

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Wednesday 24 November 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 15 November 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/ (Acting) Director
Regional Development
Ms Sharon Frank (Acting) Director Corporate Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **24 November, 2021 at 9.00AM.**

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

Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 8 December 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 Australian Government's Local Roads and Community Infrastructure Program - Phase 3**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.2 Application for funding under Queensland Government 2022--23 Walking Local Government Grants Program**
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 Application for funding under Queensland Government 2022--23 Cycle Network Local Government Grants Program**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- C.4 Claim for Damages - Water**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.5 Wallumbilla Heritage Association - Relocation of 1200 Diesel Train**
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.

Councillor Business

15 Councillor Business

Closure

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 24 November 2021

Date: 10 November 2021

Item Number: 8.1

File Number: D21/90293

SUBJECT HEADING: Community Drought Support - Reallocation of Funds

Classification: Open Access

Officer's Title: Regional Events Attraction Coordinator

Original Resolution Meeting Date: 9 September 2020

Original Resolution Number: OM/09.2020/47

Original Resolution:

That Council:

1. Authorise the Chief Executive Officer (CEO), or delegate, to sign funding agreements as required.
2. Offer the following community group events an equal share of the successful funding amount offered:
 - Roma Show
 - Mitchell Show
 - Wallumbilla Show
 - Injune Races
 - Surat Christmas Carnival

Recommendation:

That Council amend Resolution Number **OM/09.2020/47** to read as follows:

That Council:

1. Authorise the Chief Executive Officer (CEO), or delegate, to sign funding agreements as required.
2. Offer the following community group events an equal share of the successful funding amount offered:
 - Roma Show
 - Christmas in the Park (Mitchell)
 - Wallumbilla Christmas Community Party
 - Injune Races
 - Surat Christmas Carnival

Background:

Council was successful in obtaining funds to the amount of \$6900 to help facilitate community events as part of the Queensland Government's 2019-2020 Drought Assistance Program.

Following Council's resolution, five community groups were offered an equal share of the successful funding, for respective events taking place in their communities. These events included:

- Roma Show
- Mitchell Show
- Wallumbilla Show
- Injune Races
- Surat Christmas Carnival

As intended, funds were dispersed for the Roma Show (\$1380), Injune Races (\$1380) and Surat Christmas Carnival (\$1380), totaling \$4140.

The Mitchell Show Society and Wallumbilla Show Society, however, did not utilise the funds, leaving \$2760 unspent.

As the funding agreement expires 31 December 2021, the unspent funds of \$2760 will need to be expended by this date.

The Booringa Action Group are hosting the Christmas in the Park event on 6 December 2021, whilst the Wallumbilla Show Society are hosting the Wallumbilla Christmas Community Party with the date to be advised.

The Department of Communities, Disability Services and Seniors have approved the reallocation of funds to go towards the Christmas events being held in Mitchell and Wallumbilla.

Additionally, the Mitchell Show Society have stated they are happy for the funds that were intended for the Mitchell Show, to be redirected to the Booringa Action Group for the Christmas in the Park event. The Wallumbilla Show Society have also expressed they would like to utilise the funds for their Christmas Community Party.

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Community Drought Support Funding - E-mail from Bruce Turner, Community Services - Re: Request to reallocate funds | D21/90854 |
| 2 | Community Drought Support - Mitchell Show Society - Reallocation of funds | D21/90844 |
| 3 | Re: Community Drought Support - Wallumbilla Show Society - Reallocation of funds | D21/90857 |

Notice prepared by:

Regional Events Attraction Coordinator

Natalie Walsh

From: Bruce Turner <Bruce.Turner@communities.qld.gov.au>
Sent: Tuesday, 9 November 2021 5:12 PM
To: Natalie Walsh
Cc: Michael Keating; Cindy Bradshaw
Subject: CM: FW: Update request please - Outstanding Milestone Report and Directors Certification (DC) Reports - (Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - (582937-233
Attachments: DCDSS CON_9309 CDSP - Community Events 582937 Maranoa Regional Council SFPE 20200924.pdf; Copy of DCHDE Directors Certification v1.3 (002).xlsx; Maranoa Regional Council (Milestones Report - Community Drought Support - Events).docx; Directors Certification - Signed.pdf; Milestone Report - Signed.pdf
Importance: High
Record Number: D21/90849

Hi Natalie

Yes the funding can be used as suggested below, as the funding will still be delivered to the same locations, and the same process being undertaken to engage with local groups to help facilitate the events as per your application.

Regards

Bruce Turner

Principal Contract and Service Development Officer,
Statewide Operations, Southern
Community Services
Department of Communities, Housing and Digital Economy

P 0734321362 M 0436 606 772
E bruce.turner@communities.qld.gov.au W
chde.qld.gov.au
Level 4, 117 Brisbane Street, Ipswich Qld 4305

From: Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au>
Sent: Tuesday, 9 November 2021 11:11 AM
To: Bruce Turner <Bruce.Turner@communities.qld.gov.au>
Cc: Cindy Bradshaw <Cindy.Bradshaw@maranoa.qld.gov.au>; Michael Keating <Michael.Keating@Communities.qld.gov.au>
Subject: FW: Update request please - Outstanding Milestone Report and Directors Certification (DC) Reports - (Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - (582937-233
Importance: High

Good Morning Bruce,

I have been in discussions with Bruce regarding Community Drought Support Funding that Council received (as per email below) and just have a few urgent questions.

It is my understanding that the \$6900 Council received was to assist with the below community events:

- Surat Christmas Party
- Roma Show

- Injune Races
- Mitchell Show
- Wallumbilla Show

Whilst financial assistance was offered to the relevant groups for the above events, the Mitchell Show did not go ahead as planned and the funds allocated the Wallumbilla Show were not used.

As such, below is a summary of the funds expended to date.

Expenditure as at 9 November 2021

LGA	Reporting period	Event	Amount Expended \$	Milestone R complet
Maranoa	June 2020 – December 2020	Surat Ambulance Christmas Party (5 Dec 2020)	1380.00	
Maranoa	January 2021 – June 2021	Roma Show (6-8 May 2021)	1380.00	Act
Maranoa	January 2021 – June 2021	Injune Race Day (5 June 2021)	1380.00	Act

As outlined, we have \$2760 that hasn't yet been expended.

My question.....can the \$2760 be used for Community Christmas Events, as opposed to the Mitchell Show & Wallumbilla Show. The Christmas events would be facilitated by community groups - Booringa Action Group (in Mitchell) and Wallumbilla Show Society.

If you could please let me know as soon as possible, so I can ensure the funds are expended prior to 31 December 2021 as per agreement.

Kind Regards,
Natalie

Natalie Walsh

Regional Events Attraction Coordinator
Regional Economic & Community Development

P: 1300 007 662

D: (07) 4624 0821 • M: 0428 158 122

Email: Natalie.Walsh@maranoa.qld.gov.au

Postal Address: PO Box 620, Roma, QLD 4455



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From: Michael Keating <Michael.Keating@Communities.qld.gov.au>

Sent: Friday, 22 October 2021 2:09 PM

To: Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au>

Subject: Feedback from hone conversation 22/10/2021 {FW: Update request please - Outstanding Milestone Report and Directors Certification (DC) Reports - {Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - {582937-23399}}

Importance: High

Hi Natalie,

Thanks for the update on the phone this afternoon around the current status of the drought funding / change of Council staff involved in completing the reports.

You mentioned that there have been several other events that were conducted from 1 Jan 2021 to the present time. Additionally, from the original grant funds of \$6,900, overall expenditure is *approx.* \$4,600 with remaining funds of \$2,300 still to be expended by 31/12/2021 (when the contract expires).

Sorry, I did not write down those figures when we were on the phone, so appreciate if you let me know the correct \$ figures in reply to this email. That would be much appreciated !

Natalie, you also mentioned some planned events did not proceed due to the negative impact of Covid in the past 12 months. As a result, you are also exploring other activities to undertake based on the drought guidelines / details noted in the attached Agreement.

You suggested as a possible future event (but not yet confirmed) , to partner with a number of support agencies / community groups to contribute to social connectedness and well - being for drought affected families in the community. These events would be held as part of the Maranoa Regional Council – Community X mas party.

I appreciate you will email me some more comprehensive points asap. Covering off on who you would look to partner with and the focus / outline that the activities will take. Once, I receive these details, I will seek advice that these details are in order and let you know the outcome.

Finally, here is a copy of the Aug – Dec 2020 Milestone report and Directors Certification (DC) that were previously lodged by your service. The current outstanding report is for the period 01/01/2021 – 30/6/2021, with the final report being for the period 01/07/2021 – 31/12/2021. This final report is due to be lodged with the department between 01/01/2022 – 28/1/2022.

I hope this information helps and appreciate your earliest attention to this matter.

Regards

Michael

Michael Keating

Contract & Service Development Officer

State-wide Operations, Southern Operations – Toowoomba

Community Services

Department of Communities, Housing and Digital Economy

P: 4614 9152

E: michael.keating@communities.qld.gov.au w: chde.qld.gov.au

Housing Service Centre, Ground Floor, Bell St Mall, 8-10 Russell Street | PO Box 418, Toowoomba Qld 4350

From: Cindy Bradshaw <Cindy.Bradshaw@maranoa.qld.gov.au>

Sent: Thursday, 21 October 2021 8:59 AM

To: Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au>; Edward (Ed) Sims <Edward.Sims@maranoa.qld.gov.au>

Cc: Michael Keating <Michael.Keating@Communities.qld.gov.au>

Subject: FW: Update request please - Outstanding Milestone Report and Directors Certification (DC) Reports - (Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - (582937-23399)})

Importance: High

Hey Nat,

Can you please reply to Michael regarding the timeframe regarding the completed reports.

Thanks

Cindy

Cindy Bradshaw

Engineering Program Planning, Funding & Budget Officer

Strategic Road Management and Contract Management Office

P: 1300 007 662

D: (07) 4624 0749 •

Email: Cindy.Bradshaw@maranoa.qld.gov.au

Postal Address: PO Box 620, Roma, QLD 4455



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From: Michael Keating <Michael.Keating@Communities.qld.gov.au>

Sent: Thursday, 21 October 2021 8:54 AM

To: Cindy Bradshaw <Cindy.Bradshaw@maranoa.qld.gov.au>

Subject: Update request please - Outstanding Milestone Report and Directors Certification (DC) Reports - (Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - (582937-23399)})

Importance: High

Good morning Cindy,

Just in relation to my email below. Are you able to provide me please with an update on the date you are likely to email me the completed reports?

Thanks for your help here

Regards

Michael

Michael Keating

Contract & Service Development Officer
State-wide Operations, Southern Operations – Toowoomba
Community Services
Department of Communities, Housing and Digital Economy

P: 4614 9152

E: michael.keating@communities.qld.gov.au w: chde.qld.gov.au

Housing Service Centre, Ground Floor, Bell St Mail, 8-10 Russell Street | PO Box 418, Toowoomba Qld 4350

From: Michael Keating

Sent: Tuesday, 12 October 2021 12:48 PM

To: Cindy Bradshaw <Cindy.Bradshaw@maranoa.qld.gov.au>

Subject: Outstanding Milestone Report and Directors Certification (DC) Reports - (Due 30/06/2021 - {Maranoa Regional Council - Community Drought Support Funding (Contract) - (582937-23399)})

Importance: High

Hi Cindy,

Thanks for the phone discussion this morning.

I wanted to flag that your next drought reporting requirements are now overdue – due by **28/7/2021**.

Could you please urgently complete the attached partially completed Milestone Report and Directors Certification (DC) covering the period 01/01/2021 – 30/06/2021.

Please also note that the attached milestone report is to be signed by an authorised representative (similar to your previous report). This is due to the forms not being able to be lodged directly onto P2i - due to a P2i technical problem.

Once the completed and signed milestone report and DC are finalised, could you then please email me directly the scanned (2) x documents – michael.keating@communities.qld.gov.au

Also, as a courtesy, your final drought reports (i.e. Milestone Report and DC) for the period 01/07/2021 – 31/12/2021 will be due by 28/1/2022.

Thanks for your help Cindy and please give me a call if you have any questions

Regards

Michael



Michael Keating
Contract and Service Development Officer, State-wide
Operations, Southern Operations -Toowoomba
Community Services
Department of Communities, Housing and Digital Economy

P 4614 9152

E michael.keating@communities.qld.gov.au

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Housing Service Centre, Ground Floor, Bell St Mall, 8-10
Russell Street | PO Box 418, Toowoomba Qld 4350

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Mitchell Show Society

Alice Street


Mitchell Qld 4465

08/11/2021

Dear Sir/Madam,

Mitchell Show Society wishes to advise that we are happy for the funds allocated to the Mitchell Show Society from the Community Drought Support 2020 - \$1380.00 to be used by BAG for the purpose of Christmas in the park.

Regards,



Steven Hancock

President

Mitchell Show Society

Natalie Walsh

From: Mark Swan <markswan3@bigpond.com>
Sent: Monday, 8 November 2021 10:46 AM
To: Natalie Walsh; Madonna Mole
Subject: Re: Community Drought Funding 2020 - Wallumbilla Show Society

Madonna,
Yes the Show Society would like to utilise these funds to help cover the costs of holding a community Xmas function.

Regards,
Mark Swan
77 Swans Road
PO Box 37
Wallumbilla Q 4428
0408 741 115

On 1 Nov 2021, at 17:28, Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au> wrote:

Hi Madonna & Mark

The Funding Guidelines are as follows:

This Funding is a contribution to delivery of events in conjunction with community groups to contribute to social connectedness and wellbeing.
The purpose of the event/activity is to enhance community connectedness and help participants to link with relevant support networks.
Up to 10% of the Funding may be used for operating costs directly related to delivery of the event including:

- Establishment costs
- Administration and coordination
- Salary-related costs for staff directly involved in the event.

The Funding must not be used for the purchase of vehicles or building and construction costs.

Also, as per original letter sent to the Wallumbilla Show Society (attached), they will need to undertake the following:

<image002.png>
Kind Regards,
Natalie

<MRCmaster-sig_2_12623a84-272f-4b19-
bc20-c0a2fd3a89cb.jpg>

Natalie Walsh

Regional Events Attraction
Coordinator
Regional Economic & Community
Development

P: 1300 007 662
 D: (07) 4624 0821 • M: 0428 158 122
 Email:
 Natalie.Walsh@maranoa.qld.gov.au
 Postal Address: PO Box 620, Roma,
 QLD 4455

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<emailsignaturechristmasrelief-resize_74b01db3-f092-4a3f-869e-7a378949623c.png>

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From: Madonna Mole <Madonna.Mole@maranoa.qld.gov.au>
Sent: Monday, 1 November 2021 5:04 PM
To: 'MARK ALAN SWAN' <markswan3@bigpond.com>
Cc: Natalie Walsh <Natalie.Walsh@maranoa.qld.gov.au>
Subject: Community Drought Funding 2020 - Wallumbilla Show Society
Importance: High

Hi Mark

Thank you for your time on the phone this afternoon.

As discussed, Council must acquit the funding from the Department of Communities, Disabilities and Seniors for Community Drought Support before the end of this year. A portion (to the amount of \$1380.00) of which was offered to the Wallumbilla Show Society in September 2020. As this amount has not been spent Council is now wondering if your organisation has any upcoming events before the 31 December 2021 where this money might be assistance?

Nat - During our discussion Mark mentioned that the Wallumbilla Show Society will be holding a Community Christmas Tree on Saturday the 2 December 2021. Can you please advise if this meets the requirements for the Wallumbilla Show Society to be able to still have access this funding ?

Kind regards
 Madonna

Madonna Mole
 Local Development Officer (Bendemere),
 Bendemere Local Development

D: 0477 418 744 M: 0477 418 744 F: (07) 4624 6990
 <D16 22859 Community Drought Funding 2016 - Reporting Document Template.docx>
 <OM 09.2020 47 - Letter to Wallumbilla Show Society - RE Community Drought Funding 2020 - (Council Meeting 09 September 2020).PDF>

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 24 November 2021

Date: 3 November 2021

Item Number: 8.2

File Number: D21/88685

SUBJECT HEADING: Change of use to the Warroo Retirement Village
Funding Allocation

Classification: Open Access

Officer's Title: Local Development Officer (Warroo)

Executive Summary:

The Local Development Officer Warroo has received correspondence from the Warroo Retirement Village Association Inc. requesting a change of use to the Funding Allocation which was granted in January 2021 for advertising costs.

Officer's Recommendation:

Resolution No. OM/01.2021/22 be amended from

That:

- 1. A budget allocation of \$10,000 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.***
- 2. A budget allocation of \$10,000 be provided to Waroona Retirement Village to advertise vacancies.***
- 3. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).***

To:

That:

- 1. A budget allocation of \$10,000 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.***
 - 2. A budget allocation of \$10,000 be provided to Waroona Retirement Village for capital and maintenance costs, including advertising vacancies.***
 - 3. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).***
-

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).

Warroo Retirement Village Association Inc.

Acronyms:

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

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

Acronym	Description
NIL	NIL

Context:

Why is the matter coming before Council?

The Warroo Retirement Village Association Inc. has requested that they be able to use the money allocated to them by Maranoa Regional Council to promote and advertise the facility for a wider variety of purposes, including the installation of new inter-connected smoke alarms in all the units.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council approved an allocation of \$10,000 to be given to the Warroo Retirement Village Association Inc. in January 2021 for the purpose of promoting and advertising the facility.

Resolution No. OM/01.2021/22

That:

- 1. A budget allocation of \$10,000 be provided to Pinaroo Roma, for a television campaign advertising vacancies at the Mt Hutton Retirement Village in Injune.***
- 2. A budget allocation of \$10,000 be provided to Waroona Retirement Village to advertise vacancies.***
- 3. The budget be funded from savings from WO 2882.2001.0301(Local Development Salaries).***

To date \$880.00 of the funds have been spent, taking out a full page spread in the Southwest Newspaper, which yielded no effect. At the time of writing this report, Waroona has a full occupancy of 10 units.

Accordingly, the management Committee request latitude in allocating budget from advertising to extend to funding the installation of smoke alarms. Due to new regulations the retirement village is required to install interconnected smoke alarms in each bedroom and hallway by January 2022.

The Warroo Retirement Village Association Inc. has indicated they do not need further money to promote or advertise the retirement village in the foreseeable future. They are requesting that the Warroo Retirement Village Association Inc. be able to use the remainder of the funding allocation for other purposes including the installation of new inter-connected smoke alarms in all the units.

The cost to install 20 Clipsal Photoelectric Smoke Alarms with sealed 10-year lithium batteries in all the units at the retirement village will be approximately \$4600.

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)

Warroo Retirement Village Association Inc.

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

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

Risk	Description of likelihood & consequences
NIL	NIL

Advice to Council:

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

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

That the Warroo Retirement Village Association Inc. be authorised to use the funds allocated to them for promotion and advertising for a wider variety of purposes, including the installation of new inter-connected smoke alarms in all the units.

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?

Nil

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

Nil

Report authorised by:

Manager - Regional Economic & Community Development

Deputy Chief Executive Officer/Acting Director Regional Development

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 8 November 2021

Item Number: 11.1

File Number: D21/89637

SUBJECT HEADING: Monthly Financial Report as at 31 October 2021

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

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

Officer's Recommendation:

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

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the monthly financial report for the period ended 31 October 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 October 2021.

Maranoa Regional Council

Ordinary Meeting - 24 November 2021

Please note that the current budget includes carry over budgets and quarter 1 amendments

1. Operating Budget:

Maranoa Regional Council Statement of Income and Expenditure 31 October 2021				
Council Consolidated Operating	2021-22 Current Budget \$	Oct - 21 Actual \$	% of budget	Comments
Operating revenue				
Net rates, levies and charges	41,693,993	20,497,055	49%	First half rates notices issued
Fees and charges	2,594,085	1,029,241	40%	Annual fees for animal registration and food license fees issued
Rental income	834,814	294,662	35%	Yearly allocation for Smart Service Qld issued
Interest received	785,400	216,840	28%	Investment and QTC interest slightly lower than forecast
Recoverable works and sales revenue	17,226,663	4,248,299	25%	Recoverable works for October not yet invoiced
Other income	2,617,245	958,430	37%	On track
Grants, subsidies, contributions	27,091,162	4,523,599	17%	Flood restoration works revenue to be received as works progress
Total operating revenue	92,843,362	31,768,126	34%	
Operating expenses				
Employee benefits (includes Councillor remuneration)	32,064,487	9,303,465	29%	Recruitment process in place for vacant positions
Materials and services	40,484,298	14,528,742	36%	Slightly higher based on pro rata due to annual subscriptions, software licences, valuations paid
Finance costs	694,663	250,485	36%	Finance costs slightly higher than forecast at the end of October 2021
Depreciation	19,292,810	6,430,936	33%	Note: due to error with depreciation run – an estimate has been included in actual expenditure based on 4 months
Total operating expenses	92,536,258	30,513,628	33%	
Operating result				
Operating revenue	92,843,362	31,768,126	34%	
Operating expenses	92,536,258	30,513,628	33%	
Net Operating result total	307,104	1,254,498		

Maranoa Regional Council

Ordinary Meeting - 24 November 2021

Operating revenue:

Operating revenue of \$31.768 million has been received to the end of October 2021 which is 34% of the annual budget. Rates notices for the first half of the year have been issued.

Operating expenses:

Operating expenses of \$30.514 million is currently 33% of annual current budget which is overall on track.

2. Capital Budget:

Maranoa Regional Council Capital 31 October 2021				
Council Consolidated	2021-22 Current Budget \$	Oct-21 Actual \$	% of budget	Comments
Capital revenue				
Contributions – capital	5,265,689	2,880,000	55%	Significant contribution has been received for the year. Balance of contributions to be received on completion of works
Developer contributions/infrastructure charges	61,000	63,705	104%	Applications received to date
Government grants and subsidies	32,523,129	2,025,740	6%	Significant flood restoration revenue to be received as works progress
Total capital revenue	37,849,818	4,969,445	13%	
Capital expenditure				
Projects – capital	75,243,876	10,148,054	13%	Significant flood restoration expenditure not yet incurred
Loan repayments	1,711,081	420,842	25%	On track
Total capital expenditure	76,954,957	10,568,896	14%	

Capital revenue:

Capital revenue received/invoiced to 31 October 2021 is \$4.97 million. As externally funded projects are commenced/completed, external funding will be received.

Capital expenditure:

Council's investment in community infrastructure capital works year to date is \$10.148 million.

Major projects currently in progress/completed:

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

Loans:

The closing balance of Queensland Treasury Corporation (QTC) loans at 31 October 2021 is **\$18,512,583** which includes accrued interest and administration costs for the month of October 2021.

Rates & Charges

Number of Assessments – October 2021

	Total Number of Assessments
As at 30 September 2021	7,924
As at 31 October 2021	7,865
As at 31 October 2020	7,859

Rates Outstanding - Balance & Number – October 2021

	Total Amount Outstanding
As at 30 September 2021	\$22,297,082
As at 31 October 2021	\$6,192,290
As at 31 October 2020	\$15,233,870

Maranoa Regional Council

Ordinary Meeting - 24 November 2021

Assessment by Category Type

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
Residential				
As at 14 October 2021	3649	\$3,381,720	2323	63.66%
As at 31 October 2021	3138	\$913,710	597	19.02%
31 October 2020	4383	\$3,790,237	2615	59.66%
Commercial/ Industrial				
As at 14 October 2021	620	\$1,388,892	408	65.80%
As at 31 October 2021	618	\$533,397	102	16.50%
31 October 2020	613	\$1,338,171	388	63.29%
Rural				
As at 14 October 2021	1697	\$3,460,938	1027	60.51%
As at 31 October 2021	1688	\$726,755	186	11.05%
31 October 2020	1659	\$3,352,032	1037	62.50%
Non-Urban Industrial				
As at 14 October 2021	189	\$9,401,484	142	75.13%
As at 31 October 2021	188	\$3,396,988	85	45.21%
31 October 2020	187	\$6,571,360	95	50.80%

Prepaid rates:

	Prepaid Rates & Charges	Number of Assessments
As at 14 October 2021	\$310,393	464
As at 31 October 2021	\$409,441	625
31 October 2020	\$241,366	360

Payment Arrangements:

	Number of Accounts that have Payment Arrangement	Value Outstanding in Payment Arrangements	Percentage of Rates arrears in payment arrangements
30 September 2021	207	\$2,577,872	11.56%
As at 31 October 2021	223	\$2,404,917	17.42%
31 October 2020	127	\$527,437	3.02%

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

	Issue Date	Number Issued
First Reminder Letter – Levy 1 - 2021	Not issued yet	0
Second Reminder Letter – Levy 1 - 2021	Not issued yet	0
Demand Letter – Levy 1 – 2021	Not issued yet	0
Statement of Liquidated Claims – Levy 1 - 2021	Not issued yet	0
First Reminder Letter – Levy 100 - 2022	Not issued yet	0
Second Reminder Letter – Levy 100 – 2022	Not issued yet	0
Demand Letter – Levy 100 – 2022	Not issued yet	0
Statement of Liquidated Claims – Levy 100 – 2022	Not issued yet	0

Maranoa Regional Council

Ordinary Meeting - 24 November 2021

Debt Recovery Status: 14 January 2021 – 31 October 2021

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	No. Open	Amount Owing \$	% Owing
Demand Letter	207	\$2,056,447	\$1,682,117	76.26%	45	\$374,329	16.97%
Statement of Liquidated Claim	16	\$31,708	\$12,926	0.59%	9	\$26,553	1.2%
Statement of Liquidated Claim served	43	\$117,584	\$84,112	3.81%	25	\$52,590	2.38%
Pre-Judgment	-	-	-	-	-	-	-

Debt Recovery Status: 3 December 2019 – 31 October 2021

Recovery Step	Number of Accounts	Amount Referred \$	Amount Paid / Closed \$	Paid / Closed	Number Open	Amount Owing \$	% Owing
Demand Letter	366	\$2,684,323	\$2,532,676	82.88%	47	\$151,647	4.96%
Statement of Liquidated Claim	31	\$53,207	\$32,070	1.05%	11	\$30,166	0.99%
Statement of Liquidated Claim served	83	\$268,044	\$185,413	6.07%	37	\$114,238	3.74%
Pre-judgment	14	\$50,226	\$37,477	1.23%	7	\$18,392	0.60%
Judgment	-	-	-	-	-	-	-
Post Judgment	-	-	-	-	-	-	-

Debt Recovery Status: 17 November 2016 – 31 October 2021

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	Number Open	Amount Owing \$	% Owing
Demand Letter	1587	\$6,417,535	\$6,175,077	59.81%	58	\$242,458	2.35%
Statement of Liquidated Claim	103	\$228,763	\$198,012	1.92%	16	\$43,712	0.42%
Statement of Liquidated Claim served	374	\$1,977,806	\$1,601,104	15.51%	41	\$415,131	4.02%
Pre-judgment	104	\$630,878	\$616,409	5.97%	10	\$25,608	0.23%
Judgment	3	\$25,294	\$25,294	0.24%	0	\$0.00	0.00%
Post Judgment	148	\$1,045,040	\$984,780	9.54%	30	\$94,172	0.91%

At close of discount – Levy 1:

Number of Ratepayers outstanding	1604
Value of outstanding rates and charges	\$9,820,427
Percentage amount outstanding	47.45%
Percentage of rate assessments outstanding	20.40%

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

Management Accountant - Finance

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 October 2021.

Future Years' Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

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

Risks:

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

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

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

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

That the monthly financial report for the period ended 31 October 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:

(Acting) Director - Corporate Services

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 11 November 2021

Item Number: 11.2

File Number: D21/90582

SUBJECT HEADING: Roma Saleyards - Approval to Cease Store and Prime Sales 2021

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

This report is for Council to consider the routine ceasing of store and prime sales over the Christmas and New Year period. It is proposed that the last sale for 2021 be the store sale on Tuesday 14 December 2021, with sales recommencing on Tuesday 11 January 2022.

The facility will remain open during this time for spell cattle, private weighing and scanning.

Officer's Recommendation:

That Council approve the last sale of 2021 be the Store Sale scheduled for Tuesday 14, December 2021, with sales recommencing with a Store Sale on Tuesday 11, January 2022.

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
Roma Livestock Agents Association
Elders Rural Services – Roma
Grant, Daniel & Long – Roma
PJH Livestock & Property PTY LTD – Roma
Landmark Operations LTD – Roma
MAA Livestock & Property PTY LTD – Roma
Ray White Rural Livestock – Roma
Topx – Roma
Watkins and Company (QLD) – Roma
Vendors
Buyers
Café 54

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
RLAA	Roma Livestock Agents Association

Context:

Why is the matter coming before Council?

This report is being presented to Council as under Local Law No. 6 (Operation of Saleyards) 2011, **Part 4 12(1)**: *The local government may fix the days and times during which regular stock sales may be conducted at the saleyard.*

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Each year the Roma Saleyards, in conjunction with the RLAA, routinely cease store and prime sales over the Christmas and New Year period.

Whilst the facility is still open for sell cattle, private weighing and scanning, this is when essential cleaning and maintenance of the facility is undertaken, as well as some construction works. The works scheduled for the 2021 Christmas closure period are as follows:

Cleaning:

1. Cleaning 373 selling pens;
2. Cleaning 217 receival/delivery yards;
3. Cleaning 7 drafts;
4. Cleaning 33 cableyards; and
5. Cleaning all loading areas.

Maintenance:

1. Replacing the gravel in main unloading lane;
2. Rectifying water that is ponding at Ramp 1;
3. Re-graveling as many selling pens as possible.

Construction:

1. The replacement and realignment of the existing grid located at the truck turnaround will be done as a part of the Primarys Road Project

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

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

Local Law No. 6 (Operation of Saleyards) 2011, **Part 4 12(1)** *The local government may fix the days and times during which regular stock sales may be conducted at the saleyard.*

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)

During the draw that determines the first sale order for 2022, all agents in attendance were in agreeance that the last sale of 2021 be the Store Sale scheduled for Tuesday 14, December 2021, with sales recommencing with a Store Sale on Tuesday 11, January 2022.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

The estimated revenue presented to Council for 2020/21 included this closure period and will not affect the budget.

Estimated expenditure for this closure period was budgeted for and will not affect the budget.

Future Years' Budgets:

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

Nil

Impact 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
N/A	<Provide details>

Advice to Council:

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

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

That Council endorse the last sale to be conducted on Tuesday 14, December 2021 with sales recommencing on Tuesday 11, January 2022. This will allow the scheduled maintenance, cleaning and construction works to be completed.

Recommendation:

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

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

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

That Council approve the last sale of 2021 be the Store Sale scheduled for Tuesday 14, December 2021, with sales recommencing with a Store Sale on Tuesday 11, January 2022.

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

Nil

Report authorised by:

(Acting) Director - Corporate Services

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 11 November 2021

Item Number: 11.3

File Number: D21/90909

SUBJECT HEADING: 2022 Ordinary Council Meeting Schedule

Classification: Open Access

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

Executive Summary:

The purpose of this report is for Council to consider its ordinary meeting schedule for 2022.

Officer's Recommendation:

That Council:

1. Continue to hold its ordinary meetings on the 2nd and 4th Wednesday of each month, commencing at 9am, except for January when a single meeting be held on Tuesday 25 January 2022.
2. Hold the ordinary meetings in the Council Chambers (Ernest Brock Room if applicable) for the months of January – August 2022, except for the first meeting in February, which will be held in Mitchell (as per Resolution No OM/04.2021/09).
3. Adopt the 2022 Ordinary Meeting Schedule from January – August 2022 as presented and attached to the officer's report.
4. Consider the remainder of the meeting schedule locations for the months of September – December 2022 at a future meeting.

Individuals or Organisations to which the report applies:

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

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

No

Acronyms:

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

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

Acronym	Description
Not applicable	

Context:

Why is the matter coming before Council?

The purpose of this report is for Council to consider its ordinary meeting schedule for 2022.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At its Ordinary Meeting on 14 April 2021 regarding the 2021 Council Meeting Schedule, Council resolved:

That:

- 1. Council continue to hold its ordinary meetings on the 2nd and 4th Wednesday of each month, with the exception [of] December when a single meeting is [to be] held on the 2nd 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.*

Ordinary Meeting Rotations

It is recommended that the current ordinary meeting rotation continue for 2022.

Since commencement of the 2008 term of Maranoa Regional Council, until the current year, Council has held its Council meetings on the second and fourth Wednesday of each month.

This frequency was adopted by the former and current terms of Council on the basis that:

- It provides an opportunity for consideration of matters in a timely manner (i.e. fortnightly decisions rather than monthly decisions);
- Given the volume of information coming before Council for consideration, it spread the workload across two meetings, below is a snapshot of total Council decisions:

How we are trending - Elected members and governance

Resolutions (Council decisions)	Total
2011/12	291
2012/13	360
2013/14	583
2014/15	860
2015/16	771
2016/17	787
2017/18	1,056
2018/19	921
2019/20	816
2020/21	957

- The frequency had been communicated extensively and was therefore well known internally (by Council staff), by business, key external parties, and the general community;
- Mid-week business hour meetings provide ready access to the authors of the Council reports and the management team.
(This enabled Councillors to ask questions / seek clarification on agenda reports prior to voting on the matters);
- Officers can aim to prepare the draft minutes in the same week as the meeting, and urgent matters could be addressed in the business days that followed the meeting.

At the Councillor diary meeting held on 3 November 2021, Council advised informally that the first meeting of 2022 be held on Tuesday 25 January (the day immediately prior to Australia Day on Wednesday 26 January 2022).

Ordinary Meeting Commencement Time

It is recommended that the ordinary meeting commencement time of 9.00am remain in place, on the basis that:

- The time has been communicated extensively over many years and is therefore well known internally (by Council staff), by business, key external parties, and the general community;
- It provides staff and councillors, an opportunity to come together for meetings during business hours, and for any contacts to be made during these hours for further advice or clarification of reports from within or external to Council;
- Technical or technology issues can be better resolved in a timely manner during business hours;

Maranoa Regional Council

Ordinary Meeting - 24 November 2021

- Meetings are more likely to be concluded on the same day, leading to less items laid on the table for a future meeting / special meeting, or the need for the meeting to be concluded on a second day.
- If additional time is required to conclude the meetings after 5pm, this additional time is less likely to extend beyond 8pm.

For example, during the 2020 trial period of Council meetings commencing at a time other than 9am, the following outcomes were observed:

Date	Location	Scheduled Commencement Time	Time concluded	Total Reports	Comments
14/10/20	Mitchell	6.30pm	10.41pm	55	20 items were not considered at the meeting
11/11/20	Surat	6.30pm	11.22pm	42	11 items laid on the table and meeting concluded the following day
09/12/20	Yuleba	Initially scheduled for 12pm and amended to commence 9am	6.07pm	44	Meeting finalised same day
10/02/21	Injune	12pm	6pm	30	Meeting finalised same day 3 items laid on the table

As a result, for 2021, Council set a commencement time of 9am for all ordinary meetings.

Ordinary Meeting Locations

During 2021, Council held most of the ordinary meetings in Roma, except for:

- The first meeting of the month in February which was held in Injune (concluding a 4-month trial of meetings rotated across regional towns).
- The first meeting of the month for the months of September – November which were held in the towns of Injune, Yuleba and Surat respectively.
- Council has approved for the first meeting in February 2022 to be held in Mitchel (Concluding the Spring / Summer Series of meetings held rotationally across regional towns)

At the Councillor diary meeting held on 3 November 2021, Councillors indicated that they would like to review outcomes of the current (2021) Spring / Summer meeting series of rotational meetings in key regional towns, prior to setting the location of meetings for 2022 for the first meetings of the month from September – December.

In line with this advice, it is recommended that the locations for the remainder of the meeting schedule (September – December) be considered at a future meeting.

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 relevant sections of the legislation (*Local Government Regulation 2012*) is detailed below with regard meeting locations, frequency and advertising:

Local Government Regulation 2012

254B Public notice of meetings

(1) A local government must, at least once in each year, publish a notice of the days and times when—

- (a) its ordinary meetings will be held; and*
- (b) the ordinary meetings of its standing committees will be held.*

(2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.

(3) A local government must display in a conspicuous place in its public office a notice of the days and times when—

- (a) its meetings will be held; and*
- (b) meetings of its committees will be held.*

(4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified.

257 Frequency and place of meetings

(1) A local government must meet at least once in each month.

(2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.

(3) All meetings of a local government are to be held—

- (a) at 1 of the local government's public offices; or*
- (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.*

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 report seeks to confirm Council's policy position regarding ordinary meetings for the 2022.

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?

No

Future Years' Budgets:

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

No, this budget is considered and approved by Council 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)

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	No risks have been identified with the recommended approach.

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 continue to hold ordinary meetings on the 2nd and 4th weeks of each month for 2022, commencing at 9.00am, except for January with a single meeting for the month recommended to be held on 25 January 2022 (the day prior to Australia Day).

The meetings from January to August 2022 be held in the Council Chambers (Ernest Brock Room as applicable).

The meeting locations for the remainder of the year be considered at a future meeting.

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. Continue to hold its ordinary meetings on the 2nd and 4th Wednesday of each month, commencing at 9am, except for January when a single meeting be held on Tuesday 25 January 2022.
2. Hold the ordinary meetings in the Council Chambers (Ernest Brock Room if applicable) for the months of January – August 2022, except for the first meeting in February, which will be held in Mitchell (as per Resolution No OM/04.2021/09).
3. Adopt the 2022 Ordinary Meeting Schedule from January – August 2022 as presented and attached to the officer's report.
4. Consider the remainder of the meeting schedule locations for the months of September – December 2022 at a future meeting.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

[1](#) 2022 Council Meeting Schedule - January - August

D21/91196

Report authorised by:

(Acting) Director - Corporate Services

Chief Executive Officer

Council Meeting Schedule 2022



Month	No-Date	Meeting Type	Venue	Time
January	OM01-25.01.22 Tuesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
February	OM02-09.02.22 Wednesday	Ordinary	Mitchell (Venue to be confirmed) COVID-19 restrictions in place	9am
	OM03-23.02.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
March	OM04-09.03.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM05-23.03.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
April	OM06-13.04.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM07-27.04.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
May	OM08-11.05.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM09-25.05.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
June	OM10-08.06.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM11-22.06.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
July	OM12-13.07.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM13-27.07.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
August	OM14-10.08.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am
	OM15-24.08.22 Wednesday	Ordinary	Council Chambers Roma Office COVID-19 restrictions in place	9am

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 9 November 2021

Item Number: 12.1

File Number: D21/90056

SUBJECT HEADING: Extension of the Register of Pre-qualified Suppliers for Traffic Management Services.

Classification: Open Access

Officer's Title: Manager - Procurement

Executive Summary:

Registers of Pre-qualified Suppliers are created in accordance with s232 *Local Government Regulation 2012* (the Regulation). After the tender process is complete and Council resolves their formation, in doing so the Register is given a fixed life (end date).

As Procurement advertise tenders throughout the Register's life to give new suppliers an opportunity to be on the Register, the length of time additional suppliers from each new tender are on the Register is reduced. This creates an issue when suppliers are accepted onto the Register and the Register has very limited life remaining.

Council then needs to re-tender for the re-establishment of the Registers to meet the requirements of the Regulation and all suppliers need to reapply. This creates a lot of additional work for Council and suppliers.

The Regulation does not place a time limit on the life of a Register of Pre-qualified Suppliers. A solution is, if deemed necessary, to extend the Registers life before its end date.

The *Register of Pre-Qualified Suppliers for Traffic Management Services* expires on 30 November 2021. This report is presented to Council to consider extending the *Register of Pre-Qualified Suppliers for Traffic Management Services* for another two (2) years.

Officer's Recommendation:

That Council:

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

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 suppliers on all of Councils *Register of Pre-Qualified Suppliers for Traffic Management Services* approved through resolution GM/02.2020/46 including:

- Altus Traffic Pty Ltd
- Builders North Pty Ltd Trading as NSEW Traffic Solutions
- East Coast Traffic Controllers Pty Ltd
- Evolution Traffic Controllers Pty Ltd
- Western Downs Traffic Control Pty Ltd

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

Council approves the formation of the Registers of Pre-Qualified Suppliers and as such should approve extensions to these Registers.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Registers of Pre-qualified Suppliers are created in accordance with the *s232 Local Government Regulation 2009* (the Regulation). After the tender process is complete and Council resolves their formation, in doing so the Register is given a fixed life (end date). As Procurement advertise tenders throughout the Registers life to give new suppliers an opportunity to be on the Register, the length of time additional suppliers from each new tender are on the Register is reduced. This creates an issue when suppliers are accepted onto the Register and the Register has very limited life remaining.

Council then needs to re-tender for the re-establishment of the Registers to meet the requirements of the Regulation and all suppliers need to reapply. This creates a lot of unnecessary work for Council and suppliers.

The Regulation does not place a time limit on the life of a Register of Pre-qualified Suppliers or provide any guidance.

The current *Register of Pre-Qualified Suppliers for Traffic Management Services* was approved at the Council meeting on 12 February 2020 (GM/02.2020/46).

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 legislation provides no clear direction in the expiry of Registers of Pre-qualified suppliers or their life. However, the *Register of Pre-Qualified Suppliers for Traffic Management Services* was established in accordance with s232 of the Local Government Regulation 2012.

232 Exception for register of pre-qualified suppliers

- (1) *This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.*
- (2) *A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (7).*
- (3) *A local government may establish a register of pre-qualified suppliers of particular goods or services only if—*
- (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or*
 - (b) the capability or financial capacity of the supplier of the goods or services is critical; or*
 - (c) the supply of the goods or services involves significant security considerations; or*
 - (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or*
 - (e) the ability of local business to supply the goods or services needs to be discovered or developed.*
- (4) *A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.*
- (5) *The invitation must—*
- (a) be published on the local government's website for at least 21 days; and*
 - (b) allow written tenders to be given to the local government while the invitation is published on the website.*
- (6) *Also, the local government must take all reasonable steps to publish the invitation in another way to notify the public about establishing the register of pre-qualified suppliers.*
- Examples for subsection (6)—*
- publishing an invitation in an industry publication or on the QTENDERS website*
- (7) *When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.*
- (8) *A **pre-qualified supplier** is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.*

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

McCullough Robertson Lawyers

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)

Suppliers on the *Register of Pre-Qualified Suppliers for Traffic Management Services* will not have to complete another Tender submission.

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
Suppliers on the Register fail to maintain their financial, technical and managerial capability as required by the Regulation.	<p><u>Likelihood:</u> Low</p> <p><u>Consequences:</u> Suppliers from the Registers may perform poor quality work or provide poor quality services.</p> <p><u>Risk Management Strategy:</u> Notify suppliers of the update and to ensure their capability still meets the tender and legislative requirements.</p>

Advice to Council:

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

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

It is advised that Council approve the recommendation to extend the life of the *Register of Pre-Qualified Suppliers for Traffic Management Services* for 2 years resulting in an end date of 30 November 2023.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

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

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Regional Development
(Acting) Director - Corporate Services

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 5 November 2021

Item Number: 12.2

File Number: D21/89293

SUBJECT HEADING: Request for Participation - National Corrections Day 2022

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council has received a request from Roma Community Corrections inviting Council to participate in raising awareness of National Corrections Day, 21 January 2022. On this day, organisations are being asked to light public spaces with blue lighting to indicate support and raise community awareness.

Officer's Recommendation:

That Council:

1. Note the email from Roma Community Corrections requesting Council's support for the National Corrections Day.
 2. Support the National Corrections Day by amending the variable street tree lighting in McDowall Street Roma to display blue only on the 21 January 2022.
 3. Distribute a media release to inform the community of the reason behind the blue colour change in the tree lighting.
-

Individuals or Organisations to which the report applies:

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

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

Roma Community Corrections
Queensland Corrective Services

Acronyms:

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

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

Acronym	Description
CBD	Central Business District
QCS	Queensland Corrective Services

Context:

Why is the matter coming before Council?

Council has been approached by Roma Community Corrections for the second year in a row, requesting Council consider participating in National Corrections Day by changing the McDowall Street Tree lights to light up blue on the 21 January 2022.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Corrective services are a key responsibility of the Queensland Government, and along with courts and the police, and are a central component of the criminal justice system. QCS, in partnership with other key criminal justice agencies, are committed to the critical role of community safety and crime prevention.

In 2017, the Corrective Services Administrators' Council (CSAC) approved the establishment of an annual National Corrections Day to be celebrated on the third Friday of each year. The purpose of the day is to highlight the work of officers that often goes unseen by the general public.

This coming year, National Corrections Day will be celebrated on 21 January 2022. This day recognises the important work of corrective services officers in protecting communities across Australia. QCS has more than 6,800 officers working every day to protect the people of Queensland.

To formally celebrate this occasion, the Commissioner Awards recipients are also announced on this day. Commissioner Peter Martin will recognise the achievements of officers who have gone above and beyond to make a difference and keep Queensland safe.

Previous years, in Brisbane the Story and Victoria bridges were lit in blue and silver on the third Friday of January to celebrate National Corrections Day, recognising the important work of corrective services officers in protecting communities across Australia.

The Roma Community Corrections will hold a breakfast and invitation will be extended to all of the stakeholders who help community corrections achieve their goals.

Request Options

Council officers have previously investigated requests similar to this and the impacts associated with the request and key findings are detailed below.

▪ **Street Lighting**

Previously Council resolved not to amend the street lighting given the prime function of the lights and officers recommended against using these lights as a way of supporting the event.

- **Festoon Lighting**

Previously Council resolved not to consider this option given the costs associated with amending the lighting colours, it was recommended that lower cost alternatives be considered as a preference.

- **Street Tree Lighting**

Street Tree Lighting system installed at the base of the trees in the Roma CBD allows the multi coloured LED lighting to cycle. One of the lights in the colour cycle is Blue. Council staff can alter the lighting to a number of different configurations, including maintain a single colour for a set duration. Investigations considered this action as achievable, low cost and currently able to be implemented without any future budget allocation.

Council has previously resolved to amend the colour of the tree lighting in support of community groups and their respective causes.

Future Requests

That this request be considered for inclusion in the pre-approved annual calendar for consideration by Council (as per resolution from Ordinary Meeting on 25 November).

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)

Asset Officer – Transport Network (co-author of report)
Team Coordinator - Roma Parks & Gardens and Bassett Park
District Manager – Roma Community Corrections

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?

As presented, there will be no financial impact from the recommendation. The staff time required to make the adjustment of the light cycle on the street trees or generating the media release; is likely to be minimal and it would be the intention that this time would be completed as part of day-to-day operations.

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)

Roma Community Corrections
Queensland Corrective Services

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 to participate in the event altogether	Likely – as the local government of the regional, Council may find that declining to participate in the event altogether may result in a negative reputational impact.

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)

Given there would be limited time and cost to Council associated with (1) amending the lighting colour for one night; and (2) generating the media release to support public awareness, it is recommended that Council consider supporting the event by amending the tree lights for blue for National Corrections Day.

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. Note the email from Roma Community Corrections requesting Council's support for the National Corrections Day.
2. Support the National Corrections Day by amending the variable street tree lighting in McDowall Street Roma to display blue only on the 21 January 2022.
3. Distribute a media release to inform the community of the reason behind the blue colour change in the tree lighting.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

[1](#) Email from Community Corrections Roma District D21/89298
Manager Jess Towns - Request for Participation - Roma
Tree Lights - National Corrections Days 2022

Report authorised by:

Deputy Chief Executive Officer/Acting Director Regional Development

Karen McMillan

From: Towns, Jessica <Jessica.Towns@Corrections.qld.gov.au>
Sent: Thursday, 21 October 2021 1:46 PM
To: Karen McMillan
Subject: Request for Participation - Roma Tree Lights - National Corrections Day - 21 January 2022

Follow Up Flag: Follow up
Flag Status: Flagged

SENSITIVE

Hi Karen,

I was hoping to put in a request to light the trees in the main street blue again to support National Corrections Day that is scheduled for 21/01/2022.

Is this something that could be put to council again?

Thanks for your help,

Jess



Jess Towns
District Manager | Community Corrections | Roma
(07) 4592 1602 | 0437 898 366 | Jessica.Towns@corrections.qld.gov.au
44-46 Arthur Street, Roma Qld 4455
Queensland Corrective Services | Queensland Government



Queensland Corrective Services acknowledge the traditional owners and custodians of the land where we walk, learn and share. We pay our respect to the Elders past, present and emerging for they hold the memories, traditions, and the hopes of Aboriginal and Torres Strait Islander people and their communities.



Please consider the environment before printing this email



OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 1 November 2021

Item Number: 14.1

File Number: D21/87662

SUBJECT HEADING: Wallumbilla Swimming Pool Management Agreement - Option to Renew

Classification: Open Access

Officer's Title: Lead Council Buildings & Structures Maintenance Officer

Executive Summary:

Council has been advised by the Manager of the Wallumbilla Swimming Pool that she wishes to exercise her option as provided for in the Management Agreement and extend her agreement for a further three (3) years.

Officer's Recommendation:

That Council approve the extension of the Wallumbilla Pool Management Agreement for a further three (3) year period until 1 October 2024.

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).

Melissa Sutton Family Trust Trading as Outback Swim School

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

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received correspondence advising that the Manager, Melissa Sutton wishes to exercise the third option in the Wallumbilla Pool Management Agreement to extend for a further three (3) year period until 1 October 2024.

The Wallumbilla Pool is owned by the Department of Education and leased to Maranoa Regional Council until 13 November 2026.

The current contractor was awarded the tender for the management of the Wallumbilla Swimming Pool on 2 October 2018. The management agreement was for a term of one year with the option to extend yearly for an additional two years expiring on 1 October 2021. After this option has been exercised, the agreement can be renewed for a further period of three (3) years concluding on 1 October 2024.

The Wallumbilla State School staff and community are happy with the current contractor who is satisfactorily performing duties, with no significant complaints received about the operation of the pool.

The current contractor has all relevant qualifications and extensive knowledge of the facility, Royal Lifesaving and Council guidelines.

At its 10 February 2021 General Meeting, Council resolved:

Resolution No. OM/02.2021/19

That Council:

- 1. Note the outcomes of the community consultation on pool entry fees.***
- 2. Call tenders to manage the Denise Spencer Memorial Pool (Roma) for a two year period with the option for a further two x 1 year terms incorporating free admission, and that upon the calling of other new tenders there be no charge for general admission for swimming pools in the Maranoa – consistent with the Injune swimming pool which has free admission, to encourage higher utilisation by the public of our Council facilities.***
- 3. Request costings for an upgraded security system with recording available for access for law enforcement for the Roma swimming pool to focus on improved behaviour for all users of the pool.***
- 4. Enter a short term management agreement with Stacey Robertson to manage the Denise Spencer Memorial Pool from 16 January 2021 until 31 March 2021, with the option to extend by mutual agreement on a month to month basis after this date.***
- 5. Authorise the Chief Executive Officer (or delegate) to execute the short term management agreement between Council and Stacey Robertson.***

This is an option to renew and not a new tender. It is recommended that Council agree to the request to renew and not call for the tender at this time.

Recent changes to the pricing structure resulted in an increase of 478% in management fees at the Denise Spencer Memorial Pool (Roma). A similar increase to the Wallumbilla Swimming Pool could attract a management fee of approximately \$ 444,813.51. It may be therefore financially beneficial for Council to agree to the renewal of the agreement on the current terms and conditions.

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 – Regional Facilities (Land, Buildings & Structures)

Manager – Wallumbilla Pool

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?

Clause 7.2 in the current Management Agreement is subject to an annual CPI increase, as the annual CPI has increased by 3.8% the management fee will increase to a rate of \$93,057.22 per annum.

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 management agreement is subject to annual CPI increases, with an option to renew for a further 3 (three) year term.

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)

Agree to the extension of the Wallumbilla Pool Management Agreement.

Recommendation:

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

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

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

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

That Council approve the extension of the Wallumbilla Pool Management Agreement for a further three (3) years until 1 October 2024.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Manager - Regional Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Regional Development

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 9 November 2021

Item Number: 14.2

File Number: D21/89868

SUBJECT HEADING: Delegation of funding under the Regional and Remote Airport Security Awareness Program (RRASAP)

Classification: Open Access

Officer's Title: Manager - Airports (Roma & Regional Compliance)

Executive Summary:

Roma Airport has been invited to delegate or apply directly for the Regional and Remote Airport Security Awareness Program (RRASAP). The program provides re-imbursement funding to support regional and remote airports in meeting enhanced requirements for security examination officers as per the Screener Accreditation Scheme implemented by the Department of Home Affairs.

The RRASAP provides up to \$25,000 re-imbursement per financial year and concludes at the end of 2023-24 FY. The Department of Home Affairs provides eligible Airports with the option to either apply for the funding directly or delegate to their contracted security screening provider.

Officer's Recommendation:

Authorise the Chief Executive Officer (or Delegate) to sign an agreement advising the Department of Home Affairs to delegate the RRASAP funding available for this Financial Year to the current security screening service provider (MSS Security).

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
Department of Home Affairs
MSS Security

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
RRASAP	Regional and Remote Airport Security Awareness Program

Context:

Why is the matter coming before Council?

The RRASAP funding is being made available to eligible regional airports to facilitate the reimbursement of costs associated with meeting the Screener Accreditation Scheme.

Passenger and cargo screening at Roma Airport is outsourced to MSS Security who are required to upskill its staff to meet the enhanced requirements of the Screener Accreditation Scheme. The cost of conducting this training is eligible for reimbursement via the RRASAP.

The Department of Home Affairs has made an option available which allows Roma Airport to delegate the RRASAP funding to MSS security. This is the preferred approach.

Alternatively, Council has the option to apply for the funding directly. In this scenario, training costs to upskill MSS staff will be passed onto the airport and Maranoa Regional Council will seek reimbursement of these costs via the RRASAP.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Nil

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)

<Provide details>

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)

Eligible activities under the RRASAP funding agreement include:

- Activities that facilitate compliance with the Screener Accreditation Scheme
- Supporting nominated personnel to become qualified accreditors
- Supporting applications for their ASIC
- Supporting new screeners gain Certificate III in Transport Security Protection
- Supporting personnel to attend approved professional training courses
- Acquiring general/educational training resources for screeners

Input into the Report & Recommendation:

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

Nil

Funding Bodies:

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

The RRASAP is funded by the Department of Home Affairs and administered by the Department of Industry, Science, Energy and Resources.

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 the RRASAP funding is not delegated to MSS or applied for directly, the costs associated with upskilling security screening staff will be passed onto Roma Airport with no mechanism for recovery. These costs have not been budgeted for.

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)

Application for funding via the RRASAP is available each Financial Year until 2024.

Impact on Other Individuals or Interested Parties:

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

Nil.

Risks:

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

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

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

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

The RRASAP funding is not applicable to the specific business unit activities of Roma Airport as these specialist activities are outsourced to MSS security. Delegating RRASAP funding for FY22 to MSS security is the preferred option and is the most efficient and effective method for application of the program funds.

Recommendation:

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

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

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

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

If so, for what reason?

It is recommended that Council Authorise the Chief Executive Officer (or Delegate) to sign the agreement advising the Department of Home Affairs to delegate the RRASAP funding available for this Financial Year to the current security screening service provider (MSS Security).

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Regional Development

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 9 November 2021

Item Number: 14.3

File Number: D21/89997

SUBJECT HEADING: Roma Rural Student Hostel Residence - Bathroom Repairs

Classification: Open Access

Officer's Title: Lead Council Buildings & Structures Maintenance Officer

Executive Summary:

Council has received correspondence from the Roma Rural Student Hostel – Houseparent/Secretary seeking Council's investigation of a maintenance concern at the caretaker's residence.

Officer's Recommendation:

That Council:

1. Acknowledge the need to complete major renewal works in the house parents bathroom at the Roma Student Hostel.
2. Include the project as part of the Quarter 2 Budget Review.

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).

Janice Colley – Houseparent/Secretary – Roma Rural Student Hostel.

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has received correspondence from the Roma Rural Student Hostel – Houseparent/Secretary seeking Council's investigation into a maintenance concern identified at the caretaker's residence.

Council has received a quotation for restoration works. Council has allocated \$4,250 for maintenance and operation of the Roma Student Hostel for the 2020/21 financial year. There is insufficient funds in the budget to fund the works. The renewal works are capital in nature and should be treated as such.

As there is a potential for complaint justified or not, Council is asked to review the matter.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council received a report from Janice Colley, Houseparent / Secretary of the Roma Rural Student Hostel on 10 June 2020 reporting cracked and broken tiles in the hostel house parents residence (not the hostel accommodation building) and also swelling around the drain outlet.

Initial investigations on 12 June 2020 found it likely that water may have been leaking through damaged tiles in the bathroom causing the ground underneath to swell.

A contractor was engaged on 26 June 2020 to repair, and water seal the tiles. This was completed on 30 June 2020.

The hostel caretaker did mention that a third party was performing works on sewer mains in the vicinity of the hostel, however the caretaker could not recall which contractor was doing the works. This was investigated by Council Officers and it was found that it was unlikely that there was anything that contractors working on behalf of Council could have done, to cause this damage, but it was not impossible.

The Roma Student Hostel has had a long history of building movement and site drainage issues. Back in 2018 Council spent \$26,736 rectifying storm water management at the site. While the current issues with the cottage have not been directly linked to ground movement, it can't be eliminated as a possible contributing factor given the history of the site.

The Hostel Caretaker next contacted Council on 11 August 2021, reporting that they had their maintenance plumber investigate after a committee meeting on 18 July 2021 and found that the issue was ongoing. It was the finding of the plumber that although all the pipework passed the pressure testing it appeared that the shower base was leaking through the wet seal and to the outside wall.

On the advice of the plumber, Council contacted Six Mile Building to quote the renewal works because of their experience with the facility. Council will need to budget \$35,000.00 to complete the works. \$35,000 is 823.53% of the maintenance budget allocated to this facility for the 2021/22 financial year.

It is anticipated that the group will in the near future be requesting amendments to their management agreement and also will be requesting that Council financially assist with the renewal of the playing court surfaces.

The Committee want the bathroom issue addressed as a matter of urgency. While it is possible for the house parent to use the facilities in the hostel student accommodation, her elderly mother lives with her and has medical conditions that restrict her movement. It is the committee's preference that works happen on the school holidays, but from recent experience in securing trade service, it is unlikely that a contractor will be available within this short timeframe.

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)

Extract from the Management Agreement

Maintenance and Repairs

- (1) The Manager must maintain the Premises, including Council's fixtures, fittings and equipment, in at least the state of repair, working order and condition in which they existed at the Commencement Date, subject to fair wear and tear.
- (2) Fair wear and tear does not include damage or deterioration that results from failure to have fair wear and tear rectified.

Excepted Damage

The Manager's maintenance obligations do not extend to impose upon the Manager (in the absence of its wilful act, or its neglect or default) responsibility to repair:

- (1) Inherent defects;
- (2) Structural damage; and
- (3) Damage resulting from:
 - a. fire;
 - b. lighting;
 - c. storm or tempest;
 - d. earthquake;
 - e. flood;
 - f. war or civil commotion;
 - g. explosion or concussion from explosion;
 - h. impact from vehicles, aircraft, or articles escaping from them;
 - i. the wilful act, or the negligence or default, of Council and its agents;
 - j. Force Majeure; or inevitable accident.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's Purchasing 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)

Jamie Stanford – Plumber – Jamie Stanford Plumbing
Richard Morrison – Builder - Six Mile Building and Construction
Richard Irwin – Building and Project Specialist
Tanya Mansfield – Manager Regional Facilities (Land, Buildings and Structures)

Funding Bodies:

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

Internal Capital Budget Consideration

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?

\$35,000.00 + GST

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
Political	It is likely that failure to complete can be cause for complaint.

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 upgrade is a priority and should be considered at the next available budget review. This upgrade is capital in nature and should be treated as such.

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. Acknowledge the need to complete major renewal works in the house parents bathroom at the Roma Student Hostel.
2. Include the project as part of the Quarter 2 Budget Review.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Manager - Regional Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Regional Development

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 11 November 2021

Item Number: 14.4

File Number: D21/90864

SUBJECT HEADING: Roma Aero Club - New Hangar Site Preparation

Classification: Open Access

Officer's Title: Manager - Airports (Regional Compliance & Roma)

Executive Summary:

The purpose of this report is to provide council with cost estimates and request the release of funds from airport reserves to enable the preparation of a new lease area (Lot 14) for the construction of an aircraft hangar for the Roma Aero Club. The preparations include earthworks and the establishment of a chip seal surface.

Officer's Recommendation:

That Council:

1. Approve the release of \$50,000 from airport reserves for the design, associated earthworks and construction of a chip seal surface to ensure the site pad is ready for hangar construction.

Individuals or Organisations to which the report applies:

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

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

Roma Aero Club and its members

Acronyms:

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

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

Acronym	Description
RAC	Roma Aero Club

Context:

Why is the matter coming before Council?

Council has previously received correspondence and subsequently committed to a request from the RAC to grant a lease and prepare a site appropriately for the construction of an aircraft hangar.

The cost of site preparation has been calculated at \$50,000.

The request to withdraw \$50,000 from airport reserve funds requires budgetary and delegated approval from Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Ordinary Meeting held on 8 September 2021, Council considered the request and the outcome from the meeting was that Council resolved as follows:

Resolution No. OM/09.2021/29

Moved Cr O'Neil

Seconded Cr Birkett

That:

- 1. Council grant a lease to the Roma Aero Club a not for profit community club for an initial term of 10 years and a further option of 10 years over Lot 14 in the proposed subdivision plan for a peppercorn rent.**
- 2. The Chief Executive Officer, or delegate, be authorised to sign the lease and any associated documentation.**
- 3. A report be prepared on the final design and costings to construct earthworks and drainage, and provide chip seal from within Council to ensure that the site pad is ready for construction and costs are minimised.**

CARRIED

8/0

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)

RAC representatives and Roma airport management have engaged regularly to review the project. Chip seal has been mutually agreed as the preferred base for the aircraft hangar, meeting both usability and compliance requirements.

Deputy Director Strategic Road Management has supplied budget amounts required to complete works as requested.

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 aircraft hangar purchase and its construction will be funded by the RAC. The RAC intend to use a combination of club funds and grant funding to finance both the purchase and build.

This Financial Year's Budget:

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

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

The 2021/2022 budget includes \$8,500 for location and design to ensure fit for purpose.

The RAC has requested Council undertake the earthworks, drainage and chip seal for the floor and aprons to ensure the site is ready for construction. The cost to complete these works is calculated to be \$50,000. These costs have not been included in the FY22 budget. Transfer of these funds can occur from airport reserves.

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Cost	RAC do not acquire grant funding.

Advice to Council:

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

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

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

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Approve the release of \$50,000 from airport reserves for the design, associated earthworks and construction of a chip seal surface to ensure the site pad is ready for hangar construction.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Regional Development

OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 11 November 2021

Item Number: 14.5

File Number: D21/90869

SUBJECT HEADING: Letter of Support Request - Roma Commerce and Tourism

Classification: Open Access

Officer's Title: Local Development Officer (Roma)

Executive Summary:

Roma Commerce and Tourism are applying for the grant "Saluting Their Service Commemorative Grants Program" through the Federal Government Department of Veterans' Affairs to further develop the Roma Heroes Avenue. The proposed project includes installing a unique QR code and soldier's names on Council owned cement plinths, that will be linked to a website with information about each soldier. The intention is that visitors will be able to walk along the Avenue of Hero's and obtain in-depth information on individual soldiers, including videos and local interviews. Roma Commerce and Tourism have requested permission to install the plaques on the Council owned plinths. They have also requested a letter of support from Council to accompany their grant funding application.

Officer's Recommendation:

That Council:

1. Endorses the proposal of Roma Commerce and Tourism to install improved plaques on the existing plinths in consultation with the families of the soldiers depicted on said plinths.
2. Requests a final review of materials and their placement prior to implementation.
3. Endorse a letter of support from the Mayor on behalf of Council to Roma Commerce and Tourism for their grant application to facilitate the development of the Roma Heroes Avenue.

Individuals or Organisations to which the report applies:

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

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

Roma Commerce and Tourism

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
RCAT	Roma Commerce and Tourism

Context:

Why is the matter coming before Council?

Roma Commerce and Tourism have requested permission to install additional small plaques with a QR code linking to information about the soldier whose name appears Council's cement plinths within Roma Heroes Avenue. They have also requested a letter of support from the Mayor on behalf of Council to accompany their application for funding from the Saluting Their Service Commemorative Grants Program.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Roma Heroes Avenue has been established since 1918 and is a tribute to the fallen soldiers from the Roma District who lost their lives in the First World War. Currently there are 125 trees dedicated, which all have a plaque and basic information. The Roma Heroes Avenue is a key tourism asset to the region and represents so many of the region's families.

The proposed project will install a unique QR code on each monument that will be linked to a dedicated webpage with information about each soldier. That website will include details, photos and videos, links to military records, personal stories including letters, local stories, and interviews. Information will be collated from the Roma RSL Sub-Branch, Roma Historical Lodge, local stories and interviews, National Archive of Australia and the Roma Adopt and Tree program. The intention is that visitors will be able to walk along the Avenue of Hero's and obtain in-depth information on each soldier, including videos and local interviews. A suite of videos will be created to promote the iconic attraction.

The Roma RSL Sub-Branch have been formally approached and support the project. As Council owns the cement plinths, RCAT have requested permission to install small bronze etched plaques with a QR code and the soldiers name on each existing plinth. The plaques will comply with the Queensland Heritage Guidelines and all Heritage Register approvals will be sort and guidelines adhered to.

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

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

N/A

Funding Bodies:

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

Roma Commerce and Tourism is applying for the Saluting Their Service Commemorative Grants Program through the Federal Government Department of Veterans' Affairs.

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)

Roma Commerce and Tourism

Risks:

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

Risk	Description of likelihood & consequences
If a letter of support is not provided	Roma Commerce and Tourism may have a weaker chance of securing the grant funding.

Advice to Council:

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

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

It is recommended that Council endorses Roma Commerce and Tourism to install plaques on the existing plinths to facilitate the development of Roma Heroes Avenue and endorse a letter of support from the mayor on behalf of Council for this proposed project.

This project will provide visitors to the region and existing community members with in-depth information about the fallen soldiers from the Roma District. The QR code linking to a website will include details about the soldier, photos, videos, links to military records, personal stories, local stories and interviews. Information will be collated from a wide range of sources.

Council should insist of reviewing the nature of the changes prior to final approval of installation.

Recommendation:

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

That Council:

1. Endorses the proposal of Roma Commerce and Tourism to install improved plaques on the existing plinths in consultation with the families of the soldiers depicted on said plinths.
2. Council requests a final review of materials and their placement prior to implementation.
3. Endorse a letter of support from the Mayor on behalf of Council to Roma Commerce and Tourism for their grant application to facilitate the development of the Roma Heroes Avenue.

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)).

No.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

[1](#) Letter of Support Request - Roma Commerce and Tourism

D21/90861

Report authorised by:

Georgie Adams Woodall

From: info@rcat.org.au
Sent: Thursday, 11 November 2021 9:21 AM
To: Council
Cc: Georgie Adams Woodall
Subject: Roma Heroes Avenue

Dear CEO, Mayor and Councillors,

RCAT wish to apply for a grant through the Federal Government – Department of Veterans’ Affairs for the from the Saluting Their Service Commemorative Grants Program to further develop the Roma Heroes Avenue.

The Roma Heroes Avenue has been established since 1918 and is a tribute to the fallen soldiers from the Roma District who lost their lives in the First World War. Currently there are 135 trees dedicated, which all have a plaque & basic information. The Roma Heroes Avenue is a key tourism asset of our Region and represents so many of our regions families.

The project proposed includes installing a unique QR code on each monument that will be linked to a dedicated solders page on a new website. That website will include details such as photos & videos, links to military records, personal stories (including letters), local stories and interviews. Information will be collated from the RSL, Roma Historical Lodge, Local Stories and interviews, National Archive of Australia & the Roma Adopt a Tree Program.

It is the intent that visitors will be able to walk along the Avenue of Hero’s & obtain more in-depth information on individual soldiers, including videos and local interviews. A suite of videos will be created to promote this iconic attraction.

The RSL – Roma Sub branch has been formally approached and they support this project.

As Maranoa Regional Council own the cement plinths, we request permission to install a small bronze etched plaque with the QR code and the soldiers name on each existing plinth. These plaques will comply with the Queensland Heritage Guidelines.

In preparation of this project, all Heritage Register approvals will be sort & guidelines adhered to.

This project is subject to a successful grant application. If Council supports this project, can we request a support letter to accompany our application.

Kind Regards

Debbie Joppich

General Manager
PO Box 328 Roma QLD 4455
0418 765 306
info@rcat.org.au
www.rcat.org.au



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OFFICER REPORT

Meeting: Ordinary 24 November 2021

Date: 11 November 2021

Item Number: 14.6

File Number: D21/91152

SUBJECT HEADING: Installation of seats at Apex Park

Classification: Open Access

Officer's Title: Local Development Officer (Roma)

Executive Summary:

The Apex Club of Roma have acquired 12 seats from Origin Energy and have requested permission from Council to install 8 of them at the Apex Park, with 4 to be used as replacements in the future. The Apex Club of Roma would pay Council to perform the installation at the park.

Officer's Recommendation:

That Council approve the Apex Club of Roma's request to install 8 seats at the Apex Park on Quintin Street, Roma.

Individuals or Organisations to which the report applies:

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

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

The Apex Club of Roma

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

Council has received correspondence from the Apex Club of Roma seeking consent to install eight aluminum seats at the Apex Park on Quintin Street, Roma. The Apex Park is reserve land that Council is the trustee of.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Apex Club of Roma acquired 12 Forpark seats (the Yallingup design in aluminum) and has requested the assistance of Council for the installation into the Apex Park on Quintin Street, Roma.

The installation of 8 seats was quoted at \$6,334.36 with 4 seats to be used as replacements in the future.

Example of the seat:



Location of the 8 seats at the park:



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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The value of individual seats are approximately \$900.

Input into the Report & Recommendation:

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

N/A

Funding Bodies:

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

The Apex Club of Roma have confirmed they will be paying for the installation of 8 seats, quoted at \$6334.36 (including GST).

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)

Council will be responsible for maintaining the seats; however this is expected to be minimal. In addition, the Apex Club of Roma has 4 spare seats for replacement purposes 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)

N/A

Risks:

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

Risk	Description of likelihood & consequences
N/A	N/A

Advice to Council:

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

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

That Council approve the Apex Club of Roma's request to install 8 seats at the Apex Park.

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 Apex Club of Roma's request to install eight seats at the Apex Park on Quintin Street, Roma.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

1	Apex Club of Roma confirm seat installation and cost.	d21/91100
2	The Apex Club of Roma request for seat installation.	d21/91098
3	Apex Club of Roma seat installation design	D21/91087
4	Costing for Apex seat installation	D21/91185

Report authorised by:

Manager - Regional Economic & Community Development

Deputy Chief Executive Officer/Acting Director Regional Development



Address: Po box 175
Email: roma@apex.org.au
Web: www.apex.org.au

The heart of a community... the hope of a nation!

12th November 2021

Dear Georgie

I can confirm that the Apex Club of Roma would like to proceed with the seat installation into the Apex Park, as per quote. This quote is for 8 x seat installation.

Kind Regards,

Apex Club of Roma

S E R V I C E C I T I Z E N S H I P F E L L O W S H I P



Apex... it's another word for Aussie made volunteers!

Dear Maranoa Regional Council,

The Apex Club of Roma has acquired 12 Forpark seats (the Yallingup design in Aluminium, photo/dims are attached for easy reference) and requests the assistance of the Maranoa Regional Council for the installation into the Apex Park.

If a member of the relevant department is available for a call or meeting, could they please contact me on 0422 413 350.

I look forward to your response.

Kind Regards,

Taryn Buffham

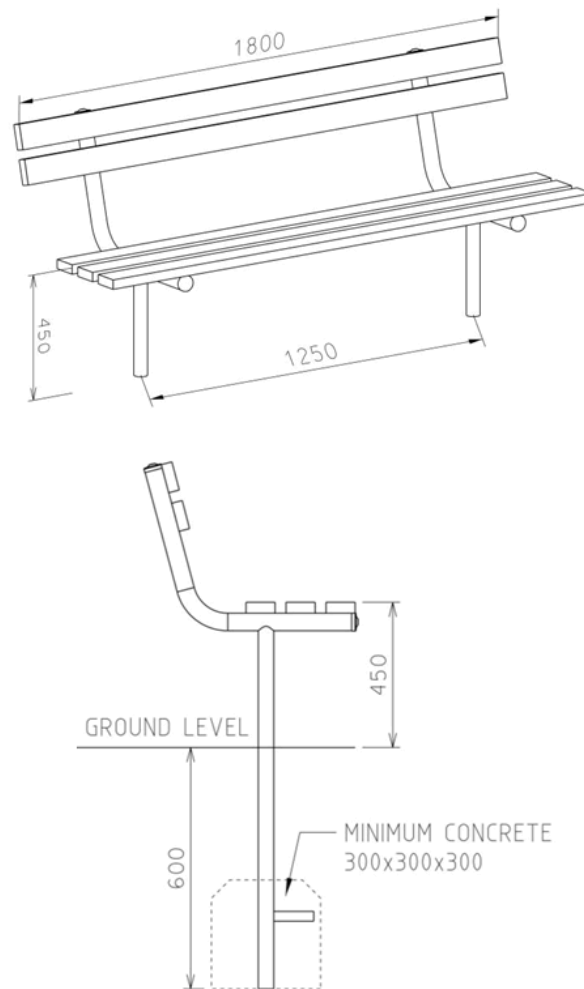
Roma Apex Secretary/Service and Hires Director

2021-2022

Yallingup Seat – Installation Instructions

Concrete footings should be slightly tapered at the top so that water won't pool around the upright. Ensure that the legs are vertical and level and with the desired orientation. Allow concrete to set (approximately 24 hours).

For seats with aluminium boards fasten boards from the underside of the frame using M10x60mm H/H bolts and for timber boards use M10x100 C/H bolts on top and M10 nuts with spring washers under.



Apex Park Roma

Seats	Location	Seat Costings	Slab Costings	Colour	Tidy up works/Loam
		Per Seat	Per Seat	Per Slab	Per Slab
1	Apex Park North East Corner	\$0.00	\$538.45	\$50.00	\$45.00
2	Apex Park North East Corner	\$0.00	\$538.45	\$50.00	\$45.00
3	Apex Park North East Corner	\$0.00	\$538.45	\$50.00	\$45.00
4	Apex Park North West Corner	\$0.00	\$538.45	\$50.00	\$45.00
5	Apex Park South East Corner	\$0.00	\$538.45	\$50.00	\$45.00
6	Apex Park North East Corner	\$0.00	\$538.45	\$50.00	\$45.00
7	Apex Park NorthCentral	\$0.00	\$538.45	\$50.00	\$45.00
8	Apex Park NorthCentral	\$0.00	\$538.45	\$50.00	\$45.00
9	Replacement Spare	\$0.00	\$0.00		
10	Replacement Spare	\$0.00	\$0.00		
11	Replacement Spare	\$0.00	\$0.00		
12	Replacement Spare	\$0.00	\$0.00		
		\$0.00	\$4,307.60	\$400.00	\$360.00

Sub Total	\$5,067.60
GST	\$380.00
Contingency	\$886.76
<u>Total</u>	<u>\$6,334.36</u>