
MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 8 MAY 2018 COMMENCING AT 9.30AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor J L Chambers, Cr. P J Flynn (from 11.10am), Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr. J M Stanford, Chief Executive Officer – Julie Reitano and Minutes Officer – Lauren Owen in attendance to record the voting.

AS REQUIRED

Director Infrastructure Services – Cameron Castles, Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.30am.

The meeting was advised that Cr Flynn's arrival was delayed, but he would be attending the meeting.

APOLOGIES

Resolution No. BUD/05.2018/01

Moved Cr O'Neil

Seconded Cr Stanford

That apologies be received and leave of absence granted for Cr. Chandler and Cr. Scheffe for this meeting.

CARRIED

6/0

BUSINESS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, the Committee resolved to close the meeting to discuss items it has deemed to be of a confidential nature and specifically pertaining to the following sections:-

- (c) the local government budget;

Resolution No. BUD/05.2018/02

Moved Cr Chambers

Seconded Cr O'Neil

That the Committee close the meeting to the public at 9.31am.

CARRIED

6/0

Cr Flynn joined the meeting at 11.10am.

Cr Stanford left the meeting at 1.30pm, and returned at 3.05pm.

Resolution No. BUD/05.2018/03	
Moved Cr Chambers	Seconded Cr Newman
That the Committee open the meeting to the public at 3.18pm.	
CARRIED	6/0

Item Number: C.1 **File Number:** D18/32443

SUBJECT HEADING: **DRAFT 2018/19 FUND BUDGET SUBMISSION
MATERIALS PRODUCTION - QUARRY AND QUARRY
PITS**

Officer's Title: **Director – Infrastructure Services**

Executive Summary:

The functions of the quarry and quarry pits are combined under the single area of Materials Production.

The operations of quarry and quarry pits include production, maintenance and sales dispatch functions and require compliance with legislative responsibilities.

Resolution No. BUD/05.2018/04	
Moved Cr O'Neil	Seconded Cr Chambers
That the Committee recommend to the Mayor, the inclusion of the Materials Production (Quarry and Quarry Pits) fund budget submission in the draft 2018/19 budget including:	
<ul style="list-style-type: none"> • Net operating result (Quarry) - \$339,322 • Net operating result (Quarry Pits) - \$255,262 	
CARRIED	7/0

Responsible Officer	Director - Infrastructure Services
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Cr. Flynn declared a perceived 'Conflict of Interest' in the following two items, due to his personal business operations at the Roma Airport. Cr. Flynn left the Chamber at 3.19pm, taking no part in discussion or debate on the matter.

Item Number: C.2 **File Number:** D18/31508

SUBJECT HEADING: **DRAFT 2018/19 FUND BUDGET SUBMISSION -
AIRPORTS**

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

Executive Summary:

Council operates four airport/aerodromes in Roma, Injune, Surat and Mitchell which require considerable operational control and management to adhere to the requirements of the Civil Aviation Safety Act/Regulations and Aviation Transport Security Act/Regulations amongst other legislation.

The Airports' operational fund budget submission for 2018/19 was tabled for the Committee's consideration and recommendation to the Mayor for inclusion in the draft budget.

Resolution No. BUD/05.2018/05

Moved Cr O'Neil

Seconded Cr Chambers

That the Committee:

1. Recommend to the Mayor, the inclusion of the balanced Airports' fund budget submission in the draft 2018/19 budget, noting the preliminary transfer to reserve of \$475,877.
2. Note the corresponding Councillor report from Cr O'Neil and Cr Chandler in relation to investigating further capital improvements to the airport.

CARRIED

6/0

Responsible Officer	Manager - Airports (Roma, Injune, Surat, Mitchell)
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Item Number:

C.3

File Number: D18/33371

SUBJECT HEADING:

**2018/19 AIRPORT OPERATIONS PROJECT SUBMISSION
- ROMA AIRPORT LOCK REPLACEMENT**

Officer's Title:

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

Executive Summary:

Roma Airport is a security controlled airport under the Aviation Transport Security Act and Regulations and houses a number of items owned by Council, other organisations and members of the community. The report proposed renewal of the mechanical key and lock system at Roma Airport for the Committee's consideration.

Resolution No. BUD/05.2018/06

Moved Cr Newman

Seconded Cr McMullen

That the Roma Airport lock replacement project be categorised as Priority 1 for the next stage of the budget preparations, noting the preliminary estimate of \$35,000.

CARRIED

6/0

Responsible Officer	Manager - Airports (Roma, Injune, Surat, Mitchell)
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At cessation of discussion and debate of the abovementioned items, Cr. Flynn returned to the Chamber at 3.22pm.

Item Number:

C.4

File Number: D18/32560

SUBJECT HEADING:

**DRAFT OPERATIONAL BUDGET 2018/19 - DEPOT
OPERATIONS**

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

The day to day management and operation of Council's works depots is managed by Operations Manager – Plant, Fleet & Workshops. Depots are located at Injune, Mitchell, Roma, Surat, Wallumbilla and Yuleba.

Across the region, the Facilities team looks after maintenance of the buildings at all the depots, and operating costs including rates, electricity, insurance and cleaning will be included in the Facilities budget.

The Depot Operations operational budget submission for 2018/19 was tabled for the Committee's consideration and recommendation to the Mayor for inclusion in the draft budget.

Resolution No. BUD/05.2018/07

Moved Cr Chambers

Seconded Cr Newman

That the Committee recommend to the Mayor, the inclusion of the Depot Operations operational budget submission of \$130,870 in the draft 2018/19 budget.

CARRIED

7/0

Responsible Officer	Operations Manager - Plant, Fleet & Workshops
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Item Number:

C.5

File Number: D18/33322

SUBJECT HEADING:

DRAFT 2018/19 PLANT, FLEET AND WORKSHOPS OPERATIONS AND MAINTENANCE BUDGET

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

Council operates a substantial fleet made up of earthmoving and specialty plant, haulage and work trucks, light vehicles and small plant. This equipment is serviced and maintained in accordance with manufacturers' recommendations and a number of regulatory bodies including the National Heavy Vehicle Regulator.

The draft Plant, Fleet & Workshops budget submission for 2018/19 was tabled for the Committee's consideration and recommendation to the Mayor for inclusion in the draft budget.

Resolution No. BUD/05.2018/08

Moved Cr McMullen

Seconded Cr Newman

That the Committee recommend to the Mayor, the inclusion of the proposed Plant, Fleet and Workshops budget submission of \$459,998 (after transfers) in the draft 2018/19 budget.

CARRIED

7/0

Responsible Officer	Operations Manager - Plant, Fleet & Workshops
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Item Number:

C.6

File Number: D18/32419

SUBJECT HEADING:

ROMA LAWN CEMETERY - FUTURE PLANNING

Officer's Title:

Manager - Communication, Information & Administration Services

Executive Summary:

This report contained the investigation findings of the proposal by Cr Scheffe to reduce maintenance costs and improve the overall appearance of the Roma Lawn Cemetery.

Resolution No. BUD/05.2018/09

Moved Cr McMullen

That the matter lay on the table for a future Committee meeting.

CARRIED

7/0

Responsible Officer

Manager - Communication, Information & Administration Services

Item Number:

C.7

File Number: D18/33035

SUBJECT HEADING:

PROCUREMENT & COMMERCIAL SERVICES - SPECIAL / ONE OFF PROJECTS - 2018/19

Officer's Title:

Manager - Procurement & Commercial Services

Executive Summary:

The proposed special projects/one-off initiatives budget for the Procurement & Commercial Services Department were tabled for the Committee's consideration.

Resolution No. BUD/05.2018/10

Moved Cr Chambers

Seconded Cr O'Neil

That the proposed special projects/one-off initiatives budget for the Procurement & Commercial Services department be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$22,145 incorporating:

- **Electric forklift – Mitchell Depot (\$18,000)**
- **Netting to restrict access to birds – Roma Depot (\$2,000)**
- **Waste bin lifter – Roma Depot (\$2,145)**

CARRIED

7/0

Responsible Officer

Manager - Procurement & Commercial Services

Item Number:

C.8

File Number: D18/33334

SUBJECT HEADING:

UPGRADE OF AMBY, MUNGALLALA & YULEBA WASTE FACILITIES

Officer's Title:

Lead Environmental Health & Waste Officer

Executive Summary:

In order to improve the operations of the Amby, Mungallala and Yuleba waste facilities, it was proposed that these facilities be cleaned up and fencing upgraded including the installation of gates so they are fully enclosed and able to be locked.

Resolution No. BUD/05.2018/11

Moved Cr McMullen

Seconded Cr Stanford

That the upgrade of Amby, Mungallala and Yuleba waste facilities project be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$105,000.

CARRIED	7/0
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Responsible Officer	Lead Environmental Health & Waste Officer
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Item Number: C.9 **File Number:** D18/32958

SUBJECT HEADING: SURAT COBB & CO STORE MUSEUM

Officer's Title: Regional Libraries, Arts & Culture Development Coordinator

Executive Summary:

The Surat Cobb & Co Store Museum has had updates to the museum displays over the last three years by dedicated volunteers from the community with assistance from a Council appointed contractor. This budget proposal will ensure that the current plans that outline the proposed future exhibition displays are able to be carried out. The museum is a key tourist attraction for Surat.

Resolution No. BUD/05.2018/12	
Moved Cr Chambers	Seconded Cr McMullen
<p>That this project be categorised as <u>Priority 2</u> for the next stage of the budget preparations, incorporating updates to current and new exhibitions at the Surat Cobb & Co Store Museum, at a cost of \$20,000.</p>	
CARRIED	7/0

Responsible Officer	Regional Libraries, Arts & Culture Development Coordinator
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Item Number: C.10 **File Number:** D18/32961

SUBJECT HEADING: TEMPORARY WALLUMBILLA LIBRARY

Officer's Title: Regional Libraries, Arts & Culture Development Coordinator

Executive Summary:

The report proposed relocation of Wallumbilla Library from the railway building at the Calico Cottage precinct to the front store room of the Wallumbilla Hall. This is a temporary measure until the proposed fit for purpose complex can be designed and built.

Resolution No. BUD/05.2018/13	
Moved Cr O'Neil	Seconded Cr McMullen
<p>That this project be categorised as <u>Priority 2</u> for the next stage of the budget preparations, noting a preliminary estimate of \$40,000, for the associated upgrade of the Wallumbilla Hall.</p>	
CARRIED	7/0

Responsible Officer	Regional Libraries, Arts & Culture Development Coordinator
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Item Number: C.11 **File Number:** D18/32917

SUBJECT HEADING: KD BAR SHADE EXTENSION - BASSETT PARK

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

This project has been discussed at Bassett Park Advisory Group meetings and commitment has been by the Roma Campdraft Association to part fund the project, to allow sun and wet weather protection during events.

Resolution No. BUD/05.2018/14

Moved Cr O'Neil

Seconded Cr Newman

That this project be categorised as Priority 4 and included in the next stage of the budget preparations, noting the preliminary estimate of \$10,000.

CARRIED

7/0

Responsible Officer	Regional Sport & Recreation Development Coordinator
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Item Number: C.12 **File Number:** D18/32936

SUBJECT HEADING: ROMA RODEO ARENA

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

The users at a Bassett Park Advisory Group meeting have requested Council contribute funds towards upgrades to the rodeo arena fence and surface. An application was submitted for Department of Sport and Recreation's Get Playing Places and Spaces funding for Round 6 in August 2017 and was unsuccessful.

Resolution No. BUD/05.2018/15

Moved Cr Flynn

Seconded Cr O'Neil

That the project be categorised as Priority 2 for the next stage of the budget preparations, and that an amount of \$90,000 be included to fund an upgrade of the Roma Rodeo arena at Bassett Park.

CARRIED

7/0

Responsible Officer	Regional Sport & Recreation Development Coordinator
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Item Number: C.13 **File Number:** D18/33156

SUBJECT HEADING: UPGRADE TO ABLUTIONS AT WALLUMBILLA SHOW GROUNDS

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Discussion with user groups at Wallumbilla Show Grounds Advisory Group, has led to investigating relocation of the most eastern relocatable toilet and shower blocks to the western end near the camping area, to allow closer and easier access by competitors at the show, campdraft and pony club events and also to enhance the visitor/camper experience when staying over in Wallumbilla. Additional on-site ablutions would be enhanced by adding an additional two toilets and showers into the State Emergency Service (SES) toilet block (now vacated by SES) in two bedrooms that were left for use by SES members when the original two toilets and showers were installed in 2013.

Resolution No. BUD/05.2018/16

Moved Cr McMullen

That the matter lay on the table for a future Committee meeting.

CARRIED

7/0

Responsible Officer

Regional Sport & Recreation Development Coordinator

Item Number: C.14 **File Number:** D18/33293

SUBJECT HEADING: COBB & CO FESTIVAL 2019

Officer's Title: Local Development Officer - Surat

Executive Summary:

A letter was received from the Cobb & Co Festival requesting cash sponsorship for the event which is being held on 23 - 25 August 2019.

Resolution No. BUD/05.2018/17

Moved Cr Chambers

Seconded Cr O'Neil

That the Cobb & Co Festival 2019 sponsorship/project be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$20,000.

CARRIED

7/0

Responsible Officer

Local Development Officer - Surat

Item Number: C.15 **File Number:** D18/32424

SUBJECT HEADING: 2018/19 PLANNING AND BUILDING DEVELOPMENT
DRAFT OPERATIONAL BUDGET

Officer's Title: Manager - Planning & Building Development

Executive Summary:

The proposed annual budget for Planning and Building Development was tabled for the Committee's consideration.

Resolution No. BUD/05.2018/18	
Moved Cr Chambers	Seconded Cr Newman
That the Committee endorse the proposed 2018/19 Operational Budget for Planning and Building Development with net operating costs totaling \$677,310.	
CARRIED	7/0

Responsible Officer	Manager - Planning & Building Development
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Item Number: C.16 **File Number:** D18/30643

SUBJECT HEADING: OPERATIONAL BUDGET 2018/19 - ECONOMIC AND
COMMUNITY DEVELOPMENT

Officer's Title: Manager - Economic & Community Development

Executive Summary:

The proposed annual budget for the delivery of Economic and Community Development services was provided for the Committee's consideration.

Resolution No. BUD/05.2018/19	
Moved Cr O'Neil	Seconded Cr Newman
That the Committee endorse the proposed 2018/19 Operational budget for Economic and Community Development with net operating costs totalling \$2,799,484, also noting the Committee's proposed addition of a Specialist in the Organisational Structure concentrating on Events Promotion and Marketing.	
CARRIED	7/0

Responsible Officer	Manager - Economic & Community Development
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Item Number: C.17 **File Number:** D18/31249

SUBJECT HEADING: OPERATIONAL BUDGET 2018/19 - FACILITIES (LAND, BUILDINGS AND STRUCTURES)

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

Executive Summary:

The proposed annual budget for Facilities (Land, Buildings and Structures) was tabled for the Committee's consideration.

Resolution No. BUD/05.2018/20	
Moved Cr Chambers	Seconded Cr Flynn
That the Committee endorse the proposed 2018/19 Operational Budget for Facilities (Land, Buildings and Structures) with net operating costs totalling \$8,037,091.	
CARRIED	7/0

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number: C.18 **File Number:** D18/32566

SUBJECT HEADING: 2018/2019 DRAFT BUDGET SUBMISSION - DIRECTOR DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Officer's Title: Director - Development, Facilities & Environmental Services

Executive Summary:

The proposed annual budget for Director – Development, Facilities & Environmental Services was tabled for the Committee's consideration.

Resolution No. BUD/05.2018/21	
Moved Cr McMullen	Seconded Cr Newman
That the Committee endorse the proposed 2018/19 Operational Budget for Director – Development, Facilities & Environmental Services with net operating costs totalling \$364,933 to proceed to the next stage of budget preparations.	
CARRIED	7/0

Responsible Officer	Director - Development, Facilities & Environmental Services
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Item Number: C.19 **File Number:** D18/33253

SUBJECT HEADING: PURCHASE OF GLASS PULVERISER FOR THE ROMA LANDFILL

Officer's Title: Environmental Health Officer

Executive Summary:

Council's Waste team has investigated the option to recycle glass waste generated within the region and the possible uses for this resource within the infrastructure and landfill operations.

Resolution No. BUD/05.2018/22
Moved Cr Chambers
Seconded Cr McMullen

That the glass pulveriser for Roma Landfill project be categorised as Priority 5 for the next stage of the budget preparations.

CARRIED

7/0

Responsible Officer
Environmental Health & Waste Officer
Item Number:
C.20
File Number: D18/33199
SUBJECT HEADING:
IMPLEMENTATION OF ENERGY REVIEW AUDIT
Officer's Title:
Manager - Facilities (Land, Buildings & Structures)
Executive Summary:

An Energy Audit has been completed of Council Facilities. This report provided a number of recommendations to the Committee for Council to invest in energy saving initiatives that will, in the long term, save Council money on electricity consumption. The Committee was asked to consider including funds to implement the recommendations for Roma Swimming Pool heating in the 2018/19 budget.

Resolution No. BUD/05.2018/23
Moved Cr Newman
Seconded Cr Stanford

That the Committee endorse the inclusion of \$25,000 in the 2018/19 budget to undertake further investigation of energy saving initiatives at the Roma Pool including installation of energy monitoring equipment to collect data and completion of a detailed feasibility study in accordance with the recommendations in section 8.4 of the Energy Audit Report.

CARRIED

7/0

Responsible Officer
Manager - Facilities (Land, Buildings & Structures)
Item Number:
C.21
File Number: D18/33101
SUBJECT HEADING:
DOG TRIAL AREA AT BASSETT PARK
Officer's Title:
Manager - Facilities (Land, Buildings & Structures)
Executive Summary:

Post construction of the netball courts, it was proposed to rework the sheep dog arena area at Bassett Park.

Resolution No. BUD/05.2018/24
Moved Cr McMullen
Seconded Cr O'Neil

That the project be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$25,000.

CARRIED

7/0

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

Cr. Flynn declared a perceived 'Conflict of Interest' in the following item, due to his personal business operations at the Roma Airport. Cr. Flynn left the Chamber at 3.38pm, taking no part in discussion or debate on the matter.

Item Number: C.22 **File Number:** D18/33610

SUBJECT HEADING: 2018/19 AIRPORT OPERATIONS PROJECT SUBMISSION
- ROMA EXPLOSIVE TRACE DETECTION REPLACEMENT

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

Executive Summary:

Roma Airport is a security controlled airport under the Aviation Transport Security Act and Regulations and is required to undertake screening of passengers and items boarding Regular Public Transport aircraft.

The screening equipment in place at Roma Airport has a limited lifespan - Explosive Trace Detection (ETD) units have an operational life of 7-8 years before they are required to be renewed. This budget proposal was to renew 2 ETD units at Roma Airport.

Resolution No. BUD/05.2018/25

Moved Cr Chambers

Seconded Cr O'Neil

That the project be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$85,000.

CARRIED

6/0

Responsible Officer

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

At cessation of discussion and debate of the abovementioned items, Cr. Flynn returned to the Chamber at 3.39pm.

Item Number: C.23 **File Number:** D18/33645

SUBJECT HEADING: PURCHASE OF DRUG AND ALCOHOL TESTING
EQUIPMENT

Officer's Title: Operations Manager – Enterprise Risk, Quality, Safety & Environment

Executive Summary:

The report tabled for Council's consideration the purchase of alcohol breathalysers and oral fluid drug testing equipment to resource and meet requirements under Council's Fit For Work program.

Resolution No. BUD/05.2018/26

Moved Cr Newman

Seconded Cr McMullen

That the project be categorised as Priority 1 for the next stage of the budget preparations, noting a preliminary estimate of \$22,000.

CARRIED

7/0

Responsible Officer

Operations Manager - Enterprise Risk, Quality, Safety & Environment

Item Number: C.24 **File Number:** D18/33789

SUBJECT HEADING: MITCHELL SALEYARDS - FENCE REPLACEMENT

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

Executive Summary:

Council has a number of paddocks adjacent to the old Mitchell Saleyards. These paddocks are used by Council in times of emergency, such as truck rollover, or for the removal of sick and injured stock from travelling mobs. One of these paddocks is also used by Maranoa Pony Club, under a Trustee Lease agreement with Council.

Council has previously renewed some of the fencing at this site, and is proposing to continue with the renewal of fencing in the next financial year. The existing fence is in excess of 60 years old, and requires renewal.

Resolution No. BUD/05.2018/27	
Moved Cr Chambers	Seconded Cr Newman
That the project be categorised as <u>Priority 2</u> for the next stage of the budget preparations, noting a preliminary estimate of \$25,000.	
CARRIED	7/0

Responsible Officer	Rural Land Services & Funding Officer/Team Coordinator
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Item Number: C.25 **File Number:** D18/33793

SUBJECT HEADING: SAFE WORK MONTH 2018 EVENT

Officer's Title: Operations Manager – Enterprise Risk, Quality, Safety & Environment

Executive Summary:

The report tabled for the Committee's consideration the submission, support and funding for a Safe Work Month event to be held in October 2018 (as promoted by Workplace Health and Safety Queensland) for Council employees, contractors, suppliers and the broader Maranoa community.

Resolution No. BUD/05.2018/28	
Moved Cr Newman	
That the matter lay on the table for a future Committee meeting.	
CARRIED	7/0

Responsible Officer	Operations Manager – Enterprise Risk, Quality, Safety & Environment
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Item Number: C.26 File Number: D18/33835

SUBJECT HEADING: COUNCIL DEBT (BORROWINGS)

Officer's Title: Contractor - Strategic Finance

Executive Summary:

Council's estimated total debt (borrowings) at 30 June 2018 is \$ 14,256,564. This is based on current existing borrowings and is in accordance with the Queensland Treasury Corporation schedule.

The total estimated debt (borrowings) service payments for 2018/19 is \$ 2,255,090. This will bring the total loan balance to an estimated amount of \$12,619,227 at the end of financial year 2019.

This report did not include any proposed debt (borrowings) for 2018/19.

Resolution No. BUD/05.2018/29

Moved Cr Chambers

That the matter lay on the table for a future Committee meeting.

CARRIED

7/0

Responsible Officer

Contractor - Strategic Finance

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.41pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 23 May 2018, at Roma Administration Centre.

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Mayor

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Date