

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Wednesday 13 October 2021

Yuleba Administration Centre

NOTICE OF MEETING

Date: 5 October 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 Yuleba Administration Centre on
13 October, 2021 at 9.00AM.

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

Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 27 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 it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

- C.1 Request for extension on payment due dates**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(d) rating concessions.
- C.2 Crushing of Concrete stockpile at Roma waste facility**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.3 Unallocated State Land - Lot 141 on SP249951**
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 Request to waive debt recovery legal fees - Assessment 14025761**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(d) rating concessions.
- C.5 Annual Performance Review**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(b) industrial matters affecting employees.
- C.6 Christmas Street Party 2021**
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. (Council will need to consider the closure of McDowall Street for the My Maranoa Christmas Street Party which may cause implications for local businesses.)
- C.7 Amendment to the 2021/22 Capital Project Program: Adungadoo Pathway**
Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(c) (g) the local government's budget; AND 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 Memorandum of Understanding - Department of Transport & Main Roads Roadtek

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.9 Minor Amendments to the Organisational Structure

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(b) industrial matters affecting employees.

C.10 Employee Code of Conduct

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(b) industrial matters affecting employees.

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Prepared by: Mayor

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 22 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, Manager Procurement Michael Worthington, Operations Manager Fleet – David Parker, Manager Regional Planning & Building Development – Danielle Pearn, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Economic & Community Development – Ed Sims, Manager Environment, Health, Waste & Rural Land Services – Sandra (Kay) Crosby, Manager Water, Sewerage & Gas – Graham Sweetlove, Emergency Management Coordinator & Executive Assistant – Gemma Lines, Environment, Health & Waste Officer – Bob Campbell.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.12am.

CONFIRMATION OF MINUTES

Resolution No. OM/09.2021/56

Moved Cr Edwards

Seconded Cr Guthrie

That the minutes of the Ordinary Meeting held on 8 September 2021 be confirmed.

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

BUSINESS ARISING

Statement of request from Cr McMullen:

I refer to the minutes of the meeting of 1 September 2021 which were confirmed at the meeting of 8 September 2021 and the approved Resolution SM/09.2021/07, whereby Council was to receive the Chief Executive Officer's quarterly report under the Performance Agreement.

Could the Chief Executive Officer please provide me with a copy of that report pursuant to Section 170A of the *Local Government Act [2009]*.

CONSIDERATION OF NOTICES OF MOTION

Item Number: 8.1 **File Number:** D21/74584

SUBJECT HEADING: RECOMMENDATION TO PURCHASE THIRTEEN (13) SINGLE CAB 4X4 UTES

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.

Resolution No. OM/09.2021/57

Moved Cr McMullen

Seconded Cr Guthrie

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

That Council not award the tender.

CARRIED

9/0

Responsible Officer

Operations Manager – Fleet

BUSINESS

OFFICE OF THE CEO

Item Number: 10.1 **File Number:** D21/71837

SUBJECT HEADING: COUNCIL CHRISTMAS AND NEW YEAR CLOSURE 2021 - 2022

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.

Resolution No. OM/09.2021/58

Moved Cr Golder

Seconded Cr McMullen

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, Warroo 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. Approve the Roma waste facility be closed on Christmas Day, 25 December 2021 and that two (2) 15m skip bins be provided outside the facility for public use for that day of the 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.

[Wording amended by Mayor Golder to further clarify point 5 following a suggestion from Cr McMullen].

CARRIED

9/0

Responsible Officer

Human Resources Officer

CORPORATE & COMMUNITY SERVICES

Item Number: 11.1

File Number: D21/72233

SUBJECT HEADING: MONTHLY FINANCIAL REPORT AS AT 31 AUGUST 2021

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

The purpose of this report was 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.

Resolution No. OM/09.2021/59

Moved Cr Taylor

Seconded Cr Hancock

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

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

INFRASTRUCTURE SERVICES**Item Number:** 12.1**File Number:** D21/73806**SUBJECT HEADING:** TENDER 22008 SEWER RELINING ROMA AND MITCHELL
2021/22**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 were reviewed by the assessment team and the report submitted for Council consideration.

Resolution No. OM/09.2021/60**Moved Cr Birkett****Seconded Cr Ladbrook****That Council:**

1. 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. 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.

CARRIED

9/0

Responsible Officer**Manager - Water, Sewerage & Gas****Item Number:** 12.2**File Number:** D21/73345**SUBJECT HEADING:** MITCHELL CENTRAL BUSINESS DISTRICT (CBD)
DISABILITY ACCESS IMPROVEMENTS**Officer's Title:** Deputy Director / Strategic Road Management
Assets Officer - Transport Network

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 provided Council a summary of the feedback received for Council's noting and consideration.

Resolution No. OM/09.2021/61

Moved Cr Birkett

Seconded Cr Golder

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.
3. Investigate installation of a disability accessible car park along the western side of Alice Street close to the intersection of Cambridge Street, Mitchell.

[Wording amended by Cr Birkett following a suggestion from Mayor Golder to include point 3 with assistance provided by the Deputy Director. Cr Birkett confirmed he was happy to accept the addition].

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Declaration of Interest

Item	12.3
Description	Heavy Vehicle Parking Improvements – Bowen Street, Roma
Declaring Councillor	Cr Johanne Hancock
Person with the interest Related party / close associate / other relationship	GL and JM Hancock (my husband and myself), Nicholas Hancock & Stephanie Griffiths (Son & Partner) Peter & Karen Hancock (Brother in law and Sister in law)
Particulars of Interest	All parties above whom I have a close association with own and operate heavy vehicles.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Hancock left the meeting at 9.40am.

Item Number: 12.3 **File Number:** D21/73890

SUBJECT HEADING: HEAVY VEHICLE PARKING IMPROVEMENTS - BOWEN STREET, ROMA

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

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

Resolution No. OM/09.2021/62

Moved Cr McMullen

Seconded Cr Edwards

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

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. Tyson Golder, Cr. Julie Guthrie, 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 Hancock returned to the meeting at 9.48am.

Item Number:

12.4

File Number: D21/73816

SUBJECT HEADING:

RETURNED SERVICES LEAGUE (RSL) VETERANS AFFAIRS FUNDING - ROMA

Officer's Title:

Manager - Maintenance Delivery & Works

Executive Summary:

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

Resolution No. OM/09.2021/63

Moved Cr O'Neil

Seconded Cr Ladbrook

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 *[disabled]* 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.

[Wording amended by Cr O'Neil following a suggestion from the Chief Executive Officer to consider an initially foreshadowed point 3 as a separate motion due to the grant allocation previously approved being for points 1 and 2. Following further discussion, Cr O'Neil agreed to its removal and foreshadowed the separate motion].

CARRIED

9/0

Responsible Officer

Manager - Maintenance Delivery & Works

Resolution No. OM/09.2021/64

Moved Cr O'Neil

Seconded Cr McMullen

That:

1. A report be presented at an upcoming Ordinary meeting of Council with the costings of purchasing and installing permanent speakers at the Roma Cenotaph.
2. Council consult with relevant stakeholders and technology contractors.

[Wording amended by Cr O'Neil to incorporate point 2, following a suggestion from Mayor Golder].

CARRIED

9/0

Responsible Officer		Manager - Maintenance Delivery & Works	
Item Number:	12.5	File Number: D21/74156	
SUBJECT HEADING:	TENDER 22006 SUPPLY AND DELIVERY OF CONCRETE POWDER FOR ROAD STABILISATION PROJECTS		
Officer's Title:	Manager - Procurement		

Executive Summary:

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 the Department of Transport & Main Roads (TMR) under Council's Road Maintenance Performance Contract (RMPC), which will be added to the successful tenderer's (supplier's) delivery.

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

Resolution No. OM/09.2021/65

Moved Cr McMullen

Seconded Cr Hancock

That Council:

1. Select Wagner's Cement Pty Ltd as the successful tenderer for Tender 22006, noting the price of \$492,535.56 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.

CARRIED

9/0

Responsible Officer	Manager - Procurement
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DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1 File Number: D21/72650

SUBJECT HEADING: INJUNE FIRE & RESCUE/STATE EMERGENCY SERVICE (SES) STATION - DRIVEWAY MAINTENANCE

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

Executive Summary:

A letter was received from Queensland Fire and Emergency Services for Council's consideration of sealing the front driveway access at the Injune Fire and Rescue/State Emergency Service (SES) Station.

Resolution No. OM/09.2021/66

Moved Cr Guthrie

Seconded Cr Ladbrook

That Council:

1. Approve the request for the minor works to be completed at the Injune Fire and Rescue/State Emergency Service (SES) Station.
2. Confirm the work is to be undertaken in conjunction with the Injune kerb and channelling project.

[Wording amended by Cr Guthrie to incorporate a suggestion from the Deputy Director to allow for flexibility in timing of works for programming - point 2. Cr Guthrie and Cr Ladbrook indicated they were happy to incorporate the suggestion].

CARRIED

9/0

Responsible Officer

Emergency Management Coordinator & Executive Assistant

Item Number: 13.2

File Number: D21/55146

SUBJECT HEADING: REQUEST TO PURCHASE PORTION OF COUNCIL LAND - LOT 2 ON RP64008

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.

Resolution No. OM/09.2021/67

Moved Cr Golder

Seconded Cr Edwards

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.

CARRIED

9/0

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

13.3

File Number: D21/69838

SUBJECT HEADING:

REQUEST FOR REDUCTION OF PLANNING APPLICATION FEES (FILE REF: 2021/20450)

Applicant:

Downer Group on behalf of Telstra Corporation

Officer's Title:

Manager Regional Planning & Building Development

Executive Summary:

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

Resolution No. OM/09.2021/68

Moved Cr Golder

Seconded Cr Birkett

That Council approve the request for a reduction of the development application fee payable for a Material Change of Use – Telecommunications facility (Code assessable) and authorise the Mayor to write to the Telstra Chief Executive Officer to advise of Council's decision to reduce fees associated with small cell mobile phone technology for the Teelba community as a way of supporting Telstra and the community to provide more services.

[Wording amended by Mayor Golder following a suggestion from Cr McMullen and further discussion to provide written notification to Telstra of Council's decision in support of them constructing telecommunications infrastructure for the Teelba community. The Mayor and Cr Birkett confirmed they were happy to include additional wording to this effect].

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 Regional Planning & Building Development / Office of the Mayor
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Item Number: 13.4 **File Number:** D21/72235

SUBJECT HEADING: DENISE SPENCER MEMORIAL SWIMMING POOL - LIFEGUARD FEES - ROMA

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

Executive Summary:

The Manager of the Denise Spencer Memorial Swimming Pool proposed a fee for the supply of lifeguards outside of the core business hours of the facility.

Resolution No. OM/09.2021/69

Moved Cr McMullen

Seconded Cr Ladbrook

That Council approve [for] the Manager [to] charge an hourly lifeguard fee of \$55.00 including GST per lifeguard, outside the core business hours of the Denise Spencer Swimming Pool.

CARRIED

9/0

Responsible Officer	Council Buildings & Structures Maintenance Officer / Team Coordination
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COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 10.33am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.17am

Item Number: 13.5 File Number: D21/73123

SUBJECT HEADING: MUNGALLALA PROGRESS ASSOCIATION - REQUEST FOR COUNCIL CONSENT TO BUILD GARDEN SHED - MUNGALLALA

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

Executive Summary:

Correspondence was received from Mungallala Progress and Sporting Association Incorporated seeking Council's consent to construct a garden shed at the Mungallala Community Gardens.

Resolution No. OM/09.2021/70

Moved Cr Birkett

Seconded Cr Taylor

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.

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Item Number: 13.6 File Number: D21/71912

SUBJECT HEADING: CONSENT TO SURVEY PLAN - SP330791

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council's consent was sought for the Chief Executive Officer to sign the Registered Owner's/Lessee's 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.

Resolution No. OM/09.2021/71

Moved Cr McMullen

Seconded Cr Birkett

That Council agree to Survey Plan Number SP330791 and authorise the Chief Executive Officer, or delegate, to sign the Registered Owner's/Lessee's 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.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

COUNCILLOR BUSINESS

Item Number: 16.1

File Number: D21/72318

SUBJECT HEADING: LOCAL DRIVEWAYS AND FOOTPATHS

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The Mayor tabled a proposal for 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. He proposed that this be at no cost to the resident, with the works overseen by local directors.

Resolution No. OM/09.2021/72

Moved Cr Golder

Seconded Cr Ladbrook

That a report be prepared for an upcoming Council meeting in conjunction with the new local directors and other regional directors [once appointed].

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 16.2

File Number: D21/73101

SUBJECT HEADING: GOOD NEIGHBOURS POLICY

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The Mayor tabled a proposal to implement a Good Neighbours Policy where Council staff would take up an enquiry on behalf of a resident with an issue they would like resolved amicably with both parties satisfied with the outcome.

Resolution No. OM/09.2021/73

Moved Cr Golder

Seconded Cr Edwards

That a report be prepared for an upcoming Council meeting in conjunction with the newly appointed directors.

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

Deputy CEO / Director Development, Facilities & Environmental Services

Item Number: 16.3 File Number: D21/74531

SUBJECT HEADING: ROAD INSPECTION - GUNNAWARRA ROAD - MITCHELL SURROUNDS

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Available Councillors undertook a road inspection of Gunnawarra Road and adjoining roads outside of Mitchell.

Resolution No. OM/09.2021/74

Moved Cr Golder

Seconded Cr McMullen

That the maintenance and capital works identified from the road inspection be referred to the local director of Booringa, for further investigation when the position is filled.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road
Management / Manager Maintenance

Item Number: 16.4 File Number: D21/74493

SUBJECT HEADING: WARROO SPORTING COMPLEX PROJECTS

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

Executive Summary:

The Warroo Sporting Complex Advisory Group has 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).

Resolution No. OM/09.2021/75

Moved Cr Hancock

Seconded Cr Taylor

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.

CARRIED

9/0

Responsible Officer

Manager Facilities (Land, buildings &
Structures)

Resolution No. OM/09.2021/76

Moved Cr Golder

Seconded Cr McMullen

That a report come back in relation to the [external] painting of the canteen building and the upkeep to bring it in line to what the volunteers have done with the grandstand, and to have a price brought back for general maintenance to the canteen part which joins onto the grand stand.

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Manager Facilities (Land, Buildings & Structures)
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LATE ITEMS

Item Number:

L.1

File Number: D21/76081

SUBJECT HEADING:

ANNUAL VALUATION CONSULTATION FOR THE MARANOA REGION

Officer's Title:

Manager - Communication, Information & Administration Services

Executive Summary:

On 13 September 2021 at 5.14pm (via email and after the Agenda was published), Council received correspondence from the Department of Resources consulting with Council on whether a valuation is required for the Maranoa Region to be effective 30 June 2022. Unfortunately, the due date for a response is Monday 11 October 2021, which is before the next Ordinary Meeting on 13 October, 2021.

In accordance with the Land Valuation Act 2010, the Department of Resources is responsible for issuing valuations on land in Queensland for Councils.

Councils use these land valuations when calculating general rates, by applying the 'rate' (or cents per dollar) to the valuation, and also set minimums and apply other rating tools approved in the legislation. The valuations provide a basis for fair and equitable rating systems between ratepayers.

It is important that the valuations of land are as up to date as possible and reflective of the market.

Given Council has resolved to undertake a rating category restructure it is appropriate that a revaluation be undertaken to give the most up to date information ahead of the 2022/23 rating year.

Moved Cr Golder

Seconded Cr Edwards

That Council recommend to the Department of Resources not to undertake an annual valuation of land in the Maranoa Local Government Area.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr McMullen proposing the following amendment. Mayor Golder indicated he would not accept the amendment, and Cr O'Neil agreed to second the amendment as follows:

Resolution No. OM/09.2021/77
Moved Cr McMullen
Seconded Cr O'Neil
That Council make no submission in this regard.

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer
Manager - Communication, Information & Administration Services

Council then voted on the substantive motion, with the outcome recorded as follows:

Resolution No. OM/09.2021/78
Moved Cr McMullen
Seconded Cr O'Neil
That Council make no submission in this regard.

CARRIED

5/4

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

Responsible Officer
Manager - Communication, Information & Administration Services
Item Number:

L.2

File Number: D21/76709
SUBJECT HEADING:
SOUTH WEST QUEENSLAND REGIONAL ORGANISATION OF COUNCILS (SWQROC) - MEMBERSHIP ARRANGEMENTS
Officer's Title:
Lead Officer - Elected Members & Community Engagement
Executive Summary:

Maranoa Regional Council is a member of the South West Queensland Regional Organisation of Councils (SWQROC). Each member council was asked to consider full membership, which will include the Mayor of each member council, plus one other elected member as determined by each Council.

Council was asked to nominate its additional elected member.

Moved Cr Golder

Seconded Cr O'Neil

That Council nominate Cr McMullen as Maranoa Regional Council's reserve representative for South West Queensland Regional Organisation of Councils (SWQROC) Incorporated.

NO VOTE TAKEN

No vote was taken on the draft motion at that time with Mayor Golder adjourning the meeting. The meeting requested clarification in regard to membership arrangements requested for Item L.2 – i.e. whether the intent was 'reserve' or 'additional'.

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 12.33pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 12.41pm

Cr Hancock was not present at the resumption of Standing Orders.

Item Number:

L.2

File Number: D21/76709

SUBJECT HEADING:

**SOUTH WEST QUEENSLAND REGIONAL
 ORGANISATION OF COUNCILS (SWQROC) -
 MEMBERSHIP ARRANGEMENTS**

Officer's Title:

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

Executive Summary:

Council is a member of the South West Queensland Regional Organisation of Councils (SWQROC). Each member council was asked to consider full membership, which will include the Mayor of each member council, plus one other elected member as determined by each Council.

Council was asked to nominate its additional elected member, and had adjourned the meeting to seek further clarification in regards to this matter. This information now to hand, Council resumed its deliberations.

Resolution No. OM/09.2021/79

Moved Cr Golder

Seconded Cr O'Neil

That Council nominate Cr McMullen as Maranoa Regional Council's additional representative for South West Queensland Regional Organisation of Councils (SWQROC) Incorporated.

[Wording amended by Mayor Golder following receipt of the clarification].

CARRIED

8/0

Responsible Officer

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

Declaration of Interest

Item	C.11
Description	Load out systems – Roma Saleyards
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	My wife
Particulars of Interest	My wife manages the secretariat for the Livestock and Rural Transport Association of Queensland. Their members, including the author of the correspondence that triggered this report, will suffer a benefit or loss depending on Council's actions.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Hancock returned to the meeting at 12.44pm.

Declaration of Interest

Item	C.11
Description	Load out systems – Roma Saleyards
Declaring Councillor	Cr Johanne Hancock
Person with the interest Related party / close associate / other relationship	GL and JM Hancock (my husband and myself)
Particulars of Interest	We own a truck and B-Double and are a user of the Load Out Facility.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Resolution No. OM/09.2021/80

Moved Cr O'Neil

Seconded Cr Ladbrook

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 12.46pm] 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 – Claim for Damages – Trip Incident	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council received a claim for damages relating to a trip incident in Roma.

C.2 – Application for Conversion of Tenure – Lot 168 on WV1553	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources sought Council's views on an application it has received for conversion of a Term Lease to freehold tenure over the described lot.
C.3 – State Government Surplus Properties – Maranoa Region	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.	Council has received details of State Government properties listed as surplus in the Maranoa Region for the period 9 to 16 August 2021.
C.4 – Application for simultaneous road closure and opening – Lot 11 on WV1954	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.	Council has received an application for the simultaneous road closure and opening of a road that traverses land as described.
C.5 – Access and Use Licence Agreement	Section 254J(3)(g) a 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.	Carroll Engineering Services Pty Ltd have a six month short term licence agreement with Council for the access and use of land (Lot 241 on WAL53170) within the Roma Refuse Site, for the purpose of storing and shredding 'end of life tyres' and have requested an extension of this agreement.
C.6 – General Waste Contract	Section 254J(3)(g) a negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	Council's current General waste contractor for Injune, seeks Council's approval to finalise a change of agreement.
C.7 – Service Delivery in the Maranoa	Section 254J(3)(g) a negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	Council was provided a follow up report regarding a request received for the Mayor to advocate for local service delivery in the Maranoa, The initial report was presented at the Special Meeting on 18 August 2021.
C.8 – Roma Denise Spencer Pool Concept Design Appointment	Section 254J(3)(g) (i) a 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	In early 2021, Council released a Request for Quotation to develop a Concept Design for the upgrade of the Roma Denise Spencer Pool. Following the assessment of responses, the report sought Council's endorsement of the preferred respondent for the Roma Denise Spencer Concept Design Project.

	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	Section 254J(3)(g) a 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.	<p>At a previous meeting of Council, a Councillor Request for Agenda Report was considered in relation to a proposal received from a resident to undertake works on Blue Lagoon Road, Injune.</p> <p>This report is provided by way of follow up to this request and provides Council with further information in relation to the matter.</p>
C.10 – Request for Support	Section 254J(3)(g) a 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.	An email has been received through the Office of the Mayor seeking support from Council.
C.11 – Load Out System – Roma Saleyards	Section 254J(3)(g) a 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.	An email has been received through the Office of the Mayor regarding the load out system at the Roma Saleyards.
LC.1 – Employee Code of Conduct	Section 254J(3)(b) industrial matters affecting employees.	<p>Council has set a priority within the 2021/22 Operational Plan for a new / updated Employee Code of Conduct including preparation, consultation and implementation. There has been a significant body of work undertaken for the new Code and consideration at the next meeting will enable the consultation to proceed in September.</p> <p>Section 13(2)(i) of the <i>Local Government Act 2009</i> requires that all employees have a responsibility to comply with a code of conduct under the Public Sector Ethics Act 1994.</p> <p>The full review aims to reflect the expected standards of employee behaviour and conduct within a contemporary work environment.</p>
LC.2 – Mitchell Memorial Park Upgrade	Section 254J(3) (c) (g) The local government's budget; AND negotiations relating to a commercial matter	As part of the 2021/22 Budget, Council approved the allocation of \$835,000 towards the upgrade of the Mitchell Memorial Park.

	involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	<p>An update on the project was presented to Council as part of a briefing session held on Wednesday, 15 September 2021. Subsequent to the briefing, Cr Golder requested that a late report be prepared for the Council Meeting on 22 September.</p> <p>This report seeks to confirm the project scope of works to allow construction works on the project to commence to meet the current funding timeframes.</p>
CARRIED		9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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The Chief Executive Officer left the meeting at 1.01pm, and returned at 1.07pm.
 The Chief Executive Officer left the meeting at 1.15pm, and returned at 1.17pm.
 Cr O'Neil left the meeting at 1.31pm, and returned at 1.34pm.

COUNCIL ADJOURNED THE MEETING
 FOR LUNCH AT 1.45pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.55pm

Mayor Golder was not present at the resumption of Standing Orders. The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Mayor Golder returned to the meeting at 2.58pm and assumed the chair.

The Mayor left the meeting at 3.54pm, with the Deputy Mayor taking the role of Acting Chair in his absence.

Cr Birkett left the meeting at 4.00pm, and returned at 4.02pm.

Councillors O'Neil and Hancock having previously declared a declarable conflict of interest in Item C.11 left the meeting at 5.24pm.

At cessation of discussion regarding the abovementioned item, Councillors Hancock and O'Neil returned to the meeting at 5.37pm.

Cr Edwards left the meeting at 5.40pm, and returned at 5.41pm.

COUNCIL ADJOURNED THE MEETING
 FOR A PRESENTATION AT 4.04pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 5.15pm

Resolution No. OM/09.2021/81	
Moved Cr O'Neil	Seconded Cr Birkett
That Council open the meeting to the public [at 5.48pm].	
CARRIED	
9/0	

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Item Number: C.1 **File Number:** D21/71680
SUBJECT HEADING: CLAIM FOR DAMAGES - TRIP INCIDENT - ROMA
Officer's Title: Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council received a claim for damages relating to a trip incident in Roma.

Resolution No. OM/09.2021/82

Moved Cr Taylor

Seconded Cr Ladbrook

That Council reimburse the Claimant the amount of \$100 being the medical expenses incurred at Maranoa Medical Centre on the following conditions:

- a) Council and the Claimant acknowledge that Council is not legally liable for the incident.
- b) The Claimant agrees to accept the amount of \$100 as a full and final settlement of all claims arising from the alleged incident on 20 July 2021.

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Item Number: C.2 **File Number:** D21/69302
SUBJECT HEADING: APPLICATION FOR CONVERSION OF TENURE - LOT 168 ON WV1553
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 a Term Lease to freehold tenure over the described lot.

Resolution No. OM/09.2021/83

Moved Cr Edwards

Seconded Cr Birkett

That Council advise the Department of Resources that it offers no objection to the conversion of TL 0/236587 over Lot 168 on WV1553 to freehold tenure.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: C.3 File Number: D21/66874

SUBJECT HEADING: STATE GOVERNMENT SURPLUS PROPERTIES - MARANOA REGION

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council received details of State Government properties listed as surplus in the Maranoa Region for the period 9 to 16 August 2021.

Resolution No. OM/09.2021/84

Moved Cr Ladbrook

Seconded Cr Golder

That Council submit an expression of interest to Economic Development Queensland in land described as Lot 145 on SP321788 and listed as surplus on Government Land Register for the period 9 to 16 August 2021.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: C.4 File Number: D21/69046

SUBJECT HEADING: APPLICATION FOR SIMULTANEOUS ROAD CLOSURE AND OPENING - LOT 11 ON WV1954

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council received an application for the simultaneous road closure and opening of a road that traverses land as described.

Resolution No. OM/09.2021/85

Moved Cr Birkett

Seconded Cr Hancock

That Council:

1. Offer no objection to the application for simultaneous road closure and opening of Cornwall Road that traverses land described as Lot 11 on WV1954 provided the constructed section of Cornwall Road is fully contained within the dedicated road reserve.
2. As Road Manager, authorise the use of the land be dealt with under the *Land Act 1994* 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

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: C.5 **File Number:** D21/72407
SUBJECT HEADING: ACCESS AND USE LICENCE AGREEMENT – ROMA REFUSE SITE
Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Carroll Engineering Services Pty Ltd have a six month short term licence agreement with Council for the access and use of land (Lot 241 on WAL53170) within the Roma Refuse Site, for the purpose of storing and shredding 'end of life tyres' and have requested an extension of this agreement.

Resolution No. OM/09.2021/86

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Extend the current licence approval for a further five months.
2. Implement its procurement process by calling for tenders to allow operators 'Access and Use' of its freehold land located on the northern boundary of the Roma Refuse site for a minimum period of three years.
3. Forward correspondence to Carroll Engineering Services Pty Ltd thanking them for their recycling work in the Maranoa and advise of this decision by Friday 24 September 2021.

[Wording amended by Mayor Golder, following Cr. McMullen suggesting the inclusion of point 3 and additional input from the Chief Executive Officer and Deputy CEO].

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number: C.6 **File Number:** D21/74081
SUBJECT HEADING: INJUNE GENERAL WASTE CONTRACT
Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Council's current general waste contractor for Injune sought Council's approval to finalise a change of agreement.

Resolution No. OM/09.2021/87

Moved Cr Guthrie

Seconded Cr Edwards

That Council:

1. Approve Braca Pty Ltd to undertake the General waste contract at Injune in accordance with the conditions and requirements of the current contract held with Ms Julie Gray from Thursday 2 September 2021.
2. Authorise the Chief Executive Officer or delegate to complete the necessary documentation to finalise a new contract with the proposed assignee.
3. Consult with the Injune community regarding Braca Pty Ltd's request to change the weekly collection day from Thursday to Friday, and a report of findings to be brought back to the last ordinary meeting of Council in October 2021 for consideration.

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number:

C.7

File Number: D21/74452

SUBJECT HEADING:

SERVICE DELIVERY IN THE MARANOA

Officer's Title:

Manager - Economic & Community Development

Executive Summary:

Council was provided a follow up report regarding a request received for the Mayor to advocate for local service delivery in the Maranoa. The initial report was presented at the Special Meeting on 18 August 2021.

Resolution No. OM/09.2021/88

Moved Cr Birkett

Seconded Cr O'Neil

That Council:

1. Note the officer's report.
2. Prepare a letter having regard to the information sourced for Council's information in consultation with the service provider.
3. Write to the NAB Chief Executive Officer and board incorporating / highlighting the following points:
 - How receptive their local and regional staff were in response to Council's initial enquiries;
 - Thank the NAB for sharing their confirmation of continued commitment to the region;
 - That Council welcomes the continued delivery of services to the Maranoa Region, including the towns of Roma, Mitchell and Injune;
 - In the event that service delivery changes are being considered in the future that Council be advised prior to implementation.

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. Golder
Cr. Edwards	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbroke	
Cr. McMullen	
Cr. O'Neil	
Cr. Taylor	

Responsible Officer	Manager - Economic & Community Development
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Item Number: C.8 File Number: D21/70117

SUBJECT HEADING: ROMA DENISE SPENCER POOL CONCEPT DESIGN APPOINTMENT

Officer's Title: Deputy Director / Strategic Road Management
Project Officer - Program & Contract Management
Business Planning & Performance Coordinator

Executive Summary:

In early 2021, Council released a Request for Quotation to develop a Concept Design for the upgrade of the Roma Denise Spencer Pool.

Following the assessment of responses, the report sought Council's endorsement of the preferred respondent for the Roma Denise Spencer Concept Design Project.

Resolution No. OM/09.2021/89

Moved Cr McMullen

Seconded Cr Hancock

That Council:

1. Select Facility Design Group to prepare the Roma Denise Spencer Concept Design in accordance with VP238237.
2. Enter into a medium sized contractual arrangement with the Facility Design Group, by way of purchase order, and allocate the project fees to WO22307.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number: C.9 **File Number:** D21/56857
SUBJECT HEADING: PROPOSAL FOR WORKS ON BLUE LAGOON ROAD, INJUNE
Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

At a previous meeting of Council, a Councillor Request for Agenda Report was considered in relation to a proposal received from a resident to undertake works on Blue Lagoon Road, Injune.

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

Resolution No. OM/09.2021/90

Moved Cr Edwards

Seconded Cr Guthrie

That Council:

1. Note the requested investment by Council is not currently approved as part of the 2021/22 Budget.
2. Refer the matter to the next budget review for consideration in conjunction with other requests for upgrades currently listed on the Capital Upgrade Request Register.
3. Write to the resident advising that a further update on the matter will be provided at the first quarterly review in October 2021.
4. Commence a review of the Capital Upgrade Request Policy with the view of assisting officers assess similar requests on an equitable and timely basis in the future.
5. Provide a private works quotation for the supply of material should the resident wish to undertake the private works on the driveway in the interim.
6. Advise the resident of the process for applying to form part of the panel of pre-qualified suppliers.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: C.10 **File Number:** D21/73859
SUBJECT HEADING: REQUEST FOR SUPPORT – YULEBA MINERALS PTY LTD
Councillor's Title: Cr. Tyson Golder

Executive Summary:

An email was received through the Office of the Mayor seeking support from Council.

Resolution No. OM/09.2021/91

Moved Cr Golder

Seconded Cr Ladbrook

That the Mayor write to Santos and Origin and the other companies mentioned introducing Greg Moore from Yuleba Minerals [Pty Ltd] as a local sand supply business in the Maranoa that could fulfil opportunities in the gas exploration sector.

[Wording amended by Mayor Golder following further discussion for clarity].

CARRIED

5/4

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. McMullen
Cr. Golder	Cr. O'Neil
Cr. Guthrie	Cr. Taylor
Cr. Ladbrook	

Responsible Officer

Office of the Mayor

Having previously declared a declarable conflict of interest in the following item, Councillors Hancock and O'Neil left the meeting at 6.07pm.

Item Number: C.11 **File Number:** D21/74529
SUBJECT HEADING: LOAD OUT SYSTEM - ROMA SALEYARDS
Councillor's Title: Cr. Tyson Golder

Executive Summary:

An email had been received through the Office of the Mayor regarding the load out system at the Roma Saleyards.

Resolution No. OM/09.2021/92

Moved Cr Golder

Seconded Cr Edwards

That Council:

1. Receive and note the email dated 6 September 2021.

2. Be provided a report for an upcoming Council meeting following consultation with relevant stakeholders for their input into an extra ramp located on the southern side of the Saleyards, for road trains in conjunction with a review of the master plan.

[Wording amended by Mayor Golder following a suggestion from Cr McMullen regarding not specifying road train types].

CARRIED

7/0

Responsible Officer

Manager Saleyards

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

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

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Wayne (George) Ladbroke, 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, Councillors Hancock and O'Neil returned to the meeting at 6.11pm.

LATE CONFIDENTIAL ITEMS

Item Number:

LC.1

File Number: D21/76069

SUBJECT HEADING:

EMPLOYEE CODE OF CONDUCT

Officer's Title:

Manager - Organisational Development & Human Resources

Executive Summary:

Council has set a priority within the 2021/22 Operational Plan for a new / updated Employee Code of Conduct including preparation, consultation and implementation. There has been a significant body of work undertaken for the new Code and consideration at the next meeting will enable the consultation to proceed in September.

Section 13 (2)(i) of the Local Government Act 2009 requires that all employees have a responsibility to comply with a code of conduct under the Public Sector Ethics Act 1994.

The full review aims to reflect the expected standards of employee behaviour and conduct within a contemporary work environment.

Resolution No. OM/09.2021/93

Moved Cr O'Neil

Seconded Cr Taylor

That Council receive the draft Employee Code of Conduct (Introduction and Principle One) as presented for release to the broader workforce for consultation and refinement, with feedback to be provided by Councillors by close of business Friday 24 September 2021 to help shape the work on Principles 2, 3 and 4.

[Wording amended by Cr O'Neil following a further suggestion from the Chief Executive Officer to incorporate return feedback from Councillors and next stages of document development].

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. McMullen
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. O'Neil	
Cr. Taylor	

Responsible Officer	Manager - Organisational Development & Human Resources
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Item Number: LC.2 File Number: D21/76141

SUBJECT HEADING: MITCHELL MEMORIAL PARK UPGRADE

 Officer's Title: Deputy Director / Strategic Road Management
 Senior Engineer

Executive Summary:

As part of the 2021/22 Budget, Council approved the allocation of \$835,000 towards the upgrade of the Mitchell Memorial Park.

An update on the project was presented to Council as part of a briefing session held on Wednesday, 15 September 2021. Subsequent to the briefing, Cr Golder requested that a late report be prepared for the Council Meeting on 22 September.

This report sought to confirm the project scope of works to allow construction works on the project to commence to meet the current funding timeframes.

Resolution No. OM/09.2021/94

Moved Cr Birkett

Seconded Cr Hancock

That Council:

1. Approve Option D as the scope of works to be delivered for 2021/22 Mitchell Memorial Park Upgrade Project, with the key features including:
 - a) the construction of a new multi-age playground – including relocation of the existing playground to the Mitchell Weir Playground site;
 - b) a new shade structure over one of the landing decks at the skatepark;
 - c) 2 x new covered BBQ areas, with one of the areas to include a large group picnic table;
 - d) stencil train, interpretative material and train cabin;
 - e) additional seating around the garden edge facing the band rotunda; and
 - f) additional footpath extensions, including a new footpath/scooter loop around the western side of the park.
2. Hold a project information session at the Mitchell Memorial Park on 7 October 2021 to display to the community the key features of the upgrade, with these features to be pegged on site prior to the information session.

3. Write to the Booringa Action Group and provide them with an update of the project, including a summary of the key elements to be delivered.
4. Resolve to prepare a tender consideration plan for the construction of the new playground to be delivered as part of the upgrade project.
5. Include the additional amenities block at the park - noted in the Master Plan - as part of Capital Upgrade Register for future budget consideration by Council as part of the quarterly review and annual budget deliberation.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.16pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 13 October 2021, at Yuleba Administration Centre.

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 29 SEPTEMBER 2021 SCHEDULED TO COMMENCE AT 12.00PM

ATTENDANCE

Mayor Cr T D Golder chaired the meeting (from 12.15pm – 1.12pm) with Deputy Mayor Cr G B McMullen, Cr J R P Birkett (by telephone), Cr M C Edwards (from 12.15pm – 1.12pm), Cr J L Guthrie (by telephone), Cr J M Hancock, Cr W L Ladbrook (from 12.15pm – 1.12pm), Cr C J O'Neil (by telephone), 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 Organisational Development & Human Resources – Noela Ward, Manager Planning & Building Development – Danielle Pearn.

WELCOME

The Mayor welcomed all present and declared the meeting open at 12.15pm.

Declaration of Interest

Item	3.2
Description	Proposed Service Station at 129 – 131 McDowall Street, Roma (Lot 2 on RP60707)
Declaring Councillor	Cr Mark Edwards
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I have a professional relationship with one of the submitters whose name I can't reveal for professional reasons.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	C.1
Description	Traffic Impacts Associated with Proposed Development
Declaring Councillor	Cr Mark Edwards
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I have a professional relationship with one of the submitters whose name I can't reveal for professional reasons
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	3.2
Description	Proposed Service Station at 129 – 131 McDowall Street, Roma (Lot 2 on RP60707)
Declaring Councillor	Cr Tyson Golder

Mayor Golder indicated that he had declared an interest in this matter when it was previously considered [*Refer to Ordinary Meeting 25 August 2021 – Item L.1*]. He further advised that as was done previously, he would leave the room while the matter is discussed and dealt with.

Declaration of Interest

Item	C.1
Description	Traffic Impacts Associated with Proposed Development
Declaring Councillor	Cr Tyson Golder
Person with the interest Related party / close associate / other relationship	My Mother (Carmen Golder)
Particulars of Interest	My mother has a property across the road from the location referred to, possibly connected to this.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	3.2
Description	Proposed Service Station at 129 – 131 McDowall Street, Roma (Lot 2 on RP60707)
Declaring Councillor	Cr Wayne (George) Ladbrook

Cr Ladbrook indicated that he had previously made a declaration for the abovementioned item when it was previously considered [*Refer to Ordinary Meeting 25 August 2021 – Item L.1*], adding that the conflict was due to him owning a business in the Roma CBD.

Declaration of Interest

Item	C.1
Description	Traffic Impacts Associated with Proposed Development
Declaring Councillor	Cr Wayne (George) Ladbrook
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I have a business located in the Roma CBD – Ladbrook's Butchery
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

ORDER OF BUSINESS

Resolution No. SM/09.2021/12

Moved Cr McMullen

Seconded Cr Golder

That we [Council] change the order of the agenda [to]:
 [Respectively in order of] – C.2, 3.1, 4.1, C.1 and 3.2

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members &
 Community Engagement

Resolution No. SM/09.2021/13

Moved Cr McMullen

Seconded Cr Golder

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 12.27pm] to discuss confidential item C.1 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.2 – Employee Code of Conduct	Section 254J(b) industrial matters affecting employees	<p>Council has set a priority within the 2021/22 Operational Plan for a new / Updated Employee Code of Conduct including preparation, consultation and implementation. There has been a resolution to proceed.</p> <p>Section 13(2)(i) of the <i>Local Government Act 2009</i> requires that all employees have a responsibility to comply with a code of conduct under the <i>Public Sector Ethics Act 1994</i>.</p> <p>Council previously considered this matter at the Ordinary Meeting on 22 September 2021 (Resolution Number OM/09.2021/93). It was proposed that the abovementioned resolution be repealed considering an alternative format that aligns with the State Government Code.</p>

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members &
 Community Engagement

Resolution No. SM/09.2021/14
Moved Cr McMullen
Seconded Cr Golder
That Council open the meeting to the public [at 12.56pm].
CARRIED
9/0
Responsible Officer
**Lead Officer – Elected Members &
Community Engagement**
Declaration of Interest

Cr Ladbrook indicated that he had not declared a conflict at the previous meeting as first thought, and proceeded and updated his interest as follows:

Item	3.2
Description	Proposed Service Station at 129 – 131 McDowall Street, Roma (Lot 2 on RP60707)
Declaring Councillor	Cr Wayne (George) Ladbrook
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I have a business located in the Roma CBD – Ladbrook's Butchery.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Item Number:
C.2
File Number: D21/78828
SUBJECT HEADING:
EMPLOYEE CODE OF CONDUCT
Officer's Title:
**Manager - Organisational Development & Human
Resources**
Executive Summary:

Council has set a priority within the 2021/22 Operational Plan for a new / Updated Employee Code of Conduct including preparation, consultation and implementation. There has been a resolution to proceed.

Section 13(2)(i) of the Local Government Act 2009 requires that all employees have a responsibility to comply with a code of conduct under the Public Sector Ethics Act 1994.

Council previously considered this matter at the Ordinary Meeting on 22 September 2021 (Resolution Number OM/09.2021/93). It was proposed that the abovementioned resolution be repealed considering an alternative format that aligns with the State Government Code, adapted to a local government environment.

Resolution No. SM/09.2021/15
Moved Cr McMullen
Seconded Cr Edwards

That Council foreshadow a notice of repeal for resolution number OM/09.2021/93 and foreshadow the second draft of the new/replacement Employee Code of Conduct as presented for release to the broader workforce for consultation and refinement, with the framework aligned with the work done at a State Government level, adapted to a local government environment.

[Wording amended by Cr McMullen following advice from the Chief Executive Officer, that approval to use and adapt the document had been received from the relevant State Government Representative. He also clarified the word 'adapted' rather than 'adopted' as initially read out].

CARRIED

7/2

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer	Manager - Organisational Development & Human Resources
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Item Number:

3.1

File Number: D21/78176

SUBJECT HEADING:

COUNCIL SUBMISSION TO COMMONWEALTH GOVERNMENT – REGIONAL TELECOMMUNICATIONS REVIEW

Officer's Title:

Manager - Economic & Community Development

Executive Summary:

At its Ordinary meeting of 25 August, Council resolved to provide a submission to the Federal Government – Regional Telecommunications Review. The draft submission for approval was provided with this report, for final review before lodging before close of business 30 September 2021.

Resolution No. SM/09.2021/16

Moved Cr Hancock

Seconded Cr Ladbrook

The Council authorise its Chief Executive Officer or delegate to lodge the attached submission to the Commonwealth Government, in response to its Telecommunications Issues paper of July 2021.

CARRIED

9/0

Responsible Officer	Manager - Economic & Community Development
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Item Number: 4.1

File Number: D21/78717

SUBJECT HEADING: QUEENSLAND REMEMBERS GRANTS PROGRAM

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Notification was received through the Office of the Mayor of the Queensland Government's Queensland Remembers Grants Program.

Resolution No. SM/09.2021/17

Moved Cr Golder

Seconded Cr Edwards

That:

1. A report be prepared for an upcoming meeting to add to the Roma Cenotaph, a low wall or walls or other suggestion which enables the acknowledgement of service personnel for other conflicts and service after the second world war, in consultation with the Roma RSL Sub Branch.
2. Any additional eligible projects be further investigated as part of this report or future reports.

[Wording amended by Mayor Golder to expand potential memorial options to acknowledge service personnel, and to include other Cenotaph projects across the region as part of investigations for future reports, as suggested by Cr Birkett].

CARRIED

9/0

Responsible Officer

Manager – Facilities (Land, Buildings & Structures)

Mayor Golder and Councillors Edwards and Ladbrook, having previously declared a declarable conflict of interest in Item C.1, left the meeting at 1.13pm, taking no part in discussions on the matter. All conflicted Councillors did not return for the remainder of the meeting.

The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Resolution No. SM/09.2021/18

Moved Cr Hancock

Seconded Cr Taylor

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public [at 1.13pm] 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 Local Government Regulation 2012)	Overview
C.1 – Traffic Impacts Associated with Proposed Development	Section 254J(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 provides further information, including outcomes of discussions with the applicant regarding Development Application 2021/20326.
CARRIED		6/0

Responsible Officer	Lead Officer – Elected Officer – Elected Members & Community Engagement
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Resolution No. SM/09.2021/19	
Moved Cr Hancock	Seconded Cr Taylor
That Council open the meeting to the public [at 1.52pm].	
CARRIED	
6/0	

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Item Number: C.1 File Number: D21/77641

SUBJECT HEADING: TRAFFIC IMPACTS ASSOCIATED WITH PROPOSED DEVELOPMENT (2021/20326)

Officer's Title: Manager - Planning & Building Development

Executive Summary:

This report provided further information, including outcomes of discussions with the applicant regarding Development Application 2021/20326.

Resolution No. SM/09.2021/20	
Moved Cr Hancock	Seconded Cr Taylor
That Council receive and note the Officer's report as presented.	
CARRIED	
6/0	

Responsible Officer	Manager - Planning & Building Development
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Item Number:	3.2	File Number: D21/78758
SUBJECT HEADING:	PROPOSED SERVICE STATION AT 129-131 MCDOWALL STREET, ROMA (LOT 2 ON RP60707)	
Location:	129-131 McDowall Street, Roma (2RP60707)	
Applicant:	HP8 Enterprises Pty Ltd C/- Steffan Town Planning	
Officer's Title:	Lead Town Planner	

Executive Summary:

At the north-west intersection of McDowall Street and Quintin Street, on the fringe of the Roma CBD, is a vacant commercial block. For several decades the site had been occupied by a Hotel (the Empire) - but the Hotel was demolished in around 2014 to make way for a proposed Motel. Despite having been issued with all required development approvals, the Motel was never built, and the lot has been vacant ever since. The owners of the premises are now seeking a development approval to build a service station on the lot.

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

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules between 25 June 2021 and 19 July 2021. There were five properly made submissions received during this period. All other procedural requirements set out by the Development Assessment Rules to enable Council to decide this application have been fulfilled including receipt of a referral response from the Department of Transport and Main Roads (TMR) via the State Assessment and Referral Agency (SARA). TMR has not directed Council to refuse the application and has provided approval conditions in the event Council resolve to approve the application.

The development application has been assessed against all relevant assessment benchmarks and found to generally comply or is able to be conditioned to comply. Further, assessing officers have identified a number of relevant matters that support approval of the application, including; the site is conveniently located adjacent to, and provides direct and convenient access to the major north-south arterial through Roma; approval of the development will result in the efficient use of vacant commercial land in an area targeted for growth and services and; the traffic impact assessment prepared by a qualified expert in support of the proposal confirms the development will not result in traffic safety deficiencies.

Resolution No. SM/09.2021/21

Moved Cr McMullen

Seconded Cr Taylor

That Council refuses the development application for a Material change of use for a “Service station” and Operational works for “Advertising signage” at 129-131 McDowall Street, Roma (Lot 2 on RP 60707) pursuant to section 60 of the *Planning Act 2016* for the following reasons:

- 1. It has not been demonstrated the proposed development will comply with PO29 of the Principal centre zone code. The proposed accesses and internal layout will adversely impact the local road network and pose a risk to the safety of motorists.**
- 2. It has not been demonstrated the proposed development will comply with PO30 of the Principal centre zone code. In particular:**
 - a) the proposed development does not provide sufficient on-site car parking spaces in accordance with schedule 9 of the Maranoa Regional Council Planning Scheme;**
 - b) the provision for service vehicles is inadequate;**
 - c) The proposed development will result in a loss of on-street car parking spaces frequently utilised by customers of businesses in the vicinity;**
 - d) There is no demonstrated planning or community need for the proposed development;**
 - e) There are no other matters that would warrant the approval of the proposed development, given its non-compliance with relevant assessment benchmarks and the relevant matters contained in points (a) and (b).**

CARRIED

6/0

Responsible Officer

Lead Town Planner

CLOSURE

There being no further business, the Deputy Mayor thanked Council for their attendance and declared the meeting closed at 1.55pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 13 October at Yuleba.

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 13 October 2021

Date: 7 September 2021

Item Number: 8.1

File Number: D21/72776

SUBJECT HEADING: Heavy Vehicle Safety and Productivity Program and Bridges Renewal Program - Offer of Funding and Tender Exemption Request

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Original Resolution Meeting Date: 10 March 2021

Resolution Number: OM/03.2021/03

Resolution:

That Council authorise the Chief Executive Officer to apply for a tender exception (exemption), including the provision of supporting documentation, for the Creek Street Upgrade Project (Amby) under the Heavy Vehicle Safety and Productivity Program.

Rescission Recommendation:

That Council amend Resolution Number OM/03.2021/03 and replace with:

That Council authorise the Chief Executive Officer to apply for a tender exception (exemption), including the provision of supporting documentation, for the **Primaryes Road loop extension (Roma)** and Creek Street Upgrade Project (Amby) under the Heavy Vehicle Safety and Productivity Program.

Background:

Maranoa Regional Council was successful for funding under the Australian Government's Heavy Vehicle Safety and Productivity Program (HVSP) and Bridges Renewal Program (BRP).

One of the conditions outlined in the funding agreement is the requirement that all works greater than \$100,000 must be subject to public tender. The report requests that Council authorise the CEO to apply for a tender exception.

The previous resolution sought to have a tender exception for one project under the Heavy Vehicle Safety and Productivity Program and Bridges Renewal Program being the Creek Street Upgrade Project (Amby).

Having further reviewed the available resources and methods of delivery available, it is recommended that only Muggins Lane Bridge Replacement be offered to market via open tender. As such, a tender exemption request is recommended for two projects being the Primaries Road loop extension (Roma) and Creek Street Upgrade Project (Amby).

As outlined in Resolution OM/03.2021/03, Council has previously sought and obtained the approval for tender exemption on Creek Street Upgrade Project (Amby).

The Primaries Road loop extension project will have a mix of Council staff and contractors throughout the delivery. Council will undertake the earthworks and pavement construction with contractors to be used for asphalt, concrete works, bitumen surfacing, linemarking, signage, and drainage structures supply. Based on a recent pre-construction estimate, it is expected that approximately 60% of the project value will still be offered to the open market.

Supporting Documentation:

Nil.

Notice prepared by:

Deputy Director / Strategic Road Management

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 12 May 2021

Item Number: 11.1

File Number: D21/37422

SUBJECT HEADING: Cease use of My Maranoa app

Classification: Open Access

Officer's Title: Communications Officer - Infrastructure Services

Executive Summary:

Council created the My Maranoa mobile App in April 2014. With the recent launching of a new device aware website platform and a reduction in app downloads over the last few years, the benefits of a single portal and the effectiveness of Council's My Maranoa App have been reviewed.

Officer's Recommendation:

That Council:

- 1) Provide mobile and tablet access through Council's new device aware website platform. This will allow Council to maintain focus and provide a greater level of engagement with the public through a single portal and simplify community access to Council information and services.
- 2) Cease use of the My Maranoa mobile App.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
App	Application

Context:

Why is the matter coming before Council?

Council's new website launched in September and is a 'smart' website which configures the users view depending on whether they use a smart phone, tablet or computer.

The current information on the mobile App will be, and is being used on, other platforms:

- Community, sport and recreation group information - is available via My Community Directory (please note, the Community Directory is an external platform and is available via website and App).
- Events will also be available via My Community Directory, with select events featuring on Council's website.
- Tourism information (things to see and do) – now available via separate website – Roma Revealed.

The following table shows the decreasing number of App downloads over the past few years:

Timeframe	App downloads
From September 2018 – September 2019	422
From September 2019 – September 2020	198
From September 2020 – September 2021	161

Please note, Council's Information and Communications Technology Team install Council's My Maranoa App on all Council mobile and tablet devices. This would account for a large portion of the above downloads.

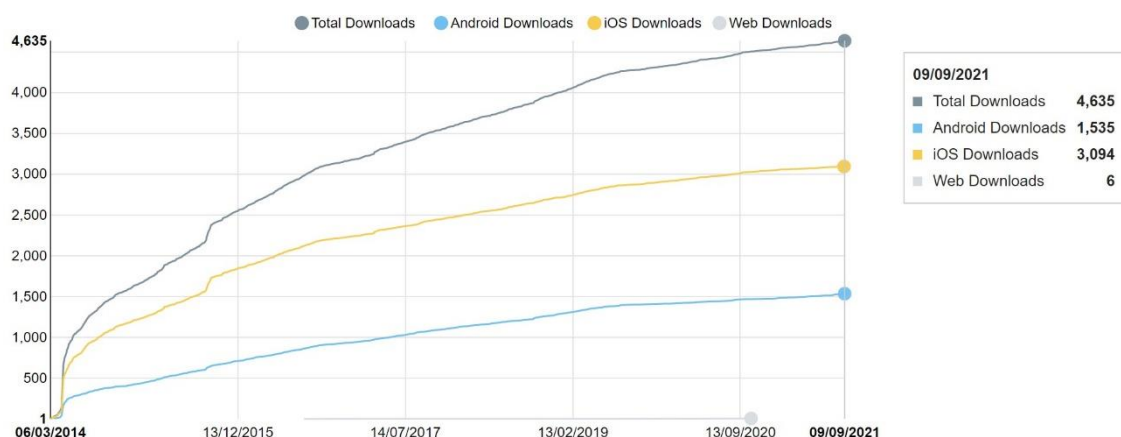


Image 1: Total App downloads from 2014 to present.

Council's website pages have a significantly higher number of unique views than the My Maranoa App pages. The total amount of unique views over the lifespan of the My Maranoa App (approximately 7+ years) is **9,081**, whereas the total number of unique views on Council's website from July 2020 – April 2021 is over **34,337**.

Unique views are the number of the unique users that click on a website page. If a single user views a page 5 times, the server will record 5 views and 1 unique view.

Benefits of moving to a single portal / 'smart' website:

- Simplified community access to Council information and services
- Improved operational efficiencies – one platform for staff to maintain and update
- Reduction in annual costs - savings of \$2,420 pa – removes the need for license renewal for the app
- Removes additional cost of rebranding and updating mobile app platform

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The My Maranoa mobile App was launched in April 2014 as a smart communication tool connecting residents and visitors with community information throughout the Maranoa region.

The App includes sections that pertain to the following areas:

- General information on the Maranoa region, and Council services
- Community Service directory
- Business directory
- Tourism information – things to see & do
- Sports and recreational facilities / groups

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)

Rueben Broom - Manager - Information & Communications Technology (ICT)
Dale Waldron - Manager - Communication, Information & Administration Services
Sharon Frank - Director - Corporate & Community Services

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Cost of My Maranoa App: \$2,420 (12-month license app renewal).
Cost of Council resources to maintain updates of the My Maranoa App
Cost of rebranding and updating mobile app platform as we are moving away from the My Maranoa naming for Council resources as to not confuse with Roma Reveal Tourism brands.

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	

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 end the use of Council's My Maranoa App.

Recommendation:

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

That Council:

1) Provide mobile and tablet access through Council's new device aware website platform. This will allow Council to maintain focus and provide a greater level of engagement with the public through a single portal and simplify community access to Council information and services.

2) Cease use of the My Maranoa mobile App.

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 end the use of Council's My Maranoa App.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

Supporting Documentation:

Nil

Report authorised by:

Manager - Information & Communications Technology (ICT)

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 17 September 2021

Item Number: 11.2

File Number: D21/76227

SUBJECT HEADING: Data Supply Deed with Local Government Authorities

Classification: Open Access

Officer's Title: Manager - Information & Communications Technology (ICT)

Executive Summary:

The Department of Resources has been undertaking a review of the agreements to ensure that they better reflect the ongoing relationship between the Department and Local Government for the sharing of data.

Officer's Recommendation:

That Council authorise the Chief Executive Officer to sign the Data Supply Deed with Local Government Authorities - Deed number: 2021/000307, if the final terms are acceptable.

Individuals or Organisations to which the report applies:

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

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

Department of Resources

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

The Department of Resources has been undertaking a review of the Agreements to ensure that they better reflect the ongoing relationship between the Department and the Local Government for the supply of data.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Significant improvements have been made in the past 17 years which allow Local Governments to access the Departments spatial data including the release of their Open Data Policy Statement, and the development of new download mechanisms that allow for free and easy access to the majority of our spatial datasets including cadastral datasets. These new download mechanisms include the QSpatial data download service and direct links to Web Map Services.

Given this progress, the Department of Resources has prepared a new deed agreement for signing. The new agreement, known as a Data Supply Deed, focusses on the continued supply of addressing data and road data to the Department. Approved additional datasets can be added through a process detailed in the Deed. This Data Supply Deed has been sent to all 77 Local Government Authorities for signing.

Under this agreement, Council retains the ownership (if applicable) of and the Intellectual Property Rights that it holds in the Local Government Authority Data.

Either party may terminate this deed by giving three months' prior written notice to the other party, or such shorter notice mutually agreed by the parties.

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)

Constitution of Queensland 2001 (Qld)

As outlined in the agreement attached - ***Machinery of Government Change*** means a change to the title, structure, functions or operations of the Department or a part of the Department (including corporatisation) as a result of an order made under the Constitution of Queensland 2001 (Qld) or other Queensland legislation.

Copyright Act 1968 (Cth)

As outlined in the agreement attached - ***Moral Rights*** means the right of attribution of authorship, the right not to have authorship falsely attributed and the right of integrity of authorship, as defined by and granted under the Copyright Act 1968 (Cth), and any similar rights existing under foreign laws.

Privacy Act 1988 (Cth) and Information Privacy Act 2009 (Qld)

As outlined in the agreement attached - ***Privacy Laws*** means any legislation (or mandatory government policy, where applicable) enacted by Federal or State agencies in relation to privacy and includes the Privacy Act 1988 (Cth) and Information Privacy Act 2009 (Qld).

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)

- Technical Officer GIS / CAD, Information and Communications Technology

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

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)

Risks:

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

Risk	Description of likelihood & consequences
None identified	<Provide details>

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 enter into the updated data share agreement.

Recommendation:

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

That Council authorise the Chief Executive Officer to sign the Data Supply Deed with Local Government Authorities - Deed number: 2021/000307, if the final terms are acceptable.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.3 Information and communication technology (ICT)

Supporting Documentation:

1 	Maranoa Regional Council LGA Data Supply Deed 2021000307	L21/162
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Report authorised by:

Director - Corporate & Community Services

Data Supply Deed #2021/000307 with
Maranoa Regional Council
Data Supply Deed with Local Government Authorities
Deed number: 2021/000307

Between State of Queensland acting through the Department of Resources
ABN 59 020 847 551 (Department)

And Maranoa Regional Council ABN 99 324 089 164 (LGA)

BACKGROUND

- A. The LGA owns or has the authority to licence the LGA Data on the terms contained in this deed.
- B. Subject to any legislative restrictions, the LGA agrees to grant the Department a worldwide, royalty-free, non-exclusive, non-transferable, irrevocable Creative Commons Licence to use the LGA Data, subject to the terms and conditions set out in this deed.

Terms and Conditions

1. Precedence

- 1.1 Where any inconsistency exists between:
 - 1.1.1 the Special Conditions;
 - 1.1.2 the Terms and Conditions;
 - 1.1.3 Schedule 1 - Deed details (except the Special Conditions);
 - 1.1.4 Replacement Schedules;
 - 1.1.5 Schedule 2 – LGA Data Categories, Start Dates; and
 - 1.1.6 Schedule 3 – Replacement Schedule Template,the provisions will take precedence in that order to the extent necessary to resolve the inconsistency.
-

2. Grant of Creative Commons Licence

- 2.1 Subject to the terms and conditions set out in this deed and any legislative restrictions that the LGA must comply with, the LGA grants the Department a worldwide, royalty-free, non-exclusive, non-transferable, irrevocable Creative Commons Licence for the LGA Data.
 - 2.2 The Department's rights under the Creative Commons Licence include:
 - 2.2.1 reproducing and Sharing the LGA Data, in whole or in part; and
 - 2.2.2 producing, reproducing, and Sharing Value Added Products.
-

3. Definitions and interpretation

3.1 Definitions

In this deed:

Business Day means a day that is not a Saturday, Sunday, a public holiday in Brisbane or a day that falls between 24 December and 2 January.

Commencement Date means the commencement date specified in Item 2 of Schedule 1.

Contact means, for each party, the person holding the Contact Position specified in Item 1 of Schedule 1.

Creative Commons Licence means a Creative Commons Attribution 4.0 Licence (International Public Licence): <https://creativecommons.org/licenses/by/4.0/>.

Department means the Department of Resources ABN 59 020 847 551 or any successor brought about by statutory amendment or a Machinery of Government Change.

**Data Supply Deed #2021/000307 with
Maranoa Regional Council**

Intellectual Property Rights means all copyright, patent application rights, patent rights, design rights, database rights, trademark rights (whether registered or unregistered), trade secrets and confidential information, all know-how, and all other rights of intellectual property.

LGA means the party described in Item 1 of Schedule 1.

LGA Data means all data controlled by the LGA that falls within an LGA Data Category.

LGA Data Category means a category of data that is either:

- (a) described and detailed in: Item 1 of Schedule 2 and any specifications for the relevant LGA Data Category referred to in Item 2 of Schedule 2; or
- (b) described and detailed in (or in a specification referred to in) an Replacement Schedule that has been confirmed pursuant to clause 5.2.1.

Machinery of Government Change means a change to the title, structure, functions or operations of the Department or a part of the Department (including corporatisation) as a result of an order made under the *Constitution of Queensland 2001* (Qld) or other Queensland legislation.

Moral Rights means the right of attribution of authorship, the right not to have authorship falsely attributed and the right of integrity of authorship, as defined by and granted under the *Copyright Act 1968* (Cth), and any similar rights existing under foreign laws.

Privacy Laws means any legislation (or mandatory government policy, where applicable) enacted by Federal or State agencies in relation to privacy and includes the *Privacy Act 1988* (Cth) and *Information Privacy Act 2009* (Qld).

Replacement Schedule means a schedule adding, removing, or amending the descriptions, detail LGA Data Categories and Start Dates to this deed using the template substantially in the format of Schedule 3.

Representative means an employee, agent, officer, director, volunteer, contractor, subcontractor or other authorised representative of a party.

Share means to provide material to the public by any means or process such as preproduction public display, public performance, distribution, dissemination, communication, or importation, and to make material available to the public including in ways that members of the public may access the material from a place and at a time individually chosen by them.

Special Conditions means the special conditions, if any, specified in Item 3 of Schedule 1.

Start Date means:

- (a) the start date specified in the latest Replacement Schedule for the relevant LGA Data Category; or
- (b) if the parties have not agreed to any Replacement Schedules under clause 5.2.1, the start date specified in Item 1 of Schedule 2 for the relevant LGA Data Category.

Technical Data Contact means, for each party and each LGA Data Category, the person holding the Position specified in Schedule 2, an Replacement Schedule, or as otherwise notified by a party from time to time.

Value Add/Adding/Added means any repackaging which irreversibly changes the form of the LGA Data or any augmenting or incorporation of the LGA Data with other data. Conversion onto a different media or the translation into a different format (e.g. changing colour and formatting) of LGA Data is not Value Adding.

Value Added Product means any Value Added product derived from or based on the LGA Data or any Value Added Product.

3.2 Interpretation

In this deed:

3.2.1 headings are for convenience only and do not affect interpretation;

and unless the context indicates a contrary intention:

3.2.2 a reference to a party includes that party's successors;

3.2.3 a reference to a document (including this deed) is to that document as varied, novated, ratified or replaced from time to time;

3.2.4 a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements;

3.2.5 a reference to a party, clause, schedule, attachment or annexure is a reference to a party, clause, schedule, attachment or annexure to or of this deed, and a reference to this deed includes all schedules, attachments and annexures to it;

**Data Supply Deed #2021/000307 with
Maranoa Regional Council**

- 3.2.6 a word importing the singular includes the plural (and vice versa), and a word indicating a gender includes every other gender;
- 3.2.7 if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- 3.2.8 **includes** in any form is not a word of limitation;
- 3.2.9 no rule of construction will apply to a provision of this deed to the disadvantage of a party merely because that party drafted the provision or would otherwise benefit from it;
- 3.2.10 any obligation that must be completed by a day that is not a Business Day must instead be completed by the next Business Day; and
- 3.2.11 any notice that is deemed to be received on a day that is not a Business Day or received after 5:00pm on a Business is instead deemed to be received on 9:00am of the next Business Day.

4. Commencement

4.1 Commencement

This deed binds the parties on and from the Commencement Date.

4.2 No expiry

For the avoidance of doubt, the parties intend for this deed to have no expiry date. The deed may only be terminated in accordance with clause 8.1.

5. Supply of LGA Data

5.1 Supply of LGA Data

5.1.1 The LGA agrees, at its cost, to supply all LGA Data for each LGA Data Category (including updates) to the Technical Data Contact for the Department corresponding to each LGA Data Category:

- (i) on and from the Start Date for each LGA Data Category; and
- (ii) in accordance with the methods of delivery, formats, update frequencies, and codes described and detailed in either Item 1 of Schedule 2 or the specifications referred to in Item 2 of Schedule 2.

5.2 Change or additions to LGA Data

5.2.1 The Department and the LGA, working together, may add to, remove from, or otherwise change the descriptions and details of LGA Data by agreeing to a Replacement Schedule with the required changes. The Replacement Schedule must be signed by both parties and must specify:

- (i) all LGA Data Categories;
- (ii) the descriptions, details, Start Dates, methods of delivery, formats, update frequencies, codes, datum and the contact details for the Technical Data Contact for each LGA Data Category; and
- (iii) if applicable, the data specifications for each LGA Data Category.

5.2.2 A Replacement Schedule replaces the Schedule 2 and any prior Replacement Schedule on and from the date that it is signed by both parties and the last party to sign the Replacement Schedule gives a fully-signed copy to the other party.

6. Ownership

The LGA retains the ownership (if applicable) of and the Intellectual Property Rights that it holds in the LGA Data.

7. Obligations of Parties

7.1 Data Integrity

If the Department (through the Department's Contact or the Department's Technical Data Contact for the affected LGA Data Category) gives notice to the LGA's Contact or the LGA's Technical Data Contact for the relevant LGA Data Category of:

- 7.1.1 any errors in the LGA Data supplied under clause 5.1.1; or
- 7.1.2 any data contained in the LGA Data supplied under clause 5.1.1 that breaches or potentially could be used to breach the Privacy Laws,

**Data Supply Deed #2021/000307 with
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the LGA will use its best endeavours to take reasonable steps to correct the errors in the supplied LGA Data or breach or potential breach of the Privacy Laws and implement processes to prevent future errors or breach in the LGA Data supplied under clause 5.1.1.

7.2 Prohibited Use

The Department must not use the LGA Data or Value Added Products containing LGA Data with the intention of breaching the Privacy Laws.

8. Termination

8.1 Termination

Either party may terminate this deed by giving three months' prior written notice to the other party, or such shorter notice mutually agreed by the parties.

8.2 Pre-existing rights and obligations after termination

8.2.1 Termination in accordance with this clause 8 is without prejudice to any rights of either party under this deed existing at the date of termination.

8.2.2 Upon the termination of this Deed:

- (i) all rights granted by either party ceases immediately;
- (ii) the Department may continue to use the LGA Data that the LGA provided before the termination of this deed under licence granted in clause 2;
- (iii) clauses 1, 2, 3, 6, 7.2, 8, 10, 12.3, and 12.4 survive termination of this deed for any reason.

9. Notices

9.1 Each communication (including each notice, consent, approval, request, demand and the supply of LGA Data) in connection with this deed to be given by a party to another:

9.1.1 must be in writing;

9.1.2 may only be given by the issuing party's Contact described in Item 1 of Schedule 1 (or as otherwise notified from time to time) or (if permitted under a provision of this deed) a Technical Data Contact for the issuing party;

9.1.3 must be addressed:

- (i) if permitted under a provision of this deed, to the other party's Technical Data Contacts for the LGA Data Categories affected by the communication; or
- (ii) to the other party's Contact described in Item 1 of Schedule 1 (or as otherwise notified from time to time);

9.1.4 may be delivered by hand or posted by pre-paid post to the address or sent by email transmission to the other party's email address described in Item 1 of Schedule 1 (or as otherwise notified from time to time); and

9.1.5 is taken to have been given by the addressee:

- (i) if sent by pre-paid post – on the fifth day after the date of posting;
- (ii) if hand delivered – on delivery; and
- (iii) if sent by email transmission, subject to clause 9.2 the earlier of
 - (A) where the sending party receives a response from the other party (either written or verbal) – the receipt of the other party's response (whether written or verbal);
 - (B) where the sending party receives an electronic read confirmation from the other party's email server – the receipt of an electronic read confirmation from the other party's email server;
 - (C) three hours after the communication is sent.

9.2 Where any communication in connection with this deed is sent by email transmission and the sending party receives:

- (i) an automated message from the other party's email server indicating that the recipient is not reading the emails (i.e. an 'out-of-office' notification); or
- (ii) an automated message from the sending party's email server indicating that the communication has not been sent,

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the communication is taken to have not been sent by email transmission.

10. Warranty, liability and indemnity

10.1 Warranty

10.1.1 Both parties warrant that they have the right and authority to enter into and to grant the rights described in this deed and that the grant of any rights by one party to the other in accordance with this deed will not infringe the ownership rights, including Intellectual Property Rights, of any third party.

10.1.2 The LGA warrants that to the best of the LGA's knowledge and to the extent that the LGA is in a position to verify:

- (i) as at the time of supply it has observed all Moral Rights in relation to the LGA Data and obtained all the consents, permissions and assignments required to enable the Department to use the LGA Data for the uses set out in clause 2, without cost or impediment to the Department; and
- (ii) the LGA Data is current, accurate, complete, in good condition and quality.

10.1.3 Each party acknowledges and agrees that, in entering into this deed, it has not relied on any representations made by the other party. In particular, and without limitation, each party has not relied on any descriptions, illustrations or specifications contained in any document (including any catalogues or publicity material produced by the other party).

10.2 Exclusion of liability

Except for warranties expressly made in this deed, all conditions, warranties, undertakings or representations express or implied and whether arising by statute, general law or otherwise are, to the extent permitted by law, expressly excluded and the terms of this deed are the only terms and conditions applying.

10.3 Indemnity

10.3.1 In respect of LGA Data, the LGA indemnifies the Department from and against any loss, liability or damage, (including reasonable legal costs and expenses) incurred by the Department arising from any claim, demand, suit, action, or proceeding by any person against the Department or the Department's Representatives where the loss or liability arose out of, in connection with:

- (i) any infringement of a third party's Intellectual Property Rights in the LGA Data caused by or contributed to by the LGA; or
- (ii) any inaccuracy or lack of completeness of the LGA Data,

save to the extent that loss or liability is caused or contributed to by the negligence by the Department or the Department's Representatives.

10.3.1 Save to the extent covered by the indemnity in clause 10.3.1, the Department indemnifies the LGA from and against any loss or liability (including reasonable legal costs and expenses) incurred by the LGA arising from any claim, demand, suit, action or proceeding by any person against the LGA where the loss or liability arose out of, in connection with, or in respect of the Department's use of the LGA Data, save to the extent that loss or liability is caused or contributed to by the negligence by the LGA or the LGA's Representatives.

10.3.2 The LGA must indemnify and at all times keep the Department indemnified against any action, claim, suit, demand or liability arising from the failure of the LGA (save to the extent caused or contributed to by the negligence of the Department or its Representative) to perform its Moral Rights obligations as at the time of supplying the LGA Data to the Department.

10.3.3 The indemnities in this section 10.3 will be granted irrespective of whether legal proceedings are instituted and the means, manner or nature of any settlement, compromise or determination. The indemnified party may recover a payment from the other party under this indemnity before it makes the payment in respect of which the indemnity is given.

11. Dispute resolution

11.1 A party must not commence legal proceedings relating to this deed unless the party has complied with this clause 11. However, this clause 11 will not apply where a party seeks urgent interlocutory relief from a court.

11.2 If a dispute arises between the parties in respect of this agreement (**Dispute**) then the following procedure applies:

11.2.1 The party alleging the Dispute must notify the existence and nature of the Dispute to the other party involved in the Dispute within 7 days of the dispute arising (**Dispute Notice**).

**Data Supply Deed #2021/000307 with
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- 11.2.2 Upon receipt of a Dispute Notice, each party involved in the Dispute must appoint a senior representative with authority to resolve the Dispute, and those senior representatives must attempt in good faith to resolve the Dispute.
- 11.2.3 If the Dispute is not resolved as provided in clause 11.2.2 within 7 days of receipt of the Dispute Notice, then any party involved in the Dispute may refer the Dispute to mediation as provided in clause 11.2.4 and must do so before initiating proceedings in a court to resolve the Dispute.
- 11.2.4 Any Dispute that is referred to mediation must be mediated by a mediator appointed by the parties in accordance with rules agreed by the parties or, if the parties cannot agree on the appointment of a mediator or rules of mediation, a mediator appointed by and rules determined by the President, Queensland Law Society. The parties must attempt in good faith to resolve the Dispute at mediation.
- 11.2.5 The costs of any mediation conducted pursuant to clause 11.2.4 will be shared equally between the parties to the Dispute unless the mediator determines otherwise.
- 11.2.6 If the Dispute is not resolved within 14 days of referral to mediation any party is free to initiate proceedings in a court in respect of the Dispute.

12. General

12.1 No assignment

A party may not assign this deed or otherwise transfer the benefit of this deed or a right or remedy under it, without first obtaining written consent of the other parties.

12.2 Counterparts and email delivery

This deed may be executed in any number of counterparts and by the parties on separate counterparts. Each counterpart constitutes the deed of each party who has executed and delivered that counterpart. A party who has executed a counterpart of this deed may deliver it to, or exchange it with, the other party by emailing a pdf (portable document format) copy of the executed counterpart to that party.

12.3 Governing law

This deed is governed by and will be construed according to the law applying in Queensland.

12.4 Jurisdiction

Each party irrevocably:

- 12.4.1 submits to the non-exclusive jurisdiction of the courts of Queensland, and the courts competent to determine appeals from those courts, with respect to any proceedings that may be brought at any time relating to this deed; and
- 12.4.2 waives any objection it may now or in the future have to the venue of any proceedings, and any claim it may now or in the future have that any proceedings have been brought in an inconvenient forum, if that venue falls within clause 12.4.1.

**Data Supply Deed #2021/000307 with
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Schedule 1 - Deed details

Item 1 Party details

Department:

Party Name and ABN: State of Queensland acting through the Department of Resources ABN 59 020 847 551

Street Address: Level 16, 275 George Street, Brisbane City, QLD 4000

Contact Position: Manager, Client Services, Client Engagement – Spatial Information

Contact Postal Address: GPO Box 2454, Brisbane, QLD, 4001

Contact Telephone: (07) 3330 4471

Contact Email: SILicensing@resources.qld.gov.au

LGA:

Party Name and ABN: Maranoa Regional Council ABN 99 324 089 164

Street Address: 57 Bungil Street, Roma QLD 4455

Contact Position: GIS Officer

Contact Postal Address: PO Box 620, Roma QLD 4455

Contact Telephone: 1300 007 662

Contact Email: council@maranoa.qld.gov.au

Item 2 Term

Commencement Date: The date the last party signs this deed.

Item 3 Special Conditions

SC1. Termination of Old Agreement

a. In this deed:

Old Agreement means the data licence described as agreement number 2004/000307 dated 02 February 2009 (Deed of Variation).

Old Agreement End Date means the day immediately prior to the Commencement Date.

Old Shared Data means the data licensed under the Old Agreement.

b. The Department and the LGA agree to terminate the Old Agreement on and from the Old Agreement End Date on the following terms:

- i. The parties under the Old Agreement may continue to use the Old Shared Data for their own business purposes.
- ii. All rights and obligations of the parties under the Old Agreement that survive the termination or expiry of the Old Agreement survive.
- iii. Any other rights that either party have against the other in respect of anything done or omitted by the parties prior to the termination of the Old Agreement will not be effected.
- iv. All other rights granted by either party under the Old Agreement will cease on termination.

**Data Supply Deed #2021/000307 with
Maranoa Regional Council**

Executed as a deed

Signed, sealed and delivered for and on behalf of the
State of Queensland acting through the **Department of
Resources ABN 59 020 847 551** by

(name and position)

a person duly authorised to act in that behalf in the
presence of:

Signature of Witness

Name of Witness in full

Signature

Date: _____

Signed, sealed and delivered for and on behalf of
Maranoa Regional Council ABN 99 324 089 164 by

(name and position)

a person duly authorised to act in that behalf in the
presence of:

Signature of Witness

Name of Witness in full

Signature

Date: _____

Data Supply Deed #2021/000307 with
Maranoa Regional Council

Schedule 2 – LGA Data Categories, Start Dates, and Specifications

Item 1 LGA Data details

LGA Data Category	Coverage	Supply Channel	Supply details	Update Frequency	Data Format	Datum	Start Date	Department Technical Data Contact	LGA Technical Data Contact
Location Address Data	LGA of Maranoa Regional Council	Email	[] Reissue [X] Updates	[] Weekly [X] Monthly [] Quarterly	[] spatial data service [] spatial file eg ESRI FGDB or SHP [X] headed pipe delimited text file [] excel spreadsheet	NA		Position: Manager, Administrative Data Management, Imagery and Mapping, Spatial Information Telephone: 07 3330 4713 Email: AddressQueensland@resources.qld.gov.au	Position: GIS Officer Telephone: 1300 007 662 Email: joel.pettiford@maranoa.qld.gov.au
Road Data	LGA of Maranoa Regional Council	TBA	[] Reissue [] Updates	[] Monthly [] Quarterly	[] spatial data service [] spatial file e.g. ESRI FGDB or SHP [] road plan(s) with spatial extent(s) shown plus attributes in a machine readable file e.g.	TBA		Position: Manager, Administrative Data Management, Imagery and Mapping, Spatial Information Telephone: 07 3330 4713 Email: RoadsQueensland@resources.qld.gov.au	Position: [insert Position] Telephone: [insert telephone number] Email:

Data Supply Deed #2021/000307 with

Maranoa Regional Council

					excel spreadshe et or text file				
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Item 2 Specifications – LGA Data Categories

- Location Address Data – “Refer to Qld Location Addresses Data Transfer Specifications”
- Road Data – “Refer to QRT Data Transfer Specifications ”

Data Supply Deed #**2021/000307** with
Maranoa Regional Council

Schedule 3 – Replacement Schedule Template

Schedule [insert schedule number] - Replacement Schedule to Data Supply #2021/000307 with Maranoa Regional Council

Item 1 LGA Data

LGA Data Category	Coverage	Supply Channel	Supply details	Update Frequency	Data Format	Datum	Start Date	Department Technical Data Contact	LGA Technical Data Contact
TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	Position: [insert Position] Telephone: [insert telephone number] Email: [insert email]	Position: [insert Position] Telephone: [insert telephone number] Email: [insert email]
TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	Position: [insert Position] Telephone: [insert telephone number] Email: [insert email]	Position: [insert Position] Telephone: [insert telephone number] Email: [insert email]

Item 2 Specifications – Licensed Data

- TBA – “TBA”
- TBA – “TBA”

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Item 3 Signatures for Schedule Replacement Schedule Template

Signed for and on behalf of the State of Queensland acting through the **Department of Resources ABN 59 020 847 551** by the person holding the Contact Position for the Department under the Data Supply Deed

Signature

Date: _____

(name)_____
(position)

Signed for and on behalf of **Maranoa Regional Council ABN 99 324 089 164** by the person holding the Contact Position for the LGA under the Data Supply Deed

Signature

Date: _____

(name)_____
(position)

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 23 September 2021

Item Number: 11.3

File Number: D21/77515

SUBJECT HEADING: Approval of Payment - Queensland Local Government Workcare Scheme

Classification: Open Access

Officer's Title: Administration Officer - Enterprise Risk

Executive Summary:

Council has received an invoice from the Queensland Local Government Workcare Scheme (managed by Jardine Lloyd Thompson Pty Ltd) regarding Council's workers' compensation insurance policy.

This invoice is tabled for Council's consideration.

Officer's Recommendation:

That Council:

1. Authorise payment to the Queensland Local Government Workcare Scheme (managed by Jardine Lloyd Thompson Pty Ltd), totalling \$390,572.42 (GST inclusive), pursuant to Section 235(f) of the *Local Government Regulation 2012*.
2. Authorise the Chief Executive Officer (or delegate) to raise a Purchase Order to the value of \$390,572.42.
3. Authorise the Chief Executive Officer to complete future payments invoiced for Queensland Local Government Workcare Scheme in accordance with budget 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).

Nil

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

In accordance with Council's financial delegation framework, Council's approval is required for contracts/payments that exceed \$200,000 ex GST.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received an invoice from the Queensland Local Government Workcare Scheme (managed by Jardine Lloyd Thompson Pty Ltd) regarding Council's workers' compensation insurance policy.

The payment of the invoice will ensure continuity of workers' compensation coverage, in accordance with Council's legislative obligations.

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

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Local Government Mutual Services (LGMS) is comprised of three self-insurance schemes for Queensland councils, including Local Government Work Care.

As this insurance scheme is a government purchasing arrangement (mutual ownership by member councils), quotes/tenders are not required (Section 235(f) of the *Local Government Regulation 2012*)

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)

WH&S/Injury Management Advisor

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?

Should Council endorse the Officer's Recommendation, \$352,762.98 (GST exclusive), will be assigned to General Ledger 2219.2160 (Enterprise Risk Quality, Safety & Environment – WorkCover).

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)

Ongoing annual payment.

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)

Approve payment to Queensland Local Government Workcare Scheme (managed by Jardine Lloyd Thompson Pty Ltd), totalling \$390,572.42 (GST inclusive), pursuant to Section 235(f) of the *Local Government Regulation 2012*.

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. Authorise payment to the Queensland Local Government Workcare Scheme (managed by Jardine Lloyd Thompson Pty Ltd), totalling \$390,572.42 (GST inclusive), pursuant to Section 235(f) of the *Local Government Regulation 2012*.
2. Authorise the Chief Executive Officer (or delegate) to raise a Purchase Order to the value of \$390,572.42.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.1 Continual improvement

Supporting Documentation:

[1](#) Statement - LGW - Queensland Local Government
Workcare Scheme - August 2021 - 26/08/2021

D21/77510

Report authorised by:

Director - Corporate & Community Services



26 August 2021

Maranoa Regional Council
PO Box 620
Roma QLD 4455

Queensland Local Government Workcare
Scheme

ABN 52 554 566 229

Managed by

Jardine Lloyd Thompson Pty Ltd
ACN 009 098 864

27 Evelyn Street
NEWSTEAD QLD 4006
PO Box 2321
Fortitude Valley BC QLD 4006

Tel +61 7 3000 5555

Fax +61 7 3000 5560

www.lgm.jlta.com.au

Statement

Month August 2021
Client Code 093-MARANORC

Date	Ref No	Class/Details	Policy Owner	Amount	Outstanding	Due By
12/08/2021	093-103437	Workers' Compensation	Maranoa Regional Council	415,903.86	415,903.86	11/09/2021
26/08/2021	093-103464	Workers' Compensation	Local Government Workcare	25,331.44CR	25,331.44CR	
				Balance Due	\$390,572.42	

Includes cash received up to 26/08/2021. Please disregard this statement if you have already sent payment or have lodged a premium funding application.

Remittance Advice

Please forward your payment to:
Local Government Workcare
27 Evelyn Street, NEWSTEAD QLD 4006
PO Box 2321, Fortitude Valley BC, QLD 4006

Month August 2021
Client Code 093-MARANORC
Team 001
Balance Due \$390,572.42

Payment Options

Pay by cheque. Detach this remittance advice and return together with your payment.
Pay by direct credit into the following AUD account:

Bank: ANZ Banking Group Ltd
Branch: 3 Breakfast Creek Road, NEWSTEAD QLD 4000
Account Name: Queensland Local Government Workcare Group
BSB: 014-245
Account No: 837322693

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 27 September 2021

Item Number: 11.4

File Number: D21/78068

SUBJECT HEADING: Roma Saleyards - Memorial Plaque Wall

Classification: Open Access

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

Executive Summary:

Proposed installation of a new Memorial Plaque Wall at the Roma Saleyards.

Officer's Recommendation:

That Council:

1. Approve the installation of a Memorial Plaque Wall at the Roma Saleyards as proposed.
2. Be provided the draft design for review and comment prior to construction.
3. Include story boards which explain the significance of each commemorative plaque (where research material is available to complete this aspect).
4. Draw the required funds from the Saleyards Operations Budget – G/L 2272-2200.

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).

This report seeks to acknowledge individuals who have made a significant contribution to the Roma Saleyards (past and future), as well as to acknowledge key projects that have been completed and milestones celebrated at the Roma Saleyards.

Acronyms:

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

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

Acronym	Description
Not applicable	

Context:

Why is the matter coming before Council?

For Council to consider installation and placement of a memorial plaque wall at the Roma Saleyards.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Prior to demolition of the former administration building at the Roma Saleyards, existing memorial plaques were removed from the building and refurbished for reinstallation at the new Roma Saleyards facility.

Available Councillors undertook a site inspection of the facility to determine an appropriate location for installation of a memorial wall to display memorial and commemorative plaques. The photos below show the agreed location, which is well enclosed protected from the elements and can be easily viewed by users of and visitors to the Saleyards.

Councillors also indicated they would like the wall to incorporate timber from a tree species endemic to the region, and that where possible include a story board alongside plaques giving context to the contribution of those memorialised or the celebration acknowledged.

View of wall on entry to the facility



View of wall looking back towards facility entrance



An inspection has been undertaken by Council's Senior Engineer – Contract Management & Development, who has confirmed the wall on which the plaque wall will be fixed to is structural and can easily accommodate this.

It is intended that the memorial wall be centered on the identified wall and be of a length enabling additional plaques and story boards to be placed into the future as approved by Council.

It is proposed that the proposed design be circulated to Councillors for review and comment prior to construction. Quotation/s will be sourced by the relevant officer in line with Council's Procurement Policy.

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

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

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

Not applicable.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Not applicable

Input into the Report & Recommendation:

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

Councillors of Maranoa Regional Council
Director – Corporate & Community Services
Manager Saleyards
Senior Engineer – Contract Management & Development

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?

Funds can be drawn from the Saleyards Operational Budget – G/L 2272-2200.

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)

Any additions over time can be accommodated as part of the annual Saleyards Operational Budget.

Impact on Other Individuals or Interested Parties:

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

The display of existing plaques will be a welcomed return for the families and friends of those commemorated.

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
No risks identified	<Provide details>

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)

Proceed with installation of a memorial plaque wall.

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 installation of a Memorial Plaque Wall at the Roma Saleyards as proposed.
2. Be provided the draft design for review and comment prior to construction.
3. Include story boards which explain the significance of each commemorative plaque (where research material is available to complete this aspect).
4. Draw the required funds from the Saleyards Operations Budget – GL 2272-2200.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

Nil

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 11.5

File Number: D21/78743

SUBJECT HEADING: Councillor attendance at Regional Roads and Transport Group Assembly and LGAQ Annual Conference

Classification: Open Access

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

The Local Government Association of Queensland (LGAQ) Annual Conference will be held on 25 – 27 October 2021 at the Mackay Entertainment & Convention Centre. Included in the program is the Transport Group Assembly.

Officer's Recommendation:

That Council:

1. Endorse the attendance of Cr McMullen at the Transport Group Assembly, and at the 2021 LGAQ Annual Conference as an additional registered observer.
2. Draw applicable registration, travel and accommodation costs from Cr McMullen's conference budget allocation.

Individuals or Organisations to which the report applies:

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

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

No

Acronyms:

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

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

Acronym	Description
LGAQ	Local Government Association of Queensland

Context:

Why is the matter coming before Council?

To endorse additional Councillor attendance at the 2021 LGAQ Annual Conference, and attendance at the Transport Group Assembly, which forms part of the program for the conference.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

LGAQ 125th Annual Conference

The conference will be held on 25 – 27 October 2021 at the Mackay Entertainment & Convention Centre, and incorporates the Transport Group Assembly.

At the ordinary meeting on 11 August 2021, Council Nominated its two (2) delegates - Councillors Hancock and O'Neil to attend the conference.

As Council has nominated 2 delegates attending the conference, each delegate has 1 vote each on behalf of Maranoa Regional Council for the motions considered at the conference.

Additional 'observers' are also invited to attend the conference but do not hold any voting rights. Cr McMullen has indicated his particular interest to attend the Transport Group Assembly, and the annual conference.

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

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

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

Not applicable.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

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)

Councillors of Maranoa Regional Council

Funding Bodies:

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

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?

Estimates are as follows per person:

Registration for Observers:	\$1,740
Travel by vehicle:	Estimate \$1,324 (mileage)
Accommodation & meals:	Estimate of \$600

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)

Conference attendance costs are reviewed annually.

Impact on Other Individuals or Interested Parties:

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

No

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
Mitigated	Appointment of delegate/s/proxy assures Council is given appropriate voting rights for business considered at the meeting.

Advice to Council:

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

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

That Council endorse the attendance of Cr McMullen as an 'observer' at the LGAQ Annual Conference.

Recommendation:

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

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

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

That Council:

1. Endorse the attendance of Cr McMullen at the Transport Group Assembly, and at the 2021 LGAQ Annual Conference as an additional registered observer.
2. Draw applicable registration, travel and accommodation costs from Cr McMullen's conference budget allocation.

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

4.1.3 Participate in local government decision making in accordance with the Local Government Principles (Section 4) and Councillors' responsibilities (Section 12) under the Local Government Act 2009.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 5 October 2021

Item Number: 12.1

File Number: D21/79750

SUBJECT HEADING: Bitumen Sealing Works - Rehabilitation Works, RMPC Works and Flood Damage Works.

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council is currently preparing to undertake a series of Rehabilitation Works, RMPC Works & Flood Damage Works on a series of roads. This package of works comprises bitumen surfacing works with approximately Thirty-five (35) visits during October 2021 through to completion in February 2022.

Council received four (4) submissions from the Local Buy panel - Road, Water, Sewerage & Civil Works - BUS270.

The evaluation Panel has assessed the submissions and this report is tabled for Council's consideration.

Officer's Recommendation:

That:

1. Council approve **RPQ Spray Seal Pty Ltd** as the preferred supplier for RFQ VP266282 *Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works program* noting the submitted price of \$806,307.46 including GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into a contract with RPQ Spray Seal Pty Ltd formalising the terms and conditions in the Local Buy Instrument of Agreement, if terms are acceptable.
3. Authorise the Chief Executive Officer to approve any variations within budget for these projects.

Individuals or Organisations to which the report applies:

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

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

N/A

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

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

Acronym	Description
RMPC	Road Maintenance Performance Contract
NDRRA	Natural Disaster Relief and Recovery Arrangements

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

Council is currently preparing to undertake a series of Rehabilitation Works, RMPC Work & Flood Damage Works on a series of roads. This contract is expected to be over two-hundred thousand dollars (\$200,000) and as such requires Council's approval.

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

(Succinct overview of the relevant facts, without interpretation)

Council is currently preparing to undertake a series of Rehabilitation Works, RMPC Work & Flood Damage Works on a series of roads. This package of works comprises bitumen surfacing works with approximately Thirty-five (35) visits during October 2021 through to completion in February 2022.

The scope of works comprises bitumen surfacing across eighteen (18) sites, in thirty-five (35) visits, all located in the Maranoa Regional Council Area. All bitumen seal items are to include the supply of binder class [AMC7 / C170), including supply of adhesion agents, including spreading of aggregates, excluding supply and delivery of aggregates (Principal supplied item).

Maranoa Regional Council (Council) invited suitably qualified and experienced Contractors to submit a schedule of rates pricing and supporting documentation for the delivery of bitumen spraying for Council's road rehabilitation program.

Forty-nine suppliers were invited through Vendorpanel and the Local Buy panel - Road, Water, Sewerage & Civil Works - BUS270.Council, of which Council received four (4) submissions from the following suppliers:

No.	Tenderer Name	Tendered Price (ex GST)	GST	Total Tendered Price (Incl GST)	Evaluation Score
1	Austek Spray Seal Pty Ltd	\$810,686.25	\$81,068.63	\$891,754.88	90
2	COLAS Queensland Pty Ltd	\$1,391,409.57	\$139,140.96	\$1,530,550.53	53
3	Boral	\$1,262,602.43	\$126,260.24	\$1,388,862.67	58
4	RPQ Spray Seal Pty Ltd	\$733,006.78	\$73,300.68	\$806,307.46	100

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)

This procurement conforms to the *Local Government Regulation Division 3 – Exceptions for medium-sized and large-sized contractual arrangements s234 – Exception for LGA Arrangement.*

234 Exception for LGA arrangement

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

(2) An LGA arrangement is an arrangement that—

(a) has been entered into by—

(i) LGAQ Ltd.; or Note— See section 287 of the Act.

(ii) a company (the associated company) registered under the Corporations Act, if LGAQ Ltd. is its only shareholder; and

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

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

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

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 provided input into this report:

- Project Officer - Capital Works, Construction
- Manager - Procurement & Plant

Funding Bodies:

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

Funds for this work are from the following sources:

- Road Maintenance Performance Contract (TMR funds)
- Natural Disaster Relief and Recovery Arrangements (NDRRA)
- Council Capital Works funds

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 funds for this project are included in the 21021/22 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 **RPQ Spray Seal Pty Ltd** as the preferred supplier for RFQ VP266282 *Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works program* noting the submitted price of \$806,307.46 including GST.

Recommendation:

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

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

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

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

If so, for what reason?

1. Council approve **RPQ Spray Seal Pty Ltd** as the preferred supplier for RFQ *VP266282 Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works program* noting the submitted price of \$806,307.46 including GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into a contract with RPQ Spray Seal Pty Ltd formalising the terms and conditions in the Local Buy Instrument of Agreement, if terms are acceptable.
3. Authorise the Chief Executive Officer to approve any variations within budget for these projects.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

[1](#) Evaluation Report - Tender VP266282 - Bitumen Reseal D21/79752
Rehabilitation Program

Report authorised by:

Director - Corporate & Community Services

EVALUATION OF REQUEST FOR QUOTE RESPONSES

RFQ VP266282

Bitumen Rehabilitation Program

REPORT COORDINATED BY:
Manager Procurement

ON BEHALF OF THE TENDER EVALUATION PANEL

- Project Officer - Capital Works, Construction
- Manager - Procurement & Plant

SEPTEMBER 2021



EVALUATION OF REQUEST FOR QUOTE RESPONSES



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EVALUATION OF REQUEST FOR QUOTE RESPONSES



1. EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Request for Quote VP266282 – Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works.

The Request for Quote (RFQ) period opened 14 September 2021 and closed 22 September 2021. The tender was available to all suppliers on the *Local Buy Arrangement Road, Water, Sewerage, Civil Works – BUS 270* sub-category of Road Resurfacing with forty-nine suppliers (49) receiving the RFQ. The following four (4) responses were received.

No.	Tenderer Name	Tendered Price (ex GST)	GST	Total Tendered Price (Incl GST)	Evaluation Score
1	Austek Spray Seal Pty Ltd	\$810,686.25	\$81,068.63	\$891,754.88	90
2	COLAS Queensland Pty Ltd	\$1,391,409.57	\$139,140.96	\$1,530,550.53	53
3	Boral	\$1,262,602.43	\$126,260.24	\$1,388,862.67	58
4	RPQ Spray Seal Pty Ltd	\$733,006.78	\$73,300.68	\$806,307.46	100

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

- Project Officer - Capital Works, Construction
- Manager - Procurement & Plant

It is recommended that Council select RPQ Spray Seal Pty Ltd as the preferred supplier for Request for Quote VP266282 – Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works with the submitted price of \$806,307.46 (excluding GST).

2. BACKGROUND

Council is currently preparing to undertake a series of Rehabilitation Works, RMPC Work & Flood Damage Works on a series of roads. This package of works comprises bitumen surfacing works with approximately Thirty-five (35) visits during October 2021 through to completion in February 2022.

Maranoa Regional Council (Council) invited suitably qualified and experienced Contractors to submit a schedule of rates pricing and supporting documentation for the delivery of bitumen spraying for Council's road rehabilitation program for the following roads:

RMPC Works	MRC Capital Works	Flood Damage Works
Roma Taroom Road (Roma)	Muckadilla Ashmount Road (Muckadilla)	Ambi North Road (Amby)
Surat St George Road (Surat)	Bindango Road (Hodgson)	Cottage Creek Road (Wallumbilla)
	Bollon Road (Mitchell)	Donnybrook Road (Roma)
	Bargunyah Road (Mitchell/Bollon)	Horse Creek Road (Wallumbilla)
	Warrong Road (Mitchell)	Gunnawarra Road (Mitchell)
	Six Mile Road (Roma)	Wallumbilla North Road (Wallumbilla)
	Tiger Scrub Road (Roma)	Yuleba Taroom Road (Yuleba)
	Westgrove Road (Injune)	
	Womble Bank Gap Road (Injune)	

EVALUATION OF REQUEST FOR QUOTE RESPONSES



3. SCOPE

The scope of works comprises bitumen surfacing across eighteen (18) sites, in thirty-five (35) visits, all located in the Maranoa Regional Council Area. All bitumen seal items are to include the supply of binder class [AMC7 / C170], including supply of adhesion agents, including spreading of aggregates, excluding supply and delivery of aggregates (Principal supplied item).

The scope of works for which the Contractor shall deliver the project comprises of:

- Seal design (to be submitted for review by Council 24hrs prior to commencing onsite). Seal design to include nominal adjustments for Ball Penetration results as tested within 24 hours prior to seal;
- Surfacing brooming prior to sealing;
- Supply bitumen;
- Supply bitumen cutter and adhesion agent;
- Spraying of bitumen;
- Spreading of cover aggregate;
- Brooming of finished surface on completion;
- Undertaking all necessary site safety risk assessments associated with the high-risk activity; and
- Undertaking work processes in such a manner to ensure safety to workers, traffic controllers and the general public (i.e. exclusion zones).

NOTE: All seal designs must be certified by a practitioner who has completed the AAPA "Sprayed Sealing Section & Design" Course (SSD502A) and successfully completed all assessments. Seal designs for all works shall be provided to Council for review prior to the programmed seal date.

The supply bituminous products, cutting agent, adhesion agent and cover aggregate shall be in accordance with the applicable Queensland Transport Standard Specifications, including but not limited to:

- MRS 11 – Sprayed Bitumen Treatment.
- MRTS 11 – Sprayed Bitumen Treatment.
- MRTS 17 – Bitumen.
- MRTS 19 – Cutter and Flux Oil; and
- MRTS 20 – Cutback Bitumen.

Council will be responsible for the co-ordination of the following:

- Preliminary surface preparation prior to sealing.
- Water cart to complete the works.
- Precoated aggregate – the successful Contractor will be required to satisfy themselves that the aggregate is fully compliant with the specification requirements prior to incorporating the material into the works; and
- Provision of traffic guidance scheme and traffic controllers.

Council will work collaboratively with the successful Contractor regarding the extent and timing of prior preparatory works and will provide appropriate material stockpile sites in collaboration with the contractor.

The Contractor is required to supply all materials and consumables associated with the works.

The Contractor shall complete and provide to Council Representative daily records detailing account and quantities of works undertaken on the project.

EVALUATION OF REQUEST FOR QUOTE RESPONSES



The following tables provides the detailed requirements for each road.

BITUMEN SEALING WORKS – RMPC ROADS Roma Taroom Road & Carnarvon Highway (St George-Surat)				
Item Number	Location	Description	Units of Measure	Quantity
VISITS 1-9 (OCTOBER thru DECEMBER 2021)				
PROVISION FOR TRAFFIC - MRS02 Sept '14				
2230 P	Visit 1-9	Provision for traffic (supply of Traffic Control) (Provisional Quantity, if ordered)	day	
SPRAYED BITUMINOUS SURFACING (EXCLUDING EMULSION) - MRS11 Jul '19				
Roma Taroom Road RMPC – Vits 1-6				
16448.3172	Roma Taroom Road Ch 34.08 to Ch 59.60	<u>Primary Seal AMC 7</u> - 2.6m to 8.0m wide typical (Patches & Full Width) - Aggregates [precoated], nominal [10mm] - Traffic data: <i>TBP</i>	m2	24,900
	Roma Taroom Road Ch 52.62 to 61.79	<u>Double: Double Seal C170</u> - 2.6m to 8.0m wide typical (Patches & Full Width) - Aggregates [precoated], nominal [14mm/10mm] - Traffic data: <i>TBP</i>	m2	1,380
Surat St George Road RMPC – Visits 7-9				
16441.3172	Carnarvon Highway Ch 80.05 to Ch 82.79	<u>Primary Seal C170</u> - 2.6m to 8.0m wide typical (Patches & Full Width) - Aggregates [precoated], nominal [10mm] - Traffic data: <i>TBP</i>	m2	6,972
	Carnarvon Highway Ch 84.46 to 114.97	<u>Double: Double Seal</u> - 2.6m to 8.0m wide typical (Patches & Full Width) - Aggregates [precoated], nominal [14mm/10mm] - Traffic data:	m2	5,697

EVALUATION OF REQUEST FOR QUOTE RESPONSES



BITUMEN SEALING WORKS – Capital Works Program - Muckadilla Road, Bindango Road, Bollon Road, Warrong Road, Six Mile Road, Tiger Scrub Road, Westgrove Road & Womblebank Gap Road.				
Item Number	Location	Description	Units of Measure	Quantity
VISITS 10-26 (JANUARY 2022 thru MARCH 2022)				
PROVISION FOR TRAFFIC - MRS02 Sept '14				
2230 P	Visit 10-26	Provision for traffic (supply of Traffic Control) (Provisional Quantity, if ordered)	day	
SPRAYED BITUMINOUS SURFACING (EXCLUDING EMULSION) - MRS11 Jul '19				
Muckadilla Ashmount Road				
22849.2241	Ch 0.00 to Ch 9.5	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	47,500
Bindango Road				
22852.2241	Ch 6.971 to Ch 8.753	<u>Primary Seal C170</u> - 4.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	7,130
Bollon Road				
22853.2241	Ch 48.385 to 51.99	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	18,025
Bargunyah Road				
22850.2241	Ch 0.00 to 3.37	<u>Primary Seal C170</u> - 4.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	13,480
Warrong Road				
22857.2241	Ch 23.544 to 24.286	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	3,710
Six Mile Road				
22855.2241	Ch 5.94 to 7.35	<u>Primary Seal C170</u> - 6.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	8,460
Tiger Scrub Road				
22856.2241	Ch 0.00 to 2.80	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	14,000
Westgrove Road				
22858.2241	Ch 8.8 to 12.66	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	19,300
Womblebank Gap Road				
22859.2241	Ch 35.55 to 36.329	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	3,895

EVALUATION OF REQUEST FOR QUOTE RESPONSES



BITUMEN SEALING WORKS – Flood Damage Works – Amby North Road, Cottage Creek Road, Donnybrook Road, Horse Creek Road, Gunnawarra Road, Wallumbilla North Road & Yuleba Taroom Road				
Item Number	Location	Description	Units of Measure	Quantity
VISITS 27-35 (MARCH 2022 thru MAY 2022)				
PROVISION FOR TRAFFIC - MRS02 Sept '14				
2230 P	Visit 27-35	Provision for traffic (supply of Traffic Control) (Provisional Quantity, if ordered)	day	
SPRAYED BITUMINOUS SURFACING (EXCLUDING EMULSION) - MRS11 Jul '19				
Amby North Road				
21906.5058	Ch 5.08 to 5.20	<u>Primary Seal C170</u> - 4.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	480
Cottage Creek Road				
22067.5058	Ch 1.74 to 1.88 Ch 2.08 to 2.15 Ch 5.34 to 5.38	<u>Primary Seal C170</u> - 3.0m to 4.8m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	1,128
Donnybrook Road				
21982.5058	Ch 0.680 to 1.324	<u>Primary Seal C170</u> - 5.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	4,025
Horse Creek Road				
22080.5058	Ch 1.94 to 1.96 Ch 5.76 to 5.82	<u>Primary Seal C170</u> - 9.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	720
Gunnawarra Road				
TBA	Ch 3.5 to 5.92	<u>Primary Seal C170</u> - 4.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	9,680
Wallumbilla North Road				
22077.5058	Ch 4.3 to 4.36 Ch 8.0 to 8.08 Ch 12.16 to 12.24	<u>Primary Seal C170</u> - 2.6 to 8.0m wide typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	1,312
Yuleba Taroom Road				
22090.5058	Ch 6.04 to 6.28 Ch 24.0 to 24.06 Ch 24.64 to 24.74 Ch 26.12 to 26.34 Ch 34.12 to 34.18	<u>Primary Seal C170</u> - 2.6 to 8.0m typical (Full Width) - Aggregate [precoated], nominal [14mm] - Traffic data: <i>TBP</i>	m2	4,020

EVALUATION OF REQUEST FOR QUOTE RESPONSES



4. RFQ EVALUATION PROCESS

Overview

Before undertaking the scoring evaluation, each submission was assessed for compliance. All submissions were found to be compliant.

Price Analysis

The evaluation criteria for this RFQ was price only as all responders were prequalified on the *Local Buy Arrangement Road, Water, Sewerage, Civil Works – BUS 270*.

Evaluation Criteria	Points
Price	100 points

Price is calculated using the formula:

- Minimum price submission – receives full score (in this case 100 points)
- All other submissions are evaluated using the formula

$$((\text{minimum price} / \text{submission price}) \times 100) \times \text{weighting}$$
- Price formula results in proportional increases/decreases in the score, in accordance with changes in price.

No.	Tenderer Name	Tendered Price (ex GST)	GST	Total Tendered Price (Incl GST)	Evaluation Score
1	Austek Spray Seal Pty Ltd	\$810,686.25	\$81,068.63	\$891,754.88	90
2	COLAS Queensland Pty Ltd	\$1,391,409.57	\$139,140.96	\$1,530,550.53	53
3	Boral	\$1,262,602.43	\$126,260.24	\$1,388,862.67	58
4	RPQ Spray Seal Pty Ltd	\$733,006.78	\$73,300.68	\$806,307.46	100

Note: Prices quoted above do not include the provision for traffic control, which may be required but is a very small part of the overall requirements and not significant from a pricing perspective.

5. RECOMMENDATION

It is recommended that Council select **RPQ Spray Seal Pty Ltd** as the preferred supplier for RFQ VP266282 *Bitumen Surfacing Works – Rehabilitation Works, RMPC Works & Flood Damage Works program* noting the submitted price of \$806,307.46 including GST.

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 20 September 2021

Item Number: 12.2

File Number: D21/76317

SUBJECT HEADING: Delegated Authority for the Chief Executive Officer to sign the DTMR Deed of Indemnity for the Construction of Gas Mains in their Road Reserve in 2021/22

Classification: Open Access

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 gas 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 covers two locations that require this Deed.

Officer's Recommendation:

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 gas mains in their road reserve in the 2021/22 financial year.

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
DTMR	Department of Transport Main Roads
AMP	Asset Management Plan

Context:

Why is the matter coming before Council?

DTMR require a Deed of Indemnity for the construction of these gas mains, which requires Council approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

There are 2 gas projects in the approved capital budget, that involve construction of new gas mains in the DTMR highway.

These are:

New 63mm main Bowen St, Wyndham to Arthur – Warrego Highway

New 63mm main Bowen St, Tiffin to Major – Warrego Highway

Council must apply for a permit from DTMR to implement these works. This includes submitting the attached signed Deeds of Indemnity.

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

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The Gas Network AMP includes the construction of these gas mains.

Input into the Report & Recommendation:

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

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

N/A

Funding Bodies:

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

(Please do not just include names)

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

N/A

Risks:

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

Risk	Description of likelihood & consequences
DTMR approval denied without the Deed of Indemnity	If Council does not sign these Deeds of Indemnity, then DTMR will not approve the permits. The works can then not commence.

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 Deeds of Indemnity, for the construction of the gas mains listed.

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

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.7 Gas

Supporting Documentation:

1	Deed of Indemnity - Arthur to Wyndham Gas Main	D21/76351
2	Deed of Indemnity - Major to Tiffin Gas Main	D21/76354

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

[Print Form](#)[Reset Form](#)Queensland
Government**Deed of Indemnity for Ancillary Works
and Encroachments on a State-controlled
road - Government Agency**(section 50 of the *Transport Infrastructure Act 1994*)**Indemnifier**

The indemnifier is the entity responsible for the structure or activity in the road corridor and is the same name as shown on the public liability insurance.

Name of indemnifier

Maranoa Regional Council

Australian Business Number of indemnifier

9 9 3 2 4 0 8 9 1 6 4

Name of person authorised to represent the indemnifier

Graham Sweetlove

Street address of indemnifier

1 Cartwright Street

Roma

Postcode 4455

Postal address of indemnifier

PO Box 620

Roma

Postcode 4455

Details of Ancillary Works and Encroachment (structure or activity)

Description of ancillary works and encroachment

Installation of a 63mm OD PE gas main on the southern side of Bowen Street, Roma from Arthur Street to Wyndham Street

Location

Bowen Street from Arthur Street to Wyndham Street, Roma

GPS coordinates

X: 678253 Y: 7059512

I, the indemnifier named above:

- a. indemnify the State of Queensland (represented by the Department of Transport and Main Roads (TMR)), its officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the ancillary works and encroachments including where the losses are caused by the acts or omissions of the indemnifier's officers, employees, agents and subcontractors
- b. acknowledge that provision of this indemnity is a condition of approval of the ancillary works and encroachments under section 50 of the *Transport Infrastructure Act*.

In this deed poll, 'losses' include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature whether arising in contract or tort (including, but not limited to negligence) or under a statute, and also includes:

- a. loss of profits, loss of revenue, loss of anticipated savings, loss of opportunity, pure economic loss and loss of data
- b. any other consequential, special or indirect loss or damage.

Deed of Indemnity for Ancillary Works and Encroachments on a State-controlled road - Government Agency
continued... page 2 of 2

Executed as a deed poll**Signed, sealed and delivered for and on behalf of the indemnifier**

on the

day of

Full name of authorised officer (printed)

Signature of authorised officer

Full name of witness (printed)

Signature of witness

Privacy statement: TMR is collecting the information on this form for the purposes of processing your application to install an ancillary works and encroachment in State-controlled roads. Personal information collected will be managed in accordance with the *Information Privacy Act 2009* and will only be accessible by authorised officers and approved contractors of TMR. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

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Government**Deed of Indemnity for Ancillary Works
and Encroachments on a State-controlled
road - Government Agency**(section 50 of the *Transport Infrastructure Act 1994*)**Indemnifier**

The indemnifier is the entity responsible for the structure or activity in the road corridor and is the same name as shown on the public liability insurance.

Name of indemnifier

Maranoa Regional Council

Australian Business Number of indemnifier

9 9 3 2 4 0 8 9 1 6 4

Name of person authorised to represent the indemnifier

Graham Sweetlove

Street address of indemnifier

1 Cartwright Street

Roma

Postcode 4455

Postal address of indemnifier

PO Box 620

Roma

Postcode 4455

Details of Ancillary Works and Encroachment (structure or activity)

Description of ancillary works and encroachment

Installation of a 63mm OD PE gas main on the southern side of Bowen Street, Roma from Major Street to Tiffin Street

Location

Bowen Street from Major Street to Tiffin Street, Roma

GPS coordinates

X: 679045 Y: 7059387

I, the indemnifier named above:

- a. indemnify the State of Queensland (represented by the Department of Transport and Main Roads (TMR)), its officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the ancillary works and encroachments including where the losses are caused by the acts or omissions of the indemnifier's officers, employees, agents and subcontractors
- b. acknowledge that provision of this indemnity is a condition of approval of the ancillary works and encroachments under section 50 of the *Transport Infrastructure Act*.

In this deed poll, 'losses' include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature whether arising in contract or tort (including, but not limited to negligence) or under a statute, and also includes:

- a. loss of profits, loss of revenue, loss of anticipated savings, loss of opportunity, pure economic loss and loss of data
- b. any other consequential, special or indirect loss or damage.

Deed of Indemnity for Ancillary Works and Encroachments on a State-controlled road - Government Agency
continued... page 2 of 2

Executed as a deed poll**Signed, sealed and delivered for and on behalf of the indemnifier**

on the

day of

20

Full name of authorised officer (printed)

Full name of witness (printed)

Signature of authorised officer

Signature of witness

Privacy statement: TMR is collecting the information on this form for the purposes of processing your application to install an ancillary works and encroachment in State-controlled roads. Personal information collected will be managed in accordance with the *Information Privacy Act 2009* and will only be accessible by authorised officers and approved contractors of TMR. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 12.3

File Number: D21/78496

SUBJECT HEADING: Replacement of Bore 7, Roma

Classification: Open Access

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

Executive Summary:

Bore 7 in Roma requires replacement however it is currently located on land that is not owned by Council.

This report recommends that the replacement bore be located at an alternative location, which is owned by Council.

Officer's Recommendation:

That Council approve the location of the replacement bore for Roma Bore 7 be in paddock 3 of lot 338WV1628.

Individuals or Organisations to which the report applies:

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

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

No

Acronyms:

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

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

Acronym	Description
UWSA	Urban Water Security Assessment
DRDMW	Department of Regional Development, Manufacturing and Water

Context:

Why is the matter coming before Council?

The current location of Bore 7 in Roma is not on Council owned land. An alternative location has been identified however this land is not currently earmarked for water supply and requires Council approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Bore 7 is approximately 55 years old and has reached the end of its theoretical life. A recent condition assessment of the bore found the bore to be in very poor condition and recommended replacement in the short term. This was also a recommendation of the DRDMW's Roma UWSA report, particularly due to interconnections of the aquifers in this bore.

The current bore 7 is located on land that is not owned by Council. It is recommended that the new bore be moved further west, adjacent to Dargal Road on land owned by Council, on paddock 3 of lot 338WV1628, as shown below.



This lot is proposed for future urban growth in the Roma Strategic Framework Map and is currently leased by the community for grazing. The bore would therefore be ideally placed to service this growth area with the addition of a reservoir and booster station when required. Paddock 3 is 4.14 hectares and only 0.25 hectares is required for the bore site, leaving the remainder of the site available for community use currently.

It is recommended that this new bore be included in the funding application for Building our Regions funding. DRDMW have indicated that they would strongly support approval of funding for this project, increasing the likelihood of successfully obtaining external funding.

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The replacement of bore 7 in Roma is detailed in the Network Water Asset Management Plan.

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 – who supports moving the new bore to the proposed lot.
Manager, Regional Planning & Building Development – supports this project.

Funding Bodies:

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

It is proposed to apply for funding for the replacement of bore 7 under the latest round of Building our Region funding that is specifically focused for Local Governments to improve their water and sewerage systems.

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)

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
Council does not approve moving the bore site	An additional new bore will be required in the growth area in the future when this develops.

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)

Bore 7 in Roma needs to be replaced in the short term. It is good practice to have this new bore on Council owned land, and this will also meet the need for the future growth of Roma in this area. It is recommended that the new bore be moved to paddock 3 of lot 338WV1628 and that external funding be sought for this project (subject of a separate report).

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

- Approve the location of the replacement bore for Roma Bore 7 be in paddock 3 of lot 338WV1628

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

Supporting Documentation:

Nil

Report authorised by:

Program Funding & Budget Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT**Meeting:** Ordinary 13 October 2021**Date:** 27 September 2021**Item Number:** 12.4**File Number:** D21/78291**SUBJECT HEADING:** Naming of Unnamed Road off Iona Bardlomey Road**Classification:** Open Access**Officer's Title:** Assets Officer - Transport Network

Executive Summary:

Council recently resolved to add a section of unnamed road off Iona Bardlomey Road to Council's Road Register. This report tables the details of the community engagement regarding the proposed road names for Council's consideration.

Officer's Recommendation:

That Council endorse the road name for the unnamed section of road off Iona Bardlomey Road, as either Gordon Park Road or Finch Lane.

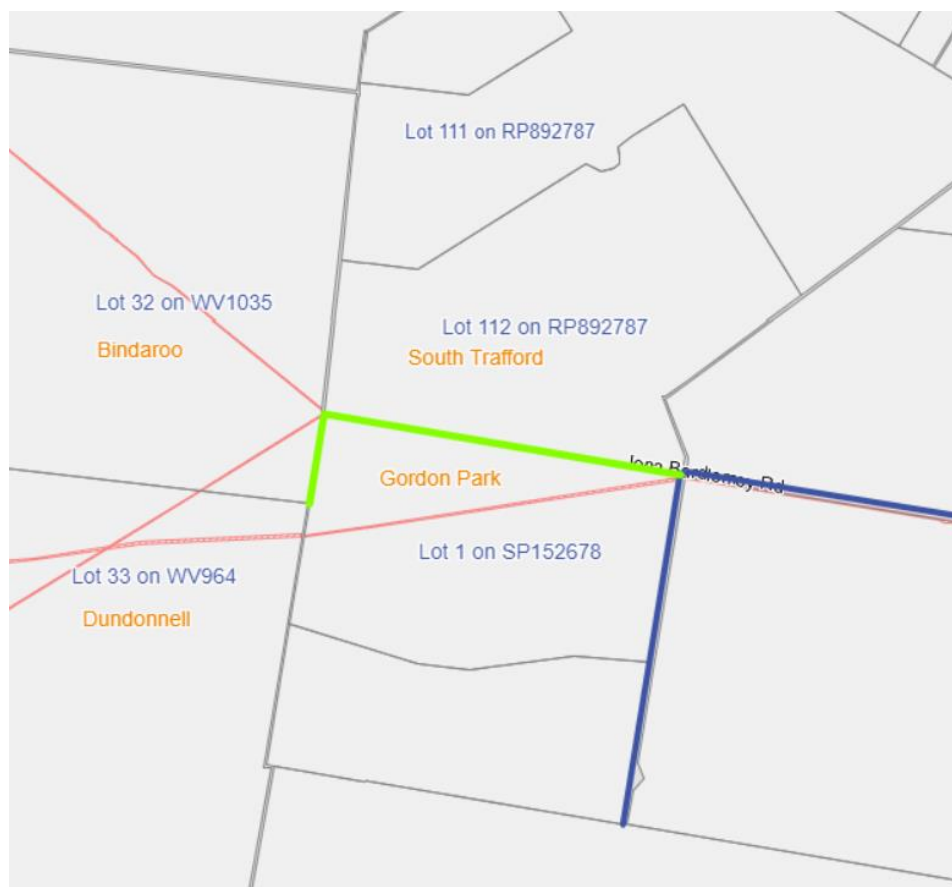
Individuals or Organisations to which the report applies:

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).

A C Finch	Owner - (Applicant 1)	Lot 111 on Plan RP892787
S A & M J Maunder	Owners - (Lead Resident)	Lot 1 on SP152678
C A & M M Finch	Owners	Lot 112 on Plan RP892787
S N & A J Nolan	Owners	Lot 32 on WV1035
G J & S R West	Owners	Lot 33 on WV964
Santos CSG Pty Ltd	Owners	Lot 24 on WV1300

Figure 1 – Unnamed Section of Road off Iona Bardlomey Road and adjoining lot owners



Acronyms:

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

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

Acronym	Description
AMP	Asset Management Plan
CMDG	Capricorn Municipal Development Guidelines
FAGS	Financial Assistance Grants

Context:

Why is the matter coming before Council?

Council recently resolved to add a section of unnamed road off Iona Bardlomey Road to the Road Register. This report tables the details of the community engagement that has been undertaken regarding the proposed road names for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Council meeting held 28 July 2021 Council resolved as follows:

Resolution No OM/07.2021/71

That Council:

1. **Endorse the addition of the unnamed section of road off Iona Bardlomey Road onto Council's Road Register, with the classification of Rural Access – Secondary, and a length of 5.060 kilometres.**
2. **Undertake community engagement with residents that directly adjoin the unnamed section of road off Iona Bardlomey Road to gauge their input on the potential road naming of the section of road as outlined in Item 1 of this resolution.**
3. **Be presented with a subsequent report detailing the outcome from the community engagement with the residents, with the view of formally naming and adding this section of road to the Road Register.**

Investigation Outcomes of Item 3

Officers have engaged with each of the residents that adjoin the new (unnamed) section of road. During discussions, three of the residents raised concerns with any proposed use of property names or family surnames to help identify the new section of road.

Taking this into consideration, it was agreed to focus on the historical ancestors and pioneers of the area, through the use of survey and cadastral mapping to assist with proposing potential road names.

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

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

Local Government Act 2009

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.

Local Government Regulation 2012

Inspection of the roadway identifies the roadway as a “formed” roadway as described in the Local Government Act 2009 and Local Government Regulations 2012.

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
 - (c) approve the naming and numbering of private roads; and
 - (d) name and number other roads; and
 - (e) make a local law to regulate the use of roads, including—
 - (i) the movement of traffic on roads, subject to the *Transport Operations (Road Use Management) Act 1995*; and
 - (ii) the parking of vehicles on roads, subject to the *Transport Operations (Road Use Management) Act 1995* (including the maximum time that a vehicle may be parked in a designated rest area that adjoins a road, for example); and
 - (iii) by imposing obligations on the owner of land that adjoins a road (including an obligation to fence the land to prevent animals going on the road, for example); and

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Road Naming Policy -

Council Officers have undertaken investigation and research in line with *Council Policy – Road Naming*, which was established to ensure Council remains committed to ensuring a fair, consistent and equitable protocol is followed when naming roads.

Council is required to ensure road names are appropriate, will stand the test of time and where suitable, are preferably of local or historical significance.

Council has the responsibility to provide road names and install signage in accordance with the legislative requirement of Section 60 in the Local Government Act 2009. Council must also comply with the principals set out in Councils Policy – Road Naming that has been written in accordance with AS4819:2011 – Rural and

Urban Addressing and AS1742.5:2017 – Manual of uniform traffic control devices
Part 5: Street name and community facility name signs.

AS 1742.5:2017

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APPENDIX A

GUIDELINES* FOR THE NAMING OF ROADS AND STREETS

(Informative)

A1 ROAD NAME SELECTION

A1.1 Uniqueness

Name duplication within a local government area should be avoided and, if possible, duplication of names in nearby parts of adjacent local government areas should also be avoided. However, roads crossing council boundaries should have a single and unique name.

Where a curved street, such as a crescent, loops back to the same road from which it started, the consequent existence of two nearby intersections with the same name pairs should be avoided, for example, by changing the name of the curved street part way along. This is particularly important if there is a road closure part way along the curved street.

A1.2 Sources of names

- (a) Preferred sources for road names include the following:
 - (i) Aboriginal names.
 - (ii) Local history.
 - (iii) Early explorers, pioneers, settlers.
 - (iv) War/casualty lists.
 - (v) Thematic names such as flora, fauna or ships.
- (b) Names should be appropriate to the physical, historical or cultural character of the area concerned.
- (c) The origin of each name should be clearly stated and subsequently recorded.
- (d) The relevant Aboriginal authority should be consulted when choosing Aboriginal names unless council already has an agreed list of appropriate names.

A1.3 Propriety

The following should be observed:

- (a) Names of living persons should not be used.
- (b) Names that are characterized as follows should be avoided:
 - (i) Offensive or likely to give offence.
 - (ii) Incongruous or out of place.
 - (iii) Commercial or company names.

* There may be specific state requirements on these matters.

A1.4 Communication

In order to assist both service providers and the travelling public to read, understand and recognize names quickly and efficiently, the following should be observed:

- (a) Names should be reasonably easy to read, spell and pronounce.
- (b) Unduly long names and names composed of two or more words should be avoided; in particular—
 - (i) the use of given names should generally be avoided and should only be included with a family name where it is essential to identify an individual or avoid ambiguity;
 - (ii) whilst street and cul-de-sac names should have only one word, it is recognized that some roads require a two-word name because of their geographical relationship, e.g. New England Highway; and
 - (iii) roads with double destination names (e.g. Mangatang–Tooleybuc Road) should be progressively renamed.

A1.5 Spelling

The following should be observed:

- (a) Where it is intended that a road has the same name as a place or feature with an approved or accepted geographical name, particular care should be taken to ensure that the correct spelling is adopted unless there are exceptional circumstances requiring a different spelling to be used.
- (b) Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted.
- (c) Generally road names proposed or approved should not contain abbreviations, e.g. the 'Creek' in 'Wallaby Creek Road' should not be abbreviated. An exception to this is 'ST', which should always be used in place of 'Saint'.

A1.6 Form

The following should be observed:

- (a) The apostrophe mark is omitted in the possessive case, e.g. 'Smith's Road' should be 'Smiths Road'.
- (b) It is further preferable to delete a possessive 's' unless the euphony becomes harsh, e.g. 'Smith Road'.
- (c) The use of hyphens should be avoided.

A1.7 Additional suffix or prefix

The use of a compass point prefix or an additional suffix such as 'north' should be avoided.

NOTE: The adoption of road names in some states will require the approval of the relevant geographical names authority.

District/Area Background research

The unnamed road has not been identified in any of Council's historic records search of Road Registers and Asset Valuation data for the former Bendermere Shire.

During discussions with the neighbouring property owners, it was confirmed that some local road users refer to the unnamed section of roadway as "*Bindaroo Lane*", as the roadway provides an additional access to the property "*Bindaroo*".

Proposed Names

The unnamed roadway meets the criteria for either a Lane or a Road suffix, as the roadway adjoins additional gazette road reserve that runs North-South.

The "Road" suffix would be a more appropriate choice, as the reserve continues at the proposed end of the road and long term planning may require the road length to be extended at some point.

Council's Road Naming Policy categorises roads and lanes as:

A Road –

"A place where one may ride, an open way or public passage for vehicle, persons and animals, a roadway forming a means of connection between one place and another"

A Lane –

"A narrow way between walls, buildings, a narrow country or city roadway"

The Road Naming policy states:

Names should be unique and use the form and style of contemporary Australian English, and:

- *Reflect the heritage of the locality; or*
- *Identify one of the landscape or physical characteristics of the locality; or*
- *Recognise pioneers of the area or persons who have had a long association with the locality; or*
- *Acknowledge names of persons who have given significant community service within the Maranoa Regional Council; or*
- *Follow a theme throughout an estate, e.g. famous people, colours, flora or fauna species*

Names should preferably:

- *Be reasonably easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public;*
- *Avoid confusing one road name with another, e.g. through similar spelling or pronunciation;*
- *Not have been used anywhere else within the Council area;*
- *Avoid duplication of names in adjoining local government areas;*

- *Not suffix a compass point to the name of another road unless the two roads are adjoining and directly linked, such as either side of a major road;*
- *Retain a single and unique name where a road crosses Council boundaries;*
- *Avoid unduly long names and names composed of two or more words;*
- *Not contain abbreviations, hyphens, apostrophes, initials or use “The” as a prefix;*
- *Not be seen to be offensive, incongruous (out of place) or commercial in nature;*
- *Avoid dual destinations such as Mitchell-St George Rd;*
- *Avoid long names for short roads to prevent difficulties for map makers.*

The proposed road names consistent with Council Policy and recommended for consideration by Council are listed below, in no particular order;

- Bottle Tree Lane
- Finch Lane
- Gordon Park Road
- Paddy Ward Lane

Bottle Tree Lane

This name choice is reasonably consistent with Council Policy, and the Maranoa area is synonymous for the Bottle tree. Bottle trees are one of “Bindaroo’s” commodities and trees are often trucked off “Bindaroo” using this section of road.

There is one other road in Council’s Urban Road Register where the word “Bottle Tree” is used or contained in:

- Bottletree Court, Roma

The proposed name is reflective of the pioneers of the area and current land owners and is reflective the heritage of the locality and physical characteristics. In this instance it is recommended Council consider the use of Bottle Tree Lane.

Finch Lane

This name choice is reasonably consistent with Council Policy. The Finch family had owned numerous lots that adjoin this section of roadway for over 40 years. Several generations of Finch’s have and continue to remain in the Wallumbilla district.

The proposed name is reflective of “modern” or recent pioneers of the area. While there is no other use of the word “Finch” in Council’s Road Register, partial use of the word occurs in one instance in the Urban Road Register.

- Baker-Finch Crescent, Roma

In this instance it is recommended Council consider the use of Finch Lane.

Gordon Park Road

This name choice is reasonably consistent with Council Policy. "Gordon Park" is the property name of Lot 1 on SP152678, formally known as Lot 13 on WAL53502.

It is not typically recommended to name a road after a property name as properties can change ownership and names can be changed. However in this instance, local property names such as "Dundonnell", "Bindaroo" and "Gordon Park" appear not to have changed names since they were first established by the Roma Land Commissioners Court.

During investigations, officers found a Western Star Newspaper report identifying Lot 13 as "Gordon Park" in 1914.

Gordon Park Road is technically not consistent with policy as it is recommended not to use names composed of two or more words, however the name is consistent due to historic precedence.

While there is no other use of the word "Gordon" in Council's Road Register, there are 6 other roads in Council's Road Register where the word "Park" is used or contained.

- Trafford Park Road, Wallumbilla
- Jackson Park Road, Jackson
- Campbell Park Road, Roma
- Carnarvon National Park Road, Injune
- Parknook Road, Surat
- Parker Street, Roma

In this instance it is recommended Council consider the use of Gordon Park Road.

Paddy Ward Lane

This road name is reasonably consistent with Council Policy. During investigations, Elizabeth and Sean Nolan confirmed "Paddy Ward" is the name of the bottom paddock in Lot 32 on WV1035 owned by the Nolan family. William T Nolan, the original owner of "Bindaroo", named the paddock, "Paddy Ward" after the water way Paddy Ward Creek that runs through the bottom portion of the lot and a number of other lots along the section of roadway. The Nolan family proposed this name in lieu of the use of the Nolan family name.

On investigation, Council Officers discovered Stuart Maunder also has a paddock named Paddy Ward on his property "Gordon Park". Historic cadastral maps and survey plans dating back to the late eighteen hundreds with creek identified and clearly outline the creek traversing the neighbouring lots.

Survey Plan Dated 1893



The proposed name is reflective the heritage of the locality and is identifying one of the landscapes or physical characteristics of the locality.

Council records, indicate there is precedence of many creek names being used for road names in that area, Kangaroo Creek Road, Cottage Creek Road, Washpool Road, Lynns Creek Road etc. The fully name of "Paddy Ward Creek" Road or Lane would be considered as unduly long under the guidelines of Council Policy and Australian Standards.

Paddy Ward Lane or Road is not consistent with policy as it is recommended not to use names composed of two or more words, however the name is consistent due to historic precedence.

There is one other road in Council's Road Register where the word "Ward" is used or contained in:

- Wards Road, Yuleba South

One of the historical survey plans refers to the creek as *Paddy Ward's* and as there is no other use of the word "Paddy" within Council's Road Register, taking this into consideration, Officers would recommend the use of either Paddys Lane or Road.

There is no other use of the word “Nolan” within Council’s Road Register. Taking this into consideration Officers would recommend the use of Nolans Lane.

The proposed name is reflective of the area pioneers of the area or persons who have had a long association with the locality, therefore the use of Nolans Lane would be suitable in this instance, however the Nolan Family have respectfully declined the proposed road name.

Bindaroo Lane

This name choice is reasonably consistent with Council Policy. “Bindaroo” is one of the original lots when the Roma Land Commissioner’s Court was allocating lot ownership in the early nineteen hundreds.

While the name promotes the continuation of the heritage of the locality of the area, Bindaroo the property is well known throughout the district, and the existing Council road, Bindaroo Road, provides access to the west of Lot 32 opn WV1035.

Having both Bindaroo Road and Bindaroo Lane is not recommended as it is not in line with Council Policy and Australian Standards to have two roads with the same name by way of avoiding confusion with the location of the roadway, therefore, the use of the name Bindaroo Lane is not recommended.

Smith Lane

This name choice is reasonably consistent with Council Policy. The Smith family name is a synonymous family name around Wallumbilla, have lived in this area for well over 100 years according to survey plans and the residents of neighbouring properties.

Rex Smith is a former Councillor and Mayor of Bendermere Shire Council.

There are two existing roads in Council’s Road Register where the word “Smith” is used or contained in, therefore the use of the road name Smith Lane is not recommended.

- R Smith Road, Wallumbilla North
- Rose Smith Lane, Muckadilla

Draft Classification and Attributes table for Unnamed Roadway

The following table contains the classification and attributes for inclusion into Council’s Road Register 2021.

Maranoa Regional Council

Ordinary Meeting - 13 October 2021

Road No	879
Road Name	[TBA] Road / Lane
Town	Rural
Surface	Unsealed
Classification	Rural
Category	Rural Access – Secondary
Controlled	Local
Locality	Wallumbilla South
Ward	Wallumbilla Rural
Region	Yuleba
Work Area	South East
Start Description	Intersection with Iona Bardlomey Road
Total Length	5.060
Previous Length	0.000 (New)

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

GIS / CAD Officer

External

Tony Finch – Applicant and Owners of Lot 111 on RP892787

Stuart Maunder – Owner of Lot 1 on SP152678

Cameron Finch – Owner of Lot 2 on SP321807

Elizabeth Nolan – Owner of Lot 32 on WV1035

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Adjoining Lot owners who rely on the roadway for direct access to property.

- C A & M M Finch – Owner of Lot 112 on Plan RP892787
- S A & M J Maunder – Owner of Lot 1 on SP152678
- Santos CDG Pty Ltd – Owner of Lot 24 WV1300

Adjoining Lot owners who use the roadway as a secondary access to property.

- A C Finch – Owner (Applicant 1) of Lot 111 on Plan RP8927872
- S N & A J Nolan – Owners of Lot 32 on WV1035
- G J & S R West – Owner of Lot 33 on WV9646

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
Refer Options outlined in the Background of the Report	

Advice to Council:

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

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

The road names proposed for Council's consideration have been developed with the assistance of neighbouring lot owners.

The recommended road names are reasonably consistent with Council policy and past precedence.

The road names proposed acknowledge the history of the district and are reflective of the pioneers of the area, and or persons who have had a long association with the locality.

Recommendation:

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

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

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

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

That Council endorse the road name for the unnamed section of road off Iona Bardlomey Road, as either Gordon Park Road or Finch Lane.

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 13 October 2021

Date: 28 September 2021

Item Number: 12.5

File Number: D21/78701

SUBJECT HEADING: DWQMP Amendment Application 2021

Classification: Open Access

Officer's Title: Team Coordinator – Projects & Compliance WSG

Executive Summary:

Amendments to the Drinking Water Quality Management Plan are required to be lodged to the Regulator when significant changes take place, such as to infrastructure or staffing.

Officer's Recommendation:

That Council:

- Endorse the revised DWQMP and
- Endorse the DWQMP Amendment Application to be submitted to the Regulator.

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
DWQMP	Drinking Water Quality Management Plan

Context:

Why is the matter coming before Council?

Any changes made to the DWQMP requires review and endorsement from Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Changes have been made to the DWQMP following a review, which now require Council approval before the amended version can be submitted.

A review was carried out by 1 October and made the following changes to the plans:

- Minor amendments, correcting minor errors and updating references to legislation.
- Updating statistical data.
- Changes made in the organisation structure since the previous amendment.
- The risk tables have been updated to reflect actions completed to address some of these risks as well as new actions identified.
- For the Eastern Scheme, Yuleba received a new Bore 2 with reservoir and booster station.
- In the central scheme council have added a new bore, Bore 20.
- Surat also has a new bore becoming operational very soon.
- Mitchell updated with a new bore, reservoir and treatment system.
- An external Cyber Security audit has been completed the results added in this review. The audit found the new MRC SCADA system to be extremely secure, with only minor items to be addressed.
- An external audit was carried out on the DWQMP and the findings of this audit have been addressed in this review.

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

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

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

DWQMP reviews are required every 2 years under the Water Supply (Safety & Reliability) Act 2008.

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)

Drinking Water Quality Management Policy.

Input into the Report & Recommendation:

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

Manager – Water, Sewerage, Gas – reviewed and provided feedback

Team Coordinator – Operations & Maintenance Water / Sewerage as well as the town Team Leaders attended a risk forum and provided input.

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 impact to 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)

Nil impact to future year's budget.

Impact on Other Individuals or Interested Parties:

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

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
Legal – DWQMP Amendment are required under the Water Supply Act 2008	Unlikely to be audited, maximum penalty—200 penalty units

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 Council endorse the DWQMP's and the Amendment Application to be submitted to the Regulator.

Recommendation:

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

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

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

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

That Council:

- Endorse the revised DWQMP and
- Endorse the DWQMP Amendment Application to be submitted to the Regulator.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

Supporting Documentation:

- | | | |
|----|--|-----------|
| 1↓ | Amendment Application form for Drinking Water Quality Management Plan 2021 | D21/79207 |
| 2↓ | Drinking Water Quality Management Plan (DWQMP) - Overarching Maranoa Regional Council - 2021 | D21/79213 |

Report authorised by:

Manager - Water, Sewerage & Gas

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Drinking Water Quality Management Plan Amendment Application



**Queensland
Government**

Water Supply (Safety and Reliability) Act 2008, section 100

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Note: This is an approved form under the *Water Supply (Safety and Reliability) Act 2008* (the Act) to be used by a drinking water service provider, applying to the regulator for approval to amend the approved drinking water quality management plan (DWQMP). Before submitting this approved form, please be fully aware of your rights and obligations under the Act.

1. Drinking water service provider details

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Maranoa Regional Council

SPID

494

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3. Proposed amendment

Please indicate the nature of the proposed amendment(s) to the approved DWQMP by ticking the appropriate box(es) and record the supporting documentation for each proposed amendment.

Select applicable box(es)	Proposed amendment	List the proposed amendment(s) to the DWQMP, supporting documentation for each amendment (for example document name) and attach a copy to the application
<input checked="" type="checkbox"/>	Registered service details	Updated staff details
<input checked="" type="checkbox"/>	Details of infrastructure for providing the service	Updated scheme maps to incorporate completed projects
<input checked="" type="checkbox"/>	Identify hazards and hazardous events	Incorporate audit findings
<input checked="" type="checkbox"/>	Information gathering--water quality and catchment characteristics	Updated water quality data
<input checked="" type="checkbox"/>	Assessment of risks	Updated risk assessment matrix
<input type="checkbox"/>	Risk management measures	
<input type="checkbox"/>	Operation and maintenance procedures	
<input type="checkbox"/>	Management of incidents and emergencies	

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<input checked="" type="checkbox"/>	Risk management improvement program	Removed completed projects and added new items
<input type="checkbox"/>	Service wide support--information management	
<input type="checkbox"/>	Operational monitoring	
<input type="checkbox"/>	Verification monitoring	
<input type="checkbox"/>	Other (please detail)	

(If space provided is insufficient, additional information may be attached)

4. Attached proposed amendments to the approved DWQMP**Important:** The approved DWQMP **must** be attached with all proposed amendment(s) clearly highlighted.

Is a complete approved DWQMP with all proposed amendment(s) clearly highlighted attached?

☒ Yes ☐ No**5. Declaration**

I/we declare and warrant that I/we have all the necessary and appropriate authority on behalf of the drinking water service provider to declare the information in this approved form, including any attachments or supporting information provided, are true and accurate to the best of my/our knowledge.

Family name <input type="text" value="Reitano"/>	Given name(s) <input type="text" value="Julie"/>
Position <input type="text" value="Chief Executive Officer"/>	Signature <input type="text"/>
	Date (dd/mm/yyyy) <input type="text" value="/ /"/>
Family name <input type="text"/>	Given name(s) <input type="text"/>
Position <input type="text"/>	Signature <input type="text"/>
	Date (dd/mm/yyyy) <input type="text" value="/ /"/>

6. Submission

Complete and sign this form, attaching all relevant materials and send to:

Queensland Water Supply Regulator
 Department of Energy and Water Supply
 PO Box 15456
 City East Qld 4002

OR Facsimile: (07) 3405 3156

OR Email: DrinkingWater.Reporting@dews.qld.gov.au

Print form**Reset form**



Maranoa Regional Council

Drinking Water Quality Management Plan

SPID 494

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VERSION	AUTHOR	REVIEWED	APPROVED	DATE
1	Bligh Tanner	Ben Godford	Troy Pettiford	11/08/2015
1.1	Ben Godford	Ben Godford	Graham Sweetlove	06/11/2017
1.2	Michael Seville	Graham Sweetlove	Graham Sweetlove	18/10/2019
1.3	Michael Seville	Graham Sweetlove	Graham Sweetlove	18/08/2021

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+ EXECUTIVE SUMMARY

The Drinking Water Quality Management Plan (DWQMP) for Maranoa Regional Council is a public health based risk management plan that meets the requirements of the Australian Drinking Water Guidelines 2011 (ADWG) and the *Water Supply (Safety and Reliability) Act 2008*.

The DWQMP describes the Jackson, Wallumbilla, Yuleba, Muckadilla, Roma, Amby, Mitchell, Mungallala, Injune schemes from bore to tap and the Surat drinking water scheme from catchment to tap operated.

Council has undertaken a system assessment and a public health risk assessment. Through the risk assessment process, Council has identified a number of risks to our drinking water schemes that require improvements over time. These are detailed in the risk assessment table, and in the risk management improvement plan.

Council intends to use the risk management improvement program to inform capital and operational budgets in coming financial years.

Critical items that have been identified that require attention include:

- Surat WTP Operational Limits
- SCADA Monitoring Upgrade to include disinfection

For Surat WTP the replacement of the intake pumps will allow the flow to be reduced and allow the new clarifier to operate efficiently.

The SCADA will then be used to control the plant, provide alarms and interventions. This will occur in 2021/22.

The upgrade of the SCADA to monitor the disinfection is in the 2021/22 budget.

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+ GLOSSARY

ADWG	Australian Drinking Water Guidelines (current version)
CSG	Coal Seam Gas
DEHP	Department of Environment and Heritage Protection
DWQMP	Drinking Water Quality Management Plan
DWQMP Guideline	Drinking Water Quality Management Plan Guideline 2010
HACCP	Hazards Analysis and Critical Control Points
MAR	Managed aquifer recharge
MRC	Maranoa Regional Council
NHMRC	National Health and Medical Research Council
NTU	Nephelometric Turbidity Unit
QWSR	Queensland Water Supply Regulator
PH Act	Public Health Act 2005
PHR	Public Health Regulation 2018
PRV	Pressure Reducing Valve
PVC	Polyvinyl Chloride
R/A Guideline	Review and Audit Guideline 2013
RMIP	Risk Management Improvement Plan
RO	Reverse Osmosis
SAR	Sodium adsorption ratio
SCADA	Supervisory Control and Data Acquisition
SPID	Service provider identification number
THMs	Trihalomethanes
UPS	Uninterruptible Power Supply
VFD	Variable Frequency Drive

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WIOA	Water Industry Operators Association of Australia
WQR Guideline	Water Quality and Reporting Guideline
WSP	Water Service Provider
WSSR Act	Water Supply Safety and Reliability Act 2008
WTP	Water Treatment Plant

MARANOA REGIONAL COUNCIL DRINKING WATER QUALITY MANAGEMENT PLAN

1 INTRODUCTION

Maranoa Regional Council provides drinking water to customers in the drinking water schemes operated by Council. These include Eastern Schemes: Jackson, Wallumbilla, Yuleba, the Central schemes: Muckadilla and Roma, Western Schemes: Amby, Mitchell, Mungallala, the Northern Scheme: Injune and the Southern Scheme: Surat.

The Maranoa Regional Drinking Water Quality Management Plan (DWQMP) is a risk based management plan that ensures that council can provide all of our customers in each of these schemes with safe drinking water.

The DWQMP, based on the principles of the Australian Drinking Water Guidelines 6 (NHMRC 2011), and meets the regulatory requirements of the *Water Supply (Safety and Reliability) Act 2008*.

2 PURPOSE OF DWQMP

The Maranoa Regional Council Drinking Water Quality Management Plan (DWQMP) is a public health based risk management plan that demonstrates how public health risks to our services are managed.

3 COMMITMENT TO DRINKING WATER QUALITY

3.1 Policy

Council is committed to consistently providing our customers within the drinking water schemes with a safe and reliable drinking water supply.

Council has a formal Drinking Water Policy, adopted 9/9/2015 (GM/09.2015/20).

3.2 Regulatory and Formal Requirements

The requirement to have a drinking water quality management plan is legislated through the *Water Supply (Safety and Reliability) Act 2008*. However, there are many other formal requirements that also impact on our ability to supply safe water. These are listed in the table below.

Table 1 Regulatory and Formal Requirements

Requirement	Council obligations and how they relate to the DWQMP
<i>Water Supply (Safety and Reliability) Act 2008</i> Water Supply (Safety and Reliability) Regulation 2011	MRC obliged to register as a service provider. Service provider is given powers to do certain things (e.g. disconnect customers, restrictions). Required to have an approved DWQMP and comply with the DWQMP. Required to report and respond to drinking water incidents. Plumbers required to install meters. WS Regulation currently has no impact.
<i>Public Health Act 2005</i> Public Health Regulation 2018	Sets minimum sampling frequencies for <i>E. coli</i> as a provider. Council must not provide unsafe water.
<i>Water Act 2000</i>	MRC is required to have water licences to extract water.
<i>Environment Protection Act 1994</i>	Water treatment is considered an environmentally relevant activity.
<i>Disaster Management Act 2003</i>	Council is required to have a disaster management plan. This plan links to the Emergency Plan in this document.
<i>Work Health and Safety Act 2011</i>	Council must ensure safe work practices, including in the provision of drinking water.
<i>Plumbing and Drainage Act (2018)</i> Plumbing and Drainage Regulation (2019) Standard Plumbing and Drainage Regulation (2003)	Council must ensure that water infrastructure work is at a particular standard. Requires plumbers to install water meters.
Qld Plumbing and Wastewater Code (QPW code)	The code defines how drinking water infrastructure can be constructed.
Plumbing Code of Australia	Provides additional information to QPW code

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Australian Standards	Numerous standards for plumbing, chemical handling etc.
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3.3 Customer Engagement

Maranoa Regional Council has established customer service standards, against which we are able to measure our performance. The most current version of these standards is available on our website. Maranoa Regional Council also publishes online our Drinking Water Quality Management Plan Annual Report which provides details on water quality.

4 ALIGNMENT OF THE DWQMP TO ADWG AND ACT REQUIREMENTS

The Drinking water quality management plan addresses all 12 Elements of the Australian Drinking Water Guidelines, and in so doing also ensures that the requirements of the Drinking Water Quality Management Plan Guidelines are met.

The document is owned by the Manager, Water Sewerage and Gas, and maintained by the Team Coordinator Water, Sewerage & Gas, Projects and Compliance.

Table 2 DWQMP structure

Overarching Document	Regionally grouped site specific DWQMP
Service details	Scheme Overview
Description of Region	Infrastructure and Operational Details
Risk methodology	Catchment Characterisation
Hazard Identification and Unmitigated Risk	Water Quality Data
Incident and Emergency	Risk Assessment
Risk Management Improvement Plan	Operational Procedures
Information Management	Operational Monitoring
Operational Procedures	Verification Monitoring

5 SERVICE DETAILS

Maranoa Regional Council is a large council area covering more than 5.8 million ha, and with a total population of 12,665 people (Australian Bureau of Statistics, 2019 data).

Maranoa Regional Council is a registered water service provider, SPID 494, currently providing drinking water services to ~9,882 customers. We supply water to 10 separate schemes (See Figure 1). The current and projected populations and demands are included in Table 3.

Table 3 Drinking water schemes, populations, connections and demands

Scheme Name/ Community Served	Region	Current			Projected in 10 years		
		Population served	Connections	Demand ML/d	Population served	Connections	Demand ML/d
Jackson	Eastern	46	15	0.010	27	18	0.006
Wallumbilla		285	195	0.269	363	200	0.160
Yuleba		280	130	0.097	175	140	0.080
Muckadilla	Central	30	13	0.034	19	17	0.023
Roma		7,156	3606	5.700	8,770	4255	4.889
Amby	Western	50	47	0.076	68	50	0.042
Mitchell		950	620	1.080	973	630	0.916
Mungallala		80	39	0.079	65	40	0.045
Injune	Northern	320	285	0.428	584	320	0.424
Surat	Southern	500	274	0.273	587	310	0.480

The region is predominantly agricultural and includes sheep and cattle grazing, grain and cereal cropping, irrigated cotton cropping and cypress pine timber production. The Maranoa region is currently experiencing an expansion in coal seam gas exploration and mining with thousands of Coal Seam Gas (CSG) wells to be drilled in the region over the next twenty years. The current registered bores and CSG wells are shown in Figure 2. The Maranoa region has a semi-arid climate with very hot summers and cool, dry winters. Rainfall in the Maranoa region is highly seasonal and irregular, with most rain occurring during the summer (October–March) either as heavy thunderstorms or as tropical rain depressions.

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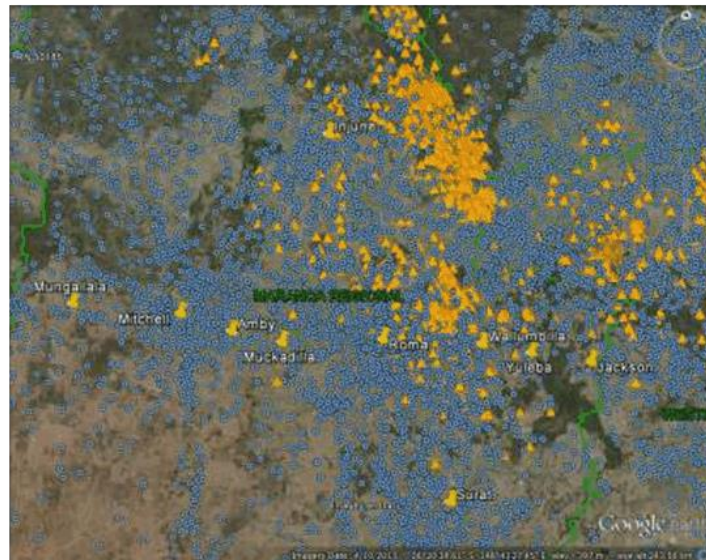
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All communities, except Surat, obtain their water supply from bores tapping the Great Artesian Basin. Surat is supplied from the Balonne River and then treated. To reduce the load on the treatment plant, Surat has dual reticulation with raw river water provided for limited hours of the day. Surat will be sinking and operating a new GAB bore in the next year, details in the 2021 DWQMP.

Figure 1 Maranoa Regional Council Area



Figure 2 Registered Bores (blue dots) and CSG wells (orange triangles) in June 2021



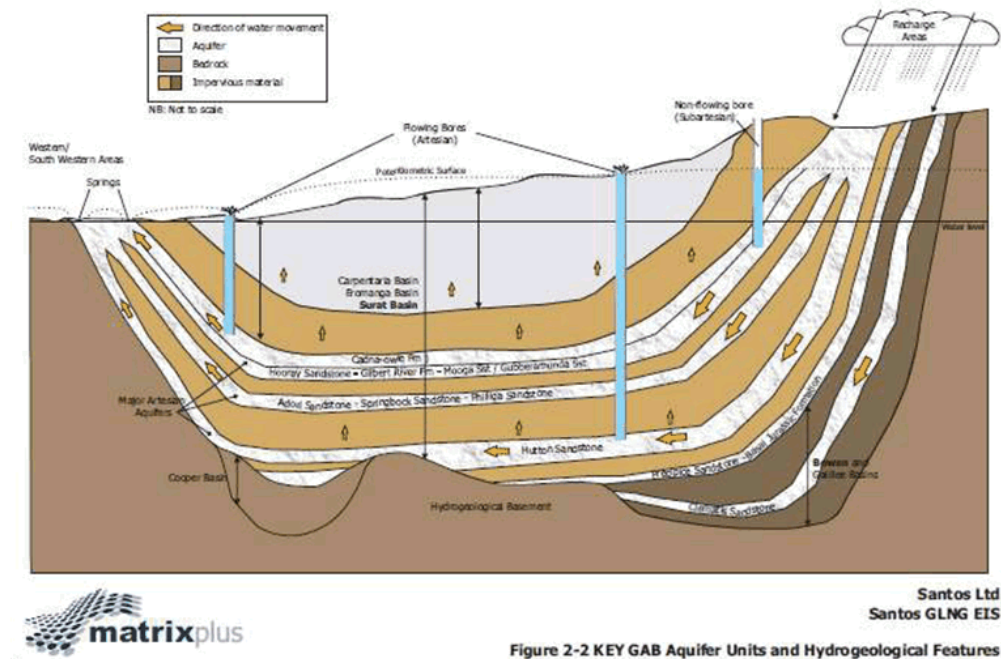
The bores of the Maranoa Region are all considered to be part of the Great Artesian Basin. The recharge areas are towards the east of the basin, many hundreds of kilometres away.

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Recharge is considered to be very slow, and surface activities in the catchment do not impact on the water quality at all. Figure 3, taken from the Santos CSG EIS, provides an overview of how the GAB functions, and the main stratigraphic units.

Figure 3 GAB functional schematic (taken from Santos Groundwater (deep aquifer modelling) GLNG EIS February 2009)



The coal seam gas wells that are being drilled are dewatering the Walloon Coal Measures. This is a separate and distinct aquifer to any of the water supply aquifers (see Table 4). The EIS indicates that there is very little hydrological connectivity between the most critical drinking water aquifer, the Gubberamunda aquifer, which overlies the active CSG aquifer. The deeper bores are believed to be cased through the coal measures, and similarly should not be impacted.

Note, if there is an impact to water supply bores, the proponent (Santos is the major CSG proponent in this region) is required, under the legislation to make good. For example, this may be by drilling new bores, or providing an equivalent amount of RO treated water.

There was an issue with the discovery of methane gas in the now decommissioned Wallumbilla Bore #2. This was due to the bore construction and an ill-fitting cap on the gas bearing aquifer. Therefore, the presence of methane was not related to the current CSG activities.

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Table 4 Water Supply Aquifers in Maranoa Regional Council

Age	Group	Formation	Known Aquifer	Comment
Cretaceous		Wallumbilla formation		
		Bungil Formation		Cadna-owie formation <u>Mungallala</u>
		Mooga Sandstone	Roma Amby Wallumbilla Yuleba Surat	
Jurassic		Orallo Formation		
		Gubberamunda Sandstone	Roma Bores Muckadilla B2	
	Injune Creek Group	Westbourne Formation		
		Springbok Sandstone		
		Walloon Coal Measures		CSG predominantly sourced from this unit
		Eurombah Formation		
		Hutton Sandstone	Muckadilla B1	unknown stratigraphy - but depth indicates this is likely for Jackson
		Evergreen Formation	Injune bores	
		Precipice Sandstone	Mitchell	
Triassic	Rewan	Mooleyember Formation		Bowen Basin (possible future CSG)
		Clematis Sandstone		
		Rewan Formation		Galilee Basin (possible future CSG)

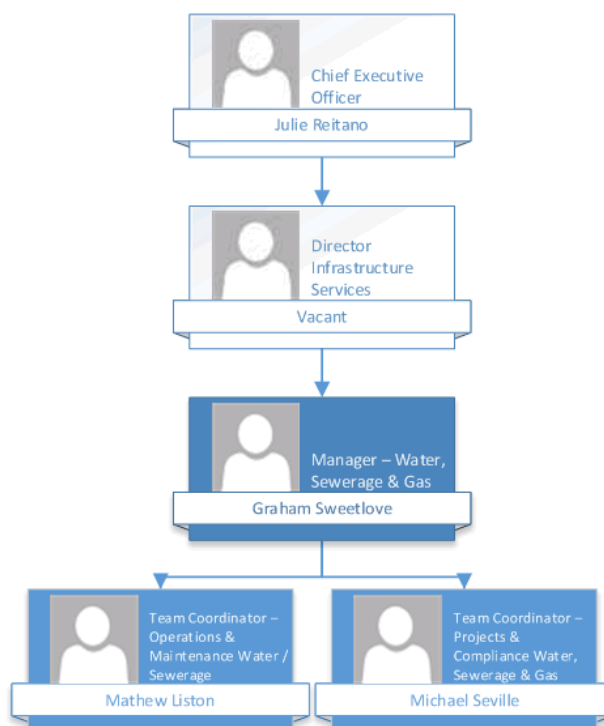
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6 KEY STAKEHOLDERS

Drinking water is managed in Maranoa Regional Council by the Infrastructure Services Directorate and Water, Sewerage & Gas Department. The structure of this group is outlined in the following organisational charts. These are the key internal stakeholders relevant to drinking water quality management.

Figure 4 Water, Sewerage & Gas organisational chart



External stakeholders have been categorised into different tables below. These stakeholders have some influence on the management and operation of the water services.

Table 5 Key Regulatory Stakeholders

Agency	Contact Details	Role
Darling Downs Public Health Unit (QLD Health)	Director 07 4699 8252	Public health advice, assistance managing incidents.
Regional Development, Manufacturing and Water	13 QGOV (13 74 68)	Regulation of drinking water, and incident reporting. Water quality and flow monitoring, bore licensing.

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Table 6 Key catchment and raw water supply stakeholders

Organisation	Contact Details	Role
Santos		CSG proponent – required to make good if impacts on water supply aquifers.
Origin Energy		CSG proponent – required to make good if impacts on water supply aquifers.

Table 7 Key chemical suppliers

Company	Contact Details	Chemical
Ixom Chemicals		Chlorine Gas
Roma Home Improvement Centre		Sodium Hypochlorite
		Sulphuric Acid
Chemiplas	(03) 9419 7300	Flocculent MS589
Coogee Chemicals	(07) 3893 7506	Caustic Soda
Surat Ag	0439 265 400	Potassium Permanganate

Table 8 Key maintenance and monitoring stakeholders

Company	Contact Details	Maintenance area
Pumps	Pumps N Solar	Pumps & General Maintenance
		Chlorination System
		Bore Maintenance
Queensland Health Forensic and Scientific Services	3274 9111	Microbiological and Chemical laboratory services

7 RISK METHODOLOGY

Maranoa Regional Council has adopted a risk methodology based on the “Preparing a Drinking Water Quality Management Plan Supporting Information, September 2010” documentation provided by the Queensland Water Supply Regulator.

There are some minor differences to the published version in that the consequence descriptor for catastrophic has been quantified, and the uncertainty descriptors tailored to reflect the data availability in these schemes.

7.1 Definitions

The tables below define the likelihood, consequence and uncertainty.

Table 9 Consequence definitions

Consequence	Descriptor
Catastrophic	Potential acute health impact, significant community illness (> 4 people) expected
Major	Potential acute health impact, no community illness expected
Moderate	Repeated breach of chemical health guideline value
Minor	Isolated breach of chemical health guideline value, or widespread occurrence of parameter above aesthetic guideline
Insignificant	Potential isolated occurrence of aesthetic parameter above guideline value.

Table 10 Likelihood definitions

Likelihood	Descriptor
Almost Certain	Occurs more often than once per week
Likely	Occurs more often than once per month, and up to once per week
Possible	Occurs more often than once per year, and up to once per month
Unlikely	Occurs more often than once every 5 years, and up to once per year
Rare	Occurs less than once every 5 years

Table 11 Uncertainty definitions

Uncertainty Level	Descriptor
Certain	The processes involved are thoroughly understood and supported by very extensive on site knowledge covering multiple drought and flood cycles, and/or high frequency (weekly or better) water quality monitoring data.
Confident	The processes involved are well understood and supported by extensive on site knowledge, and/or monthly water quality data
Reliable	There is a good understanding of the process which is supported by quarterly water quality data and operational experience.
Estimate	The process is reasonably well understood, and data covers expected variability.
Unreliable	The process is not well understood, and water quality data does not cover potential variability.

7.2 Methodology

The entire risk assessment process is conducted over three stages. These include

- 1) Hazard identification,
- 2) Unmitigated risk assessment, and
- 3) Mitigated risk assessment.

As Maranoa Regional Council has 10 bore schemes with very similar operation, the risk assessment was undertaken simultaneously, but taking into account any individual differences. A separate risk assessment for Surat river supply was undertaken with the Surat operator as this is the only scheme with conventional style treatment.

Hazard Identification:

The relevant hazards were identified from previous versions of the DWQMP, water quality data, incident history, known water quality issues, and experience of the hazard identification team.

After a hazard is identified, the likely sources of the hazard were identified. This sometimes resulted in the identification of specific schemes where the hazard was significantly different to others. Where this is the case, the different schemes were considered separately for their unmitigated public health risk (the same hazard is identified on multiple lines). The hazards that were considered are listed in the unmitigated risk assessment table in the following section.

For each hazard, an unmitigated risk was determined by first determining the consequence of the hazard, and then considering the likelihood that the hazard would result in that

consequence. The unmitigated risk assumes that a person consumes the water with the hazard present and no treatment in place. (In some cases, such as overdose of treatment chemicals, this simplistic definition is broadened to assume that the hazard is introduced to the water supply with no further control measures after the hazard has been introduced).

The definitions are adhered to strictly, such that any hazards that could result in an acute health risk (for example pathogens), must have either a major or catastrophic consequence. On the contrary, parameters with chronic health risks, such as manganese or trace level pesticides, will have either minor or moderate consequences. The ADWG does not provide guidance on acute chemical risks, and none have been identified in this process.

Once the consequence and likelihood were assigned, the Public Health Risk was determined using the matrix in the next section. An uncertainty is also assigned to demonstrate the level of confidence in the assessment.

Maranoa Regional Council considers that a Public Health Risk of medium or below is acceptable. If an unmitigated risk was determined to be low, this was not carried forward to a mitigated risk assessment. Hazards with unmitigated risks of medium or above are generally, but not always carried forward to the scheme specific risk assessments, detailed in the individual scheme based plans.

For the mitigated risk assessment, the hazards and the sources of the hazards/ hazardous events are then separated out to consider where in the treatment process that the hazard can eventuate as a risk. This is done to examine failure modes for individual process elements. Where a hazard is present, the preventive measures that are intended to minimise the risk are identified.

The effectiveness of the identified measure, given the hazardous event is then assessed. Where an unmitigated risk is unacceptable, and reduced, the operational procedure used to manage the risk is identified. Again, an uncertainty is assigned. If the mitigated risk remains unacceptable, the uncertainty is too high for the hazard under consideration, or there is no operational procedure, a risk management improvement item is identified.

7.3 Public Health Risk Matrix

The public health risk matrix used in this plan is detailed below.

Table 12 Public Health Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium 5	High 10	High 15	Extreme 20	Extreme 25
	Likely	Medium 4	Medium 8	High 12	High 16	Extreme 20
	Possible	Low 3	Medium 6	Medium 9	High 12	High 15
	Unlikely	Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare	Low 1	Low 2	Low 3	Medium 4	Medium 5

As stated above, Council considers all medium and low risks to be acceptable.

8 HAZARD IDENTIFICATION AND UNMITIGATED RISK ASSESSMENT

The hazard identification team reviewed the risk matrix in August 2021 to identify the hazards that are present across any or all schemes. During the hazard identification and unmitigated risk assessment workshop, available raw water quality data, and operational knowledge was used to inform the workshop conclusions.

Following agreement on the hazards that are present, an unmitigated risk was determined for each hazard, considering any differences between the schemes that may change the unmitigated risk rating.

The hazard identification team that was involved in this process is detailed below.

Table 13 Hazard identification and unmitigated risk team

Participant	Position	Water industry/ Risk management experience
Graham Sweetlove	Manager Water Sewerage and Gas	6 years MRC, 39 years in water, previous risk workshop experience
Michael Seville	Team Coordinator Water Sewerage and Gas, Projects and Compliance	3 years MRC, previous risk workshop experience

The Hazard identification and unmitigated risk assessment is presented overleaf.

Following the unmitigated risk assessment, a wider team including the plumbers or operators responsible for operating the schemes was assembled, and a mitigated risk assessment conducted.

Table 14 Mitigated Risk Assessment Team

Participant	Position	Water industry/ Risk management experience
Graham Sweetlove	Manager Water Sewerage and Gas	6 years MRC, 39 years in water, previous risk workshop experience
Michael Seville	Team Coordinator Water Sewerage and Gas, Projects and Compliance	3 years MRC, previous risk workshop experience
Keith Cherry	Plumber (Eastern schemes)	19 years in council, council risk training
Paul Williams	Plumber (Central schemes)	10 years in council, council risk training

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Kieren Gorry	Plumber (Western Schemes)	11 years in council, council risk training
John Alcock	WTP Operator (Surat)	42 years in water industry 17 years in MRC, council risk assessments.

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Table 15 Hazard Identification - All schemes

Hazard	Type of Hazard	Sources of Hazard	Similar Schemes	Unmitigated Risk			Uncertainty	Comments	Treatment Barrier/s
				Consequence	Likelihood	Risk			
Bacteria/Virus	Biological	agriculture, animals in catchment, human recreation above weir, septic discharge, ineffective disinfection (pH<8), reservoir contamination, mains contamination	Surat – River Supply	Catastrophic	Almost Certain	Extreme 25	Reliable		Mains break procedure (W15) Disinfection – Chlorine Operation (O5) Reservoir Maintenance (W10) Backflow Prevention (W03) Use Bore when there are known severe contaminants
Bacteria/Virus	Biological	normal operation with no failures	Bore schemes	Catastrophic	Rare	Medium 5	Reliable	Risk of contamination of aquifer is very limited.	
Bacteria/Virus	Biological	bore head contamination, less effective disinfection (pH<8), reservoir contamination, mains contamination	Bore schemes	Catastrophic	Possible	High 15	Confident	considered as a group - e.g. any or all of the sources being present.	Mains break procedure (W15) Disinfection – Chlorine Operation (O5) Reservoir Maintenance (W10) Backflow Prevention (W03)
Cyanobacteria	Biological	nutrients, summer algal blooms	Surat	Moderate	Unlikely	Medium 6	Estimate		Coagulation / Filtration
Protozoa	Biological	sewage discharge, grazing, recreational activities (Septic systems), treatment failure, reservoir contamination, mains contamination	Surat	Catastrophic	Almost Certain	Extreme 25	Reliable		Catchment management, Coagulation/Filtration, Filtration Reservoir Maintenance (W10)
Protozoa	Biological	normal operation with no failures	Bore schemes	Catastrophic	Rare	Medium 5	Confident	Risk of contamination of aquifer is very limited.	
Protozoa	Biological	farming, bore head contamination, reservoir contamination, mains contamination	Bore schemes	Catastrophic	Unlikely	High 10	Confident	events such as ingress into bore head have happened, but not with protozoa. Reservoir contamination probably main risk area.	Catchment management, natural attenuation, bore head protection
Opportunistic Pathogens (e.g. Legionella)	Biological	Ingress into reservoirs/ water mains, insufficient residual disinfection	All	Major	Rare	Medium 4	Estimate	Legionella testing in 2018 at Mitchell hospital was clear.	Disinfection
Amoeba (Acanthamoeba, Naegleria, etc.)	Biological	Ingress into reservoirs/ water mains, insufficient residual disinfection	All	Major	Rare	Medium 4	Estimate		Disinfection
Aluminium	Chemical	coagulant overdose	Surat	Minor	Possible	Medium 6	Estimate	Dose controlled by SCD - can be impacted by potassium permanganate and lime dosing.	
Chlorate	Chemical	chemical breakdown	Amby, Injune, Jackson, Roma, Wallumbilla, Muckadilla, Mungallala, Mitchell, Surat, Yuleba	Minor	Likely	Medium 8	Reliable	based on no current guideline value	Chemical management
Chlorine	Chemical	chemical overdose	All schemes	Moderate	Likely	High 12	Reliable		Operational procedures (O5) SCADA Monitor being implemented
Cyanobacterial toxins	Chemical	summer blooms	Surat	Moderate	Unlikely	Medium 6	Estimate	chlorine oxidation	
DBPs	Chemical	elevated organics and long detention times	Surat	Moderate	Possible	Medium 9	Estimate		Coagulation/Filtration, disinfection management, flushing
DBPs	Chemical	elevated organics and long detention times	Bore schemes	Moderate	Unlikely	Medium 6	Estimate	very low organics in bore water	disinfection management, flushing
DBPs	Chemical	predosing of chlorine	Mungallala	Moderate	Unlikely	Medium 6	Estimate	very low organics in bore water	predosing/ disinfection
Heavy metals	Chemical	mining activities, natural geology, cattle dips	Surat	Moderate	Unlikely	Medium 6	Reliable		chemical oxidation
Heavy metals	Chemical	mining activities, natural geology	Bore schemes	Moderate	Unlikely	Medium 6	Reliable	lead has been seen to increase in some bores that were out of use for extended periods.	run bores to waste before bringing into service (W27)
Hydrocarbons	Chemical	road runoff, spill, road accidents, mains contamination	Surat	Moderate	Possible	Medium 9	Estimate	hasn't happened to any significant extent, but conceivable	Disaster management
Hydrocarbons	Chemical	bore contamination, mains contamination, possible natural source if coal in aquifer.	Bore schemes	Moderate	Rare	Low 3	Estimate	well integrity should manage - most bores away from likely sources. No petrol stations in close proximity.	Selective abstraction
Iron	Chemical	natural geology, sediment	Surat	Minor	Likely	Medium 8	Reliable		Source control, oxidation, filtration, flushing
Iron	Chemical	natural geology, sediment	Bore schemes	Minor	Likely	Medium 8	Confident	B1 Mungallala, B2, B11, 12, 14, 15 Roma, B3 Injune.	Source selection, flushing
Manganese	Chemical	natural geology, storage overturning, overdose permanganate	Surat	Moderate	Possible	Medium 9	Reliable	no raw water results above health value. One overdose, but due to low pressure in raw water line.	Source control, oxidation, flushing

Hazard	Type of Hazard	Sources of Hazard	Similar Schemes	Unmitigated Risk			Uncertainty	Comments	Treatment Barrier/s
				Consequence	Likelihood	Risk			
Manganese	Chemical	overdose permanganate	Surat	Moderate	Possible	Medium 9	Reliable	One overdose, but did not end up in reticulation	
Manganese	Chemical	deposit in retic, resuspension over time	Bore schemes	Minor	Unlikely	Low 4	Reliable	no raw water results above health value, Mungallala highest, and have ion exchange filters.	ion exchange filter (Mungallala), flushing.
Methane	Chemical	outgassing in bores	Bore schemes	Catastrophic	Rare	Medium 5	Confident	Methane could result in loss of bore - so more of WOS risk than chemical. Loss of supply risk is catastrophic. Wallumbilla Bore had methane - but taken out of service. Of >20 bores operating for ~50-100 years, this has only happened once.	observations of bores
Pesticides	Chemical	Agriculture, horticulture	Surat	Moderate	Possible	Medium 9	Estimate	testing has only indicated trace detection. Unlikely to be above guideline	
Pesticides	Chemical	Contamination of aquifer	bores	Moderate	Rare	Low 3	Confident		
pH	bacteria/virus	bore water parameter	bore	Minor	Almost Certain	High 10	Reliable	main impact is on disinfection. Aesthetic risk.	acid dosing in key sites
pH	Chemical	Overdose Caustic Soda	Surat	Minor	Unlikely	Low 4	Confident	pH could result in ineffective disinfection. However, small batching means this currently not possible	daily checks
pH	Chemical	overdose acid	pH adjusted bores	Minor	Likely	Medium 8	Reliable	difficult to overdose large volumes from bore	
pH	Chemical	Underdose Caustic Soda	Surat	Minor	Possible	Medium 6	Reliable		daily checks
Taste and odour	Chemical	algae blooms	Surat	Minor	Unlikely	Low 4	Confident	no complaints	
Taste and odour	Chemical	sulphur	Roma	Minor	Possible	Medium 6	Confident	multiple complaints more likely around particular bores, but not consistently high.	nil
Colour	Physical	naturally occurring	Surat	Minor	Possible	Medium 6	Confident		Coagulation
Hardness	Physical	local geology	Surat	Minor	Unlikely	Low 4	Estimate	run of river	nil
TDS	Physical	local geology	Amby (1250mg/L), Roma Bore 3.	Minor	Almost Certain	High 10	Certain	bore is salty, but has always been accepted by the community	Newbore in Amby
TDS	Physical	local geology	Bore schemes	Minor	Unlikely	Low 4	Confident		
Temperature	Physical	seasonal	Surat	Insignificant	Likely	Medium 4	Reliable	Affects disinfection	Nil
Temperature	Physical	artesian	Mitchell	Minor	Likely	Medium 8	Reliable	50-60C from the bores. Reduced in temp in reservoir for the Surat Bores.	Nil
Temperature	Physical	artesian	other bores	Minor	Rare	Low 2	Certain	other bores do not have elevated temperature	Nil
Turbidity	Physical	fires, storms, flooding	Surat	Minor	Possible	Medium 6	Reliable		Coagulation, filtration, use bore during severe events
Turbidity	Physical	storms, flooding	Bore schemes	Minor	Rare	Low 2	Confident	bore schemes do not have high turbidity unless bore has been off, and that is a transient issue only if not flushed.	Flushing (W27) Filtration
Turbidity	Physical	sloughing of biofilm, resuspension of sediment in reservoirs/mains	All schemes	Minor	Possible	Medium 6	Confident	times of high demand can scour lines	Flushing (W27), regular cleaning of reservoirs
Radioactivity	Radiological	Natural geology	Bore schemes	Moderate	Rare	Low 3	Reliable	snapshot monitoring. None of the aquifers for drinking water is known to have issues	nil
Radioactivity	Radiological	Natural geology	Surat	Moderate	Rare	Low 3	Estimate		coagulation, filtration
Failure of supply	Whole of System	malfunction, SCADA/ Alarms failure, power outage, flood, fire	All schemes	Catastrophic	Unlikely	High 10	Reliable	E.g. no water to residents for an extended time. - has not occurred in 5 years	Availability of spare parts. Water cartage. Disaster management. Generators
Operator error	Whole of System	untrained/ overworked	All schemes	Catastrophic	Possible	High 15	Estimate		Trained staff, staff development
Sabotage/ Terrorism	Whole of System	Any chemical or microbiological hazard	higher risk schemes?	Catastrophic	Unlikely	High 10	Unreliable		daily checks, security, fencing, locks in place
Bore failure	Whole of System	ageing assets	Bore schemes	Catastrophic	Rare	Medium 5	Reliable	Asset management based on bore outputs over time.	Asset management

The relevant unmitigated risks above are passed forward to the bore schemes for mitigated risk assessment. In this case, relevant generally means that the hazard is present for that type of scheme, with an unmitigated risk of medium or above (although some medium risks, such as TDS, which does not change in GAB schemes, but is simply an aquifer characteristic and is not controllable, are not brought forward). Low risks identified above are not considered further, as they are not considered to pose a public health risk within the timeframe for plan review, where these outcomes will be revisited.

9 PREVENTIVE MEASURES AND OPERATIONAL MONITORING

Preventive measures and operational monitoring are scheme specific and are detailed within the site based plans.

10 INCIDENT AND EMERGENCY PLAN

The MRC definitions for an incident and an emergency are detailed below:

Levels of Incident are as defined below:

- High – Declared Disaster
- Medium – Incidents and Emergencies
- Low – Operational Action

Table 16 Management of incidents and emergencies

Alert Level	Description	Key management response(s)	Position(s) responsible
High: Declared Disaster	<ul style="list-style-type: none"> • Declared disaster. Examples include a significant flood, drought, bushfire and terrorism. 	Activate disaster management plan.	CEO/ Director, Infrastructure Services
Medium: Incidents and Emergencies	<ul style="list-style-type: none"> • Exceedance of ADWG health guideline value • Outbreak of waterborne disease • Detection of a parameter with no water quality criteria that may have an adverse effect on public health. • An event which is beyond the ability of MRC to control and may have an adverse effect on public health. • Loss of water supply for >6 hours. 	Activate incident response plan. Ensure all control measures identified in the DWQM Plan are functioning effectively.	Manager Water Sewerage and Gas Coordinator, Water Sewerage and Gas, Compliance and Laboratory
Low: Operational Action	<ul style="list-style-type: none"> • Exceed operational limit Effectively managed by the water treatment team undertaking operational actions in line with our DWQMP.	Ensure all barriers are functioning effectively. Check and act upon operations and maintenance records and procedures. Take appropriate actions to rectify situation.	Plumbers/ Plant Operators

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Table 17 Incident and emergency summary of actions

Alert Level	Key management response(s)	Brief summary of actions	Documented Plans & Procedures
High: Declared Disaster	Activate disaster management plan.	<ul style="list-style-type: none"> Notify CEO and corporate communications department Coordinate internal notification, investigation and response of water related aspects Consider what community notification is needed (if any) e.g. do not drink alert, boil water alert or bottled/emergency water distribution Notify QWSR of escalation from incident/event or of standalone emergency as soon as practicable 	Disaster management plan.
Medium: Incidents and Emergencies	Activate incident response plan. Ensure all barriers identified in the DWQMP are functioning effectively.	<ul style="list-style-type: none"> Notify Manager Water Sewerage and Gas Notify Regional Development, Manufacturing and Water of any reportable incidents immediately (within 3 hours). Ensure all control measures identified in the DWQMP are functioning effectively Commence investigation Arrange for re-samples to be taken (where required) Implement appropriate immediate remediation actions, (this may include hand dosing reservoirs, flushing of mains, or isolation of affected areas) Consider what community notification is needed (if any) e.g. do not drink alert, boil water alert or bottled/emergency water distribution Review associated laboratory reports and operational records In case of customer complaints, coordinate investigation and resolution, including obtaining water samples where required 	Incident response plan (this document) MRC DWQMP
Low: Operational Action	Ensure all operational steps identified in the DWQMP are functioning effectively. Check and act upon operations and maintenance records and procedures.	<ul style="list-style-type: none"> Notify Coordinator Water Sewerage and Gas, Compliance and Laboratory. Review operations and maintenance records for anomalies Commence investigation to determine cause, if not identifiable through operational records Investigate immediate remediation actions Increase operational monitoring frequency where required 	Operations and maintenance records and procedures. MRC DWQMP. Routine monitoring

10.1 Low - Operational Action

At the low alert level, operational actions are required to manage the issue and prevent escalation.

Issues at this level are normally identified through operational monitoring.

Corrective actions will be taken to ensure processes are brought back to target levels, a record made, and the action communicated to the Team Coordinator Water Sewerage, Gas, Projects and Compliance, and escalated if necessary.

Note: Exceedances of upper and lower alarms that result in WTP shutdown are considered to be within the scope of normal operation of the management plan, and do not automatically escalate beyond Level 1 unless the situation warrants. For example, a high chlorine alarm that shuts down the Surat treatment plant before the chlorine level exceeds the water quality criteria is dealt with as a Level 1 action. If the water quality criteria are exceeded, the issue is a Level 2 incident.

10.2 Medium - Incident or Emergency

At the medium alert level, there is a potential for an adverse public health impact.

These issues are identified through either operational or verification monitoring of the processes and water quality, or where there has been a significant widespread treatment or reticulation network failure resulting in the loss (or likely loss) of water supply for a period >6 hours. When identified, these issues are escalated in accordance with the escalation procedure.

A medium alert level incident or emergency is likely to be managed by the Manager or Coordinator Water Sewerage and Gas, and/or council management in line with our DWQMP. In some cases, it may require coordination across other MRC departments and external resources and support, such as from QWSR or more likely, Queensland Health. There is the possibility of customer complaints.

Appropriate corrective actions will be identified, and implemented as soon as practicable to minimise the effect of the incident. Examples for typical actions that we will normally take for the detection of a parameter above the water quality criteria (such as *E. coli*) follow.

Medium alert level incidents and emergencies are reportable to the Queensland Water Supply Regulator. MRC will inform the Regulator within 3 hours of becoming aware of the incident (3 hours allows sufficient time to investigate the cause of the incident and commence corrective actions as soon as possible). Advice may be directly sought from Queensland Health if required.

Resampling: A resample will be arranged for any parameter where the initial sample did not meet the ADWG health guideline value.

10.3 High - Declared Disaster

The CEO activates the Disaster Management Plan/ a Disaster is declared by the State Government.

Requires coordination across MRC departments and requires external resourcing and support from agencies, such as Department of Emergency Services, Department of Natural Resources, Mines and Energy, Department of Health, local disaster management groups, emergency responders like QFRS, Police.

When a Disaster Management Group is stood up, drinking water quality management actions will be taken as necessary to respond to the requirements of the Disaster Coordinator.

While every effort will be made to continue to implement the Drinking Water Quality Management Plan, Disaster Management actions may take precedence. Every effort will be made to keep QWSR informed of the situation as soon as practicable.

10.4 Example incident response

10.4.1 Exceedance of Water Quality Criteria

Verification monitoring data is reviewed by MRC as soon as possible. Where water quality does not meet the water quality criteria, the following steps are normally undertaken:

- 1) Define the extent of the problem:
Determine the potentially affected locations and number of customers impacted – e.g.
 - whole scheme,
 - whole zone, or
 - the end of a reticulation line
- 2) Define the water quality at the time of sampling:
Confirm the following at the sampling location, and upstream of the sampling location (e.g. an upstream reservoir, WTP or Bore):
 - disinfection residual,
 - pH at time of sampling
- 3) Identify if any parameter is outside the normal range for this location.
- 4) Confirm correct operation of water treatment processes (for example):

Bore Schemes:

- Bore operation
- (pH adjustment where present)
- Disinfection
- Re-dosing facilities

Surat:

- Raw water quality
- Permanganate Dosing
- Coagulation/Filtration
- pH adjustment
- Disinfection

- 5) Consider need/ ability to isolate source:
 - (e.g. could a potentially contaminated reservoir be bypassed?)

- 6) Consider ability to flush reticulation network
- 7) MRC officer to go on site to confirm turbidity, disinfection and pH levels
- 8) Flush if appropriate:
 - If any water quality parameter is outside the normal range for that area, flush until normal residual disinfection is re-established.
 - For *E. coli* detection at any sample location, flush to achieve disinfection residual of ~ 0.5 mg/L. (for example, this may require hand dosing of sodium hypochlorite into reservoirs, or increasing disinfection dose rate).
- 9) Resample:
These incidents are reported to the Regulator within 3 hours of becoming aware.

As many of the above steps are undertaken as possible prior to reporting so that relevant information can be provided. Upon resolution of the incident, the causes for the failure are identified, and the relevant aspects of the DWQM Plan are reviewed to determine whether the DWQM Plan is appropriate to prevent the issue from reoccurring.

11 INFORMATION MANAGEMENT

MRC utilises an electronic document management system called Content. This system allows for archival and retrieval of information relevant to the water supply network, testing, monitoring and reporting. Staff are actively encouraged and assisted to utilise electronic records and are assisted in transferring data from hard copies to the electronic record. Details of record management relevant to this plan are summarised below.

Information/Document	Format	Location Stored	Position Responsible	Comments
Reticulation network residual chlorine readings	Electronic Spreadsheet	SWIM Local	Water Supply Operator	Roma is electronic, All others are hard copy
Water Source Analytical Data	Electronic Spreadsheet	Roma File Server – J Drive	Laboratory Technician	Data to be moved to LIMS once commissioned
Policies & Procedures	Electronic – PDF	MRC Content Management System	Coordinators	Field Staff provided with hard copies
Laboratory Results	Electronic Spreadsheets	Roma File Server – J Drive	Laboratory Technician	Data to be moved to LIMS once commissioned
Regulatory body correspondence	Electronic	MRC Content Management System	Coordinators	

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Information/Document	Format	Location Stored	Position Responsible	Comments
Customer Correspondence	Electronic	MRC Content Management System	Project Officer (Process systems review)	
Consultant Reports	Electronic	MRC Content Management System	Coordinators	
Drinking Water Quality Management Plan	Electronic – MS Word	MRC Content Management System	Manager (Water, Sewerage & Gas) Coordinators	
Customer Complaints	Electronic	MRC Authority CRM System	Project Officer (Process systems review)	
Geospatial Asset Information	Electronic – GIS Database	MRC MapInfo database	Technical Officer (GIS)	
Detailed Asset Information	Electronic	Authority Asset Module	Specialist Asset Management	
As constructed plans	Electronic	MRC Content Management System	Manager (Water, Sewerage & Gas) Coordinators	

Several spreadsheets are utilised for the storage of monitoring and analytical data, and are located on the MRC File Server, with permissions restricted to the department. The file server has automatic daily backups and is managed by MRC's IT department.

Geospatial data is controlled by the Technical Officer (GIS), with all data revisions and additions performed by this officer.

Asset information is controlled by the Coordinators in liaison with the Manager, and linked to GIS and financial systems by the GIS team.

Customer details, financial transactions and complaints are stored in the Authority software package. All financial transactions and approvals pass through this system, and can be queried on request.

Records are stored in accordance with the *Public Records Act 2002*.

Cyber security has been recently audited by "RIOT Solutions", the result of which were that our systems have been awarded very high marks and "RIOT" have suggested that our systems be a target for other Councils to achieve.

12 VERIFICATION MONITORING

12.1 Purpose and Principles

Verification monitoring is an essential element for Council to verify that the water delivered to our customers is of high quality and safe. Verification monitoring is predominantly undertaken by the scheme operators.

Whilst there are regulatory requirements to take *E. coli* samples at a certain frequency and these requirements are met, this is not the driver of the verification monitoring program. The purpose of this sampling program is to identify any water quality problems and ensure that they are rectified promptly and appropriately managed into the future.

Sampling locations have been established historically, but in general adhere to the following hierarchical principles, which will be used to assess the appropriateness of the sampling sites in the future.

- 1) Higher risk locations - this can be due to either populations or sub-populations at risk (e.g. hospitals, aged care facilities, child care facilities, known susceptible patients), or at the end of the reticulation zones.
- 2) Representative – the sample locations should be representative of the water quality to that area.
- 3) Accessible - sites should be easily accessed and safe for staff to sample.

Specific sampling locations are identified in the regional plans.

12.2 Monitoring Parameters

There are regulatory requirements under the *Public Health Regulation 2018* (Part 9 - Water quality, Section 52) that specify the minimum monitoring frequency for *Escherichia coli* (*E. coli*).

12.3 *E. coli*

E. coli monitoring frequency for the service provider is prescribed under the *Public Health Regulation 2018* (Part 9 - Water quality, Section 52). Maranoa Regional Council undertakes sampling with the aim that we meet the minimum frequency for each drinking water scheme. The frequency of sampling is identified in the following table. Officers collect the *E. coli* samples, and are provided with hand held chlorine meters to measure free chlorine at the time of sampling.

Table 18 *E. coli* monitoring frequency per scheme

Scheme	Population	Required <i>E. coli</i> frequency (Public Health Regulation)	Current sampling
Amby	50	1/month	4/month
Injune	320	1/month	7/month
Jackson	46	1/month	2/month
Mitchell	950	1/month	9/month
Muckadilla	30	1/month	2/month
Mungallala	80	1/month	3/month
Roma	7,156	1/ week plus 1/ month	6/week
Surat	500	1/month	5/month
Wallumbilla	285	1/month	3/month
Yuleba	280	1/month	4/month
TOTAL MRC	9,697	1/ week plus 10/ month	6/week plus 39/month

12.4 Chemical monitoring

Each active bore in each scheme and the Balonne River at the Surat WTP intake are tested annually to match the “Snapshot Monitoring” data that was provided by the Regulator. This includes a “Standard water analysis” and “metals” analysis. The parameters that make up these analytical suites are shown in the water quality data summaries for the water schemes.

12.4.1 Response to exceedance

Water quality reports from our internal laboratory, or from external laboratories are immediately assessed by the Coordinator Water Sewerage and Gas upon receipt. Where an exceedance of the water quality criteria is identified, this activates the incident and emergency responses, and is treated as a medium level incident.

12.5 Event based monitoring

Additional monitoring will be undertaken if there is an adverse and unknown change in the raw water quality for any scheme. For example, in the past this has included gas testing at

Wallumbilla, and pesticide testing at Surat. Again, where a breach of the Water Quality Criteria is identified, this will activate the incident and emergency responses.

13 RISK MANAGEMENT IMPROVEMENT PROGRAM

Where outcomes of the scheme by scheme risk assessments resulted in mitigated risks that were above medium, risk management improvement items have been identified. These are listed in the risk assessments for each scheme, and have been collated in this document.

The items have been prioritised as short, medium and long term actions. Short term actions will be undertaken as soon as possible (and within six months), medium term actions are intended to be completed in the current financial year (within 12 months), and long term actions will be introduced as items in the next council budget in order to secure funding. This terminology is consistent across council areas. Where long term actions are not prioritised by council for the upcoming financial year, the item will either remain on the improvement program as is, or alternative measures may be introduced.

Note: items in the risk management improvement program are indicative of an action that would be suitable to manage the risk. Where alternative measures can be introduced that will similarly result in a reduction of the risk, these alternate actions may take the place the identified items.

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Table 19 Maranoa Regional Council Risk Management Improvement Items

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
All 1		Ingress into bore head	bacteria and virus	high 15	bore construction, bore sealing	Medium 6	Procedure W22 daily bore inspections		increase vigilance	
All 1		Ingress into bore head	protozoa	high 10	bore construction, bore sealing	Medium 5	Procedure W22 daily bore inspections	increase vigilance		
All 2		Aquifer contamination e.g. CSG activities	Possible change in physical properties - perhaps pH?	medium 8	nil by Maranoa RC	Low 3			Review Annual test results	
All 3		contamination by vermin	protozoa	high 10	ensure integrity	High 10	Procedure W29. Reservoir inspections	–Repairs as required, Silicone etc.		as identified in inspections
All 3	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	Medium 6	Procedure W29. Reservoir inspections	–Repairs as required, Silicone etc.		
All 4		change in flow rate, reservoir run low, disturbing sediment in pipe	turbidity	medium 6		Medium 6	Procedure W34. ad hoc flushing	Done – W14		
All 5		Mains repairs	turbidity	medium 6	mains break procedure	Low 4	W35			consider separate tools, improvements to hygiene practices
All 5		Mains repairs	bacteria/virus	high 15	residual disinfection	Medium 6	W35			consider separate tools, improvements to hygiene practices

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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
All 5		Mains repairs	protozoa	high 10	mains break procedure	High 10	W35			consider separate tools, improvements to hygiene practices
All 6		backflow	bacteria	high 15	residual disinfection	High 10	W21		budget to improve backflow prevention	ongoing program
All 6		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
All 7		Untrained staff	any	high 15	training	Medium 6	Use plumbers/ Certified operators.			Training matrix completed
All 8		overworked staff	any	high 15		High 10	workload management current operational focus			HR processes being reviewed with new EA
All 9		Loss of key staff	all	high 15	succession planning	High 15			Prepare a WSG Business Plan	
All 10		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Bore Strategy document produced	Bore inspection and replacement program
All 10		unable to get treatment chemicals	bacteria/virus	high 15	Additional Storage & Generators	Medium 6				maintain supplier contracts.
All 11		Sabotage		high 10		High 10		Increase inspections.		

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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Am 1	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections		Amby, Mungallala generators installed	
Injune 1		Ingress into bore head	protozoa	high 10	bore construction	High 10	Procedure W22 daily bore inspections	Increased vigilance		
I2		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Bore Strategy Produced	Bore inspection and replacement program
I3	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
I4		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
Mitchell 1	Acid dosing	insufficient dose/failure	bacteria/virus	high 15	sulphuric acid dosing	High 15	daily inspection	Mitchell bore 3 primary with acid		
Mungallala 1	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections		Amby, Mungallala generators installed	
Mungallala 2		Sabotage		high 10		High 10				fencing of compound
Roma 1		Aquifer contamination eg CSG activities	possible change in physical properties - perhaps pH?	medium 8	nil by Maranoa RC	Low 3			Bore 20 to be commissioned Q2 FY2020	



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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
R2	Acid dosing	insufficient dose/failure	bacteria/virus	high 15	sulphuric acid dosing	High 15	daily inspection		Medium term plan to have bores into reservoirs	
R3	Disinfection	insufficient dose/failure	bacteria/virus	high 15	disinfection	High 15	Procedure W23. daily inspection		Northern pressure system upgrade underway	
R4		contamination by vermin	protozoa	high 10	ensure integrity	Extreme 20	Procedure W29. inspections	Main reservoir inspected 2020	Program prepared for diver to clean other reservoirs	
R5		contamination by vermin	protozoa	high 10	ensure integrity	Extreme 20	Procedure W29. inspections		New roof to be installed	
R6		low pressure	bacteria	high 15	residual disinfection	High 15	W27		Norther area has been improved	Roma pressure issues
Surat 1	permanganate dosing	Overdose permanganate	Manganese	medium 9	daily visual inspection	Medium 8	W38 (4.5)			
S2	Coagulation	Overdose coagulant	Aluminium	medium 6	Streaming current detector monitors and controls dose	Medium 6	W38			
S3		Underdose (overdose) coagulant	Protozoa, turbidity	extreme 25	Streaming current detector monitors and controls dose	High 15	W38	daily testing of clarifier turbidity to inform process changes. Procedure developed	process engineer to confirm system controls	look to include online turbidity monitoring.
S4		Sludge valve failure	Protozoa, turbidity	extreme 25	sludge valve set on time	High 15	W38	PLC controls currently don't allow longer sludge drop times current 30 mins = 30 s, 45 min gap = 45 s drop, 60 min gap = 1 min drop		



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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
S5	Filtration	filter breakthrough	Protozoa, turbidity	extreme 25	Alarm at 5 NTU, plant shutdown at 10 NTU	Extreme 20	w38 (4.6)	Change of limits to 1 and 2 NTU - with intent to tighten to 0.5 and 1 NTU	PLC changes	may need to change filter media - water quality results will drive.
S5	Disinfection	high turbidity	bacteria/virus	extreme 25	filtration	Extreme 20	w38 (4.6)	Change of limits to 1 and 2 NTU - with intent to tighten to 0.5 and 1 NTU	PLC changes	may need to change filter media - water quality results will drive.
S6		filter ripening	Protozoa, turbidity	extreme 25		Extreme 20	w38 (4.6)	can change procedure to filter to waste for ~1 min on ripening		
S7		Ineffective dose (high pH)	bacteria/virus	extreme 25	disinfection	Medium 6	w38 (4.4)	Check action and critical alarms are correct		
S7		insufficient dose	bacteria/virus	extreme 25	disinfection	High 10	w38 (4.4)	Check action and critical alarms are correct		
S7		Overdose chlorine	Chlorine	high 12	disinfection	Medium 6	w38 (4.4)	Check action and critical alarms are correct		
S8	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	High 10	w 38 (4.7)		remediation of old tank to be able to use if required.	replaced ground storage tank.
S8			protozoa	high 10		High 10	w 38 (4.7)		remediation of old tank to be able to use if required.	replaced ground storage tank.
S9		operator error	bacteria	high 15	training and procedures	High 15	training		Produced plant procedures. Scheduled calibration of monitoring equipment	
S10		Clarifier access platform	Failure of supply	high 10		High 10		Clarifier replaced, Access platform restricted		



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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
S11		Clarifier access platform	Failure of supply	high 10		High 10			Clarifier replaced, Access platform restricted	
S12		ground level reservoir	Failure of supply	high 10		High 10				
S13		ground level reservoir	Failure of supply	high 10		High 10			Reservoir replaced with new 1 ML res.	
S14		ground level reservoir	Failure of supply	high 10		High 10				Reservoir replaced with new 1 ML res.
Wallumbilla 1		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Wallumbilla bore generator installed	
Documentation		backflow	protozoa	high 10	mains break procedure	High 10	W21	Need to update procedure		
Doc		backflow	bacteria	high 15	residual disinfection	High 10	W21	Need to update procedure		
Doc		change in flow rate, reservoir run low, disturbing sediment in pipe	turbidity	medium 6		Medium 6	Procedure W34. ad hoc flushing		Updated flushing procedure, and formalised program	
Doc		Commissioning new mains	bacteria/virus	high 15	residual disinfection	Medium 6		Need to develop formal procedure to match current practice		
Doc		Commissioning new mains	protozoa	high 10	mains break procedure	Medium 6		Need to develop formal procedure to match current practice		
Doc		contamination by vermin	protozoa	high 10	ensure integrity	High 10	Procedure W29. inspections			as identified in inspections



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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	Medium 6	Procedure W29. inspections			
Doc		DBPs	THMs	medium 6	disinfection	Low 4	Procedure W23. daily inspection			
Doc		Ineffective dose (high pH)	bacteria/virus	high 15	disinfection	High 15	Procedure W23. daily inspection			
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			

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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			
Doc		ingress into reservoirs/reticulation	opportunistic pathogens	medium 5	disinfection	Medium 5	Procedure W29. inspections			
Doc		ingress into reservoirs/reticulation	opportunistic pathogens	medium 5	disinfection	Medium 5	Procedure W29. inspections			
Doc	Disinfection	insufficient dose/failure	bacteria/virus	high 15	disinfection	Medium 6	Procedure W23. daily inspection			
Doc		Loss of key staff	all	high 15	succession planning	High 15				WSG Business Plan
Doc		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
Doc		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
Doc		Mains repairs	protozoa	high 10	mains break procedure	High 10	W35			
Doc		Mains repairs	turbidity	medium 6	mains break procedure	Low 4	W35			
Doc		Mains repairs	bacteria/virus	high 15	residual disinfection	Medium 6	W35			
Doc		Overdose	Chlorine	high 12	disinfection	Medium 6	Procedure W23. daily inspection		Procedures to be updated to reflect acid dosing and disinfection.	

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RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc	Lime dosing	overdose lime	bacteria	extreme 25	inspections	Medium 6	W38 (4.2)			
Doc	permanganate dosing	Overdose permanganate	Manganese	medium 9	daily visual inspection	Medium 8	W38 (4.5)			
Doc	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc	Reticulation	Power failure	Failure of supply	high 10		Medium 5	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc		Power failure	Failure of supply	high 10		Medium 5	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc		Pump failure	Failure of supply	high 10	duty/standby	Medium 6	W38			
Doc		underdose lime/ failure	pH	medium 8	inspections	Medium 6	W38 (4.2)			
Doc		underdose permanganate	Manganese	medium 9	daily visual inspection	Medium 9	W38			
Doc		Untrained staff	any	high 15	training	Medium 6	Use plumbers/ Certified operators.	Ensure training register is updated	Produce Training Matrix	
Doc,	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections			

14 EMPLOYEE AWARENESS AND TRAINING

14.1 Employee awareness

Water treatment operators are essential to ensure the safe operation of water treatment plants, and in implementing the actions identified in this plan. In an effort to ensure the DWQMP is implemented effectively, much of the development of these plans was done in conjunction with the plumbers/operators.

It is intended that the drinking water quality management plan becomes a useful document within council that is implemented by the operators, but equally used by managers to demonstrate the need for change, and justify budgetary expenditure. It is an expectation of Council and the Manager of Water Sewerage and Gas that this plan is understood and implemented by relevant staff.

14.2 Employee training

MRC uses trained plumbers or water treatment operators for all schemes (trainees under supervision are employed as necessary). We train staff to ensure that they have sufficient training to perform their jobs safely, and in accordance with this plan.

15 COMMUNITY INVOLVEMENT AND AWARENESS

Council is aware of the importance of keeping our customers informed of significant issues, and significant improvements. Council has engaged with our customers directly, through community meetings, and continues to update the information on our website to provide information. Council clearly states the level of service that customers can expect through our published customer service standards.

Council encourages two-way communication, and includes relevant contact details on the Council webpage. Council also regularly seeks community feedback through "Have your say" postings.

16 RESEARCH AND DEVELOPMENT

Council undertakes a number of activities that can be considered as research and development. For example, the testing and optimisation of new equipment prior to placing it into service. Similarly, the expansion of the verification monitoring program to include parameters that have not previously been monitored routinely can be considered as research to determine whether there are additional risks to the service that have not been identified.

Nonetheless, Council recognises that there is further scope to formalise activities such as the validation of existing barriers. It is intended that in the long term, as the drinking water quality management plan becomes embedded into normal activities that more focus can be placed on this element.

17 REVIEW AND CONTINUAL IMPROVEMENT

17.1 Continual Improvement

The primary improvement strategies are identified in the RMIP. The purpose of the drinking water quality management plan is to identify and manage risks to the services. Improvements are continually being made to water schemes and include both larger items identified in the risk management improvement program, and smaller changes to operation or monitoring.

Where council identifies improvements that can be made, they are implemented. As improvements are intended to reduce the risks to the schemes, this is good management practice. Over time, this will result in slight differences between the management plan and actual operations. This should be expected.

17.2 Reviews and amendments

Formal reviews of this plan ensure that the plan remains relevant to the schemes. The review is the time to evaluate the appropriateness of the management plan, update the plan to include changes made such as through the risk management improvement program, and identify whether the plan is delivering appropriate outcomes. If changes are made following review, an amendment application will be made to the regulator.

Additional reviews above those required by the regulator may be necessary in specific circumstances. For example, commissioning new treatment processes will require risk assessment, and where the risk profile changes, a plan amendment.

To provide clarity, council would not consider a maintenance activity such as changing the filter media in a treatment plant a sufficient change to require an amendment, even if the media was different to that described in the plan. Similarly, the annual update of the verification monitoring program is an operational change that will not trigger an amendment where the sampling locations and frequency of monitoring are consistent with the verification monitoring program detailed in this plan.

18 AUDIT

The drinking water quality management plan will be audited in accordance with the regulators requirements, as stated in the Information Notice for the Decision. Regulatory audit reports will be provided to the Regulator, and the outcomes of the audits will be considered in the next review of the drinking water quality management plan.

We may also choose to undertake voluntary internal audits. These are to inform our progress in implementing the DWQMP, and will also be considered in reviews of the plan. They will not be provided to the Regulator.

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19 APPENDIX

Water Procedures

Issue Date	Reference Area	Reference No.	Details	EDRMS	Next Review Date
01 March 2021	A	01	Traffic Management - Emergency Conditions	D21/16161	01 March 2022
01 March 2021	A	02	Daily Prestart Meetings	D18/42919	01 March 2022
01 March 2021	A	03	Incidence Response – Gas	D18/42921	01 March 2022
01 March 2021	A	04	Incidence Response - Sewerage	D18/42936	01 March 2022
01 March 2021	A	05	Incidence Response - Water	D18/42937	01 March 2022
01 March 2021	A	06	Rosters and Shifts	D18/42943	01 March 2022
01 March 2021	A	07	SCADA Operations	D21/17304	01 March 2022
01 March 2021	A	08	Scheduled Maintenance	D21/16162	01 March 2022
01 March 2021	A	09	Monthly Plumbers Meeting	D18/42942	01 March 2022
01 March 2021	G	01	Domestic Service Connection	D18/45812	01 March 2022
01 March 2021	G	02	Mains Construction & Maintenance	D18/45817	01 March 2022
01 March 2021	G	03	Pressure Testing	D18/45826	01 March 2022
01 March 2021	G	04	Odorant Bottle Changeout (to be done when new system installed)	D18/45829	01 March 2022
01 March 2021	G	05	Odorant Sniff Test	D18/45830	01 March 2022
01 March 2021	G	06	Management of Change	D18/62159	01 March 2022
01 March 2021	G	07	Gate Station Operations	D21/16751	01 March 2022



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01 March 2021	G	08	Gas Reticulation Squeeze Off	D21/16277	01 March 2022
01 March 2021	G	09	Microclip Bump Test	D21/16160	01 March 2022
01 March 2021	G	10	Reported Gas Leak Investigation	D21/16165	01 March 2022
01 March 2021	G	11	Billing Requirements & Connection Approvals	D21/16171	01 March 2022
01 March 2021	G	12	Purging Gas	D18/83697	01 March 2022
01 March 2021	G	13	Operations Gas	D18/45820	01 March 2022
01 March 2021	G	14	Leak Survey	D21/16845	01 March 2022
01 March 2021	G	15	Gas Valve Operation	D21/16170	01 March 2022
01 March 2021	S	01	Wastewater Treatment Plant Operations	D18/45852	01 March 2022
01 March 2021	S	02	Rigid Drain Cleaner	D20/3777	01 March 2022
01 March 2021	S	03	Wastewater Treatment Plant Effluent Release Testing Monitoring Reporting	D18/45802	01 March 2022
01 March 2021	S	04	Sewer Blockage	D18/45832	01 March 2022
01 March 2021	S	05	Sewer Cleaning	D18/45838	01 March 2022
01 March 2021	S	06	Sewer Main Testing	D18/45840	01 March 2022
01 March 2021	S	07	Sewer Pump Station Maintenance	D18/45841	01 March 2022
01 March 2021	S	08	Waste Tracking	D18/45844	01 March 2022
01 March 2021	W	01	Concrete Cutter	D21/16278	01 March 2022
01 March 2021	W	02	Currey Street Booster Pump Operations	D18/46088	01 March 2022
01 March 2021	W	03	Backflow Prevention	D18/46089	01 March 2022
01 March 2021	W	04	Bore Operation & Testing	D21/16935	01 March 2022
01 March 2021	W	05	Chlorinator Operations	D18/46092	01 March 2022



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01 March 2021	W	06	Water Supply Contamination Response	D18/46095	01 March 2022
01 March 2021	W	07	Hydrant Maintenance and Pressure Testing	D18/46097	01 March 2022
01 March 2021	W	08	Hydrostatic Test	D18/46098	01 March 2022
01 March 2021	W	09	Main Super Chlorination	D21/16419	01 March 2022
01 March 2021	W	10	Reservoir Maintenance	D18/46101	01 March 2022
01 March 2021	W	11	Thrust Block Construction	D18/46104	01 March 2022
01 March 2021	W	12	Trunk Main Planned Shutdown	D18/46105	01 March 2022
01 March 2021	W	13	Water Interruption Notification	D18/46106	01 March 2022
01 March 2021	W	14	Water Main Flushing	D18/46108	01 March 2022
01 March 2021	W	15	Water Main Repair	D18/46109	01 March 2022
01 March 2021	W	16	Water Main Valve Operation	D18/46111	01 March 2022
01 March 2021	W	17	Water Sampling	D18/46116	01 March 2022
01 March 2021	W	18	Surat WTP Operations	D18/46117	01 March 2022
01 March 2021	W	19	Home Dialysis	D20/67746	01 March 2022
01 March 2021	W	20	DMI Filtration System	D18/46121	01 March 2022
01 March 2021	W	21	Water Meter Raise, Repair and Replace (Valve Maintenance)	D18/46123	01 March 2022
01 March 2021	W	22	Asbestos Cement Pits and Pipes – Cutting, Handling & Disposal	D18/45799	01 March 2022
01 March 2021	W	23	Liquid Chlorine Chemical Container Decontamination, Storage & Disposal	D19/4390	01 March 2022
01 March 2021	W	24	Chemical Emergency Management Plan	D21/16549	01 March 2022
01 March 2021	W	25	Management of Chemical Spills & Gas Escapes	D19/98995	01 March 2022
01 March 2021	W	26	Chemical Safety, Storage & Handling	D19/99446	01 March 2022



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01 March 2021	W	27	Bore Flushing	D21/16540	01 March 2022
01 March 2021	W	28	Hydrant Maintenance & Pressure Test	D18/46096	01 March 2022
01 March 2021	W	29	Valve Maintenance	D18/46138	01 March 2022
01 March 2021	WS	01	Centrifugal Pump Maintenance	D18/46134	01 March 2022
01 March 2021	WS	02	Electric Motor Maintenance	D18/46135	01 March 2022
01 March 2021	WS	03	Standby Generator Testing	D18/46136	01 March 2022
01 March 2021	WS	04	Switchboard Maintenance	D18/46137	01 March 2022
01 March 2021	WS	05	Chemical Handling and Spill Management	D18/46125	01 March 2022

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 12.6

File Number: D21/78733

SUBJECT HEADING: Applications for funding under Queensland Government's Queensland Remembers Community Grants Program

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Maranoa Regional Council is eligible to submit projects for funding under the Queensland Government's *Queensland Remembers Community Grants Program*. The funding is for projects to assist communities to deliver commemorative activities and events, or to create or refurbish war memorials, avenues of honour and memorial gardens.

This report recommends projects that Council consider submitting applications for funding under the *Queensland Remembers Community Grants Program*.

Officer's Recommendation:

That Council:

1. Further investigate eligibility, feasibility, costings and undertake consultation with Roma RSL Sub Branch for proposed projects for funding under the Queensland Remembers Community Grants Program
2. Submit application/s for funding for the recommended projects as proposed pending outcome of item 1
3. Include a co-contribution amount of at least 10% (to a maximum of \$20,000) of the total project cost to be funded from Work Order 22366
4. Authorise the Chief Executive Officer, or delegate, to sign the funding application.
5. Authorise the Chief Executive Officer, or delegate, to sign the funding agreements as required if the project is successful.

Individuals or Organisations to which the report applies:

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

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

RSL

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
QR	Queensland Remembers

Context:

Why is the matter coming before Council?

The primary objective of the QR – Community Grants Program is to assist eligible organisations to deliver commemorative activities and events and create or refurbish war memorials, avenues of honour and memorial gardens.

The QR – Community Grants Program will achieve the following outcomes:

- increase support and recognition for the veterans' community
- increase awareness of the local service history of the community
- improve the experience for people visiting memorials or attending commemorative activities and events
- leave a legacy for future generations.

Key dates:

Closing date: 25 October 2021

Expected announcements: March 2022

Project completion: must be completed by 30 April 2023

The following projects have been identified and presented for recommendation to apply for funding under the Queensland Remembers Community Grants Program:

Project description	Alignment to program outcomes	Cost estimate (exc. GST)
Roma Cenotaph - Construction of a wall, or other ways, to acknowledge the service men and women for other conflicts and service after the second world war	Increase support and recognition for the veterans' community Increase awareness of the local service history of the community	TBC
Roma Cenotaph - Enhancement of the Roma Cenotaph with a professional sound system including speaker installation – install outdoor speakers to the light poles with aux outlet in the PA pavilion to allow crowds to hear clearly anywhere on site. Include installation of permanent hard wired power to PA pavilion shelter	Improve the experience for people visiting memorials or attending commemorative activities and events	\$5,000 speakers \$10,000 sound system \$10,000 electrical works Total estimated cost \$25,000 (TBC)

Please note: at the time of preparing this report, consultation with the Roma RSL has not occurred. The sound system project has been identified from the RSL Cenotaph Proposal.

Funding of a maximum of \$50,000 (excluding GST) per grant is available.

Organisations can submit **only one** (1) application per project across all three streams of the Queensland Remembers Grants Program. Council is only eligible for funding under the Community Grants stream.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Funding is available from \$1000 up to a maximum of \$50,000 (excluding GST) per grant, to assist eligible organisations to deliver commemorative activities and events, and create or refurbish war memorials, avenues of honour and memorial gardens.

The maximum amount of grant funding that can be sought under the QR – Community Grants Program is \$50,000 (excluding GST) per project.

Expenditure incurred prior to 1 May 2022 is ineligible for funding.

Written quotes must be provided with your application for all items over \$500 (excluding GST).

At least 10 per cent of the total project cost must be met from the applicant's own or other sources. This contribution can be comprised entirely of cash or a combination of cash and in-kind support. However, the in-kind support cannot exceed half of the applicant's contribution.

In the approved 2020-21 budget, \$20,000 was approved for contribution to the Roma Cenotaph project (grant application). This unspent budget has been proposed to be included in carry over projects to 2021-22 and therefore could be used as a co-contribution to projects to be submitted under the Queensland Remembers Grants Program.

Eligible projects

While it is not possible to provide an exhaustive list of projects and items that are eligible or ineligible for funding, the lists below provide a general guide.

Eligible organisations can apply for funding for the:

- restoration or enhancement of an existing monument, avenue of honour or memorial garden
- creation of a new monument, avenue of honour or memorial garden in a district where no monument, avenue of honour or memorial garden exists
- restoration of an honour board or honour roll

- restoration of outdoor military heritage objects, memorial drinking fountains or war trophies
- restoration of other public monuments or memorial sites that acknowledge Queensland veterans
- commemoration of significant Australian military anniversaries (e.g. Anzac Day, Remembrance Day and other significant Australian military events)
- commemoration of the formation, anniversary or membership of associations, ex-service organisations or military units
- delivery of new events or activities or the expansion of existing community events or activities that support or commemorate Queensland veterans.

Where appropriate, applicants planning to undertake restoration projects should contact peak bodies, local governments, and regional or state organisations to seek their support for and input into the planning, design and approvals of proposed improvements.

Applications must ensure that the project meets relevant legislative requirements and other Australian standards, and appropriately qualified professional service providers are engaged to undertake the works or deliver the events or activities where relevant.

Projects that promote awareness of the diversity of the veterans' community are encouraged.

Ineligible projects

Examples of ineligible projects are those that:

- do not provide direct benefit to the veterans' community
- are not undertaken in Queensland
- are privately owned projects or projects on private land
- result in a profit
- commemorate individuals
- are exclusively for research and will not be made available to the public in some form
- are sporting events
- commemorate training, enlistment or graduation of Australian service personnel
- involve purchasing or conducting works to an asset that will not be owned and/or controlled by an eligible organisation
- involve changes or additions to, or the restoration of, war graves
- are the responsibility of other authorities (e.g. roads, footpaths, gutters)
- prohibit public access
- involve smoking and/or gambling areas
- have not completed all requirements in the application form including providing evidence of consent, or support and financial commitment from any funding partners.

In addition, funding will not be approved for expenditure items that have been funded by other external funding sources, or items that have been ordered or purchased prior to 1 May 2022.

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

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

Applications will need to be compliant with the program guidelines in terms of budget, detailed design, confirmed funding contributions, construction time-frames, selection criteria and submission dates.

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 – Maintenance, Delivery and Works – Stephen Scott
Regional Events Attraction Coordinator – Natalie Walsh
Councillors

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's – *Queensland Remembers Community Grants 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?

It is expected that successful applications will be announced in March 2022, so Council will need to include any co-contributions in this year's budget.

Co-contributions: At least 10 per cent of the total project cost must be met from the applicant's own or other sources. This contribution can be comprised entirely of cash or a combination of cash and in-kind support. However, the in-kind support cannot exceed half of the applicant's contribution.

In the approved 2020-21 budget, \$20,000 was approved for contribution to the Roma Cenotaph project (grant application) – work order 22366. This unspent budget has been proposed to be included in carry over projects to 2021-22 and therefore could be used as a co-contribution to projects to be submitted under the Queensland Remembers Grants Program.

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)

Ongoing maintenance costs if 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)

Community

Risks:

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

Risk	Description of likelihood & consequences
Estimated budgets	Without detailed design, the estimated costs as listed above may escalate.
Failure to submit an application under this round of the program	Whilst most contestable Queensland Government funding requires projects to compete with other across the state, failure to submit an application under this round of the program may have foregone Council's chance to secure external funding.

Advice to Council:

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

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

At the time of preparing this report for Council consideration, full costings and consultation with the Roma RSL Sub Branch has not occurred. Confirmation of eligibility of proposed projects and number of applications that can be submitted also needs to be confirmed. Council Officers will commence investigations of the above and propose to have further information available at the Ordinary Meeting 13 October 2021.

Pending the outcome of the above, it is recommended that Council consider submitting applications for projects proposed.

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. Further investigate eligibility, feasibility, costings and undertake consultation with Roma RSL Sub Branch for proposed projects for funding under the Queensland Remembers Community Grants Program
2. Submit application/s for funding for the recommended projects as proposed pending outcome of item 1
3. Include a co-contribution amount of at least 10% (to a maximum of \$20,000) of the total project cost to be funded from Work Order 22366
4. Authorise the Chief Executive Officer, or delegate, to sign the funding application.
5. Authorise the Chief Executive Officer, or delegate, to sign the funding agreements as required if the project is successful.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

[1](#) Queensland Remembers Community Grants Program D21/78736
Round 1 guidelines

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Office for Veterans



Queensland Remembers

Community grants program
ROUND 1 GUIDELINES



Queensland
Government



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Copies of this publication are available on our website at www.qld.gov.au/remembersgrants.

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Queensland Remembers | Community grants program | ROUND 1 GUIDELINES

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A message from the Premier



Though time marches on, Queensland remembers the courage and sacrifice of the servicemen and women who defended our nation over the course of this past century.

Every year our ex-service and not-for-profit organisations and local councils provide the people of our state with meaningful opportunities to pay tribute to our Australian Defence Force personnel and support them when their time in the military ends.

My government has committed \$4 million to deliver the *Queensland Remembers Grants Program* to assist ex-service and other not-for-profit organisations to upgrade their buildings and facilities and purchase equipment. The program also enables these organisations and local councils to create or restore memorials and deliver commemorative events and projects that recognise our current and former servicemen and women.

The *Queensland Remembers Grants Program* is now open for submissions and I encourage eligible organisations to apply via the Queensland Veterans' Portal by **5pm Monday 25 October 2021**. Successful recipients under this round of the *Queensland Remembers Grants Program* will be announced in March 2022.

These guidelines outline eligibility and application requirements for the *Queensland Remembers – Community Grants Program*, which will assist eligible organisations with delivering commemorative activities or events and projects such as the refurbishment and creation of war memorials, avenues of honour and memorial gardens.

Thank you for working alongside the Queensland Government to support our state's veterans and their families and for creating and maintaining special ways for Queenslanders to remember them.

Annastacia Palaszczuk MP
Premier of Queensland
Minister for Trade



Queensland Remembers | Community grants program | ROUND 1 GUIDELINES

1. Overview

The *Queensland Remembers Grants Program* will be delivered through three funding streams, which will run concurrently:

Queensland Remembers – Community Grants Program

Funding from \$1000 up to a maximum of \$50,000 (excluding GST) per grant, to assist communities to deliver commemorative activities and events, or to create or refurbish war memorials, avenues of honour and memorial gardens.

Queensland Remembers – Minor Capital Works Grants Program

Funding from \$1000 up to a maximum of \$50,000 (excluding GST) per grant, to deliver minor capital works projects such as repairing or maintaining buildings or facilities, or for the purchase of equipment.

Queensland Remembers – Major Capital Works Grants Program

Funding from \$50,000 up to a maximum of \$250,000 (excluding GST) per grant, to deliver major capital works projects such as building refurbishments or upgrades, improving access for people with a disability or upgrading communal meeting areas.

This document sets out the guidelines for the first round of the **Queensland Remembers – Community Grants Program (QR – Community Grants Program)**.

More information and guidelines for the *Queensland Remembers – Major Capital Works Grants Program* and *Queensland Remembers – Minor Capital Works Grants Program* can be found at www.qld.gov.au/remembersgrants.

Applicants can submit different applications across all three streams of the *Queensland Remembers Grants Program* if the applications are for different projects.

Multiple applications for the same project are **not** permitted.

Projects funded under the *Queensland Remembers Grants Program* will not receive additional funding for the same project or subsequent stages of the same project in future funding rounds.

The Office for Veterans, Department of the Premier and Cabinet is responsible for administering the *Queensland Remembers Grants Program*.

2. Impacts of COVID-19

At the time of publication, there are a range of public health and other measures in place as part of Australia's response to the coronavirus (COVID-19) pandemic.

The health and wellbeing of our veterans' community is a priority. Applicants should carefully consider whether projects and activities can be safely delivered during the COVID-19 pandemic, including consideration of any associated public health requirements.

Where relevant, successful projects (such as activities and events) will need to comply with the public health requirements that are in place at the time the projects are delivered.

3. Program objective

The primary objective of the *QR – Community Grants Program* is to assist eligible organisations to deliver commemorative activities and events and create or refurbish war memorials, avenues of honour and memorial gardens.

4. Program outcomes

The *QR – Community Grants Program* will achieve the following outcomes:

- increase support and recognition for the veterans' community
- increase awareness of the local service history of the community
- improve the experience for people visiting memorials or attending commemorative activities and events
- leave a legacy for future generations.

The Queensland Government acknowledges the *Australia International Council On Monuments and Sites (ICOMOS) Burra Charter* as a guide to good heritage conservation practice. A core principle of the Burra Charter is to do as much as is necessary but as little as possible to heritage places. For more information on the Burra Charter visit: <https://australia.icomos.org/publications/burra-charter-practice-notes/#bc>.

5. Key dates

Projects funded under this round of the *QR – Community Grants Program* must be delivered and acquitted within one year, between **1 May 2022** and **30 April 2023**.

Round opens	17 September 2021
Round closes	25 October 2021
Applicants notified	March 2022
Project commencement	From 1 May 2022
Project completion	Projects must be delivered and acquitted by 30 April 2023

Please note: the above dates are indicative only and may be subject to change.



6. Program funding

Funding is available from \$1000 up to a maximum of \$50,000 (excluding GST) per grant, to assist eligible organisations to deliver commemorative activities and events, and create or refurbish war memorials, avenues of honour and memorial gardens.

The maximum amount of grant funding that can be sought under the QR – Community Grants Program is \$50,000 (excluding GST) per project.

Expenditure incurred prior to 1 May 2022 is ineligible for funding.

Written quotes must be provided with your application for all items over \$500 (excluding GST).

At least 10 per cent of the total project cost must be met from the applicant's own or other sources. This contribution can be comprised entirely of cash or a combination of cash and in-kind support. However, the in-kind support cannot exceed half of the applicant's contribution.

Applicants unable to provide the minimum 10 per cent contribution are still able to apply but must clearly outline the reasons for this limitation and any attempts to secure other funding in the application form.

Applicants cannot apply for funding for items that have been funded from another source. Applicants will be asked to provide a detailed breakdown of funding support in the application form.

Applicants with outstanding financial accountability, service delivery or performance issues for activities previously funded by the Queensland Government may be ineligible to receive funding under this grants program. Applicants are required to declare any issues during the application process.

Applicants may be offered a smaller funding amount than applied for in your application. This may be due to factors including:

- items that are not eligible for funding being incorrectly included in the funding sought
- amounts included in the project budget that have been rounded up from quotes
- items in the project budget that incorrectly include GST
- the QR – Community Grants Program being oversubscribed.

In these circumstances, a revised project plan or budget may be requested, noting the applicant is required to contribute at least 10 per cent of the total project costs.

Applicants are requested to indicate on your application whether you will accept partial funding, if the grant amount offered is less than the funding sought.

The applicant will also be responsible for meeting any cost increases that may occur over the course of the project.

7. Eligibility

7.1 Eligible organisations

Organisations providing services to the veterans' community are eligible, including:

- ex-service organisations
- other not-for-profit organisations that have a core purpose of providing assistance to the veterans' community (assessed on a case-by-case basis)
- local councils.

In addition, to be eligible for funding applicants must:

- be an incorporated body
- have an Australian Business Number (ABN)
- be financially solvent
- be based in Australia, provided the project is located in Queensland
- have met acquittal conditions for previous Queensland Government grant funding (if applicable)
- have appropriate public liability insurance cover (at least \$20 million).

7.2 Ineligible organisations

- individuals
- organisations operating on a 'for profit' basis
- hospitals, nursing homes or health care centres
- primary or secondary schools, universities, technical colleges and parents' and citizens' associations
- state or federal government departments
- government owned corporations
- political parties.

7.3 Auspicing and joint applications

Unincorporated organisations can arrange for an incorporated organisation to act as an auspice on their behalf.

If multiple organisations apply together as part of a joint application, one organisation must nominate as the lead applicant and accept legal and financial responsibility for the grant. This should be the landowner or lease holder.



7.4 Eligible projects

While it is not possible to provide an exhaustive list of projects and items that are eligible or ineligible for funding, the lists below provide a general guide.

Eligible organisations can apply for funding for the:

- restoration or enhancement of an existing monument, avenue of honour or memorial garden
- creation of a new monument, avenue of honour or memorial garden in a district where no monument, avenue of honour or memorial garden exists
- restoration of an honour board or honour roll
- restoration of outdoor military heritage objects, memorial drinking fountains or war trophies
- restoration of other public monuments or memorial sites that acknowledge Queensland veterans
- commemoration of significant Australian military anniversaries (e.g. Anzac Day, Remembrance Day and other significant Australian military events)
- commemoration of the formation, anniversary or membership of associations, ex-service organisations or military units
- delivery of new events or activities or the expansion of existing community events or activities that support or commemorate Queensland veterans.

Where appropriate, applicants planning to undertake restoration projects should contact peak bodies, local governments, and regional or state organisations to seek their support for and input into the planning, design and approvals of proposed improvements.

Applications must ensure that the project meets relevant legislative requirements and other Australian standards, and appropriately qualified professional service providers are engaged to undertake the works or deliver the events or activities where relevant.

Projects that promote awareness of the diversity of the veterans' community are encouraged.

7.5 Ineligible projects

Examples of ineligible projects are those that:

- do not provide direct benefit to the veterans' community
- are not undertaken in Queensland
- are privately owned projects or projects on private land
- result in a profit
- commemorate individuals
- are exclusively for research and will not be made available to the public in some form
- are sporting events

- commemorate training, enlistment or graduation of Australian service personnel
- involve purchasing or conducting works to an asset that will not be owned and/or controlled by an eligible organisation
- involve changes or additions to, or the restoration of, war graves
- are the responsibility of other authorities (e.g. roads, footpaths, gutters)
- prohibit public access
- involve smoking and/or gambling areas
- have not completed all requirements in the application form including providing evidence of consent, or support and financial commitment from any funding partners.

In addition, funding will not be approved for expenditure items that have been funded by other external funding sources, or items that have been ordered or purchased prior to **1 May 2022**.

7.6 Eligible and ineligible items

Total project costs are likely to include a mix of eligible and ineligible items. Ineligible items are not funded by the grants program and will need to be met by the applicant.

Eligible items

Memorials or memorial gardens or avenues of honour or honour boards or plaques eligible items include:

- conservation management plans or condition reports, as part of an application to repair or conserve an existing monument or memorial
- construction of a new memorial, memorial garden, avenue of honour, honour board or plaque in an area that does not have an existing or similar item
- flagpole supply and/or installation — maximum of \$2000 per project
- improving accessibility to an existing memorial
- lighting for a memorial to increase accessibility and security (excludes general lighting). Lighting should enhance and complement the original design of the memorial.
- interpretive information or signage that complements the design of an existing memorial or war trophy and respects its significance, noting the signage should be deferential to the memorial or war trophy
- freight costs directly related to the project
- preservation or protective casings for existing honour boards or rolls



- provision of seating or shade structures at existing memorials, noting that the design must complement the existing memorial
- relocation of an existing memorial
- repair, restoration or preservation of military equipment displayed as an existing war trophy
- replanting or maintenance of trees forming an original public avenue of honour
- other landscaping – gardens, trees and open space within the historical design of the memorial/project. Horticultural advice must be supplied with the application.
- research with a commemorative focus (e.g. external researcher, writer or editor costs, purchase of photographs)
- restoration of memorial drinking fountains
- restoration of damaged original memorial gates or fences
- restoration or replacement of damaged commemorative plaques, noting replacement must be like-for-like and only when restoration is not a viable option
- acknowledgement plaques relating to the project, including permanent signage
- tradespeople or expert professionals engaged with delivering the project (e.g. historians, conservators or other external suppliers). All suppliers must have a valid ABN.
- updates to existing memorials to reflect subsequent conflicts
- any other costs deemed eligible by the Department of the Premier and Cabinet.

Commemorative events and activities eligible items include:

- public awareness or cultural activities with a commemorative focus
- entertainment for a commemorative event or activity (e.g. band or bugler)
- immersive and interactive commemorative experiences
- digital content development and execution of commemorative materials (e.g. documentary, podcast, website) where similar materials are not already available
- freight directly related to the event or activity
- marketing and advertising costs for commemorative events and activities (e.g. advertising, promotional collateral, marketing activities, public relations, graphic design, associated printing costs) – external suppliers only with a valid ABN

- production costs for commemorative projects (e.g. screen writers, cinematographers, editors, sound recordists and website creators with a valid ABN)
- research with a commemorative focus (e.g. external researcher, writer or editor costs, purchase of photographs)
- tradespeople or expert professionals engaged to deliver the project (e.g. historians, conservators or other external suppliers with a valid ABN)
- venue and equipment hire (external suppliers with a valid ABN only) including rigging, generator hire, fencing, toilets, traffic management, marquees, chairs, table, staging, audio-visual equipment, waste management and wet weather contingency equipment
- any other costs deemed eligible by the Department of the Premier and Cabinet.

Ineligible items

Examples of ineligible items include:

- expenses incurred prior to **1 May 2022**
- accommodation and travel (including associated vehicle hire)
- auspice fees
- capital works for assets without commemorative value
- expenditure relating to the purchase or upgrade of assets for ongoing use by the applicant (e.g. marquees, motor vehicles, audio-visual equipment, computers, televisions, printers, cameras, mobile phones)
- construction and repair of buildings such as memorial halls and sporting facilities
- catering and refreshments (including alcohol)
- commercial projects or projects for profit
- contingency costs (e.g. money budgeted or set aside for costs not yet incurred)
- Local council approval costs
- donations, sponsorships or grants to third parties, including donations or one-off payments to volunteers
- electrical works or equipment outside the scope of the project
- entertainment not of a commemorative nature
- flags (these can be obtained free of charge through the organisation's local state Member of Parliament)
- flowers or wreaths
- general ongoing administration costs of the organisation such as electricity, phone bills, taxi fares, printer cartridges, stationery, rates or rent



- hire of a venue or equipment owned by the applicant
- honour boards or plaques acknowledging membership or service of an ex-service organisation
- in-kind support exceeding half of the applicant's contribution
- landscaping exceeding the project boundaries
- new trophies, prizes, awards, gifts or medallions
- ongoing (recurrent) expenditure items
- fencing or park, garden or landscape enhancements without commemorative value
- preliminaries (other than conservation management plans or condition reports) which require completion before commencing the project (e.g. design plans, local council approval costs, grant writing fees)
- private events for members or invitation only events
- project management fees
- projects commemorating individuals
- projects commemorating the post-war deaths of servicemen and women
- projects duplicating the names of servicemen or women already listed on existing memorials in the area
- regular maintenance work that should normally be undertaken to keep the item in good repair (e.g. general painting works, or repairing leaking taps or damaged or defective lights, routine mowing, general fencing or garden maintenance)
- restoration of graves
- staff salaries and wages, remuneration of executive officers, overtime, meal allowances, honorariums, superannuation, fringe benefits tax, internal training, scholarships or similar expenses.

8. Assessment criteria

An application is not an agreement or contract. Meeting the assessment criteria does not automatically guarantee funding.

Applicants should prepare a thorough, detailed application and include all required information to assist judges in their decision making.

Applications will be evaluated and rated against the following assessment criteria, which have equal weighting.

What outcomes and benefits will be delivered for the veterans' community?

How the project will leave a legacy for future generations, increase the knowledge of the local service history of the community or provide a social or cultural benefit to Queensland's veterans' community.

Why is the project needed and how will it respond to these needs?

Evidence that the project responds to an identified need or gap, or will improve, increase or enhance use of a memorial, deliver support to veterans or provide community education or increase awareness of the service and sacrifice of veterans.

How will the project be delivered?

Details of project planning and deliverables, timeframes, financial viability and value for money. All relevant supporting documentation must be supplied.

Who is involved in the project and what support exists?

The level of support for the project from key community stakeholders, community consultation and stakeholder engagement (e.g. letters of support from a federal or state Member of Parliament, local council or ex-service organisation). Identify how the project or activity will be promoted to the community, and how they will be involved. Outline confirmed financial or in-kind contributions toward the project.

9. Applications

Applications are only accepted through the SmartyGrants online portal, which is available at <https://premiersqld.smartygrants.com.au/QRCommunityGrantsRound1>. The application form must be completed by a person authorised to submit the application on behalf of the organisation. Applications will not be accepted in person, by email, post, fax, or once the closing date for applications has passed.

The applicant will receive an instant email notification from the SmartyGrants online portal confirming submission of the application. If the applicant does not receive this notification, contact SmartyGrants on (03) 9320 6888 to confirm that the application form has been submitted correctly.

Answers to [frequently asked questions](#) about the *Queensland Remembers Grants Program* are available online at www.qld.gov.au/remembersgrants.

10. Application process

Funding under the *QR – Community Grants Program* is awarded through a competitive application assessment process.

Step 1: Check eligibility

Check that the applicant and project are eligible for funding by reviewing these guidelines and the [frequently asked questions](#) or emailing queenslandremembers@premiers.qld.gov.au.



Step 2: Prepare supporting documents

Prepare the following documents and submit with the application (where relevant):

- detailed budget and written quotes for project costs from appropriately qualified persons
- letters of support from other organisations, agencies or partners involved in the project (on letterhead and signed)
- photographs or plans showing location of proposed project and draft designs
- letter from the local council or Crown Land manager (for projects on public land), including approvals, their role and who is responsible for maintenance and ownership after completion
- details of any consultation undertaken to support the application
- project plans including start and end dates, timelines for key milestones, responsibilities and implementation stages
- you will also be able to submit other key documents that are relevant to the project via the application form.

Incomplete applications will not be accepted. Applications and all required supporting documentation must be submitted online by the closing date.

Step 3: Apply online

If it is your first time using the SmartyGrants online portal you need to [create an account](#).

If you have previously used the SmartyGrants portal, [log in](#) using your organisation's details.

Applications can be saved and completed later. It is recommended that you start your application early to ensure you have all the required documentation.

Once submitted, you will receive an auto-generated email with an application identification number you can use as a reference. Please quote this number in all correspondence relating to your application.

The head of the applying organisation (e.g. chief executive officer or president) is responsible for ensuring that the application is complete and accurate. Giving false or misleading information may exclude the applicant from funding consideration.

11. Assessment process

Eligible applications will be assessed by an independent assessment panel against the *QR – Community Grants Program* objective and assessment criteria listed above. Applicants may be contacted for further information.

Due diligence checking will be undertaken on the applicant, and outcomes from this process will inform project assessments.

The number and value of grants awarded in any round is at the discretion of the Queensland Government.

12. After the assessment

12.1 Notification of outcome

All applicants will be notified of the outcome of their application in writing.

If applicants require further information, please email queenslandremembers@premiers.qld.gov.au

Complaints about the outcome of an application can be made in accordance with the Department of the Premier and Cabinet's complaints management policy, which is available at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx.

12.2 Funding agreement

Successful applicants will be sent a legally binding Letter of Agreement. The Letter of Agreement is the legal agreement between the Queensland Government and the successful applicant and contains project deliverables, milestone dates, payment terms and other conditions of the grant.

There is no binding agreement until the Letter of Agreement is signed by the applicant's delegate and returned.

In managing the funding provided, the successful applicant must comply with the requirements of the Letter of Agreement.

Funding will be provided to successful applicants once they have entered into a Letter of Agreement and satisfied the milestones detailed in this agreement. Grant funds will be released in a split of 50 per cent upon satisfying the first milestone and 50 per cent upon the final milestone being achieved.

Extensions of time to the approved project completion date will only be considered in exceptional circumstances. Applicants are required to formally request an extension of time, via SmartyGrants, detailing the unforeseen circumstance impacting on project completion, the actions taken to minimise the impact and the adjusted project plan and milestones.

All funded projects will be monitored and evaluated by the Office for Veterans to ensure the *QR – Community Grants Program* is achieving the program objective.

Successful applicants will be required to provide project status reports as part of their key milestones and deliver the project at the times and in the manner specified in the Letter of Agreement. Delays in submitting required reports may result in a delayed payments to the applicant.

13. Media

Applicants must seek and obtain the state's approval before contacting or responding to the media in relation to the *QR – Community Grants Program*.



14. Goods and Services Tax (GST)

Applicants do not need to be registered for GST.

If the applicant **IS** registered for GST, the applicant:

- is required to calculate the GST exclusive component of the cost of any items or service purchased for the proposed project
- must provide the final total GST exclusive amount in the grant application
- can claim an input tax credit through the applicant's Business Activity Statement (BAS) to the Australian Taxation Office (ATO), for the GST component of purchased items or services.

If the applicant is **NOT** registered for GST, the applicant is:

- not able to request an input tax credit from the ATO for the GST component of purchased items or services
- required to provide the final GST inclusive amount in the grant application.

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. The Office for Veterans is unable to provide advice on the applicant's particular taxation circumstances.

15. Reporting requirements and acquittal of grant funds

All funded projects will be monitored and evaluated by the Office for Veterans to ensure the QR – *Community Grants Program* is achieving the program objective.

Successful applicants will be required to provide project status reports as part of their key milestones and deliver the project at the times and in the manner specified in the Letter of Agreement. Delays in submitting required reports may result in delayed payments to the applicant.

16. Information sources for applicants

To determine whether a war memorial, honour roll or public avenue of honour is listed on the Queensland Heritage register please visit www.apps.des.qld.gov.au/heritage-register/.

Conservators can be found on the Museum and Gallery Services Queensland website www.magsp.com.au/consultant/finder or email information@magsq.com.au.

Horticulturalists can be found the Australian Institute of Horticultural Inc. website www.aih.org.au

Arborists can be found on the Queensland Arboricultural Association – Register of Qualified Tree Consultants website www.qaa.net.au or email admin@qaa.net.au.



17. Terms and conditions

1. The *Queensland Remembers Grants Program* (including the *Queensland Remembers – Community Grants Program*) is conducted by the State of Queensland acting through the Department of the Premier and Cabinet ABN 65 959 415 158 in accordance with the guidelines and on the following terms and conditions.

Definitions

2. In these terms and conditions:
 - a) "applicant" means the organisation, or where relevant, the auspice organisation, making the application
 - b) "application" means the official application for a grant submitted by the applicant as part of the *Queensland Remembers Grants Program*
 - c) "closing date" means 5pm (Australian Eastern Standard Time) on Monday 25 October 2021.
 - d) "DPC" means the State of Queensland acting through the Department of the Premier and Cabinet (ABN 65 959 415 158)
 - e) "Minister" means the Minister with responsibility for the *Queensland Remembers Grants Program*.
 - f) "project" means the project or activity detailed in the application for which the applicant is seeking a grant
 - g) "personal information" has the same meaning as in the *Information Privacy Act 2009* (Qld)
 - h) "Letter of Agreement" means the written Letter of Agreement to be entered into between DPC and each successful applicant on terms to be further agreed
 - i) "Acquittal" means the discharge and settlement of the grant
 - j) "Auspice Organisation" means a third-party organisation that manages the grant funding on behalf of your organisation and accepts legal and financial responsibility for the grant.

Eligibility

3. Organisations making an application must be operating on a not-for-profit basis with a valid Australian Business Number (ABN) and seeking funding support for a project located in Queensland. They must also be one of the following:
 - a) an incorporated association or body
 - b) a corporation operating on a not-for-profit basis
 - c) local councils.
4. Unincorporated organisations that do not meet the above criteria may only be eligible if the organisation has not-for-profit objectives and the application is made by the auspice organisation that:
 - a) satisfies all the above requirements
 - b) accepts legal and financial responsibility for the grant.
5. The following are ineligible to apply:
 - a) state or federal government departments
 - b) government owned corporations
 - c) organisations operating for profit

- d) individuals
- e) political parties
- f) a hospital, nursing home or health care centre
- g) primary or secondary schools, universities and parents' and citizens' associations.
6. Applications must:
 - a) be received by the closing date
 - b) contain all information specified in the application form
 - c) be submitted online through SmartyGrants. Applications submitted through any other means will not be accepted.
7. Joint applications will be considered as one application. While multiple organisations meeting all the eligibility criteria may apply together as part of a joint application, one organisation must nominate to be the lead applicant and accept legal and financial responsibility for the grant.
8. Applicants must have no outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government. Applicants with outstanding financial accountability, service delivery or performance issues for funding previously provided by the Queensland Government are required to declare this during the application process. Additional performance criteria may be imposed at the discretion of DPC.
9. DPC's decision upon the eligibility of an application shall be final.

Withdrawals

10. Applicants may withdraw their application at any time up to and including the closing date. After the closing date, applicants wishing to withdraw their application must contact DPC via email at queenslandremembers@premiers.qld.gov.au.

Disclosure and publication

11. By submitting an application, the applicant:
 - a) authorises the use and/or publication of the applicant's name (and where there is an auspice arrangement, the name of the organisation delivering the project) and details of the project, in relation to any promotional or advertising purposes in conjunction with the *QR – Community Grants Program*
 - b) consents to any information provided with the application being provided to Members of Queensland Parliament and the applicant's name (and where there is an auspice arrangement, the name of the organisation delivering the project), project details and funding being provided to the media
 - c) acknowledges that DPC, its officers, employees, assessment panel members, agents and sub-contractors may use and disclose any of the information provided with the application including personal information, to Queensland Government departments or agencies, Queensland Government bodies, non-government organisations and/or the commonwealth, state or territory governments for any purpose in connection with the administration of the *QR – Community Grants Program*



- d) consents to the applicant's name (and where there is an auspice arrangement, the name of the organisation delivering the project) and details of the project including funding received being published on the Queensland Veterans' Portal and the Queensland Government Open Data Portal
- e) acknowledges that the *Right to Information Act 2009* (Qld) provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies, subject to the exemptions under the Act
- f) warrants that the applicant is not in breach of any law, constitution or any other requirement the applicant is bound to comply with
- g) warrants that the use of such information or material as above will not infringe the rights of any third party or any law.

Assessment

- 12. Members of the assessment panel, which is comprised of Queensland Government employees and panel members external to the Queensland Government, will assess applications against the assessment criteria and will provide recommendations to the Director-General, DPC for approval and to the Minister for noting. Applicants consent to information contained in the application being provided to the assessment panel, the Director-General, DPC and the Minister.
- 13. All decisions and recommendations are binding and final and there is no process of appeal.

Successful applications

- 14. Successful applicants will be required to:
 - a) enter into a Letter of Agreement with DPC within a reasonable time of being notified that the application has been successful. Provision of the funding support to the successful applicant will be subject to and conditional upon the applicant further agreeing to and executing the Letter of Agreement
 - b) obtain all appropriate documentation (e.g. permits, approvals, bank details, insurances) and provide copies to DPC on request and in accordance with the Letter of Agreement
 - c) provide DPC with the applicant organisation's banking details, for the purposes of verifying bank account details
 - d) acknowledge the Queensland Government's contribution, including but not limited to:
 - i) logo acknowledgement (in print and online form)
 - ii) display of Queensland Government signage in connection with the project, coordinating with DPC an opportunity for the Minister or delegate to participate at project events in person, or provide forewords or messages for the project
 - e) provide all advertising material to DPC for approval prior to production
 - f) work with DPC on any matter related to advertising and promotion of the project
 - g) if applicable, ensure DPC is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of or as a result of the project

- h) provide DPC with images of the project accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images
- i) complete the project by the date stated in the Letter of Agreement
- j) advise DPC of all project changes immediately, including changes to programming and sponsors, project timeframes, project planning and design
- k) fulfil all reporting and acquittal requirements as per the Letter of Agreement
- l) return all unspent funds to DPC and repay funds spent on purposes not approved by the date of acquittal.

Insurance

- 15. Successful applicants will be required to agree that they must hold and maintain the relevant insurances specified in the Letter of Agreement.
- 16. Successful applicants will be required to provide DPC with copies of certificates demonstrating appropriate insurance covers.

Payments, GST and reporting

- 17. Grants are subject to GST. The grant amount sought will be excluding GST.
- 18. The total amount of funding committed to the applicant's project will be paid by DPC in milestones, generally as follows:
 - a) 50 per cent on acceptance of the first milestone report
 - b) 50 per cent on DPC's acceptance of a final report detailing the outcomes of the project and financial acquittal (due within four weeks of the project's completion)
 - c) or as otherwise approved by DPC.
- 19. Projects are expected to be completed within 12 months. If an application for a project exceeding 12 months (from the date of the Letter of Agreement to the nominated project end date) is successful, the applicant may be required to provide additional project status reports as requested by DPC. The abovementioned milestone payments may be subject to DPC's acceptance of these reports.
- 20. The applicant will be required to submit valid tax invoices to DPC in accordance with the GST legislation and reporting requirements.
- 21. Payments will be made via electronic funds transfer.

Reservation of rights

- 22. Despite any provision of these guidelines to the contrary, DPC reserves the right to administer the *Queensland Remembers Grants Program* and conduct the process for the assessment and approval of applications to the *Queensland Remembers Grants Program* in such manner as it thinks fit, in its absolute discretion.
- 23. Without limiting the above paragraph, DPC retains all rights and powers to make all decisions and actions in order to achieve the program objectives and DPC reserves the right, in its absolute discretion and at any time, to:



- a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall *Queensland Remembers Grants Program* (including submission and compliance of applications), where in such circumstances DPC may, by direct notification to applicants or via the website at www.qld.gov.au/remembersgrants;
 - b) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect;
 - c) vary or amend the eligibility, assessment criteria, and the terms and conditions;
 - d) take into account any information from its own and other sources (including other government agencies and other advisers);
 - e) accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which DPC considers relevant, including the limitations on the funds available for the *Queensland Remembers Grants Program*;
 - f) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
 - g) seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
 - h) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
 - i) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
 - j) terminate the further participation of any applicant in the application process;
 - k) terminate or reinstate the *Queensland Remembers Grants Program* or any process in the *Queensland Remembers Grants Program*;
 - l) DPC reserves the right not to allocate the total amount of funding available in a funding round if, in the opinion of the assessment panel, there are insufficient applications of suitable merit;
24. Where, under these guidelines, it is stated that DPC may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise DPC may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).
25. The conduct of inviting applications does not give rise to any legal or equitable relationship. No contractual or legal relationship exists between DPC and an applicant in connection with the *Queensland Remembers Grants Program*, these guidelines or the application process or any stage of the *Queensland Remembers Grants Program*. An applicant, or its representatives:
- a) has no authority or power, and must not purport to have the authority or power to bind DPC, or make representations on behalf of DPC;
 - b) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with DPC; and
 - c) must not represent to any person that DPC is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these guidelines.
26. Except for any liability that cannot be excluded by law, DPC (including its officers, employees and agents) is excluded from all liability (including negligence) for any loss or damage (including loss of opportunity or personal injury) whether direct, indirect, special, or arising in any way out of an application.
27. Applications received, including material and documents accompanying the applications, shall not be returned to the applicant.
28. No person shall be entitled to claim compensation or loss from DPC for any matter arising out of the application process, including but not limited to cancellation of the *Queensland Remembers Grants Program* including the *QR – Community Grants Program* or failure by DPC to comply with the program guidelines or these terms and conditions.

Participation at applicant's cost

30. Each applicant participates in the application process at its own cost and risk.
31. To the extent permitted by law, no applicant will have any claim of any kind whatsoever against DPC (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
- a) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by DPC, attendance at meetings or involvement in discussions) or otherwise in connection with the *Queensland Remembers Grants Program*;
 - b) DPC at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the *Queensland Remembers Grants Program*; or
 - c) any of the matters or things relevant to its application or the *Queensland Remembers Grants Program* in respect of which the applicant must satisfy itself under these guidelines.

No relationship and liability

25. DPC's obligations in connection with the application process are limited to those expressly stated in these guidelines.



32. Without limiting the above paragraph, if DPC cancels or varies the *Queensland Remembers Grants Program* at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under the Reservation of Rights in these guidelines, no applicant will have any claim against DPC arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the *Queensland Remembers Grants Program*.

Non-exhaustive

33. These guidelines have been prepared to give potential applicants background information in relation to the *Queensland Remembers Grants Program*, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
34. Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.
35. DPC accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the *Queensland Remembers Grants Program* or interpretations placed on that information by applicants.

Intellectual property

36. Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.
37. The applicant grants to DPC (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the *Queensland Remembers Grants Program*.

Law

38. These guidelines are governed by the laws applicable in Queensland.

Acceptance

39. By submitting an application, each applicant:
- warrants to DPC that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by DPC in assessing the application;
 - undertakes to promptly advise DPC if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
 - acknowledges that DPC will rely on the above warranty and undertaking when evaluating the application;
 - acknowledges that DPC may elect to remove an application at any stage as a result of material changes to the information presented in its application;

- acknowledges that DPC may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
 - is taken to have accepted these guidelines, including these terms and conditions.
40. In certain circumstances, a construction project may be approved for funding where the applicant will not:
- own the land upon which the infrastructure will be built own and operate the resulting infrastructure.
41. In these cases applicants must have obtained and must maintain all relevant permissions or agreements in order to ensure that:
- the applicant has the right to access the land in order to construct, operate and maintain the proposed infrastructure – evidence of this must first be provided with submission of a business case
 - the infrastructure will be operated in accordance with its intended purpose at the time of application for a period of not less than five years – evidence of this must be provided prior to construction commencement.

Other

42. Additional terms and conditions will be included in the Letter of Agreement.
43. Complaints pertaining to the outcome of an application will be dealt with in accordance with DPC's complaints management policy which is available online at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx.



OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 13 September 2021

Item Number: 13.1

File Number: D21/74680

SUBJECT HEADING: Annual membership of Outback Queensland
Tourism Association for 2021/2022

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

Annual membership of Council's Regional Tourism Organisation, Outback Queensland Tourism Association (OQTA) is now overdue for renewal.

Officer's Recommendation:

1. Council renew their OQTA Local Government Membership in the 2021/2022 Financial Year,
2. Pay a total of \$32,851.50 (inc GST) Local Government Contribution to OQTA, with expenses to be costed to Council's Tourism Budget – Memberships and Contributions, with Work Order 14484.2537.2001.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
OQTA	Outback Queensland Tourism Association
LGA	Local Government Association
RTO	Regional Tourism Association

Context:

Why is the matter coming before Council?

Annual membership is now due.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council has been a member of Outback Queensland Tourism Association since 2013.

Each year, Local Government Associations (LGA's) (and other public/private tourism stakeholders) can pay a membership fee to their Regional Tourism Organisation (RTO) to represent them as the primary Destination Marketing Organisation for the region.

For OQTA (and many RTO's), the LGA Membership fee is based on a per capita contribution. The Board of OQTA has carefully considered this and has deemed that this structure best accounts for the varying scale and budget of their eighteen member Councils.

Being a member of OQTA enables Maranoa Regional Council to access to State Government tourism funding, and to also be included in their extensive destination marketing of the entire Outback Queensland region.

Other OQTA marketing campaigns that benefit the Maranoa (directly), include:

- A consumer newsletter that has over 42,000 subscribers
- Participation in Courier Mail and Channel 7 promotions that we would not have the budget to participate in as an individual Council
- Printing and distribution 65,000 Outback Travellers' Guides
- 100,000 Facebook followers and 50,000 Instagram followers
- Lobby and advocacy for tourism funding and support

OQTA have developed a detailed Report card outlining their achievements over the past 12 months, which is attached to this report.

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)

Denise Brown, Chief Executive Outback Queensland Tourism Association
Ed Sims, Manager Community and Economic Development
Rob Hayward, Deputy CEO/Director of Development, Facilities and 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?

\$32,851.50 (inc GST) for OQTA membership is included annually in Council's Tourism Budget – Memberships and Contributions, Work Order 14484.2537.2001

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)

Membership is an annual cost to Council.

Impact on Other Individuals or Interested Parties:

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

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 becoming members	By not being a member of the Regional Tourism Organisation access to State Government tourism funding is limited, and you are not included or consulted in the lobbying efforts or regional marketing campaigns of the organisation and you are unable to participate in the OQTA Travel Trade program which enables our region and premier attraction to be promoted and sold through travel agents across Australia.

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)

Renew membership with Outback Queensland Tourism Association for the 2021/2022 financial year.

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?

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Outback Queensland Tourism Association membership letter Maranoa Regional Council 2021 | D21/74741 |
| 2 | Outback Queensland Tourism Association Reportcard 2021 | D21/74737 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



31 August 2021

Maranoa Regional Council
Cr Tyson Golder
PO Box 620
Roma QLD 4455

Dear Cr Golder,

Thank you for your ongoing commitment to Outback Queensland tourism through your partnerships with Outback Queensland Tourism Association (OQTA) during 2020/21.

Our partnerships with Councils across our region are vital to developing and sustaining a vibrant and resilient industry. This is our first full financial year since COVID-19, and as a united region we are in a strong position on the road to recovery and are shaping up as a leader for Queensland tourism.

Your support has ensured that our marketing, consumer, and trade response continues to be inspiring and agile. Outback Queensland is in the spotlight like never before but we know there is still more work ahead to capitalise on this moment.

OQTA's Tourism Muster hosted in Brisbane in February this year was a significant milestone, and one that truly demonstrates our collective power. The event was a great success bringing together 70+ agents and media with 60 Outback Queensland industry representatives from across our council areas.

Since COVID-19 restrictions began more than 12 months ago, our Board and the team at OQTA have been working to support our Councils and industry during this crisis. We have also worked extensively with events and operators as they navigate the changes in restrictions and operating environment. OQTA also maintains great relationships with Tourism and Events Queensland, the Department of Tourism, the Department of State Development and QTIC for advocacy, funding and leveraging recovery campaigns.

This has resulted in the State Government announcing \$25 million for the Growing Tourism Infrastructure Fund and an additional \$3 million in Tourism Icons Program funding for Outback tourism. Another welcome outcome of our lobbying was securing funding for the delivery of in-region mentoring and coaching workshops for the Outback through QTIC's Business Capability Program.

Our marketing campaigns have ensured we are positioning our region to take full advantage of the current travel environment. Outback Queensland has been in the spotlight with our targeted campaign activity gaining incredible coverage. Please see our attached report card for a snapshot of our most recent outcomes and achievements including campaign results.

Looking ahead, we will continue to work with cross-government departments, Tourism and Events Queensland, Tourism Australia, and our various industry bodies to help fast-track our region's recovery from COVID-19 and ensure we can continue to deliver to our high standard.

We know the economic and social impact of COVID-19 has been felt across Outback Queensland and the OQTA Board has therefore taken the decision to hold OQTA Council Membership fees at the current rate for the 2021/22 financial year.



Please find attached your 2020/21 membership invoice. Should you have any questions, please don't hesitate to contact us.

We look forward to working with you to support our local communities and keep our sector viable, sustainable, and attractive to visitors seeking a memorable and authentic holiday experience.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Brown', with a horizontal line underneath it.

Denise Brown
Chief Executive Officer
Outback Queensland Tourism Association
Ph: 0438 394 492
Email: ceo@outbackqueensland.com.au

INTERNAL USE ONLY



OUTBACK QUEENSLAND TOURISM ASSOCIATION

REPORTCARD - JUNE 2021

FAMILIS & MEDIA OPPS

Our PR activities continue with great results including extensive feature story coverage from famils, and an increasing consumer subscriber base.

MEDIA & PR



1 million +
readership reach resulting from reps hosted in-region including:

Courier Mail / QWeekend Famil
First Alliance Airlines Day Trip

34 attendees
OQTA's Australian
Society of Travel Writers
lunch in Brisbane



34+ resultant
media articles & social
publications including:
Courier Mail, ABC Radio,
NT News, West Australian



5 OQTA corporate media
releases prepared June 2021
Amplified through corp social =
6204 impressions + likes &
shares by Qld Tourism Minister

NEWSLETTERS

42,604

Consumer subscribers



9,462

NEW subscribers
from last reporting (Mar 21)

861

Industry subscribers

MARKETING

Outback Queensland was almost unavoidable, with targeted campaign activity in our key market gaining incredible coverage.

2021 OQTA RECOVERY CAMPAIGN



Courier Mail ad to launch the season
17 April including 7 partner co-op ads
from across region

News Corp Wrap print ads & liftout
452,000
total reach



919,500
offline reach*



2.45M
digital impressions*

650%
Obudget
stretch^

^\$74,268 campaign
investment = \$483,147
total media value

271,751
digital reach*

AUSTRALIAN TRAVELLER CAMPAIGN

'City to Outback' edition
to launch the season print,
online ads and content

323,943
Online content
impressions

160,318
Total email send

32,955
social reach*

JOINT COUNCILS RECOVERY FUND

TRAVEL OZ TV SHOW



of the 19 OQTA
Councils
participated.

8 episodes on
7TWO starting
weekly on
5 June.



OQTA Drive Campaign
competition received a
huge **22,0064**
entries!!

SOCIAL MEDIA & WEB

OQTA's social media is a powerhouse. Our Facebook page reached 100,000 followers and Instagram reached 50,000 by the end of June 2021.

INSTAGRAM



50,000
followers

↑ 26.9%
growth since
1 April 2020

FACEBOOK



100,000
followers

↑ 16.8%
growth since
1 April 2020

ENGAGEMENT



1.3M
engagement#



328K
engagement#

* Reach: The number of people who see your content. Impressions: The number of times your content is displayed.

Engagement: The number of interactions your content received from users (likes, comments, shares, saves)

Working with Neural Digital, we have successfully won back our

#1 spot

for the keyword "map of
Queensland".



Website record broken for sessions and leads out to operators. Even beating the numbers were getting in 2018 & 2019!

OUTBACK QUEENSLAND TOURISM ASSOCIATION
REPORTCARD - JUNE 2021

TRAVEL TRADE

On the road or online, our Travel and Trade engagement and results are taking off!



5
Consumer Shows
June/July 2021

2148+
stand visits scanned
(numbers from July still to come!)



606
Trade Facebook group members

550
trade agents trained



70+

Travel Trade hosted at the Brisbane Muster on 22 Feb

27

Agents visited & promotions

30

Travel Trade hosted at the Townsville Muster on 13 May

158

total OQTA membership at June 2021

LOBBYING & ADVOCACY

As we continue on the road to COVID recovery, never has our lobbying and advocacy work been more important. We're seeking out opportunities, driving results and putting Outback Queensland Tourism on the agenda.



14 formal letters of support, advocacy and lobbying



COVID
messaging & management connecting Queensland's COVID response to the Outback



FUNDING
support for operators to access Queensland Tourism Icon Program (QTIP) funding



\$21,000
OQTA events funding will support marketing of
12
Outback events in 2021



Support & direction for events to develop COVID management and implementation including check-in processes

Networks, leadership, e-news, lockdown messaging, connections to support

INDUSTRY DEVELOPMENT

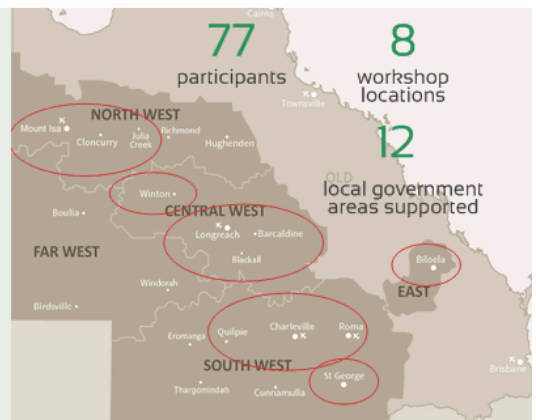
OQTA successfully lobbied the DTIS & QTIC for in-region delivery of mentoring and coaching workshops:

INCREASE NUMBERS AND REVENUE WITH DIGITAL MARKETING

- 48** registered attendees
- 5** delivery locations: Birdsville, Winton, Julia Creek, Hughenden, Biloela
- 4** locations to be rescheduled: St George, Quilpie, Blackall, Windorah

INCREASING VISITOR SPEND INTO YOUR BACKYARD

- 21** attractions, tours & accommodation
- 29** participants from... Roma, Charleville, Quilpie, Blackall/Tambo, Barcaldine, Longreach, Mount Isa, Cloncurry



Tourism leaders

lobbying, including the CEO meeting with the Federal Tourism Minister, Dan Tehan MP during ATE.

OQTA attended ATE2021 IN SYDNEY = More than

1,000

buyers and sellers + 2 regional industry reps.

Outback Queensland
Live Australia's story

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 15 September 2021

Item Number: 13.2

File Number: D21/75286

SUBJECT HEADING: 26 Garden Street Yuleba - Change of Scope

Classification: Open Access

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

Executive Summary:

The approved 2021-22 capital works program includes a project for the external painting and gutter replacement at 26 Garden Street, Yuleba.

An assessment of the current septic tank at this residence has identified that it requires replacement. This report seeks approval to amend the scope of works to replace the septic tank and gutters within the approved budget and if surplus funds remain from these works, external painting maybe completed.

Officer's Recommendation:

That Council amend the scope of works for 2021-22 approved project for 26 Garden Street Yuleba to include septic and gutter replacement with external painting works to be completed if surplus budget allows.

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
-	-

Context:

Why is the matter coming before Council?

The 2021-22 approved capital works program included external painting and gutter replacement at 26 Garden Street Yuleba. This report seeks Councils approval to amend the scope of works.

At the time capital budget was requested, the septic had not been an issue. In the last month there have been issues with the system and Council has had a plumber review and it is his recommendation it requires replacement.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- A plumber has inspected the septic system and his recommendation is to replace the system.
- Council has received advice from Acting Assessment Officer – Plumbing & Drainage, Planning & Building Development and a full septic design needs to be completed to comply with local laws.

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)

Plumbing and Drainage Act 2018 - Queensland Legislation

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)

- Maintenance Officer/Team Coordinator Facilities (Council Buildings & Structures)
- Property Management and Customer Service Coordinator, Customer Service Facilitation
- 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)

This project is funded by Council.

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?

2021-2022 Capital Budget – nil change to budget allocation. Work order 22909

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)

The tenant residing at the address, has concerns over the septic tank and would like to see it replaced.

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 the septic and gutters be replaced and if surplus funds allow, the house does require external painting.

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 amend the scope of works for 2021-22 approved project for 26 Garden Street Yuleba to include septic and gutter replacement with external painting works to be completed if surplus budget allows.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Program Funding & Budget Coordinator

Manager - Communication, Information & Administration Services

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 16 September 2021

Item Number: 13.3

File Number: D21/75911

SUBJECT HEADING: Roma & District Eisteddfod - Request for Sponsorship

Classification: Open Access

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

Original Resolution Meeting Date: 28 April 2021

Original Resolution Number: OM/04.2021/59

Original Resolution:

That:

1. Council provides in principle support for the request.
2. The amount of \$400 (Gold Sponsorship for the Roma & District Eisteddfod), be incorporated in an upcoming budget review for the current financial year.

Recommendation:

That Council:

1. Approves the request for sponsorship of \$5000 (in total) for Roma and District Eisteddfod.
2. Transfer the additional amount of \$4,600 from Arts & Culture Materials and Services Budget (GL 2885.2001.2001) to the Sponsorship budget GL. 2887.2249.2001.
3. Council is to be acknowledged as the Major Sponsor in all media and advertising.

Background:

Roma & District Eisteddfod hold an annual competition that provides opportunities for local performers and attracts attendees and participants from schools across the South West region. The 2021 Eisteddfod will be held on 13-14 October 2021 at the Roma Auditorium. It is estimated that there will be 1000 attendees from within the Maranoa and across the Southwest.

In March 2021, Roma & District Eisteddfod wrote to Council with different sponsorship options, ranging from Bronze (\$100), Silver (\$200) and Gold (\$400). Based on this letter of request that Council received, a report was taken to Council to consider an allocation of \$400 in the upcoming budget review. It was resolved:

Resolution No. OM/04.2021/59

That:

- 1. Council provides in principle support for the request.**
- 2. The amount of \$400 (Gold Sponsorship for the Roma & District Eisteddfod), be incorporated in an upcoming budget review for the current financial year.**

This was then accepted in the budget and \$400 was allocated from the Arts & Culture Materials and Services Budget (GL 2885.2001.2001). Roma & District Eisteddfod received this funding in June 2021.

Subsequent to this resolution (prior to the budget adoption), the President of Roma & District Eisteddfod has now written to Council requesting Council be a Major Sponsor of the event at a total contribution of \$5000.

The President explained that Council was not meant to receive the original request letter offering bronze, silver or gold sponsorship as this is only an opportunity for local businesses. Instead, Council was meant to receive an offer to be the Major Sponsor at \$5000. This request is consistent with requests for this event in previous years.

It is noted that there is a significant monetary difference between the Gold (\$400) and Major (\$5000) sponsorship. Roma & District Eisteddfod use this \$5000 to help fund music workshops in the smaller schools surrounding Roma. As these schools do not have a music teacher, Roma & District Eisteddfod hire a musician to help prepare them for the Eisteddfod in the following year. The workshops are currently being planned to take place in Term 1 2022. They also employ an accompanist to allow them to compete.

In the past, Maranoa Regional Council have been a Major Sponsor for the Roma and District Eisteddfod, contributing \$5000 each year. However, in 2020 they only requested \$2500 as they were not able to provide these workshops due to COVID19 and the associated travel restrictions, making it difficult for musicians to travel into the region.

Roma & District Eisteddfod are now requesting the remaining \$4600 to assist in funding the event and the music workshops. To cover this cost in the Sponsorship Budget, it is recommended that the \$4600 is allocated from GL 2885.2001.2001 Arts & Culture – Materials & Services Budget to the sponsorship budget as per previous years.

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Original Request for Sponsorship Letter | D21/24618 |
| 2 | Request for major sponsorship letter - Roma & District Eisteddfod 2021 | D21/75904 |

Notice prepared by:

Project & Administration Officer - Economic & Community Development



ROMA & DISTRICT EISTEDDFOD



19th March 2021

Dear Julie,

On behalf of the Roma & District Eisteddfod committee I would like to offer you the opportunity to support this event via our sponsorship packages as outlined on the following page. Our community's generous sponsorship has provided wonderful opportunities to local performers and visitors alike.

This year's Eisteddfod will be held from 13th - 15th October with the theme being "Speech and Drama". Based on previous years of this genre we would expect to see upwards of 1000 participants from across the Southwest.

As we are a non-profit organisation and staffed by volunteers, we are kindly asking for the communities continued support to help us meet the substantial costs of running an event of this calibre in the region.

Please indicate if you would like to accept one of our packages and we can issue an invoice. Alternatively, we would also appreciate any donations of product, prizes or your valuable time to assist at the event. If you have any queries regarding this opportunity or to go onto the volunteer schedule, please contact us via details below.

The Roma and District Eisteddfod committee thanks you for considering us when allocating your sponsorship funds and we look forward to hosting another successful event.

Yours Sincerely,

Tracey Cross (Committee Member)

Roma & District Eisteddfod Committee Inc.

PO Box 396, Roma Q 4455

romaeisteddfod@gmail.com.au



ROMA & DISTRICT EISTEDDFOD



Sponsorship Packages

\$400 Gold Level Sponsorship (8 packages available)

- Naming rights to solo/duo Category with the presentation of a trophy engraved with your business name and an invitation to attend the Eisteddfod and present the trophy for this category
- Naming rights to one Category that involves large groups or choirs
- Naming rights to one Category that involves Individual/duo performances
- Your business logo displayed across the front of the stage
- Prominent placement of your logo throughout the program
- Invitation to display promotional signage or banners in the auditorium
- Multiple verbal citations of your businesses as a sponsor by the MC during the Eisteddfod
- A certificate of recognition at the completion of the Eisteddfod
- Recognition of your business' profile, services and logo on our social media page
- Priority VIP seating and a complimentary program

\$200 Silver level sponsorship

- Naming rights for three Categories that involve Individual/duo performances
- Your business logo printed in the sponsors section of the program
- Invitation to display promotional signage or banners in the auditorium
- Multiple verbal citations of your businesses as a sponsor by the MC during the Eisteddfod
- A certificate of recognition at the completion of the Eisteddfod
- Recognition of your business' services and logo on our social media page
- Priority VIP seating and a complimentary program

\$100 Bronze Sponsorship

- Naming rights to one Category that involve Individual/duo performances
- Your business name listed in the sponsors section of the program
- Multiple verbal citations of your businesses as a sponsor by the MC during the Eisteddfod
- A certificate of recognition at the completion of the Eisteddfod
- Recognition of your business logo on our social media page

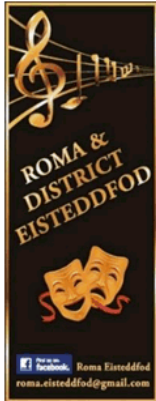
Please note:

- Financial donations of any amount will be gratefully received and the level of acknowledgement will be negotiated.
- All in-kind donations of products or prizes will be acknowledged at their value as indicated by the sponsoring businesses.

Roma & District Eisteddfod Committee Inc.

PO Box 396, Roma Q 4455

romaeisteddfod@gmail.com.au



31 August 2020

Maranoa Regional Council
Mr Robert Haywood
PO Box 620
ROMA 4455

Dear Mr Haywood,

We would like to thank the Maranoa Regional Council for your past support of the Roma and District Eisteddfod. Your generous sponsorship has provided wonderful opportunities for local performers and we would like to request you continue as the Major Sponsor of the event for 2021.

The 2021 Eisteddfod will be held from the 13-14th of October and will be focusing on "Speech and Drama". The Roma and District Eisteddfod Committee expect there will be more than 1000 individuals attending the competition from southwest Queensland. As we are a non-profit organisation, and we are staffed by volunteers, we are kindly asking for your support to help us meet the substantial costs of running an event of this calibre in the region.

An invoice was mistakenly sent to the MRC for \$400 and we thank you for your payment of this. The major sponsorship that the Council usually supplies is to the value of \$5000. Our apologies for the confusion regarding this invoice and this subsequent letter and are seeking the payment of the remaining \$4600. Our committee sincerely hopes that the Maranoa Regional Council is able to assist us in this matter.

The Major Sponsorship allows the Roma and District Eisteddfod committee to provide music workshops to the smaller schools surrounding Roma in 2022. We have a musician visit the schools to help them prepare their performances for the Vocal and Instrumental Eisteddfod next year. This helps these smaller schools that do not have a resident music teacher. We also employ an accompanist for these schools to allow them to complete. We have begun planning these workshops now for 2022 and would like to know that we have the funding required to bring a musician to the region.

The Maranoa Regional Council has already generously agreed to waive the costs for the hire of the Roma Cultural Centre for the Eisteddfod and we thank you for this contribution. The Eisteddfod committee thank our sponsors every year so that the performers and spectators are aware of your generous donation.

The Roma and District Eisteddfod Committee thanks the Maranoa Regional Council for your wonderful support in the past and would gratefully receive the support you are able to provide for 2021.

Yours Sincerely,

Leesa Murray
President (Roma & District Eisteddfod Committee Inc)

Roma & District Eisteddfod Committee Inc.

PO Box 396

Roma Q 4455

romaeisteddfod@gmail.com

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 30 September 2021

Item Number: 13.4

File Number: D21/79164

SUBJECT HEADING: Adopt a Senior and Adopt a New Resident Initiatives

Classification: Open Access

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

Executive Summary:

Adopt a Senior and Adopt a New Resident are two new initiatives that are being proposed. These initiatives will aim to connect existing community members with senior residents or new residents to the Maranoa to establish stronger community connections.

The development of a detailed project plan will need further consultation and input from Council and will be facilitated at a future Council briefing session. The purpose of this report is to establish the project in our operational plan and inform Council of progress.

Officer's Recommendation:

That Council:

1. Adopts the Adopt a Senior and Adopt a New Resident as a project in the 2021/22 Operational Plan.
2. Considers a budget allocation of \$20,000 in Q2 budget review.
3. Receive a draft project plan for discussion at an upcoming briefing session before the end of Quarter 2 of this year.

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).

Senior residents and new residents across the Maranoa and volunteers.

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
EOI	Expressions of Interest

Context:

Why is the matter coming before Council?

At the Council Meeting held on 24 February 2021, it was resolved (Resolution No. OM/02.2021/68):

That a report be brought to Council regarding two initiatives:

- 1. Adopt a new resident or new family***
- 2. Adopt a senior***

This report proposes two initiatives in response to this Resolution. Council's approval is required before proceeding in the planning and implementation of these initiatives.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Anecdotal evidence suggests that many years ago, the Roma community had an initiative connecting senior residents with a volunteer resident or family. This built connections between community members and seniors who may have felt lonely and required assistance in completing daily tasks. There is no internal record of this initiative that can be found.

The Adopt a Senior and Adopt a New Resident initiatives have been proposed to fill a void for those who may be feeling isolated due to family living interstate or being new to the region. This program could benefit the wider community by embracing new residents and the older generation. For example, a local community member may offer to take a senior resident to coffee, or a new resident may be shown where the local Play Group meetings are held.

In conjunction with the Adopt a New Resident program, a Welcome Pack may be offered to new residents moving to the region. The contents of this may include a Letter from the Mayor, important contact numbers in the town/region, information about My Community Directory and a homemade good.

Both initiatives aim to provide the initial connection between the volunteer and the senior / new resident. Once this connection has been established, it is then up to the volunteer and senior / new resident to continue meeting up. Council will promote these initiatives and remind the community they exist throughout the year.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Roma Local Development Officer

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?

Approximately \$20,000 is to be considered in the next budget review based on the below estimated costs.

Latest figures according to Maranoa Regional Council's Community ID Profile, 2,387 people moved into the region between 2011 and 2016. Therefore, it is estimated there are 500 new residents in the Maranoa per year who would be eligible to receive a Welcome Pack.

It is also estimated that the contents of the welcome pack will cost \$30 (basket, printing of letter, My Community Directory information and a homemade good). Coffee vouchers are \$15 as this is the approximate cost of two coffees and a sweet for the initial meet-up. Five outings per week have been estimated as one outing per town each week.

Item	Estimated Cost
Printing of promotional flyers	\$0.58 x 200 flyers (Council charges) =\$116
Welcome Packs	\$30 per pack x 500 packs per year = \$15,000
Coffee vouchers for Adopt a Senior	\$15 / voucher x 5 outings per week = \$3900
Total	\$19,016

Future Years' Budgets:

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

If the program is successful, approximately \$20,000 will need to be budgeted each year.

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Lack of interest from community members, groups and seniors.	If there's not enough interest from these parties, the program will not be able to proceed.
Lack of awareness from new residents	People moving to town are not aware of the initiative or Welcome Packs therefore are wasted.
Not enough interest from each town across the Maranoa	The initiatives may only be feasible in the towns with enough volunteers to assist the seniors and new residents.

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 discusses this at an upcoming briefing with a draft project plan and considers a budget allocation at an upcoming budget review.

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. Adopts the Adopt a Senior and Adopt a New Resident as a project in the 2021/22 Operational Plan.
2. Considers a budget allocation of \$20,000 in an upcoming budget review.
3. Receive a draft project plan for discussion at an upcoming briefing.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

[1](#) [2](#) Adopt a Senior and New Resident Draft Initial Plan D21/79152

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Adopt a Senior Draft Plan

Objective	Action/How To	Risk	Budget Considerations
Recruit a pool of volunteers	Call for expressions of interest from community members Credentials i.e. police checks	<ul style="list-style-type: none"> Little or no interest from community members Not enough interest from each town across the Maranoa. 	<ul style="list-style-type: none"> Council staff time Advertising EOIs – printing flyers for around region
Outline volunteer expectations	Meet with volunteers to communicate requirements/expectations of the initiative e.g. keep regular contact, welfare checks, social outings	Volunteers do not have time or capacity for this program	Council staff time Payment for activities i.e. coffee dates
Find seniors	Advertise the program throughout the region i.e. promotion through Pinaroo Nursing Home, Blue Care, Salvation Army, Vinnies etc. Organise to meet with these seniors (and their families) to discuss the program	Little or no interest from senior residents Or too many seniors interested and not enough volunteers	Council staff time, advertising & printing
Match senior resident with a volunteer	Match a senior resident with a volunteer who lives in the same town and set up a meeting time for them	Senior resident doesn't get along with the appointed volunteer	Cost of outing i.e. coffee, morning tea etc.
Continue program	Stay in touch with the volunteers and seniors. Recruit more seniors & volunteers Seek feedback from all parties involved to improve	Declining interest from volunteers	Ongoing costs of outings



Adopt a New Resident Draft Plan

Objective	Action/How to	Risk	Budget Considerations
Recruit a pool of volunteers	Call for expressions of interest from community members Credentials i.e. police checks	Little or no interest from community members Not enough interest from each town across the Maranoa.	Council staff time Advertising EOIs – printing flyers for around region
Find new residents	Promoting this initiative to employers (e.g. schools, oil & gas companies, health departments) and real estate agents	Privacy and confidentiality issues of obtaining names & addresses of people	Advertising
Welcome packs	Distribute the welcome packs to new residents. Welcome packs to include a welcome letter from the Mayor, My Community Directory information, local emergency services contacts, homemade baked goods	May not be able to reach all new residents	Contents of Welcome Pack e.g. basket, printing of information, homemade goods. Delivery of Welcome Pack
Pair up volunteers with new residents	Match the new residents with volunteers who live in the same town. Set up a time and place for them to meet	Lack of interest from volunteers	
Keep the program running	Continue recruitment of volunteers, stay up to date with new residents, seeking feedback from volunteers & new residents to improve the program	Declining interest from volunteers	Ongoing cost of outings

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 21 September 2021

Item Number: 13.5

File Number: D21/76909

SUBJECT HEADING: Cobb & Co Changing Station - Foyer upgrade works - 20 November to 17 December 2021

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

Work on the foyer upgrade at the Cobb & Co Changing Station will commence on 20 November 2021. Works are due to be finalised by 17 December 2021.

The need to arrange alternative access to areas of the complex, during this time, has been identified. This report provides information regarding those arrangements.

Officer's Recommendation:

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

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

Work on the foyer upgrade at the Cobb & Co Changing Station will commence on 20 November 2021. Works are due to be finalised by 17 December 2021.

During this time, there will be a need to close off access to the foyer with alternative arrangements put in place for access to the various areas of the facility.

These arrangements will be as follows:

- Visitor information and souvenir sales will be available through the Library, along with continued access to the Surat on Balonne Gallery and other services normally provided.
- A Council staff member will be based in the Museum on a full time basis, with public access to this area provided through the western most set of doors at the front of the building. This staff member will be available from Monday to Friday.
- Volunteer support will be utilised in the Museum area on a Saturday, while staffing will remain in place at the Library.
- The complex will be closed on Sundays as it is normally manned by volunteers only. During the period of works Sunday volunteers will not have access to public amenities as they are normally accessed via the foyer.

Surat Library staff will work with the Corporate Communications team to provide notice to the public and visitors regarding the changes.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Ed Sims – Manager, Economic & Community Development

Leesa Chandler - Project Officer (Facilities Planning & Delivery), Facilities (Land, Buildings & Structures)

Sue Ware – Library & Cultural Services Officer, Surat Library

Abbey McNamara - Cobb & Co Changing Station Officer, Libraries, Arts & Culture

Sunday roster volunteers

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

N/A

Risks:

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

Risk	Description of likelihood & consequences
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)

The period in which the works will be carried out is traditionally a quieter period of the year with regards to tourist/visitor numbers. However, despite this fact, it is important that access to this facility is still provided to those who do travel through the area at this time of year.

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

Recommendation:

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

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

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

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

If so, for what reason?

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

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 17 September 2021

Item Number: 13.6

File Number: D21/76223

SUBJECT HEADING: Yuleba Hall Septic

Classification: Open Access

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

Executive Summary:

The Yuleba Memorial Hall Committee was successful in obtaining grant funding from the Gambling Community Benefit Fund to upgrade the kitchen in the Yuleba Memorial Hall.

During the upgrade it was discovered that additional plumbing works were required to ensure that the plumbing was compliant, however these additional works fell outside of the Committee's original scope of works and budget.

Officer's Recommendation:

That Council

1. Proceed with the proposed upgrades to the Yuleba Hall Plumbing.
2. Allocate budget in the first quarter review to fund the works.

Individuals or Organisations to which the report applies:

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

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

Yuleba Memorial Hall Committee (Melissa Wathen, Annette Gallagher and Tania Hennessy)

Greg Gibson – Westwet Plumbing

Acronyms:

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

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

Acronym	Description
Nil	Nil

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

The Yuleba Memorial Hall Committee was successful in obtaining grant funding from the Gambling Community Benefit Fund to upgrade the kitchen in the Yuleba Memorial Hall.

During the upgrade it was discovered that additional plumbing work was required to ensure that the plumbing was compliant, and this fell outside of the Committee's original Scope of Works and budget.

As this project is capital in nature and well above the current budget of the Yuleba Hall, Council is asked to consider committing additional funding to assist with the completion of this project.

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

(Succinct overview of the relevant facts, without interpretation)

The Yuleba Memorial Hall is a Council Owned facility on freehold land described as Lot 2 on Y22118. A management agreement has been held by the Yuleba Hall Committee to manage the hall since July 2016.

The Yuleba Hall is very seasonal in its use and in 2017 the group were able to obtain a grant to install split system air conditioners. With the upgrade of the kitchen, the committee is hoping the facility will be hired to host social and fund-raising activities, private functions, and holiday school activities within the community.

On the advice of the Yuleba Hall Committee the new kitchen septic design was designed to accommodate up to 100 persons using the hall at any one time.

No changes have been made to the toilet amenities or the septic and they are working as intended. The kitchen was never plumbed into the existing septic system.

	Actuals YTD	Budget
Halls & Community Centres Maintenance Yuleba Hall	\$ 5,423.96	\$1,600.00

The Yuleba Hall Budget is already over for the 2021/22 year. Expenditure to date is gutter clean, fire safety, repairs to the air-conditioner and roof, and minor painting by Council's staff painter.

Council has received one quotation for the upgrades and is seeking further quotes. It is estimated that Council will need to budget \$13,000 to deliver the works.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:***What does the legislation and other statutory instruments include about the matter under consideration?***

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

Yuleba Memorial Hall Committee

Max Hallas – Alpha Hydraulic Design

Greg Gibson – Westwet Plumbing

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)

If approved, this will be funded from Council's Budget.

This Financial Year's Budget:

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

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

Approximately \$13,000

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
Budget	The recommended works will have a significant impact on the Yuleba Hall budget.
Political	If this isn't completed, it may be cause for complaint, justified or not justified.

Advice to Council:

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

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

Proceed with the upgrades to ensure that the Yuleba Hall is compliant and usable.

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. Proceed with the proposed upgrades to the Yuleba Hall Plumbing.
2. Allocate budget in the first quarter review to fund the works.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[1](#) Yuleba Hall Hydraulic Design

D21/76843

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 13.7

File Number: D21/78714

SUBJECT HEADING: Request for Consent to use Council owned land for Mental Health Community Event

Classification: Open Access

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

Executive Summary:

Council has received correspondence from the Mental Health & AODS team at the Roma Hospital requesting use of Council land adjacent the Roma Courthouse for their upcoming Mental Health Community Event.

Officer's Recommendation:

That Council approve use of 139A McDowall Street described as lot 1 on R8661 for the Mental Health Community Event on Friday 15 October 2021 providing the group hold Public Liability Insurance to the value of \$20,000,000 for the term of the agreement and a copy of the Certificate of Currency be provided to Council.

Individuals or Organisations to which the report applies:

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

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

Queensland Health

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has received correspondence from the Mental Health & AODS team at the Roma Hospital requesting use of Council land adjacent the Roma Courthouse for their upcoming Mental Health Community Event.

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 the freehold owner of 139a McDowall Street, Roma described as Lot 1 on R8661.

The block is neighboring the Roma Courthouse to the South-East and currently is under no formal user agreements.

The event coincides with mental health week, the group are hoping to raise awareness. The event will run between approximately 9.00 am and 1.00 pm on Friday 15 October 2021.

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

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

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)

Gavin Pallisier – Maintenance Officer/Team Coordinator

Tanya Mansfield – 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)

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

That Council endorse the Officer recommendation to approve the use of Council's land for community use.

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 use of 139A McDowall Street described as lot 1 on R8661 for the Mental Health Community Event on Friday 15 October 2021 providing the group hold Public Liability Insurance to the value of \$20,000,000 for the term of the agreement and a copy of the Certificate of Currency be provided to Council.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 20 September 2021

Item Number: 13.8

File Number: D21/76639

SUBJECT HEADING: Application for parking in a public space and Bravehearts fund raising within the Maranoa

Classification: Open Access

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

In the past month, Council has received applications from the Australian Government Mobile Service Centre and MeasureUp 'Bone Bus', seeking approval to park in public car parks; as well as an application from Bravehearts charity, to raise funds within the Maranoa Community.

Officer's Recommendation:

That Council approve

1. Australian Government Mobile Service Centre to park their mobile office at the following locations on the approved dates:
 - a) Roma - Arthur Street car park north of Nutrient on
Monday 11 October 2021 from 12 noon to 4pm
Tuesday & Wednesday 12/13 October 2021 from 9.00am to 4.00pm
 - b) Injune - Memorial Hall Car Park on Hutton Street
Thursday 14 October 2021 from 9.30am to 3.00pm
 - c) Mitchell - adjacent to the windmill on Cambridge Street
Friday 15 October 2021 from 9.00am to 3.00pm
2. MeasureUp "Bone Bus" Council car park located at 81-85 Arthur Street from Monday 7 December to Wednesday 9 December 2021 between the hours of 8.30am to 5.00pm
3. Allow 'The Mower Man' to raise money within the Maranoa Region in early 2022 during his walk pushing his unpowered lawn mower, raising funds for Bravehearts
4. Council to issue the appropriate approvals/permits in accordance with Local Law No. 1 Administration at no cost to the organisations – Australian Government Mobile Service Centre, MeasureUp Bone Bus, and Bravehearts.

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 Maranoa Community and individual members that have a need for services provided by these organisations.

Businesses in close proximity to the public car parks may suffer a loss, as their clients may not be able to park close to the business or a car park they usually park for convenience.

Other local charity fund raising groups may be impacted by The Mower Man seeking the generosity of this community, exhausting funds for local charity organisations.

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 matter is coming before Council, as each of the applicants has the potential to impact individual members of the Maranoa community, through utilising public car parking spaces and or being stopped by Mr Harvey better known as the 'The Mower Man' in his fund-raising endeavors.

Each of the mobile services will be parking on land that is under Council's jurisdiction, as such require approval to park and use the land for their business purposes. There is no direct benefit to Council, however there is an indirect benefit to members of the community that will utilise the service/charity.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

1. Australian Government Mobile Service Centre 'Desert Rose' has been travelling to the Maranoa during its rural and regional road trips for a number of years. They provide personalized face-to-face service to individuals and families who may not have access to a Services Australia office.

Staff from Services Australia travel with the Mobile Service Centers and can help the community with Centrelink and Medicare payments and services. Information about Department of Veterans' Affairs programs and support services for veterans and their families.

This mobile service parked in the Council car park located at 81-85 Arthur Street last year, however they have expressed to have a change of location. The Arthur Street public car park north of Nutrient maybe a little closer to the business hub of Roma.

2. The 'Bone Bus', provides fee-free osteoporosis screening for local eligible residents in collaboration with local medical centres. They offer a medical diagnostic bulk billing service that provides this service to communities throughout Australia. Patients from local medical centres are referred by their local general practitioner on an appointment only basis to attend the service. The request is for the use of the Roma Library car park, however the Council car park located at 81-85 Arthur Street maybe more suitable, due to its location to a medical centre.

3. Mr Claude Harvey OAM, a 76 year old man has been fundraising for Bravehearts for many years. He is known as 'The Mower Man', as he pushes his unmotorised lawnmower across the landscape raising awareness of child protection issues.

Bravehearts is a charity organization that deals exclusively with the issue of child sexual assault. The organization provides counselling, training and in school education shows for children from Kindy to Year 4.

Mr Harvey's next major trip is scheduled for early 2022, departing the Gold Coast, travelling via Ipswich to Toowoomba through to Miles, Roma, Charleville onto Cunnamulla then back to St. George returning back to the coast via Stanthorpe.

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

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

Local Law No. 1 Administration

Part 1

2. Purposes and how they are to be achieved

(1) the purposes of this local law are to provide a legal and procedural framework for the administration, implementation and enforcement of the local government's local laws, subordinate local laws and specified regulatory powers under legislation, and to provide for miscellaneous administrative matters.

Part 2 Approvals for prescribed activities

5 Meaning of prescribed activity

Prescribed activity means –

- (a) An activity prescribed in part 1 of schedule 2 and defined in part 2 of schedule 2

Schedule 2 Prescribed Activity

- Commercial use of local government controlled areas and roads

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Not applicable for these applications

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)

Rebecca Woodrow – Program Officer – Mobile Service Centre & Farm Support Team

Natasha Jones – The Bone Bus – MeasureUp

Tracy Windelburn – Fundraising Administration Bravehearts

Joanna Weinert – Lead Librarian – Libraries, Arts & Culture

Has no objection for the 'Bone Bus' to be located at the Roma Library Arts Centre car park or the Council car park located at 81-85 Arthur Street Roma.

Fiona Vincent – Regional Sport and Recreation Development Coordinator

Has no objection for the Australian Government Mobile Service Centre bus to be parked in the Memorial Hall public car park. Would like further information to be able to present to the Injune Community in a timely fashion.

Funding Bodies:

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

Not applicable

This Financial Year's Budget:

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

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

Not applicable

Future Years' Budgets:

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

Not applicable

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Members of the Community that want to use the Australian Government Mobile Service Centre – face-to-face

Local general practitioners that provide a referral to 'The Bone Bus'

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
Lack of public car parks	Each of the public car parks nominated should have enough space to cater for the mobile bus and community clients

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)

Provide written approval to all three applicants to implement the use of Council public park and spaces to carry out the services for and to the Maranoa community.

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?

Approve through formal permit, the use of the public car park for the intended services for the dates specified in the application.

Approve through formal permit, for 'The Lawnmower Man' to fund raise within the Maranoa Region during his journey through the area in early 2022.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.3 Environmental and public health

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 22 September 2021

Item Number: 13.9

File Number: D21/77271

SUBJECT HEADING: Memorandum of Agreement between Queensland Fire and Emergency Services and Maranoa Regional Council

Classification: Open Access

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

Executive Summary:

Council currently has a Memorandum of Agreement (MoA) with Queensland Fire and Emergency Services (QFES). Due to minor amendments being made to the MoA, a new MoA will be required to be executed. The MoA sets out the protocols, procedures and obligations and expectations of both parties regarding the supply, availability and use of machinery and personnel. The new MoA will be for a period of 32 months (2021 – 2024).

Officer's Recommendation:

That Council authorise the Chief Executive Officer or delegate to enter into a Memorandum of Agreement with Queensland Fire and Emergency Services for the purpose of supplying the use of Council machinery and personnel as required during a fire event.

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 (QFES) incorporating Rural Fire Service (RFS) and Fire and Rescue Service (FRS).

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
MoA	Memorandum of Agreement
QFES	Queensland Fire and Emergency Services
RFS	Rural Fire Service
FRS	Fire and Rescue Service

Context:

Why is the matter coming before Council?

The current MoA requires minor amendments and additions to be added, therefore a new MoA requires execution.

The minor amendments that have been made include, the Roma Area is now changed to Warrego Area and an extra plant item has been added under General point 6 – Truck Medium Rigid (for movement of QFES Operations Trailer).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Queensland Fire and Emergency Services has provided Council a Memorandum of Agreement for a period of 32 months (2021-2024) for a Resource Protocol Agreement which sets out the protocols, procedures, and obligations of all parties in relation to the use of Council personnel, plant and equipment supplied for emergency activities conducted at QFES – Rural Fire and Urban Fire and Rescue Service incidents.

The intent of this MoA is to clarify the obligations and expectations of both parties regarding the supply, availability and use of machinery and personnel.

The MoA allows Council the ability to seek financial reimbursement from the Queensland Fire and Emergency Service if Council personnel, plant and equipment is used for a fire event.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council does not have a current policy and this MoA with Queensland Fire and Emergency Services will clearly set out the services to be provided.

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)

Rob Hayward, Director of Development, Facilities & Environmental Services
Stewart Dundas, Area Commander, Fire and Rescue Service

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?

There are no financial implications as the MoA includes Maranoa Regional Council's ability to seek reimbursement from the Queensland Fire and Emergency Service.

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	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)

To ensure that Council and QFES's response during an event is not hindered, Council is advised to execute a new MoA with QFES.

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 authorise the Chief Executive Officer or delegate to enter into a Memorandum of Agreement with Queensland Fire and Emergency Services for the purpose of supplying the use of Council machinery and personnel as required during a fire event.

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](#) 2021-2024 - QFES/MRC Memorandum of Agreement L21/164

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Resource Protocol Agreement
BETWEEN
Queensland Fire and Emergency Services
Warrego Area
and
Maranoa Regional Council

30/10/2021 to 30/06/2024

Scope:

This Memorandum of Agreement (MOA) sets out the Protocols, Procedures and Obligations of both parties **Queensland Fire and Emergency Services (QFES) incorporating Rural Fire Service (RFS), Fire and Rescue Service (FRS) and Maranoa Regional Council (MRC)** in relation to the use of Council Personnel, Plant and Equipment supplied to the QFES, for Emergency Activities conducted at Queensland Fire and Emergency Services incidents.

Intent:

The intent of this MOA is to clarify the obligations and expectations of both parties regarding the Supply, Availability and Use of Machinery and Personnel.

Duration:

This agreement will remain in force for a period of **32 months** (2021-2024 Financial Year) and or amended by mutual agreement between the parties.

Details of the Agreement

General:

The **Maranoa Regional Council** may provide the following Plant and Equipment **WITH** Operators **(Subject to Availability)**.

1. Water truck (Fire Appliance water tank replenishment).
 2. Low Loader (Movement of Plant and Machinery).
 3. Grader (Fire Break construction).
 4. Loader / Backhoe (Fire Break construction).
 5. Dozer (Fire Break construction).
 6. Truck MR (bartlett ball hitch) (Movement of QFES operations trailer)
- (Or other duties/equipment/resources as requested by the RFS/FR Incident Controller)*

Procedure:

Requests, by the Incident Controller, for assistance from Council Employees and Council Resources in an EMERGENCY event or Natural Disaster **MUST be lodged through QFES FIRECOM.**

Incident Controller or Brigade Officers are not to contact Council direct.

All communications MUST be made via QFES FIRECOM.

- **Firecom phone contact details: (07) 4690 1672 or 000**
 - Firecom will contact the RFS Area Director/ or FRS Roma Area Commander or (*if after hours*) Senior-On-Call Officer for formal authorization.
 - Firecom will notify the Incident Controller and Council of the authorization or non-authorization.
 - This authorization is for a specific tasking or time duration.
 - If further tasking is required a new authorization must be gained from the QFES Senior Officer.
 - If additional equipment and or resources are required, the same process **MUST** be followed.

The Plant and Equipment **CAN ONLY** be requested via **QFES Firecom**.

1. All EMERGENCY activities that require Council Plant and Equipment **MUST** have Council Supervisor dispatched to be the Council Supervisor / liaison at the incident and MUST work closely with the QFES Incident Controller.
2. Council employees **ARE NOT** to be used as front-line Fire-Fighters.
3. QFES **MUST** supply trained Fire Personnel and Equipment to provide Fire Protection and suppression for Council Plant / Machinery whilst on the Fire Line.
4. If required QFES **WILL** offer fire awareness training to Council field staff / Operators / Contractors each year, prior to the fire season.

REGIONAL COUNCIL and QFES Considerations:

- Water trucks may require Camlock fittings to QRT (*Queensland Round Thread*).
- Stortz fittings for Rural Appliances.
- Fittings will remain in designated water trucks.

Workers Compensation:

- All employees of the **Maranoa Regional Council** have a duty of care not to place themselves or anyone else into a situation that may cause death or injury.
- Regional Council staff are covered by Workers Compensation whilst carrying out their duty as an employee of **Maranoa Regional Council**.
- Regional Council employees carrying out **their duty** as a member of the RFS Rural Fire Brigade or QFES **will be** covered by QFES Workers Compensation.

These personnel will not be permitted to use Council Equipment in these circumstances whilst working as a Rural Fire Brigade Volunteer or with QFES.

Insurance of Council Plant:

- Equipment belonging to **Maranoa Regional Council** is and will be covered by Councils insurance.
- Equipment being used in a fire event must only be operated by Council Employees.
- If an incident becomes an eligible disaster event and the Queensland Disaster Funding Arrangements (QDRFA) are activated, relevant costs associated with any damage or loss of Council Equipment or Property **MAY** be able to be claimed through QDRFA by Council (e.g. Insurance excess payments).

Under these circumstances the most efficient way for claims to be made is directly by council with NO invoice being issued to QFES.

The following information is to be provided by the person requesting assistance to Council representatives.

- Name, Position, Brigade and contact details.
- Incident number
- Nature of incident.
- Location of incident.
- Location of Incident Control Point and Incident Controllers contact details.
- Details of resources and purpose required including the specific tasking and / or time approved.

The preferred contact person to organize and dispatch council resources in an emergency event:

NAME	Position	Contact Number
MRC – Daytime	General enquiries	1300 007 662
On-Call Officer A/Hrs, weekends	On-Call Officer	0429 066 873 1st Contact
MRC – after hours mobile	On-Call Officer	0427 229 214 2nd Contact
Kay Crosby	Landfill areas	0428 880 578 mob. 4623 2732

The following personnel will be kept fully briefed during an event:

Inspector – Rural Fire Service	Area Director	0407 158 847
Inspector – Fire Rescue	Area Commander	0427 021 255
MRC On-Call Officer	On-Call Officer	0429 066 873
MRC – daytime	General enquiries	1300 007 662

In the event of emergencies, Maranoa Regional Council management is to liaise with QFES at the Incident Control Centre to look after Regional Council interests and to coordinate the replacement of personnel and or equipment and resources.

The responsible Council Supervisor *WILL* keep accurate records and diary notes of employees and Council resources being utilized and are to provide assistance and comply with *ALL* instructions given to them by the Incident Controller.

Maranoa Regional Council **MAY** seek reimbursement from QFES for agreed costs associated in supplying heavy plant equipment / resources in the event of an emergency.

Should approval and or authorization for the use of Council and or private resources NOT be given or received from the RFS/FRS Officer or senior on call officer, RFS/FRS WILL NOT be responsible for any cost incurred.

When submitting invoices to QFES they must include the following information:

- Incident number (gained from FireCom on approval of plant)
- Incident Location
- Approved tasking / Time
- Rural Fire Brigade name that is being supported
- Incident controllers' name / details
- Details of plant used
- Cost per hour

- Number of approved operational hours for the machine used

NOTE:

QFES will not accept nor be liable for any plant hire costs for plant used on Department of Environment and Science (DES), Local Government or any other government lands, including Crowns land. i.e. stock routes, town commons and reserves etc. The invoicing for these must be directly arranged with the government department that is responsible for the land.

Signatures of Parties:

Maranoa Regional Council

Chief Executive Officer:

Name: _____

Signature: _____

Date: / /

Signed on behalf of

**Rural Fire Services
Area Director**

**Fire and Rescue
Area Commander**

Name: _____

Signature: _____

Date: / /

Noted by QFES – Regional Manager

Name: _____

Signature: _____

Date: / /

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 13 October 2021

Date: 29 September 2021

Item Number: 13.10

File Number: D21/79084

SUBJECT HEADING: Waiving the infrastructure charges associated with the IGA development

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: Council has received a request from Kwikbridge Pty Ltd (Graham Cornett) to waive the development infrastructure charges associated with the construction of the new IGA in Roma.

Officer's Recommendation: That Council approve the request to waive the development infrastructure charges payable for Development Permit 2018/19795 – Material Change of Use - “Shop” subject to the applicant meeting all of the applicable Eligibility Criteria in Section 4.0 of *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*, with the exception of Criteria No. 2.

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter will directly affect the owner of the premises, Kwikbridge Pty Ltd (Graham Cornett).

Context:

Why is the matter coming before Council?

The application does not meet all of the eligibility criteria of Council's *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* and therefore a decision on whether to grant a concession sits outside the scope of officer delegations and must be made by the elected Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- In September 2020, Council adopted a *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* as a short-term measure to boost economic growth, at a time when there was a lot of uncertainty around the impacts that COVID-19 would have on the development community in the Maranoa region. The Policy contains eligibility criteria that an applicant needs to meet before a waiver can be given.

- Graham Cornett's request to have the infrastructure charges waived for the new IGA development does not meet one of the Eligibility criteria in the Policy, being that the development approval was issued outside of the Effective period of the policy (2 September 2020 – 30 June 2022), and despite the **construction of the IGA occurring during the Effective period at the height of first wave of the COVID-19 pandemic.**
- **Importantly**, the construction of the IGA relied almost entirely on local contractors and suppliers, at a (construction) cost that exceeded \$5 million. The owner was committed to using local resources and ensuring that the local community was supported during the peak of the first wave of the pandemic. Since opening earlier this year, IGAs economic boost to the region continues to be realised, employing over 60 locals and it remains committed to relying on local suppliers for products, hence making it one of the largest private employers in the Region.
- **As such, there is a reasonable argument that the economic and social benefits that have resulted from the construction of the new IGA, and the ongoing socio-economic benefits since its opening, far outweigh any benefit generated by the levied infrastructure charge, particularly in the context of COVID-19. Moreover, the IGA represents exactly the type of development and generated the type economic activity that was specifically encouraged and targeted by the adoption of Council's Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy.**

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)

Chapter 4, Part 10 of the *Local Government Regulation 2012* (LGR) deals with concessions on rates and charges. A concession may only be granted if certain preconditions are met. The relevant preconditions include:

1. A concession may only be granted to a "ratepayer". A "ratepayer" is defined in Schedule 8 of the LGR as "a person who is liable to pay rates or charges". (It is considered that a "ratepayer" includes a person liable for paying charges levied under an ICN.)
2. A concession may only be granted if Council is satisfied that the concession will encourage the economic development of all or part of the Maranoa local government area.

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 *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* is relevant to this request. The development application to which the infrastructure charges apply, does not meet all of the eligibility criteria to be granted a concession.

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 Planning and Building Development

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)

There is no external funding applicable to this request.

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?

Approval of the request will result in Council forgoing \$31,606 in revenue for development infrastructure charges.

Future Years' Budgets:

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

If Council approves the request, it is likely to impact the current year's budget rather than future years' budgets.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Council's decision on this matter may be of interest to other development proponents that also do not meet all of the eligibility criteria of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*.

Risks:

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

Risk	Description of likelihood & consequences
See comment below.	

Risks associated with granting concessions on infrastructure charges were explored during the development of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*. In essence they include impacts of lost revenue, such as on Council's ability to complete planned capital infrastructure projects and potential inequities for existing versus new businesses.

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)

Having regard to the following, it is recommended that Council approve the request to waive the development infrastructure charges:

- Resolving to waive the infrastructure charges for the new IGA is consistent with recent Council decisions to waive levied charges for developments that were approved outside of the Effective period **but** built during the Effective period, during the first wave of the pandemic (OM/03.2021/67); and
- The economic and social benefits of development occur during construction and operation, and not when a development approval is issued; and
- The main thrust of Council's *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy* was to encourage development to happen during the first wave of the COVID-19 pandemic. Construction of the Roma IGA development not only happened during this period, but it relied almost entirely on local contractors and suppliers and by doing so represented a major economic and social boost to the development community during a very uncertain time; and
- Major electrical infrastructure works were carried out external to the development site by the applicant, including removal of unsightly electrical poles and an elevated transformer box, and their replacement with underground services. Improvements were also made to the external pedestrian footpaths. The improvements made external to the development site should not be underestimated and came at a considerable financial cost, so-much-so that there is a reasonable argument that the tangible infrastructure contribution from this development has far exceeded the levied monetary contribution; and

- There is a reasonable argument that the economic benefits resulting not only from the construction of the IGA but the ongoing socio-economic benefits of direct and indirect employment since its opening will far exceed the levied development charge.

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 approve the request, conditional upon the applicant meeting all of the eligibility criteria of the *Development Infrastructure Charges (COVID-19 Stimulus) Concession Policy*, with the exception of Criteria No. 2.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

[1](#) Request to waive IC

D21/79006

Report authorised by:

Manager - Planning & Building Development

Chief Executive Officer

Christopher Tickner

From: Graham Cornett <graham.cornett@live.com.au>
Sent: Sunday, 11 April 2021 7:28 PM
To: Christopher Tickner
Subject: CM: Infrastructure charges

Record Number: D21/79006

Hi Christopher,

I was hoping to get the infrastructure charges waived as we commenced the construction of the IGA during the period when the Covid-19 Concession Policy was in place, we also committed to ensure that we used local contractors and resources where available to support the local community during this difficult time. This decision increased our costs in the construction which we were happy to live with to ensure we were supporting Roma local resources.

Regards

Graham Cornett

Ph 0438736155

OFFICER REPORT

Meeting: Ordinary 13 October 2021

Date: 30 September 2021

Item Number: 13.11

File Number: D21/79522

SUBJECT HEADING: Darling Downs and South West Regional Waste Management Strategy and Infrastructure Plan Memorandum of Understanding

Classification: Open Access

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

At the March 2021 meeting of the Darling Downs and South West Council of Mayors, elected representatives endorsed the development of a Regional Waste Management and Infrastructure Plan, which will result in a more collaborative approach to waste management within the Region.

Officer's Recommendation:

That Council

1. Become a 'Party' in the Darling Downs and South West Waste Management Strategy and Infrastructure Plan; and
2. Authorise the Mayor or delegate to vote for the adoption of the draft Memorandum of Understanding at the next meeting of the Darling Downs and South West Council of Mayors to be held on 24 October 2021; and
3. Allow for a financial contribution for the development of a Darling Downs and South West Waste Management Strategy and Infrastructure 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).

Balonne Shire Council

Bulloo Shire Council

Goondiwindi Regional Council

Lockyer Valley Regional Council

Maranoa Regional Council

Murweh Shire Council

Paroo Shire Council

Quilpie Shire Council

South Burnett Regional Council

Southern Downs Regional Council

Toowoomba Regional Council

Western Downs 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
DES	Department of Environment & Science
DDSW	Darling Downs and South West Region
DSD	Department of State Development
LGAQ	Local Government Association Queensland

Context:

Why is the matter coming before Council?

This matter is coming before Council, as the group is seeking participation from member Council's, which Maranoa is one of twelve of the local government parties.

This is an extension to Council's membership of the South West Regional Waste Group, and will move the region forward as a collaborative group to implement improved waste management, which maybe financially impossible as a stand alone local government.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the March 2021 meeting of the Darling Downs and South West Council of Mayors, a number of recommendations relating to the development of a Regional Waste Management and Infrastructure Plan were endorsed.

Recommendations for the development of a Regional Waste Management and Infrastructure Plan:

- a) Establish a strategic regional waste management and infrastructure plan for the region;
- b) Gather data from each council on various items including current waste streams, volumes, contracts, infrastructure in place, transport routes, current and future recycling opportunities, existing landfill space and waste levy inclusion areas;
- c) Identify specific issues and challenges associated with waste as well as potential opportunities, including across boundaries and suitable approached from technical waste perspective and regional economic development for future regionals waste approaches;
- d) Look at best overall outcomes from communities and council

With the implementation of the State's new waste reduction and recycling legislation, and the goal to eliminate/reduce waste going to landfill, smaller regional and remote local governments, such as Maranoa have found it unviable to undertake the required processes individually – due to not having enough 'feed stock', transport costs and the overall financial cost.

In developing a Regional Plan, the following opportunities have been identified:

- Combined Council requests for specific State funding/grants
- Working together with neighbouring Council's to potentially cost share contractor arrangements for waste recycling such as tyres, scrap metal, green waste, batteries and oil
- Increases in future recycling
- Potential for opting out of waste levy area when legislation comes up for review

The following challenges and concerns have been expressed by member council's

- Tyre amounts (common issued raised by 'party' council)
- Remoteness
- Recycling
- Landfills filling faster than anticipated
- Levy impacts and increasing costs of transporting waste to another site
- Challenges with mobilization of equipment
- Challenges with greenwaste and concrete crushing with price
- Won't take regulated waste from across the border
- Waste Reduction and Recycling Plans – Nil, not specific enough or outdated
- Limited resources (both human/financial/equipment) and waste data

There are a number of parallel projects occurring within this Region and there are a number of local government waste groups working together to achieve the State's waste goals and legislative requirements.

1. South West Regional Waste working group
2. South West Qld ROC – newly established
3. Regional Road Group
4. Darling Downs and South West Regional Waste working group
5. Southern Downs Resource Recovery Group
6. Number of other formal discussion or groups forming around waste management

Responsibilities for delivery of the Plan

The group have recognized that no single Council has the resources to Project Manage and or complete the work necessary in developing a Regional Plan. All Councils are in agreement to engage two external consultants, independent from local government (Council).

It is planned to engage a consultant with a range of different skills sets to do the core work, and employ a Project Manager to coordinate the work (MoU, Scope of the Plan and complete the Plan) and liaise between Councils, State Government (DES) and the consultant.

Toowoomba Regional Council are happy to take the lead in procurement if all parties agree, and that each member local government will do a cost share arrangement. It is planned to base cost sharing between the party Council's around a pro-rata arrangement based on population.

Estimate of contributions

Local Government	Council contributions based on \$100k total (low estimate)	Council contributions based on \$150k total (high estimate)
Balonne	\$ 2938.00	\$ 3556.00
Bulloo	\$ 2070.00	\$ 2117.00
Goondiwindi	\$ 4349.00	\$ 5895.00
Maranoa	\$ 4756.00	\$ 6568.00
Murweh	\$ 2917.00	\$ 3519.00
Paroo	\$ 2337.00	\$ 2560.00
Quilpie	\$ 2168.00	\$ 2279.00
Southern Downs	\$ 9690.00	\$ 14749.00
Toowoomba	\$ 38998.00	\$ 63339.00
Western Downs	\$ 9510.00	\$ 14451.00
Lockyer Valley	\$ 11180.00	\$ 17219.00
South Burnett	\$ 9087.00	\$ 13750.00
	\$100 000.00	% 150 000.00

The lead party have had preliminary discussions with DES and State Development regarding this proposal, and both Departments are very positive in working with, and partnering with the group to achieve their goal.

“DES responded positively to our request for funding and has provided \$20k to undertake the initial stages of the project including setting up an MoU and governance frameworks, and developing a detailed scope of work and cost estimate for the entire project.”

A project steering group has been formed – Toowoomba (Matt Torr), Southern Downs (Darryl Brooks), DES, DSD and LGAQ.

At this time, officers from DES have been firm on ensuring that the following four (4) items are covered as part of the plan

1. Waste strategy (including targets)
2. Regional economic development opportunities
3. Transport logistics
4. Infrastructure requirements

Gerard Kavney from Kavney Consulting has been engaged to complete the first stage of this project and has commenced work on the above four items. Contact has been made with each of the Council's regarding the draft MoU and scope of works for the Plan.

The draft Plan has the following included:

Objectives:

- (a) Timing, and roles and responsibilities;
- (b) The methodology to maximise waste management solutions in DDSW and surrounding regions;
- (c) Improving resource recovery and recycling rates to meet agreed targets as set by the Queensland Government;
- (d) Supporting regional economic development opportunities associated with the waste industry;
- (e) Reviewing and optimizing transport logistics associated with waste management across the region;
- (f) Considering the key infrastructure requirements to manage the region's waste;
- (g) Improving environmental outcomes for the communities; and
- (h) Establishing and maintaining collaborative relationships with key stakeholders and industry to drive outcomes for waste efficiency.

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)

Waste Reduction and Recycling Act 2011

The objects of this Act are intended primarily to be achieved through approaches that include the following:

- (a) preparation, implementation and maintenance of a waste management strategy for the State;*
- (b) providing for the preparation of State, local government and industry strategic waste management plans;*
- (c) price signalling, including through the introduction of a levy on waste delivered to a levyable waste disposal site;*
- (d) providing for reporting requirements for the State, local governments and business and industry;*
- (e) banning particular waste disposal;*
- (f) identifying priority products or priority waste and associated management tools;*
- (g) preparation, implementation and maintenance of a priority statement;*

- (h) providing for product stewardship schemes;*
- (i) waste tracking requirements;*
- (j) making end of waste codes and granting end of waste approvals;*
- (k) prohibiting particular conduct in relation to waste;*
- (l) appointing authorised persons to investigate matters arising under this Act and otherwise to enforce this Act;*
- (m) supporting approaches mentioned in paragraphs (a) to (l) through the making of regulations under this Act.*

14Waste management strategy

- (2) The waste management strategy is intended as a long-term strategy for—*
 - (a) achieving waste avoidance, sustainable consumption, industry investment in innovation and new infrastructure, strategic regional infrastructure planning, and product stewardship; and*
 - (b) securing continuous improvement in waste management and resource recovery practices, services and technologies, benchmarked against best available technology; and*
 - (c) reducing the climate change impacts of waste management and disposal.*

123 Local government's waste reduction and recycling plan obligation

- (1) On and from the day prescribed under a regulation, a local government has an obligation at all times to ensure that—

 - (a) all aspects of waste management in its local government area are comprehensively addressed by 1 or more waste reduction and recycling plans; and
 - (b) each waste reduction and recycling plan has been prepared by the local government or with its approval, and has been adopted by the local government; and
 - (c) *each waste reduction and recycling plan is being implemented in accordance with its terms.*
- (2) Without limiting subsection (1), the local government's waste reduction and recycling plan must, to the extent reasonably practicable, include the following—

 - (a) waste reduction and recycling targets for—

 - (i) waste generated by the local government in carrying out its activities; and
 - (ii) waste generated by households in the local government's local government area; and

- (iii) other waste generated in the local government's local government area other than by the local government;
- (c) actions to be taken to improve waste reduction and recycling of—
 - (i) waste generated by the local government in carrying out its activities; and
 - (ii) waste generated by households in the local government's local government area; and
- (iii) other waste generated in the local government's local government area other than by the local government;
- (d) details of current and proposed waste infrastructure;
- (e) the management and monitoring of the local government's performance under the plans;
- (f) information about achieving continuous improvement in waste management;
- (g) other matters prescribed under a regulation about the requirements for a local government's waste reduction and recycling plans.

Being a 'party' of this Plan, will enable Council to achieve the requirements of legislation, and be in an improved position when business options arise. It is expected the Plan will provide a cohesive approach for lobbying government.

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 has an outdated waste management strategy, completed in 2015. Being a party in the development of this Plan, will provide guidance and direction for continued waste improvement practices. It has the potential to increase economic development for waste feedstock streams, and waste will be viewed as a resource.

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)

Darling Downs and South West Council of Mayors
Waste Officers from each of the member Councils
Matt Torr – Manager Waste Services, Toowoomba Regional Council
Darryl Brooks – Manager Waste Services, Southern Downs Regional Council
Gerard Kavney Consulting – Gerard Kavney
Department of Environment and Science
Department of State Development

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)

Department of Environment & Science will provide some external funding – this has not been provided at this time.

This Financial Year's Budget:

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

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

Impact on the current budget has been estimated at between \$4756.00 and \$6568.00, this figure is dependent on financial assistance from DES, and Council's approval to be a 'party'.

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 will depend on the objective and outcomes of the completed Plan.

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)

Has the potential to ensure waste management is more efficient and effective for remote rural local governments.

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 being a 'party'	Missed opportunities into the future
Slow economic development of waste feedstock	Waste is now viewed as a resource, as such has an economic value – Council will have the opportunity to Regionally partner with neighbouring local governments to achieve efficient recycling outcomes
Reactive process for waste streams	Working with other local governments, will increase knowledge & skill within this Region – improving waste management practices. Consistent information to the regional community, increase waste separation.

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 be a 'party' for the development of a Regional Waste Management and Infrastructure Plan, and allocate funds as required within the proposed table of Council contribution.

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?

1. Become a 'Party' in the Darling Downs and South West Waste Management Strategy and Infrastructure Plan; and
2. Authorise the Mayor or delegate to vote at the next meeting of the Darling Downs and South West Council of Mayors to be held on 24 October 2021 by adopting the draft Memorandum of Understanding;
3. Allow for a financial contribution for the development of a Darling Downs and South West Waste Management Strategy and Infrastructure Plan

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.5 Waste

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

COUNCILLOR REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 16.1

File Number: D21/78400

SUBJECT HEADING: Recruitment of Chief Executive Officer

Classification: Open Access

Councillor's Title: Cr Geoff McMullen

Executive Summary:

Commencement of recruitment process to fill the position of Chief Executive Officer upon vacancy of the position.

Councillor's Recommendation:

That in view of Resolution Number OM/08.2021/8, that Council seeks applications from suitability qualified persons to fill the pending vacancy of Chief Executive Officer of Maranoa Regional Council to commence on or after 2 March 2022.

Details of Requested Agenda Report:

Proposal to seek applications to fill the pending vacancy of the Chief Executive, with a view to the successful applicant commencing on or after 2 March 2022.

Resolution Number OM/08.2021/8 states:

That Council:

1. Provide formal written advice that Council not enter into a new contract with the current Chief Executive Officer, consistent with the provisions of Clause 4.1 of the stated contract.
2. Adhere with Clause 13.1 of the stated contract which directs that Council "shall keep confidential and shall not disclose, publish nor publicise the reason for the Council's decision".

Supporting Documentation:

Nil

COUNCILLOR REPORT

Meeting: Ordinary 13 October 2021

Date: 28 September 2021

Item Number: 16.2

File Number: D21/78413

SUBJECT HEADING: Recruitment process and advertising for Chief Executive Officer

Classification: Open Access

Councillor's Title: Cr Geoff McMullen

Executive Summary:

Proposed engagement to assist with filling the position of Chief Executive Officer upon vacancy of the position.

Councillor's Recommendation:

That Council engage via Local Buy HopgoodGanim Lawyers to help with the recruitment process when advertising for the Chief Executive Officer Position.

Details of Requested Agenda Report:

Proposed engagement for arrangements to help fill the position of Chief Executive Officer.

Supporting Documentation:

Nil

COUNCILLOR REPORT

Meeting: Ordinary 13 October 2021

Date: 30 September 2021

Item Number: 16.3

File Number: D21/79412

SUBJECT HEADING: Footpath Request - Cambridge Street Mitchell

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Resident request regarding a footpath on Cambridge Street Mitchell.

Councillor's Recommendation:

That Council consider the request.

Details of Requested Agenda Report:

I have personally received a request from a resident in Mitchell regarding the footpath outside 31 Cambridge Street Mitchell as follows:

Tyson - this is the lip to the path on my property at 31 Cambridge st. The slab was laid on the council side - we explained this to a council worker that we would even the slab when we laid the concrete and have now been told we can't. The removal of this piece will make for a safer path on the council side - which was one of the reasons given as to why we couldn't use the path.

By evening it out it will benefit both council and us.

If the excuse for not allowing access is this lip - then the reason will be because council prevented it.

To rectify this then council will need to fix this small lip - which will then require the slab on my side being re concreted - which will cost council - when I was prepared to pay for it.

This appears rather crazy to me!

Regards,

Tilly Butler-Woodall

Photos below show the area of concern:



Supporting Documentation:
Nil

COUNCILLOR REPORT

Meeting: Ordinary 13 October 2021

Date: 1 October 2021

Item Number: 16.4

File Number: D21/79724

SUBJECT HEADING: Yuleba Development Group - Safety Concerns - Warrego Highway Yuleba

Classification: Open Access

Councillor's Title: Cr Cameron O'Neil

Executive Summary:

Proposal to offer support to the Yuleba Development Group regarding traffic and pedestrian safety concerns on the Warrego Highway at the town of Yuleba.

Councillor's Recommendation:

That Council make immediate representations to the Minister for Transport and Main Roads supporting the request from the Yuleba Development Group.

Details of Requested Agenda Report:

Yuleba Development Group have been appealing to Transport and Main Roads over a long period of time regarding traffic and pedestrian safety concerns on the Warrego Highway through the Township of Yuleba.

I have attached a letter issued by the group (YDG) to Transport and Main Roads for Council's review (Letter circulated to Councillors under separate cover).

The key points outlined in their request are as follows:

The Yuleba Development Group Inc, on behalf of the residents of Yuleba and visitors, request that TMR:

1. Rapidly review the safety of where buses pull up along the highway at Yuleba for passengers and provide a reasonable, safe solution for this dangerous problem.
2. Consider a Bus Shelter for the dedicated bus stop to protect travellers, while they wait for the bus or for those picking them up, from the harsh weather conditions we experience in SWQ,
3. Reconsider changing the 80km/hr speed through the township of Yuleba on the Warrego Highway.

I strongly believe that Maranoa Regional Council should support Yuleba Development Group in their request to Transport and Main Roads for improved traffic and pedestrian safety in the town of Yuleba.

Supporting Documentation:

Letter distributed under separate cover to councillors.

Yuleba Development Group Inc

COUNCILLOR REPORT

Meeting: Ordinary 13 October 2021

Date: 1 October 2021

Item Number: 16.5

File Number: D21/79735

SUBJECT HEADING: Roma Neighbourhood Centre

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Proposed creation of an incorporated body for the Roma Neighbourhood Centre.

Councillor's Recommendation:

That:

1. Council provides logistical and financial and back office services and support in consultation with the Mayor to call for community members to be involved in starting a Roma Neighbourhood Centre as the incorporated body and with the view that the incorporated body operate the lease of the Neighbourhood Centre Roma.
2. Council approves the Mayor and a Councillor to be Council representatives on the newly formed committee of the new incorporated body.
3. On full operation of the Roma Neighbourhood Centre incorporated (approximate name), enter into a lease with the new incorporated body being based on a peppercorn rent with the understanding that the incorporated body would enter into a lease based on the agreement it would be instigating programs that reduce crime and train skills for the youth and adults, provide a business arm for non-for-profit labor hire to encourage local employment and support for businesses in the Maranoa, as well as to provide non-for-profits affordable for affordable rooms and meeting spaces for the benefit of the community of the Maranoa. (Including fee waivers where possible based on community need)
4. The incorporated body would be responsible for ongoing maintenance and capital costs where possible of the Neighbourhood Centre by reinvesting rental fees where available.

Details of Requested Agenda Report:

I'd like to propose that Council create an incorporated body, which would operate a lease for the Roma Neighbourhood Centre for the benefit our youth and adults, focusing on reducing crime in the community through delivery of programs and training.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 13 October 2021

Date: 1 October 2021

Item Number: 16.6

File Number: D21/79738

SUBJECT HEADING: Community Cinema / Entertainment Centre for the Maranoa

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Proposal to investigate a community and entertainment centre in Roma.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I'd like to propose that Council investigate development of a community and entertainment centre, which would include movies, ten pin bowling and an indoor children's play centre.

The investigation of site/s excludes 37 Hawthorne Street, Roma

I'd also like to incorporate a plan for weekend movies to be shown at other existing halls within the Maranoa.

Supporting Documentation:

Nil