted line with text 60km (see 'pin..'); demonstrates distance between towns. Cobb & Co stagecoach silhouette (see 'Stagecoach...') with 1924 inside/near silhouette, nearby text: Last Australian run of Cobb & Co from Yuleba to Surat

Zone(s)	4
Item	GR4.*A Wallumbilla Perspex
Content	Image: '0082...' 

1683 ROMA – MASTER CONTENT

Zone(s)	4
Item	GR4.*B Wallumbilla Sign
Content	<p>WALLUMBILLA</p> <p>'pin' icon labelled Wallumbilla and another pin labelled Roma and dotted line with text 40km (see 'pin..'); demonstrates distance between towns.</p> <p>Illustration of steam train with nearby text: Wallumbilla Railway Station</p>

Zone(s)	4
Item	GR4.*A Mitchell Perspex
Content	<p>Image: '0097...'</p> 


Zone(s)	4
Item	GR4.*B Mitchell Sign
Content	<p>MITCHELL</p> <p>'pin' icon labelled Mitchell and another pin labelled Roma and dotted line with text 88km (see 'pin..'); demonstrates distance between towns.</p> <p>Illustration of flowing water out of valve into circles of water with nearby text: Great Artesian Spa</p> 

Zone(s)	4
Item	GR4.*A Surat Perspex
Content	<p>Image: '0121...'</p>


1683 ROMA – MASTER CONTENT



Zone(s)	4
Item	GR4.*B Surat Sign
Content	<p>Surat</p> <p>'pin' icon labelled Surat and another pin labelled Roma and dotted line with text 80km (see 'pin..'); demonstrates distance between towns.</p> <p>Silhouette/simple line drawing of museum building with Cobb & Co text on front and text nearby: Cobb & Co Changing Station</p> 

Zone(s)	4
Item	GR4.* Destination Injune – Perspex location X
Content	<p>Image: '0055...'</p>  <p>Injune</p> <p>'pin' icon labelled Injune and another pin labelled Roma and dotted line with text 90km (see 'pin..'); demonstrates distance between towns.</p>

1683 ROMA – MASTER CONTENT

	<p>Simple line drawing of person walking between 2x gorge walls or just gorge with river* with nearby text: Carnarvon Gorge</p> <p>*check out vectors or illustrations of 'zion park' in shutterstock (carnarvon isn't as famous / no good illustrations)</p> 
--	--

Zone(s)	4
Item	GR4.* Regional Map – elevator shaft wall
Content	<p>See 'D16 41241...Inside' AND '000...'</p> <p>JUST feature map (not the driving tours info)</p>

1683 ROMA – MASTER CONTENT

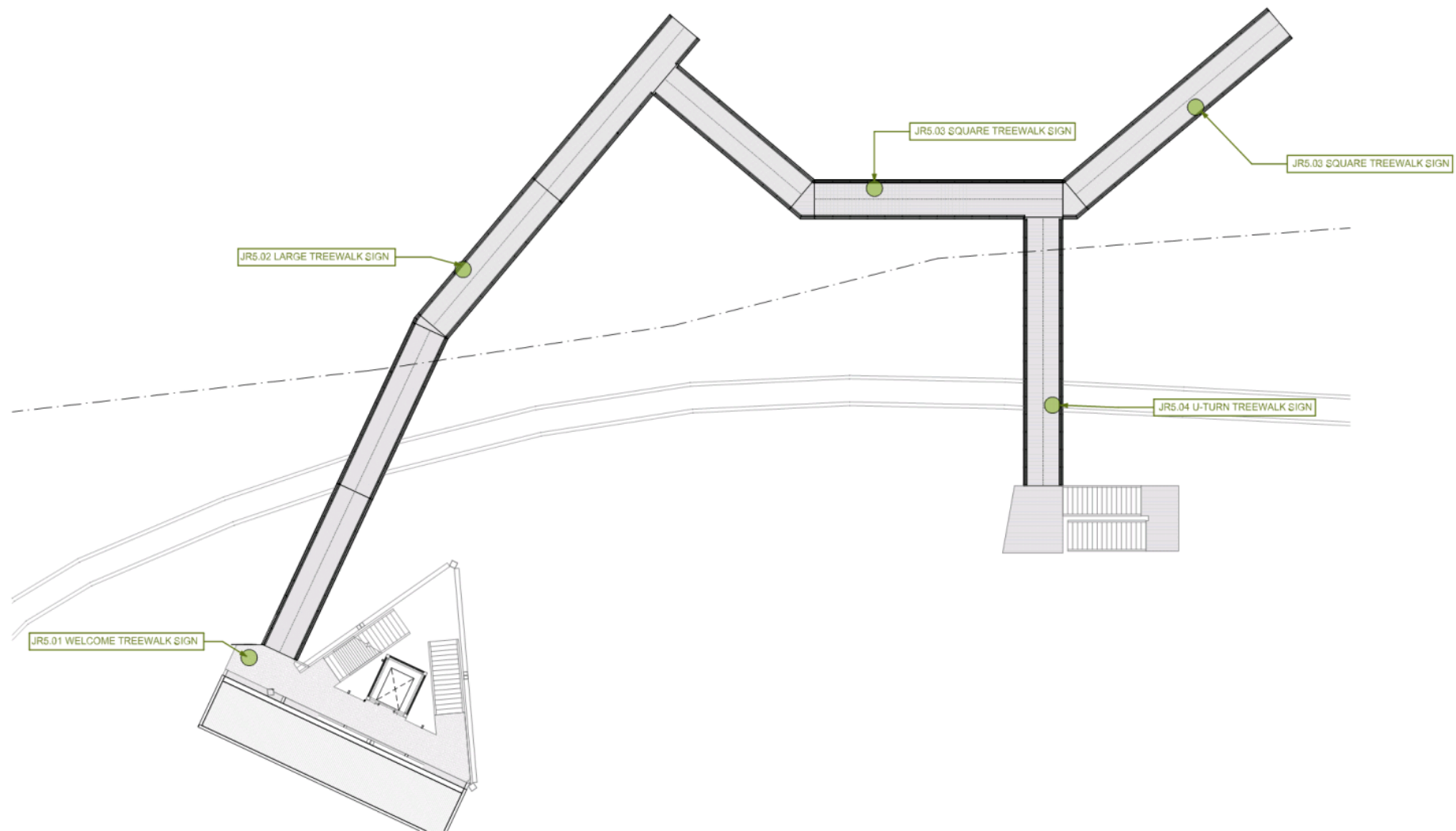
Zone 3 – Top of Tower Oil & Gas Signage

Zone(s)	3
Item	GR4.* Sign – facing EMSCO
Content	<p>(left) Illustration of Emsco with clearly visible items and (right) corresponding text; add little people ? like little man on monkeyboard or at draw-works or near boiler ?</p> <p>EMSCO RIG</p> <p>Peak drilling period: 1930s</p> <p>The Roma Blocks Oil Company purchased the American-built EMSCO rig in 1928. It was transported by rail to Roma in 1929. Between 1929-1941 the steam-operated rig drilled four holes within 16km of Roma.</p> <p>Top of EMSCO 41.5m</p> <p>EMSCO Crown block Crown block: stationary section of a block and tackle that contains a set of pulleys through which the drill line is threaded. The combination of the traveling block, crown block and drill line enables the rig to lift heavy drill strings over 1km long.</p> <p>3 boilers, piles of wood near base of rig Powered by steam engine</p> <p>Image: 'no 1 1927 steam boilers' (view from top)</p> <p>Caption:</p> <p>Steam boilers for powering the rig</p>

Zone(s)	4
Item	GR4.* Sign – facing T32
Content	<p>(left) Illustration of T-32 with clearly visible items and (right) corresponding text; add little people ? like little man on monkeyboard or near engine?</p> <p>T 32</p> <p>Peak drilling period: 1960s-1970s</p> <p>This T 32, along with another T 32, drilled over 200 wells in the Roma region. It was eventually transported to Barrow Island, WA where it was damaged in a drilling mishap. After drill collars became stuck in the bore, a company man ordered the chief driller to forcefully remove them. The cables strained against the derrick and the drill collars didn't budget but the derrick did—bending under the stress.</p> <p>Top of T32 32.8m</p> <p>Engine Diesel driven</p> <p>Image: 't32 bent'</p>

Zone(s)	4
Item	GR4.* Seating graphic
Content	<p>Image: 'Ode' or Bawden' logo but make weathered / old looking</p> <p>Make rivets almost comically large and less oil dripping</p> <p>IF they want a clean/schmick design then make 1 large 'clean' lines logo and small logo pattern (no rivets, no weathering, no oil)</p>

Zone 5 - Treewalk Signage



ZONE 5 LOCATION PLAN - TREEWALK
1:300

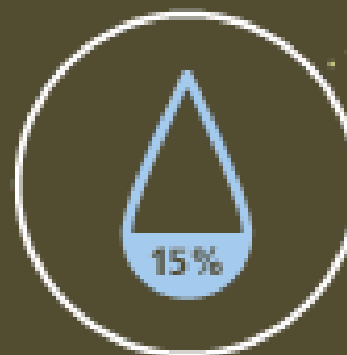
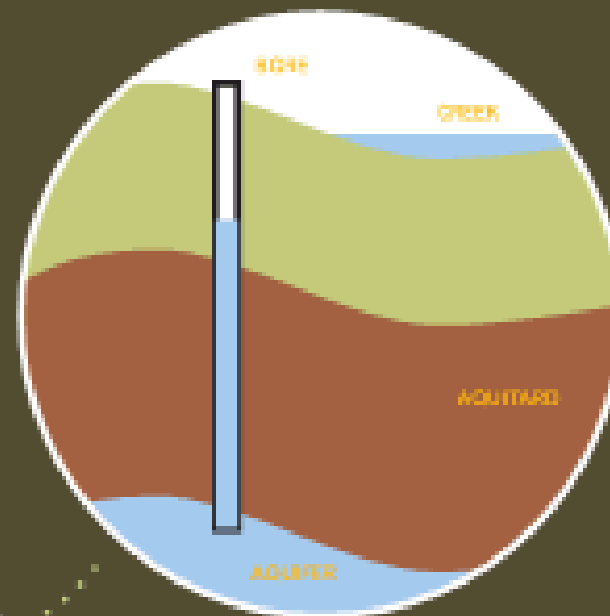
ALL SIGNAGE LOCATIONS TO BE
CONFIRMED PRIOR TO INSTALLATION

Bungil to Basin

Roma's watery riches

You're standing above Bungil Creek—a 233km watercourse that descends from the Great Dividing Range. It's a perennial creek, varying from a trickle to torrent. Bungil Creek has flooded up to 2.6m during storms.

Where Bungil Creek is visible, Roma also relies on one of the world's largest underground water systems. The Great Artesian Basin holds 65m gigalitres of water or about 130,000 Sydney Harbours. Aquifers (layers of rock that hold groundwater) and aquiclards (compacted layers that restrict water flow) make up the Basin. Water bores in the Roma region tap into the Basin's aquifers. Before, during, after drilling wells, oil and gas companies are obligated to assess, benchmark and monitor water bores on their 'tenure'. Hundreds of monitoring points exist across Queensland, helping map the basin as a whole and track industry impact.



Only 15% of the water taken from aquifers across oil and gas producing regions in Queensland is for oil and gas purposes.

1683 ROMA – MASTER CONTENT

Red = internal notes and instructions (not printed)



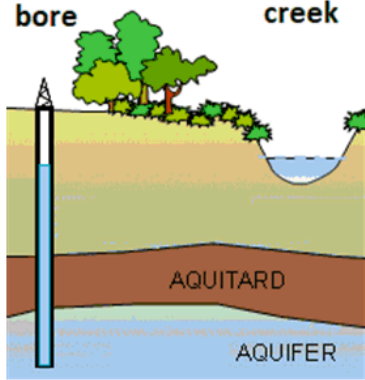
Highlighting = confirm information / finalise content

Zone 5 – Treewalk Signage

Zone(s)	5
Item	GR5.01 Treewalk Welcome Panel
Content	<p>Side visitors first see (left?)</p> <h2>BIG RIG TREEWALK</h2> <p>(see GR1.01A, GR3.01A for consistency)</p> <p>--</p> <p>Second side (right?)</p> <h3>Roma's river red gums</h3> <p>As you stroll the treewalk, take your time and enjoy a unique perch in the river red gum canopy.</p> <p>At Bungil Creek, towering gums are the backbone of a rich riparian ecosystem. The leaves and blossoms around you feed a variety of native creatures while hollows provide protection and nesting opportunities for birds and mammals. Can you see shrubs and sedges along the creek? These plants slow erosion and shelter smaller reptiles and amphibians. Frogs, water rats, turtles and insects seek safety and a feed in the reeds.</p> <p>Callout:</p> <p>The largest river red gums can reach more than 45m high (that's taller than the Tower).</p> <p>Illustration of silhouette of river red gum next to tower, comparing heights</p> <p>Illustration of blossoms or leaves?</p>

Zone(s)	5
Item	GR5.02 Large Treewalk Panel
Content	<h3>Roma's gas roadmaps</h3> <h4>Drilling for gas isn't a given</h4> <p>Numerous environmental protection acts and other guidelines regulate the full lifecycle of drilling activity—from gas exploration to development and production.</p> <p>Before drilling takes place, gas companies 'ground-truth' proposed sites and consult with relevant stakeholders. Thorough inspections are conducted before selecting the most appropriate site. Checks include office and field-based work considering:</p> <ul style="list-style-type: none"> • environmental issues (distance from specific flora and fauna communities) • cultural heritage (particularly with regards to indigenous cultural heritage) • topography restrictions (avoiding water courses, ravines, steep cliff faces) • land use limitations (including consultation with landholders) <p>illustrate content in map style with dotted line and pins for each dot point</p> <p>Callout:</p> <p>Before an ATP (Authority to Prospect) can be granted, the resource company must address Native Title and be issued an Environmental Authority.</p> <p>Callout 2 (infographic style with maranoa silhouette and .05% coloured in OR show 1000 ha and 1 little rig?):</p> <p>The footprint of CSG and petroleum wells covers only .05% of land surface in the Maranoa—that's an average of less than one well per 1,000 ha.</p>

1683 ROMA – MASTER CONTENT

Zone(s)	5
Item	GR5.03A Square Treewalk Panel
Content	<p>Bungil to Basin</p> <p>Roma's watery riches</p> <p>You're standing above Bungil Creek—a 233km watercourse that descends from the Great Dividing Range. It's a perennial creek, varying from a trickle to torrent. Bungil Creek has flooded up to 7.6m during storms.</p> <p>Where Bungil Creek is visible, Roma also relies on one of the world's largest underground water systems. The Great Artesian Basin holds 65m gegalitres of water or about 130,000 Sydney Harbours. Aquifers (layers of rock that hold groundwater) and aquitards (compacted layers that restrict water flow) make up the Basin. Water bores in the Roma region tap into the Basin's aquifers. Before, during, after drilling wells, oil and gas companies are obligated to assess, benchmark and monitor water bores on their 'tenure'. Hundreds of monitoring points exist across Queensland, helping map the basin as a whole and track industry impact.</p> <p>Callout (infographic style maybe water drop with only 15% coloured in / dotted lines):</p> <p>Only 15% of the water taken from aquifers across oil and gas producing regions in Queensland is for oil and gas purposes.</p> <p>Possible basin, creek and bore illustration</p> 

Zone(s)	5
Item	GR5.03B Square Treewalk Panel
Content	<p>Reasons behind rigs</p> <p>Gas benefits—and fuels—our lives</p> <p>What is gas used for?</p> <p>Queensland uses gas to produce LNG, generate electricity, produce fertiliser and process minerals. Individuals fuel vehicles, barbecues, hot water tanks and gas stoves.</p> <p>What are the benefits?</p> <p>The gas industry contributes to the economy and livelihood of residents, the region and Australia as a whole:</p> <p>INDIVIDUALS: Over 31,000 jobs supported by the QLD petroleum and gas industry*</p> <p>BUSINESSES + COMMUNITY ORGANISATIONS: Industry direct expenditure of \$3.8 billion on local goods and services*</p> <p>QUEENSLAND: Over \$460 million paid to the state as oil and gas royalties + industry added \$5.1 billion to QLD economy*</p> <p>AUSTRALIA: 9.6PJ of gas were exported from QLD to other Australian states*</p> <p>1 petajoule (PJ) is enough energy to power 42,000 average Australian households for one year</p> <p>*as of 2020</p>



1683 ROMA – MASTER CONTENT

	Convert above text to infographics (maybe 'Individual' is silhouette of person in work hat; 'Businesses...' is industrial building silhouette, 'Queensland' is the state silhouette, 'Australia' is the flag)
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Zone(s)	5
Item	AV5.04 Treewalk Audio
Content	<ol style="list-style-type: none"> 1. Galah 2. Eastern barn owl 3. Nankeen night-heron 4. White-plumed honeyeater 5. Sugar glider 6. Ornate burrowing frog 7. Emerald-spotted tree frog 8. Koala

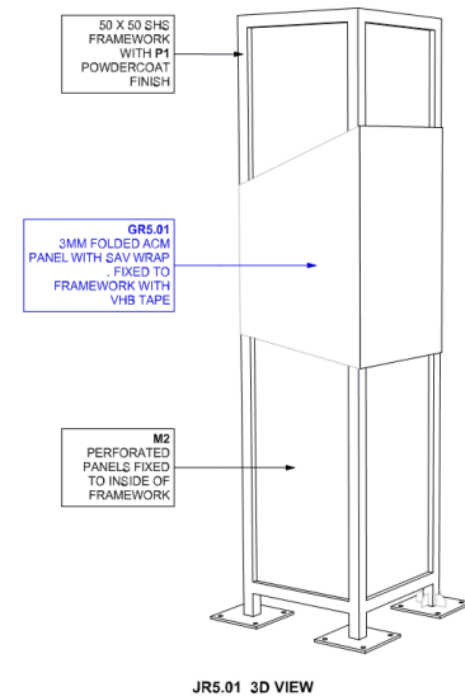
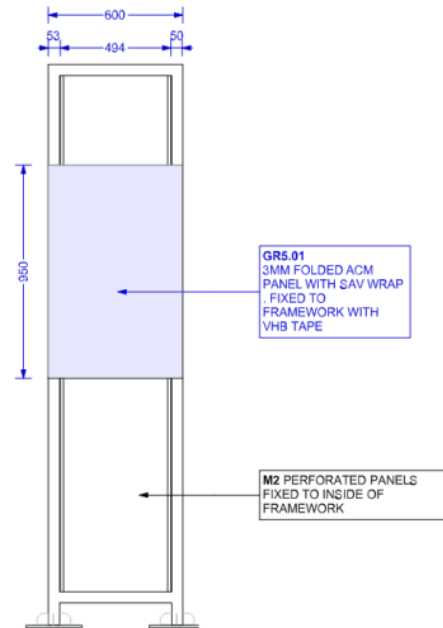
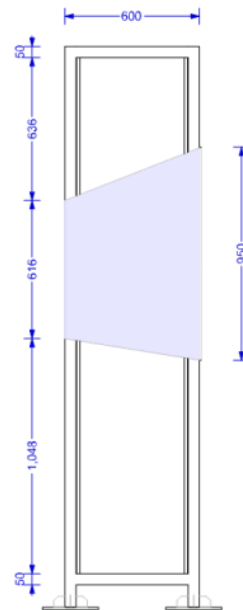
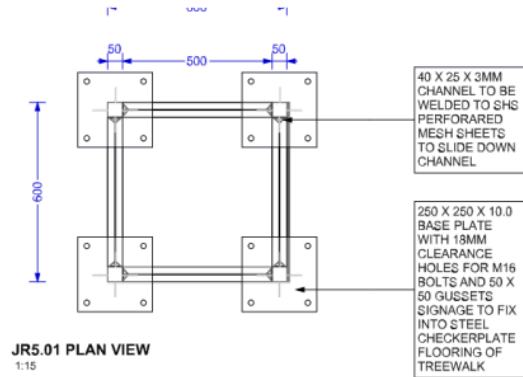
Zone(s)	5
Item	GR5.04A Treewalk Audio Panel
Content	<p>Creekside chorus</p> <p>How many creatures can you hear?</p> <p>Bungil Creek's water and river red gums attract and support a range of Roma wildlife. While hundreds of creatures live here, it requires patience and a good ear to identify them. While many are hard to see, you might discover them by listening carefully.</p> <p>Illustration of blossoms, leaves or flowing water?</p> <ol style="list-style-type: none"> 1. Galah image options: 'galah...' <p>Galah</p> <p>The most common of the cockatoos, often seen foraging for seeds or flying in flocks. Their striking pink and grey plumage and 'chi chi chi chiiii!' calls are unmistakable.</p> <ol style="list-style-type: none"> 2. Eastern barn owl image: 'eastern barn...' <p>Eastern barn owl</p> <p>You'd be lucky to see this shy owl in the day. Eastern barn owls are most active at night. They use hearing to hunt, with a heart-shaped face that funnels noise towards their ears. They're generally quiet but sometimes emit a hissing 'screeeeech'.</p> <ol style="list-style-type: none"> 3. Nankeen night-heron image: 'nankeen...' <p>Nankeen night-heron</p> <p>Nankeen night-herons are nocturnal hunters found near rivers and wetlands. They walk slowly in shallow water, looking for prey and snapping it up with heavy black bills. Their loud croaking 'qu-ark' call can be heard at night.</p> <ol style="list-style-type: none"> 4. White-plumed honeyeater image options: 'white plumed...' <p>White-plumed honeyeater</p> <p>A constant mover, the white-plumed honeyeater darts from tree to tree, feeding on nectar, insects, fruits and seeds. One of the first birds to call in the morning and last to call in the evening, listen for a lovely little repertoire of calls and whistles— 'chick ick ick ick' 'wee o weeee o'.</p> <ol style="list-style-type: none"> 5. Sugar glider image: 'sugar...' <p>Sugar glider</p>



1683 ROMA – MASTER CONTENT

	<p>During the day sugar gliders sleep in hollows, coming out at night to forage. A true omnivore, they devour sap, gum and insects but will eat seeds, bird eggs, pollen and fungi too. A membrane extending from the glider's 5th finger to ankle enables it to glide between trees. They make a variety of noises including yapping.</p> <p>6. Ornate burrowing frog image: 'ornate...'</p> <p>Ornate burrowing frog</p> <p>This little frog, no larger than 50mm, is sometimes mistaken for a tiny cane toad. They use their feet like shovels to burrow during dry or cold periods. You might hear or see them on warm, humid evenings especially after rain. Listen for an 'unk unk unk' call from the males trying to find a mate.</p> <p>7. Emerald-spotted tree frog image: 'emerald preferred...'</p> <p>Emerald-spotted tree frog</p> <p>This species of frog grows up to 70mm and can change colour quickly, from green-grey to red-brown. They forage at night, climbing and calling out from trees. Spring is peak breeding season, when you might hear their loud, repetitive call 'ah ah ah ahk ahk ahk ahk'.</p> <p>8. Koala image: 'koala...'</p> <p>Koala</p> <p>Australia's iconic, tree-climbing marsupial. They feed almost exclusively on eucalyptus leaves—river red gums are a favourite food tree. Males make loud guttural mating calls from Spring through Summer.</p>
--	--

Zone(s)	5
Item	GR5.04B Treewalk Audio Batwings
Content	<p>Right batwing</p> <ol style="list-style-type: none"> 1. Galah 2. Eastern barn owl 3. Nankeen night-heron 4. White-plumed honeyeater 5. Sugar glider 6. Ornate burrowing frog 7. Emerald-spotted tree frog 8. Koala <p>--</p> <p>Left batwing - Cool graphic</p>

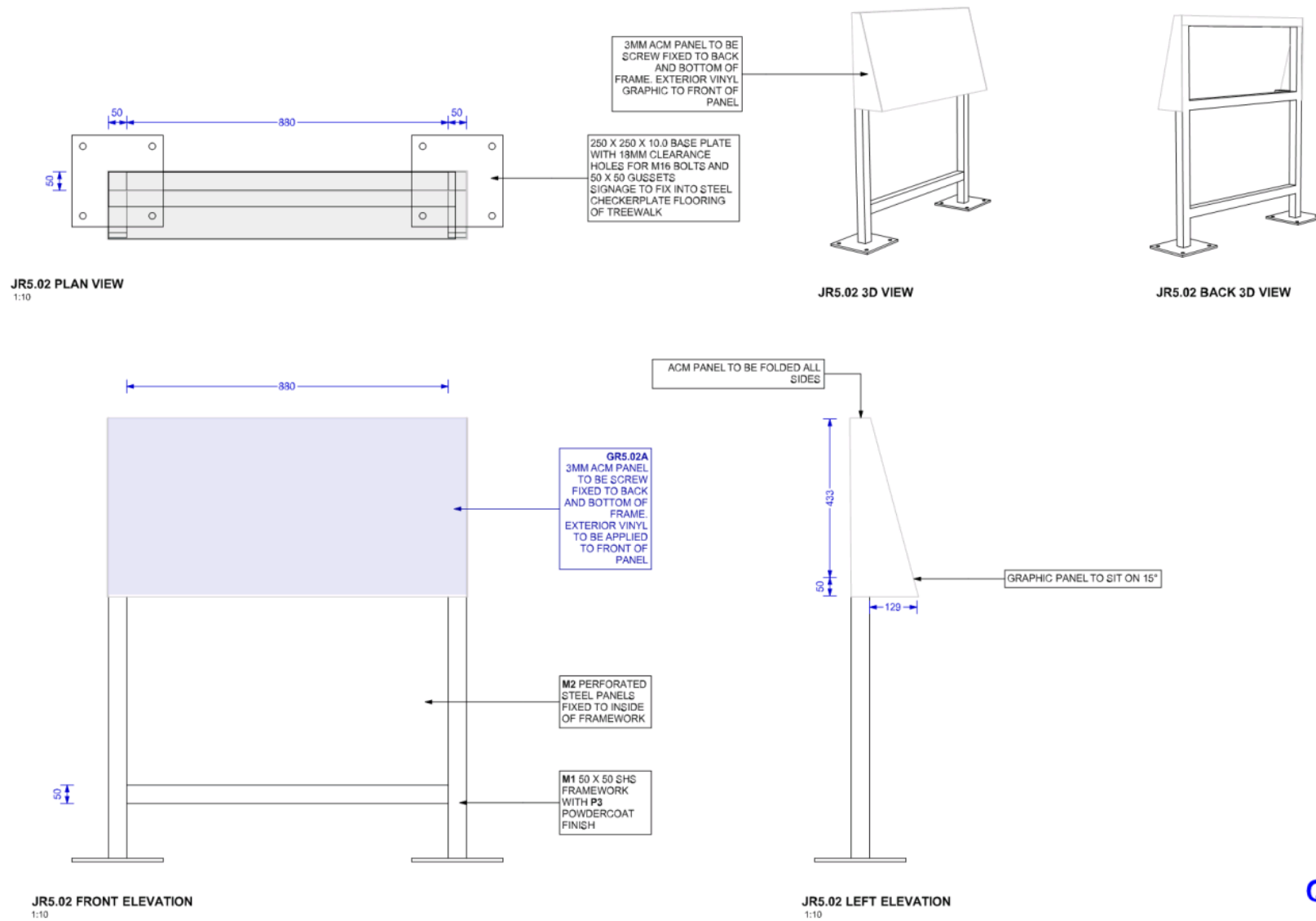


QTY - 1

4.05.01

JR5.01 - TREEWALK
WELCOME SIGNCLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALKSITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683REVISION 1
DATE 11/06/2021

Xzibit
 imagination captured



4.05.02

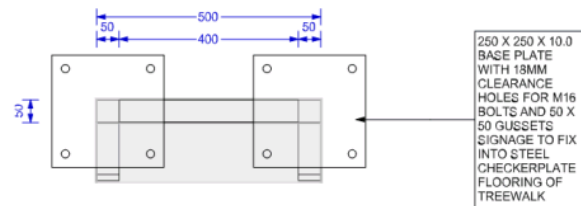
JR5.02 - LARGE TREEWALK SIGN

CLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

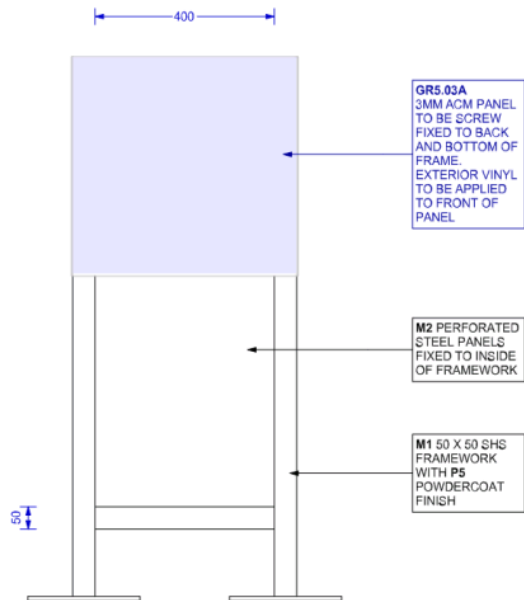
SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 1
DATE 11/06/2021

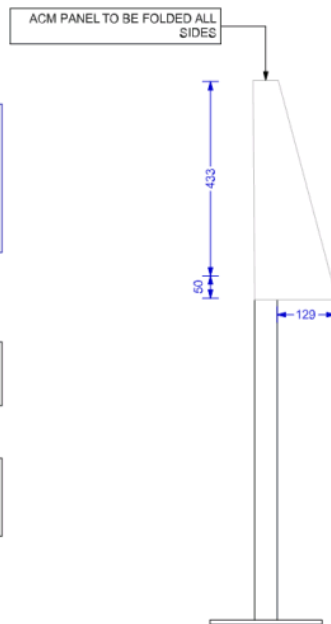




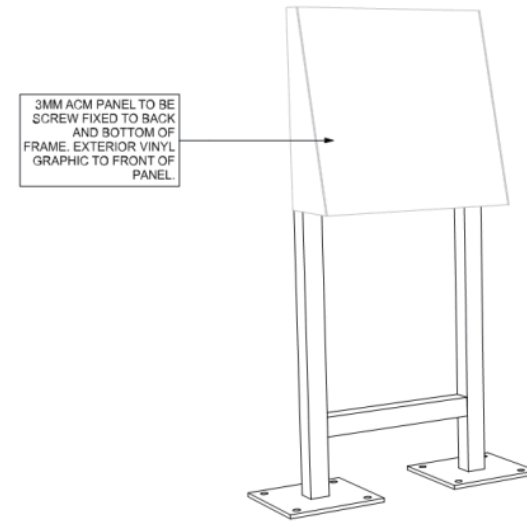
JR5.03 PLAN VIEW
1:10



JR5.03 FRONT ELEVATION
1:10



JR5.03 LEFT ELEVATION
1:10



JR5.03 3D VIEW

QTY - 2

4.05.03

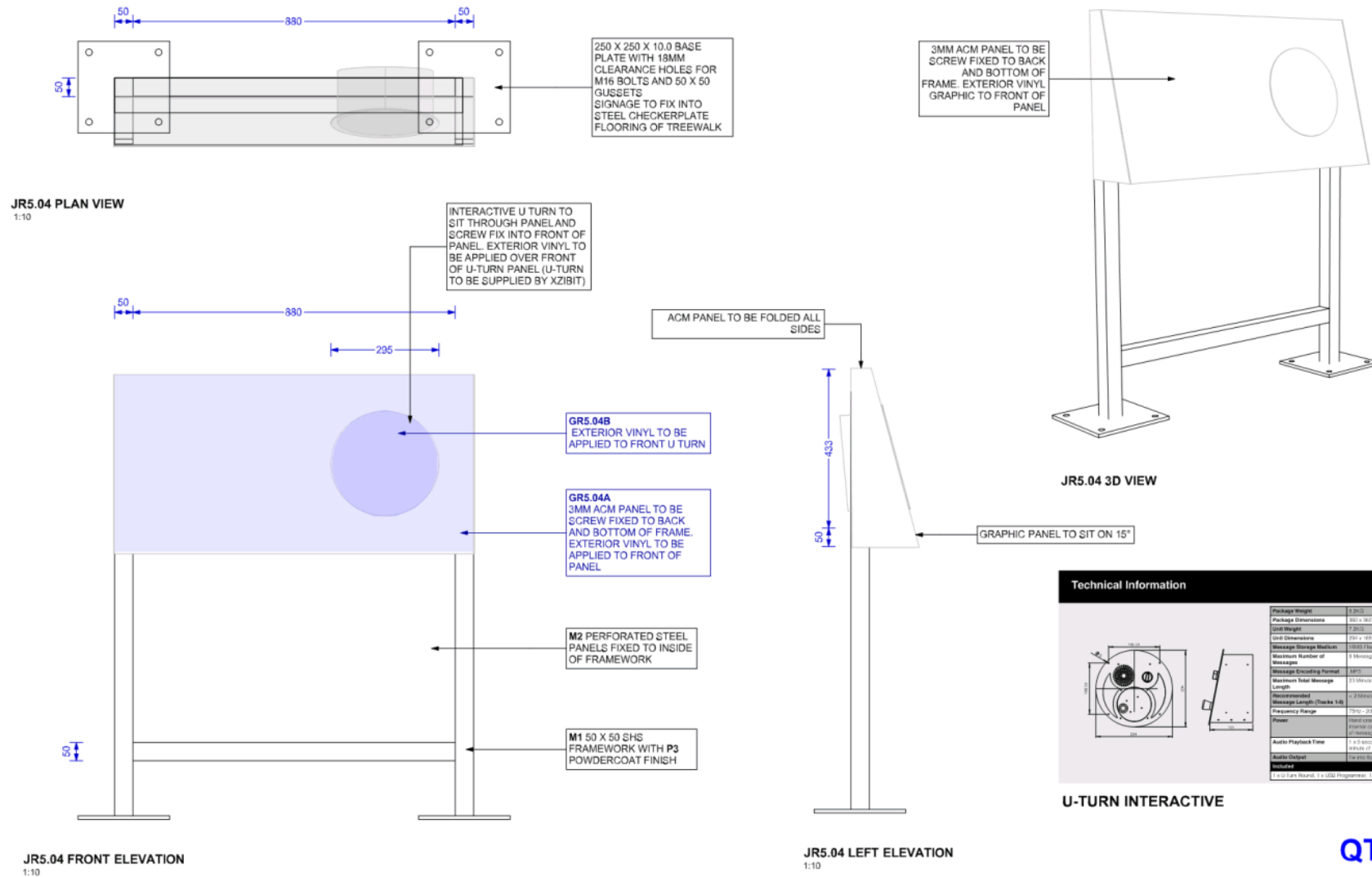
JR5.03 - SQUARE
TREEWALK SIGN

CLIENT MARANO REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 1
DATE 11/06/2021

Xzibit
imagination captured



QTY - 1

4.05.04 JR5.04 - U-TURN SIGN

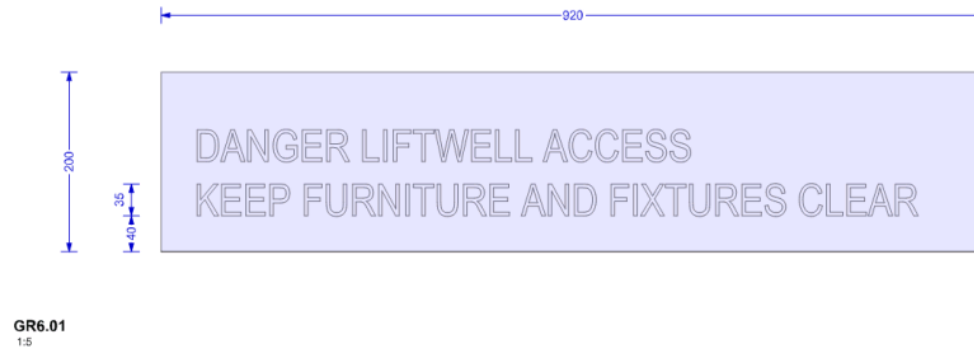
CLIENT MARANOVA REGIONAL COUNCIL
PROJECT NAME ROMA BIG RIG TOWER & TREEWALK

SITE LOCATION ROMA, QLD, 4455
PROJECT NUMBER 1683

REVISION 1
DATE 11/06/2021



Zone 6 - Safety Signage

**LOCATION**

PLATFORM 3 DOOR D01 AND PLATFORM 8 DOOR D02

SIGN TYPE

1MM ANODISED ALUMINIUM SIGN PANEL. FRONT APPLIED VINYL LETTERING SPRAYED WITH ANTI-GRAFFITI SATIN CLEAR COAT OVER

MOUNTING

DOOR MOUNTED - SIGN PANEL TO BE CONCEALED FIXED WITH THIN FILM VHBTAPE AND SILICONE

QTY - 2

4.06.01

JR 6.01 - EMERGENCY LIFT
CORE ACCESS DOOR

CLIENT **MARANOVA REGIONAL COUNCIL**
PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
PROJECT NUMBER **1683**

REVISION **1**
DATE **11/06/2021**





GR6.02
1:3

LOCATION

LEVEL 2 MOUNTED ON GLASS PANEL LEFT SIDE OF LIFT DOOR ENTRANCE
 LEVEL 7 MOUNTED ON GLASS PANEL LEFT SIDE OF LIFT DOOR ENTRANCE
 LEVEL 13 MOUNTED ON GLASS PANEL LEFT SIDE OF LIFT DOOR ENTRANCE
 LEVEL 2 MOUNTED ON EXTENDED BALUSTER BESIDE TREE TOP WALKWAY
 SOUTHERN EXIT STAIR

SIGN TYPE

1MM ANODISED ALUMINIUM SIGN PANEL FRONT APPLIED VINYL
 LETTERING SPRAYED WITH ANTI-GRAFFITI SATIN CLEAR COAT
 OVER

CONTENT

EVACUATION PLAN IN ACCORDANCE WITH THE BUILDING FIRE SAFETY
 REGULATION 2008.
 GRAPHIC INTENT AND EVACUATION NOTES TO FUTURE DETAIL

QTY - 4

4.06.02

JR 6.02 - EVACUATION
SIGN

CLIENT **MARANOA REGIONAL COUNCIL**
 PROJECT NAME **ROMA BIG RIG TOWER & TREEWALK**

SITE LOCATION **ROMA, QLD, 4455**
 PROJECT NUMBER **1683**

REVISION **1**
 DATE **11/06/2021**

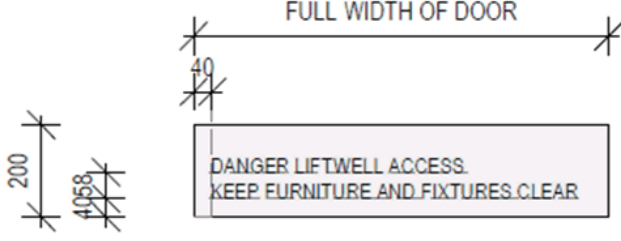


1683 ROMA – MASTER CONTENT

Red = internal notes and instructions (not printed)

Highlighting = confirm information / finalise content

Zone 6 – Safety Signage

Zone(s)	6
Item	GR6.01 Lift Panel
Content	 <p>CONTENT SAV LETTERS: DANGER LIFTWELL ACCESS KEEP FURNITURE AND FIXTURES CLEAR</p> <p>LETTERING 35mm HIGH CAP FONT ARIAL NARROW COLOUR CHARCOAL SIGN TYPE 1mm ANODISED ALUMINIUM SIGN PANEL. FRONT APPLIED VINYL LETTERING SPRAYED WITH ANTI-GRAFFITI SATIN CLEAR COAT OVER. MOUNTING DOOR MOUNTED - SIGN PANEL TO BE CONCEALED FIXED WITH THIN FILM VHB TAPE AND SILICONE.</p>

Zone(s)	6
Item	GR6.02 Evacuation Panel
Content	<p>CONTENT SAV LETTERS: EVACUATION PLAN IN ACCORDANCE WITH THE BUILDING FIRE SAFETY REGULATION 2008. SIGN TYPE 1mm ANODISED ALUMINIUM SIGN PANEL. FRONT APPLIED VINYL GRAPHIC SPRAYED WITH ANTI-GRAFFITI SATIN CLEAR COAT OVER. SIZE A3 SIZE</p> <p>Note re content / need clarification, the following is stated in the drawings under 'Evacuation Plan in accordance with the building fire safety...': 'GRAPHIC INTENT AND EVACUATION NOTES TO FUTURE DETAIL' KN: It will be a drawing plan I'm assuming should be provided by council and approved by certifier.</p>

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 2 August 2021

Item Number: L.8

File Number: D21/62610

SUBJECT HEADING: Design of the Mitchell Multi Purpose Facility (Old Dance Mitchell Studio)

Classification: Open Access

Officer's Title: Project Officer - (Facilities Planning & Delivery)

Executive Summary:

In 2015 Council received reports from an Engineer, Building Certifier and Builder, which detailed the "Mitchell Dance Studio" is beyond economic repair.

There are multiple structural issues with the building and a large amount of Asbestos present. The community did not want to see the building demolished and a vacant parcel of land left. It was proposed designs be completed for the replacement building and if the opportunity came up for funding, the project would be shovel ready.

Last financial year, council budgeted \$20,000 for concept designs to be completed and presented to the community.

A meeting was held with the community on 23rd March 2021, to discuss what they would like to see in the new development and from here Struxi was awarded to complete the concept designs on the proposed "Mitchell Multi Purpose Facility"

Officer's Recommendation:

That Council:

1. Present concepts 1 & 2 to the community for feedback via Face to Face meeting & "Have Your Say"
 2. Preferred concept be progressed to shovel ready documentation
-

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

Present both concepts to Council for feedback, prior to community consultation.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- Community consultation was held at the Mitchell Hall on the 23/03/2021. There were 10 members of the public present to provide their feedback on requirements with the proposed design.
- 17 responses were received via "Have Your Say". This feedback was also considered in forming requirements for the proposed design.
- Struxi were engaged to complete the design on the 27/04/2021.

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)

The design shall conform to requirements of all applicable, Local and State Planning Laws, Australian Standards and Codes of Practice, the Queensland Building Act and Regulation(s), the Building Code of Australia and any other applicable Acts, Regulations or such Standards necessary to ensure that the constructed facility meets all requirements.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

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)

- Maintenance Officer/Team Coordinator Facilities (Council Buildings & Structures)
- Manager Facilities (Land, Buildings & Structures)
- Lead Building Services Officer (Planning & Building Development)
- Planning Officer (Planning & Building Development)
- Building Projects, Maintenance Planning & Inspections (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)

Council Funded.

This Financial Year's Budget:

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

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

- Budget for concept designs were allocated in the 2020-2021 budget.
- Council has approved in the 2021-2022 budget \$80,000 for shovel ready documentation

Future Years' Budgets:

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

It is proposed when shovel ready documentation is completed, Council could apply for external funding to build the new facility.

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	Nil

Advice to Council:

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

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

It is recommended that Council present the concepts to the community for consultation and this feedback be taken back to Struxi for lock down of design.

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. Present concepts 1 & 2 to the community for feedback via Face to Face meeting & "Have Your Say"
2. Preferred concept be progressed to shovel ready documentation

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1 [↓](#) Mitchell Multi Purpose Facility for presentation to Council D21/62688

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

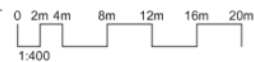
Deputy Chief Executive Officer/Acting Director Infrastructure Services

PROPOSED BUILDING AREA	
NAME	AREA
EXTERNAL - COVERED	93 m ²
INTERNAL	404 m ²
GRAND TOTAL	497 m ²

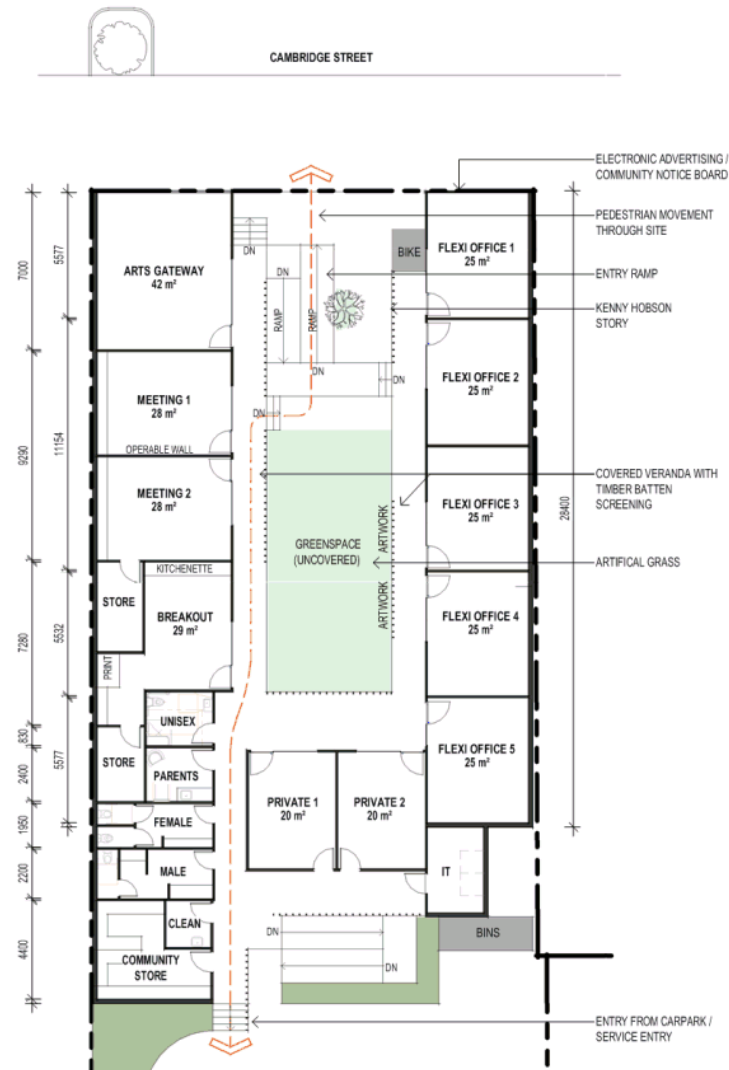


CONCEPT 1 SITE PLAN

1:400

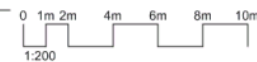


1:400



CONCEPT 1 FLOOR PLAN

1:200



1:200

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QBCC: 1088647

PROJECT NAME:

**MITCHELL
MULTI-PURPOSE
FACILITY**

CLIENT:

**MARANOA
REGIONAL COUNCIL**

ADDRESS:

**48-52 CAMBRIDGE
ST, MITCHELL QLD
4465**

SHEET NAME:

CONCEPT 1

SCALE:

As indicated AT A3

APPROVED BY:



PROJECT: NAME: SHEET:

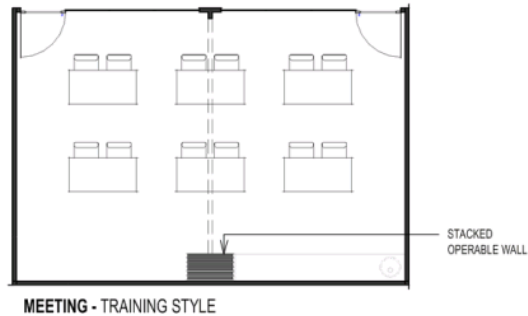
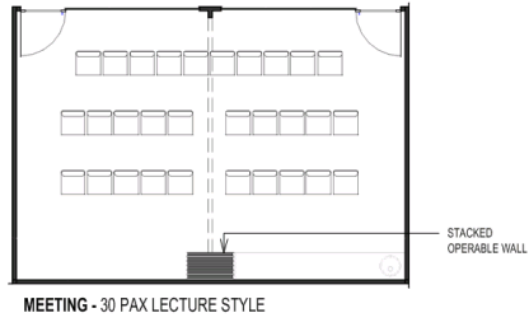
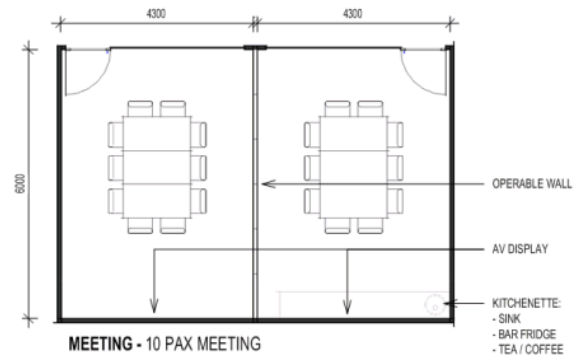
211710. SK. 1-101 [C]

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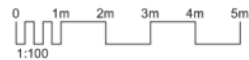
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CONCEPT

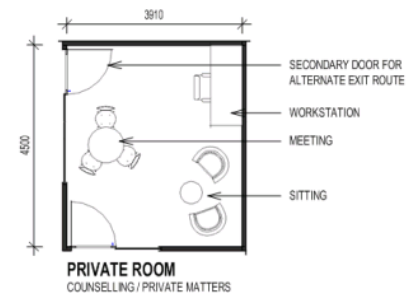
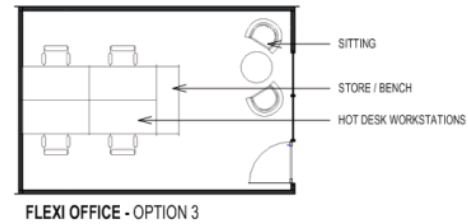
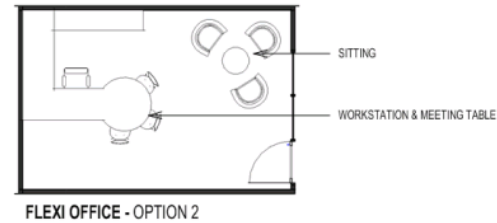
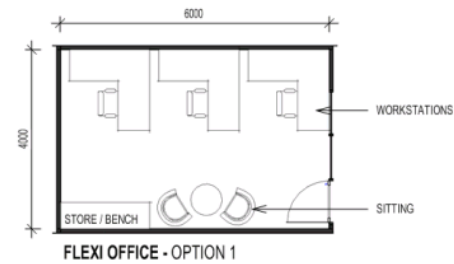


ROOM LAYOUT OPTIONS

1 : 100



NOTE: ROOM LAYOUTS APPLY TO BOTH
CONCEPT 1 & 2.



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PROJECT NAME:

**MITCHELL
MULTI-PURPOSE
FACILITY**

CLIENT:

**MARANOA
REGIONAL COUNCIL**

ADDRESS:

**48-52 CAMBRIDGE
ST, MITCHELL QLD
4465**

SHEET NAME:

**CONCEPT 1 & 2 -
FLEXIBLE ROOM
LAYOUTS**

SCALE:

1 : 100 AT A3

APPROVED BY:



PROJECT: PANE: SHEET:

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CONCEPT



PROPOSED STREETScape



STREET ENTRY



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PROJECT NAME:

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ADDRESS:

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4465**

SHEET NAME:

**CONCEPT 1 -
ILLUSTRATIONS**

SCALE:

AT A3

APPROVED BY:

PROJECT: PANEL: SHEET:

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DATE: 13/05/2015

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CONCEPT



ENTRY PERSPECTIVE



CARPARK ENTRY



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PROJECT NAME:

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ADDRESS:

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SHEET NAME:

**CONCEPT 1 -
ILLUSTRATIONS**

SCALE:

AT A3

APPROVED BY:

PROJECT: PANEL: SHEET:

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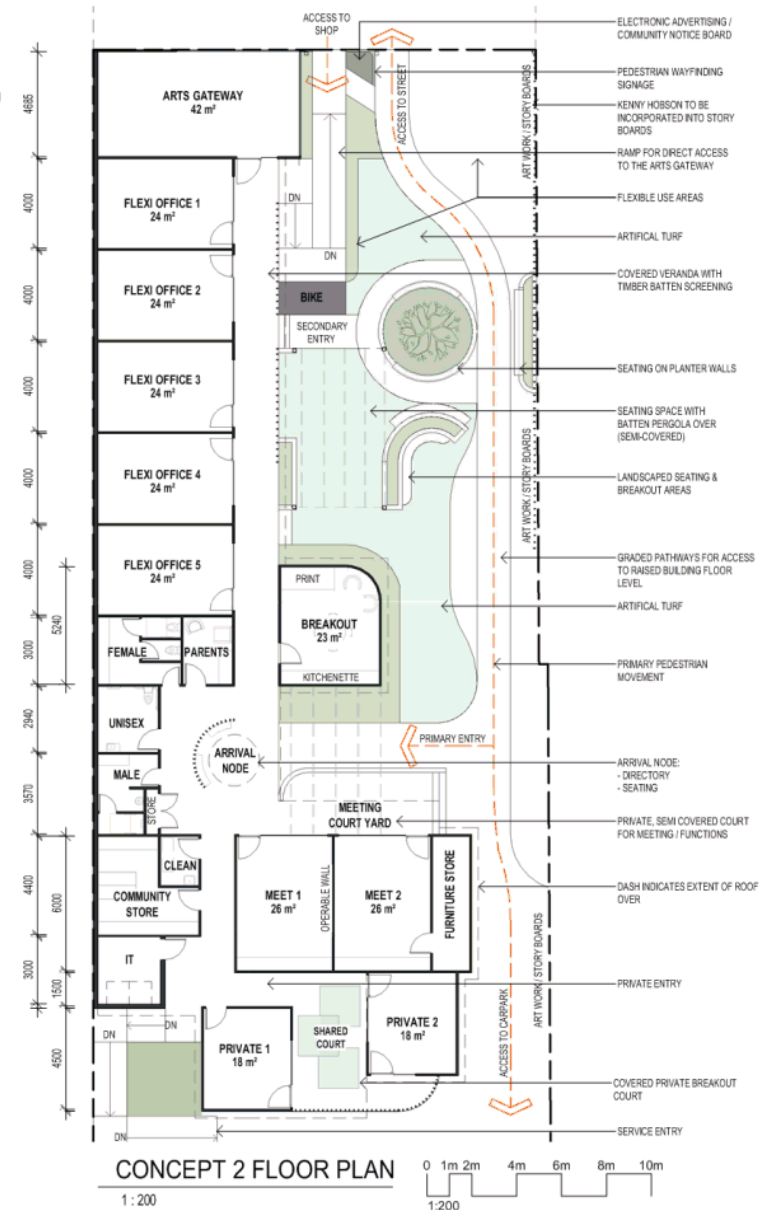
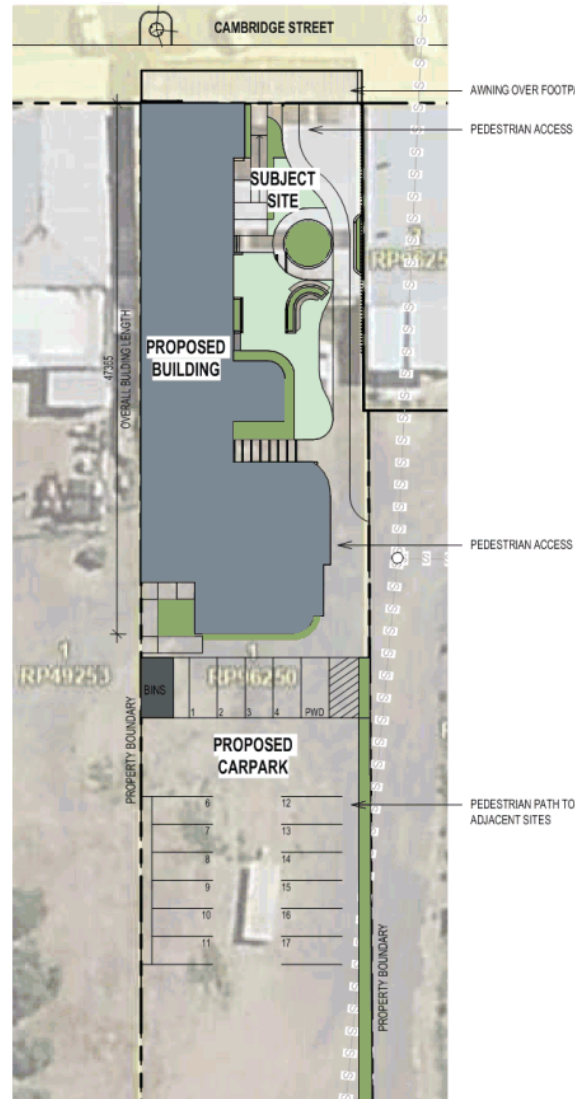
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CONCEPT

PROPOSED BUILDING AREA	
NAME	AREA
EXTERNAL - ROOF	128 m ²
INTERNAL	372 m ²
GRAND TOTAL	500 m ²



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PROJECT NAME:
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FACILITY**

CLIENT:
**MARANOA
REGIONAL COUNCIL**

SHEET NAME:
CONCEPT 2

SCALE:
As indicated AT A3

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PROPOSED STREETScape



PROPOSED STREETScape



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SHEET NAME:

**CONCEPT 2 -
ILLUSTRATIONS**

SCALE:

AT A3

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STREET ENTRY



STREET ENTRY



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4465**

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**CONCEPT 2 -
ILLUSTRATIONS**

SCALE:

AT A3

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CONCEPT



ARRIVAL NODE



CARPARK ENTRY



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4465**

SHEET NAME:

**CONCEPT 2 -
ILLUSTRATIONS**

SCALE:

AT A3

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CONCEPT

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 8 September 2021

Date: 27 August 2021

Item Number: L.9

File Number: D21/70323

SUBJECT HEADING: Life-sized Replica Sculpture of a Rhoetosaurus Brownei dinosaur

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Potential purchase of Rhoetosaurus Brownei Dinosaur sculpture.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I have received an email notification from David Joffe of Natureworks Pty Ltd (as attached), notifying me of their intent to soon sculpt a life-sized Rhoetosaurus Brownei dinosaur. He has offered Council the opportunity to purchase a sculpture at a highly competitive price for further copies made.

This dinosaur is of significance to the Maranoa as fossil remains of the species have been found in our region.

Further information and estimates have been provided by Natureworks Pty Ltd and are attached for Council's review.

Supporting Documentation:

- | | | |
|------------|--|-----------|
| 1 <u>↓</u> | Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - David Joffe | D21/70384 |
| 2 <u>↓</u> | Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 2 - David Joffe | D21/71562 |
| 3 <u>↓</u> | Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 3 - David Joffe | D21/71563 |
| 4 <u>↓</u> | Email Correspondence - Life Size Sculpture of Rhoetosaurus Brownei - 4 - David Joffe | D21/71564 |

Emma Barber

From: David Joffe <davidj@natureworks.com.au>
Sent: Thursday, 8 July 2021 2:56 PM
To: Office of the Mayor
Cc: Geoffrey (Geoff) McMullen; Tim; David Joffe; Sales
Subject: A LIFESIZED SCULPT OF RHOETOSAURUS BROWNEI- COMING SOON
Attachments: Natureworks_Rhoetosaurus brownei_Sauropod Dinosaur_Australia- updated.pdf

Categories: External correspondence

For the attention of the Mayor of Maranoa,
Tyson Golder.

Hello Mayor Tyson and your team,

I recently stumbled across a 5 year old article whereby Robert Loughnan, the ex mayor was brewing a plan to recreate Rhoetosaurus brownei as a "hero mascot" for the town of Roma.(see below article)

I am an ex QLD Museum preparator of the seventies vintage who has been pursuing my interest in Natural history through my company Natureworks since 1979.

We are very experienced in fabricating natural history art refer www.natureworks.com.au

Below are a few links to our prehistoric dinosaur and megafauna range. We are in the process of sculpting all of the Australian Megafauna to complete the existing range of 50 sculptures. These are designed as fully fleshed out reconstructions in fibreglass suitable for external display purposes. We employ 20 full time sculptors and preparators.

We are about to begin the sculpture of a 15 metre long full sized Rhoetosaurus Brownei. We have been planning this now for some years, for our own dinosaur park which we are building on the Natureworks property in the Samford Valley , just north of Brisbane . We will produce a high quality production model to enable further copies to be made

This will enable us to be able to price this sculpture at a highly competitive price. Its next of kin/family are also on the drawing board to follow on.

We thought this may be of interest to your team and the people of Roma ?

Note: Rhoetosaurus brownei dinosaur – catalogue attached

I have supplied various catalogues below for you to browse through to give you an idea of the enormous skill set and range of dinosaurs we are to able supply.



Below article from 5 years ago.

<https://www.brisbanetimes.com.au/national/queensland/3d-replica-dinosaur-could-boost-tourism-in-west-queensland-town-20160104-glz57n.html>



A west Queensland town may add a dinosaur to its list of tourism attractions.

Maranoa Council mayor Robert Loughnan has been in discussions with Queensland Museum to find out if Roma, about 500 kilometres west of Brisbane, could become home to a 15 metre long, four metre tall 3D Rhoetosaurus dinosaur replica. Bones of the Rhoetosaurus were discovered in Queensland in 1924.

It may seem a strange addition to the outback town, but the life-size herbivore replica, yet to be built, would pay tribute to the discovery of Rhoetosaurus fossils found 100 kilometres north of Roma in 1924.

It is the oldest dinosaur skeleton found in Australia.



Maranoa Council Mayor Robert Loughnan.

The herbivore lived during the mid-Jurassic period about 170 million years ago.

Queensland Museum geosciences senior curator Dr Scott Hocknull said the local community had been "keen" to have a dinosaur display in Roma.

"We really are well and truly using new technology to bring these dinosaurs back to life.

"Short of having DNA, it is the closest you can get to having a real dinosaur," Dr Hocknull said.



What the 3D Rhoetosaurus dinosaur replica could look

"Regional communities have an interest in tourism but it is also a great way of taking people from the city to show them the outback that is different to what they are normally seeing."

The process of printing out a dinosaur is not easy and would require photographs of the skeleton to be fed into a computer to create a 3D model.

The model's measurements would then be sent to a 3D printer, which would layer sheets of plastic to build shapes, and a CNC machine, which would cut the larger objects out of foam.

"(The 3D printer) prints out layer upon layer of plastic, that cools rapidly. Each layer is thinner than a piece of paper and every single print can take hundreds of hours to finish," Dr Hocknull said.

"We would have to use both technologies; you would use CNC to cut out the bigger objects and 3D printer would look after the scales, the eyes, the smaller objects."

Dr Hocknull said the staggering 15-metre long dinosaur, which would take about two years to build, could help increase the amount of discoveries made in the area.

"It is a tantalising glimpse of what might still be out there and hopefully more residents in the Maranoa area will be on the lookout," Dr Hocknull said.

"To increase the discoveries we have to increase knowledge on the ground, that is either land holders or tourists.

"Creating a mould of a dinosaur helps tell the story of Roma from hundreds of millions of years ago. It keeps it in the minds of anyone on the ground walking around in that area to keep an eye out for other fossils."

Cr Loughnan said the dinosaur replica would boost the fascinating culture that exists in west Queensland.

"It acts as an introduction to dinosaurs in the region and creates awareness of our area being one of the first places for dinosaurs to be found," he said.

"I have spoken to people, in particular those aware of our history, and most people are keen to do something like that, particularly if it is going to help tourism for the broader region.

"All of south-west Queensland has been badly hit by the drought and I think it will be a magnificent supplement to our tour

Kind Regards
David Joffe

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NATUREWORKS

RHOETOSAURUS brownei

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www.natureworks.com.au

07 3289 7555

RHOETOSAURUS BROWNEI

COMING SOON

*ONE OF AUSTRALIA'S EARLIEST
DISCOVERED SAUROPOD DINOSAURS*

Natureworks is undertaking the reconstruction of this famous Australian Sauropod in 2021.

It will be sculpted in a standing pose reaching up on two legs feeding high in the treetops. This pose allows the sculpture to be re-orientated in 4 different views as shown in our concept art.





RHOETOSAURUS BROWNEI

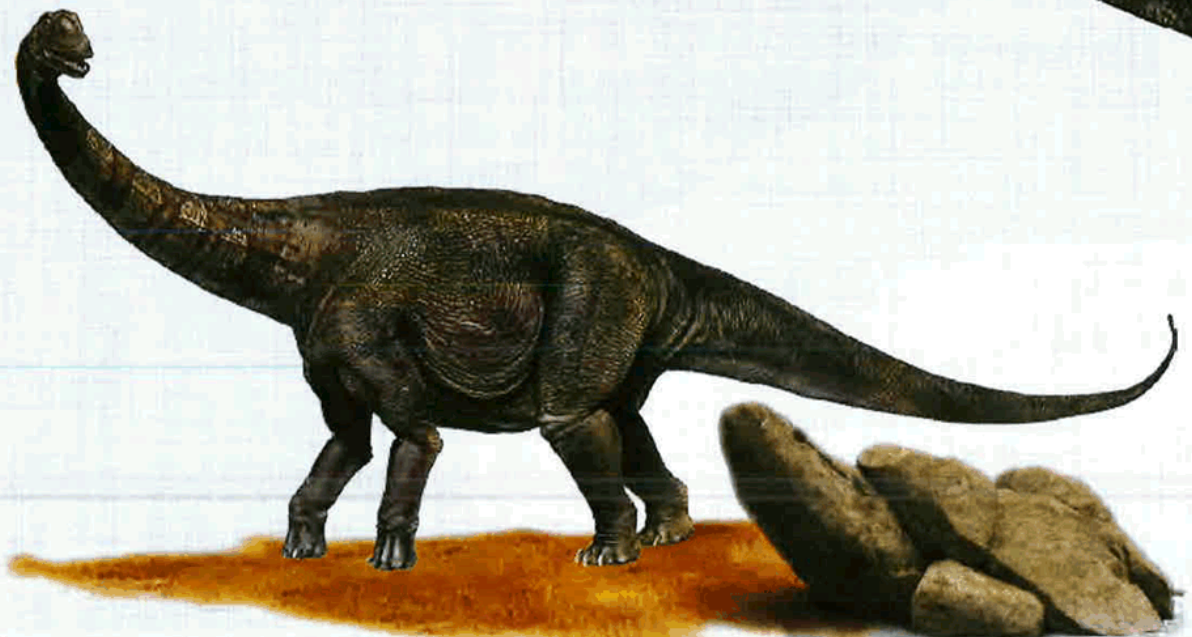
RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)

PAINT REFERENCE ONLY

This image captures the skin detail and a great paint job, which would be transferred on to our preferred pose which can be used both vertically or walking in a horizontal pose.

PAINT JOB REFERENCE ONLY



Walking - looking left



RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)



Standing - facing left



Note:-

When standing in this pose (upright on hind legs) height is up to 15-16 metres.





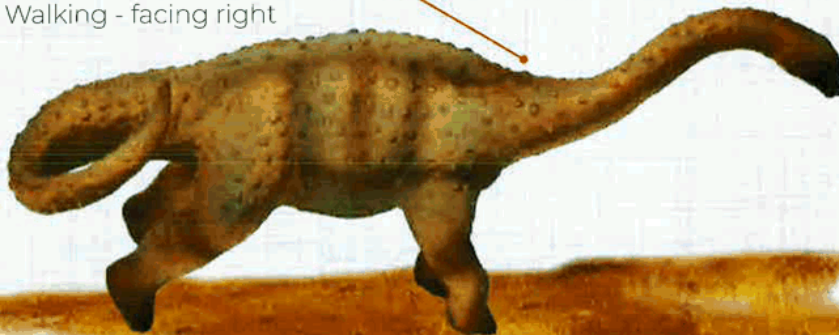
RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)



Walking - facing right

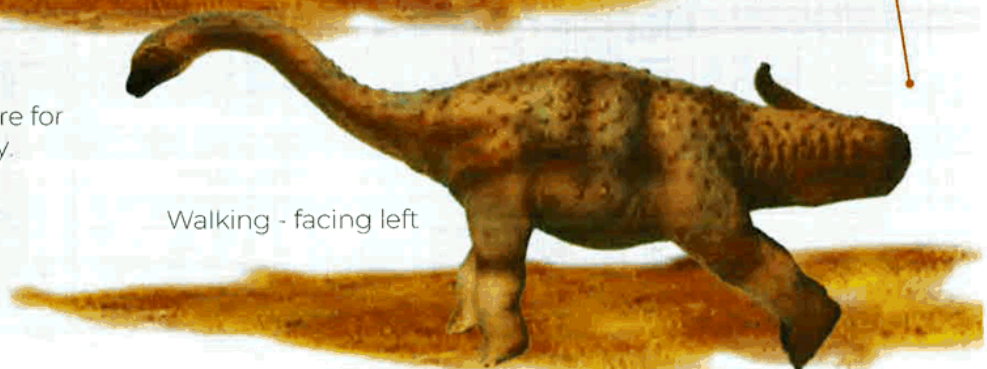


Note:-

When in this walking pose - height is approx 3-4m high. The length will be approx 16m long.

Note: these poses are for initial reference only.

Walking - facing left





RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)



W: natureworks.com.au Ph: 07 3289 7555 Rhoetosaurus brownei- Sauropod dinosaur E: info@natureworks.com.au

5



RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

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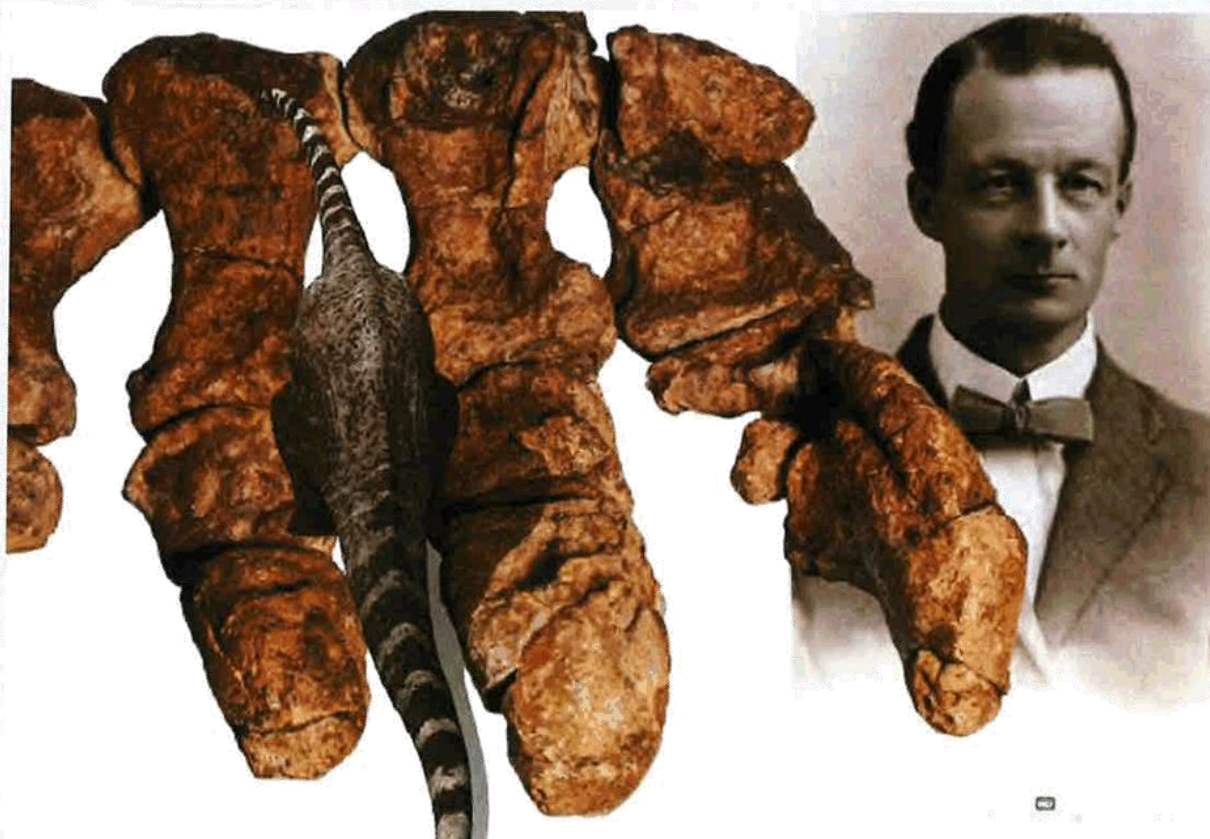
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RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)



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8



RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)



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RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)

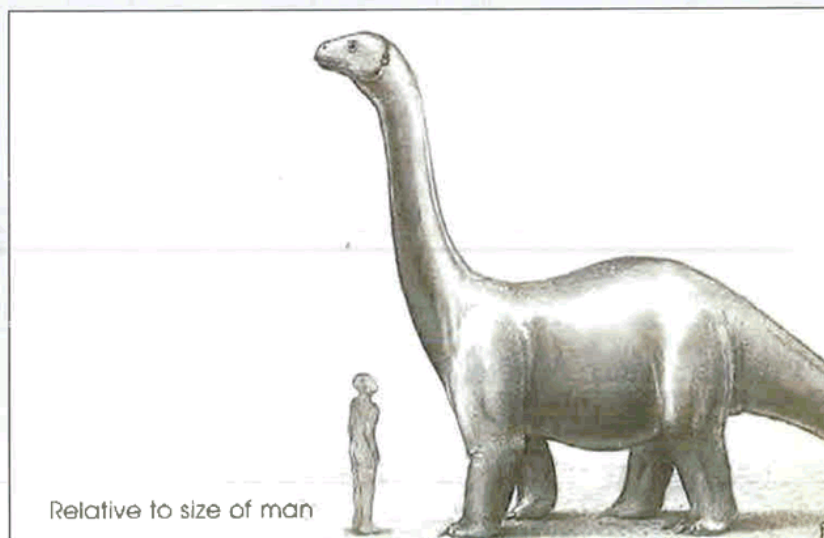




RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)





RHOETOSAURUS BROWNEI

RHOETOSAURUS brownei

AUSTRALIA'S EARLIEST DISCOVERY OF A SAUROPOD DINOSAUR - (1924)

Rhoetosaurus Brownei – Australia's oldest giant sauropod dinosaur.

CLASS: Reptilia
ORDER: Saurischia
FAMILY: Incertae sedis
Genus and species:
Rhoetosaurus brownie Longman, 1926

The very word dinosaur flashes up the picture of the four-footed, long-necked, long-tailed reptiles known as sauropods. Too heavy to run, they walked with head held high like a giraffe in order to carry the weight of the neck on bone-to-bone contacts. All the sauropods were plant-eaters and had narrow teeth projecting 1-6cm above the gums. Reptiles replace teeth throughout life, so these were adequate for browsing on conifer trees, seed ferns and ferns. There were no grasses in Mesozoic time.

One of these, Rhoetosaurus brownie, was found near Roma, Queensland, in 1924. Half the tail, a complete hind leg, some body vertebrae and ribs, and one and a half long neck vertebrae were found, besides a mass of fragments. The restored animal was about 17m long, just over 3m high at the hip, and of average bulk (perhaps 20 tonnes in weight). The remains were buried in a large, sandy outwash plain 170-180 million years ago (basal Middle Jurassic time).

The World climate at the time was mild. Although the area around Roma was then about 50 degrees latitude, it was

subtropical to warm temperate. At these temperatures, the problem of a large, thick-bodied animal is not how to warm up, but how to keep cool. One calculation indicated that it would have taken about two days to air-cool a giant sauropod a few degrees without using sweat (reptiles do not sweat). Extra internal air passages and blood flow to the surface could have helped, but if half of each day was sunny, a 400% increase in the supposed cooling efficiency would have been required to cool a sauropod that walked about in the summer sun. Perhaps they used the same technique as the hippopotami and slept the hot hours away underwater, going out to browse only during the late afternoon and night.

Calculations of dinosaurs' speeds have been made from the measurement of their limbs. Rhoetosaurus brownie could have walked at any speed up to 15km/hour. Browsing and moving at about 2km/hour, it could easily have covered 20-30km in a night's travel.

Extract by Mary Wade

Note: - We can arrange signage with various information - similar to the above to help educate the public about our prehistoric past.

Emma Barber

From: David Joffe <davidj@natureworks.com.au>
Sent: Monday, 30 August 2021 12:10 PM
To: David Joffe; Office of the Mayor
Cc: David Joffe; Tim; Sales; Reception
Subject: FW: FW: Natureworks - Rhoetosaurus Brownei
Attachments: Rhoetosaurus model 1.jpg; Rhoetosaurus model 2.jpg; Rhoetosaurus model 3.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: External correspondence

Hello Mayor Tyson and your Team,

Your response is good news as we are already well underway with its construction.

1. **The above definitive sized model is almost complete**, in the same pose as the 13.5 metre version, which we are about to begin within a week. This pose is shown in 3D in pages 6-11 of the document I recently sent you. This 1 metre model will eventually be put into production as a merchandising item for sale, along with smaller injection moulded souvenir sized pieces. I will advised of the cost of these to you in due course.

2. **The cost of the life-sized outdoor fibreglass gelcoat coloured 13.5 metre version designed with a 50 year life expectancy for you is \$80,000 plus GST, ex Brisbane.** The cost of the footings is estimated at \$3000.00 . The life-sized Muttaborrasaurus we did over 30 years ago for the town of Muttaborra is still in good shape !

However, remember the item is heavy duty fibreglass,(NOT BRONZE with a \$500,000 price tag). It is not unconditionally warranted for outdoor use. Inevitably there will be minimal maintenance required.

3. **We are also developing a smaller 6 metre long resting adolescent**, with its tail wrapped around to the side of its body. It will be *about 4.0 metres long in a straight line*. This will be specifically designed to be climbed upon. A very rough indicative sketch, yet to be refined is shown as an attachment. *Its head will be about 2.3 metres tall and is a perfect playground sized item*. This item is to be made extra heavy duty with an outdoor gelcoat finish. It is priced at \$20,000 plus GST.



This artwork is currently being further developed.

4. **We are also considering the skeletal sandpit style reconstruction of a 14 metre fully articulated life-sized skeletal version of Rhoetosaurus**, designed to "make sense" for children who find it difficult to conceive of a pile of tortured and scattered bones which bear little resemblance to the reconstructed life size fossil skeleton, showing its full dimension. These recognizable fossil bones could be displayed as a horizontal sandpit excavation in a parkland setting, along with the other Sauropod feature elements. These style of articulated skeletons are extremely durable and cost effective. It is not meant to be a museum curator's scientifically accurate reconstruction. It is designed to delight the public and **to turn children on to the magic of the natural world**.

For us to do this giant fossil bed, we need an order for the first piece which we would subsidise. The cost of this to you would be \$40,000 plus GST.

Summing up costs,

1. Yet to be determined.
2. The full sized 13.5 metre outdoor piece at \$80,000.00 plus GST.
3. 6 metre playground climb on adolescent ; \$20,000.00 plus GST .
4. Giant skeletal reconstruction. \$40,000 plus GST.

Such a combination of striking visual pieces, will give you a very good start to an interpretive focal point developed around **YOUR famous dinosaur !**

Further on, you could consider a herd of different sized sauropods walking through the town?

Also consider a standing version up on its back legs, with its neck reaching up twelve metres into the trees to feed, as shown on pages 2-5 in the original concept document I sent you. We are very keen to do the standing model as it is possible to also cleverly use this same model in a horizontal pose so that a second version is also available in a walking pose without the need to sculpt a whole new item. We already have a small injection moulded 3D version of this standing piece. Over a period of a few years this dream could become a fantastic iconic attraction for the region.

Enough for now , I will leave my ideas on Minmi for another week so you can settle down !

Kind Regards

David Joffe

Natureworks Pty Ltd

732 Mt Glorious Rd Highvale Qld 4520 Australia

Ph: (61 7) 3289 7555 / Fax: (61 7) 3289 7788 Email: info@natureworks.com.au

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01 SEP 2021

Emma Barber

From: David Joffe <davidj@natureworks.com.au>
Sent: Wednesday, 1 September 2021 9:37 AM
To: Office of the Mayor
Subject: FW: Adolescent Rhoetosaurus artwork updated
Attachments: IMG_0410.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: External correspondence

Hello again Tyson,

We are also considering the production of this piece as shown in both outdoor and indoor finishes. We could also redesign this concept as seating throughout the town as an option also. One seat could be designed into the central belly and one or even two small seats in the tail curve.

Kind Regards

David Joffe

Natureworks Pty Ltd

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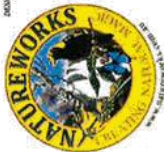


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Rhoetosaurus Brownei

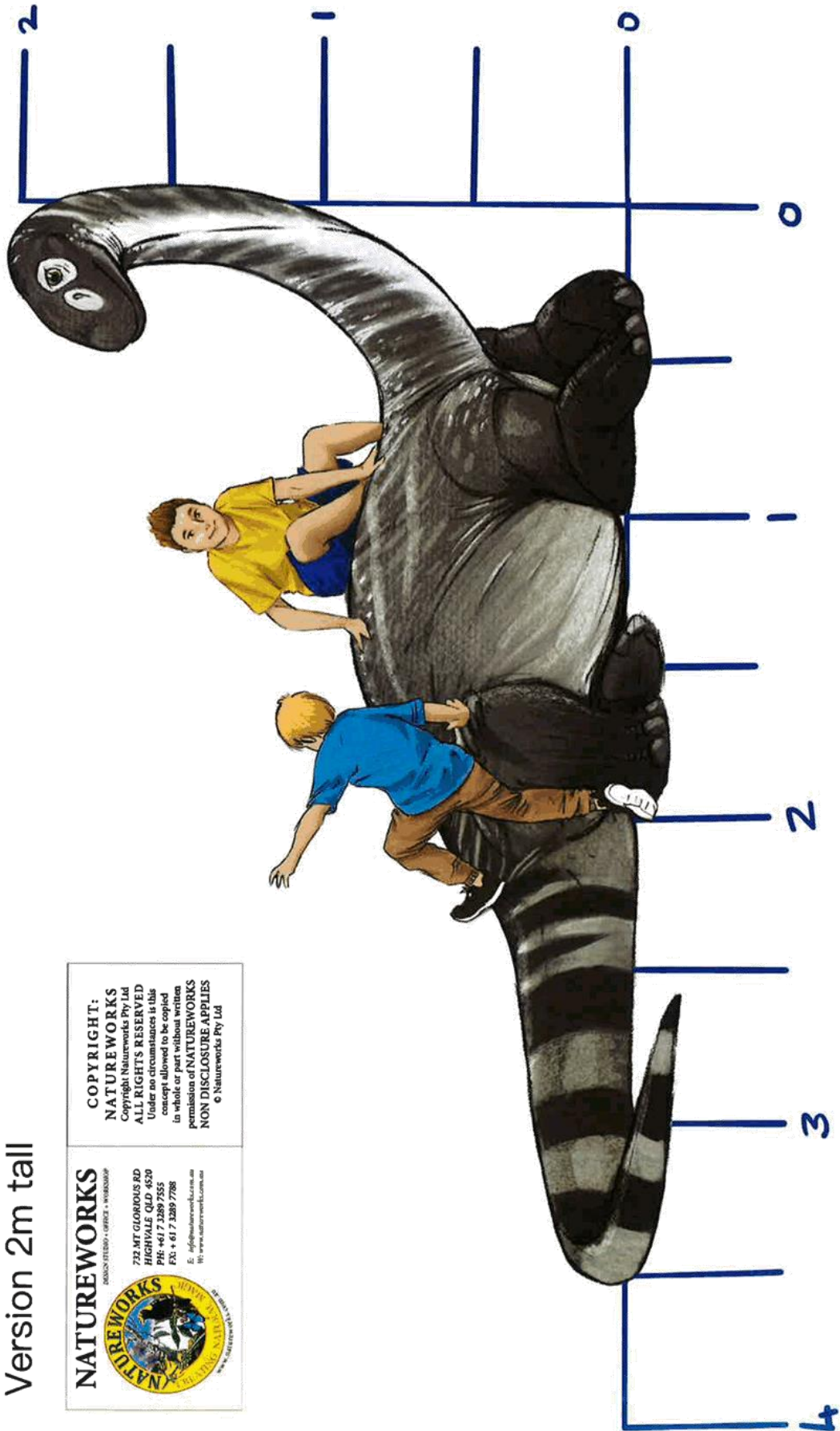
Version 2m tall

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Emma Barber

From: David Joffe <davidj@natureworks.com.au>
Sent: Wednesday, 1 September 2021 1:53 PM
To: Office of the Mayor
Cc: David Joffe
Subject: FW: Rhoetosaurus Brownei Adolescent at 8.7 meters long
Attachments: RHOETOSAURUS ADOLESCENT- SIDE ELEVATION.pdf

Hello again,

This is a smaller walking version of Rhoetosaurus which we are considering for production next year . We have not priced it yet , but it will be about \$50,000 plus GST or less. It would need to be surrounded by softfall if the public are allowed to access the sculpture.

Kind Regards
David Joffe

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From: Tim <tim@natureworks.com.au>
Sent: Wednesday, 1 September 2021 1:42 PM
To: David Joffe <davidj@natureworks.com.au>
Subject: Rhoetosaurus Brownei Adolescent at 8.7 meters long

Kind Regards
Tim Aspinall
Operations and Design Manager

Natureworks Pty Ltd
732 Mt Glorious Rd Highvale Qld 4520 Australia

Ph: (61 7) 3289 7555 / Fax: (61 7) 3289 7788 Email: tim@natureworks.com.au
Mob: 0466 681 884

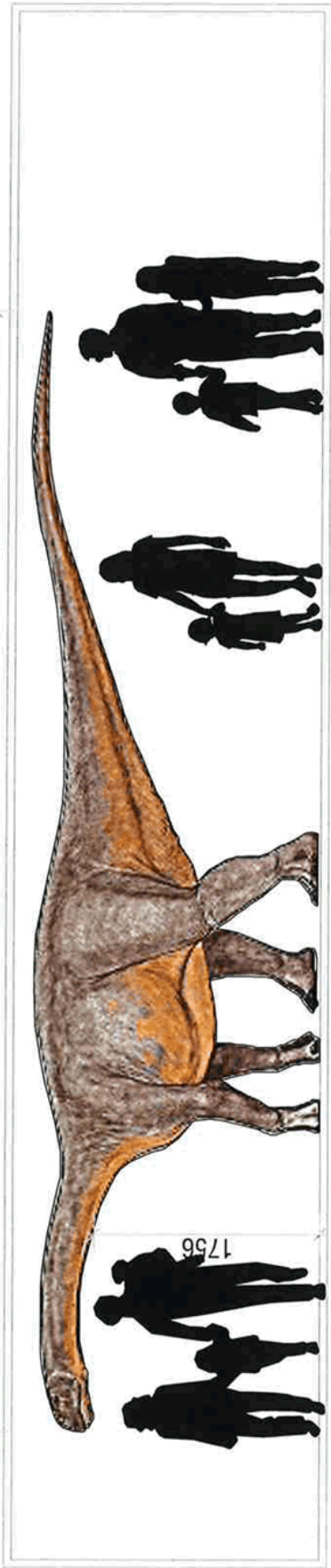
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STANDARD 40 FOOT SHIPPING CONTAINER INTERNAL DIMENSIONS 12.025m long x 2.352m wide x 2.393m high

8690



FRONT VIEW
SCALE 1:30

A	PRELIMINARY	1-9	client	job no.	drawing no.		D 1		
					scale	1:30			
					date of issue	1/09/2021			
					sheet	1 OF 1			
			project	drawing title	checked	drawn	approved		
NATUREWORKS PTY LTD 732 MT GLORIOUS RD HIGHVALE 4520 PH 3289 7555 info@natureworks.com.au www.natureworks.com.au				ADOLESCENT RHOETOSAURUS		SIDE ELEVATION			
						A3			

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 8 September 2021

Date: 27 August 2021

Item Number: L.10

File Number: D21/70325

SUBJECT HEADING: Purchase of books written by Dexter Kruger

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Proposal to purchase copies of the last book published by Dexter Kruger, Australia's oldest man and resident of Roma.

Councillor's Recommendation:

That Council purchase copies of Dexter Kruger's book titled "Australia's Oldest Man" to the value of \$1,500.

Details of Requested Agenda Report:

With the recent passing of Dexter Kruger on 20 July 2021, Australia's oldest man and well known and cherished Roma resident, I'd like to propose that Council purchase copies of his final published book "Australia's Oldest Man."

Dexter passed away peacefully, aged 111. He was a former outback grazier, veterinarian, poet and author born on January 13, 1910.

The price per copy of his book is \$35, and I'd like to propose that Council purchase copies to the value of \$1,500.

The publications could be given as gifts for special ceremonial occasions, and or made available at all libraries across the region.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 8 September 2021

Date: 23 August 2021

Item Number: L.11

File Number: D21/68613

SUBJECT HEADING: Skate Park Drain

Classification: Open Access

Councillor's Title: Crs Cameron O'Neil, Johanne (Joh) Hancock and Wendy Taylor

Executive Summary:

Concerns about the drain on the southern side of the Roma Skate Park.

Councillor's Recommendation:

A report with options to address concerns be tabled at an upcoming council meeting.

Details of Requested Agenda Report:

A number of concerned citizens have raised issues with the drain at the Roma Skate Park. The main issues identified include the pooling of water in the drain creating a drowning hazard for the children and adults that use the park along with creating the perfect environment for mosquito breeding.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 8 September 2021

Date: 23 August 2021

Item Number: L.12

File Number: D21/68618

SUBJECT HEADING: Injune Community Notice Board

Classification: Open Access

Councillor's Title: Crs Cameron O'Neil, Johanne (Joh) Hancock and Wendy Taylor

Executive Summary:

Community of Injune request for a Community Notice Board.

Councillor's Recommendation:

That a report be brought back to Council regarding the costing of a Community Notice Board after engaging in community consultation on location and style.

Details of Requested Agenda Report:

At our Councillor Catch Up in Injune the community expressed a request to have a Community Notice Board and would like to be consulted as to where it would go if they were successful in receiving one. They feel that a community noticeboard is needed as not everyone has technology and knows what is going on in the community.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 8 September 2021

Date: 3 September 2021

Item Number: L.13

File Number: D21/72050

SUBJECT HEADING: Wallumbilla Cemetery

Classification: Open Access

Councillor's Title: Crs Johanne (Joh) Hancock, Cameron O'Neil and Wendy Taylor

Executive Summary:

Investigating using an excavator (or lighter machine) to dig the graves as the bigger machinery is ripping up lawn and leaving dents in the lawn.

Councillor's Recommendation:

That:

1. Council investigate using an excavator (or lighter machine) to replace the bigger machinery that is currently being used to dig the graves.
2. A report be brought back to Council.

Details of Requested Agenda Report:

A request has come from concerned community members regarding the damage to the lawn that the machinery that is currently being used to dig the graves at the Wallumbilla Cemetery. The Cemetery is looked after by volunteers, and it is very disheartening when the lawn gets ripped up and dents left in it when they work very hard to keep it looking good.

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Ordinary 8 September 2021

Date: 3 September 2021

Item Number: L.14

File Number: D21/71889

SUBJECT HEADING: Draft Policy - Council Meeting Preparations and Proposed New Policy Template

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

The report tables a draft policy to assist Councillors, employees and the community prepare for Council meetings.

The draft policy has been incorporated into a proposed new template that is aimed at making it easy for councillors and the community to consider and review Council's policy matters.

As part of the review, a number of additional / new initiatives have been incorporated to continue to improve Council's governance. These include:

- Simplifying the layout / terminology of the policy template.
- Inclusion of key policy questions / considerations for the elected Council to simplify and accelerate policy development.
- Separately identifying legislative and other applicable external references in Attachment A – separating for ease of reference what Council must do versus what Council has discretion over. This will also be helpful for the community and employees.

Officer's Recommendation:

That Council:

1. Consider the draft policy template and advise of any amendments.
 2. Consider this particular policy's draft inclusions and advise of any amendments.
 3. Consider a single agenda release date of Thursday prior to an Ordinary Meeting (Wednesday in the next week).
 4. Foreshadow a notice of repeal to the earlier resolution, to enable adoption of this policy at a future meeting.
-

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).

Councillors, Employees, Community.

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

The initial agenda release date resolved by Council of Monday approximately a week and a half prior to the Council meeting is creating significant operational issues for employees and councillors.

Examples of impacts:

- The next meeting agenda is needing to be issued prior to conclusion of the last meeting cycle (as it is only 3 business days after the previous Council meeting). The post meeting process includes the following steps:
 - Finalisation of draft (unconfirmed) minutes and review and distribution to Councillors, senior management team and community (via the website).
 - Processing / distribution (delegation) of individual action items to all employees who will be implementing various aspects of Council's resolutions.
 - Preparation of all correspondence emanating from the Council meeting.
- There are legislative timeframes for processing development applications. To have reports finalised by the Monday a week and a half prior to the meeting is often not achievable given the closing date of submissions. The extra few days will minimise the need for late reports for development matters.
- The supplementary / late agenda has continued to grow given the time between the initial agenda and the Council meeting. At times the supplementary agenda can exceed the size of the original agenda.

However, to do otherwise would mean that anything received in the week prior to the Council meeting would otherwise have up to a 3 week wait until the next meeting.

- With the growth of the supplementary / late agenda it shortens the time for Councillors to identify and report conflicts of interest for those items.
- It is reducing the time available for Councillors to consider some agenda items.
- A significant number of items are being laid on the table until later in the meeting or a future meeting (this occurs multiple times for some items).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In earlier years, the agenda closing date was Friday of the week prior to the Council meeting.

This gave the weekend and two business days prior to the Council meeting for Councillors' meeting preparations. The initial agenda was the main one, and the supplementary agenda was ordinarily for a small number of items if required. With the bringing forward to the Monday (of the week prior to the meeting) this has effectively been reversed meaning that the initial agenda is smaller and the supplementary agenda is larger.

Compounding the issue is that the management of conflicts of interest has become more complex and an additional day beyond Friday may be helpful to Councillors.

The proposal includes an agenda close of Thursday as a compromise.

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)

These have been included in Attachment A.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The report tables a proposed policy for Council's consideration.

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)

Senior leadership / management team.

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?

Not applicable.

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)

- Agenda report authors
- Agenda preparation officers (Elected Members & Community Engagement 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
As outlined in the impacts	These are occurring each meeting cycle.

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 both the draft template and the draft policy for meeting preparations.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Consider the draft policy template and advise of any amendments.
2. Consider this particular policy's draft inclusions and advise of any amendments.
3. Consider a single agenda release date of Thursday prior to an Ordinary Meeting (Wednesday in the next week).
4. Foreshadow a notice of repeal to the earlier resolution, to enable adoption of this policy at a future meeting.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

[1](#) Draft Policy - Council Meeting Preparations

D21/71863

Report authorised by:

Chief Executive Officer

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



1. Why we have this policy (Policy purpose)

The policy sets the elected member expectations with respect to agendas for Maranoa Regional Council's meetings.

Whilst the minimum requirements are set by legislation, Council has developed a policy to provide additional expectations to assist in its decision-making process. This includes extending the time available to Councillors to be able to read the agenda, ask questions and consider the information prior to the Council meeting. The additional time for Maranoa Regional Council councillors takes into account:

- The changes to the *Local Government Act 2009* in 2020 that places additional obligations on Councillors for notifying and managing conflicts of interest that may arise as a result of matters included in the Council meeting agenda. It provides time for Councillors to seek legal and other advice in relation to any potential or actual conflicts of interest and to comply with notification responsibilities in advance of the meeting day.
- The 2020-2024 Council term has 6 out of 9 councillors who are new to the role of councillor, and 5 that are new to local government. The policy provides councillors' additional time to review and ask questions in order to be prepared for the Council meeting.
- There is a mix of councillors with varying personal circumstances requiring the juggling of Council and external commitments. The additional time comprising both business days and weekends enables councillors to select their preferred times and days to dedicate to their Council meeting preparations.

2. What does the policy apply to (Policy scope)

The policy applies primarily to the preparation and review of the agenda for ordinary Council meetings – i.e. where there are set times and dates for Council meetings.

There are times when Special (ad hoc) meetings are held to consider urgent matters. It is recognised that a long lead time will often not be practical, however best endeavours will be used to maximise the time available for review of reports by Councillors.

3. What is meant by particular terms (Definitions)

AGENDA

The agenda for Maranoa Regional Council comprises two separate documents:

- **Notice of Meeting and Agenda** (ordinarily printed on white paper as a visual indicator that the contents are not confidential and the information will be publicly available on Council's website).
- **Confidential Agenda** (ordinarily printed on pink paper as a visual reminder that its contents are confidential). The agenda contains the reports prepared by officers.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



CONFLICTS OF INTEREST

Where a councillor or someone or entity close to them stand to gain a benefit or suffer a detriment depending on the outcome of a matter being dealt with by Council.

The terms 'benefit' or 'detriment' does not relate solely to a financial outcome – they are quite broad:

- **Benefit** - property, advantage, service, entertainment, the use of or access to property or facilities, and anything of benefit to a person whether or not it has any inherent or tangible value, purpose or attribute.

- **Detriment** – harm, damage or loss (includes detriment caused to the person's property).

It includes where a reasonable person could conclude that a councillor is showing bias in the performance of their councillor duties due to their personal interests or the interests of those close to them.

OFFICER REPORT

A report written by a Council employee with the necessary expertise in the relevant area. The report should contain a summary of the matter, an analysis of relevant issues, data and recommended options or a course of action for councillors to consider before deciding on the matter.

4. What are the key policy questions / considerations for the elected Council (e.g. upon commencement of a new term?)

- How much time do councillors want or need to review their Council meeting agendas?
- How does Council wish to advise the community of their ordinary Council meeting dates and times?
- Do Councillors wish to have briefings or workshops / if so, at what frequency and day / time?

5. Policy details

4.1 Public notice of meetings

An agenda report will be prepared no later than November each year, to determine the days and times when Council's ordinary meetings will be held. Council's resolution will provide the information for publishing on Council's website, and on the public noticeboards at all Council Customer Service Centres.

In the event that any change is made to meeting days and times during the year, these are to be published in the same way.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



4.2 Due date for agenda distribution

Other than in extraordinary circumstances, the Ordinary Meeting agenda will be distributed to Council by the **close of business (5pm) on the Thursday** prior to the Council meeting. In an ordinary month (with the exception of public holidays on the Monday), this provides:

- 3 business days – for questions to be asked by councillors and responses to be collated by the relevant officers.
- 2 days of the weekend.

Total time available for Maranoa Regional Councillors' meeting preparations – 5 clear days.

(Legislation – at least 2 days before the day of the meeting, unless it is impracticable to give the notice before that time).

4.3 Public availability of agendas (including officer reports)

Council will make available to the community the agenda and related reports (excluding confidential reports) at the same time as the information is made available to the Councillors.

4.4 Content of reports

At a minimum, agenda reports will include:

- Executive summary
- Officer's recommendation and reasons for recommendation
- Individuals/organisations to which the report applies
- Context - Clarification why the report is coming to Council. *Is it a one-off decision or will it have an enduring effect on how we do business? Can it be considered as part of a broader policy position of Council rather than considering the individual matter?*
- Report overview for the elected Council and the community (for open reports)
- Report detail (landscape) – e.g. table

Options	* Mark recommended option	Advantages / benefits 'Pros'	Disadvantages / risks 'Cons'	Budget / Financial implications now and in the future)

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



- Is there anything Council must do (e.g. relevant parts of the legislation and how it applies to this matter)?
- Other contributors to the report including consultation outcomes

5. Agenda questions

Additional information identified as part of a Councillor's meeting preparations, are to be forwarded to S170A@maranoa.qld.gov.au. To provide for an efficient decision-making process, questions should be forwarded through in sufficient time to enable responses to be collated by the relevant officers in time for the commencement of the meeting.

6. Briefings

Briefings are generally held on the 'off meeting' week, excluding instances of a 5th Wednesday in a month. A briefing will be scheduled where it is more efficient to provide additional information collectively in person to all Councillors and will generally be used for more complex / technical matters.

7. What we must do (Legislation, Code of Conduct for Councillors and Training) What we've already agreed to do (Related policies)

- Local Government Act 2009
- Local Government Regulation 2012
- Code of Conduct for Councillors in Queensland
- Queensland Government - Good decision-making - Councillor induction reference material
- Standing Orders Policy

Attachment A includes the relevant sections of the documents for ease of reference.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



Attachment A – Legislation, Code of Conduct for Councillors, Queensland Government Councillor Induction Reference Material

- **Local Government Act 2009**

12 Responsibilities of councillors

- (c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

13 Responsibilities of local government employees

- (1) All employees of a local government have the same responsibilities, but the chief executive officer has some extra responsibilities.
- (2) All employees have the following responsibilities—
 - (c) providing sound and impartial advice to the local government;

- **Local Government Regulation 2012**

254B Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
 - (a) its ordinary meetings will be held; and
 - (b) the ordinary meetings of its standing committees will be held.
- (2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.
- (3) A local government must display in a conspicuous place in its public office a notice of the days and times when—
 - (a) its meetings will be held; and
 - (b) meetings of its committees will be held.
- (4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

254C Notice of meetings and agendas for councillors or committee members

- (1) Notice of each local government meeting or adjourned local government meeting must be given to each councillor or committee member—
 - (a) for an indigenous regional council—at least 4 days before the day of the meeting, unless it is impracticable to give the notice before that time; or
 - (b) for another local government—at least 2 days before the day of the meeting, unless it is impracticable to give the notice before that time.
- (2) The notice must—
 - (a) state the day and time of the local government meeting; and
 - (b) for a special meeting—state the business to be conducted at the meeting; and
 - (c) include the agenda for the local government meeting.
- (3) The notice may be given to a councillor or committee member by sending the notice to the councillor or member electronically.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



(4) In this section—

special meeting means a meeting of a local government at which the only business that may be conducted is the business stated in the notice of meeting.

254D Public availability of agendas

(1) A local government must make the agenda for a local government meeting publicly available by 5p.m. on the next business day after notice of the meeting is given under [section 254C](#).

(2) Also, a local government must make a related report for a local government meeting publicly available as follows—

(a) if the related report is made available to councillors or committee members before or at the time notice of the meeting is given under [section 254C](#)—when the agenda for the meeting is made publicly available under subsection (1);

(b) if the related report is made available to councillors or committee members during the relevant period for the meeting—as soon as practicable after it is made available to the councillors or committee members.

(3) However, a local government need not make a related report publicly available to the extent it contains information that is confidential to the local government.

(4) This section does not affect the right to discuss or deal with, at any local government meeting, items arising after notice of the meeting is given under [section 254C](#).

(5) In this section—

related report, for a local government meeting, means a report or other document relating to an item on the agenda for the meeting that is made available to councillors or committee members for the purposes of the meeting.

relevant period, for a local government meeting, means the period—

(a) starting immediately after notice of the meeting is given under [section 254C](#); and

(b) ending immediately before the meeting is held.

• Code of Conduct for Councillors

1. In making decisions in the public interest, Councillors will:

- commit to exercising proper diligence, care and attention.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



- Queensland Government Training for Local Government – Matters pertaining to Meeting Preparations & Agendas

Good decision-making

- Councillor induction reference material

Page 4

- Councillors have a responsibility to make sure they are well informed and make considered and 'informed' decisions
- Councillors must be impartial, objective, free from bias and act in the public interest
- Councillors must attend all meetings and vote on matters on the meeting agenda.

Page 8

Informed decision-making

Make sure you have access to all of the relevant information about an issue on the agenda to be considered by council so that you can help make the best decisions in the public interest.

Matters coming to council are usually accompanied by a report from council officers. The advice contained in the reports needs to be well researched and accurate.

Other ways that councillors can obtain information include the following:

- briefing sessions, workshops or other informal meetings, normally organised by the mayor or chairperson
- advisory committees
- consultation with stakeholders or the community
- requesting information from council officers or others (in line with the council's Acceptable Request Guidelines).

If a matter comes before council and councillors do not feel fully informed, they can vote to defer the final decision to a future meeting. However, you have a responsibility to be fully prepared before meetings, making sure that you read all reports on the agenda. Ask for further information if required (in line with the council's Acceptable Request Guidelines) before the meeting takes place. Informed decision-making means that you:

- consider all relevant information before making a decision
- thoroughly read through officer reports and recommendations
- seek further information before the meeting if needed, by following your council's Acceptable Request Guidelines (your council's policy on asking council officers for advice or information)
- vote to defer matters for future debate if needed.

Officer reports

Matters that come before council for a decision will be accompanied by a report written by a council employee with the necessary expertise in the relevant area. The report should contain a summary of the matter, an analysis of relevant issues, data and recommended options or a course of action for councillors to consider before deciding on the matter.

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



Council reports should be impartial and represent the officer's professional opinion of what is the best recommendation in the public interest. As a councillor, you must not attempt to influence council officers or encourage them to make particular recommendations to council. If you disagree with a recommendation, you can argue against it and seek to persuade enough of your fellow councillors to support your ideas in the meeting, rather than trying to influence council officers to make favourable recommendations.

Page 10

Briefing sessions and workshops

Briefing sessions, workshops and other informal meetings are opportunities for councillors to receive information from council employees and consultants outside of the formal meeting. Councils have the flexibility to hold informal meetings if needed to gather information and to discuss ideas.

In these types of meetings, you are able to ask questions of officers and receive advice on issues that will come before a formal council meeting at a later time.

Informal meetings can help you determine whether you have enough information and advice to make an informed decision at a future council meeting.

Briefing sessions take place after you have received the formal meeting agenda and officer reports. The officers responsible for drafting the reports meet with you or other councillors to answer questions and clarify any agenda items if required. All formal decisions are made later at the council meeting, where all councillors have a chance to take part in the discussions and vote, and the community has an opportunity to watch the meeting.

Workshops are where you and other people such as council employees, consultants and members of the community come together to develop policies and ideas that council can consider at a later date. While consensus may be reached on a number of ideas and policies during the workshop, no formal decisions of council are made or acted upon until the formal council meeting.

You should **not** participate in any briefing sessions, workshops or informal meetings if you have a ... conflict of interest in the matters being considered, unless you have a conflict of interest and the other councillors have already voted in a formal council meeting that you can participate.

Page 12

Acceptable request guidelines

Through the appropriate request process, you can ask council's officers and technical experts for more information or advice before the council meeting. Under Acceptable Request Guidelines, you must make sure that any requests for information or reports are legitimate, lawful and related to your role.

Councillors can also seek additional information from outside of council including say from the Department of Local Government, Racing and Multicultural Affairs, or other relevant stakeholders and the community. *[Policy Note: Councillors are required to keep confidential – i.e. not involving other stakeholders and the community in relation to matters included in the confidential agenda]*

COUNCIL POLICY (GOVERNANCE): COUNCIL MEETING PREPARATIONS



Page 18

Transparency

Where an officer's report is provided on particular matters, it will usually set out the reasons supporting their recommendations.

Confidentiality

Some officer reports or other information may be confidential and may not be appropriate to make public.

Page 17

Fair judgement

An important part of being objective is waiting until you have all the information you need and following a good decision-making process **before** making a decision. Keep an open mind. The community may lose trust in council decisions if they see councillors as being biased, or if councillors pre-judge important decisions before they have all of the facts.

It is better to avoid making definitive public statements or commitments about issues before it is properly considered. This will help the community understand that all decisions are made through a fair and transparent process, based on full information and an understanding of all of the community's views rather than just the views of some.

Page 23

Good decision-making – summary

You can make sure you are well informed by consulting with the community, reading reports thoroughly, and seeking extra information before the council meeting if you need it.