

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Wednesday 22 September 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 13 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 Roma Administration Centre on
22 September, 2021 at 9.00AM.



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Yuleba Administration Centre on 13 October 2021.

Confidential Items

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

C Confidential Items

- C.1 Claim for Damages - Trip Incident**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.2 Application for Conversion of Tenure - Lot 168 on WV1553**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.3 State Government Surplus Properties - Maranoa Region**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.4 Application for simultaneous road closure and opening - Lot 11 on WV1954**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.5 Access and Use Licence Agreement**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

- C.6 Injune General Waste Contract**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.7 Service Delivery in the Maranoa**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.8 Roma Denise Spencer Pool Concept Design Appointment**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) (i) 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; AND a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.9 Proposal for Works on Blue Lagoon Road, Injune**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.10 Request for support**
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.
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Classification: Closed Access
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Councillor Business

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Prepared by: Mayor Golder
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Councillor O’Neil
Councillor Taylor

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT INJUNE MEMORIAL HALL ON 8 SEPTEMBER 2021 SCHEDULED TO COMMENCE AT 9.00AM

ATTENDANCE

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

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager Economic & Community Development – Ed Sims, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Procurement – Michael Worthington, Airports Representative – Heather Mattes, Regional Sport & Recreation Development Coordinator – Fiona Vincent, Project Officer (Facilities Planning & Delivery) – Leesa Chandler.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.15am.

CONDOLENCE

Mayor Golder delivered a condolence speech acknowledging local resident Des Warriar and his enduring contribution to the community of Injune.

CONFIRMATION OF MINUTES

Resolution No. OM/09.2021/11	
Moved Cr Edwards	Seconded Cr McMullen
That the minutes of the Ordinary Meeting held on 25 August 2021 be confirmed.	
CARRIED	9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Resolution No. OM/09.2021/12	
Moved Cr Taylor	Seconded Cr Guthrie
That the minutes of the Special Meeting held on 31 August 2021 be confirmed.	
CARRIED	9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Resolution No. OM/09.2021/13
Moved Cr McMullen
Seconded Cr Ladbrook

That the minutes of the Special Meeting held on 1 September 2021 and scheduled to commence at 3.00pm be confirmed.

CARRIED

9/0

Responsible Officer
Lead Officer – Elected Members & Community Engagement
Resolution No. OM/09.2021/14
Moved Cr McMullen
Seconded Cr Birkett

That the minutes of the Special Meeting held on 1 September 2021 and scheduled to commence at 6.50pm be confirmed.

CARRIED

9/0

Responsible Officer
Lead Officer – Elected Members & Community Engagement
ON THE TABLE

The following items were laid on the table at a previous meeting:

- LC.2 – Commencement of legal proceedings
- LC.4 – Santos Festival of Rugby / Proposal for Maranoa Regional Council
- LC.6 – Review of Council Decision – Kirkbride Street, Roma

BUSINESS
INFRASTRUCTURE SERVICES
Item Number:

12.1

File Number: D21/69223
SUBJECT HEADING:
CONTRACT PLUMBER FOR INJUNE 2021/22
Officer's Title:
Manager - Water, Sewerage & Gas
Executive Summary:

The report considered renewal of the Deed of Agreement for this financial year (2021/22).

Resolution No. OM/09.2021/15
Moved Cr Birkett
Seconded Cr Guthrie
That:

1. Council engage the Trustee for Portbury Family Trust T/A Portbury's Plumbing Service Pty Ltd to complete Injune Plumbing Maintenance works as required for the financial year 2021/22.
2. This engagement be to 31 July 2022.

3. The engagement be made in accordance with s 235(a) of the *Local Government Regulation 2012*, that: the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
4. Council authorise the Chief Executive Officer (or delegate) to execute the Deed of Agreement.
5. Expenditure be assigned to the Injune Zone Water and Sewerage Maintenance Work Orders.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number:

12.2

File Number: D21/69874

SUBJECT HEADING:

DELEGATED AUTHORITY FOR THE CHIEF EXECUTIVE OFFICER TO SIGN THE DEPARTMENT OF TRANSPORT AND MAIN ROADS (DTMR) DEED OF INDEMNITY FOR THE CONSTRUCTION OF WATER MAIN IN THEIR ROAD RESERVE IN 2021/22

Officer's Title:

Manager - Water, Sewerage & Gas

Executive Summary:

Council has a requirement to apply to the Department of Transport & Main Roads for a permit to construct the water main in their road reserve. The Department of Transport and Main Roads require Council to sign a Deed of Indemnity for these works to be undertaken. This report covered three locations that require this Deed.

Resolution No. OM/09.2021/16

Moved Cr Hancock

Seconded Cr Taylor

That Council authorise the Chief Executive Officer or delegate to sign the Deed of Indemnity, to Department of Transport & Main Roads, for the construction of the water mains in their road reserve in the 2021/22 financial year.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number:

13.1

File Number: D21/66762

SUBJECT HEADING:

NEIL TURNER WEIR - MITCHELL

Officer's Title:

Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council received correspondence from two parties that have interest in the Neil Turner Weir. Both requests sought Council's consideration on the future ownership and use of the area.

Resolution No. OM/09.2021/17

Moved Cr Golder

Seconded Cr Birkett

That Council:

1. Authorise the Chief Executive Officer of delegate to undertake further due diligence on the opportunity to transfer the Neil Turner Weir infrastructure and land in the vicinity of the weir to Council. (This includes the full costings to acquire, weir extraction costs and associated ongoing costs).
2. Revisit its plans for the site when the Concession Deed between Council and Sunwater expires in 2025.
3. Give in-principle support to the Booringa Action Group's proposal to develop additional parking space at the Neil Turner Weir, with a further report to be tabled at a Council meeting, when more information and costings are available.

[Wording amended by Mayor Golder following further discussions and a suggestion from Cr O'Neil regarding point 1].

CARRIED

9/0

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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Item Number:

13.2

File Number: D21/67800

SUBJECT HEADING:

RACECOURSE NORTH ESTATE INJUNE - LAND FOR SALE

Officer's Title:

Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council completed the development of 22 parcels of land at the 'Racecourse North Estate', Injune in response to community demand for vacant land suitable for the construction of residential housing. The land is described as Lots 8 – 11 and Lots 13 – 30 on SP297126. Council's direction was sought on the disposal of this land.

Resolution No. OM/09.2021/18

Moved Cr Guthrie

Seconded Cr Golder

That Council:

1. List Lots 8 – 11 and Lots 13 – 29 on SP297126 for sale by tender.
2. Require all tenderers to outline their plans for the land, including building concept.
3. Include in tender documentation and as a special condition in the draft sale contract, that successful tenderers must construct a compliant dwelling on the land within two years of the purchase contract completing, and that Council has the right to buy back the land at the same purchase price paid by the successful tenderer (less Council's legal costs, duty and registration fees to re-acquire the property) to Council for the land if construction is not completed within this timeframe as well as any related special conditions recommended by Council's lawyers to protect Council's interests.

4. Retain Lot 30 on SP297126 for future Council housing development.

[Wording amended by Cr Guthrie following an initial suggestion from the Mayor regarding expanding Point 2 and subsequent discussion with Councillors, the Deputy CEO and Chief Executive Officer].

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Item Number:

13.3

File Number: D21/67811

SUBJECT HEADING:

LEASE - LOT 2 ON SP309872 (ROMA)

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At its Ordinary meeting on 14 July 2021, Council resolved to invite offers from neighbouring properties interested in leasing Lot 2 on SP309872 for grazing purposes. Expressions of interest closed on 13 August 2021 and were presented for Council's consideration.

Moved Cr O'Neil

That Council approve the exception under section 236 (1)(c)(iv) of the *Local Government Regulation 2012* and enter into a lease with Brett and Nardia Zoellner for the use of Lot 2 on SP309872 for grazing purposes, subject to the following special terms and conditions (in addition to Council's standard leasing terms and conditions):

- 1. Brett and Nardia Zoellner being the owners of neighbouring property Lot 1 on SP309872.**
- 2. The term of the lease shall be for a period of 5 years, with one option of an additional 5 year term.**
- 3. The lease fee shall be \$150 per month inclusive of all costs including any applicable land rates and charges.**
- 4. The lease contains provisions to protect the integrity of the levee and allows Council access to inspect and undertake all necessary maintenance work on the levee.**
- 5. Council authorise the Chief Executive Officer to execute the lease and all other documentation relevant to the lease agreement.**

NO VOTE TAKEN

No vote was taken on the draft motion at that time with the following procedural motion put forward for Council's consideration:

Resolution No. OM/09.2021/19

Moved Cr O'Neil

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

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

Item Number: 13.4 **File Number:** D21/69306
SUBJECT HEADING: ROMA SWIMMING CLUB - REQUEST FOR ASSISTANCE
Officer's Title: Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council received correspondence from Roma Swimming Club requesting assistance to host a development event in conjunction with their Annual Swimming Carnival.

Resolution No. OM/09.2021/20

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Approve the request for exclusive use of the Denise Spencer Memorial Swimming Pool Roma on 27 November 2021 between the hours of 8.00am and 3.00pm and 28 November 2021 between the hours of 7.30am and 12.00pm for the Annual Roma Swimming Carnival.
2. Advise the community of the closure through a notice at the pool and media releases.
3. Sponsor the event by paying reasonable lifeguard fees outside of the normal pool operating hours.
4. Hold a Big Rig Night Show on the Saturday, 27 November 2021 (with a set entrance fee of \$25.00 per person) and consent to the Roma Swimming Club holding a barbecue in the parklands to coincide with the night show.
5. Formally approach PCYC management in regard to the Roma Recreation Centre being made available for overnight accommodation for visiting teams travelling to Roma for the swim meet and ask that the original decision be reconsidered specifically as the activity benefits youth, the community, sport and recreation.
6. Offer to manage the space for the times, so it will not be the responsibility of PCYC.
7. Consider other venues if needed e.g. Jubilee Hall.

[Wording amended by Mayor Golder to include additional points 6 and 7].

CARRIED

9/0

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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Item Number: 13.5 **File Number:** D21/69447
SUBJECT HEADING: REQUEST FOR SPONSORSHIP - BEGONIA STATE SCHOOL
Officer's Title: Project & Administration Officer - Economic & Community Development

Executive Summary:

Begonia State School P&C Association requested \$500 sponsorship from Maranoa Regional Council to support their 50 Year Reunion on 2 October 2021.

The \$500 sponsorship will be used to help cover catering costs. The reunion expects to attract past and present members of the Begonia community to celebrate the school. It was recommended that Council sponsors the event as it is an important milestone in the Begonia community.

Resolution No. OM/09.2021/21

Moved Cr Hancock

Seconded Cr McMullen

That Council:

1. Sponsor Begonia State School's 50 Year Reunion to the value of \$500 from the Sponsorship Budget (GL 02887.2249.2001).
2. Is acknowledged in marketing and promotion where possible.

CARRIED

9/0

Responsible Officer

Project & Administration Officer - Economic & Community Development

Item Number:

13.6

File Number: D21/69908

SUBJECT HEADING:

REQUEST FOR SPONSORSHIP - MARANOA TRIATHLON & MULTI SPORTS CLUB

Officer's Title:

Project & Administration Officer - Economic & Community Development

Executive Summary:

Maranoa Triathlon & Multisport Club has presented Council with an opportunity to sponsor their double triathlon event on 13-14 November 2021 that is taking place in Roma. The sponsorship options they have provided include Platinum (\$1,500), Gold (\$500), Silver (\$300) and Bronze (<\$300; vouchers/goods). It was recommended that Council sponsors the event at the Gold Sponsorship level.

Resolution No. OM/09.2021/22

Moved Cr Ladbrook

Seconded Cr Edwards

That Council:

1. Sponsor Maranoa Triathlon & Multi Sport Club's Double Tri Event as a Gold Sponsor at the value of \$500.
2. Allocate \$500 from General Ledger 2887.2249.2001 - Sponsorship Budget.
3. Is acknowledged in marketing and promotion where possible.

[Wording amended by Cr Ladbrook to include point 3].

CARRIED

9/0

Responsible Officer

Project & Administration Officer - Economic & Community Development

COUNCILLOR BUSINESS

Item Number: 16.1 File Number: D21/68752

SUBJECT HEADING: ROMA SKATE PARK MAINTENANCE AND SMALL CAPITAL UPGRADES

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report proposed maintenance and small capital upgrades for Roma Skate Park.

Resolution No. OM/09.2021/23

Moved Cr Golder

Seconded Cr Birkett

That Council:

1. Note that approximately \$60,000 has been included in the 2021/22 budget to undertake maintenance at the skate park as part of the scope for the Stage 1 of the Roma Skate Park and Youth Precinct project.
2. Include the feedback regarding the specific skate park features, as outlined in the report, as part of the next revision of the skate park area design, including costings.

[Wording amended by Mayor Golder following alternative wording proposed by the Deputy Director. The Mayor indicated he was happy to accept the alternative wording].

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 16.2 File Number: D21/68754

SUBJECT HEADING: COUNCIL ASSISTANCE IN IMPROVING GRID

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report tabled a proposal for Council to work with a landowner regarding a grid at Begonia.

Resolution No. OM/09.2021/24

Moved Cr Golder

Seconded Cr Ladbrook

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 16.3 **File Number:** D21/70304

SUBJECT HEADING: ENGAGEMENT OF CONTRACTOR FROM LOCALBUY PANEL

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report tabled a proposal for Council to engage a contractor from the Local Buy Panel for a rating review.

Resolution No. OM/09.2021/25

Moved Cr McMullen

Seconded Cr Guthrie

That Council:

1. Engage via Local Buy with Mead Perry Group to facilitate a rating category restructure.
2. Timetable meeting/s between Mead Perry Group and relevant Council staff and elected members to review their proposals and consider alternative rating criteria (or descriptors) and costings.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Director Corporate & Community Services

COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 10.45am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.26am

LATE ITEMS

Item Number: L.1 **File Number:** D21/67844

SUBJECT HEADING: DELEGATION TO THE CHIEF EXECUTIVE OFFICER - REQUESTS FOR REDUCED TRADING TERMS

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council on occasion receives requests from suppliers for 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 recommended 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.

Resolution No. OM/09.2021/26

Moved Cr O'Neil

Seconded Cr Ladbrook

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 payment terms (from twenty-eight (28) days) on a case by case basis.

CARRIED

9/0

Responsible Officer

Manager - Procurement & Plant

Item Number:

L.2

File Number: D21/68144

SUBJECT HEADING:

TENDER 21038 REGISTER OF PRE-QUALIFIED SUPPLIERS FOR MINOR WORKS - CIVIL CONSTRUCTION & MAINTENANCE

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

This report summarised 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 was submitted for Council's consideration.

Resolution No. OM/09.2021/27

Moved Cr Birkett

Seconded Cr Edwards

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 Section 232 of the *Local Government Regulation 2012* under the proposed sub-panels below.**
- 2. Pre-qualification for these suppliers remain current until 31 March 2022.**
- 3. Council authorise 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
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
CARRIED	9/0

Responsible Officer	Manager - Procurement & Plant
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Item Number: L.3 **File Number:** D21/70081

SUBJECT HEADING: NEIGHBOURHOOD CENTRE - MARANOA GAMING COMMUNITY INC AGREEMENT

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

Executive Summary:

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

Resolution No. OM/09.2021/28
Moved Cr Golder
Seconded Cr Edwards
That Council:

1. 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.
2. Call for Expressions of Interest by erecting a sign outside the former Roma Neighborhood Centre for not for profit groups interested in using the facility.
3. Be provided a report at a future meeting.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Declaration of Interest

Item	L.4
Description	Agreement to lease Lot 14 at Roma Airport to Roma Aero Club
Declaring Councillor	Cr Mark Edwards
Person with the interest Related party / close associate / other relationship	Myself - I am an ordinary member of the Roma Aero Club Inc.
Particulars of Interest	Roma Aero Club Inc. is mentioned in the report which makes reference to the lease and also the hangar costs. Whilst I am an ordinary member I feel I have a greater interest in this matter than other members of the community due to my close association with the Roma aero club Inc. members, and out of caution I am declaring my interest.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Edwards left the meeting at 11.45am.

Item Number: L.4 **File Number:** D21/67671

SUBJECT HEADING: AGREEMENT TO LEASE LOT 14 AT ROMA AIRPORT TO ROMA AERO CLUB

Officer's Title: Airports Representative

Executive Summary:

Roma Aero Club requested in writing that 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.

Resolution No. OM/09.2021/29

Moved Cr O'Neil

Seconded Cr Birkett

That:

1. Council 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. The Chief Executive Officer, or delegate, be authorised to sign the lease and any associated documentation.
3. A report be prepared on the final design and costings to construct earthworks and drainage, and provide chip seal from within Council to ensure that the site pad is ready for construction and costs are minimised.

CARRIED

8/0

Responsible Officer

Airports Representative / Manager Airports

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

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 11.51am.

Declaration of Interest

Item	L.5
Description	Maranoa Pathways Expo 2022
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am a non-executive director and chair of Golden West Apprenticeships and CUC Maranoa respectively. The interest arises as both organisations are listed as having representatives as committee members of The Best Group.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr O'Neil left the meeting at 11.53am.

Item Number: L.5 **File Number:** D21/70567

SUBJECT HEADING: MARANOA PATHWAYS EXPO 2022

Applicant: The BEST Group

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

Resolution No. OM/09.2021/30
Moved Cr Golder
Seconded Cr Guthrie
That Council:

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

CARRIED

8/0

Responsible Officer
Project & Administration Officer - Economic & Community Development

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

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr O'Neil returned to the meeting at 12.06pm.

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.

Officer's Title: Lead Librarian

Executive Summary:

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

Resolution No. OM/09.2021/31

Moved Cr Ladbrook

Seconded Cr Edwards

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.

CARRIED

9/0

Responsible Officer

Lead Librarian / Office of the Mayor

Declaration of Interest

Item	L.7
Description	Big Rig Observation Tower and Treewalk – Approval of Multimedia Content
Declaring Councillor	Cr Mark Edwards
Person with the interest Related party / close associate / other relationship	My partner Paan Otto
Particulars of Interest	One of the community members Mrs Meryl Eddie from Boobook is mentioned in the report and my partner Paan Otto has a business arrangement with Boobook.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Edwards left the meeting at 12.09pm.

Cr Ladbrook left the meeting at 12.09pm, and returned at 12.12pm.

Item Number: L.7 **File Number:** D21/70235
SUBJECT HEADING: BIG RIG OBSERVATION TOWER AND TREEWALK - APPROVAL OF MULTIMEDIA CONTENT
Officer's Title: Deputy Director / Strategic Road Management
 Project Officer - Program & Contract Management
 Business Planning & Performance Coordinator

Executive Summary:

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

Resolution No. OM/09.2021/32

Moved Cr Hancock

Seconded Cr O'Neil

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 brought to Council on the completion of the graphic design prior to the manufacture of interpretive material.

CARRIED

7/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Deputy Director / Strategic Road Management

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

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Cr. Tyson Golder voted against the motion.

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 12.14pm.

Item Number: L.8 **File Number:** D21/62610

SUBJECT HEADING: DESIGN OF THE MITCHELL MULTI PURPOSE FACILITY (OLD DANCE MITCHELL STUDIO)

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 is present. The community did not want to see the building demolished and a vacant parcel of land left. It was proposed that 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"

Resolution No. OM/09.2021/33

Moved Cr Birkett

Seconded Cr Taylor

That:

- 1. Council present concepts 1 & 2 to the community for feedback via a Face to Face meeting and "Have Your Say."**
- 2. The preferred concept and general feedback be brought back to a Council meeting.**

[Wording amended by Cr Birkett following a suggestion from the Mayor regarding feedback for point 2].

CARRIED

9/0

Responsible Officer

Project Officer - (Facilities Planning & Delivery)

Item Number: L.9 **File Number:** D21/70323

SUBJECT HEADING: LIFE-SIZED REPLICA SCULPTURE OF A RHOETOSAURUS BROWNEI DINOSAUR

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report tabled a potential purchase of Rhoetosaurus Brownei Dinosaur sculpture.

Resolution No. OM/09.2021/34

Moved Cr Ladbrook

Seconded Cr O'Neil

That a report be prepared for an upcoming Council meeting confirming costings.

CARRIED

9/0

Responsible Officer

**Manager – Economic & Community
Development / Office of the Mayor**

**COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 12.25pm**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 12.29pm**

Item Number:

L.10

File Number: D21/70325

SUBJECT HEADING:

PURCHASE OF BOOKS WRITTEN BY DEXTER KRUGER

Councillor's Title:

Cr. Tyson Golder

Executive Summary:

The report tabled a proposal to purchase copies of the last book published by Dexter Kruger, Australia's oldest man and resident of Roma.

Resolution No. OM/09.2021/35

Moved Cr Golder

Seconded Cr Edwards

That:

- 1. Council purchase copies of Dexter Kruger's book titled "Australia's Oldest Man" to the value of \$1,505.**
- 2. Funds be drawn from General Ledger 2887.2249.2001 – Sponsorship Budget.**
- 3. Council approve for the books to be sold at the Big Rig with no commission.**

[Wording amended by Mayor Golder regarding the value stated in point 1, and the inclusion of point 3 as suggested by Cr Taylor and further added to by Cr Guthrie].

CARRIED

9/0

Responsible Officer

**Manager – Economic & Community
Development / Office of the Mayor**

CONDOLENCE

The Mayor passed on condolences on behalf of Council to Dexter Kruger's Family and those who knew him following his recent passing, acknowledging that he was the oldest man in Australia at 111 years, and also the oldest author and microbusiness proprietor.

Item Number: L.11 **File Number:** D21/68613

SUBJECT HEADING: SKATE PARK DRAIN

Councillor's Title: Councillors Cameron O'Neil, Johanne Hancock and Wendy Taylor

Executive Summary:

The report tabled concerns about the drain on the southern side of the Roma Skate Park.

Resolution No. OM/09.2021/36	
Moved Cr O'Neil	Seconded Cr Taylor
That Council:	
<ol style="list-style-type: none"> 1. Authorise the Chief Executive Officer or delegate to write to the Department of State Development, Infrastructure, Local Government and Planning requesting that additional maintenance be undertaken on the drain to the south of the Roma Skatepark including the removal of excess grass clippings blocking the drain, and backfilling of sections along the channel where water is ponding. 2. Be presented with a report outlining other options to address concerns at an upcoming Council meeting. 	
CARRIED	9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number: L.12 **File Number:** D21/68618

SUBJECT HEADING: INJUNE COMMUNITY NOTICE BOARD

Councillor's Title: Councillors Cameron O'Neil, Johanne Hancock and Wendy Taylor

Executive Summary:

The community of Injune requested a Community Notice Board.

Resolution No. OM/09.2021/37	
Moved Cr Hancock	Seconded Cr Taylor
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.	
CARRIED	9/0

Responsible Officer	Manager – Economic & Community Development
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Item Number: L.13 **File Number:** D21/72050

SUBJECT HEADING: WALLUMBILLA CEMETERY

Councillor's Title: Councillors Johanne Hancock, Cameron O'Neil and Wendy Taylor

Executive Summary:

The report proposed investigating use of an excavator (or lighter machine) to dig the graves as the bigger machinery is ripping up lawn and leaving dents in the lawn.

The meeting was updated about the purchase of ground protection mats that have been purchased and will be trialled.

Resolution No. OM/09.2021/38

Moved Cr O'Neil

Seconded Cr Hancock

That:

1. Council investigate using an excavator (or lighter machine) to replace the bigger machinery that is currently being used to dig the graves if the ground protection mats prove to be ineffective.
2. A report be brought back to a Council meeting regarding point 1.

CARRIED

9/0

Responsible Officer

**Manager - Maintenance Delivery & Works /
 Manager Communication, Information &
 Administration**

Item Number: L.14 **File Number:** D21/71889

SUBJECT HEADING: DRAFT POLICY - COUNCIL MEETING PREPARATIONS AND PROPOSED NEW POLICY TEMPLATE

Officer's Title: Chief Executive Officer

Executive Summary:

The report tabled 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.*

Resolution No. OM/09.2021/39

Moved Cr McMullen

Seconded Cr Golder

That [Item] L.14 be re-tabled for consideration at Council's first meeting in April 2022.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Chief Executive Officer / Lead Officer – Elected Members & Community Engagement
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Declaration of Interest

Item	LC.5
Description	Application to Permanently Close a Section of Road Adjoining Lot 31 on SP178386
Declaring Councillor	Cr Tyson Golder
Person with the interest Related party / close associate / other relationship	Myself
Particulars of the interest	This road is near a rural property that I own and there will be no potential gain, profit or loss to me.
Type of conflict	Declarable conflict of interest
Action	I do not wish to take part in discussion or decision making and I will leave the room while the matter is discussed and voted on.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.56pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 1.59pm

CONFIDENTIAL ITEMS

Resolution No. OM/09.2021/40

Moved Cr McMullen

Seconded Cr Birkett

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 2.02pm] to discuss confidential items that its Councillors consider is necessary to close the meeting.

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

- The matters to be discussed;

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

Agenda Item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i>)	Overview
C.1 – Application for Conversion of Tenure – Lot 5 on KE65	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal agreement with, the Commonwealth or a State.	The Department of Resources seeks Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) for the listed lot to freehold tenure.
C.2 – Application for Conversion of Tenure – Lot 2 on TM23	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal agreement with, the Commonwealth or a State.	The Department of Resources seeks Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) for the listed lot to freehold tenure.
C.3 – Applications for Conversion of Tenure – Lot 393 on PH102; Lot 1694 on SP276268; Lot 4 on DL443; Lots 91 – 93 on DL175	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal agreement with, the Commonwealth or a State.	The Department of Resources seeks Council's views on applications it has received for conversion of the listed land parcels from leasehold to freehold tenure.
C.4 – Proposed Acquisition of Land – Lot 314 on I7182	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 interest of the local government.	Council was asked to consider the proposed acquisition of land as described.
C.5 – Request to Waiver Water Costs – Assessment 14016893	Section 254J(3)(d) rating concessions.	Correspondence has been received from a resident, requesting a waiver for water charges, for the water usage for the period of 11 June 2021 to 27 July 2021.
LC.1 – Deed of Novation and Variation – NLIS Compliance Scanning and Data Collection Services – Roma Saleyards	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 interest of the local government.	Outcross Pty Ltd is requesting that the NLIS Compliance Scanning and Data Collection Services Contract be assigned to Outcross Agri Services Pty Ltd.

LC.2 – Commencement of Legal Proceedings	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.	This report is to provide Council with an update on two accounts with Council which remain unpaid.
LC.3 – Request to waive Debt Recovery Legal Fees - Assessment 13016290	Section 254J(3)(d) rating concessions.	Correspondence has been received from a ratepayer requesting waiver of debt recovery legal fees.
LC.4 – Santos Festival of Rugby / Proposal for Maranoa Regional Council	Section 254J(3)(c) the local government’s budget.	Consideration of a notice of repeal or amendment (Resolution Number OM/06.2021/81) – Ordinary Meeting 23 June 2021.
LC.5 – Application for Permanent Road Closure – Section of road adjoining Lot 31 on SP178386	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal agreement with, the Commonwealth or a State.	Consideration of notice of repeal and replacement (Resolution Number OM/04.2021/70 – Ordinary Meeting 28 April 2021).
LC.6 – Review of Council Decision – Kirkbride Street, Roma	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal agreement with, the Commonwealth or a State.	Council has been contacted requesting Council reconsider a previous Council decision.
LC.7 – Services Building - Roma	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 interest of the local government.	Proposal to investigate the use and future for a building located in Roma.
LC.8 – Tender 2205 – Injune Heritage Museum Construction	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 interest of the local government.	Council invited suitably qualified and experienced contractors to submit a fixed price lump sum price schedule for the construction of the Injune Heritage Museum.
CARRIED		9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Cr O'Neil left the meeting at 2.49pm, and returned at 2.52pm.
 Cr Edwards left the meeting at 3.09pm, and returned at 3.12pm.
 Cr Ladbrook left the meeting at 3.27pm, and returned at 3.29pm.

The Deputy CEO left the meeting prior to discussion on Item LC.6, and did not return until after completion of discussions.

Mayor Golder, having previously declared a declarable conflict of interest in Item LC.5 left the meeting at 3.52pm taking no part in discussion on the item. The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Cr Hancock left the meeting at 3.57pm, and returned at 3.58pm.

Resolution No. OM/09.2021/41	
Moved Cr O'Neil	Seconded Cr Birkett
That Council open the meeting to the public [at 3.59pm].	
CARRIED	8/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Mayor Golder did not return to the meeting for the following item having previously declared a declarable conflict of interest in the following item. The Deputy Mayor continued in the role of Acting Chair.

Item Number: LC.5 **File Number:** D21/70054

SUBJECT HEADING: APPLICATION FOR PERMANENT ROAD CLOSURE - SECTION OF ROAD ADJOINING LOT 31 ON SP178386

Officer's Title: Cr. Geoff McMullen

Executive Summary:

Consideration of notice of repeal and replacement (Resolution Number OM/04.2021/70 – Ordinary Meeting 28 April 2021).

Resolution No. OM/09.2021/42	
Moved Cr McMullen	Seconded Cr Ladbrook
That Council repeal Resolution Number OM/04.2021/70 and replace with:	
That Council:	
<ol style="list-style-type: none"> 1. Offer no objection to the application for a Permanent Road Closure over reserve land adjoining Lot 31 on SP178386 and Lot 32 on WAL53493 as identified on provided map for the purpose of grazing, provided that: <ol style="list-style-type: none"> a. The Department of Resources consults with any adjoining landowners, including the owners of Lot 32 on WAL53493 to establish they have no objection to the potential permanent road closure that adjoins. b. the application is submitted to the Department of Resources within 12 months of the applicant receiving Council's response. 2. As Road Manager, authorise the use of the land be dealt with under the <i>Land Act 1994</i> by the Department of Resources. 	

3. Authorise the Chief Executive Officer, or delegate, to sign Part C 'Statement in relation to an application under the *Land Act 1994* over State land' in respect to this application.

CARRIED

8/0

Responsible Officer

Deputy Director / Strategic Road Management

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

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 4.03pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 4.11pm

Following the recess and discussion and decision on Item LC.5, Mayor Golder returned to the meeting assuming the Chair at 4.12pm.

Item Number:

C.1

File Number: D21/65902

SUBJECT HEADING:

APPLICATION FOR CONVERSION OF TENURE - LOT 5 ON KE65

Officer's Title:

Administration Officer - Land Administration

Executive Summary:

The Department of Resources sought Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) for the listed lot to freehold tenure.

Resolution No. OM/09.2021/43

Moved Cr McMullen

Seconded Cr Guthrie

That Council advise the Department of Resources that it offers no objection to the conversion of GHPL 36/8002 over Lot 5 on KE65 to freehold tenure on the condition the applicant ensures the constructed sections of Tomoo Road that run adjacent to the property boundary are currently contained fully within the dedicated road reserve.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: C.2 **File Number:** D21/66154

SUBJECT HEADING: APPLICATION FOR CONVERSION OF TENURE - LOT 2 ON TM26

Officer's Title: Administration Officer - Land Administration

Executive Summary:

The Department of Resources sought Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) for the listed lot to freehold tenure.

Resolution No. OM/09.2021/44

Moved Cr O'Neil

Seconded Cr Birkett

That Council advise the Department of Resources that it offers no objection to the conversion of GHPL 36/6400 over Lot 2 on TM26 to freehold tenure on the condition that:

1. The applicant ensures the constructed sections of Glenorie Road that run adjacent to the property and traverse the property are currently contained fully within the dedicated road reserve.
2. The State secure the constructed sections by repositioning the road reserve over the existing alignment of Glenorie Road.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

The Chief Executive Officer left the meeting at 4.12pm, and returned at 4.13pm.

Item Number: C.3 **File Number:** D21/63515

SUBJECT HEADING: APPLICATIONS FOR CONVERSION OF TENURE - LOT 393 ON PH102; LOT 1694 ON SP276268; LOT 4 ON DL443; LOT 3 ON DL439; LOTS 91 - 93 ON DL175

Officer's Title: Administration Officer - Land Administration

Executive Summary:

The Department of Resources sought Council's views on applications it has received for conversion of the listed land parcels from leasehold to freehold tenure.

Resolution No. OM/09.2021/45

Moved Cr Birkett

Seconded Cr Taylor

That Council advise the Department of Resources that it offers:

1. No objection to the conversion of PH 36/3973 over Lot 3973 on PH102 to freehold tenure on the condition the applicant ensures that the constructed sections of Mt Elliott Road that run through the property are currently contained fully within the dedicated road reserve.
2. No objection to the conversion of PH 36/1694 over Lot 1694 on SP276268 to freehold tenure on the condition the applicant ensures that the constructed sections of Redford Road and Wineba Road that run through the property are currently contained fully within the dedicated road reserves.

<p>3. No objection to the conversion of GHPL 36/7818 over Lot 4 on DL443 to freehold tenure.</p> <p>4. No objection to the conversion of GHPL 36/7946 over Lot 3 on DL439 to freehold tenure.</p> <p>5. No objection to the conversion of GHPL 36/7830 over Lots 91 – 93 on DL175 to freehold tenure.</p>
<p>CARRIED 9/0</p>

Responsible Officer	Administration Officer - Land Administration
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Item Number: C.4 **File Number:** D21/69108

SUBJECT HEADING: PROPOSED ACQUISITION OF LAND - LOT 314 ON I7182

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

Executive Summary:

Council was asked to consider the proposed acquisition of land as described.

Resolution No. OM/09.2021/46	
Moved Cr Golder	Seconded Cr Guthrie
That Council:	
<ol style="list-style-type: none"> 1. Enter into a contract to acquire Lot 314 on I7182 for the purchase price of \$55,000 including GST. 2. Authorise the Chief Executive Officer (or delegate) to execute the purchase contract and other documents relating to this purchase. 	
<p>CARRIED 9/0</p>	

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number: C.5 **File Number:** D21/69367

SUBJECT HEADING: REQUEST TO WAIVE WATER COSTS - ASSESSMENT 14016893

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

Executive Summary:

Correspondence was received from a resident, requesting a waiver for water charges, for the water usage for the period of 11 June 2021 to 27 July 2021.

Resolution No. OM/09.2021/47	
Moved Cr McMullen	Seconded Cr Ladbrook
That Council:	
<ol style="list-style-type: none"> 1. Approve the waiver for water charges for this period in the sum \$145.36. 	

2. Inform the applicant of this decision.

CARRIED

9/0

Responsible Officer
Manager - Water, Sewerage & Gas
LATE CONFIDENTIAL ITEMS
Item Number:

LC.1

File Number: D21/69435
SUBJECT HEADING:
DEED OF NOVATION AND VARIATION – NATIONAL LIVESTOCK IDENTIFICATION SYSTEM (NLIS) COMPLIANCE SCANNING AND DATA COLLECTION SERVICES - ROMA SALEYARDS
Officer's Title:
Manager - Saleyards
Executive Summary:

Outcross Pty Ltd are requesting that the National Livestock Identification System (NLIS) Compliance Scanning and Data Collection Services Contract be assigned to Outcross Agri Services Pty Ltd.

Resolution No. OM/09.2021/48
Moved Cr McMullen
Seconded Cr Edwards

That Council authorise the Chief Executive Officer to sign the Deed of Novation and Variation (from Outcross Pty Ltd to Outcross Agri Services Pty Ltd), subject to final negotiations with the parties (or delegate).

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer
Manager - Saleyards
Item Number:

LC.2

File Number: D21/70257
SUBJECT HEADING:
COMMENCEMENT OF LEGAL PROCEEDINGS
Officer's Title:
Acting Lead Accounts Processing/System Administration Officer
Executive Summary:

This report was to provide Council with an update on two accounts with Council which remain unpaid.

Resolution No. OM/09.2021/49

Moved Cr McMullen

Seconded Cr Edwards

That Council note the additional information received, accept the terms provided by account holder 77003.24 and write off the remaining debt deemed unrecoverable on this account and not proceed with legal proceedings at this time.

CARRIED

9/0

Responsible Officer

Acting Lead Accounts Processing/System Administration Officer

Item Number:

LC.3

File Number: D21/71594

SUBJECT HEADING:

REQUEST TO WAIVE DEBT RECOVERY LEGAL FEES - ASSESSMENT 13016290

Officer's Title:

Rates & Utilities Billing Officer

Executive Summary:

Correspondence was received from a ratepayer requesting waiver of debt recovery legal fees.

Resolution No. OM/09.2021/50

Moved Cr Golder

Seconded Cr Edwards

That Council waive the debt recovery legal fees (not discount).

MOTION LOST

4/5

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Rates & Utilities Billing Officer

Item Number:

LC.4

File Number: D21/70258

SUBJECT HEADING:

SANTOS FESTIVAL OF RUGBY / PROPOSAL FOR MARANOA REGIONAL COUNCIL

Officer's Title:

Regional Events Attraction / Local Development

Executive Summary:

Consideration of a notice of repeal or amendment (Resolution Number OM/06.2021/81) – Ordinary Meeting 23 June 2021.

Resolution No. OM/09.2021/51

Moved Cr O'Neil

Seconded Cr Hancock

That Council amend Resolution Number OM/06.2021/81 to read as follows:

That Council:

1. **Subject to point 4**, provide in-kind assistance for the Santos Festival of Rugby – Roma 2022 through:
 - Spreading of top dressing material on the playing field at Gallas Fox Park
 - Labour to administer chemicals, soil amendments and fertilisers to the playing field at Gallas Fox Park
 - Installation only of new irrigation system at Gallas Fox Park**
 - Fill material for extension to terrace seating at Gallas Fox Park (if required)
 - Arranging 40km/hr speed restriction on highway during the event period (both days), including approvals from Department of Transport and costs of traffic control
 - Support of Liquor Licence Application
 - Assistance with Environmental Protection Authority (EPA) notifications for noise and light
2. Consider a grant application in the first round of the 2021/22 Community Grants program from the Roma Echidnas Rugby Union Club to replace tunnel and retaining walls at the Club House if applicable and if submitted.
3. Supply and install 50m of 9ft chain mesh fencing and approximately 100m of 6ft chain mesh fencing on the northern side of the playing field at Gallas Fox Park to the value of \$23,750 with costs allocated to Work Order 22930.
4. **Provide the above support on the basis that Council provide project management support and liaise closely with current stakeholders that provide assistance in the ongoing maintenance of the facility and Twinview Turf.**

CARRIED

9/0

Responsible Officer	Regional Events Attraction / Local Development
---------------------	--

Item Number: LC.6 File Number: D21/70723

SUBJECT HEADING: REVIEW OF COUNCIL DECISION - KIRKBRIDE STREET, ROMA

Officer's Title: Deputy Director / Strategic Road Management
Assets Officer - Transport Network

Executive Summary:

Council has been contacted requesting Council reconsider a previous Council decision.

Resolution No. OM/09.2021/52

Moved Cr McMullen

Seconded Cr Birkett

That Council conclude the internal review by taking the following actions:

- Approve a single application of a dust suppression agent of the section of Kirkbride Street from Miscamble Street to Mullavey Street, with the view to providing some short-term relief, with funds to be sourced from Council's general urban road maintenance budget allocation.
- Ensures that this section of road is included on Council's Capital Upgrade Register for presentation at future budget consideration.
- Document and report the performance of the dust suppression agent, by way of a trial, to assess its suitability for future use around the region.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number:

LC.7

File Number: D21/72052

SUBJECT HEADING:

SERVICES BUILDING - ROMA

Councillor's Title:

Cr. Johanne Hancock

Executive Summary:

Proposal to investigate the use and future for a building located in Roma.

Resolution No. OM/09.2021/53

Moved Cr Taylor

Seconded Cr O'Neil

That a report be brought back to Council regarding who owns the building and confirmation if they have any plans for the building.

CARRIED

9/0

Responsible Officer	Manager – Facilities (Land, Buildings & Structures)
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Item Number:

LC.8

File Number: D21/71852

SUBJECT HEADING:

TENDER 22005 - INJUNE HERITAGE MUSEUM CONSTRUCTION

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

Council invited suitably qualified and experienced contractors to submit a fixed price lump sum price schedule for the construction of the Injune Heritage Museum.

Resolution No. OM/09.2021/54

Moved Cr Hancock

Seconded Cr Edwards

That Council:

1. Not accept any tender submissions due to received submissions not fitting within the funding allocation for the project.
2. Review the design without any reduction in scale and size of the museum and re-tender the project.
3. Write to the Australian Government under the Local Roads and Community Infrastructure Program seeking an extension for the funding being provided for the Injune Heritage Museum construction.
4. Meet with the Cultural Heritage Injune Preservation Society (CHIPS) to communicate Council's decision.

CARRIED

9/0

Responsible Officer

Manager - Procurement & Plant

Item Number:

13.3

File Number: D21/67811

SUBJECT HEADING:

LEASE - LOT 2 ON SP309872 (ROMA)

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At its Ordinary meeting on 14 July 2021, Council resolved to invite offers from neighbouring properties interested in leasing Lot 2 on SP309872 for grazing purposes. Expressions of interest closed on 13 August 2021 and were presented for Council's consideration.

This item had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. OM/09.2021/55

Moved Cr O'Neil

Seconded Cr Ladbrook

That Council approve the exception under section 236 (1)(c)(iv) of the *Local Government Regulation 2012* and enter into a lease with Brett and Nardia Zoellner for the use of Lot 2 on SP309872 for grazing purposes, subject to the following special terms and conditions (in addition to Council's standard leasing terms and conditions):

1. Brett and Nardia Zoellner being the owners of neighbouring property Lot 1 on SP309872.
2. The term of the lease shall be for a period of 5 years, with one option of an additional 5 year term.
3. The lease fee shall be \$150 per month inclusive of all costs including any applicable land rates and charges.
4. The lease contains provisions to protect the integrity of the levee and allows Council access to inspect and undertake all necessary maintenance and other works on the levee and land parcel.

5. Council authorise the Chief Executive Officer to execute the lease and all other documentation relevant to the lease agreement.

CARRIED

9/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.36pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 22 September 2021, at Roma Administration Centre.

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 22 September 2021

Date: 13 September 2021

Item Number: 8.1

File Number: D21/74584

SUBJECT HEADING: Recommendation to Purchase Thirteen (13)
Single Cab 4X4 Utes

Classification: Open Access

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

Original Resolution Meeting Date: 26th May 2021

Original Resolution Number: OM/05.2021/34

Original Resolution:

That Council:

1. Select Black Auto Group as the recommended supplier for thirteen (13) 4x4 singlecab utility vehicles at a cost of \$659,276.80 including GST, excluding registration and CTP insurance.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Black Auto Group of Roma and raise purchase orders if the final terms are acceptable.

Recommendation:

That Council repeal Resolution Number OM/05.2021/34 and replace with:

That Council not award the tender.

Background:

On the 26th May 2021 Council resolved to purchase thirteen replacement utilities from the Black Auto Group.

On the 17th August 2021 Officers were advised in writing (email) by the Group Fleet Manager for Black Toyota of the unavailability of vehicle build dates and a subsequent tech change price increase on the ordered vehicles.

The price increase is approximately \$1,944.26 excluding GST per vehicle, \$25,275.38 excluding GST for the thirteen (13) utilities.

Note: Officers have not yet received any information regarding what the 'tech change' includes.

As the new price exceeds the sum resolved by Council Officers cannot complete this action.

It is recommended that Council not award the tender and retender for the thirteen (13) utilities due to the following:

- Black Auto Group are unable to honor the quoted price & delivery timeframe.
- When the new pricing is applied to the original assessment spreadsheet Black Auto Group would not have been the recommended supplier.
- Officers have not been provided with any information regarding the differences between the originally quoted vehicle and the 'tech change' model.
- Timeframe between tender award and advice from Black Auto Group of their inability to supply.

Supporting Documentation:

[1](#) Email: Brant Hurlock - Black Toyota - Updated Single D21/67207
Cabs - Unable to supply vehicles - 17/08/21

Notice prepared by: Operations Manager - Plant, Fleet & Workshops

David Parker

From: Brant Hurlock <brant.hurlock@blacktoyota.com.au>
Sent: Tuesday, 17 August 2021 10:46 AM
To: Plant
Subject: FW: Updated Single Cabs
Attachments: SKM_C364e21081710050.pdf

Hi Aiva

Please find attached tech change pricing. We are unable fulfill the order (175740) as with the current Covid crisis, we are yet to have cars allocated and therefore when they are allocated will be a tech change model with a price increase.

We apologise for the inconvenience.

Regards

Brant Hurlock
Group Fleet Manager

Black Toyota
43 Drayton Street, Dalby QLD 4405
P 07 4669 9600 | F 07 4662 5412 | M 0459 698 131
E brant.hurlock@blacktoyota.com.au | W www.blacktoyota.com.au
Dalby-Warwick-Oakey-Chinchilla-Roma



Black Toyota
Committed to the Future



2020 Fleet Specialist



From: Brant Hurlock
Sent: Tuesday, 17 August 2021 10:02 AM
To: Plant <Plant@maranoa.qld.gov.au>
Subject: Updated Single Cabs

Hi Aiva,

Please see attached, I've tried to keep it as minimal as possible and have added some extra discount.

Cheers

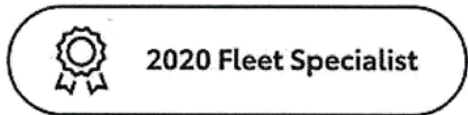
Regards

Brant Hurlock
Group Fleet Manager

Black Toyota
43 Drayton Street, Dalby QLD 4405
P 07 4669 9600 | F 07 4662 5412 | M 0459 698 131
E brant.hurlock@blacktoyota.com.au | W www.blacktoyota.com.au
Dalby-Warwick-Oakey-Chinchilla-Roma



Black Toyota
Committed to the Future



From: c220.dalby@blacktoyota.com.au <c220.dalby@blacktoyota.com.au>
Sent: Tuesday, 17 August 2021 10:06 AM
To: Brant Hurlock <brant.hurlock@blacktoyota.com.au>
Subject: Message from KM_C364e



BASW Pty Ltd
43 Drayton Street,
Dalby, QLD 4405
PO Box 747, Dalby QLD 4405

T 07 4669 9600
dalby@blacktoyota.com.au
blacktoyota.com.au

B5B: 014-002 ACC: 836549546
ABN: 63 601 452 199 ACN: 601 452 199
Dealer: 3735370 ARC: AU36388

QUOTATION

QUOTATION FOR :	
Maranoa Regional Council Cnr Bungil & Quintin St Po Box 116 Roma QLD 4455 E: david.parker@maranoa.qld.gov.au M: 0447963455	DATE : 27/05/2021 QUOTE : 82107 (2) DEPT : 011 Dalby New Toyota Fleet REP : Brant Hurlock STOCK No : 10105879

QUOTATION DETAILS	PRICE
MOTOR VEHICLE	
Hilux 4x4 SR 2.8L T Diesel Automatic Single Cab C/C 2U61480 001	\$41,113.64 Factory Option (EM)
Approved Govt	\$6,578.18-
Dealer Discount	\$909.09-
ACCESSORIES / OPTIONS	
FACTORY OPTIONS	
Vehicle Colour - Glacier White	No Charge
Vehicle Trim - Black Fabric	No Charge
SR	No Charge (Factory Fitted Option)
NON-GENUINE ACCESSORIES	
Complimentary Tank Of Fuel	No Charge
BOONARGA HILUX BULL BAR 2 POST W/C & LADDERRACK P/COATED	\$2,677.19
reverse camera	\$541.03
Steel tray non slip step rungs on either side of headboard	\$4,543.42
Wheel Alignment	\$50.00
2 x ionnic 106 LED amber beacons mounted on tray of headboard above cabin	\$553.70
6x flush mount tie down points	\$374.07
canvas seat covers	\$279.46
decals	\$330.82
HD Towbar with 7 flat and 2 x D shackles	\$805.09
Kinchrome under body toolbox	\$478.88
Lightforce driving lights	\$743.58
Poly Watertank between tray and cabin	\$781.52
Removable Rear Rack	\$521.29
Window Tint	\$175.00
DEALER CHARGES	
Dealer Charges - Other	\$1,566.11



BASW Pty Ltd
43 Drayton Street,
Dalby, QLD 4405
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T 07 4669 9600
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blacktoyota.com.au

BSB: 014-002 ACC: 836549546
ARN: 63 601 452 199 ACN: 601 452 199
Dealer: 3735370 ARC: AU39388

QUOTATION

QUOTATION FOR :	QUOTE DETAILS:
Maranoa Regional Council Cnr Bungil & Quintin St Po Box 116 Roma QLD 4455 E: david.parker@maranoa.qld.gov.au M: 0447963455	DATE : 27/05/2021 QUOTE : 82107 (2) DEPT : 011 Dalby New Toyota Fleet REP : Brant Hurlock STOCK No : 10105679

QUOTATION DETAILS	PRICE
TOTAL PRICE (Excl. GST)	\$48,047.53
ON ROAD COSTS	
CTP - 12 Mth Commercial Class 6 (See CTP Policy for GST)	\$416.60
Rego - Commercial 12mths 4cyl	\$465.65
Total GST	\$4,804.75
TOTAL PAYABLE	\$53,734.53
BALANCE PAYABLE	\$53,734.53

This quote remains COMMERCIAL IN CONFIDENCE between Black Toyota and its intended recipient. Prices quoted are current and subject to fluctuation as determined by the Manufacturers pricing at the time of delivery. Trade-in valuations are current for fourteen days from date of valuation and are inclusive of GST. Trade-ins are subject to re-inspection prior to delivery and may be re-valued if the vehicle is not as described, or the condition of the vehicle has changed. Fleet Discount or Allowance for Primary Producer is dependent upon completion of the appropriate documentation as required and approved by the Manufacturer and in the case of previously registered fleet customers that SAP ID is valid and current. Our normal terms of trading are payment in full before, or at time of delivery. If you considering Finance, Insurance or Extended Warranty, our Business Manager can provide a package to suit. We thank you for the opportunity to supply this quotation and look forward to your favourable reply.

Brant Hurlock
Fleet Sales

Authorised Manager

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 2 September 2021

Item Number: 10.1

File Number: D21/71837

SUBJECT HEADING: Council Christmas and New Year Closure 2021 - 2022

Classification: Open Access

Officer's Title: Human Resources Officer

Executive Summary:

In previous years as a work-life balance initiative for employees, Council has approved an Annual Christmas and New Year closure for Council's administration offices, customer service centres and libraries and an Annual Christmas Close Down for field based operations teams including the Roma quarry, Maintenance Delivery and Works Team and Construction Team.

Teams responsible for the delivery of essential and emergency services are required to remain operational during Council's approved closure period.

Officer's Recommendation:

That Council:

1. Approve the Annual Christmas and New Year closure for the general workforce from close of business Thursday, 23 December 2021 and reopening on Tuesday, 4 January 2022.
2. Approve the closure of the Yuleba Administration Office on the gazetted Public Holidays only, all other business days will operate as usual.
3. Approve the Annual Christmas and New Year closures of Council's libraries in Jackson, Wallumbilla and Mungallala from close of business Thursday, 23 December 2021 and reopening Monday, 10 January 2022.
4. Approve the Annual Christmas and New Year close down for the field based operational teams of Roma, Bungil, Bendemere, Waroo and Booringa; the Project Management Office; and Roma Quarry (excluding those services identified below as essential services requiring skeleton crews) from Monday 20 December 2021 to Tuesday 4 January 2022.
5. Approved that the Roma waste facility be closed to the public on Christmas Day, 25 December 2020 and New Year's Day, 1 January 2022 and that two (2) 15m skip bins be provided outside the facility for public use for the days of closure.
6. Authorise the Chief Executive Officer to communicate the Annual Christmas and New Year closures to Council employees, customers, residents, and the general public.

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).

Interested parties will include customers, residents and visitors who may be impacted by limited access to non-essential Council services during the approved periods of closure.

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?

1. Gazetted public holidays and key dates

As a work life balance initiative, Council has traditionally approved the closure of Administration Offices, Customer Service Centres, Libraries and non-essential services, over the Christmas and New Year period.

Key dates for the 2021 Christmas and New Year period are:

- Christmas Day – Saturday, 25 December 2021
- Boxing Day – Sunday, 26 December 2021
- Christmas Day Public Holiday – Monday, 27 December 2021
- Box Day Public Holiday – Tuesday, 28 December 2021
- New Year's Day – Saturday, 1 January 2022
- New Year's Day Public Holiday – Monday, 3 January 2022

This year the gazetted public holidays will fall on the days as detailed above. However, given that service level requirements and customer and resident expectations may have changed, the following proposed closures of various Council services are provided for Council's consideration.

Employees will access their accrued annual leave and/or rostered days off (RDOs) entitlements during the 2021 Christmas / New Year period of closure.

2. Annual Christmas closure

It is recommended that the annual Christmas closure, with the exception of those operational areas and teams specifically identified in this report, commence as of close of business Thursday 23 December 2021 and reopen on Tuesday 4 January 2022 (refer Table 1).

Table 1:

Sunday 19/12/2021	Monday 20/12/2021	Tuesday 21/12/2021	Wednesday 22/12/2021	Thursday 23/12/2021	Friday 24/12/2021	Saturday 25/12/2021
Weekend	Open	Open	Open	Open	Closed	Weekend
Sunday 26/12/2021	Monday 27/12/2021	Tuesday 28/12/2021	Wednesday 29/12/2021	Thursday 30/12/2021	Friday 31/12/2021	Saturday 1/01/2022
Weekend	Public Holiday	Public Holiday	Closed	Closed	Closed	Weekend
Sunday 2/01/2022	Monday 3/01/2022	Tuesday 4/01/2022	Wednesday 5/01/2022	Thursday 6/01/2022	Friday 7/01/2022	Saturday 8/01/2022
Weekend	Public Holiday	Open	Open	Open	Open	Weekend

3. Yuleba Services Centre (Bendemere)

In 2020, Council approved that the Yuleba Administration Office only close on the designated public holidays. It is proposed again, that the Yuleba Administration Office continue to provide access to Australia Post services throughout the period and remain open with the exception of the gazetted public holidays as per Table 2 below.

Table 2: Yuleba Administration Office (including Yuleba Library)

Sunday 19/12/2021	Monday 20/12/2021	Tuesday 21/12/2021	Wednesday 22/12/2021	Thursday 23/12/2021	Friday 24/12/2021	Saturday 25/12/2021
Weekend	Open	Open	Open	Open	Open	Weekend
Sunday 26/12/2021	Monday 27/12/2021	Tuesday 28/12/2021	Wednesday 29/12/2021	Thursday 30/12/2021	Friday 31/12/2021	Saturday 1/01/2022
Weekend	Public Holiday	Public Holiday	Open	Open	Open	Weekend
Sunday 2/01/2022	Monday 3/01/2022	Tuesday 4/01/2022	Wednesday 5/01/2022	Thursday 6/01/2022	Friday 7/01/2022	Saturday 8/01/2022
Weekend	Public Holiday	Open	Open	Open	Open	Weekend

4. Library Services – Jackson, Wallumbilla and Mungallala

Following consultation with the Manager – Economic and Community Development regarding service level requirements during this period, it is proposed that the service closure as outlined in Table 3 be approved.

While the proposed closure period for those library services spans the period commencing as of close of business Thursday, 23 December 2021 and reopening on Monday, 10 January 2022, it should be noted that these libraries have reduced opening hours and would not normally open on every business day within this period. It should be further noted that the library services at Yuleba will be maintained in line with the opening of the Yuleba Administration Office.

Table 3: Library Services – Jackson, Wallumbilla and Mungallala

Sunday 19/12/2021	Monday 20/12/2021	Tuesday 21/12/2021	Wednesday 22/12/2021	Thursday 23/12/2021	Friday 24/12/2021	Saturday 25/12/2021
Weekend	Open	Open	Open	Open	Closed	Weekend
Sunday 26/12/2021	Monday 27/12/2021	Tuesday 28/12/2021	Wednesday 29/12/2021	Thursday 30/12/2021	Friday 31/12/2021	Saturday 1/01/2022
Weekend	Public Holiday	Public Holiday	Closed	Closed	Closed	Weekend
Sunday 2/01/2022	Monday 3/01/2022	Tuesday 4/01/2022	Wednesday 5/01/2022	Thursday 6/01/2022	Friday 7/01/2022	Saturday 8/01/2022
Weekend	Public Holiday	Closed	Closed	Closed	Closed	Weekend
Sunday 9/01/2022	Monday 10/01/2022	Tuesday 11/01/2022	Wednesday 12/01/2022	Thursday 13/01/2022	Friday 14/01/2022	Saturday 15/01/2022
Weekend	Open	Open	Open	Open	Open	Weekend

5. Field based operational teams

It is proposed that the 2021 Annual Christmas close down for the field based operational teams of Roma, Bungil, Bendemere, Waroo and Booringa; the Project Management Office; and Roma Quarry (excluding those services identified below as essential services) is as detailed in Table 4.

Table 4: Field based operational teams

Sunday 19/12/2021	Monday 20/12/2021	Tuesday 21/12/2021	Wednesday 22/12/2021	Thursday 23/12/2021	Friday 24/12/2021	Saturday 25/12/2021
Weekend	close down	close down	close down	close down	Closed	Weekend
Sunday 26/12/2021	Monday 27/12/2021	Tuesday 28/12/2021	Wednesday 29/12/2021	Thursday 30/12/2021	Friday 31/12/2021	Saturday 1/01/2022
Weekend	Public Holiday	Public Holiday	Closed	Closed	Closed	Weekend
Sunday 2/01/2022	Monday 3/01/2022	Tuesday 4/01/2022	Wednesday 5/01/2022	Thursday 6/01/2022	Friday 7/01/2022	Saturday 8/01/2022
Weekend	Public Holiday	Open	Open	Open	Open	Weekend

6. Waste Services and Refuse sites

Across Council, various Waste Refuse sites operate via Waste Transfer Stations to manned Refuse Centre's. Previously the Annual Christmas shutdown arrangements for the Roma waste facility has drawn public criticism, specifically the provision of large skip bins to accommodate the closure of the facility over multiple days.

To address public concerns regarding the closure of the Roma waste facility for the 2020 annual Christmas shutdown, Council resolved (resolution number: OM/08.2020/120) to:

1. *Approve the Annual Christmas and New Year closures for Council's Roma waste facility as outlined in Option 2 of this report being closed 25th December 2020 and 1st January 2021 – Council provide 2 x 15m skip bins placed at the Roma waste facility on Thursday 24th December 2020 and emptied on Saturday 25th December 2020, then moved inside the facility. The skips to be placed outside again on 31st December 2020 and emptied and removed on 2nd January 2021.*

Having regard to Council’s decision that the Roma waste facility only be closed to the public on Christmas Day, 25 December 2020 and New Year’s Day, 1 January 2022 and that two (2) 15m skip bins be provided outside the facility, a similar arrangement is proposed for the 2021 annual Christmas shutdown.

As Christmas Day and New Year’s Day fall on Saturday 25 December 2021 and Saturday 1 January 2022 respectively, it is proposed that the skip bins be provided outside the facility on these two days to enable members of the public to deposit waste on the days that the facility is closed. It is further proposed that the skip bins be emptied and moved / removed on the following Mondays (i.e. Monday 27 December 2021 and Monday 3 January 2022) as this would be consistent with the standard work arrangements for the pushing up of the waste after a weekend.

On the basis of the above it is proposed that Roma waste facility operate as outlined in Table 5 below and that the staffing arrangements be a combination of both Council’s Waste facility contractor and Council employees through consultation.

Table 5: Roma waste facility

Sunday 19/12/2021	Monday 20/12/2021	Tuesday 21/12/2021	Wednesday 22/12/2021	Thursday 23/12/2021	Friday 24/12/2021	Saturday 25/12/2021
Open	Open	Open	Open	Open	Open	Public Holiday Closed - skip bins provided
Sunday 26/12/2021	Monday 27/12/2021	Tuesday 28/12/2021	Wednesday 29/12/2021	Thursday 30/12/2021	Friday 31/12/2021	Saturday 1/01/2022
Public Holiday Open	Public Holiday Open – skip bins moved waste push up	Public Holiday Open	Open	Open	Open	Public Holiday Closed - skip bins provided
Sunday 2/01/2022	Monday 3/01/2022	Tuesday 4/01/2022	Wednesday 5/01/2022	Thursday 6/01/2022	Friday 7/01/2022	Saturday 8/01/2022
Open	Public Holiday Open – skip bins removed waste push up	Open	Open	Open	Open	Open

7. Continued Delivery of Essential Services

As per previous years, *skeleton crews* will remain at work over the annual close down period to ensure essential service delivery is continued and emergencies are able to be attended to in a timely manner.

The below listed essential services will continue to be delivered for legislative and/or operational reasons over the 2021 Christmas and New Year period of closure:

- Community Safety
- Rural Land Services
- Yuleba Service Centre
- Rural Roads & Maintenance – Skeleton Crew
- Town & Surrounds – Skeleton Crew
- Roma Airport

- Waste Management Facilities
- Water, Sewerage & Gas – Skeleton Crew
- Fleet & Workshops – Skeleton Crew
- Saleyards – Skeleton Crew

8. Communication

Communication of the approved closure dates to Council’s customers, residents and the general public should, as a minimum, be via a Public Notice placed in the Chronicle, Southwest Newspaper and Western Star (online), with copies of the Public Notice advertising the dates, displayed at Council’s service centres, libraries, website and social media platforms. Public notification of approved Council closure dates should commence from Monday, 22 November 2021.

Council’s approved closures should be communicated to employees and their supervisors as soon as practicable to ensure that appropriate staffing levels are maintained to meet service delivery requirements. Employees will be advised of the approved closure dates via the Intranet, internal communications platforms (all staff email and Yammer) staff notice boards and team meetings.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council’s Christmas and New Year closures differ annually due to the variation in days on which the gazetted public holidays fall each year. Table 6 below details the number of days approved by Council for the closure of various services over the past six (6) years. The information provided in Table 7 excludes the three (3) gazetted public holidays and the Infrastructure Services areas annual close down period.

Table 6: Service Area Closures 2020 – 2015

Service Area (excluding Infrastructure Services areas)	Number of Closed Business Days					
	2020	2019	2018	2017	2016	2015
Roma Administration Office (Bungil St)	4	5	4	3	3	4
Yuleba Administration Office	0	0	0	3	3	4
Administration Offices (excl. Roma & Yuleba)	4	5	4	3	3	7
Libraries (Roma, Surat, Mitchell & Injune)	4	5	4	3	3	4
Libraries (Jackson, Wallumbilla & Mungallala)	13 ⁽¹⁾	15 ⁽¹⁾	12 ⁽¹⁾	3	3	4

⁽¹⁾ Noting that these libraries have reduced opening hours and as such were not closed for all normal operating days.

In previous years, Council offices and other non-essential services have not operated on 24 December so that staff wishing to travel outside the region for the festive season can do so safely on the day prior to Christmas Day.

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 2 (1) Public Holidays of the *Holidays Act 1983* states: *A public holiday is to be observed on the days set out in the schedule.*

Council's industrial instruments make provision for the appropriate payment of employees required to perform work on public holidays.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

No

Input into the Report & Recommendation:

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

Deputy Director / Strategic Road Management
Manager – Communication, Information and Administration Services
Manager – Economic & Community Development
Manager – Environment, Health, Waste and Rural Land Services
Manager – Maintenance Delivery and Works

Funding Bodies:

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

No

This Financial Year's Budget:

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

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

No

Future Years' Budgets:

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

No

Impact on Other Individuals or Interested Parties:

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

Interested parties will include customers, local residents and visitors who may be impacted by limited access to non-essential Council services during the approved periods of closure.

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
Community Expectations	It may be perceived by some members of the public that Council offices are closed for an extended period and service delivery has been reduced
Employee Productivity / Morale	Employee productivity and morale may be reduced if an initiative to gain work-life balance is not provided
Employee Leave Liability Management	Failure to provide an opportunity for employees to access their accrued leave entitlements may result in an increase in employee leave liabilities

Advice to Council:

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

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

It is the Officer’s advice that council consider the options as provided in the report and approve a period of closure that provides employees with the opportunity to gain work-life balance, while still maintaining appropriate service levels for Council customers, residents and the general public.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

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

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

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

It is recommended that Council:

1. Approve the Annual Christmas and New Year closure for the general workforce from close of business Thursday, 23 December 2021 and reopening on Tuesday, 4 January 2022.
2. Approve the closure of the Yuleba Administration Office on the gazetted Public Holidays only, all other business days will operate as usual.
3. Approve the Annual Christmas and New Year closures of Council's libraries in Jackson, Wallumbilla and Mungallala from close of business Thursday, 23 December 2021 and reopening Monday, 10 January 2022.
4. Approve the Annual Christmas and New Year close down for the field based operational teams of Roma, Bungil, Bendemere, Waroo and Booringa; the Project Management Office; and Roma Quarry (excluding those services identified below as essential services requiring skeleton crews) from Monday 20 December 2021 to Tuesday 4 January 2022.
5. Approved that the Roma waste facility be closed to the public on Christmas Day, 25 December 2020 and New Year's Day, 1 January 2022 and that two (2) 15m skip bins be provided outside the facility for public use for the days of closure.
6. Authorise the Chief Executive Officer to communicate the Annual Christmas and New Year closures to Council employees, customers, residents, and the general public.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.4 Human resources and leadership

Supporting Documentation:

Nil

Report authorised by:

Manager - Organisational Development & Human Resources

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 6 September 2021

Item Number: 11.1

File Number: D21/72233

SUBJECT HEADING: Monthly Financial Report as at 31 August 2021

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

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

Officer's Recommendation:

That the Monthly Financial Report for the period ended 31 August 2021 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the monthly financial report for the period ended 31 August 2021, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report presents the high-level consolidated statement of income and expenditure for operating and capital budgets versus actuals for the period ended 31 August 2021.

Maranoa Regional Council

Ordinary Meeting - 22 September 2021

Please note that the current budget does not include carry over budgets -

1. Operating Budget:

Maranoa Regional Council Statement of Income and Expenditure 31 August 2021				
Council Consolidated Operating	Aug-21 Current Budget \$	Aug - 21 Actual \$	% of budget	Comments
Operating revenue				
Net rates, levies and charges	42,188,978	0	0%	Rates to be levied September 2021 and February/March 2022.
Fees and charges	2,594,085	503,970	19%	Refuse disposal fee Roma slightly higher on year to date forecast
Rental income	834,814	185,121	22%	Rental on housing higher than forecast to date
Interest received	785,400	108,914	14%	Slightly below forecast
Recoverable works and sales revenue	17,226,663	1,682,601	10%	Revenue includes Quarry, saleyards and airport. Quarry cartage revenue lower than forecast to date
Other income	2,617,245	367,132	14%	Gas incentive adjustment will be processed after the end of each quarter
Grants, subsidies, contributions	25,949,775	2,436,347	9%	Flood restoration works revenue to be received as works progress
Total operating revenue	92,196,960	5,284,085	6%	
Operating expenses				
Employee benefits (includes Councillor remuneration)	31,992,619	4,781,702	15%	On track
Materials and services	37,399,097	6,274,422	17%	On track
Finance costs	694,663	119,848	17%	On track
Depreciation	19,292,810	0	0%	Depreciation will be processed on completion of 2020/21 financial statements
Total operating expenses	89,379,189	11,175,972	13%	
Operating result				
Operating revenue	92,196,960	5,284,085	6%	
Operating expenses	89,379,189	11,175,972	13%	
Net Operating result total	2,817,771	(5,891,887)		

Operating revenue:

Operating revenue of \$5.284 million has been received to end of August 2021 which is 6% of the annual budget. Rates notices for the first half of the year expected to be issued in September 2021.

Operating expenses:

Operating expenses of \$11,176 million is currently 13% of annual current budget. Depreciation will be processed for the month of July and August 2021 when the property, plant & equipment of the financial statements for 2020/21 are finalised.

2. Capital Budget:

Maranoa Regional Council Capital 31 August 2021				
Council Consolidated	Aug-21 Current Budget \$	Aug-21 Actual \$	% of budget	Comments
Capital revenue				
Contributions – capital	2,042,281	2,880,000	141%	Actual contribution exceeds budget. Budget will be adjusted in Quarter 1 budget review
Developer contributions/infrastructure charges	61,000	19,250	32%	Applications received to date
Government grants and subsidies	23,795,324	0	0%	Flood restoration revenue to be received as works progress
Total capital revenue	25,898,605	2,899,250	11%	
Capital expenditure				
Projects – capital	42,727,921	5,573,586	13%	
Loan repayments	1,711,081	0	0%	
Total capital expenditure	44,439,002	5,573,586	13%	

Capital revenue:

Capital revenue received/invoiced to 31 August 2021 is \$2,899,250. As externally funded projects are commenced/completed, external funding will be received.

Capital expenditure:

The budget for 2021/22 was adopted on 28 July 2021 therefore minimal new approved capital works commenced to date however significant works continue on projects continuing from 2020/21. Current budget excludes budgets for continuing projects from 2020/21 – these will be included in Quarter 1 budget review.

Council's investment in community infrastructure capital works year to date was \$5.573 million.

Major projects currently in progress:

- The Bigger Big Rig – observation tower and tree walk
- Roma Flood Mitigation – Stage 2b – Railway Dam works
- Riggers Road Roma repairs
- Hoganthulla Road gravel resheet
- Overstone Road gravel resheet
- Queen Street Roma rehabilitation
- Mt Everdale Road upgrade
- Water main renewal/upgrade Miscamble Street Roma
- Repairs to Sewage Treatment Plant lagoons

Loans:

The closing balance of Queensland Treasury Corporation (QTC) loans at 31 August 2021 is **\$18,983,670** which includes accrued interest and administration costs for the months of July and August.

QTC issue quarterly statements.

Rates & Charges:

Number of Assessments – August 2021

	Total Number of Assessments
As at 31 July 2021	7,880
As at 31 August 2021	7,910
As at 31 August 2020	7,860

Rates Outstanding - Balance & Number – August 2021

	Total Amount Outstanding	Total Number of Assessments Outstanding
As at 31 July 2021	\$2,344,286	519
As at 31 August 2021	\$2,145,217	477
As at 31 August 2020	\$1,434,837	532

Maranoa Regional Council

Ordinary Meeting - 22 September 2021

Assessment by Category Type

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
Residential				
As at 31 July 2021	4,383	\$514,272	391	8.92%
As at 31 August 2021	4,387	\$350,892	359	8.18%
As at 31 August 2020	4,383	\$374,088	396	9.03%
Commercial/ Industrial				
As at 31 July 2021	615	\$343,796	48	7.80%
As at 31 August 2021	617	\$328,829	42	6.81%
As at 31 August 2020	615	\$415,304	53	8.62%
Rural				
As at 31 July 2021	1,659	\$360,071	53	3.19%
As at 31 August 2021	1,684	\$342,397	49	2.19%
As at 31 August 2020	1,659	\$288,068	65	3.92%
Non-Urban Industrial				
As at 31 July 2021	185	\$1,135,364	27	14.59%
As at 31 August 2021	186	\$1,139,205	27	14.51%
As at 31 August 2020	186	\$338,397	18	9.68%

Prepaid rates:

	Prepaid Rates & Charges	Number of Assessments
As at 31 July 2021	\$682,415	805
As at 31 August 2021	\$825,045	851
As at 31 August 2020	\$909,768	1,045

Payment Arrangements:

	Number of Accounts that have Payment Arrangement	Value Outstanding in Payment Arrangements	Percentage of Rates arrears in payment arrangements
As at 31 July 2021	209	\$1,044,164	44.54%
As at 31 August 2021	204	\$1,002,894	46.75%
As at 31 August 2020	79	\$486,290	34.08%

Reminder & Demand Letters – 1 July 2020 – 31 August 2021

	Issue Date	Number Issued
First Reminder Letter – Levy 1 - 2020	25/11/2020	765
Second Reminder Letter – Levy 1 - 2020	15/12/2020	480
Demand Letter – Levy 1 – 2020	14/01/2021	145
Statement of Liquidated Claims – Levy 1 - 2020	4/02/2021	34
First Reminder Letter – Levy 100 - 2021	20/05/2021	723
Second Reminder Letter – Levy 100 – 2021	18/06/2021	367
Demand Letter – Levy 100 – 2021	8/07/2021	121
Statement of Liquidated Claims – Levy 100 - 2021	19/08/2021	28

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

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

Local Government Regulation 2012

204 Financial report

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Lead Rates and Utility Billing Officer / System Administrator
Specialist – Finance Systems Support

Funding Bodies:

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

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

This Financial Year’s Budget:

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

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

The purpose of this report is to present financial information on the progress that has been made in relation to Council’s budget for the period ended 31 August 2021.

Future Years’ Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

Interested Parties – Maranoa Residents, Department of State Development, Infrastructure, Local Government & Planning, Queensland Audit Office.

Risks:

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

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

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

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

That the monthly financial report for the period ended 31 August 2021 be received and noted.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 9 September 2021

Item Number: 12.1

File Number: D21/73806

SUBJECT HEADING: Tender 22008 Sewer Relining Roma and Mitchell 2021/22.

Classification: Open Access

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

Executive Summary:

Council publicly advertised tender 22008, inviting suitably qualified and experienced Contractors to submit tenders for the design and installation of a sewer relining product in the Townships of Roma and Mitchell.

The tenders have been reviewed by the assessment team and this report is submitted for Council consideration.

Officer's Recommendation:

That:

1. Council Council select ***Relining Solutions Pty Ltd*** as the preferred tenderer for Tender 22008, noting the submitted price of **\$631,821.35** exclusive of GST, including GST of **\$63,182.14** for a total value of **\$695,003.49** for the completion of Sewer Relining at Roma and Mitchell.
2. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with ***Relining Solutions Pty Ltd*** and form a contract to carry out the works if final terms are acceptable.

Individuals or Organisations to which the report applies:

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

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

The following tenderers may gain a benefit or suffer a loss upon the awarding of this Tender:

- Insituform Pacific Pty Ltd
- Interflow Pty Ltd
- Relining Solutions Pty Ltd

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

The evaluation of Tender 22008 Relining Sewers in Roma and Mitchell has been completed and is tabled for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council publicly advertised tender 22008 inviting suitably qualified and experienced Contractors to submit a Lump Sum Price made up of two portions, a Tender Schedule Summary and Schedule of Rates for Daywork and supporting documentation for the design and installation of a sewer relining product in the Townships of Roma and Mitchell.

The scope of work will include the rehabilitation of approximately 4,436 metres of gravity sewer in various Streets in Roma and Mitchell. The sewer mains are a mixture of reinforced concrete and vitreous clay and generally are in reasonable condition for relining. There are sewers requiring additional cleaning. Some civil works may be required for displaced joints and collapsed sewers, which will be carried out by Maranoa Regional Council.

The tender period opened on 13 August 2021 with an original closing date of 6 September 2021.

Fifty-one (51) entities/individuals from the Local Buy Panel *BUS 270 - Road, Water, Sewerage, Civil Works - Pipe Relining & Rehabilitation* received the tender documents through Vendorpanel with Council receiving the following three (3) responses.

No.	Tenderer Name
1	Insituform Pacific Pty Limited
2	Interflow Pty Ltd
3	Relining Solutions Pty Ltd

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

- Manager Water Sewerage & Gas
- Manager-Procurement

The Assessment Panel evaluated Tender Responses based on the following criteria:

Evaluation Criteria	Points
About the Tenderer's Business	25 points
Qualifications, Skills and Experience of Key Personnel	25 points
Price	50 points
Contribution to the Local Economy (No local business provides these services)	0 points
Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

The Tender Evaluation Panel met on 7 September 2021 to evaluate and discuss results and make a recommendation based on the collective outcome.

The final scores are shown in the table below.

No	Tenderer	Tenderer's Business (25 points)	Personnel (25 points)	Price (35 points)	Total
1	Relining Solutions Pty Ltd	25	20	50	95
2	Interflow Pty Ltd	25	25	43.75	93.75
4	Insituform Pacific Pty Ltd	22	15	36.29	73.29

The recommendation is to enter into negotiations with *Relining Solutions Pty Ltd* as the preferred supplier for Tender 22008 noting the tendered value of \$659,003.49 inclusive of GST.

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

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

Under *Division 3 - Exceptions for medium-sized and large-sized contractual arrangements* of the *Local Government Regulation 2012*, s234(1) A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.

The proposed contract conforms to that definition, however Council sought competitive bids and the tender was released to Suppliers on the Local Buy Panel *BUS 270 - Road, Water, Sewerage, Civil Works - Pipe Relining & Rehabilitation*.

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)

No input was sought from Others.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

The project is included in 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)

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 select **Relining Solutions Pty Ltd** as the preferred tenderer for Tender 22008.

Recommendation:

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

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

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

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

It is recommended that:

1. Council Council select ***Relining Solutions Pty Ltd*** as the preferred tenderer for Tender 22008 noting the submitted price of **\$631,821.35** exclusive of GST, including GST of **\$63,182.14** for a total value of **\$695,003.49** for the completion of Sewer Relining at Roma and Mitchell.
2. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with *Relining Solutions Pty Ltd* and form a contract to carry out the works if final terms are acceptable.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.2 Sewerage

Supporting Documentation:

[1](#) Tender 22008 Relining Sewers in Roma and Mitchell Evaluation Report. D21/73793

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

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EVALUATION OF TENDER RESPONSES

RFT 22008

Relining of Sewers in Roma & Mitchell – 2021/22

REPORT COORDINATED BY:

Michael Worthington

ON BEHALF OF THE TENDER EVALUATION PANEL

- Manager - Water, Sewerage & Gas
- Manager - Procurement & Commercial Services

SEPTEMBER 2021

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1 EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Tender 22008 - Relining of Sewers in Roma and Mitchell – 2021/22.

The tender period opened on 13 August 2021 and closed on 6 September 2021.

The following three tenders were received from:

- Insituform
- Interflow Pty Ltd
- Relining Solutions Pty Ltd

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

- Manager - Water, Sewerage & Gas
- Manager - Procurement

The Tender Evaluation Panel met on 9 September 2021 to evaluate and discuss results and make a recommendation based on the collective outcome.

The recommendation is to enter into negotiations with **Relining Solutions Pty Ltd** as the preferred supplier for Tender 20006 noting the tendered value of **\$659,003.49** inclusive of GST.

2 BACKGROUND

Council publicly advertised the tender inviting suitably qualified and experienced Contractors to submit a Lump Sum Price made up of two portions, a Tender Schedule Summary and Schedule of Rates for Daywork and supporting documentation for the design and installation of a sewer relining product in the Townships of Roma and Mitchell.

The scope of work will include the rehabilitation of approximately 4,436 metres of gravity sewer in various Streets in Roma and Mitchell. The sewer mains are a mixture of reinforced concrete and vitreous clay and generally are in reasonable condition for relining. There are sewers requiring additional cleaning. Some civil works may be required for displaced joints and collapsed sewers, which will be carried out by Maranoa Regional Council.

3 SCOPE OF WORKS

The scope of work is to include, but is not limited to, the following:


- Locating and accessing all required chambers, traps, inspection openings, pipes and dead ends;
- Initial cleaning and de-rooting including debris removal and disposal;
- Initial CCTV survey;
- Rehabilitation of sewer mains;
- Rehabilitation of the manholes with either a cementitious product, resin or replacement;
- Final CCTV survey;
- Liaison with the public and authorities with the Principal's approval;
- Management of water, sewer and existing site conditions;
- Traffic control.

4 ADVERTISING DETAILS

The tender was advertised in the Western Star between 13 August 2021 and closed on 6 September 2021.

buy search sell
.com.au

TENDER 22008 - RELINING OF SEWERS IN ROMA AND MITCHELL QLD 2021/22



A.B.N. 99324089164

Relining of Sewers in Roma and Mitchell Qld 2021/22

Tender Number - 22008

Maranoa Regional Council is inviting suitably qualified and experienced contractors to submit a Lump Sum Price & Schedule of Rates for the relining of sewer mains and pipes within the Townships of Roma & Mitchell. Tenders close at 10 am, 6 September 2021.

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

5 TENDER PERIOD

The tender period opened on 13 August 2021 and closed on the 6 September 2021.

6 LEVEL OF INTEREST FROM THE MARKET

Fifty-one (51) entities/individuals from the Local Buy Panel *BUS 270 - Road, Water, Sewerage, Civil Works - Pipe Relining & Rehabilitation* received the tender documents through Vendorpanel with Council receiving three (3) responses.

7 TENDER EVALUATION PANEL MEMBERS & CONSULTATION

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

- Manager Water Sewerage & Gas
- Manager-Procurement

8 TENDER SUBMISSIONS RECEIVED

A total of three (3) tenders were assessed. Tenders were received from:

No.	Tenderer Name
1	Insituform Pacific Pty Limited
2	Interflow Pty Ltd
3	Relining Solutions Pty Ltd

9 TENDER EVALUATION PROCESS

Overview

Before undertaking the scoring evaluation, each tender was assessed for compliance. All Tenders were compliant.

The Assessment Panel evaluated Tender Responses based on the following criteria:

Evaluation Criteria	Points
About the Tenderer's Business	25 points
Qualifications, Skills and Experience of Key Personnel	25 points
Price	50 points
Contribution to the Local Economy (No local business provides these services)	0 points
Declaration of Actual, Potential or Perceived Conflicts of Interest	Mandatory

10 TENDER EVALUATION, ANALYSIS AND OBSERVATIONS

The Tender Evaluation Panel met on 7 September 2021 to evaluate and discuss results and make a recommendation based on the collective outcome.

The recommendation is to enter into negotiations with **Relining Solutions Pty Ltd** as the preferred supplier for Tender 21018 noting the tendered value of **\$659,003.49** inclusive of GST.

10.1 ABOUT THE TENDERER

Tenderers were advised that Council would consider the following elements when evaluating the Tenderer's Organisation:

- Review of Business-Business Overview, ASIC Company Extract

- (b) Previous Projects, Referees
- (c) Review of Financial Information
- (d) Insurance Coverage
- (e) Project Management Plan
- (f) Safety & Environment (including Incident Reporting)
- (g) Proposed Construction Program & Methodology (including timeframe for completion)

Review of Business-Business Overview, ASIC Company Extract

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).

Part 4 - Tender Response also asked key questions about the financial capacity of the company (to ensure that there are no major financial risks). The response also sought to identify any conflicts of interest that need to be managed.

Overall Panel Assessment	Compliance Considerations					
	Business Overview	ASIC Company Extract	Insurance Coverage	Financial (All ok?)	Conflicts of Interest (Any issues?)	Departures
Insituform Pacific Pty Ltd	Provided full capability statement/ business profile	Yes	As per Local Buy BUS 270	Yes	No	Yes – Significant
Interflow Pty Ltd	Provided full capability statement/ business profile	Yes	As per Local Buy BUS 270	Yes	No	Yes - Acceptable
Relining Solutions Pty Ltd	Provided full capability statement/ business profile	Yes	As per Local Buy BUS 270	Yes	No	Yes - Minor

Referees and Previous Projects

Tenderers were asked to submit referees and examples of previous projects. The table below provides the responses to this criterion.

Tenderer	Responses
Insituform Pacific Pty Limited	Previous projects and referees provided and are good examples of the Tenderer's capability.
Interflow Pty Ltd	Previous projects and referees provided and are good examples of the Tenderer's capability.
Relining Solutions Pty Ltd	Previous projects and referees provided and are good examples of the Tenderer's capability.

Sample Management Plans

Tenderers were asked to submit sample management plans as a component of their response. The below table provides a high-level overview of the documentation provided (and level of detail).

Overall Panel Assessment	Sample Management Plans				
	3.1.3 Sample WHS Management Plan	3.1.3 Sample Environmental Management Plan	3.1.3 Sample Quality Management Plan	3.1.3 Sample Traffic Management Plan	6.4 Incident Reporting
Insituform Pacific Pty Limited	Yes	Yes	Yes	Yes	Yes
Interflow Pty Ltd	Yes	Yes	Yes	Yes	Yes
Relining Solutions Pty Ltd	Yes	Yes	Yes	Yes	Yes

Safety and the Environment including incident reporting

Tenderers were asked a range of safety and environmental questions. The table below provides the responses to this criterion.

Criteria	Tenderer Response		
	Insituform Pacific Pty Limited	Interflow Pty Ltd	Relining Solutions Pty Ltd
Safety:			
have a documented procedure by which employees can report hazards?	Yes	Yes	Yes
have a workplace health and safety committee?	No	N/A	Yes
undertake regular workplace safety inspections?	Yes	Yes	Yes
undertake safety inductions for all new employees	Yes	Yes	Yes
have a system for recording and analysing safety performance statistics	Yes	Yes	Yes
Do you have an understanding of, and have you included, legislative requirements, standards and codes of practice related to work being undertaken?	Yes	Yes	Yes
Have you ever had any of the following:			
Previous prosecutions	No	No	No
Improvement Notices	No	No	No
Prohibition Notices	No	No	No
Enforceable Undertakings	No	No	No
Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to the proposed works? If Yes, provide a summary listing of procedures or instructions.	Yes	Yes	Yes
Environment – Specification Section 3.13			
In the last five (5) years, has the Tenderer been subject to any court proceedings related to breach of environmental legislation? If yes, what was outcome?	No	No	No
Incident Reporting – Specification Section 3.14			
Does the Tenderer have a procedure for reporting and investigating workplace incidents? If Yes, provide or attach details / examples.	Yes	Yes	Yes

Proposed Construction Program & Methodology

Tenderers were asked to provide a proposed Project Schedule and Project Methodology. The table below provides the responses to this criteria and Council's assessment of those responses.

Criteria	Tenderer Response		
	Construction Program	Project Methodology	Gantt Chart
Insituform Pacific Pty Limited	Yes - 06/9/2021 to 20/02/2022	Yes	Yes
Interflow Pty Ltd	Yes - 07/09/2021 to 08/12/2021	Yes	yes
Relining Solutions Pty Ltd	Yes - 06/9/2021 to 30/11/2021	Yes	Yes

10.2 Qualifications, Skills and Experience of Key Personnel

The following tables shows the Tenderer's management and employees qualifications, skills and experience at a high level.

Criteria	Tenderer Response			
	Management & Supervision Experience ≥ 5 Years	Resumes Supplied	CPCCOHS1001A	Other Tickets & Licences for Operational Staff
Insituform Pacific Pty Limited	Yes	Yes	Not Provided	Not Provided
Interflow Pty Ltd	Yes	Yes	100% of Operational staff provided.	62.5% of staff had relevant tickets provided
Relining Solutions Pty Ltd	Yes	Yes	40% of operational staff provided.	40% of staff had relevant tickets provided

10.3 Pricing

Price is calculated using the formula:

- $(\text{submission price} / \text{lowest submission price}) \times \text{weighting}$
- Price formula results in proportional increases/decreases in the score, in accordance with changes in price.

The following table provides a breakdown of pricing provided by Tenderers

Pricing Structure	Relining Solutions Pty Ltd	Insituform Pacific Pty Ltd	Interflow Pty Ltd
Establishment	\$19,000	\$38,188.33	\$29,265.60
House connections	\$162,512.31	\$190,978.33	\$247,803.17
Cleaning & CCTV only	\$10,583.04	\$13,573.30	\$15,571.40
Clean, CCTV & Relining	\$418,176.00	\$462,763.52	\$541,312.50
Remove Protruding Rubber Rings	\$1,900.00	\$2,110.35	\$3,340.00
Robotic Grinding & Removal of Hard Objects	\$8,400.00	\$8,441.40	\$16,900
Spot Repair	\$11,250.00	\$5,972.95	\$11,770.00
Locate Manhole SMR0671	\$0.00	\$0.00	\$695.00
Install opening US SGR1198	\$0.00	\$0.00	\$3,791.00
Total (ex GST)	\$631,821.35	\$722,028.18	\$870,448.67
GST	\$63,182.14	\$72,202.82	\$87,044.87
Total (incl. GST)	\$695,003.49	\$794,231.00	\$957,493.54

10.4 Contribution to the Local Economy

No points were allocated to 'Contribution to the Local Economy' as the Panel expected no local businesses would have the experience, skills and capability to perform the required work. This has proven to be correct as no local businesses responded to this tender or previous tenders for sewer relining.

10.5 Overall Scoring Table

The final scores are shown in the table below.

No	Tenderer	Tenderer's Business (25 points)	Personnel (25 points)	Price (35 points)	Total
1	Relining Solutions Pty Ltd	25	20	50	95
2	Interflow Pty Ltd	25	25	43.75	93.75
4	Insituform Pacific Pty Ltd	22	15	36.29	73.29

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 8 September 2021

Item Number: 12.2

File Number: D21/73345

SUBJECT HEADING: Mitchell CBD Disability Access Improvements

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

It was tabled at a recent meeting that Council undertake community consultation regarding the potential disability access improvements to the Mitchell CBD, with specific reference to Alice Street and Cambridge Street and the possible option of including two new disability accessible car parks on the northern and southern sides of Cambridge Street.

This report provides Council a summary of the feedback received for Council's noting and consideration.

Officer's Recommendation:

That Council:

1. Receive and note the register of submissions received in relation to the community consultation on disability access improvement for Mitchell.
2. Approve the installation of two new disability accessible car parks as identified in the community consultation package:
 - a. Option 1 location adjacent to 31 Cambridge Street, Mitchell; and
 - b. Option 2 location adjacent to 86 Cambridge Street, Mitchell.

Individuals or Organisations to which the report applies:

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

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

Residents and visitors to Mitchell
Businesses in the Mitchell CBD

Acronyms:

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

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

Acronym	Description
CBD	Central Business District
AMP	Asset Management Plan
PWD	People With Disability
DTMR	Department of Transport and Main Roads

Context:

Why is the matter coming before Council?

This report is a follow-on from Council Resolutions OM/09.2020/68 and OM/06.2021/06.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report is a result of actioning Council Resolution OM/06.2021/06, specifically item 3.

Resolution No. OM/06.2021/06

That Council:

1. **Approve the inclusion of Sites 2, 5 and 6 as part of the scope of works for the Regional Footpath Improvements Project initiative.**
2. **Commence discussions with Queensland Rail with the view of seeking an upgrade at the Alice Street level crossing, to include at a minimum, the widening of the existing footpaths at this location.**
3. **Undertake community consultation - including direct contact with all businesses in the CBD, Booringa Action Group and service providers - to seek feedback on the possible option of installing two new People With Disability (PWD) parks on the northern and southern sides of Cambridge Street as per the locations shown in the report.**

Council formally wrote to all the businesses in the CBD, along with Queensland Rail, Booringa Action Group, Anglicare Southern Queensland, Wellways Australia, Blue Care Roma, Department of Transport and Main Roads, Queensland Ambulance Service and the Mitchell Fire Brigade, inviting them to provide feedback on the options presented and any further comment regarding disability access in the CBD.

There was 42 pieces of correspondence issued for comment and welcoming feedback on the matter by the 16 August 2021, with a total of six submissions received by Council.

Council Officers liaised with DTMR at the monthly planning meeting held in August. The department advised they supported both parking Options 1 & 2.

A summarised version of the submissions received has been tabled below with the two options and the additional information separated.

Option 1 – Accessible parking bay near the town library and bank

Mitchell CBD Disability Access Improvements to the CBD - Map 1 of 2 (Cambridge & Mary)

Mapping Provides an Indication of Approximate Location Only

● Location of approved footpath ramp upgrades



Five of the six responses were in support the car park in front of the Mitchell Library.

Option 2 – Accessible parking bay near the chemist and bakery

Mitchell CBD Disability Access Improvements to the CBD - Map 2 of 2 (Cambridge & Alice)

Mapping Provides an Indication of Approximate Location Only

● Location of approved footpath ramp upgrades



Maranoa Regional Council

Ordinary Meeting - 22 September 2021

All of the responses received, supported the car park near the Chemist.
A full summary of the responses received is included in the table below –

Record No	Anonymous (Yes/No)	Option 1	Option 2	Additional comments
D21/63421	Yes	✓	✓	<p>Footpath upgrades needed on all street corners</p> <p>The lumps on the footpath that are part of the streetscape are in some cases trip hazards</p> <p>Toilet block needs upgrading</p> <p>There needs to be buggy and wheelchair cross over point which means currently people have to travel the verge of the road into the traffic</p>
D21/64923	Yes	✓	✓	PWD carpark near the Richards Hotel
D21/65631	Yes	✓	✓	<p>The options are good but the main street needs parking lines.</p> <p>With the way people park, there aren't enough parking spaces</p>
D21/66830	Yes	✓	✓	<p>All corners need access to cross the road</p> <p>More straight through access from one side of the street to the other</p> <p>Toilet block is not very disability friendly</p> <p>The footpaths have bumps</p>
D21/67214	Yes	✓	✓	<p>Suggest consultation with actual users - Scooters, trolleys, prams etc</p> <p>Motel access is too narrow - Cnr Mary & Cambridge St</p> <p>Café access is difficult due to railing being too close</p> <p>Access to disability access points needs to be marked as no vehicle parking</p> <p>Chemist access is not available due to cars parking there</p>
D21/70073	No		✓	<p>Option 3 and 2 as I see lots of town persons in mobile wheelchairs</p> <p>20-30 Cambridge St, the footpath pavers are all uneven and easy to trip on</p>

Maranoa Regional Council

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Record No	Anonymous (Yes/No)	Option 1	Option 2	Additional comments
				<p>The grassed edges to the gutter are overgrown and full of weeds could this please be concreted to full width like the rest of the town</p> <p>The Council rates I pay is over \$22,000</p> <p>I am sorry this is late as I was in hospital for 3 weeks when this came through.</p>

A full copy of the original feedback forms can be provided upon request.

As part of the community consultation, provision for additional feedback about disability access in the Mitchell CBD was provided. A summary of the responses to this question, and officers' comments are provided below.

Community Response (Question 2)	Officer's Comments
Two submissions raised concerns about the current standard of the public toilets in Alice Street not being "disability friendly" and needing upgrading.	An internal customer request has been passed on to Council's Facilities team to investigate.
One response suggested the inclusion of an additional accessible carpark near the Richards Hotel.	Noted – with usage of proposed parking to be monitored. The accessible parking near the chemist aligns closing with a crossing point of the Cambridge Street/Warrego Highway which could provide access to the northern side of Cambridge Street.
Another submission suggested formalising the parking in the CBD with line marking to improve the number of parks available and the way people park.	This could be a matter for Council's consideration. It would be recommended that a design be undertaken prior to any linemarking being installed. A design for the section of Cambridge Street from Mary to Ann Street would be estimated to be in the order of \$8,000 to \$10,000.
The remaining comments pertained to the condition of the existing footpaths and accesses or kerb ramps, the footpaths have been identified with having lumps and bumps in them from the street art installation. Another suggestion was to remove the pavers to eliminate the mixed surfaces of pavers and grass and concrete the full width of the footpaths.	Council has approved works to focus on this request as part of the 2021/22 capital budget. Approved works include the reconstruction of three kerb/pram ramps within the Mitchell CBD, with works scheduled to be completed in the next 1 to 2 months.

Community Response (Question 2)	Officer's Comments
An additional comment was made about the narrow path railing near the café, this could be remedied when works are undertaken to upgrade the kerb ramp to the compliant standard AS 1428.1.	Council has approved works to address this concern as part of the 2021/22 capital budget. Works scheduled to be completed in the next 1 to 2 months.

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

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

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

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

60 Control of roads

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

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

(a) survey and resurvey roads; and

(b) construct, maintain and improve roads; and

AS 2890.5:2020 – Parking Facilities – Part 5: On-street parking

Section 4, 4.5 Parking for people with disabilities outlines the requirements for parking for accessible car parks and associated shared area.

Within the overall provision of on-street parking, a number of accessible parking spaces for people with disabilities should be allocated.

It is recommended the number of accessible spaces should have regard to the traffic volumes, the type of land use, the stated speed limits, roadway widths and topography of the locality – Refer to table 4.2

Table 4.2 — Recommended minimum number of accessible spaces by land use

Type of development and land use	Recommended minimum number of accessible spaces
Retail/commercial	2 %
Public transport	2 %
Community facilities, libraries, galleries, places of worship	2 %
Senior citizens centres, clubs and residential care facilities	3% to 4 %
Medical centres, services and hospitals	3% to 4 %
Tertiary education institutions	1% to 2 %
Entertainment centres, function centres	2 %
Outdoor sporting facilities and outdoor recreation areas	1% to 2 %

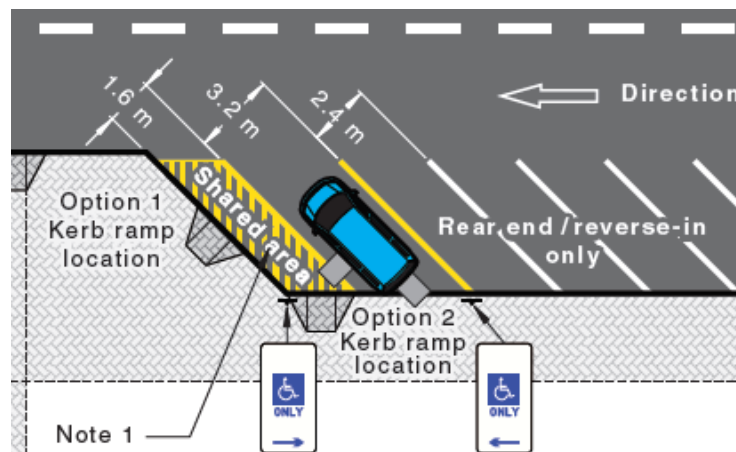
For angled parking a shared area a minimum of 2.4m width is required and should be provided between accessible parking spaces. This shared area should be marked and bollards placed on it to prevent it being used as a parking space. When a single park is being installed, this space can be reduced to 1.6m wide if the car park is increase to 3.2m wide.

The standard recommends accessible on-street parking should be located in –

- a) close proximity to any particular establishment which people with disabilities are likely to use; and
- b) area where safe and accessible paths of travel from the accessible parking spaces to the adjoining developments is achievable.

The standard also outlines the parking design requirements for signage, pavement marking and kerb ramp requirements. The proposed parking bays would be installed in accordance with AS 2890.5, AS1428.1, AS 1742.11 and AS/NZS 2890.6

Example of single accessible carpark – Rear end / reverse-in parking -



Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

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

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

Input into the Report & Recommendation:

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

Internal -

Asset Officer – Transport Network (Report Author)
Team Coordinator – Urban Streets, Drainage & footpaths (Roma)
Team Leader – Rural Roads Maintenance (Signs)
Project Officer – Capital Works - Construction

External –

Department of Transport and Main Roads
Community of Mitchell – as received as part of the community consultation

Funding Bodies:

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

Queensland Government through the W4Q 2021-24 Funding Program

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?

Installation of one accessible car park, shared zone, paint and signage approximately \$900 (including labour and materials).

These costs may be reduced by delaying works until Council's street sweeper is in Mitchell as part of its regular maintenance schedule for the installation of the sign posts and the bollard.

Should council choose to install concrete kerb ramps, the cost would be in the order of \$4,000 - \$5,000 per ramp in Mitchell. This will also include a slight reworking of the tree surround at the proposed carpark location near the chemist.

Funding is proposed to be sourced from the W4Q 2021-24 funded Regional Footpath/Accessibility Improvement Project.

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)

Renewal of the line marking would occur as part of Councils annual line marking renewal program and the cost associated would be immaterial.

The use of temporary poly kerb ramps reduce the immediate cost when installing an accessible car park and the kerb ramp should be scheduled to upgrade to full concrete kerb ramps the next time the kerb and channel is being renewed in that location.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Residents and visitors to Mitchell
Businesses in the Mitchell CBD

Risks:

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

Risk	Description of likelihood & consequences
<p>The report and inspection findings noted and no action taken.</p>	<p>Council risks public back lash with the residents and ratepayers of the area. No action will result in customer dissatisfaction and service levels not being met.</p> <p>There is also risk people with disabilities may feel excluded if these accessible parking improvements are not implemented.</p>

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 originally requested to be provided with a report to help identify potential disability parking and access improvements to the Mitchell CBD, with specific focus on Alice Street and Cambridge Street.

Community consultation has been undertaken and the recommendation as presented provides a proactive response to achieve this objective.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

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

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

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

That Council:

1. Receive and note the register of submissions received in relation to the community consultation on disability access improvement for Mitchell.
2. Approve the installation of two new disability accessible car parks as identified in the community consultation package:
 - a. Option 1 location adjacent to 31 Cambridge Street, Mitchell; and
 - b. Option 2 location adjacent to 86 Cambridge Street, Mitchell.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

[1](#) OM/06.2021/06 Feedback form for Mitchell Disability Access Improvements to CBD (Council Meeting 9 June 2021) D21/60482

Report authorised by:

Program Funding & Budget Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services

FEEDBACK FORM

Disability Access Improvements in the Mitchell CBD – People With Disability (PWD) Parking Sites

Council invites you to provide feedback regarding some improvements to People With Disability (PWD) parking in Cambridge Street, Mitchell. Two proposed locations have been initially identified, however Council is interested in your feedback. The feedback period is open until **Monday, 16 August 2021**.

We look forward to hearing from you.

Please complete the survey below

1. Which proposed PWD car park locations do you prefer? *(Please select two)*

- Option 1
- Option 2
- Other location *(Please provide details of the location below, including any relevant landmarks).*

2. Please provide any further feedback about disability access in the Mitchell CBD below.

Thank you for providing your feedback.

Please submit this feedback form by email to council@maranoa.qld.gov.au or in person at the Mitchell Customer Service Centre. Alternatively, it can be sent by post to:

Attn: Deputy Director - Strategic Road Management
Maranoa Regional Council
PO Box 620
Roma QLD 4455

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 9 September 2021

Item Number: 12.3

File Number: D21/73890

SUBJECT HEADING: Heavy Vehicle Parking Improvements - Bowen Street, Roma

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council received a number of requests, including one from AgForce Queensland, to improve the parking for heavy vehicles around the business centre of Roma.

Since receiving these requests, Council has been actively working with the Department of Transport and Main Roads to increase the number of designated Heavy Vehicle parking bays around the town.

This report provides Council with an update of the improvements for Council's information to receive and note.

Officer's Recommendation:

That Council receive and note the report by way of information detailing the Heavy Vehicle Parking Improvements undertaken around Roma.

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).

AgForce Queensland Members
Heavy Vehicle operators within the Maranoa

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
AgForce Qld	AgForce Queensland Farmers Ltd
CBD	Central Business District
DTMR	Department of Transport and Main Roads
TORUM	Transport Operations (Road Use Management – Road Rules)
NHVR	National Heavy Vehicle Regulator

Context:

Why is the matter coming before Council?

Council officers have been working with DTMR to improve the parking allocation for Heavy Vehicles along the State Controlled roads that adjoin the Roma CBD zone.

The project was split into 3 stages with the final stage in the process of being finalised. This report provides Council with an update of the improvements for Council to receive and note.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council received a request from AgForce Queensland in 2019 to improve the parking for heavy vehicles around the business centre of town. AgForce Qld members had reported to the group, changes in signage along Bowen Street that prevented heavy vehicles from parking between Wyndham Street to Quintin Street.

Discussions with AgForce representatives advised the members were disheartened with the changes that have occurred to parking along Bowen Street in particular, farmers and producers who had been at the saleyards and then needed to access everyday necessities like a chemist or grocery store couldn't. For those seeking a bank, bakery, or post office, it was just as difficult on the northern side of the CBD.

The member felt as a strong rural town with a large saleyard, producers dropping off cattle would benefit from a parking area for trucks that allows access to Woolworths for grocery collection after dropping off cattle.

Upon strategic review of the matter, initial investigations identified there was no provision for parking heavy vehicles anywhere along either Bowen or Quintin Streets in close proximity to the CBD of Roma. Several "No Heavy Vehicle" signs had been installed along Bowen Street. An example of this signage has been included below.



AgForce Officers provided feedback that highlighted the areas for consideration –

- Stage 1 – Northern Road
- Stage 2 – Quintin Street
- Stage 3 – Bowen Street

Stage 1 – Northern Road



Two new heavy and long vehicle parking bays, both suitable to Type 1 Road trains have been completed

Stage 2 – Quintin Street

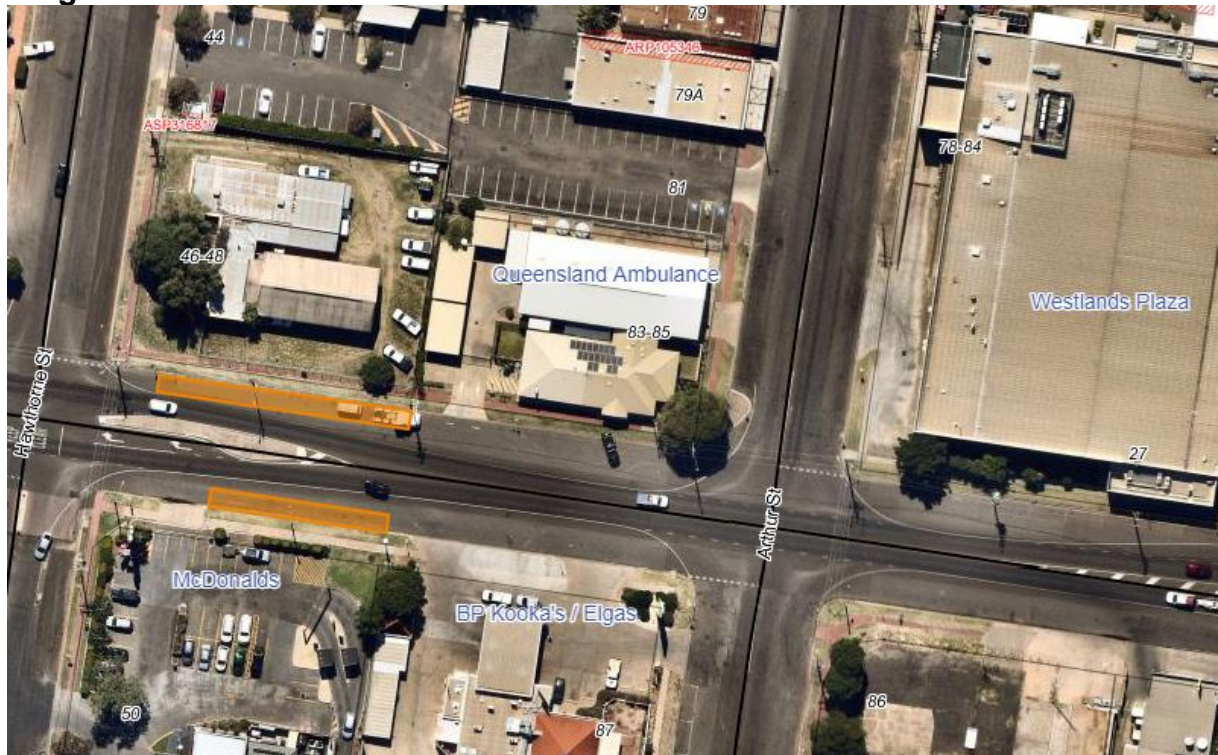


Two new Heavy vehicle parking bays, one suitable for a semi-trailer and one Type 1 road trains and a disability accessible loading zone with buses excepted has been installed.

While progressing the request from AgForce Qld, Council received a subsequent request to improve the parking around the BP service station for the heavy vehicles that deliver services to the BP service station. Elgas reported unsafe loading and unloading practices and requested council formalise the parking near the site to include heavy vehicles.

Council officers had continued to progress the matter at the monthly planning meetings with DTMR, receiving final approval to install the Stage 3 bays late last month.

Stage 3 – Bowen Street



Two new heavy and long vehicle parking bays, one suitable to Type 1 Road trains and the one in front of McDonalds is suitable for B-Double combinations are being scheduled for installation in the coming weeks.

The parking bay in front of McDonalds is the parking bay that Elgas will use for the safe loading and unloading of heavy vehicles when there are carrying out their western gas bottle run.

All of the heavy vehicle parking bays implemented are limited to 1 hour parking to ensure the turnover is maximised. The 1 hour time limit provides operators of long distance heavy vehicles appropriate break time as part of NHVR requirements. For local operators, the 1 hour limit allows for suitable access to local businesses in the CBD.

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 Infrastructure Agreement between Council and DTMR defines the area for parking in an urban environment Council's responsibility to line mark and signpost along State Controlled Roads. Council has consulted with DTMR regarding the design of the parking signage and the specific locations.

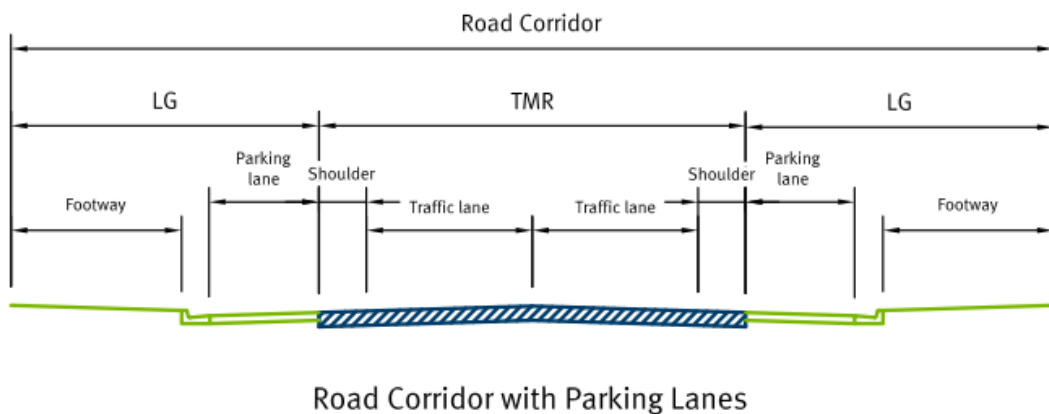
Local Government Act 2009

Under Section 59 of the Local Government Act, defines a road as;

- (1) This division is about roads.
- (2) A **road** is—
 - (a) an area of land that is dedicated to public use as a road; or
 - (b) an area of land that—
 - (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
 - (ii) is open to, or used by, the public; or
 - (c) a footpath or bicycle path; or
 - (d) a bridge, culvert, ford, tunnel or viaduct.
- (3) However, a **road** does not include—
 - (a) a State-controlled road; or
 - (b) a public thoroughfare easement.

The Memorandum of Agreement/Cost Sharing Arrangement between LGAQ (on behalf of Qld Local Government) and DTMR defines the area for parking in an urban environment Council's responsibility to line mark and signpost along State Controlled Roads. Council has consulted with DTMR regarding the design of the parking signage and the specific locations.

Figure 1.1: Responsibilities for Typical Carriageway Configurations



3.5 Summary of Cost Sharing Responsibilities

COST SHARING RESPONSIBILITY - PARKING						
Item	Planning	Design	Funding of Construction	Funding of Rehabilitation	Funding of Maintenance	Ownership
Parts of the carriageway other than traffic lanes, shoulders/cycle lanes that is typically used solely for parking	Joint	Joint	Local Government funds the construction of that area of carriageway that is not a traffic lane or associated shoulder/cycle lane.	Local Government funds the rehabilitation of that area of carriageway that is not a traffic lane or associated shoulder/cycle lane.	Local Government funds the maintenance of that area of carriageway that is not a traffic lane or associated shoulder/cycle lane.	TMR with the exception of parking meter equipment, in-ground sensors and signs.

TORUM –Road Rules – Regulation 2009

Heavy or long vehicle must not stop on a length of road in a built up area for longer than 1 hour unless permitted to do so by means of a traffic control device (ie signage) or if the driver is engaged in loading or unloading the vehicle.

200 Stopping on roads—heavy and long vehicles

- (1) The driver of a heavy vehicle, or long vehicle, must not stop on a length of road that is not in a built-up area, except on the shoulder of the road.

Current as at 28 June 2019—revised version

Page 201

Authorised by the Parliamentary Counsel

Transport Operations (Road Use Management—Road Rules) Regulation 2009
Part 12 Restrictions on stopping and parking

[s 201]

Maximum penalty—20 penalty units.

- (2) Subject to subsections (2A) and (2B), the driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless the driver is permitted to stop on the length of road for longer than 1 hour by information on or with a traffic control device.

Maximum penalty—20 penalty units.

- (2A) The driver of a heavy vehicle, or long vehicle, may stop on a length of road in a built-up area for longer than 1 hour if the driver is engaged in dropping off or picking up goods for all of the period when the vehicle is stopped.
- (2B) Subsections (1), (2) and (2A) apply unless a local law otherwise provides.
- (3) In this section—

long vehicle means a vehicle that, together with any load or projection, is 7.5m long, or longer.

road does not include a road-related area, but includes any shoulder of a road.

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)

Internal -

Assets Officer – Transport Network (Report Author)

External –

Department of Transport – Manager Program Delivery & Operations (South West)

Department of Transport – Acting District Director (South West)

AgForce Queensland – Regional Manager

Elgas Account Manager – Toowoomba and South West Qld

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?

Stage 1 and 2 have been completed in past budgets. The costs associated with installing the Stage 3 heavy vehicle parking signage is negligible and it planned to be undertaken under Urban Street Operations 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)

As the signage is new, it will be several years before the signs would need replacing.

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)

AgForce Queensland Members

Heavy Vehicle operators within the Maranoa

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
-	-

Advice to Council:

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

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

This report has been presented by way of update of the parking improvements completed for Councils information.

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 receive and note the report by way of information detailing the Heavy Vehicle Parking Improvements undertaken around Roma.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 9 September 2021

Item Number: 12.4

File Number: D21/73816

SUBJECT HEADING: RSL Veterans Affairs Funding - Roma

Classification: Open Access

Officer's Title: Manager - Maintenance Delivery & Works

Executive Summary:

This report provides options for expenditure of \$10,000 funding grant from the Department of Veterans Affairs, including an estimate to purchase and install the recommended infrastructure under a private works arrangement.

Officer's Recommendation:

That Council:

1. Approve the delivery and purchase of required infrastructure for Option 1 including two flag poles, solar powered lighting, upgrading of the Roma Cenotaph garden beds and a left-hand accessible car park space in Bungil Street, Roma Cenotaph.
2. Undertake works for the Roma RSL Branch, including the additional disabled car park space (access ramp, signage, bollard, and line marking) under a private works arrangement.

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 Returned Services League of Australia Roma Sub-branch Incorporated

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
RSL	Roma Returned Services League

Context:

Why is the matter coming before Council?

For Council to deliberate on the the inclusion of a left-hand accessible car parking space in Bungil Street - Roma Cenotaph including an access ramp, signage, bollard, and line marking and cost to private works order No 22974.2025 as per option 1.

A map has been provided with the location of the requested left-hand accessible car parking space also marked is the current Disability parking spaces for reference.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council Officers have provided the Roma RSL with two options for the expenditure of \$10,000.00 funding grant from the Department of Veterans Affairs. (Refer attachment 2 – costings).

Option 1.

2 x flagpoles
General beautification works
Lighting system
1 x Disabled Park & Ramp

Option 2.

2 x flagpoles
Lighting system
General beautification works
Two-way powered Speakers, stands and dynamic microphone. (RSL to purchase).

The Roma RSL has advised that they would like to proceed with Option 1. This option is to be delivered under a private works arrangement with the Roma RSL and includes purchasing and installation of the options as out lined in Option 1.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Coordinator Parks & Open Spaces Roma
Deputy Director – Strategic Road Management

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Minor line marking refreshment to the value of \$700 as required.

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

Approve the inclusion of a left-hand accessible car park space in Bungil Street, Roma Cenotaph including an access ramp, signage, bollard and line marking as per below.

1. Approve Roma Signs, Lines & Traffic Counters Regional Team to purchase and install two flag poles on hinged bases within the Roma Cenotaph on behalf of the Roma RSL as per Option 1 to the value of \$3495 and solar lighting to the value of \$270.
2. Approve Parks & Open Spaces Team Roma to undertake upgrading of the Roma Cenotaph garden beds on behalf of the Roma RSL as per Option 1 to the value of \$1890.
3. Approve the inclusion of a left-hand accessible car parking space in Bungil Street - Roma Cenotaph including signage, bollard and line marking on behalf of the Roma RSL. Works to be delivered by Roma Signs, Lines & Traffic Counters Regional Team along with the construction of an access ramp by Councils Capital Concreting Team Regional as per Option 1 to the value of \$4676.
4. Council Officers to reduce the costings through delivery savings by \$331 to bring the invoice total to \$10,000.
5. Cost all purchasing and delivery to private works order No 22974.2025 as per Option 1 cost matrix.

Recommendation:

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

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

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

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

That Council:

1. approve the delivery and purchase of required infrastructure for Option 1 including two flag poles, solar powered lighting, upgrading of the Roma Cenotaph garden beds and a left-hand accessible car park space in Bungil Street, Roma Cenotaph.
2. undertake works for the Roma RSL Branch, including the additional disabled car park space (access ramp, signage, bollard, and line marking) under a private works arrangement.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Returned Services League (RSL) - 2 Proposals of Upgrades to Cenotaph | D21/73825 |
| 2 | Returned Services League (RSL) - Costing Proposal 1 - Upgrades to Roma Cenotaph | D21/73820 |
| 3 | Returned Services League (RSL) - Additional Disable Carpark - Proposal No 2 - Area Map | D21/73822 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

PROPOSAL 1

RSL FUNDING



Proposal One is as follows to be delivered under a private works agreement on behalf of the Returned Services League.

2 x F7S 7.5m FLAGPOLE - INTERNAL ROPE HALYARD

- 81mm diameter x 2.3mm wall thickness,
- 2 pieces of straight tube (un-tapered),
- 6063 T6 high tensile marine grade aluminium,
- Gloss white UV stabilised powder-coated finish,
- Traditional mushroom shape finial,
- Marine grade 5mm internal rope halyard with flag clips,
- Hot dipped galvanised steel spigot base,
- Ground sleeve with top cap & security lock,
- To suit 1.8m x 0.9m flag (flag not included),
- Compliant to Australian Standards,
- 7 Year manufacturers structural warranty.

2 x BOLT DOWN HINGE BASE

- To suit 81mm - 112mm diameter tube,
- Includes hot dipped galvanised bolts, nuts & washers.

There has been a slight cost increase since discussions started.

DELIVERY

- Council's Manager - Maintenance Delivery & Works will purchase the flag poles under Council's procurement process.
- Delivery of two flag poles & hinged bases will take a maximum of four weeks.
- Council's Works Teams will undertake installation of the infrastructure - allow one to two weeks.
- Dial before you dig has been completed for this activity.



2 x SOLAR POWER LIGHTS

- These flagpole lights are self-charging and can provide safe lighting,
- They turn on automatically at night and turn off when daylight returns,
- With 42 LED beams, they provide super bright light and a wide lighting angle,
- No pollution to the environment, low power consumption and less electric bills, these lights are affordable and environmentally friendly,
- They can be used as outdoor LED flag lights, camping lights, attached on tent or light in home yard, or even as an emergency light,
- Colour: white,
- Material: ABS,
- Size: 22 x 22 x 3cm,
- Power: 6V/300Ma,
- Battery: Built-in rechargeable 2200mAH batteries,
- Working time: 6-12 hours,

DELIVERY

- Council's Manager - Maintenance Delivery & Works will purchase the solar lights under Council's procurement process.
- Allow two to three weeks for delivery of the two solar lights.
- Council's Works Teams will undertake installation of the infrastructure - allow one day.



CENOTAPH ENHANCEMENT TO LANDSCAPING

- New plantings reflecting Gallipoli and the spirit of ANZAC,
- Improved soil and nutrients,
- Upgrade irrigation and sprinkles to manage the new plantings,

The plants used would include plants with significance for example:



Gallipoli Rosemary



Callistemon 'White Anzac'



Grevillea 'RSL Spirit of Anzac'

DELIVERY

- Council's Team Coordinator - Roma Parks, Gardens & Regional Horticulturist will purchase the plants and required soils/ irrigation under Council's procurement process.
- Council's Parks & Gardens Team will undertake soil improvements in the existing garden beds along with improved irrigation.
- Council's Parks & Gardens Team will undertake the required plants - 30 in total.
- Delivery, planting, soil, and irrigation fittings - allow two to three weeks.

1 DISABLED PARKING AND ACCESS RAMP TO THE CENOTAPH

This activity would be located next to the memorial bottle tree to the left of the cenotaph entrance on Bungil Street.

- Ramp construction will be as per Councils standard drawing CMDG-R-050 which is attached,
- Line marking will be as per the below Example 2.2 of an angled parking space with shared area on one side only,
- Signage will be as per the Manual of Uniformed Traffic Control Devices,
- Required concrete, mesh, post, signs, and brackets will be purchased under Council’s procurement process.

DELIVERY

- Council’s Concrete Delivery Team will manage the construction of the access ramp - allow two weeks.
- Council’s Signs, Lines & Traffic Counters Team will manage the line marking and sign installation - allow one week.

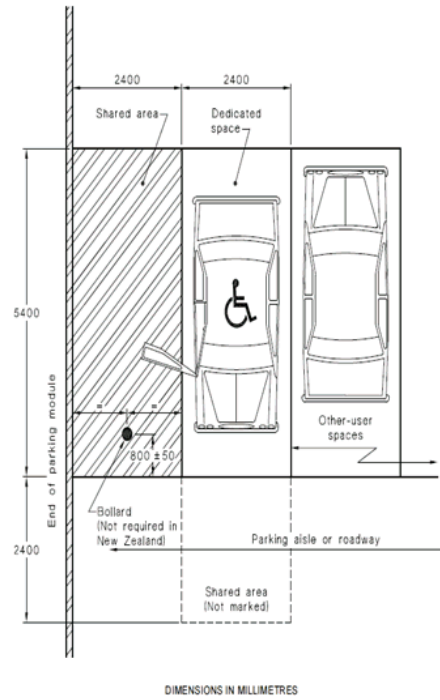


FIGURE 2.2 EXAMPLE OF AN ANGLE PARKING SPACE WITH SHARED AREA ON ONE SIDE ONLY—DIMENSIONS FOR AUSTRALIA ONLY*

From the attached costing sheet there would be a slight run over of Proposal 1 to the amount of \$331.00 dollars which would be reduced to \$0 through savings from delivery.

PROPOSAL 2

RSL FUNDING



Proposal Two is as follows to be delivered under a private works agreement on behalf of the Returned Services League.

2x F7S 7.5m FLAGPOLE - INTERNAL ROPE HALYARD

- 81mm diameter x 2.3mm wall thickness,
- 2 pieces of straight tube (un-tapered),
- 6063 T6 high tensile marine grade aluminium,
- Gloss white UV stabilised powder-coated finish,
- Traditional mushroom shape finial,
- Marine grade 5mm internal rope halyard with flag clips,
- Hot dipped galvanised steel spigot base,
- Ground sleeve with top cap & security lock,
- To suit 1.8m x 0.9m flag (flag not included),
- Compliant to Australian Standards,
- 7 year manufacturers structural warranty.

2 x BOLT DOWN HINGE BASE

- To suit 81mm-112mm diameter tube,
- Includes hot dipped galvanised bolts, nuts & washers.

There has been a slight cost increase since discussions started.

DELIVERY

- Council's Manager - Maintenance Delivery & Works will purchase the flag poles under Council's procurement process.
- Delivery of two flag poles & hinged bases will be a maximum of four weeks.
- Council's Works Teams will undertake installation of the infrastructure - allow one to two weeks.
- Dial before you dig has been completed for this activity.



2 X SOLAR POWER LIGHTS

- These flagpole lights are self-charging and can provide safe lighting,
- They turn on automatically at night and turn off when daylight returns,
- With 42 LED beams, they provide super bright light and a wide lighting angle,
- No pollution to the environment, low power consumption and less electric bills, these lights are affordable and environmentally friendly,
- They can be used as outdoor LED flag light, camping lights, attached on tent or light in home yard, or even as emergency lights,
- Colour: white,
- Material: ABS,
- Size: 22 x 22 x 3cm,
- Power: 6V/300mA,
- Battery: Built-in rechargeable 2200mAH batteries,
- Working time: 6-12 hours.

DELIVERY

- Council's Manager - Maintenance Delivery & Works will purchase the solar lights under Council's procurement process.
- Delivery of two solar lights allow two to three weeks.
- Council's Works Teams will undertake installation of the infrastructure allow one day



CENOTAPH ENHANCEMENT TO LANDSCAPING

- New plantings reflecting Gallipoli and the spirit of ANZAC,
- Improved soil and nutrients,
- Upgrade irrigation and sprinkles to manage the new plantings.

The plants used would include plants with significance for example:



Gallipoli Rosemary



Callistemon 'White Anzac'



Grevillea 'RSL Spirit of Anzac'

DELIVERY

- Council's Team Coordinator – Roma Parks, Gardens & Regional Horticulturist will purchase the plants and required soils/ irrigation under Council's procurement process.
- Council's Parks and Gardens Team will undertake soil improvements in the existing garden beds along with improved irrigation.
- Council's Parks and Gardens Team will undertake the required plants - 30 in total.
- Delivery, planting, soil, and irrigation fittings - allow two to three weeks.

1 X JBL 15' TWO-WAY POWERED SPEAKER, STANDS AND DYNAMIC MICROPHONE

More than just another great sound system, the new EON600 Series is a true step forward in technology developed specifically to deliver the best sound possible regardless of its application.

- 2 x JBL EON615 15" Two-Way Powered Reinforcement Speakers,
- 1 x PA Speaker Stands (Pair) with bags,
- AKG P55 Vocal Dynamic Microphone w/ Switch.

DELIVERY

- RSL to purchase the sound system under their procurement process.
- Delivery of sound system - allow two to three weeks.



From the attached costing sheet there would be a slight under run over of proposal 2 to the amount of \$2,269.00 .00 dollars which could be reduced to \$0 through further ideas from the Committee for expenditure.



OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 10 September 2021

Item Number: 12.5

File Number: D21/74156

SUBJECT HEADING: Tender 22006 Supply and delivery of concrete powder for Road Stabilisation Projects.

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Maranoa Regional Council is undertaking a bitumen road stabilisation program across the Maranoa Region between September 2021 and April 2022.

To assist with the works, Council invited suitably qualified Contractors to submit pricing for the supply and delivery of blended cement powder for stabilisation purposes.

Council received two (2) responses for this tender. Since the closure of Tender 22006, Council now requires additional tonnage of cement powder due to works requested by Transport & Main Roads (TMR) under Council's Road Maintenance Performance Contract (RMPC), which will be added to the successful tender suppliers delivery.

The tender assessment team has reviewed the tender submissions and this report is presented to Council for their consideration.

Officer's Recommendation:

That Council:

1. Select *Wagner's Cement Pty Ltd* as the successful tenderer for tender 22006, noting the price of \$515,984.70 including GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with *Wagner's Cement Pty Ltd* through a Purchase Order.
3. Authorise the Chief Executive Officer to approve expenditure above the requested amount, but within the allocated and approved budget.

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).

Tenders:

- Wagners Cement Pty Ltd
- Cement Australia Pty Ltd

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

The evaluation of Tender 22006 Supply and Delivery of Concrete Powder for Road Stabilisation Projects has been completed and is tabled for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Due to the specialised nature of the cement powder required, procurement contacted the following cement powder suppliers to determine if they could supply the cement blend required:

- Boral Cement
- Sunstate Cement Limited
- Wagner's Cement Pty Ltd
- Cement Australia

The only suppliers that could supply the required cement powder blends was Cement Australia Pty Ltd and Wagner's Cement Pty Ltd.

Council publicly advertised Tender 22006 inviting suitably qualified and experienced suppliers of cement powder blends and notified these two suppliers of the tender.

The two product types required included:

- Triple Blend (40% GP, 30% Flyash, 30% Hydrated Lime)
- High Slag Blend

Total estimated quantities to be supplied and delivered is 1668 tonnes.

Council received two tenders.

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

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

Under the *Local Government Regulation 2012*, Council is required to invite public tenders prior to forming a large-sized contract of \$200,00 or more excluding GST. The proposed contract conforms to the definition of a large-sized contract under the *Local Government Regulation 2012*.

Council Policies or Asset Management Plans:

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

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

N/A

Input into the Report & Recommendation:

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

The following officers assisted with the tender assessment:

- Project Officer - Capital Works • Construction
- Project Costing Officer • Procurement & Commercial 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)

Funds are being provided by Council, Transport and Main Roads and National Disaster Recovery Relief Arrangement (NDRRA) and Road Maintenance Performance Contract (RMPC).

This Financial Year's Budget:

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

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

This expenditure has been provided in this years 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)

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 select *Wagner’s Cement Pty Ltd* as the successful tenderer for Tender 22006.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

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

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

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

That Council:

1. Select *Wagner’s Cement Pty Ltd* as the successful tenderer for tender 22006, noting the price of \$469,077.00 including GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with *Wagner’s Cement Pty Ltd* through a Purchase Order.
3. Authorise the Chief Executive Officer to approve expenditure above the requested amount, but within the allocated and approved budget.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services
Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 6 September 2021

Item Number: 13.1

File Number: D21/72650

SUBJECT HEADING: Injune Fire & Rescue/SES Station - Driveway Maintenance

Classification: Open Access

Officer's Title: Associate to the Director / Directorate Budget & Emergency Management Coordination

Executive Summary:

A letter has been received from Queensland Fire and Emergency Services for Council's consideration of sealing the front driveway access at the Injune Fire and Rescue/SES Station.

Officer's Recommendation:

That Council:

1. Approve the request for the minor works to be completed at the Injune Fire and Rescue/SES Station.
2. Confirm the work is to be undertaken at the completion of the Injune kerb and channelling project.

Individuals or Organisations to which the report applies:

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

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

Queensland Fire and Emergency Services
Queensland State Emergency Services

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
QFES	Queensland Fire and Emergency Services
SES	State Emergency Services

Context:

Why is the matter coming before Council?

Council has received correspondence from QFES seeking Council's consideration for minor works to be completed at the Injune Station. This project will consist of the sealing of the front driveway access to the road, and for an all-weather path to the entry of the SES driveway.

This project will eliminate the issue of flooding in the driveway during response from and back to the station, improving cleanliness by stopping the transfer of mud into the building, and provide safe driveway for persons entering and leaving the station.

There is an opportunity to carry out this project when Council will be completing a kerb and channeling project in Injune over the September/October period. This in turn will keep costs to a minimum.

Previous work at the facility has been funded and completed by QFES. In March 2021 QFES received funding to complete minor capital works within the building to the value of \$60,000. Works undertaken were:

- Non-slip flooring installed in the main working areas
- Construction of Breathing Apparatus cleaning storage facility
- Construction/refurbishment of Personal Protective Clothing room

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Initial conversations and planning between QFES and Council have occurred regarding this request. Council has completed initial measurements and an approximate costing for this project.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

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

Deputy Director/Strategic Road Management

Deputy CEO/Director Development Facilities & Environmental Services

Funding Bodies:

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

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?

To complete this project it has been estimated to cost approximately \$18,000. Funding can be sourced from General Ledger 2081.2022 - Disaster Management operations O & M Regional.

At the time of writing this report, the balance of General Ledger 2081.2022 - Disaster Management operations O & M Regional is \$58,910. Should Council approve this project, it would leave a remaining balance of approximately \$40,910 in this budget line.

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)

Injune Fire and Rescue/SES members.
Injune Community members

Risks:

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

Risk	Description of likelihood & consequences
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 approve for the works to be completed. This will in turn give the facility a new lease of life with the hope of attracting more staff.

Recommendation:

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

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

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

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

That Council:

1. Approve the request for the minor works to be completed at the Injune Fire and Rescue/SES Station.
2. Confirm the work is to be undertaken at the completion of the Injune kerb and channelling project.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Ltr from QFES re Works Request Injune FRS-SES Building | D21/72645 |
| 2 | Injune Fire & Rescue/SES Station Photo | D21/73270 |

Report authorised by:

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services



**Queensland Fire and
Emergency Services**

31 August 2021

Julie Reitano
CEO
Maranoa Regional Council
PO Box 620
Roma Qld 4455

Dear Julie

Re: Injune Fire and Rescue Station/SES building – Driveway maintenance

I am writing to you with a request for consideration by council. I am requesting the sealing of the front driveway access from the end of station driveway (eastern side of building) to road asphalt, and for an all-weather blue metal path to entry to SES driveway be constructed. (western side)

Initial conversation and some planning have already taken place with Cameron Hoffman regarding this request. Cameron has completed some initial measurements and rough costing for this project.

In 2021 Queensland Fire and Emergency Service (QFES) have, with the approval of council, funded and completed some minor capital works within the building to the value of \$60,000. This will be of great benefit to the community, Council, Fire and Rescue Service and SES.

Works undertaken were:

- New non-slip flooring for main working areas of building installed (safety)
- Construction of Breathing Apparatus (BA) cleaning storage facility (internal)
- Construction/refurbishment of Personal Protective Clothing (PPC) room (internal)

This project will eliminate the issue of flooding in driveway during response from and back to station, improving cleanliness by stopping the transfer of mud into the building, and provide safe driveway for persons entering and leaving the station.

This work along with some cleaning and tidying has given the building a new lease of life with hope of attracting more staff for both SES and FRS. The building still has the FRS/SES offices, training room and kitchen which have been and still will be of benefit to the community, as a meeting area and command/control area for local emergencies, if required.

The ability to attract new staff for FRS and SES to train will be provide a capable, resilient and sustainable community response to deal with emergencies.

Telephone 13 QGOV
Website www.qfes.qld.gov.au
ABN 93 035 163 778

If any further information is required, please do not hesitate to contact me.

Yours sincerely



Stewart Dundas
Inspector
Area Commander Roma Command
Queensland Fire and Rescue Service
South West Region
Telephone 4578 0031 Mobile 0427 021255

Injune Fire & Rescue/SES Station



OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 7 July 2021

Item Number: 13.2

File Number: D21/55146

SUBJECT HEADING: Request to purchase portion of Council land - Lot 2 on RP64008

Classification: Open Access

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

Executive Summary:

At its Ordinary meeting on 26 May 2021, Council considered interest received in the purchase of a portion of Council owned freehold land described as Lot 2 on RP64008. While Council decided to not sell the land, Council asked that consultation happen with affected community organisations in regard to possibly leasing part of the land.

Officer's Recommendation:

That Council:-

1. Decline the offer to lease a portion of Council freehold land described as Lot 2 on RP64008.
2. Advise the applicant and the Roma & District Family History Society Incorporated, Roma & District Lapidary & Mineral Society Incorporated and Roma Performing Arts Society of Council's decision.

Individuals or Organisations to which the report applies:

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

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

Applicant/Owner of Lot 3 on RP4368

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

At its meeting on 26 May 2021, Council considered correspondence from the owner of Lot 3 on RP4368 who expressed interest in purchasing land owned by Council

directly behind his house. The customers correspondence was attached to the original report presented to Council.

The applicant advised that his reason for seeking to purchase the land is that it would make a great addition to his property and would give his children more room to play. The applicant was also seeking space to build a second shed to house vehicles.

At this meeting Council resolved that **Resolution No. OM/05.2021/48**

That we lay this on the table, for further discussion about alternative usage of the land [discussion is to occur with the applicant and other community groups affected].

Council decided at its meeting on 23 June 2021 to decline the offer received to purchase part of the land, however did indicate during discussions in the meeting, that it still intended that discussions be held with the applicant and the three community groups in regard to leasing the land (**Resolution No. OM/06.2021/52**).

(This report was in regard to a request from the Roma and District Lapidary and Minerals Society Inc. for assistance in project managing the relocation of the old building from the hospital to the site).

These discussions with the applicant and the three affected community groups - Roma & District Family History Society Incorporated, Roma & District Lapidary & Mineral Society Incorporated and Roma Performing Arts Society have now taken place and the outcome of discussions is tabled for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The land located behind Lot 3 on RP4368 (19 McDowall Street Roma), is Council land situated at 17 McDowall Street, Roma, and described as Lot 2 on RP64008.

Lot 2 on RP64008 is freehold land with an area of 4,144m².

The land is zoned 'Residential' under the Maranoa Planning Scheme.

There are two neighbouring properties that adjoin the land, being –

- Lot 3 on RP4368; and
- Lot 1 on RP160373



Three (3) User Agreements are currently in place for 17 McDowall Street. The User Agreements are as follows -

- Roma & District Family History Society Incorporated –
Facilities – Roma History Lodge Building, Colourbond Shed (Storage)
Term 5 (five) years – commencing 13 June 2018 and expiring 12 June 2023
- Roma & District Lapidary & Mineral Society Incorporated –
Facilities – Lapidary Building (Old Band Hall)
Term 5 (five) years – commencing 13 June 2018 and expiring 12 June 2023
- Roma Performing Arts Society –
Facilities – Shed (Storage)
Term 5 (five) years – commencing 11 July 2018 and expiring 10 July 2023

The three community organisations were contacted and asked for feedback. Their responses are included below at ***Input into the Report & Recommendation.***



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 – Reg 227

Valuable non-current asset contract – tenders or auction needed first
227 Valuable non-current asset contract – tenders or auction needed first

- (1) A local government cannot enter into a valuable non-current asset contract unless it first –
 - (a) Invites written tenders for the contract under *section 228*; or
 - (b) Offers the non-current asset for sale by auction.
- (2) This section is subject to *division 4*.

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
 - (c) for the disposal of land or an interest in land—
 - (i) the land will not be rateable land after the disposal; or
 - (ii) the land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; or
 - (iii) the disposal is for the purpose of renewing the lease of land to the existing tenant of the land; or
 - (iv) the land is disposed of to a person who owns adjoining land if—
 - (A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and
 - (B) there is not another person who owns other adjoining land who wishes to acquire the land; and
 - (C) it is in the public interest to dispose of the land without a tender or auction; and
 - (D) the disposal is otherwise in accordance with sound contracting principles; or
 - (v) all or some of the consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal, if—
 - (A) it is in the public interest to dispose of the land without a tender or auction; and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
 - (vi) the disposal is for the purpose of a lease for a telecommunication tower; or
 - (vii) the disposal is of an interest in land that is used as an airport or for related purposes if—
 - (A) it is in the public interest to dispose of the interest in land without a tender or auction; and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
 - (d) for the disposal of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—
 - (i) the supply is, or is to be, made under this part; and
 - (ii) the disposal is, or is to be, part of the contract for the supply; or
 - (e) for the disposal of a valuable non-current asset by the grant of a lease—
 - the grant of the lease has been previously offered by tender or auction, but a lease has not been entered into; or
 - (f) the Minister exempts the local government from complying with [section 227](#).

- (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.
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.
- (4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).
- (5) For subsection (3), a written report about the market value of land or an interest in land from a valuer registered under the [Valuers Registration Act 1992](#) who is not an employee of the local government is evidence of the market value of the land or the interest in land.
- (6) An exemption under subsection (1)(f) may be given subject to conditions.

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)

Advice has been sought from Program & Contract Management to ascertain views/requirements from a strategic road management perspective and from Building & Planning Development Department to ascertain any views/requirements from a planning perspective.

Information received –

Program & Contract Management –

The request to purchase a section of Lot 2 on RP64008 has the potential to impact both Council and the community groups who currently access this lot and restrict any future tourism expansion at the Biggest Bottle tree site.

1. The sale of any area of this land may require one of the groups to relocate to a new premise as Lot 2 on RP64008 provides residence to three of Roma's community groups:
 - The Historical Lodge
 - The Lapidary Club
 - The Performing Arts group

- The adjacent lot to the west, Lot 601 on R861, is home to the Biggest Bottle tree. This tourism precinct has a current project in progress, a building application recently approved allowed for a slight encroachment of Lot 2 RP64008. The elevated boardwalk project also has plans to formalise parking at the site with the provision for a carpark facility to be constructed at a later stage. One of the proposed locations for the carpark encompasses the northern section of Lot 2 on RP64008.

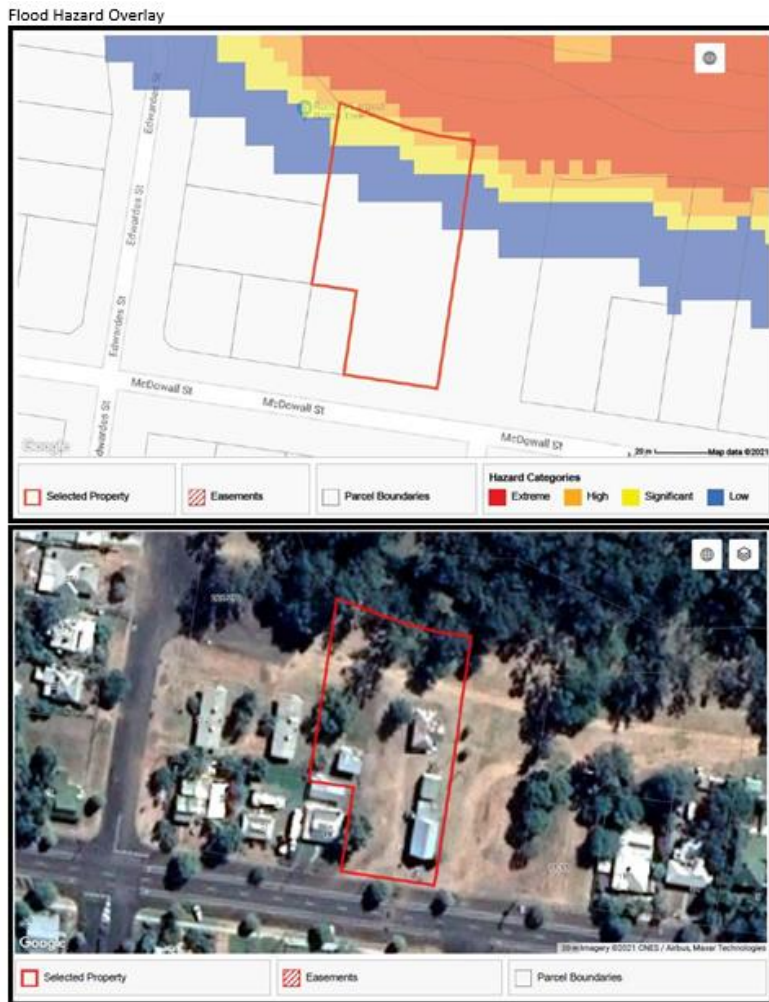


Building & Planning Development Department -

- Both the property owned by the applicant (19 McDowall St) and the adjoining Council land that he has requested to purchase (17 McDowall St) are zoned Residential and therefore suitable for the intended use, being to provide additional yard space and potentially facilitate the construction of a domestic shed.
- The applicant's lot is currently 500m² in area, which is smaller than average and below the minimum size for Residential zoned land under the Maranoa Planning Scheme (Minimum = 800m²). The Council lot is far larger than the minimum lot size having a total area of 11,000m².
- It would be necessary to obtain a development permit for Reconfiguring a lot to realign the common boundary between the applicant's property and the Council-owned lot. This would involve a Council approval process and a survey of the land. The proposal is supportable.
- The rear portion of the Council-owned land (17 McDowall street) is subject to flooding from Bungil Creek and therefore it is recommended that this part of

the site be retained by Council as the development potential and use of this area is limited. (See overlay below)

- If a realignment of the common boundary is pursued, it is recommended to achieve a minimum 1.5 metres boundary clearance from any existing buildings on the land.



Input from Community Organisations

At the Ordinary Meeting held on 26 May 2021, Council asked that staff contact the three community groups that currently use part of the land to ascertain their thoughts on the request.

Correspondence was sent to the Roma & District Family History Society Incorporated, Roma & District Lapidary & Mineral Society Incorporated and Roma Performing Arts Society on 9 July 2021 advising that the owners of 19 McDowall Street, Roma had expressed interest in purchasing or leasing part of the Council owned land located behind their residence for the purpose of extending their house yard.

The three community groups were given a copy of an aerial map of the site and asked to review and provide a response to the following three questions:-

1. *Is your group supportive of any plans to lease part of the land? (Please consider any current or future needs for the land including the recent approval for the Roma & District Lapidary & Mineral Society Incorporated to place a historic building from the Roma Hospital onto the land.)*
2. *If your group is supportive, what area would you like Council to consider leasing?*
3. *Any other considerations you would like Council to consider in relation to this matter.*

The three organisations were asked to provide their feedback by Friday 22 July 2021. Feedback received:-

Organisation	<i>Is your group supportive of any plans to lease part of the land?</i>	<i>If your group is supportive, what area would you like Council to consider leasing?</i>	<i>Any other considerations you would like Council to consider in relation to this matter.</i>
Roma & District Family History Society Incorporated	Unable to provide response without certainty regarding the boundary which would result if the land behind the neighbours dwelling is leased. Letter attached.		
Roma & District Lapidary & Mineral Society Incorporated	<ol style="list-style-type: none"> 1. Seeking further information as to what area is to be leased and if in any way it will affect the Lapidary Club. 2. Expressing interest in acquiring the Performing Arts building for storage (group mention in 		

	email that the Work camp container was sold to someone else which has left them without storage space. (28 July 2021)		
Roma Performing Arts Society	Yes. On condition that group can put two shipping containers on the paved area at the back of the Roma Arts Centre. (30 July 2021) <i>Letter attached.</i>	Group will no longer have a presence at the site.	

Discussion with Applicant

The applicant was sent the attached correspondence on 13 July 2021, advising of Council's decision to not sell part of lot 2 on RP64008. The applicant was advised that Council was still willing to consider leasing the land and would be undertaking discussions with The Roma & District Family History Society Inc, Roma & District Lapidary & Mineral Society Inc and Roma Performing Arts Society to seek their thoughts and ascertain if they would have any objection to part of the lot being leased.

The applicant responded on 14 July 2021 advising that *"it's unfortunate that the land isn't gonna be available but not to worry, now I can proceed to organize a new fence around my land 19 McDowall Street"*. The applicant has been given information on how to make application to Council for a contribution towards the boundary fence.

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?

Expenditure

If land was sold/leased - Potential cost of the survey of the land and legal fees.

Revenue

If land was sold/leased - Potential financial income from the sale/lease of the property.

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)

Applicant/Owner of Lot 3 on RP4368
 Roma & District Family History Society Incorporated
 Roma & District Lapidary & Mineral Society Incorporated
 Roma Performing Arts Society

Risks:

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

Risk	Description of likelihood & consequences
Financial Risk	Potential financial loss if the land is surveyed and not sold and/or the property is sold for less than the valuation of the property.
Loss of area for community benefit	Potential loss and/or restriction of land area that could benefit future tourism expansion in the area.

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 applicant has been formally advised of Council's decision to not sell part of the land and that Council was still willing to consider leasing part of the land.

The most recent email correspondence from the applicant (dated 14 July 2021) he acknowledged that the land was not going to be available for purchase and indicated that he is now considering fencing his land and seeking feedback on a possible contribution from Council as his neighbour. The applicant has been given details of the application process for Council to contribute to the cost of the fence.

The feedback received from the three affected community organisations being Roma & District Family History Society Incorporated, Roma & District Lapidary & Mineral Society Incorporated and Roma Performing Arts Society was not definitive. Both the Roma & District Family History Society Incorporated and Roma & District Lapidary & Mineral Society Incorporated sought additional information on the area of land Council was looking to lease.

Council only has a limited amount of freehold land available for community use in Roma.

For these reasons it is recommended that Council not proceed with leasing the land.

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. Decline the offer to lease a portion of Council freehold land described as Lot 2 on RP64008.
2. Advise the applicant and the Roma & District Family History Society Incorporated, Roma & District Lapidary & Mineral Society Incorporated and Roma Performing Arts Society of Council's decision.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[1](#) Correspondence - Community Organisations

D21/74415

[2](#) Correspondence - Applicant

D21/74417

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Enquiries: Tanya Mansfield
Phone: 07 4624 6935 (Direct) or
1300 007 662 (via Customer Service)
Our Refs: D21/55785

8 July 2021

The President
Roma Performing Arts Society
PO Box 47
Roma Qld 4455

Via email: romaperformingarts@gmail.com

Dear Mrs O'Brien

Re: 17 McDowall Street, Roma - Lot 2 on RP64008

The purpose of this correspondence is to seek feedback from the Roma Performing Arts Society on the following matter.

The property owners of 19 McDowall Street, Roma have expressed interest in purchasing part of the Council owned land located behind their residence for the purpose of extending their house yard.

The subject land is currently being used by the following three community groups: -

- Roma & District Family History Society Incorporated
- Roma & District Lapidary & Mineral Society Incorporated
- Roma Performing Arts Society

Council at its Ordinary Meeting held 23 June 2021, declined the applicant's request to subdivide and sell part of the land (*Resolution No. OM/06.2021/52*). At this Council meeting and the meeting held 26 May 2021, Councillors indicated their interest in further exploring any opportunity to lease part of the land to the neighbour.

As part of the deliberations, Council has asked that staff contact the three community groups that currently use part of the land to ascertain their thoughts on the request.

For your reference I have included an aerial map of the site. Could you please review and advise: -

1. Is your group supportive of any plans to lease part of the land?
(Please consider any current or future needs for the land including the recent approval for the Roma & District Lapidary & Mineral Society Incorporated to place a historic building from the Roma Hospital onto the land.)
2. If your group is supportive, what area would you like Council to consider leasing?



3. Any other considerations you would like Council to consider in relation to this matter.

The Roma Performing Arts Society's view on this matter is important to Council. Could you please provide your feedback by Friday 22 July 2021.

If you have any queries, or wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely

T Mansfield

Tanya Mansfield
Manager
Facilities (Land, Buildings & Structures)



Roma & District Family History Society Inc
PO Box 877
Roma QLD 4455



Tanya Mansfield
Manager
Facilities (Land, Buildings & Structures)
Maranoa Regional Council
PO Box 620
ROMA QLD 4455

Your Ref: D21/55780

26 July 2021

Via email: tanya.mansfield@maranoa.qld.gov.au

Dear Ms Mansfield,

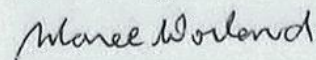
Re: 17 McDowall Street, Roma – Lot 2 on RP64008

We are in receipt of your letter of 8 July, 2021.

The Roma & District Family History Society conducted its latest monthly meeting on 25 July, 2021 where the contents of the letter were considered by our Members. After discussion by those in attendance, it was agreed that we are unable to provide our response to Council until we can have certainty regarding the boundary which would result if the land behind the neighbour's dwelling is to be leased. Accordingly, we are seeking a meeting with a relevant Council representative, at a mutually convenient time, at the site. This is with the intention to being able to establish certainty around the area of land which might be leased, and the residual land which will be available to the community groups.

For ease of quick contact please feel free to contact me on my mobile 0422 574 897.

Yours sincerely



Maree Worland
President

Roma & District Family History Society Inc

Tanya Mansfield

From: Debtors
Sent: Friday, 30 July 2021 2:42 PM
To: Council
Subject: FW: Re Demand Letter

**Accounts Processing - Debtors**

P: 1300 007 662
Email: debtors@maranoa.qld.gov.au
Postal Address: PO Box 620, Roma, QLD 4455



**CLICK HERE TO WATCH
COUNCIL'S 2021/22
BUDGET MEETING**

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From: Roma Performing Arts <romaperformingarts@gmail.com>
Sent: Friday, 30 July 2021 2:31 PM
To: Debtors <debtors@maranoa.qld.gov.au>
Subject: Re Demand Letter

To Whom It May Concern

Roma performing Arts are currently using the hut for storage of sets & props from previous productions for reuse in future productions. While the hut is in use for our storage we would be opposed to you selling or leasing the land. We would be able to fit all that is stored in this hut into 2 shipping containers 20 foot long. If it is agreeable to council we would like to place these 2 shipping containers behind the Hibernian hall. The land would need to be either levelled or mounting stumps concreted into the ground and if possible have a gate installed in the access laneway for added security. We would like to propose that the council give us permission to install 2 shipping containers on the land behind Hibernian Hall. As we are a not for profit organisation with limited funds any financial assistance that council can provide to assist would be appreciated, subject to permission of course.

Yours Sincerely

Roma Performing Arts Committee

Tanya Mansfield

From: Shirley Horrobin
Sent: Wednesday, 28 July 2021 4:47 PM
To: Tanya Mansfield
Subject: FW: Feedback on lease of part of the Land

Hi Tanya

The below email has just been received.

Regards
Shirley

Shirley Horrobin
Administration Officer - Land Administration,
Facilities (Land, Buildings & Structures)

D: (07) 4626 6111 F: (07) 4624 6990

From: Heather Price <heather.price8@bigpond.com>
Sent: Wednesday, 28 July 2021 12:36 PM
To: Robert (Rob) Hayward <Robert.Hayward@maranoa.qld.gov.au>; Richard Irwin <Richard.Irwin@maranoa.qld.gov.au>; Shirley Horrobin <Shirley.Horrobin@maranoa.qld.gov.au>; Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au>
Subject: Feedback on lease of part of the Land

Hi All

Would it be possible to have further information as to what area is to be leased and if in any way it will affect the Lapidary club. We would also wish to express an interest in acquiring the Performing Arts building for storage as the Work camp container was sold to someone else which has left us without storage space.

Regards

Heather Price

Roma and District Lapidary and Minerals Society Inc.



Enquiries: Tanya Mansfield
Phone: 07 4624 6935 (Direct) or
1300 007 662 (via Customer Service)
Our Refs: D21/37466; D21/44683; D21/56243

13 July 2021

Via email:

Dear

Re: Request to purchase portion of Council land – Lot 2 on RP64008

Reference is made to your correspondence dated 25 April 2021, indicating your potential interest to acquire or purchase Council owned land located directly behind your house at 19 McDowall Street. Your interest in the land was presented to Council and following for your information is an update on the matter.

At the Ordinary Meeting held on 23 June 2021, Council received advice from the Roma & District Lapidary & Minerals Society Inc that they had received funding to relocate a historic building from the Roma Hospital to 17 McDowall Street, Roma.

At this Meeting Council decided to not subdivide and sell any part of the Council owned property at 17 McDowall Street, being the land you have expressed interest in.

I have included below Council's resolution from the Meeting -

Resolution No. OM/06.2021/52

That Council:

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



Council however is still considering if it wishes to lease any part of the land. At this time, Council is consulting with the Roma & District Family History Society Inc, Roma & District Lapidary & Mineral Society Inc and Roma Performing Arts Society to seek their thoughts and ascertain if they would have any objection to part of the lot being leased.

Once Council has received and considered the feedback from the above community organisations, you will be further contacted and provided an update.

In the meantime if you have any further queries regarding this matter, please do not hesitate to contact Council's Manager – Facilities (Land, Building & Structures), Tanya Mansfield, on one of the numbers listed above.

Yours sincerely

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

Robert Hayward
Deputy CEO/

Director Development, Facilities & Environmental Services

Tanya Mansfield

From: Tanya Mansfield
Sent: Tuesday, 31 August 2021 5:00 PM
To:
Subject: FW: Request to purchase portion of Council Land

Hi

I reference the letter sent to you by Council (dated 13 July 2021) and your email below.

While Council declined your offer to purchase the land, Council was still considering the possibility of leasing part of the land to you. In making a decision on a lease, Council indicated that it was going to take into account feedback received from community organisations who use the land being the Roma & District Lapidary and Minerals Society, Roma & District Family History Society Incorporated and Roma Performing Arts. Can you please advise if you are interested in leasing part of the land?

In response to your enquiry about payment of costs to fence your block, as the land that adjoins you is owned by Council as freehold tenure (as opposed to reserve land), you are able to apply for Council to pay 50 % of costs. Council will need to agree to the type and cost of the fence before any construction starts. If you wish to apply to Council for 50% contribution to the cost, it will be necessary for you to provide details of the type of fence you are constructing, the length of the fence, and a quote from a fencing contractor. Alternatively if you are planning to build the fence yourself, you could submit a quote from a local company that you are looking to buy the fencing materials from.

Regards Tanya

-----Original Message-----

From: Director of Development, Facilities & Environmental Services <Director.DFES@maranoa.qld.gov.au>
Sent: Wednesday, 14 July 2021 2:20 PM
To: Tanya Mansfield <Tanya.Mansfield@maranoa.qld.gov.au>
Subject: FW: Request to purchase portion of Council Land

FYI

Regards,

-----Original Message-----

From:
Sent: Wednesday, 14 July 2021 12:35 PM
To: Director of Development, Facilities & Environmental Services <Director.DFES@maranoa.qld.gov.au>
Subject: Re: Request to purchase portion of Council Land

Good afternoon

Thank you for the update.

It's unfortunate that the land isn't gonna be available but not to worry, now I can proceed to organise a new fence around my land 19 Mcdowall Are you able to advise me on weather or not I have to pay for this all myself or is the holder of the neighbouring ment to pay half as two sides of my property is council owned ?

Sent from my iPhone

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 26 August 2021

Item Number: 13.3

File Number: D21/69838

SUBJECT HEADING: Request for reduction of planning application fees
(File Ref: 2021/20450)

Classification: Open Access

Officer's Title: Manager - Planning & Building Development

Executive Summary:

Downer EDI Limited, on behalf of Telstra Corporation Ltd, have requested a reduction of the planning application fees for a Material Change of Use to establish a "Telecommunications facility" at Teelba.

Officer's Recommendation:

Council decline the request for a reduction of the development application fee payable for a Material change of use – Telecommunications facility (Code assessable).

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).

Telstra Corporation Ltd C/- Downer EDI Limited (Applicant)

Acronyms:

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

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

Acronym	Description
MCU	Material Change of Use

Context:

Why is the matter coming before Council?

The application does not meet the eligibility criteria of Council's Community Grants and Non-financial Assistance Policy, and therefore the elected members must consider the request.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Downer EDI Limited on behalf of Telstra Corporation Ltd, have submitted a request to Council for a reduction of the development application fee for a Material change of use to establish a “Telecommunications facility”. The proposal consists of a new mobile phone base station located at 7671 Teelba Road, Teelba.

Under Council’s fees and charges schedule, the applicable fee is \$2,408.70. The applicant has requested that Council accept a reduced fee of \$1,000.00.

The applicant has provided the following reasons for seeking a partial fee waiver:

- *The proposal is to provide Teelba community and school with essential mobile coverage as the location has been identified as a mobile black spot by the Commonwealth Government*
- *The site is part of the Federal Government's Mobile Black Spot Program Round 5*
- *This program will deliver mobile coverage to a large number of regional and remote communities who, for the first time, will be able to access fast mobile voice and data services. The improved coverage is increasing access to new technologies for key regional sectors like agriculture, transport, mining and tourism – technologies which rely on a fast, reliable and affordable mobile network*
- *Telstra’s partnership with the Federal Government will involve Telstra investing up to \$290 million of Telstra’s own funds to build over 880 new sites under all rounds of the Mobile Black Spot Program*
- *Telstra have worked with State and Local Governments, to attract tens of millions of dollars in additional targeted funding. This means Telstra are able to deliver a combined investment of over \$640 million for regional telecommunications under the program.*

To help the program funding, Telstra is seeking a reduced Development Application fee to assist in the program’s budget to deliver essential communications to the community. To go ahead with this site and to adhere to the Federal Government’s and Telstra’s budget, Downer seeks Council’s consideration on this request to help assist the program’s budget in providing the community much needed communications.

To avoid delaying the assessment process until a determination on the application fee has been made, Council has accepted payment of 100% of the application fee. Therefore, if Council agrees to the request, it will need to refund the difference to the applicant.

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 51(1)(b) of the *Planning Act 2016* requires that a development application must be accompanied by the required fee.

Section 51(4)(d) allows the Assessment Manager (in this instance Council) to accept an application that does not comply with Section 51(1)(b) to the extent the required fee has been waived under section 109.

Under Section 109, the Assessment Manager may, but need not –

(a) *refund all or part of a required fee; or*

(b) *wave all or part of a required fee, in the circumstances prescribed by regulation.*

The Planning Regulation 2017 prescribes:

For section 109(b) of the Act, all or part of the required fee for the application or referral may be waived if the application or referral is made by a registered non-profit organisation.

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 and Non-financial Assistance Policy does not support the requested fee reduction.

Input into the Report & Recommendation:

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

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

Not applicable.

Funding Bodies:

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

The proposed development is being undertaken by Telstra Corporation in partnership with the Federal Government.

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?

If Council approve the requested fee reduction, it will forfeit \$1,408.70 in planning assessment revenue.

Future Years' Budgets:

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

Not applicable.

Impact on Other Individuals or Interested Parties:

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

Not applicable.

Risks:

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

Risk	Description of likelihood & consequences
Medium	<p>If Council approves the request, there is greater likelihood of receiving an increasing number of requests for application fee waivers/reductions.</p> <p>Council should assess any such request on its own merits as the circumstances are likely to vary with each project.</p>

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 should not agree to reducing the application fee.

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?

Whilst the development proposal will benefit the Maranoa community by improving mobile coverage in the region, it is recommended that Council decline the request for the following reasons:

- The application does not meet the eligibility criteria of Council's Community Grants and Non-financial Assistance Policy;
- Council has received and assessed a significant number of applications for "Telecommunications facilities" that have similarly improved network coverage in the region and for which the applicable fee has been paid;

- The development application fee, at \$2,408.70, is a relatively minor expense in the context of the project;
- Other development proposals for different land uses and development types similarly provide community, social and economic benefits to the Maranoa Region;
- The application fee is imposed to recover Council's costs of completing the necessary assessment for the proposal.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

[1](#) Site Locality Plan

D21/73878

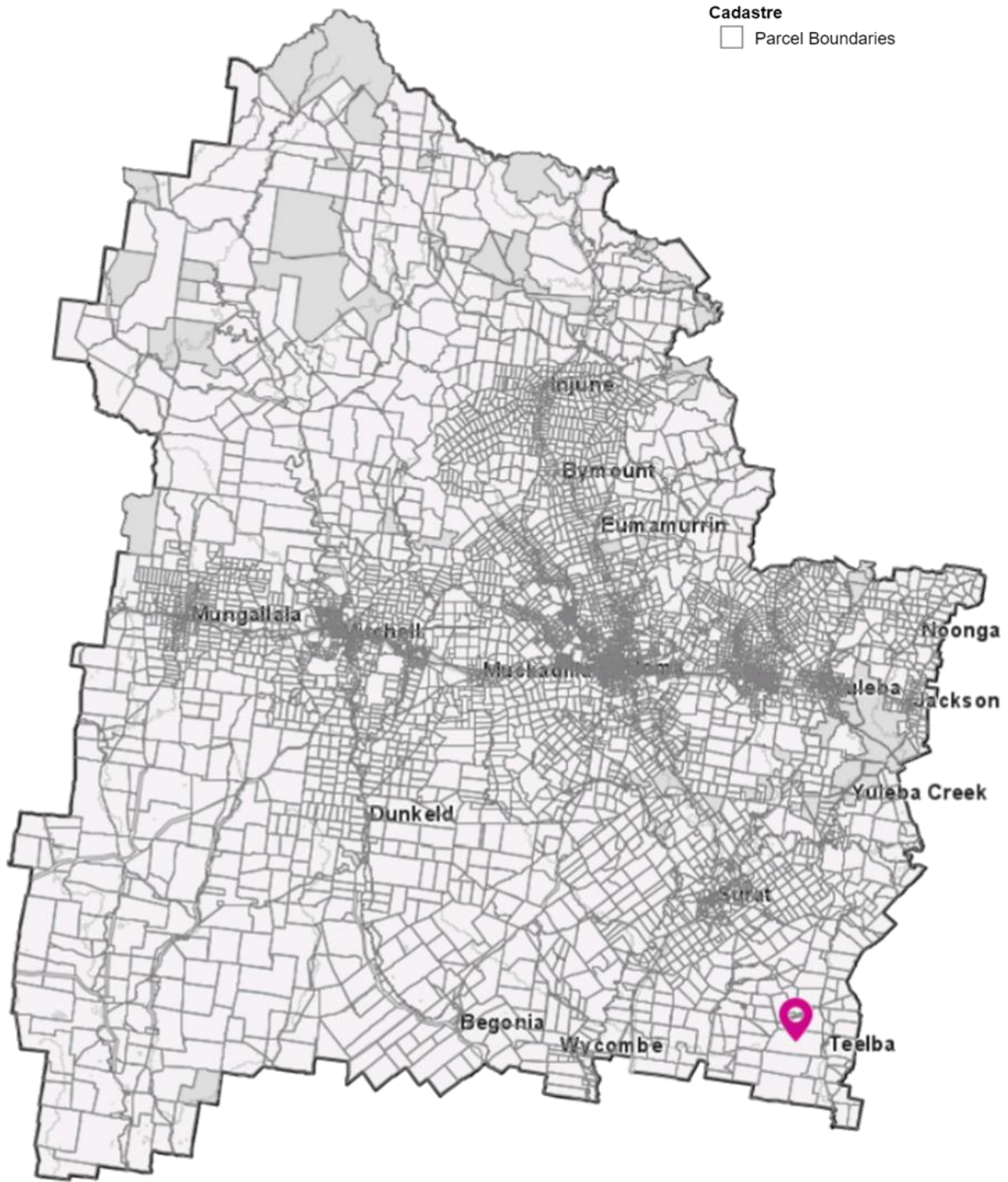
[2](#) Proposal Plans (extract)

D21/73896

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

9-Sep-2021

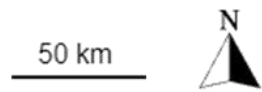


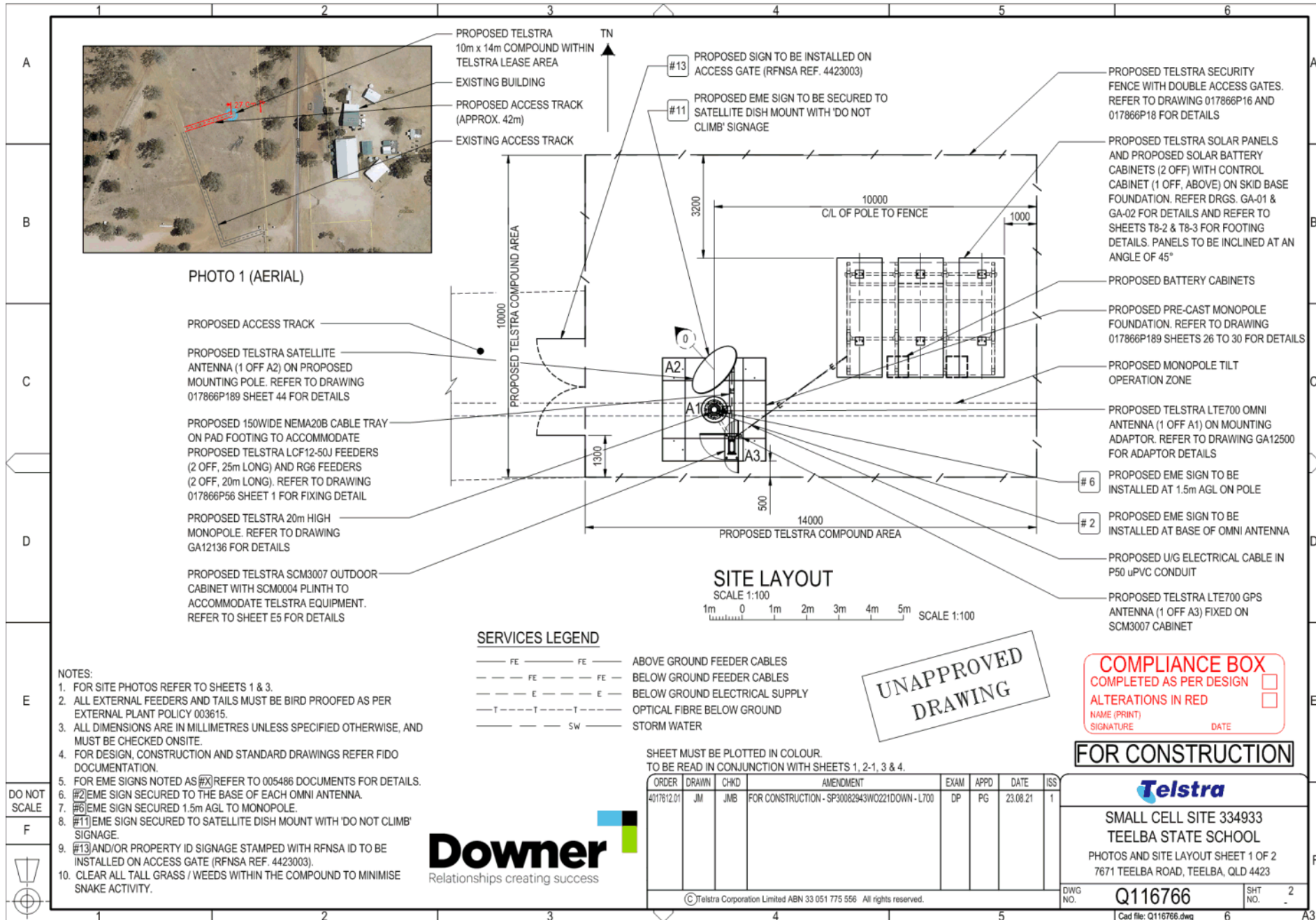
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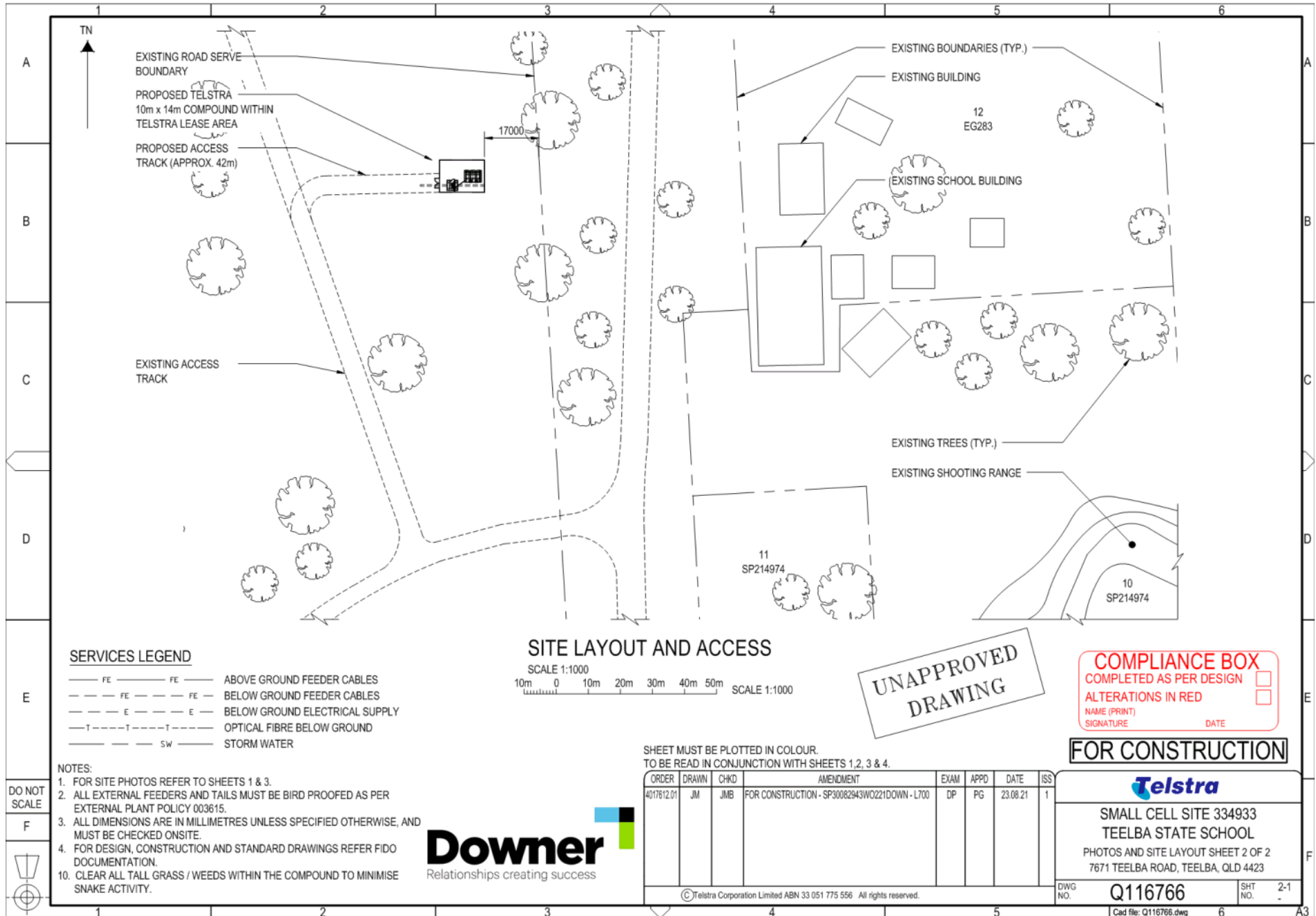


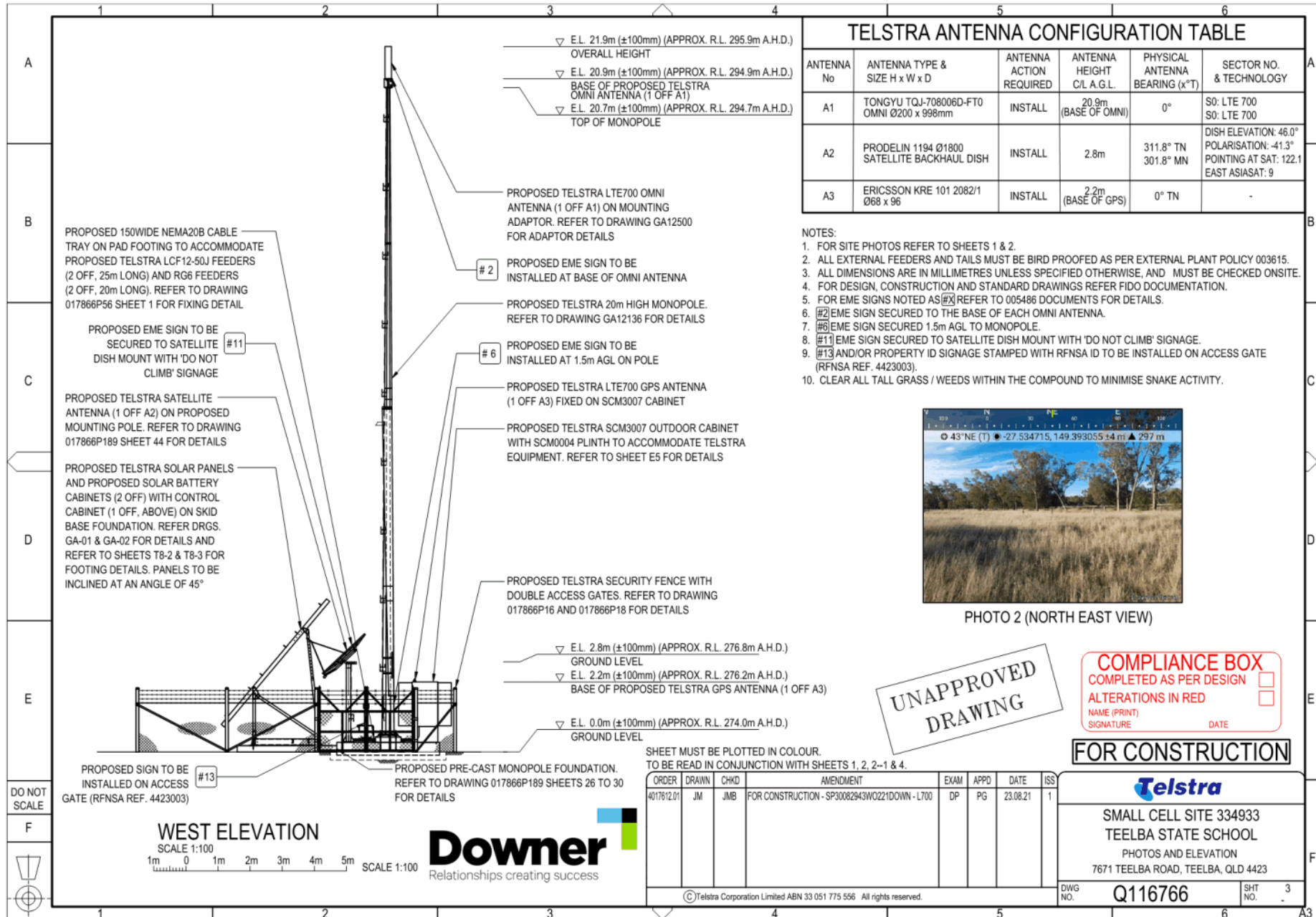
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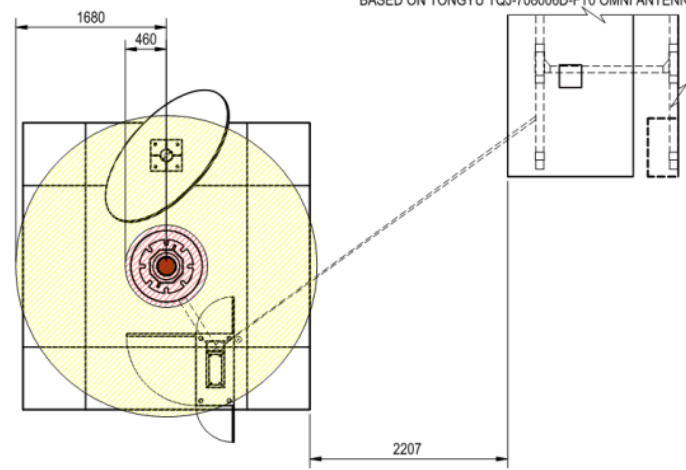
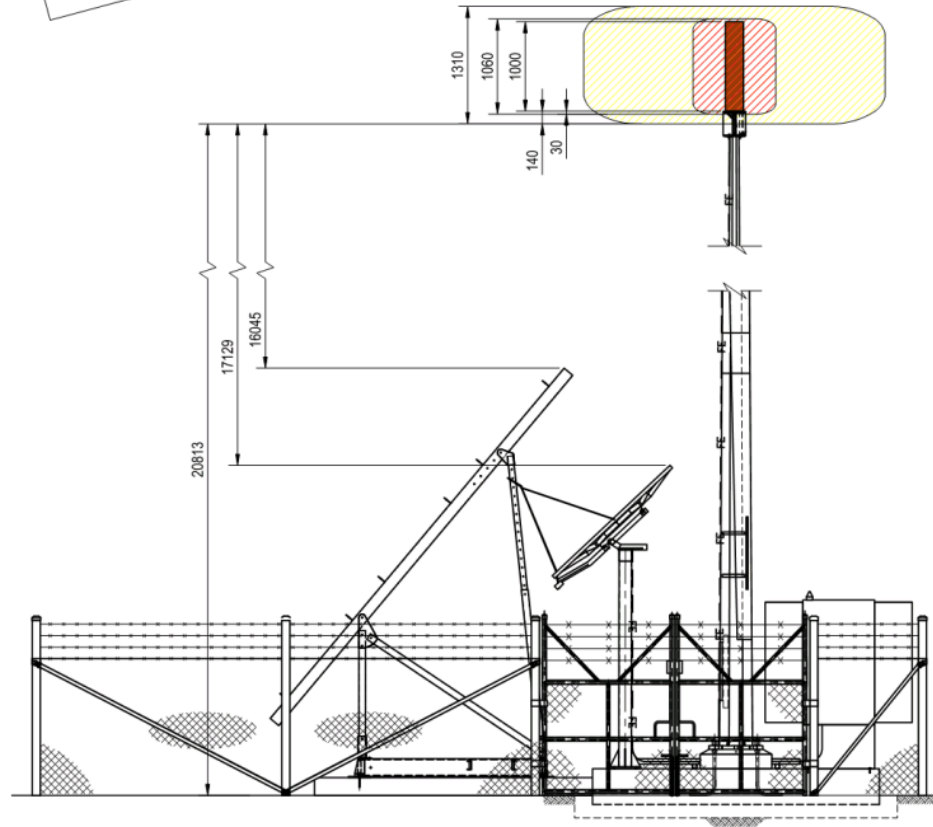
**UNAPPROVED
DRAWING**

- NOTES:
- FOR SITE PHOTOS REFER TO SHEETS 1, 2 & 3.
 - ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE, AND MUST BE CHECKED ONSITE.
 - FOR DESIGN, CONSTRUCTION AND STANDARD DRAWINGS REFER TO FIDO DOCUMENTATION.

EXCLUSION ZONE LEGEND

- AREAS ABOVE RPS3 OCCUPATIONAL LIMITS
- AREAS ABOVE RPS3 PUBLIC LIMITS

NOTE:
THE EME EXCLUSION ZONES SHOWN ON THIS DRAWING ARE BASED ON TONGYU TQJ-708006D-FT0 OMNI ANTENNA (1 OFF).



EME EXCLUSION ZONES - PLAN VIEW

ANTENNA TYPE - TONGYU TQJ-708006D-FT0 OMNI ANTENNA
2 x 20W LTE700
SCALE 1:50



COMPLIANCE BOX

COMPLETED AS PER DESIGN

ALTERATIONS IN RED

NAME (PRINT) _____

SIGNATURE _____ DATE _____

FOR CONSTRUCTION

EME EXCLUSION ZONES - ELEVATION VIEW

ANTENNA TYPE - TONGYU TQJ-708006D-FT0 OMNI ANTENNA
2 x 20W LTE700
SCALE 1:50



SHEET MUST BE PLOTTED IN COLOUR.
TO BE READ IN CONJUNCTION WITH SHEETS 1, 2, 2-1 & 3.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
4017612.01	JM	JMB	FOR CONSTRUCTION - SP30082943WO221DOWN - L700	DP	PG	23.08.21	1

Telstra

SMALL CELL SITE 334933
TEELBA STATE SCHOOL
EME EXCLUSION ZONES
7671 TEELBA ROAD, TEELBA, QLD 4423

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DWG NO. **Q116766** SHIT NO. **4**

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 6 September 2021

Item Number: 13.4

File Number: D21/72235

SUBJECT HEADING: Denise Spencer Memorial Swimming Pool - Lifeguard Fees

Classification: Open Access

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

Executive Summary:

The Manager of the Denise Spencer Memorial Swimming Pool has proposed a fee for the supply of lifeguards outside of the core business hours of the facility.

Officer's Recommendation:

That Council approve the Manager charge an hourly lifeguard fee of \$55.00 including GST per lifeguard, outside of the core business hours of the Denise Spencer Swimming Pool.

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).

Stacey Robertson, Contract Manager Denise Spencer Pool
Roma Swimming Club

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

At the Council Meeting on 11 August 2021, Council resolved (Resolution No. OM/08.2021/14):

That Council:

- 1. Confirm that private hire of the Denise Spencer Swimming Pool complex and provision of lifeguard services outside the stipulated pool opening hours, does not fall within the definition of “general admission”.***
- 2. Approve the Denise Spencer Pool Manager’s request to charge lifeguard fees conditional to the fee schedule being approved by Council.***
- 3. Stipulate that the Pool Manager cannot charge a separate facility hire fee in line with Council’s free entry resolution.***

Subsequently the Pool Manager has submitted an hourly lifeguard fee of \$55.00 GST inclusive.

Council is asked to consider this proposal.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At its Ordinary meeting on 10 February 2021, Council resolved to call tenders to manage the Denise Spencer Memorial Pool for a two year period with the option for a further two x 1 year terms incorporating free general admission. (*Resolution No. OM/02.2021/19*)

The tender specification included the following information on the tenderers ability to charge admission fees:- *“Council decided at its meeting on 10 February 2021 that the Denise Spencer Swimming Pool will be free general admission. The successful contractor will be able to charge for classes like aqua-aerobics and for swimming lessons. General admission will however be free of charge”.*

Stacey Robertson contacted Council seeking clarification on her ability to charge for private pool hire and lifeguard services. When the pool is hired privately, only the event organisers and their guests can enter the facility. The general public is prevented from entering the facility. The pool can only be privately hired outside of the pool opening hours as stipulated in the management agreement. Private events at the pool could include birthday parties, corporate events, community organisation events, swimming club and triathlon.

Comparable Prices:

Bribe Island Aquatic Leisure Centre - \$60.00 /hr

Aquamobile Lifeguard Hire – 65.00 /hr

Happy Swimmers Australia Lifeguard Hire - \$75.00 /hr

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Nil

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Stacey Robertson

Private hirers at the pool could include birthday parties, corporate events, community organisation events, swimming club and triathlon.

Risks:

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

Risk	Description of likelihood & consequences
Risk of public criticism.	Risk of public criticism resulting from this decision.

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 estimated that \$55.00 GST inclusive would give the Pool Manager an opportunity to recover wages including penalty rates and other overheads.

Recommendation:

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

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

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

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

That Council approve the Manager charge an hourly lifeguard fee of \$55.00 including GST per lifeguard, outside of the core business hours of the Denise Spencer Swimming Pool.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 7 September 2021

Item Number: 13.5

File Number: D21/73123

SUBJECT HEADING: Mungallala Progress Association - Request for Council Consent to Build Garden Shed

Classification: Open Access

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

Executive Summary:

Correspondence has been received from Mungallala Progress and Sporting Association Incorporated seeking Council's consent to construct a garden shed at the Mungallala Community Gardens.

Officer's Recommendation:

That Council as Trustee for land described as Lot 1 on M54413 grant in-principle consent for the Mungallala Progress and Sporting Association Incorporated to erect a garden shed on the premises subject to Council's standard building and planning approvals.

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).

Mungallala Progress and Sporting Association 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
Nil	Nil

Context:

Why is the matter coming before Council?

Correspondence has been received from Mungallala Progress and Sporting Association Incorporated seeking Council's consent to construct a garden shed in the Mungallala Community Gardens at the corner of Burke Street and Redford Street, Mungallala.

The Mungallala Progress and Sporting Association Incorporated advise they are seeking funding and require Council's consent as trustee to undertake the planned facility improvements.

The shed to be erected is approximately 3m(W) x 3m(L) and will have a concrete floor.

Council is asked to consider the request.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council is Trustee for Reserve land described as Lot 1 on M54413. The purpose of the reserve land is sport and recreation.

The northeast of Lot 1 on M54413 is used as the community gardens and currently has no facilities to store equipment. Presently garden tools and materials are stored at volunteers' homes and within the garden. This practice poses risk of theft, equipment damage, and safety hazards. Furthermore, it is highly inefficient for volunteers and significantly hinders garden progress.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

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

Nil

Funding Bodies:

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

(Please do not just include names)

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Not receiving Council consent	As the land is Reserve land for Local Government purposes, Council consent is required.
Financial	As the proposed shed will be placed on Council land, Council may also become responsible for maintenance.

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 give in-principle consent to the erection of the shed on the grounds subject to all building applications being submitted and approved.

Recommendation:

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

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

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

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

That Council as Trustee for land described as Lot 1 on M54413 grant in-principle consent for the Mungallala Progress and Sporting Association Incorporated to erect a garden shed on the premises subject to Council's standard building and planning approvals.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 22 September 2021

Date: 3 September 2021

Item Number: 13.6

File Number: D21/71912

SUBJECT HEADING: Consent to Survey Plan - SP330791

Classification: Open Access

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council's consent is sought for the Chief Executive Officer to sign the Registered Owners/Lessees Consent to Survey Plan for Survey Plan Number SP330791 in respect to Council owned freehold land described as Lot 1 on RP96250 and Lot 5 on RP97778.

Survey Plan SP330791 has been prepared for the proposed new road providing dedicated rear access to some properties in Cambridge Street, Mitchell and the Mitchell Bowling Club off Dublin Street, Mitchell.

Officer's Recommendation:

That Council agree to Survey Plan Number SP330791 and authorise the Chief Executive Officer, or delegate, to sign the Registered Owners/Lessees Consent to Survey Plan in respect to Council freehold land described as Lot 1 on RP96250 and Lot 5 on RP97778 and dedicate the Public Use Land as shown on the plan.

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).

Mr Keith Brunn & Ms Joy Brunn – Registered Owner – Lot 1 on RP49253
Mr Kent Morris & Ms Lorraine Morris – Registered Owner – Lot 4 on M15125
Mitchell Bowling Club Inc – Registered Owner – Lot 2 on RP142455
Rosacorn Pty Ltd (as TTE) – Registered Owner – Lot 3 on RP96250

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?

Survey Plan SP330791 has been prepared for the proposed new road providing dedicated rear access to some properties in Cambridge Street, Mitchell and the Mitchell Bowling Club off Dublin Street, Mitchell.

The new survey plan, being Plan of Lots 1 – 6 on SP330791, cancels Lot 5 on RP97778, Lot 2 on RP142455, Lot 1 on RP49253, Lots 1 & 3 on RP96250 and Lot 4 on M15125.

For the matter to progress, each affected property owner is required to sign the Queensland Titles Registry form 'Registered Owners/Lessees Consent to Survey Plan'.

Council is the registered owner of land described as Lot 1 on RP96250 and Lot 5 on RP97778 and is required to sign the 'Registered Owners/Lessees Consent to Survey Plan' for each property.

Council is asked to consider the matter.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council is undertaking a project to provide dedicated rear access to some properties in Cambridge Street and the Mitchell Bowls Club off Dublin Street, Mitchell.

This project was initially instigated by Booringa Shire Council in about 2007 and Council is now revisiting the project in consideration of the plans for a new community building on the site of the old Hobson's store/dance studio at 48-52 Cambridge Street.

A new survey plan, being Plan of Lots 1 – 6 on SP330791, canceling Lot 5 on RP97778, Lot 2 on RP142455, Lot 1 on RP49253, Lots 1 & 3 on RP96250 and Lot 4 on M15125 has been prepared for the purpose of area of new road.

A copy of the survey plan showing the proposed new road has been forwarded to the other following affected property owners for their consideration and, if satisfied, signing of the 'Registered Owners/Lessees Consent to Survey Plan' –

- KH & JD Brunn – Lot 1 on RP49253 being 58 Cambridge St, Mitchell
- KA & LA Morris – Lot 4 on M15125 being 36 Cambridge St, Mitchell
- Mitchell Bowling Club – Lot 2 on RP142455 being 23 Dublin St, Mitchell
- Rosacorn Pty Ltd – Lot 3 on RP96250 being 42 Cambridge St, Mitchell

The below map indicates the proposed parcels of land that will be reconfigured for provision of the new road.



-  Council – L5/RP97778 & L1/RP96250
-  Bowls Club – L2/RP142455
-  K & J Brunn – L1/RP49253
-  Rosacorn P/L – L3/RP96250
-  K & L Morris – L4/M15125

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)

Land Title Act 1994

S50 Requirements for registration of plan of subdivision

(1) A plan of subdivision must—

(a) distinctly show all roads, parks, reserves and other proposed lots that are to be public use land; and

(b) include a statement agreeing to the plan and dedicating the public use land by—

(i) the registered owner; or

(ii) if the mortgagee of the registered owner is in possession—the mortgagee in possession; and

(c) show all proposed lots marked with separate and distinct numbers; and

(d) distinctly show all proposed common property; and

(e) show all proposed easements marked with separate and distinct letters; and

(f) comply with the Survey and Mapping Infrastructure Act 2003; and

(g) be certified as accurate by a cadastral surveyor within the meaning of the Surveyors Act 2003; and

(h) have been approved by the relevant planning body, unless the plan of subdivision provides only for—

(i) the amalgamation of 2 or more lots to create a smaller number of lots; or

(ii) the redefinition of a lot on a resurvey; or

(iii) under the BCCM Act, chapter 2, part 3, division 2, the incorporation of a lot with common property or conversion of lessee common property within the meaning of that Act; and

- (i) if the plan of subdivision provides for the division of 1 or more lots, or the dedication of land to public use—have been approved by the relevant planning body; and
- (j) be consented to by all registered mortgagees of each lot the subject of the plan and all other registered proprietors whose interests are affected by the plan; and
- (k) if the plan affects land subject of a conservation agreement under the Nature Conservation Act 1992—be consented to, in writing, by the chief executive of the department in which that Act is administered.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

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)

Mr Keith Brunn & Ms Joy Brunn – Registered Owner – Lot 1 on RP49253

Mr Kent Morris & Ms Lorraine Morris – Registered Owner – Lot 4 on M15125

Mitchell Bowling Club Inc – Registered Owner – Lot 2 on RP142455
Rosacorn Pty Ltd (as TTE) – Registered Owner – Lot 3 on RP96250

Risks:

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

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

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

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

That Council authorise the Chief Executive Officer, or delegate, to sign the Registered Owners/Lessees Consent to Survey Plan for Survey Plan Number SP330791 in respect to land described as Lot 1 on RP96250 and Lot 5 on RP97778.

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 agree to Survey Plan Number SP330791 and authorise the Chief Executive Officer, or delegate, to sign the Registered Owners/Lessees Consent to Survey Plan in respect to Council freehold land described as Lot 1 on RP96250 and Lot 5 on RP97778 and dedicate the Public Use Land as shown on the plan.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.10 Facilities

Supporting Documentation:

[1](#) Registered Owners/Lessees Consent to Survey Plan and D21/71915
Survey Plan of Lots 1 - 6 on SP330791

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services

REGISTERED OWNERS/LESSEES CONSENT TO SURVEY PLAN

QUEENSLAND TITLES REGISTRY
Land Title Act 1994 and Land Act 1994

FORM 18A Version 1
Page 3 of 6

1. Survey Plan being consented to

Survey Plan Number SP330791

Registered Owners/Lessees
(names in full) Maranoa Regional Council

2. Consent by Registered Owner/Lessee

*As registered owner/s of this land, I/we agree to this plan and dedicate the Public Use Land as shown on this plan in accordance with Section 50 of the Land Title Act 1994.

~~*As lessee/s of this land, I/we agree to this plan.~~

*(rule through whichever is not applicable)

.....
Registered Owner/Lessee Signature/s

Privacy Statement
Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

REGISTERED OWNERS/LESSEES CONSENT TO SURVEY PLAN

QUEENSLAND TITLES REGISTRY
Land Title Act 1994 and Land Act 1994

FORM 18A Version 1
Page 5 of 6

1. Survey Plan being consented to

Survey Plan Number SP330791

Registered Owners/Lessees
(names in full) Roma Regional Council

2. Consent by Registered Owner/Lessee

*As registered owner/s of this land, I/we agree to this plan and dedicate the Public Use Land as shown on this plan in accordance with Section 50 of the Land Title Act 1994.

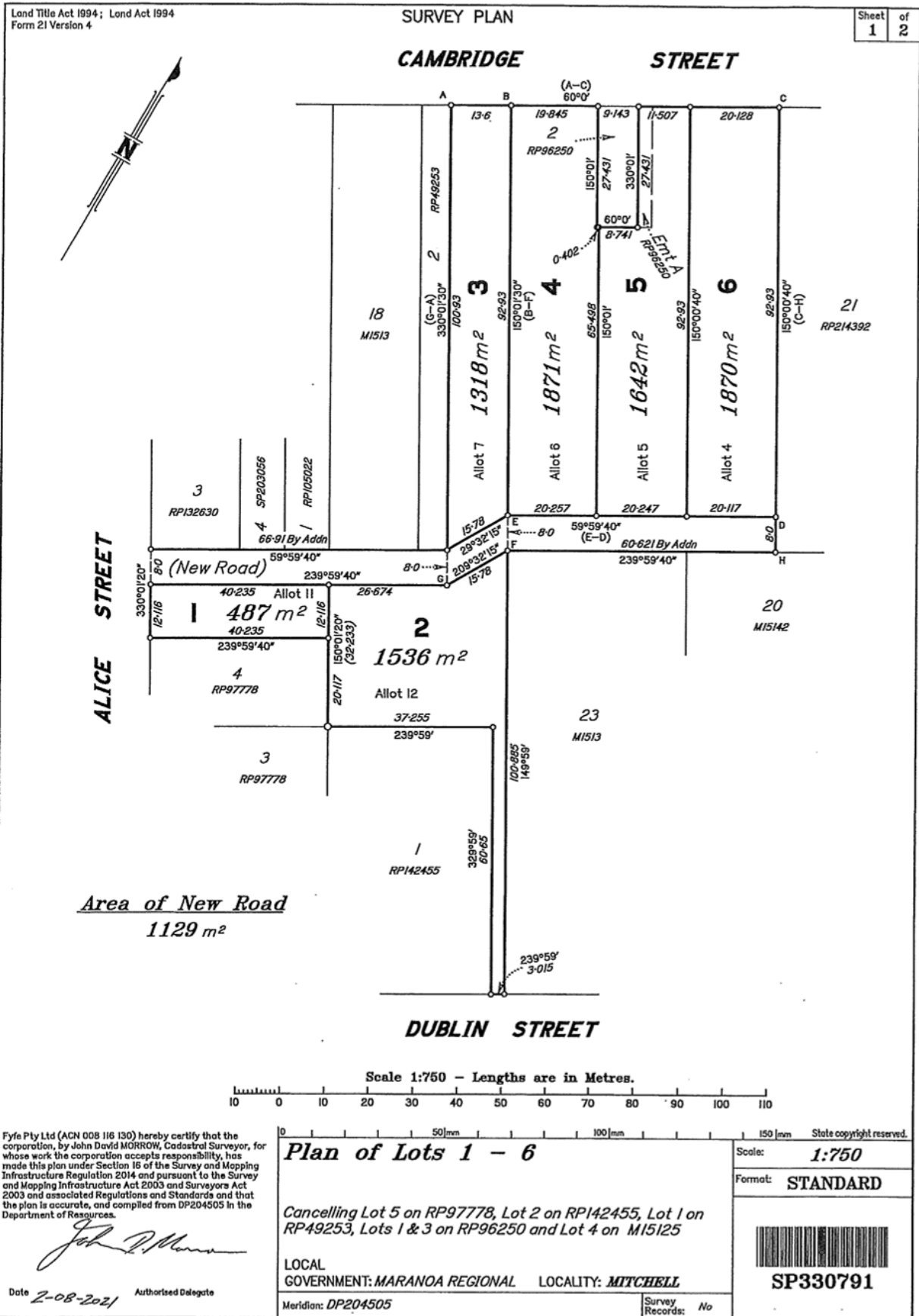
~~*As lessee/s of this land, I/we agree to this plan.~~

*(rule through whichever is not applicable)

.....
Registered Owner/Lessee Signature/s

Privacy Statement

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37193-3_SP

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 22 September 2021

Date: 6 September 2021

Item Number: 16.1

File Number: D21/72318

SUBJECT HEADING: Local Driveways and Footpaths

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Council assistance for local driveways and footpath maintenance.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I'd like a report to be prepared for Council to provide assistance to residents to do minor maintenance works or repairs to driveways on the public footpath area or the public footpath area - if requested by a resident. I'm proposing this be at no cost to the resident, with the works overseen by local directors.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 22 September 2021

Date: 7 September 2021

Item Number: 16.2

File Number: D21/73101

SUBJECT HEADING: Good Neighbours Policy

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Proposal to implement a Good Neighbours Policy.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

Proposal to implement a Good Neighbours Policy where Council staff would take up an enquiry on behalf of a resident with an issue that would like it resolved amicably with both parties satisfied with the outcome.

Supporting Documentation:

Nil

COUNCILLOR REPORT

Meeting: Ordinary 22 September 2021

Date: 10 September 2021

Item Number: 16.3

File Number: D21/74531

SUBJECT HEADING: Road Inspection - Gunnawarra Road - Mitchell surrounds

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Available Councillors undertook a road inspection of Gunnawarra Road and adjoining roads outside of Mitchell.

Councillor's Recommendation:

That the maintenance and capital works identified from the road inspection be referred to the Local Director for Booringa for further investigation when the position is filled.

Details of Requested Agenda Report:

A number of maintenance issues and potential capital works were identified to the Gunnawarra Road and roads in the vicinity when Councillors undertook a road inspection on 10 August 2021.

I'd like these for these to be further investigated by the Local Director for Booringa when the position is filled.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 22 September 2021

Date: 10 September 2021

Item Number: 16.4

File Number: D21/74493

SUBJECT HEADING: Warroo Sporting Complex Projects

Classification: Open Access

Councillor's Title: Crs Johanne (Joh) Hancock, Cameron O'Neil and Wendy Taylor

Executive Summary:

The Warroo Sporting Complex Advisory Group have requested that Council build a roof over the newer amenities block and do some basic repairs to the old shower block (next to the newer amenities).

Councillor's Recommendation:

That a report be brought back to Council with costings on building a roof over the newer amenities block and on doing basic repairs on the old shower block.

Details of Requested Agenda Report:

The Warroo Sporting Complex Advisory Group have requested that Council puts a roof over the newer amenities block. Their concern has been raised over a number of years, that if it is not covered the building will deteriorate and will cost Council more in the long run.

They have also requested for the old shower block (next to the newer amenities block) to have some basic repairs which would make it useable.

Supporting Documentation:

Nil