

# BUSINESS PAPER

## Ordinary Meeting

**Wednesday 28 April 2021**

Roma Administration Centre

### NOTICE OF MEETING

Date: 21 April 2021

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

Councillor G B McMullen  
Councillor J R P Birkett  
Councillor M C Edwards  
Councillor J L Guthrie  
Councillor J M Hancock  
Councillor W L Ladbrook  
Councillor C J O'Neil  
Councillor W M Taylor

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Development, Facilities & Environmental Services)  
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on 28 April, 2021 at 9.00AM.

A handwritten signature in black ink, appearing to read 'Julie Reitano', is written over a horizontal line.

Julie Reitano  
**Chief Executive Officer**

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## Status Reports

## Next General Meeting

- To be held at the Roma Administration Centre on 12 May 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 Application for Conversion of Tenure - Lot 12 on I71822**

**Classification:** Closed Access

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

**C.2 Application to Permanently Close a Section of Road adjoining Lot 31 on SP178386**

**Classification:** Closed Access

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

**C.3 Concession Application - Assessment 15011919**

**Classification:** Closed Access

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

**C.4 Claim for Vehicle Damage**

**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.

**Councillor Business**

**14 Councillor Business**

**Closure**

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 14 APRIL 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 (from to 9.15am - 5.12pm), Cr. J M Hancock, Cr. W L Ladbrook, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, Deputy Chief Executive Officer – Rob Hayward and Minutes Officer – Kelly Rogers in attendance.

**AS REQUIRED**

Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager Economic & Community Development – Ed Sims, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Procurement & Plant – Michael Worthington, Manager Planning & Building Development – Danielle Pearn, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Community Safety – Samantha Thrupp, Rural Land Services & Funding Officer / Team Coordinator – Kent Morris, Council Buildings & Structures Maintenance Officer / Team Coordination – Gavin Pallisier.

**WELCOME**

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

**CONFIRMATION OF MINUTES**

**Resolution No. OM/04.2021/01**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That the minutes of the Ordinary Meeting held on 24 March 2021 be confirmed.**

**CARRIED**

**9/0**

**Resolution No. OM/04.2021/02**

**Moved Cr McMullen**

**Seconded Cr Taylor**

**That the minutes of the Special Meeting held on 7 April 2021 be confirmed.**

**CARRIED**

**9/0**

**CONDOLENCES**

**Resolution No. OM/04.2021/03**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council on behalf of the Maranoa community express our condolences to Her Majesty the Queen on the passing of His Royal Highness Prince Philip, the Duke of Edinburgh and that the thoughts of all of our communities are with Her Majesty and the entire Royal family at this time.**

**CARRIED**

**9/0**

**Responsible Officer**

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

## ON THE TABLE

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

- Item C.4 – Internal Review - Assessments 13001193 and 14005151
- Item C.5 - Application for a Concession – Assessment 14005839

## CONSIDERATION OF NOTICES OF MOTION

**Item Number:** 8.1 **File Number:** D21/23091

**SUBJECT HEADING:** VENUE CHANGE FOR QLD SYMPHONY ORCHESTRA LIVESTREAM

**Officer's Title:** Specialist - Arts & Culture

**Original Resolution Meeting Date:** 10/02/2021

**Resolution Number:** OM/02.2021/11

*Resolution No. OM/02.2021/11*

*Moved Cr O'Neil*

*Seconded Cr Edwards*

*That Council:*

1. *Accept the proposal from Queensland Symphony Orchestra to livestream 'Firebird' as a free community event.*
2. *Provide the big screen at the Big Rig on Saturday 20 March at 7.30PM as in-kind sponsorship.*
3. *Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.*

**CARRIED**

9/0

**Resolution No. OM/04.2021/04**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council Rescind [repeal] Resolution Number OM/02.2021/11 stating:**

**That Council:**

1. **Accept the proposal from Queensland Symphony Orchestra to livestream 'Firebird' as a free community event.**
2. **Provide the big screen at the Big Rig on Saturday 20 March at 7.30PM as in-kind sponsorship.**
3. **Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.**

**And replace with:**

**That Council:**

1. **Accept the proposal from Queensland Symphony Orchestra to livestream 'Firebird' as a free community event.**
2. **Provide use of the big screen at The Big Rig, and in case of inclement weather provide the Auditorium of the Cultural Centre, on Saturday 20 March at 7.30PM as in-kind sponsorship.**
3. **Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.**

CARRIED

9/0

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Specialist - Arts &amp; Culture</b> |
|----------------------------|--|

**Item Number:**

**8.2**

**File Number: D21/26331**

**SUBJECT HEADING:**

**REQUEST FOR DATE CHANGE - ARE YOU LONESOME TONIGHT**

**Officer's Title:**

**Specialist - Arts & Culture**

**Original Resolution Meeting Date:**

**24 February 2021**

*Resolution Number:*

*OM/02.2021/91*

*Resolution:*

*Resolution No. OM/02.2021/91*

*Moved Cr O'Neil*

*Seconded Cr Golder*

**That Council:**

1. *Accept the proposal from Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021.*
2. *Allocate funds from the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000.*
3. *Provide the Roma Saleyards Bull Ring as the stage for the Opera and the use of the Multi-purpose Meeting Room by performers.*
4. *Ensure that all attendees have completed the Roma Saleyards Entrant's Warning and Indemnity Form prior to entrance of the Saleyards.*
5. *Agree to the proposed ticket pricing of \$45 per adult and \$30 for under 18s and family of 4 - \$120 (two adults and two children under 18).*
6. *Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.*
7. *Consider a report detailing the costs for installing the remaining railing (pricing for top tier and per row) at a future meeting.*

CARRIED

9/0

**Resolution No. OM/04.2021/05**

**Moved Cr McMullen**

**Seconded Cr O'Neil**

**That Council Rescind [repeal] Resolution Number OM/02.2021/91 stating:**

**Resolution No. OM/02.2021/91**

**Moved Cr O'Neil**

**Seconded Cr Golder**

**That Council:**

1. Accept the proposal from Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021.
2. Allocate funds from the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000.
3. Provide the Roma Saleyards Bull Ring as the stage for the Opera and the use of the Multi-purpose Meeting Room by performers.
4. Ensure that all attendees have completed the Roma Saleyards Entrant's Warning and Indemnity Form prior to entrance of the Saleyards.
5. Agree to the proposed ticket pricing of \$45 per adult and \$30 for under 18s and family of 4 - \$120 (two adults and two children under 18).
6. Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.
7. Consider a report detailing the costs for installing the remaining railing (pricing for top tier and per row) at a future meeting.

**CARRIED**

**9/0**

**And replace with:**

**That Council:**

1. Accept the proposal from Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Friday, 25 June 2021.
2. Allocate funds from the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000.
3. Provide the Roma Saleyards Bull Ring as the stage for the Opera and the use of the Multi-purpose Meeting Room by performers.
4. Ensure that all attendees have completed the Roma Saleyards Entrant's Warning and Indemnity Form prior to entrance of the Saleyards.
5. Agree to the proposed ticket pricing of \$45 per adult and \$30 for under 18s and family of 4 - \$120 (two adults and two children under 18).
6. Authorise the Chief Executive Officer to sign the agreement on behalf of Maranoa Regional Council.

**CARRIED**

**9/0**

**Responsible Officer**

**Specialist - Arts & Culture**



## BUSINESS

### OFFICE OF THE CEO

Item Number: 10.1 File Number: D21/26561

**SUBJECT HEADING:** LOCAL GOVERNMENT REMUNERATION COMMISSION  
SCHEDULE - COMMENCING 1 JULY 2021

**Officer's Title:** Manager - Communication, Information & Administration  
Services

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**Executive Summary:**

*On 25 November 2020, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012.*

*This report formally tabled a copy of the Commission's remuneration determination.*

**Resolution No. OM/04.2021/06**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council:**

1. Note the findings of the Local Government Remuneration Commission's review.
2. Set the remuneration as follows, effective from 1 July 2021:
  - Mayor \$130,584
  - Deputy Mayor \$81,615
  - Councillor \$69,372
3. Note that this retains the remuneration that has been in place since 1 July 2019.

CARRIED

9/0

**Responsible Officer**

**Manager - Communication, Information &  
Administration Services**

## CORPORATE & COMMUNITY SERVICES

Cr Ladbrook left the meeting at 10.13am, and returned at 10.14am.

Cr Birkett left the meeting at 10.16am, and returned at 10.17am.

Item Number: 11.1 File Number: D21/22511

**SUBJECT HEADING:** POLICY REVIEW - CEMETERIES OPERATIONS

**Officer's Title:** Manager - Communication, Information & Administration  
Services

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**Executive Summary:**

*The Cemeteries Operations Policy has been reviewed and was tabled for Council's consideration.*

*This policy outlines the management and administration of Council owned cemeteries.*

Moved Cr Golder

Seconded Not called

That Council:

1. **Not endorse the policy as presented to proceed to community consultation.**
2. **Make changes to the policy in regards to the Director having direct responsibility when customers dealing with the time frame of a burial etc. are involved directly.**

NO VOTE TAKEN

No vote was taken on the draft motion at that time following a suggestion from the Director that the item be laid on the table until the next meeting when the reporting Manager was available. Further information was also provided to Councillors by the Chief Executive Officer regarding policy development responsibilities, which was discussed by the Mayor and Councillors.

**Resolution No. OM/04.2021/07**

Moved Cr Golder

That we lay this on the table for a future meeting.

CARRIED

9/0

Responsible Officer

Manager - Communication, Information &  
Administration Services / Lead Officer  
Elected Members & Community Engagement

Item Number:

11.2

File Number: D21/22514

SUBJECT HEADING:

POLICY REVIEW - BURIALS ON PRIVATE PROPERTY

Officer's Title:

Manager - Communication, Information & Administration  
Services

***Executive Summary:***

*The Burials on Private Property Policy has been reviewed and was tabled for Council's consideration.*

*This policy outlines the relevant criteria to allow burials on private land/property.*

**Resolution No. OM/04.2021/08**

Moved Cr McMullen

That this lay on the table for a future meeting to be discussed in conjunction with the other one if there are any questions on this one.

***[Pertaining to both this policy and the policy review for Cemeteries Operations].***

CARRIED

9/0

Responsible Officer

Manager - Communication, Information &  
Administration Services

**Item Number:** 11.3 **File Number:** D21/26059  
**SUBJECT HEADING:** 2021 ORDINARY COUNCIL MEETING SCHEDULE  
**Officer's Title:** Lead Officer - Elected Members & Community Engagement

**Executive Summary:**

*The purpose of this report was to:*

1. *Provide a review following the conclusion of trial meeting rotations in the towns of Mitchell, Surat, Yuleba and Injune; and*
2. *Set Council's ordinary meeting schedule for the remainder of 2021 until February 2022.*

**Resolution No. OM/04.2021/09**

**Moved Cr Golder**

**Seconded Cr Ladbrook**

**That:**

1. Council continue to hold its ordinary meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, with the exception [of] December when a single meeting is [to be] held on the 2<sup>nd</sup> Wednesday of the month.
2. Council hold ordinary meetings in the Council Chambers or Ernest Brock Room if applicable, commencing at 9.00am, except for holding the first meeting of September in Injune, October in Yuleba, November in Surat and February 2022 in Mitchell; starting at 9am and continuing until breaking for morning tea, lunch and for supper (preferred time of no later than 6pm) in each of the 4 areas with the public.
3. Invitations be sent to the four (4) communities inviting them to our spring / summer Council meetings in the regions.
4. No staff need to travel at unsafe hours and arrangements be made for health and safety considerations, including teleconference etc. within appropriate risk management assessment.

*[Wording for this resolution was amended by Mayor Golder a number of times as a result of progressive discussions between Councillors, the Chief Executive Officer and the Deputy CEO].*

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                  |                          |

**CARRIED**

6/3

**Statement of Reason:**

(Provided by Mayor Golder on resumption of the meeting after Morning Tea)

To increase consultation with the community and allow greater service delivery through feedback that's gathered through this process to Councillors.

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Lead Officer - Elected Members &amp; Community Engagement</b> |
|----------------------------|--|

**COUNCIL ADJOURNED THE MEETING**  
 FOR A MORNING TEA AT 11.17am

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING AT 11.54am

**Declaration of Interest**

|                             |   |
|-----------------------------|---|
| <b>Item</b>                 | <b>12.1</b>   |
| Description                 | Construction Water Main Miscamble Street, Roma – Tender Award   |
| Declaring Councillor        | Cr Geoff McMullen   |
| Person with the interest    | Myself  |
| Relationship category       |   |
| Particulars of the interest | I have a business arrangement with DMAC [ <i>Roma Earthmoving Pty Ltd trading as DMAC</i> ] who have tendered in the project.               |
| Type of conflict            | Declarable conflict of interest   |
| Action                      | I do not wish to participate in discussion and decision making so I will leave the room while the decision is being discussed and voted on. |

Cr McMullen left the meeting at 11.57am.

**INFRASTRUCTURE SERVICES**

**Item Number:** 12.1 **File Number:** D21/25595

**SUBJECT HEADING:** CONSTRUCTION WATER MAIN MISCAMBLE STREET, ROMA - TENDER AWARD

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

**Executive Summary:**

*This report summarised the evaluation process undertaken for the construction of water mains in Miscamble Street Roma, through Request for Quote VP230337 using the Register of Pre-Qualified Suppliers for Minor Works – Civil Construction & Road Maintenance.*

*The Request for Quote period opened on 26 February 2021 and closed on 22 March 2021.*

*Eight (8) suppliers from the register were invited to quote with three (3) responses received. These responses were reviewed by an evaluation panel and this report was submitted for Council's consideration.*

**Resolution No. OM/04.2021/10**

**Moved Cr Guthrie**

**Seconded Cr Edwards**

**That Council:**

1. **Select Roma Earthmoving Pty Ltd as the successful tenderer to carry out the works for the construction of water mains in Miscamble Street, Roma.**
2. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Roma Earthmoving Pty Ltd, noting the tenderer value of \$269,643.00 inclusive of GST, and execute the contract if the final terms are acceptable.**

**CARRIED**

**8/0**

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

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

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

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

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbroke, Cr. 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 McMullen returned to the meeting at 12.00pm.

Cr O'Neil left the meeting at 12.02pm.

**Item Number:**

**12.2**

**File Number: D21/25852**

**SUBJECT HEADING:**

**YULEBA & WALLUMBILLA COMMUNITY BANNER PROJECTS**

**Officer's Title:**

**Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management**

***Executive Summary:***

*Council allocated funding in the 2020/21 capital project budget to deliver two community banner projects, in Yuleba & Wallumbilla. Project planning has identified that additional budget is required to complete these projects. This report sought Council's approval of budget transfer from a project unable to be completed in this financial year to allow the community banner projects to proceed.*

**Resolution No. OM/04.2021/11**
**Moved Cr McMullen**
**Seconded Cr Taylor**
**That Council:**

1. Approve the transfer of \$5,136 from Work Order 20370 to Work Order 22230, to allow the Wallumbilla Community Banner Project to proceed.
2. Approve the transfer of \$5,736 from Work Order 20370 to Work Order 22231, to allow the Yuleba Community Banner Project to proceed.

**CARRIED**
**8/0**
**Responsible Officer**
**Deputy Director / Strategic Road Management**
**Item Number:**
**12.3**
**File Number: D21/26377**
**SUBJECT HEADING:**
**ADDITION TO THE ROAD REGISTER - UNNAMED ROAD OFF SUNNYSIDE ROAD**
**Officer's Title:**
**Assets Officer - Transport Network**
**Executive Summary:**

*Council previously considered a request to add a section of unnamed road off Sunnyside Road to Council's Road Register. Council resolved to undertake community engagement with the residents of the identified roadways with a subsequent report detailing the resident's feedback, with the view to formally naming and adding this section to the Road Register.*

*This report contained the residents' submissions and proposed road name for Council's noting and consideration.*

**Resolution No. OM/04.2021/12**
**Moved Cr McMullen**
**Seconded Cr Guthrie**
**That Council:**

1. Note and receive the residents' submissions received as part of the community consultation undertaken on the matter.
2. Endorse the following changes to Council's [Rural] Road Register:
  - a. Amend the current length of Sunnyside Road from 6.422 kilometres to 5.262 kilometres.
  - b. Add a new road to the road register, consistent with Option 2 of the community consultation package, with the new road having a total length of 2.3 kilometres and a start location of Wallumbilla North Road.
  - c. Name the new road Kleins Road and assign it the classification of Rural Access – Secondary.

**CARRIED**
**8/0**
**Responsible Officer**
**Assets Officer - Transport Network**

## DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

**Item Number:** 13.1 **File Number:** D21/23919

**SUBJECT HEADING:** APPLICATION FOR FUNDING – QUEENSLAND FERAL PEST INITIATIVE (QFPI) ROUND 6 - LOCAL GOVERNMENT ASSISTANCE PROGRAM

**Officer's Title:** Rural Land Services & Funding Officer / Team Coordinator

### **Executive Summary:**

The Department of Agriculture and Fisheries (DAF) has announced funding under the QFPI Round 6 with the aim to offset 1080 solution costs associated with the transition from DAF supplied 1080 solution to commercial supply of 1080 solution.

Funding is to be calculated at 75% of the projected usage over the next 3 years.

Funding is also available to offset the purchase of one bait injector kit, as from December 2022 the licence to tumble mixing of meat baits will be cancelled.

**Resolution No. OM/04.2021/13**

**Moved Cr Hancock**

**That we lay Item 13.1 on the table until after item 13.2.**

CARRIED

8/0

**Responsible Officer**

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

Cr O'Neil returned to the meeting at 12.09pm.

**Item Number:** 13.2 **File Number:** D21/24300

**SUBJECT HEADING:** UPDATE ON ISSUES RELATING TO THE PROVISION OF 1080 BAITING SERVICES

**Officer's Title:** Rural Land Services & Funding Officer / Team Coordinator

### **Executive Summary:**

The supply of 1080 solution by DAF to Local Governments is set to end once the current held stock is depleted. As a result, it will be necessary for local government to source 1080 solution from a commercial supplier. This will result in changes to the way Council store, treat and delivers 1080 baits within the region.

Rural Land Officers also highlighted a number of issues in relation to the delivery of wild dog baiting programs.

**Resolution No. OM/04.2021/14**

**Moved Cr McMullen**

**Seconded Cr Edwards**

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

CARRIED

9/0

**Responsible Officer**

**Rural Land Services & Funding Officer / Team Coordinator**

Item Number: 13.1 File Number: D21/23919

**SUBJECT HEADING:** APPLICATION FOR FUNDING - QUEENSLAND FERAL PEST INITIATIVE (QFPI) ROUND 6 - LOCAL GOVERNMENT ASSISTANCE PROGRAM

**Officer's Title:** Rural Land Services & Funding Officer / Team Coordinator

**Executive Summary:**

*The Department of Agriculture and Fisheries (DAF) has announced funding under the QFPI Round 6 with the aim to offset 1080 solution costs associated with the transition from DAF supplied 1080 solution to commercial supply of 1080 solution.*

*Funding is to be calculated at 75% of the projected usage over the next 3 years.*

*Funding is also available to offset the purchase of one bait injector kit, as from December 2022 the licence to tumble mixing of meat baits will be cancelled.*

**Resolution No. OM/04.2021/15**

**Moved Cr Birkett**

**Seconded Cr Guthrie**

**That Council:**

1. **Make an application under the Queensland Feral Pest Initiative – Round 6 program for funding to offset the financial impact of the withdrawal of 1080 supply by the Department of Agriculture and Fisheries.**
2. **Authorise the Chief Executive Officer or delegate to execute the Grant Deed and any other necessary documentation to give effect to this resolution if successful.**

**CARRIED**

**9/0**

**Responsible Officer**

**Rural Land Services & Funding Officer / Team Coordinator**

Item Number: 13.3 File Number: D21/24504

**SUBJECT HEADING:** PURCHASE OF LOT 9 ON SP119660 - YULEBA

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

**Executive Summary:**

*Council has received ongoing requests from the Yuleba Development Group to secure tenure over land in Yuleba to extend Cobb and Co Park. This land is currently owned by Queensland Rail which has recently notified Council of the purchase price for the land.*



**Resolution No. OM/04.2021/16**
**Moved Cr Edwards**
**Seconded Cr Ladbrook**
**That Council:**

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

CARRIED

9/0

**Responsible Officer**
**Support Officer - Facilities**
**Item Number:**
**13.4**
**File Number: D21/24516**
**SUBJECT HEADING:**
**REQUEST FOR FINANCIAL ASSISTANCE - ROMA RSL  
SUB BRANCH**
**Officer's Title:**
**Support Officer - Economic & Community Development**
***Executive Summary:***

*Council received a request from the Roma RSL Sub-Branch for additional financial assistance for the 2021 Anzac Day services for the hire of a P.A system totalling \$800 (excl GST). This is an additional request to the \$500 sponsorship already committed to the 2021 event from the Anzac Day budget 2020/2021.*

*Roma RSL Sub-Branch has requested this additional financial support for the past four years on which Council has approved the request.*

*Roma RSL Sub-Branch has also requested that Council continue to provide the sponsorship payment of \$500 to the Roma RSL Sub-Branch in the 2021/22 Budget.*

**Resolution No. OM/04.2021/17**
**Moved Cr Hancock**
**Seconded Cr O'Neil**
**That Council:**

1. Accept the quotation for the hire and set up of a sound system for the amount of \$800 (ex GST) for 2021 ANZAC Day in Roma.
2. Draw the required funds from ANZAC Day General Ledger 2888.2252.2001.
3. Consider the installation of permanent speakers at the Roma Cenotaph through consultation with RSL Roma Sub-Branch, for consideration as part of the 2021/22 budget deliberations.
4. Consider an allocation of \$500 Sponsorship for the Roma RSL Sub Branch (as requested by letter), and an allocation for each of the ANZAC Day Services held in the Maranoa as part of annual budget deliberations.
5. Reallocate the shortfall of \$300 from the Local Development Ordinary Wages General Ledger 2883.2001.0301.

*[Wording amended by Cr Hancock following further information provided by the Manager and ensuing discussion regarding budget allocations between Councillors, the Chief Executive Officer and Director].*

CARRIED

9/0

Responsible Officer

Support Officer - Economic & Community Development

Item Number:

13.5

File Number: D21/25120

SUBJECT HEADING:

GIRL GUIDES QUEENSLAND ROMA - SURRENDER OF LEASE

Officer's Title:

Administration Officer - Land Administration

**Executive Summary:**

*Council received correspondence from Girl Guides Queensland regarding the surrender of their arrangement with Council for use of property located at George Street, Roma.*

Resolution No. OM/04.2021/18

Moved Cr O'Neil

Seconded Cr Birkett

That Council:

1. Acknowledge Girl Guides Queensland request to surrender their long standing arrangement to occupy land described as part of Lot 5 on SP103335.
2. Release Girl Guides Queensland from any obligations associated with the property.
3. Thank Girl Guides Queensland for their previous service to the Roma community and Maranoa region.
4. Consider at a future Council meeting a condition assessment on the buildings with the view to identifying possible future uses for the land and buildings.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

**COUNCIL ADJOURNED THE MEETING**

FOR A LUNCH AT 1.01pm

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**

COUNCIL RESUMED THE MEETING AT 2.12pm

## LATE ITEMS

### Declaration of Interest

|                             |   |
|-----------------------------|---|
| <b>Item</b>                 | <b>L.1</b>  |
| Description                 | Mitchell Minor Local Drainage Project – Tender Award  |
| Declaring Councillor        | Cr Geoff McMullen   |
| Person with the interest    | Myself  |
| Relationship category       |   |
| Particulars of the interest | I have a business arrangement with DMAC [ <i>Roma Earthmoving Pty Ltd trading as DMAC</i> ] who have tendered in the project.       |
| Type of conflict            | Declarable conflict of interest   |
| Action                      | I do not wish to participate in discussion and decision making so I will leave the room while the matter is discussed and voted on. |

Cr McMullen left the meeting at 2.13pm.

**Item Number:**

**L.1**

**File Number: D21/28977**

**SUBJECT HEADING:**

**MITCHELL MINOR LOCAL DRAINAGE PROJECT -  
TENDER AWARD**

**Officer's Title:**

**Deputy Director / Strategic Road Management  
Project Engineer Construction**

#### **Executive Summary:**

*Council invited suitable, qualified and experienced contractors to submit a lump sum price (comprising two (2) separable portions) and supporting documentation for the construction of a reinforced concrete pipe drainage upgrade on Winchester Street in Mitchell. The VendorPanel request period opened on 4 March 2021, with a closing date 22 March 2021.*

*The sole response was evaluated by the Tender Evaluation Panel, which has been summarised in this Officer's Report in the form of a recommendation to appoint a contractor to undertake the works.*

*The project is 50% funded from Queensland Disaster Resilience Fund. The initial cost estimate submitted to the Queensland Disaster Resilience Fund is sufficient to cover the engagement of the contractor as per their tendered submission.*

#### **Resolution No. OM/04.2021/19**

**Moved Cr Edwards**

**Seconded Cr Ladbrook**

**That Council:**

- 1. Select Roma Earthmoving Pty Ltd T/A DMAC Roma as the successful tenderer of both separable portions (SP1 and SP2) for Vendor Panel Request VP231006 – Mitchell Minor Local Drainage Project.**
- 2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Roma Earthmoving Pty Ltd, noting the tenderer value of \$614,839.80 inclusive of GST and execute, by way of signing, the construction contract if the final terms are acceptable.**
- 3. Authorise the Chief Executive Officer (or delegate) to sign the funding agreement extension of time variation and supporting documentation as required for the delivery of the project.**

**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. Johanne Hancock, Cr. Wayne (George) Ladbroke, 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 McMullen returned to the meeting at 2.16pm.

The Chief Executive Officer left the meeting, with the Deputy CEO taking her place at 2.17pm.

**Item Number:**

**L.2**

**File Number: D21/29216**

**SUBJECT HEADING:**

**TENDER 21020 - NEW ADDITIONS TO THE REGISTER OF PRE-QUALIFIED SUPPLIERS FOR TRADE AND ASSOCIATED SERVICES.**

**Officer's Title:**

**Manager - Procurement & Plant**

**Executive Summary:**

*This report summarises the evaluation process undertaken to add suppliers to the Register of Pre-Qualified Suppliers for Trades & Associated Services through Tender 21020.*

*The tender period opened on 8 January 2021 with a closing date of 29 March 2021.*

*Responses were reviewed by an evaluation panel and the report submitted for Council's consideration.*

**Resolution No. OM/04.2021/20**

**Moved Cr Hancock**

**Seconded Cr Birkett**

**That:**

1. Council approve the addition of suppliers to the Register of Pre-Qualified Suppliers for Trade and Associated Services established in accordance with s232 of the Local Government Regulation 2012 under the proposed sub-panels (under the headings below).
2. Pre-qualification (for the mentioned businesses) remains current until the end of July 2021.
3. Council authorise the Chief Executive Officer (or delegate) to enter into a Deed of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft agreement.

| Suppliers by Sub - Panels   | Local Content Rating Score |
|---|----------------------------|
| <b>Air-conditioning, refrigeration &amp; mechanical (Licensed – QBCC)</b> |                            |
| <b>NRG Electrical (Qld) Pty Ltd</b>                                       | <b>2 Star Local</b>        |

|  |              |
|--|--------------|
| <b>Building (incl. facilities management)</b>                        |              |
| Brian Drabsch Building   | 5 Star Local |
| Heaton Plant & Pipe  | 0 Star       |
| HP Building and Construction   | 5 Star Local |
| Performance Building Group   | 0 Star       |
| Scheffe Builders   | 5 Star Local |
| <b>Chemical dosing equipment (pools)</b>                             |              |
| Heaton Plant & Pipe  | 0 Star       |
| Pacific Water Treatment Services                                     | 0 Star       |
| WestWater Enterprises Pty Ltd  | 0 Star       |
| <b>Chemical dosing equipment (utilities)</b>                         |              |
| Heaton Plant & Pipe  | 0 Star       |
| Nalco Water  | 0 Star       |
| Pacific Water Treatment Services                                     | 0 Star       |
| WestWater Enterprises Pty Ltd  | 0 Star       |
| <b>Concreting – QBCC</b>   |              |
| Brian Drabsch Building   | 5 Star Local |
| Durack Civil Pty Ltd   | 0 Star       |
| Harcrite Contracting and Concrete                                    | 5 Star Local |
| Heaton Plant & Pipe  | 0 Star       |
| HP Building and Construction   | 5 Star Local |
| Performance Building Group   | 0 Star       |
| Rhino Concreting and Construction                                    | 5 Star Local |
| Scheffe Builders   | 5 Star Local |
| <b>Concreting – Non-QBCC</b>   |              |
| Brian Drabsch Building   | 5 Star Local |
| Durack Civil Pty Ltd   | 0 Star       |
| G & R Waldron  | 5 Star Local |
| Harcrite Contracting and Concrete                                    | 5 Star Local |
| Heaton Plant & Pipe  | 0 Star       |
| HP Building and Construction   | 5 Star Local |
| Performance Building Group   | 0 Star       |
| Rhino Concreting and Construction                                    | 5 Star Local |
| Scheffe Builders   | 5 Star Local |
| SEDL Earthmoving Pty Ltd   | 0 Star       |
| Swans Earthmoving Qld Pty Ltd  | 5 Star Local |
| <b>Electrical (excluding instrumentation and high voltage works)</b> |              |
| NRG Electrical (Qld) Pty Ltd   | 2 Star Local |
| WestWater Enterprises Pty Ltd  | 0 Star       |
| <b>Fencing (Licensed – QBCC)</b>                                     |              |
| Brian Drabsch Building   | 5 Star Local |
| Performance Building group   | 0 Star       |
| PF Install Solutions Pty Ltd   | 0 Star       |
| <b>Fencing (other works)</b>   |              |
| Brian Drabsch Building   | 5 Star Local |
| J and J Earthmoving (Qld) Pty Ltd                                    | 5 Star Local |
| Performance Building group   | 0 Star       |
| PF Install Solutions Pty Ltd   | 0 Star       |

|   |              |
|---|--------------|
| Swans Earthmoving Qld Pty Ltd   | 5 Star Local |
| <b>Painting</b>   |              |
| Bakers and Co Painting and Decorating Pty Ltd                           | 0 Star       |
| Performance Building Group  | 0 Star       |
| <b>Pest control / termite management</b>                                |              |
| Flick Anticimex Pty Ltd   | 0 Star       |
| <b>Pest control other (other - excluding weeds &amp; feral animals)</b> |              |
| Flick Anticimex Pty Ltd   | 0 Star       |
| <b>Plumbing</b>   |              |
| Glen Thomas Plumbing and Gas  | 5 Star Local |
| Origin Energy   | 0 Star       |
| WestWater Enterprises Pty Ltd   | 0 Star       |
| <b>Plumbing (Gas)</b>   |              |
| Glen Thomas Plumbing and Gas  | 5 Star Local |
| Origin Energy   | 0 Star       |
| WestWater Enterprises Pty Ltd   | 0 Star       |
| CARRIED   | 9/0          |

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Manager - Procurement &amp; Plant</b> |
|----------------------------|--|

The Chief Executive Officer returned to the meeting at 2.21pm.

**Item Number:** L.3 **File Number:** D21/29506

**SUBJECT HEADING:** TENDER 21028 MOBILE CAMP - HOGANTHULLA ROAD PROJECT

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

***Executive Summary:***

*Council invited suitably qualified and experienced suppliers to tender for accommodation services for the Hoganthulla Road Resheeting Project.*

*This report summarised the evaluation process undertaken for Tender 21028 – Mobile Camp – Hoganthulla Road Project.*

*Responses were assessed by an evaluation panel and the report submitted for Council's consideration.*

**Resolution No. OM/04.2021/21**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That this tender be dealt with at the next Ordinary Meeting of Council, with information to come back regarding the supply of potable water.**

***[Wording amended by Mayor Golder from his original motion following discussion regarding the appropriate procedural approach, and clarification of further information to be provided at the next meeting].***

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Manager - Procurement &amp; Plant /<br/>Lead Officer – Elected Members &amp;<br/>Community Engagement</b> |
|----------------------------|--|

O'Neil left the meeting at 2.42pm, and returned at 2.44pm.

**SUBJECT HEADING: CAMP VERSUS MOTEL ACCOMMODATION AND TRAVEL  
– HOGANTHULLA ROAD PROJECT**

|  |                             |
|--|-----------------------------|
| <b>Resolution No. OM/04.2021/22</b>  |                             |
| <b>Moved Cr Golder</b>   | <b>Seconded Cr Ladbrook</b> |
| <p>That information be provided to Council at the next meeting regarding costings of working overtime and travel to the nearest accommodation centre in lieu of an accommodation camp with all costs for both opportunities brought to Council, and the report to include consultation with the project manager and all staff for that project (including working extra overtime, but not limited to this).</p> <p><i>[Wording amended by Mayor Golder from his original motion following discussion which clarified the information to be presented at the next meeting].</i></p> |                             |
| CARRIED  | 9/0                         |

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Deputy Director / Strategic Road<br/>Management</b> |
|----------------------------|--|

**Declaration of Interest**

|                             |   |
|-----------------------------|---|
| <b>Item</b>                 | <b>L.4</b>  |
| Description                 | Unaddressed Mail Policy   |
| Declaring Councillor        | Cr Johanne Hancock  |
| Person with the interest    | Myself and my husband Graham Hancock  |
| Relationship category       | Surat Post & News Pty Ltd   |
| Particulars of the interest | Surat Post & News Pty Ltd have a contract with Council for the supply of goods and services in relation to mail delivery. |
| Type of conflict            | Prescribed conflict of interest   |
| Action                      | Leave the room while the matter is discussed and voted on.  |

Cr Hancock left the meeting at 2.49pm.



Item Number: L.4 File Number: D21/27254

SUBJECT HEADING: UNADDRESSED MAIL POLICY

Officer's Title: Communications Officer - Infrastructure Services

**Executive Summary:**

*Council distributes several documents, including newsletters and brochures through Australia Post to deliver to the Maranoa community.*

*An unaddressed mail policy has been drafted for Council's review. The purpose of this policy is to establish clear guidelines for Council officers when organising bulk, unaddressed mail from Council to Maranoa householders.*

*Unaddressed mail is mail items that do not feature the householder's address.*

**Resolution No. OM/04.2021/23**

**Moved Cr Golder**

**That this lay on the table until the next meeting for more information about speaking to the local post office first before booking.**

CARRIED

8/0

**Responsible Officer**

**Communications Officer - Infrastructure Services**

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

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

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

Cr. John Birkett, Cr. Mark Edwards, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. 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 2.57pm.

Item Number: L.5 File Number: D21/27361

SUBJECT HEADING: APPLICATIONS FOR COMMUNITY GRANTS ROUND TWO 2020/21

Officer's Title: Support Officer - Economic & Community Development

**Executive Summary:**

*Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.*

*Fifteen grant applications were received and assessed under Round 2 for 2020/21. Nine Small Grants, five Community Grants and one Major Grant were recommended for funding, subject to conditions where applicable.*



**Moved Cr McMullen**

**Seconded Cr Taylor**

**That Council:**

1. Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:

| GROUP   | GRANT TYPE | FUNDED              |
|---|------------|---------------------|
| Hodgson Soldiers Memorial Hall and Recreation Association | Small      | \$1,000.00          |
| Life Christian Church Roma                                | Small      | \$3,000.00          |
| Gunggari Native Title Aboriginal Corporation              | Small      | \$1,134.00          |
| Booringa Action Group                                     | Small      | \$2,986.00          |
| Surat Pool Advocates                                      | Small      | \$3,000.00          |
| Surat and District Development Association Inc            | Small      | \$2,850.00          |
| Roma and District Lapidary and Minerals Society Inc       | Small      | \$1,830.00          |
| Bendemere Arts Association Inc                            | Small      | \$1,684.50          |
| Roma Contract Bridge Club                                 | Small      | \$2,148.00          |
| <b>Total</b>  |            | <b>\$ 19,632.50</b> |

| GROUP                         | GRANT TYPE           | FUNDED               |
|-------------------------------|----------------------|----------------------|
| Mitchell Golf Club            | Community            | \$4,493.00           |
| Roughlie Community Centre Inc | Community            | \$6,425.00           |
| U3A                           | Community            | \$8,000.00           |
| Seeds of Connection           | Community            | \$3,470.00           |
| Roma Pony Club Inc            | Community            | \$9,910.00           |
| The Rotary Club of Roma       | Major                | \$20,000.00          |
| <b>TOTAL</b>                  |                      | <b>\$ 52,298.00</b>  |
|                               | <b>Overall Total</b> | <b>\$ 71, 930.50</b> |

2. Reallocate the short fall of \$7,457 from the Local Development Ordinary Wages General Ledger 2883.2001.0301 to the Community Grants General Ledger 2887.2244.2001.

**NO VOTE TAKEN**

No vote was taken on the draft motion, with Cr Hancock proposing a procedural motion, which follows.

**Resolution No. OM/04.2021/24**

**Moved Cr Hancock**

**That we lay this on the table until further in the meeting to get some information on the correct applicant's name - applicant seven (7).**

**CARRIED**

**9/0**

**Responsible Officer**

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

**Declaration of Interest**

| Item                        | L.6  |
|-----------------------------|--|
| Description                 | Request for In kind Assistance – Calico Cottage 30 <sup>th</sup> Year Anniversary Celebrations |
| Declaring Councillor        | Cr Mark Edwards  |
| Person with the interest    | Myself   |
| Relationship category       |  |
| Particulars of the interest | I sell oranges at Calico Cottage   |
| Type of conflict            | Declarable conflict of interest  |
| Action                      | Leave the room while the matter is discussed and voted on.                                     |

Cr Edwards left the meeting at 3.02pm.

**Item Number:**

**L.6**

**File Number: D21/28464**

**SUBJECT HEADING:**

**REQUEST FOR IN KIND ASSISTANCE - CALICO COTTAGE 30TH YEAR ANNIVERSARY CELEBRATIONS**

**Officer's Title:**

**Support Officer - Economic & Community Development**

***Executive Summary:***

*Council received a request from Calico Cottage Craft Club Inc. requesting in-kind assistance for the upcoming celebration of the Cottage's 30<sup>th</sup> Anniversary. The in kind request is for the following:*

- Permission from Council to use the lawn area at Calico Cottage to hold the event.*
- Assistance with planning and setting up the event.*
- Use of Council chairs.*
- Assistance with promoting the event.*

*While the event date has not yet been officially decided the group has earmarked either the 19 or 26 June 2021 as the chosen date.*

**Resolution No. OM/04.2021/25**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council:**

1. Approve the request for in-kind assistance for the following:
  - Use of the lawn area at Calico Cottage to hold the event.
  - Council assistance with planning and setting up the event through the Local Development unit.
  - Use of Council chairs.
  - Council assistance with promoting the event.
2. Accept the invitation from Calico Cottage Craft Club Inc for the Mayor and Councillors to attend the event and for the Mayor or other delegate to present a short speech on the day.
3. Be acknowledged (where possible) in all forms of advertising and media in relation to and during the event.

CARRIED

8/0

|  |   |
|--|---|
| <b>Responsible Officer</b>   | <b>Support Officer - Economic &amp; Community Development / Lead Officer – Elected Members &amp; Community Engagement</b> |
| <p><b>Section 150F A (2)(e) of the <i>Local Government Act 2009</i></b><br/>         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.</p> <p><b>Name of each eligible councillor who voted on the matter:</b><br/>         Cr. John Birkett, Cr. Tyson Golder, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.</p> <p><b>How each eligible councillors voted:</b><br/>         Each councillor voted in favour of the motion.</p> |   |

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 3.04pm.

**Item Number:** L.7 **File Number:** D21/29057

**SUBJECT HEADING:** REQUEST FOR SUPPORT - WALLUMBILLA HERITAGE ASSOCIATION - RELOCATION OF 1200 DIESEL/ELECTRIC TRAIN ENGINE

**Councillor's Title:** Cr. Tyson Golder

***Executive Summary:***

*Correspondence has been received through the Office of the Mayor from Wallumbilla Heritage Association seeking Council's in-principle support to relocate the 1200 diesel/electric train engine which was involved in a railway crash that took place in Wallumbilla during 1956.*

*The group is seeking to expand the current historical display at the Wallumbilla Heritage Museum memorialising the event.*

**Resolution No. OM/04.2021/26**
**Moved Cr Golder**
**Seconded Cr Guthrie**
**That Council:**

1. Provide in-principle support for the Wallumbilla Heritage Association's proposal to relocate the 1200 diesel / electric engine to the Wallumbilla Heritage Museum to expand the current memorial exhibit.
2. Authorise the Mayor to write to Queensland Rail on behalf of Council, confirming support of the proposal.
3. Be provided a further report detailing the proposal, including any associated costs that may be requested of Council.

**CARRIED**
**9/0**

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | <b>Lead Officer – Elected Members &amp; Community Engagement / Manager – Economic &amp; Community Development</b> |
|----------------------------|---|

**Declaration of Interest**

|                             |   |
|-----------------------------|---|
| <b>Item</b>                 | <b>C.6</b>  |
| Description                 | Request from Roma Aeroclub – Hangar Space   |
| Declaring Councillor        | Cr Mark Edwards   |
| Party with the interest     | Myself and another party  |
| Relationship category       | Myself and Roma Aero Club   |
| Particulars of the interest | The Roma Aero Club has requested hangar space at the Roma Airport and the Councillor has a personal interest in the matter being a member of the Roma Aero Club (not on the executive). |
| Type of conflict            | Declarable conflict of interest   |
| Action                      | Leave the room while the matter is discussed and voted on.  |

**Declaration of Interest**

|                             |   |
|-----------------------------|---|
| <b>Item</b>                 | <b>C.4</b>  |
| Description                 | Internal Review – Assessments 13001193 and 14005151                     |
| Declaring Councillor        | Cr Johanne Hancock  |
| Party with the interest     | Myself and my husband Graham Hancock                                    |
| Relationship category       | Surat Post & News Pty Ltd   |
| Particulars of the interest | It is mentioned in the report about delivery of the assessments notice. |
| 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 3.10pm.

## CONFIDENTIAL ITEMS

Resolution No. OM/04.2021/27

Moved Cr McMullen

Seconded Cr Guthrie

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 3.12pm] 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<br>(Reasons to close the meeting under the <i>Local Government Regulation 2012</i> )   | Overview   |
|---|--|--|
| C.1 - Planning and Environment Consultancy                              | 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. | Paroo Shire Council has requested to engage Maranoa Regional Council to provide town planning and environment consultancy services.  |
| C.2 - Community Safety Fees & Charges Adoption (Financial year 2021/22) | Section 254J(3)(c) the local government's budget.  | The purpose of this report is to present the Community Safety proposed fees and charges for the 2021/22 financial year for adoption.   |
| C.3 - Financial Year 2022 Fees and Charges - Airports                   | Section 254J(3)(c) the local government's budget.  | This report presents the proposed fees and charges applicable to the operations of Council's airports for the 2021/22 financial year for Council's consideration. It includes a draft 2021/22 budget for the airports' function. |
| C.4 - Internal Review - Assessments 13001193 and 14005151               | Section 254J(3)(d) rating concessions.   | A request for a review of a Council decision ( <i>GM/11.2019/88</i> ) for the waiver of debt recovery legal fees is tabled for consideration by the new term of Council ( <i>Laid on the table from the previous meeting</i> ).  |
| C.5 - Application for a Concession - Assessment 14005839                | Section 254J(3)(d) rating concessions.   | An application for a rating concession has been received for Assessment 14005839 ( <i>Laid on the table from the previous meeting</i> ).   |

|   |  |   |
|---|--|---|
| <b>C.6 - Request from Roma Aeroclub - Hangar Space</b>                              | Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government. | Council has received correspondence from the Roma Aero Club requesting that Council provide a suitably constructed area of land in the airside area of Roma Airport for their lease and construction of a hangar for aircraft storage.<br><br>This report provides the details of the request for Council's consideration.  |
| <b>C.7 - Roma Airport Car Park Operations</b>                                       | Section 254J(3)(c) the local government's budget.  | During the budget deliberations for the 2020/21 financial year, Council resolved for an investigation to be undertaken into options for parking fee relief using the car park management system. The agenda item provides the report back to Council for consideration.   |
| <b>LC.1 - Domestic Airports Security Costs Support Grant Program</b>                | Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government. | Council is eligible to apply for funding under the Federal Government's Domestic Airports Security Costs Support Grant Program (DASCS). The report provides the opportunity for Council to make an application under the program.   |
| <b>LC.2 - Miscamble Street Culvert Upgrade (Carnarvon Highway to Wright Street)</b> | Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.                                       | In 2019, Council received funding under the Queensland Government's Maturing the Infrastructure Pipeline Program (MIPP). The funding was provided to develop detailed designs for a number of major stormwater upgrades for the town of Roma. One of the design projects under this program was for a major culvert upgrade and road widening of Miscamble Street, from Carnarvon Highway to Wright Street. The design and cost estimate for this project was completed in late 2020.<br><br>An opportunity has been negotiated to potentially expedite the delivery of these works (valued at approximately \$1.5M). this report presents Council with the details of this opportunity for Council's consideration. The consideration does require Council to assign some budget to the project, however it is a small percentage of the overall project estimate. |
| <b>LC.3 - Request to purchase or lease Council land - Lot 2 on SP309872</b>         | Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.                                       | Council has received interest in the purchase or lease of Council owned freehold land described as Lot 2 on SP309872.   |
| <b>LC.4 - Quarter 3 2020/21 Budget Review</b>                                       | Section 254J(3)(c) the local government's budget.  | In accordance with S170 (3) of the <i>Local Government Regulation 2012</i> , the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year. The report provides the results of the 3 <sup>rd</sup> Quarter budget review.   |
| <b>LC.5 - Regional Historical Asset - Outcome of Preliminary Discussion</b>         | Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government. | At the Ordinary Meeting on 24 February, Council resolved (by Resolution Number OM/02.2021/95) as follows –<br><br><b><i>That the Mayor be authorised to have a preliminary discussion and report back to Council.</i></b><br><br>This was in relation to a preliminary discussion about securing a historical asset for the region, with a report to be brought back to Council following discussion. The agenda item provides an update in relation to the matter.   |

|  |   |  |
|--|---|--|
| <b>LC.6 - Proposal for Charity Sale Day Event at the Roma Saleyards to donate 50% of the levies to a Not for Profit Charity Organisation</b> | Section 254J(3)(c) (e) the local government's budget; AND 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. | The purpose of this report is to provide further information in relation to a proposed Charity Sale Day event where Council will donate 50% of the Roma Saleyard cattle sale yard levies from a sale to a not-for-profit charity organisation. |
| CARRIED  |   | 8/0  |

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Lead Officer – Elected Members &amp; Community Engagement</b> |
|----------------------------|--|

Cr Hancock returned to the meeting at 3.13pm.

Cr O'Neil left the meeting at 3.16pm, and returned at 3.17pm.

Cr Edwards, having previously declared a declarable interest in Item C.6, left the meeting at 3.30pm, taking no part in discussion of the matter.

At cessation of those discussions, Cr Edwards returned to the meeting at 3.36pm.

Cr Hancock, having previously declared a declarable interest in Item C.4, left the meeting at 4.02pm, taking no part in discussion of the matter.

At cessation of those discussions, Cr Hancock returned to the meeting at 4.12pm.

Cr. Ladbroke left the meeting at 4.03pm, and returned at 4.04pm.

Cr. Birkett left the meeting at 4.09pm returned to the meeting at 4.11pm.

The Chief Executive Officer left the meeting at 4.27pm, with the Deputy CEO taking her place.

Cr Birkett left the meeting at 4.30pm, and returned at 4.33pm.

The Chief Executive Officer returned to the meeting at 4.46pm.

Cr Guthrie left the meeting at 5.12pm, and did not return for the remainder of the meeting.

Cr Ladbroke left the meeting at 5.13pm and returned at 5.19pm.

Cr O'Neil left the meeting at 5.23pm, and returned at 5.25pm.

|   |  |     |
|---|--|-----|
| <b>Resolution No. OM/04.2021/28</b><br><br><b>Moved Cr O'Neil</b><br><br><b>Seconded Cr McMullen</b><br><br><b>That we move out of closed session [at 5.36pm].</b><br><br>CARRIED |  | 8/0 |
|---|--|-----|

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Lead Officer – Elected Members &amp; Community Engagement</b> |
|----------------------------|--|

**COUNCIL ADJOURNED THE MEETING**  
 FOR A BRIEF RECESS AT 5.36pm

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
 COUNCIL RESUMED THE MEETING AT 5.43pm

**Item Number:** L.5 **File Number:** D21/27361

**SUBJECT HEADING:** APPLICATIONS FOR COMMUNITY GRANTS ROUND TWO 2020/21

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

**Executive Summary:**

*Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.*

*Fifteen grant applications were received and assessed under Round 2 for 2020/21. Nine Small Grants, five Community Grants and one Major Grant were recommended for funding, subject to conditions where applicable.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. OM/04.2021/29**

**Moved Cr McMullen**

**Seconded Cr Taylor**

**That Council:**

- Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:**

| GROUP   | GRANT TYPE | FUNDED              |
|---|------------|---------------------|
| Hodgson Soldiers Memorial Hall and Recreation Association | Small      | \$1,000.00          |
| Life Christian Church Roma                                | Small      | \$3,000.00          |
| Gunggari Native Title Aboriginal Corporation              | Small      | \$1,134.00          |
| Booringa Action Group                                     | Small      | \$2,986.00          |
| Surat Pool Advocates                                      | Small      | \$3,000.00          |
| Surat and District Development Association Inc            | Small      | \$2,850.00          |
| Roma and District Lapidary and Minerals Society Inc       | Small      | \$1,830.00          |
| Bendemere Arts Association Inc                            | Small      | \$1,684.50          |
| Roma Contract Bridge Club                                 | Small      | \$2,148.00          |
| <b>Total</b>  |            | <b>\$ 19,632.50</b> |



| GROUP                         | GRANT TYPE           | FUNDED               |
|-------------------------------|----------------------|----------------------|
| Mitchell Golf Club            | Community            | \$4,493.00           |
| Roughlie Community Centre Inc | Community            | \$6,425.00           |
| U3A                           | Community            | \$8,000.00           |
| Seeds of Connection           | Community            | \$3,470.00           |
| Roma Pony Club Inc            | Community            | \$9,910.00           |
| The Rotary Club of Roma       | Major                | \$20,000.00          |
|                               |                      |                      |
| <b>TOTAL</b>                  |                      | <b>\$ 52,298.00</b>  |
|                               | <b>Overall Total</b> | <b>\$ 71, 930.50</b> |

2. Reallocate the short fall of \$7,457 from the Local Development Ordinary Wages General Ledger 2883.2001.0301 to the Community Grants General Ledger 2887.2244.2001.

CARRIED 8/0

|                     |  |
|---------------------|--|
| Responsible Officer | Support Officer - Economic & Community Development |
|---------------------|--|

Item Number: C.1 File Number: D21/15404

**SUBJECT HEADING: PLANNING AND ENVIRONMENT CONSULTANCY**

Officer's Title: Manager - Planning & Building Development

***Executive Summary:***

*Paroo Shire Council has requested to engage Maranoa Regional Council to provide town planning and environment consultancy services.*

|  |
|--|
| <b>Resolution No. OM/04.2021/30</b>  |
| <b>Moved Cr Taylor</b>   |
| <b>Seconded Cr O'Neil</b>  |
| <b>That Council authorise the Chief Executive Officer to enter into an Agreement with Paroo Shire Council, to provide town planning and environment consultancy services in accordance with the Agreement presented.</b> |
| CARRIED 8/0  |

|                     |   |
|---------------------|---|
| Responsible Officer | Manager - Planning & Building Development |
|---------------------|---|

Item Number: C.2 File Number: D21/22656

SUBJECT HEADING: COMMUNITY SAFETY FEES & CHARGES ADOPTION  
(FINANCIAL YEAR 2021/22)

Officer's Title: Manager - Community Safety

**Executive Summary:**

*The purpose of this report was to present the Community Safety proposed fees and charges for the 2021/22 financial year for adoption.*

**Resolution No. OM/04.2021/31**

**Moved Cr Golder**

**Seconded Cr Edwards**

That Council adopt the fees and charges for Community Safety for the 2021/22 financial year; based on the 2020/21 fees and charges which include any existing COVID-19 waivers, noting that the fees will apply to the 2021/22 animal registration renewal notices to be issued 1 June 2021.

CARRIED

5/3

Cr. Golder called for a division of the vote.

**Statement of Reason** – Provided by Mayor Golder later during the meeting, when it was identified that a statement was not provided when resolved:

**This is a COVID-19 initiative in support of the Maranoa Community.**

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. Ladbrook                  |                          |
| Cr. McMullen                  |                          |

**Responsible Officer**

**Manager - Community Safety**

Item Number: C.3 File Number: D21/25999

SUBJECT HEADING: 2021/22 FEES AND CHARGES - AIRPORTS

Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*This report presented the proposed fees and charges applicable to the operations of Council's airports for the 2021/22 financial year for Council's consideration. It included a draft 2021/22 budget for the airports' function.*

**Resolution No. OM/04.2021/32**

**Moved Cr Edwards**

**Seconded Cr O'Neil**

**That Council:**

1. Maintain the Fees and Charges from 2020/21 for Maranoa Regional Council's airports into 2021/22 noting no increase in fees and charges.

2. Continue the waiving of fees for the Royal Flying Doctor Service, LifeFlight and AngelFlight use of Council's airports and report back to Council.

*[Wording amended by Cr Edwards following a suggestion by the Mayor. Cr Edwards and O'Neil confirmed they were happy to accept the amendment].*

CARRIED

8/0

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | <b>Manager - Airports (Roma, Injune, Surat, Mitchell)</b> |
|----------------------------|---|

Cr Hancock, having previously declared a declarable conflict of interest in the following item, left the meeting at 5.55pm.

**Item Number:** C.4 **File Number:** D21/26086

**SUBJECT HEADING:** INTERNAL REVIEW - ASSESSMENTS 13001193 AND 14005151

**Officer's Title:** Governance Officer

**Executive Summary:**

A request for a review of a Council decision (**GM/11.2019/88**) for the waiver of debt recovery legal fees was tabled for consideration by the new term of Council (Laid on the table from the previous meeting).

**Resolution No. OM/04.2021/33**

**Moved Cr Golder**

**Seconded Cr McMullen**

That Council advise the applicant that in line with the Rates & Charges and Rebate Policy they can make application for financial hardship.

*[Wording amended by Mayor Golder following a suggestion from Cr O'Neil and further discussion with Councillors, the Chief Executive Officer and Director].*

CARRIED

6/1

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. O'Neil               |
| Cr. Edwards                   |                          |
| Cr. Golder                    |                          |
| Cr. Ladbrook                  |                          |
| Cr. McMullen                  |                          |
| Cr. Taylor                    |                          |

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | <b>Governance Officer / Director Corporate &amp; Community Services</b> |
|----------------------------|---|

**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. Wayne (George) Ladbrook, Cr. Geoff McMullen, Cr. Cameron O'Neil, Cr. Wendy Taylor.

**How each eligible councillors voted:**

The following Councillors voted in favour of the motion:

Cr. Birkett, Cr. Edwards, Cr. Golder, Cr. Ladbrook, Cr. McMullen and Cr. Taylor

The following Councillor voted against the motion:

Cr. O'Neil

At cessation of discussion and decision on the abovementioned item, Cr Hancock returned to the meeting at 6.03pm.

**Item Number:**

**C.5**

**File Number: D21/26098**

**SUBJECT HEADING:**

**APPLICATION FOR A CONCESSION - ASSESSMENT  
14005839**

**Officer's Title:**

**Rates & Utilities Billing Officer**

**Executive Summary:**

*An application for a rating concession has been received for Assessment 14005839 (Laid on the table from the previous meeting).*

**Resolution No. OM/04.2021/34**

**Moved Cr Golder**

**Seconded Cr Ladbrook**

**That:**

1. Council grant the applicant a concession under section 120(1)(d) of the *Local Government Regulation 2012* for the amount of \$40,000.
2. This concession will be applied to the 2021/22 assessment period for the period of the 12 months.

**Statement of Reason – Provided by Mayor Golder**

**That this decision will encourage the economic development of part or all of the region through creating competitive local business opportunities.**

**CARRIED**

**8/0**

**Responsible Officer**

**Rates & Utilities Billing Officer**

Cr Edwards, having previously declared a Declarable conflict of interest in the following item, left at 6.06pm.

**Item Number:** C.6 **File Number:** D21/26161  
**SUBJECT HEADING:** REQUEST FROM ROMA AERoclub - HANGAR SPACE  
**Officer's Title:** Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*Council has received correspondence from the Roma Aero Club requesting that Council provide a suitably constructed area of land in the airside area of Roma Airport for their lease and construction of a hangar for aircraft storage.*

*This report provided the details of the request for Council's consideration.*

**Resolution No. OM/04.2021/35**

**Moved Cr O'Neil**

**Seconded Cr Taylor**

**That Council:**

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

CARRIED

7/0

**Responsible Officer**

**Manager - Airports (Roma, Injune, Surat, Mitchell)**

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

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

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

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

**How each eligible councillors voted:**

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Edwards returned to the meeting at 6.09pm.

Item Number: C.7 File Number: D20/122719

SUBJECT HEADING: ROMA AIRPORT CAR PARK OPERATIONS

Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*During the budget deliberations for the 2020/21 financial year, Council resolved for an investigation to be undertaken into options for parking fee relief using the car park management system. The agenda item provided the report back to Council for consideration.*

**Resolution No. OM/04.2021/36**

Moved Cr O'Neil

Seconded Cr Birkett

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

CARRIED

8/0

Responsible Officer

Manager - Airports (Roma, Injune, Surat, Mitchell)

**LATE CONFIDENTIAL ITEMS**

Item Number: LC.1 File Number: D21/26379

SUBJECT HEADING: DOMESTIC AIRPORTS SECURITY COSTS SUPPORT GRANT PROGRAM

Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*Council is eligible to apply for funding under the Federal Government's Domestic Airports Security Costs Support Grant Program (DASCS). The report provided the opportunity for Council to make an application under the program.*

**Resolution No. OM/04.2021/37**

Moved Cr Birkett

Seconded Cr Edwards

That Council:

1. Submit an application for funding under the Federal Government's Domestic Airports Security Costs Support Grant Program (DASCS).
2. Authorise the Chief Executive Officer (or delegate) to sign the funding agreement with the Department of Infrastructure, Transport, Regional Development and Communications if the application is successful.

CARRIED

8/0

Responsible Officer

Manager - Airports (Roma, Injune, Surat, Mitchell)

Item Number: LC.2 File Number: D21/29038

SUBJECT HEADING: MISCAMBLE STREET CULVERT UPGRADE  
(CARNARVON HIGHWAY TO WRIGHT STREET)

Officer's Title: Deputy Director / Strategic Road Management

**Executive Summary:**

In 2019, Council received funding under the Queensland Government's Maturing the Infrastructure Pipeline Program (MIPP). The funding was provided to develop detailed designs for a number of major stormwater upgrades for the town of Roma. One of the design projects under this program was for a major culvert upgrade and road widening of Miscamble Street, from Carnarvon Highway to Wright Street. The design and cost estimate for this project was completed in late 2020.

An opportunity has been negotiated to potentially expedite the delivery of these works (valued at approximately \$1.5M). This report presents Council with the details of this opportunity for Council's consideration. The consideration does require Council to assign some budget to the project, however it is a small percentage of the overall project estimate.

**Resolution No. OM/04.2021/38**

Moved Cr Hancock

Seconded Cr Edwards

That Council approve the allocation of \$185,000 as a partial contribution to the construction of a new reinforced concrete box culvert on Miscamble Street, between the Carnarvon Highway and Wright Street.

CARRIED

8/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: LC.3 File Number: D21/24531

SUBJECT HEADING: REQUEST TO PURCHASE OR LEASE COUNCIL LAND -  
LOT 2 ON SP309872

Officer's Title: Administration Officer - Land Administration

**Executive Summary:**

Council received interest in the purchase or lease of Council owned freehold land described as Lot 2 on SP309872.

**Resolution No. OM/04.2021/39**

Moved Cr McMullen

Seconded Cr Taylor

That Council:

1. Decline the offer to purchase Council freehold land described as Lot 2 on SP309872.
2. Further explore the opportunity to lease the land for the purpose of grazing, with an Officer's report to be prepared and presented at a future Council meeting.

CARRIED

8/0

Responsible Officer

Administration Officer - Land Administration

**Item Number:** LC.4 **File Number:** D21/5600  
**SUBJECT HEADING:** QUARTER 3 2020/21 BUDGET REVIEW  
**Officer's Title:** Program Funding & Budget Coordinator  
 Contractor - Strategic Finance

**Executive Summary:**

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

**Resolution No. OM/04.2021/40**

**Moved Cr Edwards**

**Seconded Cr Hancock**

**That Council adopt:**

1. The Quarter 3 2020/21 budget amendments as presented.
2. The revised financial statements for Quarter 3 2020/21 budget amendments as shown in the report's attachments:
  - ☐ Revenue Policy 2020/21
  - ☐ Revenue Statement 2020/21
  - ☐ Revised Budget Financial Statements 2020/21 & following two years
  - ☐ Revised Budget Financial Statements 2020/21 & following nine years
  - ☐ Revised Financial Sustainability Ratios 2020/21
  - ☐ Total Value of Change in Rates and Charges

And that the documents be placed on the Council website -

<http://www.maranoa.qld.gov.au/council/budgets>

CARRIED

8/0

**Responsible Officer**

**Program Funding & Budget Coordinator**

**Item Number:** LC.5 **File Number:** D21/29338  
**SUBJECT HEADING:** REGIONAL HISTORICAL ASSET - OUTCOME OF PRELIMINARY DISCUSSION  
**Councillor's Title:** Cr. Tyson Golder

**Executive Summary:**

*At the Ordinary Meeting on 24 February, Council resolved (by Resolution Number OM/02.2021/95 – That the Mayor be authorised to have a preliminary discussion and report back to Council.*

*This was in relation to a preliminary discussion about securing a historical asset for the region, with a report to be brought back to Council following discussion.*

**Resolution No. OM/04.2021/41**



|   |                             |
|---|-----------------------------|
| <b>Moved Cr Golder</b>  | <b>Seconded Cr Ladbrook</b> |
| <b>That Council:</b>  |                             |
| <ol style="list-style-type: none"> <li>1. Liaise with the landowner of the property about Council obtaining an independent valuation for the property, with a copy to be tabled as part of a subsequent report to Council.</li> <li>2. Commence development of a business case, including identifying potential funding sources.</li> </ol> |                             |
| CARRIED   | 8/0                         |

|                            |   |
|----------------------------|---|
| <b>Responsible Officer</b> | <b>Deputy CEO / Director Development, Facilities &amp; Environmental Services</b> |
|----------------------------|---|

**Item Number:** LC.6 **File Number:** D21/13621

**SUBJECT HEADING:** PROPOSAL FOR CHARITY SALE DAY EVENT AT THE ROMA SALEYARDS TO DONATE 50% OF THE LEVIES TO A NOT FOR PROFIT CHARITY ORGANISATION

**Officer's Title:** Director - Corporate & Community Services

***Executive Summary:***

*The purpose of this report was to provide further information in relation to a proposed Charity Sale Day event where Council will donate 50% of the Roma Saleyard cattle sale yard levies from a sale to a not-for-profit charity organisation.*

|  |                           |
|--|---------------------------|
| <b>Resolution No. OM/04.2021/42</b>  |                           |
| <b>Moved Cr McMullen</b>   | <b>Seconded Cr Taylor</b> |
| <b>That:</b>   |                           |
| <div><div>1. Council confirm the Charity Sale Day as Tuesday 6 July 2021.</div><div>2. A draft Community Grants and Non-Financial Assistance Policy be prepared for Council’s consideration at the next ordinary meeting which incorporates a new category for the donation.</div></div> |                           |
| CARRIED  | 8/0                       |

|                            |  |
|----------------------------|--|
| <b>Responsible Officer</b> | <b>Director - Corporate &amp; Community Services</b> |
|----------------------------|--|

**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.17pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 28 April 2021, at Roma Administration Centre.**

.....  
 Mayor.

.....  
 Date.

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 14 April 2021

**Item Number:** 5.1

**File Number:** D21/30119

**SUBJECT HEADING:** Unaddressed Mail Policy

**Classification:** Open Access

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

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### **Executive Summary:**

Council distributes several documents, including newsletters and brochures through Australia Post to deliver to the Maranoa community.

An unaddressed mail policy has been drafted for Council's review. The purpose of this policy is to establish clear guidelines for Council officers when organising bulk, unaddressed mail from Council to Maranoa householders.

Unaddressed mail is mail items that do not feature the householder's address.

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

That Council adopt the Unaddressed Mail Policy as presented.

---

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

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

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

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 |
|---------|-------------|
| Nil     |             |

### **Context:**

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

Council considered the draft Unaddressed Mail Policy at the ordinary meeting on 14 April 2021. Council resolved to lay the matter on the table with amendments to the draft policy to be made before further consideration.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

A draft Unaddressed Mail Policy was presented to Council at the ordinary meeting on 14 March 2021. The matter was laid on the table while further amendments are made.

The draft Unaddressed Mail Policy has subsequently been reviewed and amendments made as follows:

**4.4 Region-wide Mail Outs**

Region-wide, unaddressed mail outs from Council are to be booked as follows:

- For the Roma area and any outlying localities not included with the LPOs, for example Bollon - bookings are to be made online with Australia Post; and
- For Injune, Mitchell, Surat, Wallumbilla and Yuleba localities, each individual LPO is to determine whether the booking is to be made over the counter or via Australia Post online.

**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**

**Section 257 Delegation of local government powers**

- (1) A local government may, by resolution, delegate a power under this Act or another Act to -
- (a) the mayor; or
  - (b) the chief executive officer; or
  - (c) a standing committee, or joint standing committee, of the local government; or
  - (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
  - (e) another local government, for the purposes of a joint government activity.
- (2) However, a local government may only delegate a power to make a decision about a councillor's conduct under [section 150AG](#) to—
- (a) the mayor; or
  - (b) a standing committee of the local government.
- (3) Also, a local government must not delegate a power that an Act states must be exercised by resolution.
- (4) A **joint standing committee**, of the local government, is a committee consisting of councillors of the local government and councillors of 1 or more other local governments.
- (5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local 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)

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)

Dale Waldron - Manager - Communication, Information & Administration Services

Sharon Frank - Director - Corporate & Community Services

Michelle Filan - Governance 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?*

Nil

**Future Years' Budgets:**

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

Nil

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

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

(Interested Parties Analysis - IS9001:2015)

Council officers who book unaddressed mail outs.

**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 adopt the Unaddressed Mail Policy as presented.

**Recommendation:**

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

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

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

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

That Council adopt the Unaddressed Mail Policy as presented.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

**Supporting Documentation:**

1 [DRAFT - Unaddressed Mail Policy](#)

P21/2

**Report authorised by:**

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

## 1. Policy Purpose

The purpose of this policy is to establish clear guidelines for Council officers when organising bulk, unaddressed mail from Council to Maranoa householders.

## 2. Policy Scope

This policy applies to all unaddressed mail from Council.

## 3. Definitions

### UNADDRESSED MAIL

Mail items that do not feature the householder's address.

### COUNCIL OFFICERS

All of Council employees (including casual and part-time employees), volunteers, contractors and trainees.

### LICENSED POST OFFICE (LPO)

LPOs may be run solely as a Post Office or in conjunction with another business, such as a newsagency or convenience store.

LPOs must offer a range of Australia Post products and services, including mail acceptance and processing, postage stamps, money orders, bill payment and banking.

The Maranoa comprises of five LPOs – including Injune, Mitchell, Surat, Wallumbilla and Yuleba.

### POST SHOP

Post Shops are solely Post Offices. They offer Australia Post products and services, as well as extra appointments (Australian Passports, Australian Taxation Office Individual Tax File Number Services, Onsite Track Easy Rail Safety Worker Cards). They are also used for deliveries.

The Maranoa region has one Post Shop – Roma.

*Please note: There are some instances where the Roma Post Shop must be used to reach outlying areas that border other regions. An example of this, is to reach a number of households in the south western part of the region, lodgements must be made at Roma to go through the Bollon LPO (as it is outside of the Maranoa).*

## 4. Policy Details

### 4.1 Guidelines

Unaddressed mail outs from Council, pertaining to Council information, are to go through the relevant Local Post Office and/or Post Shop.

For example, if wanting to reach residents in Mitchell and surrounds, the unaddressed mail is to be organised through the Mitchell LPO. Likewise, if the Injune community were the targeted audience, the Injune LPO is to be used.

#### **4.2 Targeted small-scale unaddressed mail**

The Chief Executive Officer (or delegate) may determine if targeted small-scale unaddressed mail may be delivered by hand by the relevant crew (if available) or through the relevant Local Post Office and/or Post Shop e.g. for planned water, gas, or roadworks interruptions.

#### **4.3 Locality Mail Outs**

Mail outs targeting specific localities (for example – Surat and surrounds), are to be lodged with the relevant Local Post Office and/or Post Shop. The individual LPO is to determine whether the booking is to be made over the counter, or via Australia Post online.

#### **4.4 Region-wide Mail Outs**

Region-wide, unaddressed mail outs from Council are to be booked as follows:

- For the Roma area and any outlying localities not included with the LPOs, for example Bollon - bookings are to be made online with Australia Post; and
- For Injune, Mitchell, Surat, Wallumbilla and Yuleba localities, each individual LPO is to determine whether the booking is to be made over the counter or via Australia Post online.

### **5. Related Policies and Legislation**

Nil.

**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 28 April 2021

**Date:** 15 April 2021

**Item Number:** 8.1

**File Number:** D21/30487

**SUBJECT HEADING:** Roma Neighbourhood Centre - Maranoa Gaming Community Incorporated

**Classification:** Open Access

**Officer's Title:** Facility Lease Management & Housing Officer / Team Coordinator

**Original Resolution Meeting Date:** 25 November 2020

**Resolution Number:** OM/11.2020/80

**Resolution:**

That Council:

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

**Rescission Recommendation:**

That Council Rescind Resolution Number OM/11.2020/80 stating:-

That Council:

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



**Recommendation:**

That Council:

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

---

**Background:**

A lease is a more appropriate legal document for this type of arrangement, particularly considering the nature of the activities to be held within the facility. Discussions have been held with Maranoa Gaming Community Incorporated in regard to the content of the lease and a draft document has been prepared.

**Supporting Documentation:**

Nil

**Notice prepared by:**

Facility Lease Management & Housing Officer /  
Team Coordinator

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 15 April 2021

**Item Number:** 11.1

**File Number:** D21/30425

**SUBJECT HEADING:** Distressed Animals and Welfare Concerns -  
Biosecurity Queensland Response

**Classification:** Open Access

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

---

### **Executive Summary:**

This report details the response provided to Council from Biosecurity Queensland as a result from enquires made with the Department on the feasibility of Council being able to log welfare concerns on behalf of residents. The response includes the official procedure for logging an animal welfare complaint in Queensland.

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

That council note the response provided by Biosecurity Queensland and continue to work closely with the local Biosecurity Queensland to increase public awareness of how to report welfare concerns.

---

### **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 Agriculture and Fisheries/Biosecurity Queensland  
Maranoa Regional Council

### **Acronyms:**

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

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

| Acronym | Description  |
|---------|--|
| DAF     | Department of Agriculture and Fisheries                |
| RSCPA   | Royal Society for the Prevention of Cruelty to Animals |

### **Context:**

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

This report has been compiled in response to an action item from the ordinary meeting held on 10 March, 2021. The resolution is as follows:

Resolution No. OM/03.2021/04 - *That further investigation be undertaken with Biosecurity Queensland whether it is possible to log with them, on a customer's behalf, a preliminary notification with customer details to follow-up in the interest of encouraging residents to report animal welfare issues.*

A request was forwarded to Biosecurity Queensland on 24 March, 2021 providing details of the abovementioned resolution to ascertain if it would be possible for Council staff to provide a preliminary notification to Biosecurity Queensland on behalf of Maranoa residents to assist with the logging of welfare concerns.

Response to this request was received by email on Wednesday 14 April 2021 an extract has been included below and a scanned copy in the report attachments.

In response to: **Resolution No. OM/03.2021/04 "That further investigation be undertaken with Biosecurity Queensland whether it is possible to log with them, on a customer's behalf, a preliminary notification with customer details to follow-up in the interest of encouraging residents to report animal welfare issues."**

*It is greatly appreciated that Maranoa Regional Council are wishing to continue to support and assist the Department of Agriculture & Fisheries (DAF) Animal Welfare & Biosecurity team with the reporting and response to Animal Welfare Concerns and Distressed Animals within the Maranoa.*

*Biosecurity Queensland, a service of the department, is the government's lead agency for animal welfare activities in Queensland. We develop, monitor and enforce animal welfare policy, legislation and standards, and educate the community about animal welfare.*

*On a state level, all animal welfare complaints are recommended to be logged through the DAF Customer Service Centre or RSPCA Call Centre directly by the complainant where all relevant information relating to animal welfare can be collected and recorded for continuity of evidence as well as for further internal assessment or delegation where necessary.*

*RSPCA and DAF have independent reporting systems which are set up to communicate with each other directly if an incident falls under the others jurisdiction.*

*All other reporting mechanisms at this stage are reliant on direct communication from the complainant to DAF or RSPCA themselves.*

*Dependant on the relationship and working arrangement between local government and their local DAF inspector, some animal welfare complaints (that of a serious nature) can be directly forwarded in writing to the inspector for further follow up where necessary.*

*The current reporting process in place between the Maranoa Community Safety team and myself (local Principal Biosecurity Officer for Roma), the best possible process at this stage is already implemented and agreed that is a customer where they are to direct callers to either contact the DAF Customer service Centre or RSPCA directly themselves. Maranoa Regional Council has no jurisdiction to investigate matters relating to a potential breach of animal welfare under the Animal Care and Protection Act so any information collected for these matters must be directed to the relevant agency immediately to ensure the correct information is recorded.*

*If the matter is urgent or outside normal business hours, the caller can also phone the local police station as officers have powers to enforce animal welfare under their Police Powers and Responsibility Act.*

*Animal Welfare Complaints Process - [The animal welfare complaints process | Business Queensland](#)*

*If you require any further information please let me know.*

*Kind regards,*

**Erin Platz**

Principal Biosecurity Officer,  
Animal Biosecurity and Welfare  
Biosecurity Queensland

Department of Agriculture & Fisheries (DAF) Roma  
Roma Research Facility, 290 Raglan St, Roma, QLD 4455



Customer Service Centre 13 25 23

The information from the website link in the above correspondence has been included in the attachments for this report.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

A previous report on this issue was presented to Council on March 10 2021 providing details on legislation, jurisdiction and the current procedures followed on receipt or identification of a possible animal welfare concern by Maranoa Regional Council staff.

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

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

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

Council is not the responsible entity and has no jurisdiction under Local laws or State Legislation to investigate Animal Welfare concerns.

The responsible agency is Biosecurity QLD/Department of Agriculture and Fisheries, RSPCA or the Queensland Police Service.

**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)

Principle Biosecurity Officer, Animal Biosecurity and Welfare/Biosecurity QLD Case  
Management Co-Ordinator  
Manager Community Safety

**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)

Not applicable

**Risks:**

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

Not applicable

- Report is for information only.

**Advice to Council:**

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

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

As per recommendation

**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 continue to work closely with Biosecurity Queensland to increase public awareness of how to report welfare concerns and providing support where able in the investigation of these concerns, within the Maranoa Regional Council Local Government Area

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.1 Animal control and community safety

**Supporting Documentation:**

1 [↓](#) Animal Welfare Complaints in Queensland

D21/30479

**Report authorised by:**

Director - Corporate & Community Services



Queensland Government

Business Queensland

---

## Animal welfare complaints in Queensland

If you suspect cruelty to animals or that animals aren't being cared for properly, you should make an animal welfare complaint.

You may suspect that an animal:

- is at immediate risk of death or injury, such as locked in a hot car or bogged
- is not being cared for properly
- is being treated cruelly (i.e. beaten, kicked or otherwise abused)
- has been deliberately abandoned
- is being used in an illegal activity where it will suffer, such as a cockfight or dogfight
- is being deliberately baited or poisoned (other than for officially declared feral or pest animal control)
- is sick or injured and is not being treated
- is not getting appropriate feed or water and is suffering
- is not being given an appropriate place to live with regard to its age, breed or size.

Preferably, an animal welfare inspector should talk to someone about how they are treating an animal before the situation deteriorates to the point that they commit an offence. Generally, once an offence has been committed, the animal has already suffered and that should be avoided where possible.

This guide describes the animal welfare complaints process in Queensland.

---

## How to make an animal welfare complaint

Two agencies have animal welfare inspectors under the Queensland *Animal Care and Protection Act 2001* - Biosecurity Queensland and RSPCA Queensland.

### Biosecurity Queensland (DAF)

Biosecurity Queensland (the Department of Agriculture and Fisheries) handles complaints about commercial livestock, including poultry enterprises, and other complaints outside of the major centres where RSPCA is located.

To make a complaint, phone the Customer Service Centre on 13 25 23 between 8am and 5pm Monday to Friday (with the exception of public holidays and Thursdays 9am to 5pm).

### RSPCA Queensland

The RSPCA handles complaints about hobby farms and companion animals (pets).

To contact the RSPCA, phone 1300 264 625 (1300 ANIMAL) between 8am and 7pm, 7 days a week. RSPCA ambulance staff answer calls outside these times.



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## Police

If you cannot reach Biosecurity Queensland or the RSPCA and the matter is urgent, you can also phone your local police station.

Always phone the police if there has been a road accident involving animals.

## Information you need to give

When you phone, you will need to give:

- your name, address and a contact phone number
- the address where the animals are located
- the details of your concern, such as the type and number of animals, the problem with the animals and the condition of the animals
- the name, address and phone number of the animal's owner, if known
- any other issues that inspectors need to know, such as whether savage dogs live at the place or people there are potentially abusive or violent.

Please be aware that:

- anonymous complaints may not be routinely investigated
- it is an offence to make a vexatious or hoax complaint.

---

## The animal welfare complaints process

When you phone Biosecurity Queensland or the RSPCA to make an animal welfare complaint in Queensland, they will connect you to the appropriate customer service operator (Department of Agriculture and Fisheries) or complaints coordinator (RSPCA).

If you're unsure whether an animal welfare inspector should investigate a situation, phone anyway and discuss it with the customer service operator or complaints coordinator.

The customer service operator or complaints coordinator will ask for your name and address, and the circumstances of the animal you're phoning about. This information will confirm whether it is an animal welfare complaint, or whether you should contact another agency, such as your local council. Some or all of the following steps may then occur.

## Investigating the complaint

1. Your complaint is registered and given a priority rating.
2. Your complaint may be transferred from the agency you contacted (Biosecurity Queensland, the RSPCA or Queensland Police) to one of the other agencies where appropriate. The 3 agencies handle different complaints, depending on the type, number and location of animals involved.
3. The complaint is allocated to an inspector (Biosecurity Queensland or RSPCA). Queensland Police will have their internal procedures to handle your complaint.
4. The inspector or officer may contact you to ask for more information about the animals, or directions to help them to find the animals if a visit is necessary.
5. The inspector or officer investigates the case. When investigating animal welfare complaints, there are 2 main initial aims. These are to:
  - help the animal by addressing its immediate and long-term needs



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- determine what they can do to ensure that the person in charge of the animal never gets into the situation again. Education is an important part of an inspector's and officer's job.

## Taking action

What happens next depends on what the inspector or officer finds as a result of the investigation:

- **No action** - if there is no genuine animal welfare problem, no further action is required. For example, someone may complain about a dog that they think is tied up permanently, but the complainant may not be aware that the animal is being exercised at night.
- **Education** - if the owner did not know about or understand their responsibilities towards the animal, the inspector will educate the owner. For example, if a closely confined dog is not receiving sufficient exercise but is otherwise healthy, an inspector may advise the owner that they need to provide sufficient exercise under the *Animal Care and Protection Act 2001*.
- **Animal welfare direction** - the inspector may issue a formal written direction requiring the owner to do certain things to rectify the situation within a specified time. For example, if a dog owner has not complied with a verbal request to appropriately exercise a closely confined dog, an animal welfare direction may be issued. The inspector later returns to ensure the direction has been followed. It is an offence not to comply with an animal welfare direction without reasonable excuse.
- **Evidence for prosecution** - during the inspection, the inspector may collect material to be used as evidence if they decide that the situation is serious enough to recommend that someone be charged with an offence.
- **Removal of animals** - sometimes an inspector believes that the only way to ensure an animal will be cared for properly in the short term is to remove it from where it is. However, they do this in only extreme situations.

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## How welfare complaints are prioritised

In Queensland, all complaints about animal welfare incidents are given a priority rating (critical, major, secondary or minor) according to the type and severity of the animal welfare issue.

These ratings allow inspectors and complaints coordinators to prioritise action and resources so that the most severe problems are addressed first.

---

## Protecting people who make complaints

In Queensland, all animal welfare complaints are generally validated by obtaining the name, address and phone number of the person making the complaint (the complainant). The investigating inspector or officer will often need to contact the complainant to verify or clarify facts, and determine a course of action.

Where possible, personal information provided by the complainant remains confidential. However, if a matter goes to court and is defended, the court processes may require complainants' names. This is outside the control of Biosecurity Queensland and RSPCA.

Where possible, personal information provided by the complainant remains confidential. However, if required by law in certain circumstances (for example, if a matter goes to court and is defended or the *Right To Information Act 2009* is applied) it may require the disclosure of the complainants' details. This is outside the control of Biosecurity Queensland and RSPCA.

## Feedback to complainants

Feedback to complainants is usually only provided when requested. In these instances, the complaints coordinator will provide only general feedback to the complainant.

Due to privacy and legal considerations a complainant cannot be given specific outcomes of an investigation, but the compliance coordinator can tell them if the complaint has been investigated and if no offence has been detected.

## Anonymous complaints

Under the accountability requirements of the *Animal Care and Protection Act 2001*, inspectors must have reasonable grounds before they can enter private property to investigate a complaint. This includes getting credible details on the source of the complaint.

However, even if the complaint is made anonymously it may still be forwarded to an inspector to assess the need for action. The inspector will take action only if they believe there is a strong reason to do so.

## Vexatious or hoax complaints

On investigation, an inspector may find a complaint to be unsubstantiated. If this is due to a complainant's lack of knowledge, the inspector may contact the complainant and advise that no offence was identified under the *Animal Care and Protection Act 2001*.

Under the Act, it is an offence to give an inspector false and misleading information. If an inspector finds that a complaint is unsubstantiated and the intention of the complaint is clearly vexatious or malicious, they will consider appropriate action.

---

## Protecting rights of people complained about

The *Animal Care and Protection Act 2001* has a broad range of enforcement powers to allow inspectors to investigate and enforce compliance with the Act.

However, the Act also has strict accountability mechanisms to protect the rights of individuals who may be the subject of a complaint, and ensure investigations are fair and objective.

The following mechanisms protect the rights of individuals.

## Due process procedures

Inspectors must follow a range of due process procedures, including:

- using ID cards to confirm their identity
- explaining the purpose of their entry to the premises and their right of entry
- providing receipts for animals or items seized
- providing information notices to explain both the reasons for major decisions and a person's right to a review of these decisions
- completing compulsory training and expertise levels to ensure that they act accountably.

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## Operational procedures and guidelines

The '*Animal Care and Protection Act 2001* operational procedures and guidelines' help inspectors involved in investigations. They provide a framework for appropriately and effectively enforcing the Act, and help inspectors respond appropriately to animal welfare incidents and conduct investigations to the required standard. They outline the Act's administrative principles and operational procedures.

Contact us [<https://www.daf.qld.gov.au/contact/customer-service-centre>] for a copy of the operational procedural guidelines.

## Reporting requirements

All complaints about animal welfare incidents are routinely registered, actioned and reported as part of the procedural requirements in administering the Act.

Biosecurity Queensland and the RSPCA record complaints and the outcomes of investigations to meet these administrative requirements, and provide relevant information for any subsequent investigations.

All these records and reports are subject to audit.

The Act also gives the chief executive of the Department of Agriculture and Fisheries authority to require a Biosecurity Queensland or an RSPCA inspector to provide information about the performance of their duties or exercise of their powers under the Act.

The RSPCA must also provide regular reports to Biosecurity Queensland management on activities undertaken in enforcing the Act.

## Rights to review or appeal decisions

Under the Act, affected parties can seek review of or appeal decisions made by inspectors.

The operational procedures and guidelines outline inspectors' obligations to inform people of their review or appeal rights. All relevant forms have information notices that outline the process for applying for a decision review.

Firstly the affected party must apply to the chief executive of the Department of Agriculture and Fisheries for a review of the decision, using the approved application form (PDF, 140KB) [[http://www.daf.qld.gov.au/\\_data/assets/pdf\\_file/0005/1254614/review-application-form1170.pdf](http://www.daf.qld.gov.au/_data/assets/pdf_file/0005/1254614/review-application-form1170.pdf)]. The completed review application can be emailed to [ACPAenquiry@daf.qld.gov.au](mailto:ACPAenquiry@daf.qld.gov.au) [<mailto:ACPAenquiry@daf.qld.gov.au>] or mailed to the Chief Executive at the address on the form.

After this, the affected party can appeal the decision to the Magistrates Court (seizure and forfeiture decisions) or the Queensland Civil and Administrative Tribunal (for other decisions).

Applying for a review does not suspend the original decision. However, an affected party may also apply for a stay of operation for the decision while the decision is being reviewed.

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**Contact:** General enquiries 13 QGOV (13 74 68)

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## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 13 April 2021

**Item Number:** 11.2

**File Number:** D21/29582

**SUBJECT HEADING:** Consideration of Councillor attendance at upcoming assembly and forum

**Classification:** Open Access

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

---

### **Executive Summary:**

The purpose of this report is for the formalisation of elected member attendance at an upcoming assembly and forum as part of advocacy activities and/or enhancing strategy and policy development for the Maranoa Regional Council.

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

That Council:

1. Endorse the attendance of Cr McMullen at the Western Queensland Alliance of Councils on 17 – 19 May 2021 in Richmond.
2. Endorse the attendance Cr Guthrie at the LGAQ Natural Resource Management Forum on 25 May 2021 in Charleville.
3. Draw applicable registration, travel costs and accommodation costs from attending Councillors 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).*

This report does not apply to an individual or organisation. The report considers councillor attendance at an upcoming assembly and forum:

- Cr McMullen
- Cr Guthrie

### **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 |

WQAC

Western Queensland Alliance of Councils

**Context:**

*Why is the matter coming before Council?*

To seek Council's endorsement of Councillor attendances at each conference / forum.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Western Queensland Alliance of Councils (WQAC)

The WQAC is a collaboration of the three regional organisations of councils in Western Queensland established in 2020 covering 60 percent of the State and including 22 local governments.

Assembly 2021 will:

- Address the priority issues of – Roads, Connectivity and Housing
- Provide an opportunity to hear from, and meet Federal and State Ministers, Shadow Ministers, Local Members and Director Generals
- Grow the networks and relationships to promote and represent Western Queensland.

Mayors, Deputy Mayors and CEOs of the 22 Western Queensland councils are invited to attend the Assembly. Alternate delegates are welcome to attend to a maximum of three (3) per council.

A comprehensive program is being prepared and will be sent to all registered delegates.

The Mayor has indicated he is unable to attend the assembly, and Cr McMullen has confirmed his availability to attend.

Natural Resource Management Forum

LGAQ is hosting a Natural Resource Management Forum at six (6) different locations across Queensland, regarding the management of land, water, and biodiversity for the community.

A number of topics will be considered at the forum; including an update on stock routes, invasive plants and pest animal strategies, river rehabilitation management, traditional burning partnerships and live polling of priorities for 2021.

The agenda has been circulated to all Councillors for consideration, and Cr Guthrie has confirmed her interest to attend the forum in Charleville on 25 May 2021.

A maximum of 5 people per Council are eligible to register to ensure the maximum number of councils can participate.

**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*

Chapter 2

**12 Responsibilities of councillors**

(1) A councillor must represent the current and future interests of the residents of the local government area.

(2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3) All councillors have the following responsibilities—

(a) ensuring the local government—

(i) discharges its responsibilities under this Act; and

(ii) achieves its corporate plan; and

(iii) complies with all laws that apply to local governments;

(b) providing high quality leadership to the local government and the community;

(c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

(d) being accountable to the community for the local government's performance.

**Section 107 Insurance**

(1) A local government must maintain the following insurance—

(a) public liability insurance;

(b) professional indemnity insurance.

(2) The insurance must be for at least the amount required under a regulation.

(3) A local government may enter into a contract of insurance with WorkCover Queensland, or another insurer, to cover its councillors.

(4) For that purpose, a councillor's role includes attending—

(a) meetings of the local government or its committees that the councillor is entitled or asked to attend; and

(b) meetings for a resident of the local government area; and

(c) conferences, deputations, inspections and meetings at which the councillor's attendance is permitted by the local government; and

(d) official functions organised for the local 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)

## Expenses Reimbursement Policy (Councillors)

### 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?***

### Western Queensland Alliance of Councils (WQAC)

|                       |                   |
|-----------------------|-------------------|
| Registration:         | \$ 260 per person |
| Travel (mileage),     | \$ 975 (estimate) |
| Meal & accommodation: | \$ 800 (estimate) |
| Total                 | \$1,800(estimate) |

### Natural Resource Management Forum

Estimates are as follows per person:

|                              |                  |
|------------------------------|------------------|
| Registration for Observers:  | \$Nil            |
| Travel (flights or mileage): | \$235 (estimate) |
| Accommodation & meals:       | \$270 (estimate) |
| Total                        | \$505            |

### 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)

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 |
|-----------------|--|
| None identified |  |

**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 attendances.

**Recommendation:**

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

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

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

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

That Council:

1. Endorse the attendance of Cr McMullen at the Western Queensland Alliance of Councils on 17 – 19 May 2021 in Richmond.
2. Endorse the attendance Cr Guthrie at the LGAQ Natural Resource Management Forum on 25 May 2021 in Charleville.
3. Draw applicable registration, travel costs and accommodation costs from attending Councillors Conference budget allocation.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Communication, Information & Administration Services  
Director - Corporate & Community Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 16 April 2021

**Item Number:** 11.3

**File Number:** D21/30739

**SUBJECT HEADING:** Monthly Financial Report as at 31 March 2021

**Classification:** Open Access

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

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### **Executive Summary:**

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

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

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

---

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

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

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

Maranoa Regional Council

### **Acronyms:**

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

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

| Acronym | Description |
|---------|-------------|
| Nil     | Nil         |

### **Context:**

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

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

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

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

**Maranoa Regional Council**

**Ordinary Meeting - 28 April 2021**

**1. Operating Budget:**

| <b>Maranoa Regional Council<br/>Statement of Income and Expenditure<br/>31 March 2021</b> |   |                                 |                        |  |
|---|---|---------------------------------|------------------------|--|
| <b>Council Consolidated<br/>Operating</b>   | <b>Jun-21<br/>Revised<br/>Budget<br/>\$</b> | <b>Mar-21<br/>Actual<br/>\$</b> | <b>% of<br/>budget</b> | <b>Comments</b>  |
| <b>Operating revenue</b>  |   |                                 |                        |  |
| Net rates, levies and charges   | 41,825,264                                  | 42,335,955                      | 101%                   | All rates notices have been issued for the 2020-21 year  |
| Fees and charges  | 2,955,511                                   | 2,547,641                       | 86%                    | On target  |
| Rental income   | 815,315                                     | 519,715                         | 64%                    | Slightly down on expected revenue  |
| Interest received   | 917,000                                     | 654,607                         | 71%                    | On target  |
| Recoverable works and sales revenue   | 16,446,849                                  | 13,695,310                      | 83%                    | On target  |
| Other income  | 3,799,606                                   | 2,919,244                       | 77%                    | On target  |
| Grants, subsidies, contributions  | 22,770,791                                  | 10,104,206                      | 44%                    | Early payment of half of the 2021-22 Financial Assistance Grant is expected in May 2021 (pending Australian Government approval) |
| <b>Total operating revenue</b>  | <b>89,530,336</b>                           | <b>72,776,678</b>               | <b>81%</b>             |  |
| <b>Operating expenses</b>   |   |                                 |                        |  |
| Employee benefits   | 29,588,425                                  | 21,028,150                      | 71%                    | On target  |
| Materials and services  | 39,397,983                                  | 28,395,532                      | 72%                    | On target  |
| Finance costs   | 741,953                                     | 536,474                         | 72%                    | On target  |
| Depreciation  | 19,764,000                                  | 14,136,508                      | 72%                    | On target  |
| <b>Total operating expenses</b>   | <b>89,492,361</b>                           | <b>64,096,664</b>               | <b>72%</b>             |  |
| <b>Operating result</b>   |   |                                 |                        |  |
| Operating revenue   | 89,530,336                                  | 72,776,678                      | <b>81%</b>             |  |
| Operating expenses  | 89,492,361                                  | 64,096,664                      | <b>72%</b>             |  |
| <b>Net Operating result total</b>   | <b>37,975</b>                               | <b>8,680,014</b>                |                        |  |

## Operating result:

Overall net operating result at 31 March 2021 is surplus of \$8.860 million surplus. This is due to all rates notices for 2020-21 now issued.

## Operating revenue:

Operating revenue of \$72.8 million is currently 81% of annual current budget with all rates notices now issued for 2020-21 year. Other variances include:

- Early payment of half of the 2021-22 Financial Assistance Grant is expected in May 2021 (pending Australian Government approval)
- External contribution for the Surat Digital Connectivity project not yet received

## Operating expenses:

Operating expenses of \$64.1 million is currently 72% of annual current budget which is currently on track.

## 2. Capital Budget:

| Maranoa Regional Council<br>Capital<br>31 March 2021 |                                   |                        |                |   |
|--|-----------------------------------|------------------------|----------------|---|
| Council Consolidated                                 | Jun-21<br>Revised<br>Budget<br>\$ | Mar-21<br>Actual<br>\$ | % of<br>budget | Comments  |
| <b>Capital revenue</b>                               |                                   |                        |                |   |
| Contributions – capital                              | 8,780,180                         | 5,901,830              | 67%            | Final reconciliation of CSG projects to be completed    |
| Developer contributions/infrastructure charges       | 61,000                            | 9,611                  | 16%            | Minimal developer contributions to date                 |
| Other capital revenue                                | 320,000                           | 14,239                 | 4%             | Insurance recovery Alice Street house not yet finalised |
| Government grants and subsidies                      | 21,488,944                        | 6,154,091              | 29%            | Refer notes   |
| <b>Total capital revenue</b>                         | <b>30,650,124</b>                 | <b>12,079,771</b>      | <b>39%</b>     |   |
| <b>Capital expenditure</b>                           |                                   |                        |                |   |
| Projects – capital                                   | 70,595,442                        | 26,186,233             | 37%            | Refer notes   |
| Loan repayments                                      | 1,511,633                         | 1,127,164              | 75%            | On track  |
| <b>Total capital expenditure</b>                     | <b>72,107,075</b>                 | <b>27,313,397</b>      | <b>38%</b>     |   |

### **Capital revenue:**

Year to date capital revenue of \$12.08m is 39% of the current revised budget.

Major variances include:

- Local Roads and Community Infrastructure (Phase 1) funded projects majority of works are to be completed in last quarter of the 2020-21 year.
- Other major externally funded multi-year projects that have not yet commenced construction:
  - The Bigger Big Rig
  - Roma Flood Mitigation Stage 2B (Railway Dam works)
  - Muggins Lane Yuleba bridge replacement
  - Primaries Road loop extension
  - Heavy vehicle route upgrade – Amby
  - Additional Local Roads and Community Infrastructure (Phase 2) funding approved

### **Capital expenditure:**

Council's investment in community infrastructure capital works year to date is \$26.2 million which is 37% of the current approved budget. Major variances include:

Major multi-year projects that have not yet commenced construction:

- The Bigger Big Rig
- Roma Flood Mitigation Stage 2B (Railway Dam works)
- Muggins Lane Yuleba bridge replacement
- Primaries Road loop extension
- Heavy vehicle route upgrade – Amby
- Repair to lagoon bunding Roma Sewerage Treatment Plant
- Additional Local Roads and Community Infrastructure funding (Phase 2) approved projects

### **Loans:**

For the nine months ended 31 March 2021 interest paid on QTC loans was \$439,845.

For the third quarter ended 31 March 2021 QTC loans were reduced by \$380,943 with interest paid of \$142,120 and admin fees of \$5,178 as per table below:

**Maranoa Regional Council**

**Ordinary Meeting - 28 April 2021**

| <b>QTC Loans consolidated</b>        | <b>Sep QTR</b>     | <b>Dec QTR</b>     | <b>Mar QTR</b>     | <b>Jun QTR</b>     | <b>YTD Cumulative FY 2020-2021</b> |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------------|
| Opening Balance                      | -18,919,526        | -18,548,200        | -18,173,305        | -17,792,362        | -18,919,526                        |
| Loan Repayments                      | 526,505            | 528,241            | 528,241            |                    | 1,582,987                          |
| Accrued Interest                     | -149,755           | -147,971           | -142,120           |                    | -439,845                           |
| Accrued Admin fee                    | -5,425             | -5,375             | -5,178             |                    | -15,978                            |
| Redemption                           | 371,326            | 374,895            | 380,943            |                    | 1,127,164                          |
| <b>Closing Balance QTC statement</b> | <b>-18,548,200</b> | <b>-18,173,305</b> | <b>-17,792,362</b> | <b>-17,792,362</b> | <b>-17,792,362</b>                 |

**Outstanding rates and charges:**

| <b>March</b>  | <b>2020</b>  | <b>2021</b>  |
|---|--------------|--------------|
| Total value of rates outstanding                                    | \$14,992,291 | \$23,126,152 |
| Total number of assessments outstanding                             | 7,859        | 7,899        |
| Outstanding rates for which there is a payment arrangement in place | \$197,985    | \$252,077    |
| Total number of assessments with a payment arrangement in place     | 373          | 350          |
| Percentage of rates arrears in payment arrangements                 |              | 9.48%        |

| <b>February</b>   | <b>2020</b>  | <b>2021</b> |
|---|--------------|-------------|
| Total value of rates outstanding                                    | \$20,824,658 | \$2,381,689 |
| Total number of assessments outstanding                             | 6,608        | 535         |
| Outstanding rates for which there is a payment arrangement in place | \$2,018,464  | \$1,462,420 |
| Total number of assessments with a payment arrangement in place     | 250          | 201         |
| Percentage of rates arrears in payment arrangements                 | 9.69%        | 61.4%       |

\*Rates levy issued in February 2020 due March 2020.

| <b>January</b>  | <b>2020</b> | <b>2021</b> |
|---|-------------|-------------|
| Total value of rates outstanding                                    | \$2,173,756 | \$3,169,800 |
| Total number of assessments outstanding                             | 595         | 680         |
| Outstanding rates for which there is a payment arrangement in place | \$1,041,948 | \$1,996,271 |
| Total number of assessments with a payment arrangement in place     | 289         | 207         |
| Percentage of rates arrears in payment arrangements                 | 47.93%      | 62.98%      |

**Prepaid rates:**

|                        | Prepaid Rates & Charges | Number of Assessments |
|------------------------|-------------------------|-----------------------|
| As at 31 March 2021    | \$252,077.53            | 350                   |
| As at 28 February 2021 | \$810,532.55            | 859                   |
| As at 31 January 2021  | \$680,418.39            | 810                   |
| As at 29 February 2020 | \$135,165.57            | 181                   |
| As at 31 January 2020  | \$670,533.74            | 814                   |

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

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

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

**Local Government Regulation 2012**

**204 Financial report**

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

**Council Policies or Asset Management Plans:**

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

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

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

N/A

**Input into the Report & Recommendation:**

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

Lead Rates and Utility Billing Officer / System Administrator

**Funding Bodies:**

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

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



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

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

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

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

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

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

This report is for information purposes.

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

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

(Interested Parties Analysis - IS9001:2015)

Interested Parties – Maranoa Residents, Department of Local Government, Racing and Multicultural Affairs, Queensland Audit Office.

### **Risks:**

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

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

### **Advice to Council:**

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

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

The presentation of monthly financial statements is a legislative requirement.

### **Recommendation:**

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

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

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

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

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

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

**Supporting Documentation:**

Nil.

**Report authorised by:**

Director - Corporate & Community Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 29 April 2020

**Item Number:** 12.1

**File Number:** D20/37151

**SUBJECT HEADING:** Water Restrictions Review

**Classification:** Open Access

Graham Sweetlove

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### **Executive Summary:**

Council resolved at a previous meeting that a report, reviewing water restriction levels for the entire region, be presented. This report is in response to this resolution.

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

That Council:

- Note the contents of this report
- Endorse a media campaign to remind customers of the water restrictions
- Approve WSG staff dropping off an official caution notice for offenders
- Approve in principle Manager Water, Sewerage & Gas issuing infringement notices
- Require Manager Water, Sewerage & Gas to present a further report with a recommendation on the value of the infringement fee

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

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

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

All customers connected to council water supplies are affected by water restrictions.

### **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                 |
|---------|-----------------------------|
| WSG     | Water, Sewerage & Gas staff |

### **Context:**

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

At its meeting of 11 December 2019, the water restrictions in Surat were discussed. A resolution was tabled for a review of water restriction levels for the entire region (GM/12.2019/86). This report provides that review.

## Background:

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

(Succinct overview of the relevant facts, without interpretation)

The following are the current water restrictions in place, approved by Council and displayed on the external webpage.

## Water Restrictions

The following water schedule now applies to all potable (drinking) water users in towns across the Maranoa (with the exception of Surat).

### Summer Watering Schedule (1 September – 31 March ex. Surat)

|        |        |         |           |          |        |          |
|--------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|

**Odd numbered properties** may water before 9am, and after 4pm on Tuesdays, Thursdays and Saturdays.

**Even numbered properties** may water before 9am, and after 4pm on Wednesdays, Fridays and Sundays.

**On Mondays, hand held hoses are permitted** but no unattended hoses or sprinklers may be used by any domestic households or businesses unless prior written approval has been granted.

### Winter Watering Schedule (1 April – 31 August ex. Surat)

|        |        |         |           |          |        |          |
|--------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|

**Odd numbered properties** may water at any time of day on Tuesdays, Thursdays and Saturdays.

**Even numbered properties** may water at any time of day on Wednesdays, Fridays and Sundays.

**On Mondays, hand held hoses are permitted** but no unattended hoses or sprinklers may be used by any domestic households or businesses unless prior written approval has been granted.

## SURAT WATERING SCHEDULE SUMMER & WINTER WATERING TIMES

Council resolved to amend Surat's watering schedule for the summer and winter months.

The amended watering times for summer and winter are as follows:

### Summer (1 September – 31 March)

- Monday, Wednesday, Friday and Sunday East may water (5am – 9am & 4pm – 8pm)
- Monday, Tuesday, Thursday and Saturday West may water (5am – 9am & 4pm – 8pm).

### Winter (1 April – 31 August)

- Monday, Wednesday, Friday and Sunday East may water (6am – 10am & 2pm – 6pm)
- Monday, Tuesday, Thursday and Saturday West may water (6am – 10am & 2pm – 6pm).

For more information, please contact Council's Water Team on 1300 007 662.

The restrictions for the region, excluding Surat, have been in place for some time and are working well, with no complaints regarding the days and times. There have been a number of changes to the Surat restrictions, but the current ones have been in place for some time. These will need to be altered if there is a chance of exceeding the allocated volume of water. This is explained in the next paragraph.

### ***Demand versus allocation***

The amount of water that Council is allowed to use is dictated by the water licenses. These are administered by the Department of Natural Resources Mining & Energy. The following table shows the demand versus the approved allocations:

| TOWN        | ALLOCATION<br>(ML) | DEMAND (ML) |         |         |         |         |
|-------------|--------------------|-------------|---------|---------|---------|---------|
|             |                    | 2015/16     | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
| Roma        | 3395*              | 2221        | 1715    | 2085    | 2167    | 2153    |
| Mitchell    | 775                | 358         | 371     | 395     | 447     | 391     |
| Injune      | 250                | 124         | 173     | 156     | 149     | 151     |
| Surat       | 350                | 378         | 307     | 408**   | 389     | 355     |
| Muckadilla  | 50                 | 23          | 22      | 12      | 12      | 8       |
| Amby        | 60                 | 21          | 24      | 28      | 23      | 22      |
| Mungallala  | 95                 | 31          | 27      | 29      | 28      | 27      |
| Wallumbilla | 180                | 65          | 85      | 98      | 108     | 123     |
| Yuleba      | 180                | 37          | 34      | 36      | 48      | 42      |
| Jackson     | ***                | 3           | 2       | 4       | 4       | 5       |

\* 80ML will be reallocated to Surat if this bore licence application is not approved.

\*\* Approval was obtained from DNRME to exceed the allocation.

\*\*\* Jackson is a stock bore and does not have an official allocation for water supply, this is being pursued currently.

As can be seen, except for Surat, there is not really an issue with exceeding the water allocation. Some of the supplies are trending upwards. As water pressures

are improved, this provides better access to the water and the usage does increase. There is the likelihood that Roma can grow sufficiently to require the full allocation.

### ***The issue***

With the high summer temperatures, Council sometimes experiences pressure problems in many of the towns. This is particularly true of Roma where high demands have resulted in low pressure issues as well as taste and smell complaints.

It is very inefficient to try and construct the water supply network to meet the peak demand, which only occurs for a small portion of the year. Industry practice is to deal with the average daily demands and try to reduce or limit the peak demands. One way of doing this is to increase storage, to allow more water to be stored during off peak times. In Roma for example the 10 year water strategy proposes to increase storage with two additional reservoirs, but the cost of these are in the order of \$4,000,000 per site, which would require significant funding.

### ***Industry practice***

The preferred method and the one used by most Councils, is demand management (controlling how much water is used and when). This not only reduces the peak but also reduces overall water usage. By having residents only water every other day and split the watering between odd and even street numbers the peak is reduced significantly.

This allows Council to defer expensive upgrades, such as new bores, booster sites, reticulation upgrades and reservoirs and is also beneficial for the environment as there is less demand placed on the aquifer. Demand management is an essential tool for good asset management. In the strategic plan for Roma water supply (D20/37191), there is over \$12,000,000 planned expenditure over the next 10 years to improve security and keep up with demand. This assumes no demand management. Through effective demand management Council can delay a significant proportion of those works for many years, reducing the cost to ratepayers.

### ***The root cause and consequences***

These peak demand problems are exacerbated by numerous customers not adhering to the water restrictions and in some cases purposefully ignoring them. The misuse of sprinklers by some, not following restrictions, is resulting in higher peak demands and is causing problems for other users such as pressure, smell and taste issues.

There have been numerous complaints over the years of little to no pressure at some locations. Some double story houses could not use the shower upstairs. Evaporative air conditioners require a certain pressure to operate. In the peak of summer there have been instances of the pressure being too low to operate these systems and residents have had no air conditioning.

The peak demand puts a lot of pressure on the bores. They should ideally only operate a maximum of 20 hours a day and they have often to operate 24 hours a day to keep up with demand. This can cause bores to fail exacerbating the problem. The high usage of certain bores results in water of a lower quality being produced and there are often taste and smell complaints.

Another issue is that using the bores continuously places strain on the aquifer, as it does not have time to recover. The water level in the aquifer is drawn down, which means that the pumping head increases, therefore increasing pumping costs. The pumps also have to work harder and produce less flow. It is found that the supply from individual bores can be almost half their capacity, exacerbating the problem further.

### ***The solution***

There have been frequent media releases and WSG staff carrying out works at properties have dropped off notices reminding people of the restrictions, when they notice breaches. Where water staff have noticed offenders while going about their business, they have also dropped off notices, only to see many of these offenders ignoring the notice and using sprinklers indiscriminately. It is well known in the community that Council does not enforce restrictions.

It is recommended that WSG make use of all Council's media outlets, to provide information to the public and remind them of the water restrictions and the need to adhere to them. WSG should also put out a public notice summarising the water restrictions as well as the Infringement Fines associated with failing to comply with these restrictions.

Should there still be flagrant disregard for the water restrictions, then WSG should start initiating more formal enforcement. An initial notice would be dropped off, as has been done in the past, reminding customers of the water restrictions. If WSG see a repeat offender they would drop off an Official Caution Notice, warning them that an infringement notice will be sent if they do not adhere to the restrictions. WSG will keep a record of these notices dropped off. Should one of these customers offend again then WSG would send an infringement notice with a fine as gazetted under the Water Act 2000.

To provide a consistent message and ensure effective management of peak demands, there can be no exceptions to the rules. These restrictions must apply to residential properties, Council properties as well public facilities such as schools.

### ***Other contributors***

Another significant source of uncontrolled water usage is where there are properties that are unmetered or the water usage is not charged. This allows those users to use unlimited water with no consideration for the costs, or the effect on the water supply system. A program has therefore been in place to meter all connections and start charging for this usage. Examples of unmetered connections included some Council facilities such as parks or sports fields, which are now being metered.

Metering these connections and charging for usage will ensure that the customers will use the water more carefully and will also allow WSG to get a far better handle on the quantity of unaccounted for water, so that they can manage this better. Currently WSG are unable to tell if there is a major leak, from the usage figures, as one cannot compare volume of water produced versus volume of water sold.

Ideally there should be a requirement for large users/irrigators to provide their own storage. This would allow them to draw water during off peak times and reduce the demand on the system.

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

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

The Water Supply (Safety and Reliability) Act 2008 allows Council to impose water restrictions and enforce these.

**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 Water Network Asset Management Plan (D20/36223) provides details on demand management and capital upgrades required over the next 10 years.  
The Policy: Watering Restrictions (D15/80729) defines the watering restrictions.

**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)

Team Coordinator - Operations & Maintenance Water / Sewerage  
Team Leader Water & Sewerage (Roma, Injune & Muckadilla)  
Plumber Gas Services formerly Team Leader Water & Sewerage (Roma, Injune & Muckadilla)

They all expressed frustration at customers flaunting the water restrictions knowing that there are no consequences.

**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)

Future capital works can potentially be delayed by enforcing water restrictions.

### 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)

All customers connected to council water supplies are affected by water restrictions.

### 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  |
|-------------------------------------|---|
| Water restrictions are not enforced | The peak water demand will continue to rise requiring capital expenditure to address this.<br>Certain customers can experience a decline in their level of service. |

### 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)

WSG staff should be authorised to carry out a media campaign regarding water restrictions and then have the authority to enforce restrictions.

### Recommendation:

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

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

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

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

That Council:

- Note the contents of this report
- Endorse a media campaign to remind customers of the water restrictions
- Approve WSG staff dropping off an official caution notice for offenders
- Approve in principle Manager Water, Sewerage & Gas issuing infringement notices
- Require Manager Water, Sewerage & Gas to present a further report with a recommendation on the value of the infringement fee

### Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

**Supporting Documentation:**

- |   |   |           |
|---|---|-----------|
| 1 | <a href="#">Watering Restrictions Policy</a>                              | D15/80729 |
| 2 | <a href="#">Roma Water Strategy as at January 2017 Updated April 2020</a> | D20/37191 |

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## 1. Purpose

The purpose of this policy is to provide a framework for watering restrictions.

## 2. Scope

This policy applies to all potable (drinking) and raw water users in towns serviced by Maranoa Regional Council.

## 3. Definitions

|           |                 |
|-----------|-----------------|
| Raw Water | Untreated water |
| Potable   | Drinking water  |

## 4. Details

The following water schedule applies to all potable (drinking) water users in towns across the Maranoa (with the exception of Surat) for summer months.

**Odd numbered properties** may water on **Tuesdays, Thursdays and Saturdays**. *No watering between the hours of 9am to 4pm.*

**Even numbered properties** may water on **Wednesdays, Fridays and Sundays**. *No watering between the hours of 9am to 4pm.*

**On Mondays, hand held hoses are permitted** but no unattended hoses or sprinklers may be used by any domestic households or businesses unless prior written approval has been granted.

Surat's watering restrictions differ slightly due to the raw water distribution system. Surat's watering schedule for both Potable and raw water is:

Monday, Wednesday, Friday and Sunday **East may water**. *No watering between the hours of 9am to 4pm.*

Monday, Tuesday, Thursday and Saturday **West may water**. *No watering between the hours of 9am to 4pm.*

From 1 April to 31 August, the above watering schedule will be relaxed to allow for watering at any time of the day, on a premises allocated watering day. Normal watering restrictions will resume from 1 September to 31 March.

## 5. Special Provisions

2 week exemptions will continue to be available on request for the establishment of new lawns.

## 6. Related Policies and Legislation

Water Supply Safety & Reliability Act 2008

## 7. Associated Documents

WaterQ: a 30-year strategy for Queensland's water sector

## ROMA WATER STRATEGY AS AT APRIL 2020

| YEAR    | PROJECT   | COST                 | ANNUAL TOTAL | COMMENT      | STATUS               |
|---------|---|----------------------|--------------|--------------|----------------------|
| 2017/18 | New northern bore, reservoir, and booster system      | \$ 950,000           |              |              | Complete             |
|         | Delivery main northern bore to Northern Road (1470m)  | \$ 650,000           |              | Assume 225mm | Complete             |
|         | Delivery main northern bore to Taylor Street (300m)   | \$ 130,000           |              | Assume 150mm | Complete             |
|         | Upgrade main Northern Road to Alexander Ave (310m)    | \$ 150,000           |              | 200mm        | Complete             |
|         | Alexander Ave connection 150mm                        | \$ 85,000            | \$ 1,965,000 |              | Complete             |
| 2018/19 | Bore 12 reservoir & booster                           | \$ 400,000           |              |              | Complete             |
|         | Golf Links Fire flow augmentation                     | \$ 200,000           |              | 150mmx520m   | Complete             |
|         | Tiffin St (South) fire flow augmentation              | \$ 350,000           |              | 150mmx890m   | Underway             |
|         | Meter all services                                    | \$ 220,000           |              |              | Ongoing              |
|         | Upgrade main Northern Road Alexander Ave to Miscamble | \$ 400,000           | \$ 1,570,000 | 200mmx1000m  | Complete             |
| 2019/20 | Bore 17 to Curry St reservoirs (1260m)                | \$ 600,000           |              | Assume 225mm | W4Q funding 19/20    |
|         | Extend HLZ south to Geoghehan Rd                      | \$ 150,000           |              |              |                      |
|         | Miscamble Street (West ) augmentation                 | \$ 845,000           | \$ 1,595,000 | 300mmx1400m  | \$300K 19/20 funding |
| 2020/21 | Bore 2 reservoir & booster                            | \$ 450,000           |              |              |                      |
|         | Arthur St (South) augmentation                        | \$ 450,000           | \$ 900,000   | 225mmx710m   |                      |
| 2021/22 | Currey St (North) augmentation                        | \$ 250,000           |              | 150mmx620m   |                      |
|         | Timbury St, Cottell St to Duke St augmentaton         | \$ 250,000           | \$ 500,000   | 200mmx420m   |                      |
| 2022/23 | Bore 9 reservoir booster                              | \$ 360,000           |              |              |                      |
|         | Bore 6  | \$ 530,000           |              |              | Bore 20 19/20        |
|         | Purchase land for Campbells Park Reservoir            | \$ 150,000           | \$ 1,040,000 |              |                      |
| TBD     | McGrath 5ML reservoir and booster                     | \$ 3,500,000         |              |              |                      |
| TBD     | Campbells Park Reservoir                              | \$ 4,100,000         |              |              |                      |
| TBD     | New bore  | \$ 2,000,000         |              |              |                      |
|         |   | <b>\$ 17,170,000</b> |              |              |                      |
| ADD     | Delivery main bore 19 to Miscamble St reservoir       | \$ 300,000           |              |              |                      |

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 29 March 2021

**Item Number:** 12.2

**File Number:** D21/25482

**SUBJECT HEADING:** Asset Management Plan Sewerage Network,  
Revision 2 - March 2021

**Classification:** Open Access

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

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### **Executive Summary:**

Council is responsible for the management of 132 kilometres of sewer network and associated infrastructure with a replacement value of \$72,134,681. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision updates renewal data and the capital upgrades required.

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

That Council:

1. Receive the Sewerage Network Asset Management Plan (AMP) Rev 2 as presented.
2. Endorse the Sewerage Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Sewerage Network AMP in parallel with budget preparation.

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

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

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

The AMP addresses issues that affect all of the communities that have sewerage networks.

### **Acronyms:**

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

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

| Acronym | Description           |
|---------|-----------------------|
| AMP     | Asset Management Plan |

### **Context:**

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

The AMP provides direction for the sewerage network for the next 10 years including the costs associated with this. The contents and costs need to be endorsed by Council to allow them to be considered in future budget preparations.

Copies of the draft plan will be provided under separate cover.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Council endorsed the previous version of this AMP on 12 February 2020.  
GM/02.2020/10.

In this review, the following items were addressed:

- Update of projects to include in the upgrades as required.
- Update of renewals in preparation of budget recommendations for next financial 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)

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)

Council has an Asset Management Policy and this AMP falls under that 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)

Team Coordinator - Operations & Maintenance Water / Sewerage – input was sought on capital works and renewals

Team Leaders WSG – input was sought from all of the Team Leaders WSG on planned works and renewals.

Team Coordinator - Projects & Compliance WSG – reviewed the document.

**Funding Bodies:**

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

The AMP identifies that the ten year program cannot be achieved without external funding unless the sewerage charges are increased.

**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)

The AMP feeds directly into the budget preparation process and will be referred to for maintenance and operational costs as well as identifying upgrades and renewals in this and future budget preparation exercises.

### **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)

All of the communities with sewerage networks will benefit from the proactive maintenance as well as planned renewal works.

### **Risks:**

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

| Risk                               | Description of likelihood & consequences  |
|------------------------------------|---|
| Council not endorsing AMP revision | The budget preparation will be carried out with costings that are out of date and could lead to insufficient budgets being approved to carry out necessary works. |

### **Advice to Council:**

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

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

This AMP is an accurate reflection of the requirements at this time with the information to hand. Funding will be an issue and this is acknowledged in the AMP, but the required budgets need to be highlighted in order to work towards the optimum solution. Council should therefore endorse this AMP to allow planning to proceed towards implementing it.

### **Recommendation:**

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

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

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

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

That Council:

1. Receive the Sewerage Network Asset Management Plan (AMP) Rev 2 as presented.
2. Endorse the Sewerage Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Sewerage Network AMP in parallel with budget preparation.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.2 Sewerage

1.2.5 Monitor the condition of the wastewater network, plan for and undertake maintenance, renewal and upgrade works through the 10 year asset management plan and annual budget process.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services



## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 29 March 2021

**Item Number:** 12.3

**File Number:** D21/25551

**SUBJECT HEADING:** Asset Management Plan Gas Network, Revision 2  
- March 2021

**Classification:** Open Access

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

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### **Executive Summary:**

Council is responsible for the management of 39 kilometres of gas main and associated infrastructure, with a replacement value of \$8,305,921. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision provides more accurate renewal data and updates the capital upgrades required.

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

That Council:

1. Receive the Gas Network Asset Management Plan (AMP) Revision 3 as presented.
2. Endorse the Gas Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Gas Network AMP in parallel with budget preparation.

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

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

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

The AMP addresses issues that affect all of the customers in Roma that have a gas connection.

### **Acronyms:**

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

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

| Acronym | Description           |
|---------|-----------------------|
| AMP     | Asset Management Plan |

**Context:**

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

The AMP provides direction for the gas network for the next 10 years, including the costs associated with this. The contents and costs need to be endorsed by Council to allow them to be considered in future budget preparations.

Copies of the draft plan will be provided under separate cover.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Council endorsed the previous version of this AMP on 12 February 2020.  
GM/02.2020/11.

In this review, the following items were addressed:

- Update of renewals in preparation of budget recommendations for next financial year.
- Additional upgrades identified to provide a more robust network with redundancies.

Note the renewal in this AMP are based on the condition assessment and remaining useful life provided by APV, as part of the valuation exercise. This determines the renewal requirements over the next 10 years. The upgrades listed cannot be implemented with renewals identified, unless there is an increase in the revenue for gas over and above the normal incremental increase. The condition of the gas mains and gas valves earmarked for renewal will be reviewed, to limit the renewals to those requiring replacement based on evidence of potential failure.

**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)

Council has an Asset Management Policy and this AMP falls under that 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)

Team Coordinator – Projects & Compliance, reviewed the draft AMP document.  
Plumber Gas Services - provided input into the capital upgrades.

**Funding Bodies:**

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

The AMP identifies that the ten year program cannot be achieved without external funding unless the gas charges are increased significantly.

### **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)

The AMP feeds directly into the budget preparation process and will be referred to for maintenance and operational costs as well as identifying upgrades and renewals in this and future budget preparation exercises.

### **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 existing customers will benefit from the proposed upgrades to provide a more robust network. This reduces the risk of supply failure. The upgrades to cater for growth in the network will benefit future consumers wishing to connect.

### **Risks:**

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

| Risk                               | Description of likelihood & consequences  |
|------------------------------------|---|
| Council not endorsing AMP revision | The budget preparation will be carried out with costings that are out of date and could lead to insufficient budgets being approved to carry out necessary works. |
| Upgrades are not implemented       | There are gas mains serving a number of consumers with no redundancy. If one of these fail the consumers will have no gas until the main is repaired.             |

### **Advice to Council:**

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

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

This AMP is an accurate reflection of the requirements at this time with the information to hand. Funding will be an issue and this is acknowledged in the AMP, but the required budgets need to be highlighted in order to work towards the optimum

solution. Council should therefore endorse this AMP to allow planning to proceed towards implementing it.

**Recommendation:**

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

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

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

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

That Council:

1. Receive the Gas Network Asset Management Plan (AMP) Revision 3 as presented.
2. Endorse the Gas Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Gas Network AMP in parallel with budget preparation.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.7 Gas

4.6.3 Provide annual service delivery, infrastructure renewal and upgrade.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 23 March 2021

**Item Number:** 13.1

**File Number:** D21/23922

**SUBJECT HEADING:** Injune Disaster Management Generator placement & Request for Amendment to 2020-2021 Capital Budget

**Classification:** Open Access

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

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### **Executive Summary:**

This report seeks Council's consideration on the placement of the Disaster Management Generator at the Injune Customer Service Office. Consideration is also sought for the amendment of the 2020-2021 Capital Works Budget WO22284 – Disaster Management Generators – Yuleba and Injune.

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

That Council approve the placement of the Disaster Management Generator at the back of the Injune Customer Service Centre and that the Capital Works Budget WO22284 be entirely allocated to purchase, deliver and install the generator at the Injune Customer Service Centre.

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

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

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

Injune Local Emergency Coordination Committee  
Injune Community Members  
Yuleba Local Emergency Coordination Committee

### **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                            |
|---------|--|
| LECC    | Local Emergency Coordination Committee |

### **Context:**

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

Due to the increased costs to install the Injune generator approval is sought from Council to reallocate the funds for the Yuleba generator to transferred for the purchase, delivery and installation of the Injune generator.

Council has allocated funds in the 2020-2021 Capital Works Budget to purchase and the delivery of two (2) 60KVA or similar generators for Disaster Management purposes at the Injune and Yuleba Customer Service Centres. Since the capital works budget was approved it has been identified that the cost involved in the installation of the Injune generator will be higher than initially estimated.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Quotations have been obtained for the purchase and delivery of generators. After discussion with the Injune LECC Coordinator and Council's Lead Building Services Officer, it has been suggested that to ensure that installation of the generator does not interfere with public access and viewing the most suitable location for the generator is at the back of the service centre. Installation will include concrete slab, hardwiring to the electrical panel located between the Café & Service Centre as well as aluminum privacy screening.

The requested budget change will have no overall impact on Council's Capital Works budget.

**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)

Fiona Vincent, LECC Coordinator

Scott McElroy, Lead Building Services Officer

Leesa Chandler, Project Officer (Facilities, Planning & Delivery)

**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?*

\$55,000.00 is included in the budget for the purchase and delivery of the generators to Injune and Yuleba. It is proposed to reallocate the funds allocated for the Yuleba generator to the installation of the Injune generator.

This will have no overall change to this year's budget.

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

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

N/A

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

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

N/A

### **Risks:**

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

| Risk | Description of likelihood & consequences |
|------|--|
| Nil  | Nil                                      |

### **Advice to Council:**

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

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

It is recommended that Council amend the current 2020-2021 capital works budget to complete the installation of the Injune Disaster Management generator.

### **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 placement of the Disaster Management Generator at the back of the Injune Customer Service Centre and that the Capital Works Budget

WO22284 be entirely allocated to purchase, deliver and install the generator at the Injune Customer Service Centre.

**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 | <a href="#">↓</a> | Proposed site map Disaster Management Generator - Injune Customer Service Centre                           | D21/23928 |
| 2 | <a href="#">↓</a> | Quote Energy Power Systems - Generator Yuleba & Injune Capital Projects 2020-2021                          | D20/76303 |
| 3 | <a href="#">↓</a> | Quote - Genelite - GP297942 - Generator Yuleba & Injune Capital Project 2020-2021                          | D20/76297 |
| 4 | <a href="#">↓</a> | Quotation - PR Power - PR25265 (PR66C-SAE+outlets) - Generator - Yuleba & Injune Capital Project 2020-2021 | D20/76295 |

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Injune Customer Service Centre

Disaster Management Generator proposed location –





Energy Power Systems Australia Pty. Ltd.  
ABN 80 055 274 514

29 April 2020

Maranoa Regional Council  
PO Box 620  
Roma Qld 4455

Sent by email to tammy.grant@maranoa.qld.gov.au

### EPSA Quote

Quote Reference Number: ORN-069624-1

Thank you for your enquiry. We are pleased to provide our quote for your consideration in the purchase of two Cat® DE65 Enclosed Generator Packages.

### About Energy Power Systems Australia

Energy Power Systems Australia (EPSA) is Australia's specialised Cat® power systems dealer. We supply the full range of power systems solutions for marine, industrial, electric power, oil and gas applications. We deliver stand-alone engines, generators, Uninterruptible Power Systems (UPS), hybrid options, temperature control and compressed air solutions. We can offer you a variety of purchase choices; including rent, new and used products, with finance options. We support our core products with customised solutions: installation and commissioning, testing, in-house design and engineering, and the manufacture of control systems. Our turnkey solutions are delivered by our Project Services Division who have proven experience in delivering Build Own Operate and Project Management and Construction services.

Through our wider Cat dealer network and our specialised parts & service teams we provide Cat & Cat-Mannheim parts & service support for your operational plant and equipment.

We provide you with unmatched engineering support, technical advice and after-sales support from our experienced Cat experts in EPSA and from our wider Cat dealer network: William Adams, CavPower, Hastings Deering and WesTrac, strategically located throughout Australia.

### About Cat Products

For more than 80 years Caterpillar® has been providing power solutions in a multitude of applications worldwide. We set industry standards for reliability and performance. We have case studies based on this extensive experience and proven track record, if you would like more information about Cat power products in similar applications – we are always pleased to provide more information.

Our Cat products are backed by Cat standard manufacturer warranty, for your reference, a copy is provided with this quote. After delivery of your Cat engine, you will need to register for warranty – you can do this easily online following your delivery. In addition, you can choose to purchase Extended Service Coverage (ESC). ESC protects your investment. If you need more information on ESC, please let us know or alternatively, you can visit Caterpillar Australia's website at [http://www.cat.com/en\\_AU/support/protect-your-investment/equipment-protectionplans.html](http://www.cat.com/en_AU/support/protect-your-investment/equipment-protectionplans.html).

### After Sales Support Service

We are part of the wider Cat dealer network, which covers more than 60 locations across Australia - you have access to dedicated Cat specialist Parts and Service Technicians who are committed to working with you to understand your needs and provide the best solution for your business. Expert Cat service management is critical to cost-effective ownership:

Energy Power Systems Australia Pty Ltd  
ABN 80 055 274 514

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PO Box 5015 Brandon Park VIC 3150

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F (03) 8562 4104

Free Call 1800 800 441

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the Cat dealer network ensures quick response with minimal downtime, and provides expertise to optimise the productive life of your Cat equipment. If you want to know more about our range of customer support services, we (together with our partner Cat dealers) can provide you with further information specific to your needs of operation. A Customer Service Agreement (CSA) will ensure your equipment is kept in optimum running condition at a predictive cost with minimal down time to your business. We can provide you with a written agreement to supply parts and service in line with factory recommendations at a fixed rate to cover your preventative maintenance requirements for 12 months or greater. We can customise CSA's to fit your business needs.

## EPSA Quote

Our quote is subject to equipment being available for delivery in the quoted delivery time(s) specified.

Our Quote is also on the basis of our Standard Sale Terms governing the sale. Our Standard Sale Terms are available for download on our website at [www.energypower.com.au](http://www.energypower.com.au). We will confirm the anticipated delivery times once you have placed a firm order with us. The prices quoted are in Australian Dollars and will remain valid for a period of 30 days unless agreed otherwise by us in writing.

## Next Steps

If you would like to proceed with the purchase of the Equipment as quoted, please confirm by signing the Customer Confirmation of Order section below or by providing us with your purchase order referencing this Quote Number. We will then send you a confirmation of Sales Order detailing delivery times. If you wish to discuss any elements of our quote, please contact us, we want to ensure this proposal is the best option for you and your organisation.

We look forward to hearing from you soon.

Yours faithfully,

**ENERGY POWER SYSTEMS AUSTRALIA**

Adam Denford - Sales Specialist

## SIGNED CUSTOMER CONFIRMATION OF ORDER

I,..... (insert name) am a duly authorised representative of .....

I hereby acknowledge and agree on behalf of ..... to the purchase of the above Equipment in accordance with this EPSA Quote ORN-069624.

**SIGNED BY**

.....

**DATED**

.....

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## PRICING BASIS INFORMATION – INCLUSIONS AND EXCLUSIONS

Quote Number

ORN-069624-1

## PRICE

|                                  |  |
|----------------------------------|--|
| Quoted total price in AUD        | <b>CAT DE65 Enclosed Generator Package</b><br><b>\$28,200 each</b><br><b>Total \$56,400 for two units</b><br><b>► See Pricing Basis Information attached for list of Exclusions and Inclusions supporting the price build-up</b>   |
| GST Amount                       | <b>\$5,640.00</b>  |
| Quoted total price including GST | <b>\$62,040.00</b>   |
| Quote Validity                   | Quoted Price is FIRM for a period of 30 days from the date of Our Quotation  |
| Foreign Currency components      | <p>✓ Our Quotation Price is all in AUD and is not subject to any changes in FOREX for units currently ex stock</p> <p><b>Notes:</b> To the extent that payment is for imported base machines (not in-stock or local items) or incidental items (including freight, handling, taxes), payment is payable at the option of the Customer: (a) in the currency invoiced by the supplier to EPSA which may be a foreign currency; or (b) in \$AUD as exchanged from the currency invoiced by the supplier to EPSA at the closing RBA rate on the day of arrival of the equipment at EPSA. The option must be elected by the Customer and notified by the Customer to EPSA within any Order, and if no such election is made or notice given, option (a) above will apply.</p> |

## EQUIPMENT

|                                    |  |
|------------------------------------|--|
| Equipment description              | CAT DE65 Enclosed – 65kva standby / 58kva prime rated<br><b>► See Specification Information Sheets attached</b>  |
| Model                              | DE65ENCL   |
| Ancillary Equipment                | Complete with EMCP 4.1 Control panel, CAT C3.3 engine, 269L bunded base tank, level 2 sound attenuated enclosure, low coolant level shutdown, 5 amp battery charger, lockable battery isolator, anti-condensation heater, starting battery, initial fill of oil and coolant, Lifegaurd IP66 power distribution board fitted to generator with 6 x 15amp auto switched outlets with 3 x 25a MCB's, and 2 x 32amp 5 pin 56 series outlets with individual MCB's, all with lockable windows, transport to Injune and Yuleba (one transport move), 4 year / 2000 hour extended service coverage onsite warranty. |
| Commissioning recommendations      | EPSA recommends that this product is commissioned by Cat certified technicians in accordance with manufacturer recommendations.  |
| Tests to be provided by EPSA       | Pre-delivery start up and inspection   |
| Understood application by Customer | Standby Power  |
| Inclusions and exclusions          | <b>► See Section 2 - Pricing Basis Information</b>   |

## DELIVERY DETAILS

|                            |   |
|----------------------------|---|
| Shipping / importation     | To be shipped from: EPSA Central Distribution Centre, Melbourne   |
| Delivery Location / Site   | To Customer Delivery Address – Maranoa Regional Council depot: Injune Qld and Yuleba, Qld – in one shipment   |
| Anticipated Delivery Dates | Delivery is estimated at 2-3 weeks from placement of Order – units currently ex stock – subject to prior sale.<br>Quoted deliveries are those applicable to the production levels at the time of offer. |

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## PRICING BASIS INFORMATION – INCLUSIONS AND EXCLUSIONS

Quote Number

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**Importation, freight and other delivery / handling costs**

Deliver Duty Paid (Incoterms 2010).

EPSA is responsible for delivery of the goods to the Delivery Site. This includes duties, taxes and customs formalities. The Customer is responsible for arranging for the unloading of the Goods from the transport vehicle at the Delivery Site (including crane where required). If the Customer requests a location different from the Delivery Site then the Quoted Price will need to be reviewed and adjusted as appropriate for additional delivery and handling costs.

**Acceptance period**

Equipment to be inspected and confirmed as acceptable by Customer within 1 day of delivery

**Title and risk**

Title passes to the Customer on full payment of purchase price – EPSA retains title in the Equipment until this time. Risk of loss and / or damage to the Equipment passes to the Customer from date of delivery.

## WARRANTY AND SERVICE COVERAGE

**Equipment Warranty and Extended Service Coverage**

- ✓ Standby power application: Standard 12 month warranty from date of first use of Equipment or 18 months following date of delivery (whichever is the earliest)
- ✓ ESC included – 4 years / 2000 hours platinum extended service coverage warranty
- ✓ ESC optional – up to 10 years / 5000 hours can be purchased in addition – pricing below (per unit)

5 years / 2500 hours \$428  
 6 years / 3000 hours \$794  
 7 years / 3500 hours \$1,199  
 8 years / 4000 hours \$1,642  
 9 years / 4500 hours \$2,124  
 10 years / 5000 hours \$2,683

ESC can be purchased by Customer – please ask EPSA for further information or refer to ESC information on Cat® Australia website – To be extended at Customer's election (refer to extended warranty information at [http://www.cat.com/en\\_AU/support/protect-your-investment/equipment-protectionplans.html](http://www.cat.com/en_AU/support/protect-your-investment/equipment-protectionplans.html)).

**Supporting documentation to be delivered with Equipment**

- Warranty Certificate
- Electrical Schematics
- Operating Manual
- Engine Delivery Service Record – this form can be downloaded from our website at [www.energypower.com.au](http://www.energypower.com.au) and must be completed by the Customer and returned to EPSA within one week or commissioning on site.

## PAYMENT ARRANGEMENTS

Subject to Customer establishing a Credit Account with EPSA, payment is to be made in the following milestones:

|               |      |                            |
|---------------|------|----------------------------|
| First payment | 100% | within 30 days of delivery |
|---------------|------|----------------------------|

For details of EPSA's Credit Terms please download credit application and read credit terms as published on EPSA's website at [www.energypower.com.au](http://www.energypower.com.au)

## AFTER SALES SUPPORT SERVICES

**After sales support services available**

Please contact us if you would like us to prepare a specific proposal in respect of support services (including supply of parts in line with factory recommendations and services in line with agreed preventative maintenance requirements for 12 months or more).

Our Partner Servicing Dealer will be notified of this sale and will be responsible for providing parts and services under the standard Manufacturer Warranty. The in-territory Partner Servicing Dealer specialises in maintenance, repair and overhaul of power systems sold by us, they provide Cat trained technicians who are available 24/7. A good preventative maintenance program is the best way to keep operating costs under control. Please contact us if you would like us to arrange for our in-territory partner dealer to provide you with a written quotation to supply parts and service and/or ongoing maintenance services under a separate Customer Service Agreement.

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## PRICING BASIS INFORMATION – INCLUSIONS AND EXCLUSIONS

Quote Number

ORN-069624-1

Our Quotation Price includes or excludes the following elements. We are happy to discuss and modify our approach to any of these with you but we reserve the right to review and revise Our Quotation Price to take account of the finally agreed inclusions and exclusions as appropriate.

| Item  | Included / Excluded | Comments  |
|---|---------------------|---|
| <b>EQUIPMENT – BUILD-UP / MODIFICATIONS</b>                       |                     |   |
| Caterpillar Factory Configuration / EPSA Build-ups                | Included            | Pre Delivery inspection and start up.   |
| Factory testing – additional                                      | Excluded            | All units are tested ex factory, and during pre delivery inspection. If specific FAT testing is required, please advise and this can be added to proposal.  |
| Modifications to be carried out by EPSA prior to delivery         | Included            | Supply and fit Lifegaord outlet board as described  |
| Non-Caterpillar Equipment to be supplied with / assembled on unit | Excluded            | EPSA is supplying Caterpillar Units as Quoted only.   |
| Consumables to be supplied with unit                              | Excluded            | Nil   |
| <b>ON SITE SUPPORT SERVICES</b>                                   |                     |   |
| Generally   | Excluded            | EPSA understands that Customer does not require any Site services to be undertaken by EPSA. Accordingly, Our Quotation Price does not provide for EPSA carrying out Site Services of any kind, Our Quotation is for Supply of Goods. If Customer does require Commissioning Services a separate Quotation can be provided to the Customer for consideration.  |
| Delivery support  | Excluded            | EPSA will make the Equipment available to the Customer's nominated Delivery Location as agreed. However, the Customer is responsible for arranging for the unloading of the Equipment from the transport vehicle at the Delivery Locations including arranging Cranage and spotters as may be necessary.<br><br>EPSA will provide the following delivery support only: shipment of the unit from Melbourne Distribution Centre to EPSA Brisbane.  |
| Installation support  | Excluded            | <b>Customer is responsible for all installation activities including:</b> <ul style="list-style-type: none"> <li>Building works including floating slab, plant room ventilation and attenuation. Customer is responsible for building works which may be necessary in respect of housing of the Equipment</li> <li>Supply of gas line and meter to the plant room. Customer is responsible for connection of the Equipment</li> <li>Permits / approvals. Customer is responsible for obtaining all regulatory (Federal, State and Local) and any site specific approvals or permits for the installation and/or operation of the Equipment as relevant to the Customer's intended application.</li> </ul> |
| Commissioning support   | Excluded            | EPSA understands that Customer does not require any commissioning of the Goods to be undertaken by the Customer. Accordingly, Our Quotation Price does not include for EPSA to carry out any commissioning services. If Customer does require Commissioning Services a separate Quotation can be provided to the Customer for consideration.  |
| Parts and service support   | Excluded            | Subject to Manufacturer's warranty, Customer is responsible for parts and service support.  |

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## PRICING BASIS INFORMATION – INCLUSIONS AND EXCLUSIONS

| Item  | Included / Excluded | Comments   |
|---|---------------------|--|
| COMMERCIAL MATTERS  |                     |  |
| Delay to Delivery or completion of On Site Services (if applicable) |                     | Our Sale Terms published on our website at <a href="http://www.energypower.com.au">www.energypower.com.au</a> (Our Sale Terms) apply. EPSA will not be liable for Liquidated Damages for Delay or any retention in respect of delay.   |
| Performance Guarantees  |                     | Our Sale Terms apply. EPSA's warranty in respect of the performance of the Equipment is limited to the Manufacturer's Warranty as applicable to the Equipment.   |
| Other warranties  |                     | Our Sale Terms apply. In respect of the Sale and to the extent parts and services form part of Our Quote then our Service Terms also available from our website will apply to those parts and services elements. EPSA's warranty in respect of workmanship is limited to warranty period of 12 months from date of performance of the works and/or delivery of Equipment to the Customer (whichever is the later). |

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**Maranoa Regional Council**



# Quotation



**GENERATORS**



**WELDERS**



**LIGHTING  
TOWERS**



**DIESEL AIR  
COMPRESSORS**



**ELECTRIC AIR  
COMPRESSORS**

**[www.genelite.com.au](http://www.genelite.com.au)**

**1300 305 912**

**BRISBANE • PERTH**







**ATTENTION:** Tammy Grant  
**DATE:** 29/04/2020  
**REFERENCE:** GP297942

Dear Tammy,

We wish to thank you for your valued inquiry for a Diesel Generator. It is with pleasure we offer the following for your consideration.

|  |  |  |
|--|--|--|
| <b>Duty</b>  | Heavy  | Heavy  |
| <b>Model</b>   | PLGCM60S   | GC60S  |
| <b>Prime Power<br/>@0.8 PF</b>                           | 60kVA  | 60kVA  |
| <b>Standby Power<br/>@0.8 PF</b>                         | 66kVA  | 66kVA  |
| <b>Phase</b>   | 3  | 3  |
| <b>Voltage</b>   | 415  | 415  |
| <b>Speed</b>   | 1500   | 1500   |
| <b>Engine</b>  | Cummins 4BTA3.9G2  | Cummins Diesel 4BTA3.9G2   |
| <b>Alternator</b>  | Mecc Alte ECP32 2M4B   | Stamford UCI224E   |
| <b>Fuel Tank</b>   | 350 Litres Bunded  | 360 Litres Bunded  |
| <b>Control System</b>                                    | DeepSea 7320   | Deepsea 7420   |
| <b>Outlets</b>   | 3x 10A 240V RCD IP56<br>3x 15A 240V RCD IP56<br>2x 32A 415V RCD IP56 | 3x 10A 240V RCD IP56<br>3x 15A 240V RCD IP56<br>2x 32A 415V RCD IP56 |
| <b>Acoustic Canopy</b>                                   | 73 dBA @ 7 Mtrs  | 69 dBA @ 7 Mtrs  |
| <b>Price ex GST each:</b>                                | <b>\$21,955.00</b>   | <b>\$21,955.00</b>   |
| <b>Delivery to Injune or<br/>Yuleba QLD ex GST each:</b> | <b>\$700.00<br/>(unloading by others)</b>                            | <b>\$700.00<br/>(unloading by others)</b>                            |
| <b>Availability</b>                                      | <b>4 Currently in stock<br/>(subject to prior sales)</b>             | <b>2 Currently in stock<br/>(subject to prior sales)</b>             |

**POWER YOU CAN RELY ON**

Genelite Pty Ltd • 24 Perrin Place, Salisbury QLD 4107 • PO Box 115, Archerfield QLD 4108 • ABN 40 095 032 385  
 Phone 1300 305 912 • Fax (07) 3277 8627 • Email: info@genelite.com.au • www.genelite.com.au  
 Perth Branch: 2/6 Quantum Link, Wangara WA 6065 • Phone (08) 6305 0145 • Fax (08) 6305 0219



#### Scope of Supply

- Generator drive Diesel Engine
- Electronic Governor
- Industrial rated Brushless Alternator
- Heavy Duty steel skid type base frame with anti-vibration mounting pads
- Unit mounted radiator with engine driven blower type fan
- Electric start system with heavy duty acid type starting battery complete with battery charging alternator
- High capacity air, fuel, and lubricating oil filters
- Automatic engine shutdown protection equipment complete with indicating lights for low oil pressure and high engine temperature
- Set mounted manual/remote Start control panel
- Generator Canopy
- Bunded Base Fuel Tank
- Heavy Duty Skid Base
- Lifting Points
- Emergency Stop button
- Instruction manual and electrical wiring diagrams
- All Outlets will be Tested & Tagged prior to Dispatch

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Perth Branch: 2/6 Quantum Link, Wangara WA 6065 • Phone (08) 6305 0145 • Fax (08) 6305 0219



### Terms and Conditions of Sale

|                           |  |
|---------------------------|--|
| <b>GST</b>                | GST has <b><i>not</i></b> been included in the pricing offered   |
| <b>Quotation Validity</b> | <b>30</b> days from quote creation   |
| <b>Payment</b>            | For non-account customers a 20% deposit is required with placement of order. Balance of payment prior to delivery of goods.  |
| <b>C/Card Surcharge</b>   | Credit Card Payments will incur a surcharge of 1.5%  |
| <b>Currency</b>           | <b>This quotation is subject to exchange variation</b>   |
| <b>Freight</b>            | Genelite does not carry insurance for freight, if required please enquire with your insurance company.   |
| <b>Delivery</b>           | FOB Salisbury, QLD   |
| <b>Cancellation</b>       | Order cancellation may incur a restocking fee.   |
| <b>Availability</b>       | All generators are subject to prior sales. Generator availability is to be confirmed at time of order.   |
| <b>Warranty</b>           | All Used equipment is offered, as is, where is, no warranty given or implied<br>All New equipment is governed by manufacturer's warranty and can only be repaired as approved at their option in accordance with the expressed conditions.                 |
| <b>Duty Definition</b>    | <b>Light Duty:</b> Stand-By operation, fixed position, low hours. Back to base warranty.<br><b>Medium Duty:</b> Critical stand-by and general site applications.<br><b>Heavy Duty:</b> Critical power, site compliant construction and mining applications |

A copy of our comprehensive **Terms and Conditions** is available on our website [www.genelite.com.au](http://www.genelite.com.au) or upon request a copy can be forwarded.

We trust this quotation meets with your approval, however if more information is required, please do not hesitate to contact the undersigned.

Yours faithfully  
**Genelite Pty Ltd**

**Ricky Wilkie**  
**Business Development**  
[ricky.wilkie@genelite.com.au](mailto:ricky.wilkie@genelite.com.au)  
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|                   |  |
|-------------------|--|
| <b>Quote Ref:</b> | <b>PR25265</b>   |
| <b>Subject:</b>   | Supply and delivery of a new 60kVa Prime 3PH 415V 50Hz enclosed diesel generator set |
| <b>Company:</b>   | Maranoa Regional Council   |
| <b>Attention:</b> | Tammy Grant  |
| <b>Date:</b>      | April 30, 2020   |



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April 30, 2020

|               |                                |       |                                |                |      |
|---------------|--------------------------------|-------|--------------------------------|----------------|------|
| Customer Name | Tammy Grant                    |       | Position                       | Admin. Officer |      |
| Company Name  | Maranoa Regional Council       |       |                                |                |      |
| Address       | Cnr Bungil & Quintin Sts, Roma | State | QLD                            | Postcode       | 4455 |
| Telephone     | 07 4624 0607                   | Fax   | 07 4624 6990                   |                |      |
| Mobile        | TBA                            | Email | Tammy.Grant@maranoa.qld.gov.au |                |      |

**RE: PR Power Quote Ref – PR25265**

Tammy,

Thank you for your diesel generator set enquiry. As requested recently via email, we have the pleasure in submitting our quotation for the **supply and delivery to Injune QLD and Yubela QLD** of one of our quality heavy duty **PR Power 60kVa Prime 3PH 415V 50Hz enclosed** diesel generator sets with fitted 1PH and 3PH electrical outlets nominated.

Please note:- Modern diesel generator sets are recommended to not be run for extended periods of time on light load. Minimum suggested load would be 40% nameplate rating.

Our range of internationally recognised premium, reliable equipment is supported Australia wide by an experienced and knowledgeable team, providing technical and parts expertise in all areas of power generation, mobile lighting towers and water solution equipment.

Please review the attached quotation and if you require further information or would like to discuss further please feel free to contact me.

Best regards,

**Mark Natrass**

PR Power Pty Ltd

m. 0448 100 696

t. 07 5613 2999

a. 41 Production Ave, Molendinar, QLD, 4214

e. [marknatrass@prpower.com](mailto:marknatrass@prpower.com)w. [www.prpowers.com](http://www.prpowers.com)

Western Australia  
t. (08) 6117 9777  
20 Niche Parade  
Wangara WA 6065

Queensland  
t. (07) 5613 2999  
41 Production Ave  
Molendinar QLD 4214

Victoria  
t. (03) 9798 0505  
23 Commercial Drive  
Lynbrook VIC 3975

Australia Wide  
t. 1300 399 499  
**PR Power Pty Ltd**



### OPTION 1 – Injune QLD 4454 supply and delivery

|                      |  |            |   |
|----------------------|--|------------|---|
| <b>MODEL</b>         | PR66C-SAE enclosed diesel generator set  |            |   |
| <b>SALE PRICE</b>    | \$22,300.00 + GST  | <b>QTY</b> | 1 |
| <b>GENSET RATING</b> | Prime rated @ 60kVA, 48kW, 3PH 415V, 50Hz, 1500rpm                                 |            |   |
| <b>AVAILABILITY</b>  | NIL stock. Next available 4-5 weeks from order, subject to prior sales             |            |   |
| <b>DELIVERY</b>      | General road freight to Injune QLD 4454. Offloading / installation is not included |            |   |

#### GENERATOR SET SPECIFICATION

Supply of one (1) new and complete heavy-duty **PR Power enclosed** Diesel Generating Set Model **PR66C-SAE**, Prime 60kVa, 48kW 3PH 415V 50Hz housed in a weatherproof lockable sound attenuated enclosure made of high grade **electro plated** steel protected by **powder coat paint** finish incorporating a 360L capacity **bunded** base fuel tank. Generator set is works pre-delivery inspected and dummy load bank tested prior to release.

Dimensions in mm. Weight in kG. **L: 2688 W: 1081 H: 1759 – 1,551kG (wet, no fuel)**

- Generator set is resiliently mounted on a common steel base frame
- Complete generator set assembly is housed inside a weatherproof lockable sound attenuated enclosure
- Diesel engine – **Cummins** 4BTA3.9G2, 4 stroke 1500rpm, **12V** electrics and set mounted radiator
- Alternator – close coupled **Stamford** UCI224E, brushless alternator with **Shunt** excitation and AVR
- Control panel – set mounted **DeepSea** DSE7410 MK11 digital control panel with 2 wire remote start in AUTO  
Key start isolator switch fitted
- Includes low coolant level and low fuel level alarms fitted as standard
- Engine oil sump manually operated evacuation pump fitted
- Battery charger **12V** fitted (mains 240V powered)
- Lockable **single (1)** pole battery isolator switch fitted
- Maintenance free lead acid **battery**, rack and cables fitted
- Main output **four (4)** pole circuit breaker fitted

#### FUEL TANK

- Bunded base fuel tank **260L** capacity equal to approx. **27** hours run time at **100%** load. Fuel not included.
- Local fill point and level gauge inside canopy
- Tank mounted in spillage free captive base frame
- Manually operated 3 way valves fitted inside the genset enclosure to select either genset fuel tank or customers external above ground bulk fuel tank supply and return

#### CANOPY

- Weatherproof, Lockable, Sound attenuated enclosure rated (**68.2dBa @ 7M**) at **100%** load, free field
- Canopy constructed from high grade electro galvanized sheet metal
- Polyester Powder coated, hard wearing paint finish, provides longer life protection
- External emergency stop push button
- Heavy Duty Skid Base with Fork Pockets and Drag Lugs and Central single top lifting point

#### OPTIONAL ITEMS INCLUDED IN QUOTED PRICE EX GST

- 3 x 10 amp 1PH 3 pin 240V IP66 general purpose auto-switched outlets with 2P RCBO with 30mA RCD fitted
- 3 x 15 amp 1PH 3 pin 240V IP66 general purpose auto-switched outlets with 2P RCBO with 30mA RCD fitted
- 2 x 32 amp 3PH 5 pin 415V IP66 equipment switched outlets with 3P MCB and 1 x 63A 4P 30mA RCD fitted





## OPTION 2 – Yuleba QLD 4427 supply and delivery

|                      |  |            |   |
|----------------------|--|------------|---|
| <b>MODEL</b>         | PR66C-SAE enclosed diesel generator set  |            |   |
| <b>SALE PRICE</b>    | \$22,300.00 + GST  | <b>QTY</b> | 1 |
| <b>GENSET RATING</b> | Prime rated @ 60kVA, 48kW, 3PH 415V, 50Hz, 1500rpm                                 |            |   |
| <b>AVAILABILITY</b>  | NIL stock. Next available 4-5 weeks from order, subject to prior sales             |            |   |
| <b>DELIVERY</b>      | General road freight to Yuleba QLD 4427. Offloading / installation is not included |            |   |

### GENERATOR SET SPECIFICATION

Supply of one (1) new and complete heavy-duty **PR Power enclosed** Diesel Generating Set Model **PR66C-SAE**, Prime 60kVa, 48kW 3PH 415V 50Hz housed in a weatherproof lockable sound attenuated enclosure made of high grade **electro plated** steel protected by **powder coat paint** finish incorporating a 360L capacity **bunded** base fuel tank. Generator set is works pre-delivery inspected and dummy load bank tested prior to release.

Dimensions in mm. Weight in kG. **L: 2688 W: 1081 H: 1759 – 1,551kG (wet, no fuel)**

- Generator set is resiliently mounted on a common steel base frame
- Complete generator set assembly is housed inside a weatherproof lockable sound attenuated enclosure
- Diesel engine – **Cummins** 4BTA3.9G2, 4 stroke 1500rpm, **12V** electrics and set mounted radiator
- Alternator – close coupled **Stamford** UCI224E, brushless alternator with **Shunt** excitation and AVR
- Control panel – set mounted **DeepSea** DSE7410 MK11 digital control panel with 2 wire remote start in AUTO  
Key start isolator switch fitted  
Includes low coolant level and low fuel level alarms fitted as standard
- Engine oil sump manually operated evacuation pump fitted
- Battery charger **12V** fitted (mains 240V powered)
- Lockable **single (1)** pole battery isolator switch fitted
- Maintenance free lead acid **battery**, rack and cables fitted
- Main output **four (4)** pole circuit breaker fitted

### FUEL TANK

- Bunded base fuel tank **260L** capacity equal to approx. **27** hours run time at **100%** load. Fuel not included.
- Local fill point and level gauge inside canopy
- Tank mounted in spillage free captive base frame
- Manually operated 3 way valves fitted inside the genset enclosure to select either genset fuel tank or customers external above ground bulk fuel tank supply and return

### CANOPY

- Weatherproof, Lockable, Sound attenuated enclosure rated (**68.2dBa @ 7M**) at **100%** load, free field
- Canopy constructed from high grade electro galvanized sheet metal
- Polyester Powder coated, hard wearing paint finish, provides longer life protection
- External emergency stop push button
- Heavy Duty Skid Base with Fork Pockets and Drag Lugs and Central single top lifting point

### OPTIONAL ITEMS INCLUDED IN QUOTED PRICE EX GST

- 3 x 10 amp 1PH 3 pin 240V IP66 general purpose auto-switched outlets with 2P RCBO with 30mA RCD fitted
- 3 x 15 amp 1PH 3 pin 240V IP66 general purpose auto-switched outlets with 2P RCBO with 30mA RCD fitted
- 2 x 32 amp 3PH 5 pin 415V IP66 equipment switched outlets with 3P MCB and 1 x 63A 4P 30mA RCD fitted



#### PARTS AND SERVICE

- **PR Power Genuine Parts** – PR Power genuine parts are available for your equipment for immediate delivery from any PR Power branch, anywhere in Australia. Genuine parts offer the best value and peace of mind.  
*Prices available on request*
- **PR Power Service Plan** – PR Power offers a range of long/short term service options tailored to meet your equipment requirements. *Service Plan prices available on request*

### Commercial Conditions of Quotation

|                                 |  |
|---------------------------------|--|
| <b>GST:</b>                     | All prices quoted herein are GST exclusive. An additional 10% will be charged for GST.   |
| <b>Validity:</b>                | 30 days from date of quotation.  |
| <b>Terms and Conditions:</b>    | This quotation is subject to the PR Power Pty Ltd Terms and Conditions.  |
| <b>Terms of Payment:</b>        | 30% deposit of full order value at time of order, balance payable prior to dispatch of equipment.<br><br><i>A 25% re-stocking fee is applicable to the full order value should the order be changed or cancelled, after manufacture has commenced.</i> |
| <b>Exchange Rate Variation:</b> | Quoted prices are based on the current exchange rate of the Australian Dollar. Any variation to this exchange rate may require PR Power to review and adjust the pricing as quoted.  |
| <b>Service/Parts:</b>           | PR Power is committed to supporting their products with a high level of service and spare parts support Australia wide.  |
| <b>Quality Assurance:</b>       | PR Power partners with manufacturers, who provide a quality assurance plan in accordance with ISO9001 and CE Certification.  |
| <b>Warranty:</b>                | 12 months from date of purchase. All warranty is subject to the manufacturer's Standard Terms and Condition of Warranty.   |



## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 15 April 2021

**Item Number:** 13.2

**File Number:** D21/30477

**SUBJECT HEADING:** Yuleba Memorial Hall - Kitchen upgrade

**Classification:** Open Access

**Officer's Title:** Facility Lease Management & Housing Officer /  
Team Coordinator

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### **Executive Summary:**

The Yuleba Memorial Hall Committee has been successful in obtaining grant funding from the Gambling Community Benefit Fund to upgrade the kitchen in the Yuleba Memorial Hall.

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

That Council grant permission to the Yuleba Memorial Hall Committee to undertake planned upgrades to the kitchen in the Yuleba Memorial Hall.

---

### **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

### **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 been advised by the Yuleba Memorial Hall Committee that they are successful in obtaining funding to upgrade the kitchen area within the Yuleba Memorial Hall.

Condamine Kitchens will be installing the kitchen in the coming weeks, all works will be carried out by licensed tradespersons.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Yuleba Memorial Hall is owned by Council. 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.

**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

**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)

Gambling Community Benefit Fund - \$35 000 granted to the Yuleba Memorial Hall Committee.

**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 grant permission to the Yuleba Memorial Hall Committee to undertake the planned upgrades to the hall and thank the group for their contribution to this community asset.

### 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 grant permission to the Yuleba Memorial Hall Committee to undertake planned upgrades to the kitchen in the Yuleba Memorial Hall.

### Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

### Supporting Documentation:

Nil

### Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 15 April 2021

**Item Number:** 13.3

**File Number:** D21/30480

**SUBJECT HEADING:** Closure of Library Services for staff to attend training in 2021

**Classification:** Open Access

**Officer's Title:** Lead Librarian

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### **Executive Summary:**

Request for the closure of library services to conduct a staff training workshops on Thursday, 18 June & Thursday, 2 December 2021.

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

That Council endorse the closure of Council Library Services to allow all staff to attend a staff training workshops on Thursday, 17 June and Thursday, 2 December 2021.

---

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

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

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

N/A

### **Acronyms:**

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

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

| Acronym | Description                         |
|---------|-------------------------------------|
| QGAP    | Queensland Government Agent Program |

### **Context:**

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

This matter has been brought to council to seek resolution to close all Council Libraries within the region to allow for Library staff to attend training workshops for 2021.

Workshops allow staff to actively participate in the development of Library service delivery, ensuring a cohesive approach to the operation of Maranoa Regional Council Libraries.

This day will include topics that will improve library services through:

- Improving Customer Service procedures
- Better understanding of the Customer Request System
- Strategic planning
- Library procedure
- Service level agreement
- Public Programming – New Trends, Future Ideas
- Manager updates

In a bid to minimise disruption, it is proposed that workshops will be held on a Thursday which will then only impact services provided by four libraries, including Roma, Surat, Mitchell and Injune.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

In the past, Council has endorsed the closure of Libraries on two separate occasions throughout the year to allow staff to attend training days.

Due to the impact of COVID 19 in 2020, staff were only able to attend one training day for the year.

Thursday, 17 June & Thursday, 2 December have been chosen as tentative dates for all staff-training days, subject to Council approval.

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

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

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

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)

Maranoa Regional Council Library Staff

**Funding Bodies:**

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

N/A

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

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

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

N/A

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

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

N/A

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

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

(Interested Parties Analysis - IS9001:2015)

The closure of Library facilities for the day will affect community members wishing to access Library, QGAP & Centrelink services across the region.

In a bid to minimise disruption, it is proposed that workshops will be held on a Thursday which will then only impact services provided by four libraries, including Roma, Surat, Mitchell and Injune.

### **Risks:**

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

| <b>Risk</b>  | <b>Description of likelihood &amp; consequences</b>  |
|--|--|
| Negative feedback due to the unavailability of services during closure | Limited chance – we don't usually receive negative feedback due to these closures. <ul style="list-style-type: none"> <li>Community members wishing to access Library services in each community, QGAP services in Surat &amp; Injune and Centrelink services in Surat.</li> </ul> |

### **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)

Library staff have been attending training days for a number of years, allowing them the opportunity to come together in one place and benefit from being able to update skills, refresh their knowledge, problem solve and plan a regional approach to Library services.

Internal networking ensures staff work together more often, giving them a chance to speak with co-workers and learn about how they can be of value to one another.

When they know what resources are available, or how others can make their work easier, they can be more productive and effective.

With plenty of time to advertise the closure of Libraries throughout the region, the impact would be minimal to the 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?***

That Council endorse the closure of Council Library Services to allow all staff to attend a staff training workshops on Thursday, 17 June and Thursday, 2 December 2021.

**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 28 April 2021

**Date:** 14 April 2021

**Item Number:** 13.4

**File Number:** D21/30116

**SUBJECT HEADING:** Applications through Regional Arts Development Fund (RADF) Program

**Classification:** Open Access

**Officer's Title:** Specialist - Arts & Culture

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### **Executive Summary:**

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed three funding applications for arts and cultural projects, from Round 1, 2020/21, which closed on 1 March 2021. It is recommended that the Committee's assessments be endorsed.

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

That Council

1. endorse the RADF Committee's grant assessment recommendations for applications received under Round 1, 2020/21.
- 

### **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).

As listed in the report.

### **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                    |
|---------|--------------------------------|
| RADF    | Regional Arts Development Fund |

### **Context:**

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

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Maranoa Regional Council to support local arts and culture in regional Queensland.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)



As part of its annual RADF program, Council opens contestable rounds where eligible groups can apply for funding to support arts and cultural activities. Three applications were received for the round ending 1 March 2021 and were assessed by the RADF Committee on 15 April 2021.

### Applications for Funding

The following applications were assessed by the RADF Committee on the basis that they were compliant with the RADF Guidelines.

#### 1. Surat Patchwork Group

**Project description:** Piecing it all together – developing the skills in Patchwork Foundation Piecing

**Project total:** \$2,501

**Funding requested:** \$960 Approved – all in favour

**Date:** 3 - 5 July 2020

#### 2. Surat Aboriginal Corporation

**Project description:** Preparing, developing, and creating cultural significant artwork

**Project total:** \$7,699.56

**Funding requested:** \$2,134 Approved – all in favour

**Date:** 12 – 13 May 2021

#### 3. Bymount Creative Circle

**Project description:** Art in the Garden – creative art workshop

**Project total:** \$7,180

**Funding requested:** \$4,300 Approved – all in favour

**Date:** 2 July 2021 – 31 August 2021

| Group                        | Project                 | Amount Funded  |
|------------------------------|-------------------------|----------------|
| Surat Patchwork Group        | Piecing it all together | \$960          |
| Surat Aboriginal Corporation | Artwork workshop        | \$2,134        |
| Bymount Creative Circle      | Art in the Garden       | \$4,300        |
|                              |                         | <b>\$7,394</b> |

It is recommended that all applications be approved for funding – a total of \$7,394.

The current RADF budget is as follows:

|                                   |                 |
|-----------------------------------|-----------------|
| 2020/21 budget                    | \$42,857        |
| 2019/20 Carry over                | \$27,651        |
| <b>TOTAL BUDGET</b>               | <b>\$70,508</b> |
| Less allocated and expended funds | \$44,526        |
| Available for funding rounds      | \$25,982        |
| Less this round                   | \$7,394         |
| Remaining budget                  | <b>\$18,588</b> |

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

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

The Local Government Regulation 2012 states that:

**Section 194 – Grants to community organisations**

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied—
  - (i) the grant will be used for a purpose that is in the public interest; and
  - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

<https://www.legislation.qld.gov.au/view/html/inforce/2018-02-18/sl-2012-0236#sec.194>

**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)

Each application has been evaluated against the RADF Guidelines.

**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)

RADF Assessment Committee – Cr Joh Hancock (Chair), Cr Wendy Taylor, Sandra McDonald, and Sue Sands met on Thursday, 15 April, to review all applications. Rosie Bryant, Chris Riddell, Leslie Galway and Wendy Henning, were apologies.

**Funding Bodies:**

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

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Maranoa Regional Council to support local arts and culture in regional Queensland.

There is a requirement that all media releases must be approved by Arts Queensland before publication.

**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?**

### 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 RADF budget is not fully expended, it can be 'rolled over' to the following year. This may reduce the amount we receive from Arts Queensland in the future.

### 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)

Groups or individuals receiving funding as listed in the report.

### 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   |
|-------------------|--|
| Unallocated funds | There is a risk that if the RADF Committee recommendations are not received, the budget will not be allocated, jeopardising future funding from Arts Queensland. |

### 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 RADF committee is a group of Councillors and community members who have been appointed by Council to make assessments and recommendations regarding the RADF program. It is advised that their recommendations be accepted with regard to the funding allocation, and the appointment of new Committee members.

### Recommendation:

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

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

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

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

That Council:

1. endorse the RADF Committee's grant assessment recommendations for applications received under Round 1, 2020/21.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

4.11.2 Identify state and federal government funding opportunities and industry partners to assist in funding Council projects and services within each of our communities, coordinate applications and administer funding agreements for successful applications.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 14 April 2021

**Item Number:** 13.5

**File Number:** D21/30141

**SUBJECT HEADING:** Request for Sponsorship - Roma and District Eisteddfod 2021

**Classification:** Open Access

**Officer's Title:** Specialist - Arts & Culture

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### **Executive Summary:**

The Roma and District Eisteddfod committee has requested sponsorship from Maranoa Regional Council for their event to be held 13 – 15 October 2021. Council has supported this request in past years, and accordingly it is recommended that support be provided.

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

That Council:

1. Consider an allocation of \$400 in the 2021/2022 Sponsorship Budget for Gold Sponsorship of the Roma & District Eisteddfod which is to be held 13-15 October 2021.
- 

### **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 Roma and District Eisteddfod Committee

### **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 Roma Eisteddfod Committee have approached Council requesting support for the 2021 Eisteddfod which will be held in Roma from 13 -15 October 2021 which occurs in Councils 21-22 financial year.

The below Sponsorship Packages are available:



### **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.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

This event was revived in 2014, and has received Council support in 2014 (\$3,159 from RADF) and 2016 (\$5,000), 2017 (\$5,000) and 2019 (\$5,000) from Arts and Culture operations GL 2888.2001.2001 and 2020 (\$2,500 from RADF)

**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)

This type of support is very consistent with outcomes sought from implementing our Corporate and Operational Plans.

**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)

Specialist – Arts & Culture

Manager – Economic & Community 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?***

No

**Future Years' Budgets:**

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

2021/2022 Sponsorship Budget - \$400

**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 Roma and District Eisteddfod committee struggle each year to obtain necessary budget to run this event, accordingly the financial support of the ratepayer through Council, would be a tangible demonstration of community input into youth development in the arts.

**Risks:**

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

| Risk | Description of likelihood & consequences |
|------|--|
|      |  |

**Advice to Council:**

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

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

Council become a Gold Level Sponsor of the Roma & District Eisteddfod.

Sponsorship of the event will support the development of our youth through their involvement in the arts.

**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:

Consider an allocation of \$400 in the 2021/2022 Sponsorship Budget for Gold Sponsorship of the Roma & District Eisteddfod which is to be held 13-15 October 2021.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Foster arts and culture within our communities and help preserve our local history

4.11.5 Provide support to community festivals and events through access to opportunities for financial and in kind assistance.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Manager - Economic & Community Development



Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 28 April 2021

**Date:** 15 April 2021

**Item Number:** 13.6

**File Number:** D21/30380

**SUBJECT HEADING:** Request for Financial Support - Queensland Ballet

**Classification:** Open Access

**Officer's Title:** Specialist - Arts & Culture

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### **Executive Summary:**

The Queensland Ballet are seeking a multi-year partnership with Maranoa Regional Council for an annual investment of \$1,500 per year over three years 2021-2023 to deliver workshops over two days each year.

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

That Council:

1. Give financial assistance in this financial year (2020/21) to Queensland Ballet to deliver two full days workshops.
  2. Allocate funds from the Arts & Culture Budget GL 2885.2001.2001 of up to \$1,500.
  3. Be open to receive requests for subsequent years financial assistance subject to budget considerations at the time of request.
  4. Authorise the CEO to sign the agreement on behalf of Maranoa Regional 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 Ballet  
Community Groups  
Local Schools

### **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       |
|---------|-------------------|
| QB      | Queensland Ballet |

### **Context:**

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

Queensland Ballet believes that ballet is for everyone and are committed to providing life-long learning experiences and access to art form across the state. The community

tour in 2021 will reconnect with over 30 communities and engage over 8,000 people across Queensland. A diverse suite of offerings has been designed to maximise the impact for all ages and ability levels, as well as build local capacity through teacher professional development. Workshops and classes are underpinned by evidence-based research, last year, participants gave the programs a 98% rating for satisfaction and quality of the experience.

To underwrite a sustainable approach, QB are seeking a multi-year partnership with Maranoa Regional Council for 2021-2023. An annual investment of \$1,500 for three years, would enable QB to deliver two full days of engagements, including primary and secondary in-school workshops, early years (2-5 years) workshops, adult and Ballet for Seniors classes and teacher professional development. To date, 16 Regional Councils have signed up to this tour and we are heartened that 7 of them have signed up to the multi-year arrangement. This truly helps us to build depth in our working relationship with their communities.

As our nation enters the COVID recovery phase, QB is grateful to be able to perform and re-engage with our state-wide community once again. We hope to stir the aspirations of a new generation of creative artists and engaged communities, inspiring the joy of dance that will last a lifetime. QB's history has been built on the generosity of Queensland communities; it is these abiding connections which will ensure our future.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

No

**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)

This type of support is very consistent with outcomes sought from implementing our Corporate and Operational Plans.

**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)

Specialist – Arts & Culture

Manager – Economic & Community 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?*

If adopted there will be a financial impact on the Arts & Culture Budget GL 2885.2001.2001 of up to \$1,500

### Future Years' Budgets:

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

No

### Impact on Other Individuals or Interested Parties:

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

Community Groups

Local Schools

### 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   |
|--------------------|--|
| Decline assistance | A missed opportunity to highlight Maranoa Regional Council's support of local community groups and arts and culture within the community |

### Advice to Council:

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

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

Maranoa Regional Council financially assist QB to deliver two full days of engagements, including primary and secondary in-school workshops, early years (2-5 years) workshops, adult and Ballet for Seniors classes and teacher professional development.

Assistance of the event will support the development of our youth and seniors through their involvement in the arts.

**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 Give financial assistance in this financial year (2020/21) to Queensland Ballet to deliver two full days workshops.
- 2 Allocate funds from the Arts & Culture Budget GL 2885.2001.2001 of up to \$1,500.
- 3 Be open to receive requests for subsequent years financial assistance subject to budget considerations at the time of request.
- 4 Authorise the CEO to sign the agreement on behalf of Maranoa Regional Council

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Foster arts and culture within our communities and help preserve our local history

4.11.5 Provide support to community festivals and events through access to opportunities for financial and in kind assistance.

**Supporting Documentation:**

Nil.

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services