

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Wednesday 14 May 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 8 May 2025

Mayor: Councillor W M Taylor

Deputy Mayor: Councillor C J O'Neil

Councillors: Councillor J R P Birkett
Councillor M K Brumpton
Councillor A K Davis
Councillor P J Flynn
Councillor J M Hancock
Councillor B R Seawright
Councillor J R Vincent

Chief Executive Officer: Robert Hayward

Executive Management: Brett Exelby – Director Corporate Services
Stephen Scott – Director Bendemere
Seamus Batstone – Director Engineering
Lee Jackson – Director Bungil
Jamie Gorry – Director Regional Development, Environment and Planning
Dean Ellwood – Director Roma
Mathew Gane – Director Warroo

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **14 May, 2025 at 9:00 AM**.



Robert Hayward
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 27 May 2025.

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 Cafe on Second - Option to Renew Lease**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.2 Mitchell RSL & Combined Sports Club Inc - Management Agreement**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.3 Tender 25035 - Lease of Land for Grazing Purposes - Part of Lot 39 on R869**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.4 Renewal of Trustee Lease over Part of Lot 356 on R861**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.
- C.5 Request for views - Renewal of Lease over Reserve - Lot 10 on EG174 - Reserve for Camping Purposes**
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.6 Request for views - Renewal of Lease over Reserve - Lot 3 on EG105 - Reserve for Camping, Water and Road)

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.7 Request for views – Renewal of Lease over Reserve – Lot 9 on EG174 – Reserve for Camping Purposes

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.8 Request for Views - Renewal of Lease over Reserve - Lot 30 on SP145274 - Reserve for Camping Purposes

Classification: Closed Access

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

C.9 Letter of support - Easement on State Lease over a Reserve – Lot 221 on WV1352

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.10 Biosecurity Advisory Committee - Recommendation of Appointments

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.(Confidential assessment process)

C.11 Tender 25037 – Purchase and Removal of Stockpiled Manure – Roma Saleyards.

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.12 Tiffin St North (Roma) Kerb & Channel Western Side | Scope and Budget Review

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(c) (g) the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

C.13 Funding Opportunity | Residential Activation Fund

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(c) (g) the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Councillor Business

15 Councillor Business

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 24 APRIL 2025 SCHEDULED TO COMMENCE AT 9:00 AM

ATTENDANCE

Mayor Cr W M Taylor chaired the meeting with Deputy Mayor Cr C J O'Neil, Cr J R P Birkett (by Microsoft Teams from 9.02am until 1.20pm), Cr M K Brumpton, Cr A K Davis, Cr J M Hancock, Cr B R Seawright, Cr J R Vincent, Chief Executive Officer – Robert Hayward and Kelly Rogers Minutes Officer in attendance.

AS REQUIRED

Director Corporate Services – Brett Exelby, Director Engineering – Seamus Batstone, (Acting) Director Regional Development, Environment and Planning – Jamie Gorry, Director Warroo – Mathew, Deputy Director / Strategic Road Management – Cameron Hoffmann, Acting Manager Strategic Water, Manager airports (Roma) & Regional Compliance – Daniel Jones, Sewerage & Gas – Mathew Liston, Acting Senior Town Planner – Kate Swepson, Governance Officer – Grace Pobar, Lead Local Development Officer – Georgie Adams-Woodall, Project Officer - Contract Management Office – Luci Gunning, Planning Officer – Logan Connell.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.02am, advising that Cr Flynn would be a late arrival for the meeting.

CONFIRMATION OF MINUTES

Resolution No. OM/04.2025/26	
Moved Cr Seawright	Seconded Cr Davis
That the minutes of the Ordinary Meeting held on 10 April 2025 be confirmed.	
CARRIED	8/0

ON THE TABLE

The following item was laid on the table at a previous meeting:

- C.7 – Yuleba Community Projects | Water Play

CONSIDERATION OF NOTICES OF MOTION

Item Number: 8.1 **File Number:** D25/35360
SUBJECT HEADING: MUCKADILLA RIFLE RANGE
Officer's Title: Administration Officer - Council Facilities Management

Original Resolution Meeting Date: 9 August 2023

Original Resolution Number: OM/08.2023/20

Original Resolution:

That Council:

1. Pursuant to s236(2) of the Local Government Regulation 2012 (Qld), that Council grant the lease the subject of the following resolution without tender or auction on the basis that the trustee lease is to be granted to a community organisation as permitted by the exception conferred by s236(1)(b)(ii) of the Local Government Regulation 2012 (Qld).
2. Grant a trustee lease to the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:
 - a) The total term, including options to renew, of the trustee lease is to not exceed 10 years.
 - b) Council and Western District Rifle Association Inc. reaching agreement on the terms and conditions of the lease to the satisfaction of Council's Chief Executive Officer (or delegate).
3. Authorise the Chief Executive Officer (or delegate) to sign the lease and any associated documentation.

Resolution No. OM/04.2025/27

Moved Cr O'Neil

Seconded Cr Brumpton

That Council repeal Resolution Number OM/08.2023/20 and replace with:

That Council:

1. Grant a Firing Rights Agreement to the Muckadilla Rifle Club under the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:
 - a) The total term, including options to renew, of the Firing Rights Authority is not to exceed 10 years.
 - b) Council and Muckadilla Rifle Club reaching an agreement on the terms and conditions of the Firing Rights Agreement to the satisfaction of Council's Chief Executive Officer (or delegate).
2. Authorise the Chief Executive Officer (or delegate) to sign the Firing Rights Authority and any associated documentation.

CARRIED

8/0

Responsible Officer

Administration Officer - Council Facilities Management

Item Number: 8.2 **File Number:** D25/39866
SUBJECT HEADING: SURAT RAW WATER SCHEDULE (WINTER)
Officer's Title: Director - Warroo

Original Resolution Meeting Date: 10/4/25

Original Resolution Number: Resolution No. OM/04.2025/01

Original Resolution:

1. Council receive and note the report.
2. Council adopt the amended Surat raw water schedule as follows • New Winter Watering Schedule (Raw Water) 1 April – 30 August (Effective 10 April 2025); • East Surat may water on Wednesday, Friday, and Sunday from 6am-10am & 4pm-8pm; • West Surat may water on Tuesday, Thursday, and Saturday from 6am-10am & 4pm-8pm.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 14 May, 2025.

Resolution No. OM/04.2025/28

Moved Cr Hancock

Seconded Cr Vincent

That Council amend Resolution No OM/04.2025/14 to read-

1. Council receive and note the report.
2. Council adopt the amended Surat raw water schedule as follows • New Winter Watering Schedule (Raw Water) 1 April – 30 August (Effective 10 April 2025); • East Surat may water on Wednesday, Friday, and Sunday from 6am-10am & 2pm-6pm; • West Surat may water on Tuesday, Thursday, and Saturday from 6am-10am & 2pm-6pm.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 14 May, 2025.

CARRIED

8/0

Responsible Officer

Director - Warroo

BUSINESS

CORPORATE SERVICES

Item Number: 11.1 **File Number:** D25/21544

SUBJECT HEADING: 2024/25 QUARTER 3 PROGRESS REPORT |
OPERATIONAL PLAN TO 31 MARCH 2025.

Officer's Title: Governance Officer

Executive Summary:

Under the Local Government Act 2009, the Chief Executive Officer is required to provide to Council a written assessment of progress towards implementing the annual operational plan at intervals not exceeding three months.

This report provided Council with an overview of progress for Quarter 3 of 2024/25, detailing the implementation of the Corporate Plan and Operational Plan.

Resolution No. OM/04.2025/29

Moved Cr Davis

Seconded Cr Brumpton

That Council:

- 1. Receive and note the 2024/25 Quarter 3 Report.**
- 2. Endorse the Quarter 3 report as presented, in accordance with Section 104 (7) of the *Local Government Act 2009*.**

CARRIED

8/0

Responsible Officer	Governance Officer
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Item Number: 11.2 **File Number:** D25/35786

SUBJECT HEADING: MONTHLY FINANCIAL REPORT AS AT 31 MARCH 2025

Officer's Title: Management Accountant
Chief Financial Officer

Executive Summary:

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the period ended 31 March 2025.

Results

The Year to Date (YTD) actual result at the end of March 2025 was a surplus of \$1.34 million, against a YTD budgeted result for that same period of \$14.29 million. The unfavourable variance of \$12.95 million are primarily as a result of the following:

- ☐ Materials & Services: Flood Event 13 expensed but not budgeted (\$10.8M)
- ☐ Employee Costs: Flood Event 13 expensed but not budgeted (\$800k)
- ☐ Depreciation: Revaluations increased cost compared to budget (\$864k)
- ☐ Grants & Subsidies: Flood Event 15/16 lower than YTD budget (\$2.6M)
- ☐ Plus, various smaller increases and decreases too many to list here

Year End Forecast

The quarter two revised budgeted Operating result was forecast to be a deficit of \$5.3 million, some \$2.0 million better than expected in the original budget for the year. Since the Quarter two review the following changes are expected to impact on the result:

- ☐ EOFY statutory accounting adjustments increasing expenditure by (\$200k)
- ☐ Flood Event 13 increasing revenue by \$11M
- ☐ Flood Event 13 increasing expenditure by (\$11.582M)
- ☐ Flood Event 15/16 decreasing expenditure by \$900k
- ☐ Capitalisation of operating revenue (\$3.9M)
- ☐ Capitalisation of operating expenditure \$3.9M
- ☐ WIP Finalisations increasing expenditure by (\$350k)

At this point in time, the Forecast operating result for full year to June 2025 is a deficit of \$5.5 million.

Resolution No. OM/04.2025/30

Moved Cr Brumpton

Seconded Cr Vincent

That Council receive and note the Monthly Financial Report for the period ended 31 March 2025.

CARRIED

8/0

Item Number:

11.3

File Number: D25/38093

SUBJECT HEADING:

AUDIT COMMITTEE MEETING REPORT | 24 MARCH 2025

Officer's Title:

Director - Corporate Services

Executive Summary:

In accord with section 211(1)(c) of the Local Government Regulation 2012, this report provided an update to Council on the matters reviewed and the recommendations made by the Audit Meeting, at their meeting held on 24 March 2025.

Resolution No. OM/04.2025/31

Moved Cr Brumpton

Seconded Cr O'Neil

That Council receive and note the update from the Audit Committee Meeting held on 24 March 2025.

CARRIED

8/0

Responsible Officer

Director - Corporate Services

REGIONAL DEVELOPMENT

Declaration of Interest

Item	14.1
Description	Development application Material Change of Use – “Tourist Park” (Extension of Existing Use) – 2 – 8 McDowall Street, 8-18 Major Street Roma (REF:2024/21328)
Declaring Councillor	Cr Wendy Taylor
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am Treasurer of the Roma Clay Target Club and they operate a caravan park at the facility.
Type of conflict	Prescribed Conflict of Interest
Action	Leave the room while the matter is discussed and voted on.

Mayor Taylor left the meeting at 9.20am, with the Deputy Mayor taking the role of ‘Acting Chair’ in the Mayor’s absence.

Item Number: 14.1 **File Number:** D25/35973

SUBJECT HEADING: DEVELOPMENT APPLICATION MATERIAL CHANGE OF USE "TOURIST PARK" (EXTENSION OF EXISTING USE) - 2-8 MCDOWALL STREET, 8-18 MAJOR STREET ROMA (REF:2024/21328)

Applicant: East Coast Parks 3 Pty Ltd C/-SMK Consultants Pty Ltd

Officer’s Title: Planning Officer

Executive Summary:

SMK Consultants on behalf of East Coast Parks 3 Pty Ltd have submitted a development application seeking approval for a Material Change of Use for an extension to the existing “Tourist Park” located at 2-8 McDowall Street, 8-18 Major Street, Roma (Lot 1 & 2 on RP74811 and Lots 32 & 33 on SP180966). The development application is subject to Impact Assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the Planning Act 2016 (‘Planning Act’) and any relevant matters prescribed by the regulation.

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules (‘DA Rules’) and for a period of 15 business days, between 24 February 2025 and 14 March 2025. No properly made submissions were received during this period.

The procedural requirement set out by the DA Rules to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the Planning Act and the Maranoa Planning Scheme; and can be otherwise be conditioned to achieve compliance

Resolution No. OM/04.2025/32
Moved Cr Hancock
Seconded Cr Vincent

The development application for a Material Change of Use - "Tourist Park" located at 2-8 McDowall Street, 8-18 Major Street, Roma, described as Lot 1 & 2 on RP74811 and Lots 32 & 33 on SP180966, be approved subject to the following listed conditions and general advice-

Development details

1. The approved development is a Material change of use – "Tourist Park" as defined in the Planning Scheme and as shown on the approved plans.
2. The approved development is permitted to occur over four (4) stages. Unless otherwise stated, the conditions of this development approval apply to all stages of the approved development.

Amalgamation of lots

3. The lots comprising the development site (Lots 1 & 2 on RP74811, Lots 32 & 33 on SP180966) must be amalgamated prior to the commencement of the use.

Compliance inspection

4. All conditions relating to the establishment of the approved development must be fulfilled prior to the commencement of use of each approved stage (as applicable), unless noted in these conditions or otherwise permitted by Council.
5. Prior to the commencement of use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

6. The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document number	Plan/Document name	Date
Job No.24-358, Sheet 1 of 1	Site Map Showing Existing and Proposed Changes	1-11-2024
Quote 3762_4A - Cabin No:2495	Factory Details	8/04/2022
Quote 3762_3A – Cabin No:2495	Elevations	11/03/2022
A101	Floor Plan	2022
A102	Elevations	2022

Development works

7. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
8. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in

accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

9. All civil and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ-Civil) who are competent in the construction of the works. RPEQ certification is to be provided to Council for all works involving Council infrastructure that are authorised by this development approval and any related approval. This must include a Design Certificate with application/s for Operational work and a Construction Supervision Certificate at completion of the approved works and/or prior to Council's acceptance of any works on-maintenance.

Applicable standards

10. All works must comply with:
 - (a) the development approval conditions;
 - (b) any relevant provisions in the Planning Scheme and the Capricorn Municipal Development Guidelines;
 - (c) any relevant Australian Standard that applies to that type of work; and
 - (d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Works in road reserve

11. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel, site access/crossovers and footpaths. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Avoiding nuisance

12. No unreasonable nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
13. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
14. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Note: The Queensland Government Environmental Protection Act 1994 includes controls for light nuisances.

15. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
16. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.

17. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.

Screening mechanical equipment

18. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Refuse storage and collection

19. Bulk refuse storage and collection facilities must be provided on-site generally in the location shown as 'Garbage Bulk Waste' on the approved Site Plan. The bulk refuse storage container/s shall be screened and retain reasonable standards of amenity for users of the premises and surrounding properties.
20. All bulk refuse storage areas must be enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers.
21. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
22. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

Access

23. Vehicle crossovers to and from the development site area shall be provided from McDowall Street, generally in the location shown on the approved Site Plan. The vehicle crossover is to be maintained generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must be designed to cater for the maximum vehicle size accessing the site, ensuring no damage to the roadway or kerb. The grade of the vehicle crossover must not exceed the specifications of the CMDG.
24. The landowner is responsible for the maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Parking

25. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.
26. Onsite service vehicle access, parking and manoeuvring is to be designed in accordance with Australian Standard AS/NZS 2890.2:2004 - Parking facilities Part 2: Off-street commercial vehicle facilities requirements.
27. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
28. Vehicles accessing the site and designated onsite parking areas must be able to enter and leave the site in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.

Services

29. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA)

publication and the CMDG Design Guidelines – D11 ‘Water Reticulation’, at no cost to Council.

30. The approved development is to be connected to Council’s reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 ‘Sewerage Reticulation’, at no cost to Council.
31. Any connection to or works associated with Council’s sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council’s sewerage infrastructure without first obtaining the express permission of Council.

 Note: Any damage caused to Council’s sewer infrastructure due to the progression of works or as a result of the approved use shall be rectified at the landowner’s expense.
32. Connection of the development to a telecommunication service must be undertaken in accordance with the relevant service provider’s requirements and specifications along with relevant building standards, requirements and specifications.
33. The development must be connected to an electricity reticulation service in accordance with the relevant service provider’s requirements and specifications along with relevant building standards, requirements and specifications.
34. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council’s standard designs for such work where such designs exist (iv) the Capricorn Municipal Development Guidelines (CMDG) where it applies (v) any relevant Australian Standard that applies to that type of work and (vi) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.
35. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Landscaping

36. Prior to commencement of Stage 2, a vegetation screen is to be provided along the Tiffin Street frontage of the site, in the location as shown on the approved plans.
37. Prior to commencement of Stage 4, a vegetation screen is to be provided along the Major Street frontage of the site, in the location as shown on the approved plans.
38. Vegetation screen planting shall include a mix of shrubs and trees which contribute to the amenity of the development and the street. A landscaping plan is to be submitted to Council for approval, prior to commencement of construction.

 Note: Refer to Planning Scheme Policy SC6.2 – Landscaping for Council’s preferred species list.
39. All landscaping works are to be completed prior to the commencement of the approved use.
40. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
41. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
42. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

43. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.
44. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads

Stormwater and drainage

45. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’.
46. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed.
47. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
48. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Construction activities and erosion control

49. During the course of any construction activities, soil erosion and sediment must be managed in accordance with CMDG Design Guidelines D-7 ‘Erosion Control and Stormwater Management’.
50. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
51. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately.
52. Temporary fencing must be erected and maintained around the perimeter of the development area whilst construction activities are carried out.

Building design

53. Building within the Defined Flood Hazard area must be designed, constructed, connected and anchored so that, in the event of a flood up to the DFE (as a minimum) it-
 - (a) Resists flotation, collapse or significant permanent movements, resulting from –
 - (b) hydrostatic action
 - (c) hydrodynamic action;
 - (d) erosion and scouring;
 - (e) wind; and
 - (f) any other action; and
 - (g) safeguards occupants and other people against illness and injury caused by flood water affecting the building.

54. Building materials and surface treatments used under the DFE level must be resistant to water damage and must not include wall cavities that would collect water and sediment during a flood event.

55. Buildings are to meet all requirements within the Queensland Development Code MP 3.5 – Construction of Buildings in Flood Hazard Areas.

56. New Buildings are to be constructed at least 300mm above the DFE.

Emergency events

57. A Flood Management Plan shall be prepared prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood. All staff must be made aware of the Flood Management Plan, its content, and the procedures that need to be followed in the case of a major flood event.

58. All reasonable efforts should be made to advise visitor/s/customers in advance of premises closures that are required due to inclement weather events.

No cost to Council

59. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.

60. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs.

61. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council shall be paid prior to the commencement of use.

Latest versions

62. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

63. It is the developer's responsibility to ensure that all entities associated with the Development Approval have a legible copy of the Decision Notice and the Approved Plans and the Approved Documents bearing 'Council Approval'.

GENERAL ADVICE

a) Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).

b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.

c) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.

d) Under the Planning Scheme –

Tourist Park means the use of premises for:

	(a) holiday, accommodation in caravans, self-contained cabins, tents or other similar structures; or
	(b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).
e)	A licence for the operation of a "Tourist Park", as required by Council's Local Laws, must remain in effect whilst the approved use is carried out. The license holder is responsible for ensuring any conditions attached to this licence are complied with.
f)	The Environmental Protection Act 1994 states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
g)	All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
h)	It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
i)	An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m ³ .
j)	All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the Biosecurity Act 2014.
k)	Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
l)	In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
CARRIED	7/0

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

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

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item Mayor Taylor returned to the meeting at 9.23am assuming the Chair.

LATE ITEMS

Item Number:	L.1	File Number: D25/40489
SUBJECT HEADING:	2025-2026 COUNCIL FEES AND CHARGES	
Officer's Title:	Director - Corporate Services Chief Financial Officer	

Executive Summary:

As part of Council's annual budget cycle, Fees and Charges are reviewed and adjusted and have been developed in consultation with officers, management and Councillors. The Fees and Charges are proposed to commence from 1 July 2025.

Resolution No. OM/04.2025/33

Moved Cr O'Neil

That this lay on the table to be the last item of the agenda.

CARRIED

7/0

Item Number:	L.2	File Number: N/a
SUBJECT HEADING:	ADVOCACY FOR SAFETY IMPROVEMENTS - JACKSON - WANDOAN ROAD	
Councillor's Title:	Cr. Cameron O'Neil	

Executive Summary:

A Noonga resident has written to me on behalf of the local community to raise serious safety concerns regarding the condition of the state controlled Jackson-Wandoan Road. The area of particular concern is between Noonga and the Warrego Highway.

The issues relate to narrow or eroded shoulders, increased heavy vehicle traffic, and the inability for motorists to safely pull over. An additional concern was raised regarding limited visibility at the Tchanning Creek Bridge crossing, which has been referred to Council's operational team through the customer request process.

This report proposes that Council formally advocate to the Department of Transport and Main Roads (TMR) for upgrades to the road shoulders and provide a response to the resident outlining Council's actions.

Resolution No. OM/04.2025/34
Moved Cr O'Neil
Seconded Cr Vincent
That Council:

1. Advocate to the Department of Transport and Main Roads (TMR) specifically correspondence to Minister Brent Mickelberg and to Local Member Ann Leahy for the widening and sealing of shoulders along the Jackson-Wandoan Road, particularly between Noonga and the Warrego Highway, in recognition of the route's growing strategic importance to regional industries and communities.
2. Provide a written response to the resident advising of Council's operational and advocacy actions in response to their letter and concerns raised.

CARRIED

8/0

Responsible Officer
Deputy Director / Strategic Road Management
Declaration of Interest

Item	C.6
Description	Application for Community Grants – Round 2 – 2024/2025
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	My mother, Janice Humphreys
Particulars of Interest	Janice is the secretary of CHIPS. CHIPS have submitted an application in this grant round. A conflict of interest was declared during the deliberations of applications, and I did not participate in discussions or recommendations of the CHIPS Application.
Type of conflict	Prescribe conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	C.6
Description	Applications for Community Grants - Round 2
Declaring Councillor	Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am the president of the Wallumbilla Town Improvement Group and the Wallumbilla Agricultural and Pastoral Association who have both submitted applications in this round of Community Grants.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	C.6
Description	Application for Community Grants – Round 2 – 2024/2025
Declaring Councillor	Cr John Birkett
Person with the interest Related party / close associate / other relationship	My father, Gary Birkett and Myself
Particulars of Interest	Gary is an Executive Member of the Booringa Heritage Museum and they are listed in the report. I'm the President of the Mitchell RSL & Combined Sports Club and the Mitchell Campdraft Association, who fall under the umbrella of the Combined Sports Club, are listed in the report.
Type of conflict	Prescribed conflict of interest
Action	I will leave the room while the matter is discussed and voted on.

CONFIDENTIAL ITEMS

Resolution No. OM/04.2025/35 Moved Cr O'Neil Seconded Cr Brumpton		
<p>In accordance with the provisions of Section 254(J(3) of the Local Government Regulation 2012, that Council resolve to close the meeting to the public [at 9.36am] to discuss confidential items that its Councillors consider is necessary to close the meeting.</p> <p>In accordance with Section 254J(5) of the Local Government Regulation 2012, the following table provides:</p> <ul style="list-style-type: none"> The matters to be discussed; An overview of what is to be discussed while the meeting is closed. 		
Agenda Item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i>)	Overview
C.1 – Sundry Debtors – Doubtful Debts – Write off Request	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.	Consideration of write off accounts recommended by external collection agency, Recoveries & Reconstruction.
C.2 – 2024/25 Capital Work Program – Roma Bore 21 Infrastructure Project Scope Amendment	Section 254J(3)(c) the local government's budget.	This report seeks Council's consideration for an amendment to the 2024/25 Capital Work Program to revise the scope of works and budget for the Bore 21 Infrastructure Project.

C.3 – 2024/25 Capital Works Program Amendment – Sewerage Pump Station 1 Roma	Section 254J(3)(c) the local government's budget.	<p>This report seeks Council's consideration for a budget amendment to transfer funds from <i>Work Order #23625 – Upgrade Pumps at Sewerage Pump Station 1</i> and create 2 smaller upgrade projects.</p> <ol style="list-style-type: none"> 1. Sewerage Pump Station 1 - Purchase spare Pump, Replace Pump Manifold, Clean Wet Well and complete condition assessment. 2. Safety Rail Upgrades on the 3 Roma Imhoff Tanks
C.4 – 2024/25 Capital Works Program Amendment – Sewerage – SPS Roma Safety Upgrades	Section 254J(3)(c) the local government's budget.	<p>This report seeks Council's consideration for a budget amendment to transfer funds to the new project – <i>Sewerage Pump Station (SPS) Roma Safety Upgrades</i>.</p>
C.5 – 2024/25 Capital Works Program Amendment – Water Main Upgrade, Wallumbilla	Section 254J(3)(c) the local government's budget.	<p>This report seeks Council's consideration for a 2024/25 budget amendment to transfer funds to an existing project – <i>Water Main Renewal 150mm George Street and Warrego Highway Crossing, Wallumbilla</i>.</p>
C.6 – Application for Community Grants Round 2 2024/2025	Section 254J(3)(c) the local government's budget.	<p>Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.</p>
C.7 – Yuleba Community Projects Water Play	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.	<p>This report presents Council with an update on the Yuleba Water Play project, which forms a key part of the Yuleba CBD Liveability Upgrade under the Council / Origin APLNG Workers Transition Agreement.</p>
C.8 – Wallumbilla Community Hub Operational Considerations	Section 254J(3)(b) industrial matters affecting employees.	<p>Construction of the Wallumbilla Community Hub is nearly complete. The building has been designed to integrate Customer Service, Library Services, VIC operations, and community-led use of the Calico Cottage retail and hospitality area. Shared desk space and operable walls enable flexible use and staffing efficiencies.</p> <p>This report seeks to confirm and finalise the proposed strategic direction for the</p>

		delivery of services from the new Wallumbilla Community Hub.
C.9 – Advertising at Roma Airport and Roma Saleyards	Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	Council has been exploring opportunities to generate additional income for the Airports business unit through advertising space. This report provides an update to these opportunities.
LC.1 – Chief Executive Officer Performance Agreement	Section 254J(3)(b) industrial matters affecting employees.	Presentation of the Chief Executive Officer's draft Performance Agreement for Council approval.
CARRIED		8/0

Councillors Birkett, Seawright and Vincent, having previously declared a prescribed conflict of interest in Item C.6 left the meeting at 10.03am for discussion on the matter and did not return until recess for morning tea.

COUNCIL ADJOURNED THE MEETING
FOR A MORNING TEA AT 10.23am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.00am

Cr Davis left the meeting at 11.28am, and returned during closed session at 12.30pm.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 1.20pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.56pm

Cr Birkett was not present at the resumption of Standing Orders and did not return for the remainder of the meeting.

Resolution No. OM/04.2025/36	
Moved Cr O'Neil	Seconded Cr Hancock
That Council open the meeting to the public [at 1.56pm].	
CARRIED	
7/0	

APOLOGIES

Mayor Taylor had earlier during the meeting indicated that Cr Flynn would be a late arrival for the meeting. This was updated to an apology as follows:

Resolution No. OM/04.2025/37	
Moved Cr O'Neil	Seconded Cr Vincent
That apologies be received and leave of absence granted for Cr. Flynn for this meeting.	
CARRIED	
7/0	

COUNCIL ADJOURNED THE MEETING

FOR A RECESS to continue discussions an item from the Councillor Briefing the day prior AT 1.56pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS

COUNCIL RESUMED THE MEETING AT 3.18pm

Item Number: C.1 **File Number:** D25/31629

SUBJECT HEADING: SUNDRY DEBTORS - DOUBTFUL DEBTS - WRITE OFF REQUEST

Officer's Title: Lead Accounts Processing / System Administration Officer

Executive Summary:

Consideration of write off accounts recommended by external collection agency, Recoveries & Reconstruction.

Resolution No. OM/04.2025/38

Moved Cr Vincent

Seconded Cr Brumpton

That Council approve the write off of Sundry Debtor Account debts as presented, owing to the current status of being uneconomical to pursue further.

CARRIED

7/0

Responsible Officer

**Lead Accounts Processing / System
Administration Officer**

Item Number: C.2 **File Number:** D25/25098

SUBJECT HEADING: 2024/25 CAPITAL WORK PROGRAM - ROMA BORE 21 INFRASTRUCTURE PROJECT SCOPE AMENDMENT

Location: Roma

Officer's Title: (Acting) Manager - Strategic Water, Sewerage & Gas

Executive Summary:

This report sought Council's consideration for an amendment to the 2024/25 Capital Work Program to revise the scope of works and budget for the Bore 21 Infrastructure Project.

Resolution No. OM/04.2025/39

Moved Cr Brumpton

Seconded Cr Davis

That Council:

1. Endorse an amended scope for the Bore 21 Infrastructure Works Project (WO23608), to be delivered under the 2024/25 Capital Works Budget, with the revised scope to include:
 - a. Installation of approximately 1.4 km of dedicated water main to the existing 1.5ML reservoir on Miscamble Street, Roma;
 - b. Upgrade of the existing pressure pump system;
 - c. Provision of back-up power; and
 - d. Installation of compound fencing.
2. Note that while delivery will commence in 2024/25, the project will extend into the first half of the 2025/26 financial year for completion.
3. Approve a revised project budget of \$800,000.00 (reduced from \$1,104,000.00) to reflect the amended scope as outlined above.

CARRIED

7/0

Responsible Officer

(Acting) Manager - Strategic Water, Sewerage & Gas

Item Number:

C.3

File Number: D25/24596

SUBJECT HEADING:

2024/25 CAPITAL WORKS PROGRAM AMENDMENT - SEWERAGE PUMP STATION 1 ROMA

Officer's Title:

(Acting) Manager - Strategic Water, Sewerage & Gas

Executive Summary:

This report sought Council's consideration for a budget amendment to transfer funds from Work Order #23625 – Upgrade Pumps at Sewerage Pump Station 1 and create 2 smaller upgrade projects.

1. *Sewerage Pump Station 1 - Purchase spare Pump, Replace Pump Manifold, Clean Wet Well and complete condition assessment.*
2. *Safety Rail Upgrades on the 3 Roma Imhoff Tanks*

Resolution No. OM/04.2025/40

Moved Cr Davis

Seconded Cr Brumpton

That Council approve the removal of the upgrade pumps at SPS 1 Roma (Work Order 23625) from the 2024/25 Capital Works Program and transfer budget of \$200,000 to two new projects:

1. **Sewerage Pump Station 1 - Purchase spare Pump, Replace Pump Manifold, Clean Wet Well and complete condition assessment.**
2. **Safety Rail Upgrades on the 3 Roma Imhoff Tanks.**
3. **Any balance remaining be returned to Sewerage Reserves for allocation to future projects.**

CARRIED

7/0

Responsible Officer	(Acting) Manager - Strategic Water, Sewerage & Gas
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Item Number: C.4 File Number: D25/25095

SUBJECT HEADING: 2024/25 CAPITAL WORKS PROGRAM AMENDMENT - SEWERAGE - SPS ROMA SAFETY UPGRADES

Officer's Title: (Acting) Manager - Strategic Water, Sewerage & Gas

Executive Summary:

This report sought Council's consideration for a budget amendment to transfer funds to the new project – Sewerage Pump Station (SPS) Roma Safety Upgrades.

Resolution No. OM/04.2025/41

Moved Cr Hancock

Seconded Cr Seawright

That Council:

1. Approve the removal of the following projects from the 2024/25 Capital Works Program:
 - a) WO24471 - Reinstate standby pumps SPS 3 (Bungil Street)
 - b) WO24472 - Reinstate standby pumps SPS 4 (Borland Street)
 - c) WO24473 - Reinstate standby pumps SPS 5 (Miscamble Street)
 - d) WO24474 - Investigation and capabilities of sewerage submersible pumps fitted into SPS 1 Roma.
2. Return the budget of \$151,500 to Sewerage Reserves for allocation to future projects.

CARRIED

7/0

Responsible Officer	(Acting) Manager - Strategic Water, Sewerage & Gas
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Item Number: C.5 File Number: D25/39413

SUBJECT HEADING: 2024/25 CAPITAL WORKS PROGRAM AMENDMENT - WATER MAIN UPGRADE, WALLUMBILLA

Location: Geoge Street, Wallumbilla

Officer's Title: (Acting) Manager - Strategic Water, Sewerage & Gas

Executive Summary:

This report sought Council's consideration for a 2024/25 budget amendment to transfer funds to an existing project – Water Main Renewal 150mm Geoge Street and Warrego Highway Crossing, Wallumbilla.

Resolution No. OM/04.2025/42

Moved Cr Seawright

Seconded Cr Hancock

That Council:

1. **Defer Water Main Renewal Timbury Street, Roma (Cottell Street to Duke Street) Augmentation project (WO24488) and consider in the 2025/26 budget deliberations.**
2. **Transfer additional budget of \$197,132 to the Water Main Renewal 150mm George Street and Warrego Highway Crossing Wallumbilla project (WO23617) from the following projects:**
 - a) **WO23618 – Currey St (North) Roma Augmentation - \$56,732 (remaining budget from completed works).**
 - b) **WO24488 – Water Main Renewal of Timbury Street, Roma from Cottell Street to Duke Street – Augmentation - \$140,400.**

CARRIED

7/0

Responsible Officer

**(Acting) Manager - Strategic Water,
Sewerage & Gas**

Councillors Vincent and Seawright, having previously declared a conflict in the following item, left the meeting at 3.26pm.

Item Number:

C.6

File Number: D25/34699

SUBJECT HEADING:

**APPLICATION FOR COMMUNITY GRANTS | ROUND 2
- 2024/2025**

Officer's Title:

Project and Administration Officer

Executive Summary:

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

A total of 27 grant applications were received and assessed under Round 2 for 2024/25. There were 7 Senex Small Grants, 18 Community Grants and 4 Major Grants. 13 are recommended for funding with conditions where applicable.

Resolution No. OM/04.2025/43

Moved Cr Hancock

Seconded Cr O'Neil

That Council:

1. Receive and note the report;
2. Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:

Senex Small Grants (Recommended for funding):

Injune District Tourism Association	Injune In June	\$2,605.00
Booringa Heritage Museum Inc	Booringa Heritage Museum Restoration Project	\$3,000.00
Roma Red Necks Mud Racing	Onsite Storage	\$3,000.00
Noonga Community Association	Noonga's 2 Day Tennis Tournament	\$2,000.00
Mitchell and District Garden Group	2025 Garden Days	\$1,540.00
		TOTAL: \$12,145.00

Community & Major Grants (Recommended for funding)

Injune CHIPS	Shearers & Shed Workers Reunion	\$7,803.54
U3A Roma Inc	Air conditioning	\$4,423.97
Roma Swimming Club	Building Champions	\$4,980.00
Mitchell Campdraft Association	Feeding livestock	\$5,500.00
Surat Clay Target Association	Accessible Shooting lanes	\$10,000.00
Roma Community Garden	Roma Community Garden Restoration	\$5,000.00
Surat Bowls Club	New Ride on Mower	\$6,000.00
Wallumbilla Town Improvement Group	Billa Bite Nite	\$4,600.00
Dunkeld Pony Club	Three-day Event	\$4,600.00
	TOTAL: \$52,907.51	

Major Grants (recommended for funding):

Roma Open Windows Committee	Roma Open Windows	\$18,580.52
		TOTAL: \$18,580.52

CARRIED

5/0

Responsible Officer
Project and Administration Officer
Section 150F A (2)(e) of the *Local Government Act 2009*

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

Name of each eligible councillor who voted on the matter:

Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Councillors Vincent and Seawright returned to the meeting at 3.31pm.

Item Number:
C.7
File Number: D25/37338
SUBJECT HEADING:
YULEBA COMMUNITY PROJECTS | WATER PLAY
Officer's Title:
Project Officer - Contract Management Office
Executive Summary:

This report presents Council with an update on the community Water Play project, which forms a key part of the Yuleba CBD Liveability Upgrade under the Council / Origin APLNG Workers Transition Agreement.

Resolution No. OM/04.2025/44
Moved Cr Seawright
Seconded Cr O'Neil
That Council:

1. Endorse the final design of the Yuleba Water Play, based on Option 1 with the following modifications:
 - Removal of internal rocks within the original rock outline;
 - Removal of "pebble treatment" and inclusion of a painted blue concrete surface and representation of local lagoon fauna as illustrated in Option 2;
 - Relocation of the pump room to the rear of the project.
2. Approve the reallocation of surplus funds of \$300,000 from the Wallumbilla Multipurpose Building Construction project to the Yuleba Community Projects – Main Street.
3. Provide an update to the community on the project via pre-construction/commencement media release.

CARRIED

7/0

Responsible Officer	Project Officer - Contract Management Office
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Item Number: C.8 File Number: D25/37341

SUBJECT HEADING: WALLUMBILLA COMMUNITY HUB | OPERATIONAL CONSIDERATIONS

Officer's Title: Local Area Director - Bendemere
Project Officer - Contract Management Office

Executive Summary:

Construction of the Wallumbilla Community Hub is nearly complete. The building has been designed to integrate Customer Service, Library Services, VIC operations, and community-led use of the Calico Cottage retail and hospitality area. Shared desk space and operable walls enable flexible use and staffing efficiencies.

This report sought to confirm and finalise the proposed strategic direction for the delivery of services from the new Wallumbilla Community Hub.

Resolution No. OM/04.2025/45

Moved Cr O'Neil

Seconded Cr Seawright

That Council:

1. Endorses the delivery of enhanced Council services from the new Wallumbilla Community Hub, including integrated Library, Visitor Information Centre (VIC) and Customer Service.
2. Endorse Council staffed weekday operating hours of 9.00am to 5.00pm for the integrated Library, Visitor Information Centre (VIC) and Customer Service.
3. Progress the development of a Memorandum of Understanding (MoU) with the Calico Cottage Committee, outlining the responsibilities for both parties to contribute to the operations of the Wallumbilla Visitor Information Centre.
4. Cease the Calico Cottage Officer role, post-transition of Council services into the new facility, with support elements to Calico Cottage Committee to be included within the MoU.

CARRIED

7/0

Responsible Officer	Local Area Director - Bendemere
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Item Number: C.9 File Number: D25/38252

SUBJECT HEADING: ADVERTISING AT ROMA AIRPORT AND ROMA SALEYARDS

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

Executive Summary:

Council has been exploring opportunities to generate additional income for the Airports business unit through advertising space. This report provided an update to these opportunities.

Resolution No. OM/04.2025/46

Moved Cr Davis

Seconded Cr Vincent

That Council:

1. Formally decline the offer presented by Paradise Outdoor Advertising to provide advertising solutions at Roma Airport and Roma Saleyards.
2. Be provided a report on alternative solutions to produce advertising revenue at the airport and saleyards at a future meeting.
3. Be provided a report on broader solutions to advertising opportunities across the region.

CARRIED

7/0

Responsible Officer	Manager - Airports (Roma) & Regional Compliance
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LATE CONFIDENTIAL ITEM

Item Number:

LC.1

File Number: D25/41467

SUBJECT HEADING:

CHIEF EXECUTIVE OFFICER | PERFORMANCE AGREEMENT

Officer's Title:

Chief Executive Officer

Executive Summary:

Presentation of the Chief Executive Officer's draft Performance Agreement for Council approval.

Resolution No. OM/04.2025/47

Moved Cr O'Neil

Seconded Cr Hancock

That we defer this agenda item to the next ordinary meeting.

CARRIED

7/0

Responsible Officer	Chief Executive Officer
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Item Number:

L.1

File Number: D25/40489

SUBJECT HEADING:

2025-2026 COUNCIL FEES AND CHARGES

Officer's Title:

**Director - Corporate Services
Chief Financial Officer**

Executive Summary:

As part of Council's annual budget cycle, Fees and Charges are reviewed and adjusted and have been developed in consultation with officers, management and Councillors. The Fees and Charges are proposed to commence from 1 July 2025.

Resolution No. OM/04.2025/48

Moved Cr Brumpton

Seconded Cr Vincent

That Council:

- 1. Adopt the Fees and Commercial Charges with a commencement date of 1 July 2025.**
- 2. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:**
 - (i) the applicant is the person liable to pay these fees; and**
 - (ii) the fee must be paid at or before the time the application is lodged.**
- 3. Delegate to the Chief Executive Officer the power to amend fees and charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.**

CARRIED

7/0

Responsible Officer	Director - Corporate Services
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.47pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 14 May 2025, at Roma Administration Centre.

COUNCILLOR NOTICE OF MOTION

Meeting: Ordinary 14 May 2025

Date: 28 April 2025

Item Number: 8.1

File Number: D25/42640

SUBJECT HEADING: Development of a Maranoa Regional Council
Employee Volunteer Policy

Classification: Open Access

Councillor's Title: Cr Amber Davis

Executive Summary:

Volunteering plays a crucial role in strengthening communities, fostering social cohesion, and delivering essential services across Queensland.

In the Maranoa region, volunteers are the backbone of local organisations, sporting clubs, cultural groups, and emergency services. Without their contributions, many vital community initiatives would not be possible.

Declining volunteer numbers pose a significant challenge, and while we wait for the outcome of the Queensland Government's current inquiry into volunteering, I believe there are opportunities for Maranoa Regional Council staff to be supported in contributing to volunteering in our region.

Councillor's Recommendation:

That a policy be drafted and a report be presented with costings for a Maranoa Regional Council Employee Volunteer Policy incorporating 2 days of volunteering leave per year (non-accruing), for consideration as part of the 2025/26 budget deliberations.

Background:

Maranoa Regional Council is one of the largest employers in the region and I would like to see a policy developed to support employees who want to volunteer in the community, and in turn assist the local groups and clubs.

Having a policy around volunteering would add to Council's employee value proposition in attracting and retaining skilled and qualified staff, imbedding them into the community.

I am proposing that the policy include 2 days of Volunteering leave per year (non-accruing) to be utilised by the employee in consultation with their immediate supervisor. This can be in the form of 2 x full days per year or the ability to leave work early to attend meetings, training, travel or required engagements.

Supporting Documentation:

Nil

Notice prepared by:

Cr. Amber Davis

OFFICER REPORT

Meeting: Ordinary 14 May 2025

Date: 30 April 2025

Item Number: 11.1

File Number: D25/43620

SUBJECT HEADING: Annual Review of Procurement Policy

Classification: Open Access

Officer's Title: Manager - Procurement

Executive Summary:

Council's Procurement Policy (the Policy) is required to be reviewed annually as per s198 of the Local Government Regulation 2012.

A comprehensive review was undertaken during 2025 with a view to modernising the Procurement Policy, with the following activity undertaken and outcomes incorporated:

- Benchmarking Council's policy against local governments across Queensland to ensure the new policy is consistent with the sector
- Removed redundant information
- Simplified the contents of the policy
- Aligned thresholds with the Local Government Regulation 2012
- Reviewed provisions dealing with supporting local business
- Provide clarity around utility type payments
- Tightened controls on the use of corporate credit cards
- Guidance on evaluating quotes and tenders
- Provision for supplier feedback and the assessment of supplier performance
- Requirement for independent probity support for high value or high risk tenders
- Updated definitions

The Policy has been developed in consultation with stakeholders and is now ready for approval.

Officer's Recommendation:

That Council:

1. Adopt the Procurement Policy as attached to this report
 2. Note that the adoption of the Procurement Policy repeals and supersedes all historical policies relating to the procurement of goods and services; and
 3. Delegate authority to the Chief Executive Officer to make any administrative updates to existing policies that require referencing to the adopted policy as per Recommendation 1 above.
-

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

The existing policy is due for review in accordance with Council's adopted Policy Framework and the requirements of s198 (3) of the Local Government Regulation.

A comprehensive review was undertaken during 2025 with a view to modernising the Procurement Policy, with following activity undertaken and outcomes incorporated:

- Benchmarking Council's policy against local governments across Queensland to ensure the new policy is consistent with the sector
- Removed redundant information
- Simplified the contents of the policy
- Aligned thresholds with the Local Government Regulation 2012
- Reviewed provisions dealing with supporting local business
- Provide clarity around utility type payments
- Tightened controls on the use of corporate credit cards
- Guidance on evaluating quotes and tenders
- Provision for supplier feedback and the assessment of supplier performance
- Requirement for independent probity support for high value or high risk tenders
- Updated definitions

The key elements or sections of the new policy include:

- Legislative and Compliance Requirements
- Sound Contracting Principles
- Authorised Expenditure and Delegate Requirements
- Preferred Supplier Arrangements and Supplier Panels
- Application of Key Purchasing Principles
- Procurement Thresholds
- Exceptions for Medium Sized and Large Sized Contractual Arrangements
- Other Exceptions
- Recurrent Operational Expenditure and other Specific Arrangements
- Evaluating Quote and Tender Submissions
- Decision making for Quotes and Tenders
- Supplier Feedback and Performance
- Ethical and Probity Measures
- Variation
- Creating Purchase Orders
- Splitting Orders
- Conflict of Interest
- Purchasing from Related Parties
- Grants and Sponsorships
- Publishing of contractual arrangements

Key changes to the Procurement Policy

The key or more significant changes from the prior Procurement Policy to the proposed Procurement Policy include the following.

Development of Competitive Local Business and Industry

The changes include a new approach to the Local Preference Allowance now known as a Local Business Benefit, which removes the Star Rating System replaces that with the requirement to seek local quotes (where capable) for purchases below \$15,000 and for purchases above \$15,000 include a weighted assessment criteria.

Procurement Thresholds and Pre-qualified Suppliers

The procurement thresholds have been revised and now align with the thresholds articulated within the Local Government Regulation 2012 (which exclude GST). Further, being part of a panel arrangement does not remove the need to obtain quotations to ensure that council is assessing value for money for all purchases.

More generally, the thresholds and the requirements relating to quotations and tenders have been illustrated via a table (as per below).

PROCUREMENT THRESHOLDS			
Value of Contract/Purchase Order (excl. GST)	Minimum Number of quotes to be invited	Accepted Communication	Engagement Documentation Required
\$0 - \$5,000	One *	Verbal, Email, Internet, Catalogue	No
\$5,001 - \$14,999	Two*	Written (Email, Internet, Catalogue, VendorPanel)	No
\$15,000 - \$199,999	Three**	Written (VendorPanel)	Yes (Templated Offer Document) **
\$200,000 and over	Open Tender**	Written (VendorPanel)	Yes (Templated Offer Document) **

Disposal of Assets

The policy section in relation to the disposal of assets has been amended to include guidance on the disposal of low value and obsolete assets

Recurrent Operational Expenditure and other Specific Arrangements

Utility Type Payments

This is a new section in the policy that explains how Utility Type payments such as electricity and phones will be approved.

Corporate Credit Cards

The changes to the corporate credit card now include emergent, infrequent purchases and low value expenses and encourages the use of purchase orders over the use of credit cards.

Evaluating Quote and Tender Submissions

This is a new section in the policy that provides guidelines for the assessment criteria of tenders.

Supplier Feedback and Performance

This is a new section in the policy that formalises the requirement for conducting supplier performance reviews and providing feedback to suppliers for tenders.

Ethical and Probity Measures

This is a new section in the policy that requires an independent probity advisor be utilised as part of high value or high risk procurement activities to ensure they are undertaken transparently and ethically.

Grants and Sponsorship

This is an existing section of the policy that now better articulates that sponsorship is a purchasing activity, not the provision of a grant.

Background (Including any previous Council decisions):

Each year Council is required to review the Procurement Policy, however Council made a commitment as part of developing its 2024-2025 Operational Plan to undertake a comprehensive review of the Procurement Policy to ensure that it aligned with community expectations and met the minimum regulatory and best practice standards.

Options Considered:

Options were considered for all parts of the Policy with the aim of simplification and fairness.

Recommendation:

That Council:

1. Adopt the Procurement Policy as attached to this report
2. Note that the adoption of the Procurement Policy repeals and supersedes all historical policies relating to the procurement of goods and services; and
3. Delegate authority to the Chief Executive Officer to make any administrative updates to existing policies that require referencing to the adopted policy as per Recommendation 1 above.

Risks:

Risk	Description of likelihood & consequences
Procurement Policy not reviewed.	<p>Likelihood – Low</p> <p>Consequences – Policy does not reflect the wishes of Council and the legislative requirements.</p> <p>Mitigation Strategy – Ensure Procurement Policy is reviewed in a timely manner.</p>

Policy and Legislative Compliance:

As required by s198 (3) of the Local Government Regulation.

Budget / Funding *(Current and future):*

Nil.

Timelines / Deadlines:

Procurement Policy must be reviewed by 30 June 2025.

Consultation *(Internal / External):*

- Councillors
- Director Corporate Services
- Chief Financial Officer
- Manager procurement and Contracts
- Procurement & Tenders Officer / Systems Administrator

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

Disposal of non-current assets now aligns with Financial Delegations.

Acronyms:

Acronym	Description
N/A	N/A

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 5: Managing our operations well

5.1 Continue to improve everything we do

Supporting Documentation:

1 [Down Arrow](#) Procurement Policy 2025 (Draft)

2 [Down Arrow](#) Current Policy V Proposed Policy

P25/14

D25/44178

Report authorised by:

Director - Corporate Services

COUNCIL POLICY



Document Control	
Policy Title	Procurement Policy
Policy Number	P22/16
Function	Procurement
Responsible Position	Manager Procurement
Supersedes	P22/16 Procurement Policy 2024
Review Date	May 2025

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	16/05/2024	24/05/2024	OM/05.2024/28
2			

1. Purpose

This Policy sets out Council's principles and mandatory requirements for the acquisition of goods and services, and the conduct of all procurement activities.

2. Scope

This Policy applies to all procurement activities, including goods, services, equipment, and contractor engagements, and includes all commercial transactions where the outlay of funds results in the provision of goods, services or other items and the includes the disposal of non-current assets by Council as defined in the *Local Government Act 2009* and Local Government Regulation 2012.

3. Statement

3.1 Legislative and Compliance Requirements

All procurement activity must be carried out in accordance with this Policy, associated Policies and Procedures, and relevant laws and regulation, including the Local Government Act 2009, the Local Government Regulations 2012, Public Sector Ethics Act 1994 and any relevant environmental, safety, anti-bribery and corruption legislation.

All procurement activity must meet the requirements of sound contracting principles set out within the Local Government Act 2009 Section 104(3):

- a) Value for money;
- b) Open and effective competition;
- c) The development of competitive local business and industry;
- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

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All Council employees, contractors, volunteers, or any other person acting on behalf of Council, must do so in a professional manner, abiding by the terms of the Code of Conduct, and exemplifying impartiality, fairness, integrity and best practice procurement principles.

3.2 Sound Contracting Principles

Council will conduct its Procurement and Contracting Activities in a manner that ensures its financial sustainability by establishing a procurement management system based on the following Principles:

3.2.1 Value for Money

Council must utilise its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- Whole of life costs including costs of acquiring, using, maintaining and disposal;
- Contribution to the advancement of Council's priorities;
- Fit for purpose, quality, services and support;
- Internal administration costs;
- Technical compliance issues;
- Risk exposure; and
- The value of any associated environmental benefits and/or any environmental cost.

3.2.2 Open and Effective Competition

Council will, as far as is practicable, procure goods and services through a process of open and effective competition. Suppliers wishing to conduct business with Council will be given every reasonable opportunity to do so subject to them satisfying Council's requirements and relevant evaluation criteria.

3.2.3 Development of Competitive Local Business and Industry

In the pursuit of achieving Community, Corporate and Operational Plan objectives, Council will observe legislative requirements and 'sound contracting principles'. Council is committed to developing local business and industry, through providing full, fair and reasonable opportunity for local business and industry to be engaged to provide goods and services to Council.

In delivering on this commitment, Council will:

- a) Seek quotes from local businesses and suppliers in the Maranoa Region in the first instance for purchases below \$15,000 (where such are assessed to be reasonably capable of supplying Council's needs of best value for money).
- b) Include a Local Business Benefit assessment weighting to encourage support of local business and industry participation on purchases above \$15,000.
- c) The Local Business Benefit assessment weighting will be applied in the following manner:

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- i. For values between \$15,000 and \$200,000, a 10% weighting is applied to the assessed price.
- ii. For values between \$200,000 and \$1,000,000, a 5% weighting is applied to the assessed price.
- iii. For values above \$1,000,000, a 2.5% weighting is applied to the assessed price.

3.2.4 Environmental Protection

Council will, especially when undertaking large size contract purchasing activities:

- a) Fulfill its obligations under the Environmental Protection Act 1994 and the Waste and Recycling Reduction Act 2011, where possible;
- b) Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- c) Encourage environmentally responsible activities.

3.2.5 Ethical Behaviour and Fair Dealing

Council staff involved in procurement must:

- a) Behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives; and
- b) Act, and be seen to act, ethically and in accordance with Council's Code of Conduct. Council officers should apply the ethical behaviour and fair dealing principle by providing:
 - i. Full disclosure of all relevant information to all responding parties;
 - ii. Equal response durations and closing times;
 - iii. Declarations by officers regarding confidentiality and conflicts (where applicable); and
 - iv. Probity plans (where applicable).

Procurement must be conducted so that funds are only expended in Council's best interests and that procurement decisions are adequately documented.

3.3 Authorised Expenditure and Delegate Requirements

Procurement activities can only occur where the underlying goods or services to be procured, are permitted under Council Policy, Local Government Legislation or Regulation.

In order for procurement to commence, a budget must exist for the item being procured, or alternatively an appropriate Council resolution.

Only those employees and contractors with an appropriate delegation and area of responsibility applicable to the type of procurement activity, are permitted to authorise the procurement to commence and for successful parties to be engaged to provide goods or services.

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3.3.1 Financial and Contractual delegations

The Chief Executive Officer implements Council's policies and decisions e.g. spending in accordance with the adopted budget. All delegation amounts are GST exclusive. Other officers may only incur expenditure on behalf of Council if:

- The Officer has been granted the financial and contractual delegation by the Chief Executive Officer and this delegation has been recorded in the register of delegations; and
- The expenditure is provided for in Council's budget; and
- The Officer has received training in Council's procurement systems and procedures; or
- There is a disaster/genuine emergency.

The Chief Executive Officer must approve all financial delegations by recording them in a register of delegations to enable procurement activities to occur.

3.4 Preferred Supplier Arrangements and Supplier Panels

Where a preferred supplier arrangement or prequalified supplier panel exists, then goods and services of a similar nature to that defined in the agreement or panel, can be procured in accordance with the below requirements.

3.4.1 Preferred Supplier Arrangement (PSA)

- The supplier/s contracted under a PSA, must be used for all purchases of the applicable goods or services stipulated under the PSA;
- Expenditure authorisation and delegation limits apply to all PSA purchases; and
- All PSAs are to be monitored for performance and value for money.

3.4.2 Prequalified Suppliers

- Suppliers contracted under a prequalified supplier panel arrangement should be used where their goods and/or services offering represents the best value for money; and
- To demonstrate value for money, the relevant number of quotes must be obtained for the specified value of the procurement activity.

3.5 Application of Key Purchasing Principles

The Chief Executive Officer will implement appropriate organisational policies, procedures, Guidelines and other processes to achieve the above Key Purchasing Principles.

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3.6 Procurement Thresholds

At all times, Council's intent is for the development of competitive business and industry within the Maranoa Region to be considered when applying these procurement thresholds.

The following table defines the requirements for tenders and quotations unless excepted in accordance with section 3.7 and 3.8 of this policy.

PROCUREMENT THRESHOLDS			
Value of Contract (excl. GST)	Minimum Number of quotes to be invited	Accepted Communication	Engagement Documentation Required
\$0 - \$5,000	One *	Verbal, Email, Internet, Catalogue	No
\$5,001 - \$14,999	Two*	Written (Email, Internet, Catalogue, VendorPanel)	No
\$15,000 - \$199,999	Three**	Written (VendorPanel)	Yes (Templated Offer Document) **
\$200,000 and over	Open Tender**	Written (VendorPanel)	Yes (Templated Offer Document) **

* Where appropriate Local Suppliers to be utilised in the first instance where value for money exists for purchases \$0 – \$14,999

** The use of templated documents, such as those prepared by entities such as LocalBuy, FNQROC or others, and undertaking procurement processes through VendorPanel is always best practice. However, Council understands that in some circumstances this is not always possible, and other means of procuring goods and services is necessary to fulfill the organisation's obligations to the community. Please note that the minimum number of quotes is still required.

When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above in a financial year (excluding GST), or over multiple years or the proposed term of any contractual arrangement, with a supplier. If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought.

All thresholds are cumulative thresholds. If the anticipated value of goods or services of a similar nature procured from the same supplier exceeds \$200,000 in a financial year, or over the proposed term of the contractual arrangement, then a public tender is required. It is expected that officers will have sufficient knowledge through experience and budgets to make these decisions in advance.

3.6.1 Disposal of Assets

The disposal of a valuable non-current asset is to be undertaken in accordance with Section 227 and Section 236 of the Local Government Regulation 2012 and must be conducted through a transparent, fair, and competitive process.

The disposal of a valuable non-current asset by a local government includes the disposal of any part of an interest in the asset e.g. the grant of a lease over land or a building.

The disposal of low value and obsolete assets may occur via the trade-in on new assets, sale by public auction, open invitation to tender or quote to the public, donation to charitable

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institutions or local community service organisations, or the scrapping of obsolete assets via disposal at a registered disposal facility and is to be in accordance with the purchasing values established in the Financial Delegations Register. Financial Services are to be notified of all disposals.

3.6.2 *Invitation to Tender*

Maranoa Regional Council must invite written tenders or expressions of interest as outlined in s228 of the Local Government Regulations 2012 Invitations to Tender.

For Council to enter into a large sized contractual arrangement or a valuable non-current asset contract, it must first invite written tenders.

The invitation for the tenders must:

- Be published on the local government's website for at least 21 days; and
- The Local Government also must take all reasonable steps to publish the invitation for tenders in another way to notify the public about the tender process, such as Vendorpanel.

Council may decide not to accept any tenders it receives. If Council decides to accept a tender, Council must accept the tender most advantageous to it, having regard to the sound contracting principles.

3.6.3 *Expressions of Interest Invitations*

Prior to issuing an Expression of Interest (EOI) over \$200,000 (excl. GST), a Council resolution must be obtained. An EOI may only be utilised to facilitate a closed or selective tender process when Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved by Council.

If Council resolves to invite expressions of interest, a shortlist of the persons who respond to the invitation for expressions of interest may be prepared from which Council may invite written tenders from those persons.

EOI's may be called under the \$200,000 threshold without a Council resolution, however the EOI process must still comply with the normal procurement threshold guidelines.

3.7 **Exceptions for Medium Sized and Large Sized Contractual Arrangements**

In accordance with Local Government Regulations (2012) the primary exceptions to the requirement to obtain quotes or go to tender outlined in section 3.6 of this policy, include circumstances where:

- A Quote or Tender Consideration Plan is prepared;
- An Approved Contractors List exists;
- A Register of Pre-Qualified Suppliers is established;
- A Preferred Supplier Arrangement is established; or
- A LGA Arrangement, such as Local Buy.

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3.8 Other Exceptions

Council may enter into a medium sized or large sized contractual arrangement without first inviting written quotes or tenders if:

- The local government resolves it is satisfied that there is only one supplier who is reasonably available (sole suppliers); or
- The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- a genuine emergency exists (requires CEO approval); or
- the contract is for the purchase of goods and is made by auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

3.9 Recurrent Operational Expenditure and other Specific Arrangements

3.9.1 Utility Type Payments

Council further delegates to the Chief Executive Officer, and their delegates, the authority to negotiate, finalise and execute recurrent operational expenditure, for example electricity, telephone, vehicle registration, insurance regardless of the value of the expenditure.

Some utility-type services, most notably electricity and telecommunications services are provided to Council without the raising of a Purchase Order. No pre-approval of these costs is obtained.

Payment of these invoices is generally approved within Financial Services (alternatively Financial Services may circulate the invoices to the relevant areas of Council for approval). For these purposes, staff can approve payments up to the limits set out in the Financial Delegations Register.

The payment of payroll deductions, such as tax and superannuation, can be approved by staff up to the limits set out in the Financial Delegations Register.

3.9.2 Corporate Credit Cards

The use of Council corporate credit cards is for emergent, infrequent purchases and low value expenses where possible. The use of purchase orders is preferred over credit cards. Credit cards may only be utilised after assessing the procurement activity and ensuring that there is no other option that is better suited to address this matter. Refer to Council's Corporate Credit Card Policy.

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3.10 Evaluating Quote and Tender Submissions

In evaluating quote and tender submissions, Council has regard to the 'sound contracting principles' and any other relevant information, including past performance assessments of the supplier.

In setting and assessing quote and tender criteria, Council applies the below weightings:

- a) Price (excl. GST) - will be set at a minimum of 50% in most evaluations however, for more complex tenders and quotations, where non-price criteria play an integral role in meeting the requirements of the procured good or service, then the price weighting may be set as low as a minimum of 30% with relevant Director's approval.
- b) Local Business Benefit will be applied to the assessed price in accordance with 3.2.3(c) across all written quotes above \$15,000 and tenders. When tendering is conducted for the purpose of forming a Panel of pre-qualified suppliers, the criteria of local business benefit is not to be considered, as this will be applied on the tender and quote bases when goods and services are procured from the Panel.
- c) Further, when tendering is conducted for the purpose of forming a Panel of pre-qualified suppliers, the criteria of price is not to be considered, as this will be applied on a tender and quote basis when goods and services are procured from the Panel;
- d) Qualitative or other non-price criteria - will be applied with the remaining weighting bringing the total possible score value to 100%.

3.11 Decision making for Quotes and Tenders

For clarity, the ability to determine the outcome of a tender, auction or a quotation process is in accordance with the Financial Delegations Register, acknowledging that all large value contractual arrangements that are determined via a tender process will require the approval of Council.

3.12 Supplier Feedback and Performance

3.12.1 Supplier Feedback

For all formal tenders (\$200,000 and above), Council will offer unsuccessful suppliers the opportunity for a debrief upon request. Debriefs will provide constructive feedback on evaluation criteria, areas for improvement, and ways suppliers may enhance future proposals. Supplier debriefs will be conducted in a fair and confidential manner, ensuring no disclosure of commercially sensitive or competitor information.

3.12.2 Supplier Performance

To ensure adequate, reliable and safe delivery of goods and services, supplier performance is to be monitored and reported for all procured activities. The responsibility of managing and evaluating supplier performance rests with the engaging Contract Manager or Supervisor.

The Contract Manager must prepare an Evaluation of Supplier Performance within two weeks of the end of an engagement in the following circumstances:

- a) Every contractual arrangement of \$200,000 or more; and

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- b) Every occasion where supplier performance is poor.

The Evaluation of Supplier Performance should be sent to the Procurement Manager, who will distribute to the Executive Leadership Team as considered appropriate.

The Procurement Manager will maintain a register of the evaluations.

3.13 Ethical and Probity Measures

For procurements valued above \$5,000,000, or for high-risk and sensitive projects, Council will engage an independent probity advisor to ensure high value or high risk procurement activities are managed transparently and ethically.

3.14 Variation

A variation is an agreed amendment to a contract that changes the original terms, conditions or scope of the contract. For the purpose of this policy, variation refers solely to a financial deviation from original contract value and variation approval will be in accordance with the Financial Delegations Register. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation. Other variations such as non financial scope changes, extension of time etc. are to be managed by a delegated Council officer and in line with financial delegations.

3.15 Creating Purchase Orders

Purchase Orders must be raised prior to the purchase occurring. The only time that a purchase order does not need to be raised prior to the purchase is in emergent situations. Officers are expected to plan their procurement activities in advance.

3.16 Splitting Orders

It is the responsibility of financial delegates to make sure that orders and/or transactions they approve have not been 'split' into a number of smaller orders to avoid the need for written quotes/tenders or to circumvent delegation limit.

3.17 Conflict of Interest

All Council officers involved with a procurement activity should register any conflict of interest (whether the Conflict be 'actual', 'perceived' or 'potential') with the Procurement Manager and the supervising Director prior to taking part in the procurement activity. A Director is to register any conflict of interest with the Procurement Manager and the CEO. The CEO should register any conflict of interest they may have with the Procurement Manager and the Mayor.

The statement of conflicts of interest should be in writing and should clearly explain the Officer's interests in the transaction.

Complaints in relation to conflict of interest are to be made to the Public Interest Disclosure (PID) Coordinator in all instances.

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3.18 Purchasing from Related Parties

Council's Related Party Disclosures Policy requires Councillors, Key Management Personnel, and others deemed necessary by the CEO to formally report activity between Council and themselves and/or their close family members.

From time to time, other Officers who are involved in buying goods/services on behalf of Council will deal with family members and/or other related parties who provide these goods/services. In such cases, even though the purchase may be totally appropriate, there is a perceived conflict of interest. In these situations, it is recommended that the purchasing officer either:

- a) Asks their supervisor to approve the purchase order; or
- b) Advises their supervisor, in writing, that they intend to purchase from a family member/related party.

The supervisor then needs to document whether they consider that the purchase complies with the underlying principles of the Procurement Policy.

3.19 Grants and Sponsorship

In all agreements of this nature, Council must have regard to the sound contracting principles as well as the local government principle of sustainable development and management of assets and infrastructure.

Grants to community organisations are to be conducted in accordance with Council's Community Grants and Non-Financial Assistance Policy.

Sponsorship is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services and is therefore a purchasing activity. Sponsorship is not the provision of a grant and must align with the requirements and intent of this Procurement Policy and the legislative sound principles of contracting.

3.20 Publishing of contractual arrangements

To promote transparency and accountability and consistent with section 237 of the Local Government Regulation 2012, Council will publish details of awarded contractual arrangements valued at or above \$200,000 (excl. GST) on its website within 30 days of contract execution. Published information will include the contract number, successful supplier, contract value, and the purpose of the contract.

For the purposes of determining the contractual arrangements to be published the following criteria are generally applied:

- The contractual arrangement is over a term of two years or less.
- Where the individual contracts are for similar services or goods, the contractual arrangement is to be published when the cumulative value has either exceeded or likely to exceed \$200,000 over two continuous years.

Contractual arrangements include arrangements such as direct market approaches, preferred Supplier arrangements, Register of Pre-qualified Suppliers, and Tenders.

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4. Definitions

Term	Description
Contract/ Contractual Arrangement	<p>means a contract (including purchase order and purchase card transactions) for:</p> <ul style="list-style-type: none"> (a) the supply of goods or services; or (b) the carrying out of work; or (c) the disposal of valuable non-current assets. In this instance, the term does not include a contract of employment between Council and a Local Government Employee. <p>A contractual agreement is a legally binding agreement between two parties. The contract's terms and conditions will require the parties to either do or refrain from doing specific actions. Contracts and Contractual Arrangements include Purchase Orders, Verbal agreements, formal contracts and any other action that may indicate that Council has committed to a supplier to take action on Council's behalf.</p>
Genuine emergency	<p>A genuine emergency may include:</p> <ul style="list-style-type: none"> • A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State's Premier under an enactment; or • Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, or • An external incident to which the Chief Executive Officer has authorised the provision of urgent support.
Large-Value Contractual Arrangement	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year?</p> <p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p>
Local Business	<p>Means a business that:</p> <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region.
Local business benefit	Is a weighting criterion applied to pricing to encourage economic benefit that supports local business.
Low-Value Contractual Arrangement	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, less than \$15,000 in a financial year.

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Term	Description
Medium- Value Contractual Arrangement	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year? Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.
Probity Plan	a documented plan that outlines ethical, fair and transparent procurement processes typically required for high value or sensitive projects.
Procurement	is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing.
Sponsorship	is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services. This is a purchase and not the provision of a grant.
Supplier/ Contractor	means an enterprise capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.
Valuable Non-Current Asset contract	has the same meaning as that defined in Section 224 (5) of the Local Government Regulation 2012 and for the purposes of this Policy is a contract for the disposal of a valuable non-current asset and means land or another non-current asset that has a value equal to or more than the limit set by Council.

5. Related Policies and Legislation

This policy refers to (include specific section if applicable)

- *Local Government Act 2009*, section 104
- Local Government Regulation 2012, Chapter 6
- Local Government Regulation 2012, section 198

Current Policy	New Policy	Comments
1: Purpose		
<p>The purpose of this policy is - is to set down key directions for conducting Procurement and Contracting Activities in a manner that complies with the applicable laws, including Local Government Act 2009 (QLD) (LGA 2009) and Local Government Regulations 2012 (QLD) (LGR 2012) and Council's directives.</p> <p>Council's procurement activities aim to deliver excellence in procurement outcomes for Council and the community by applying the sound contracting principles and ensuring that all procurement activities are carried out in a professional manner and that all Council officers responsible for purchasing goods and services are adequately trained and have a clear understanding of the procurement processes, as well as their meaning and intent.</p>	<p>This Policy sets out Council's principles and mandatory requirements for the acquisition of goods and services, and the conduct of all procurement activities.</p>	<p>Reworded with a reduced explanation.</p>
2: Scope		
<p>This policy is applicable to the procurement of all goods, equipment, services, building and civil construction contracts and services contracts (including maintenance) and the disposal of non-current assets by Council as defined in the LGA 2009 and LGR 2012.</p>	<p>This Policy applies to all procurement activities, including goods, services, equipment, and contractor engagements, and includes all commercial transactions where the outlay of funds results in the provision of goods, services or other items and the includes the disposal of noncurrent assets by Council as defined in the <i>Local Government Act 2009</i> and Local Government Regulation 2012.</p>	<p>Reworded to provide more detail.</p>
3: Statement		
3.1 Legislative Requirements	Legislative and Compliance Requirements	
<p>3.1.1 Council must prepare and adopt a Procurement Policy pursuant to section 198 of the Local Government Regulation 2012. The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply. A local government must review its procurement policy annually.</p>		<p>Excluded</p>
<p>3.1.2 Council must also adopt one of the following contracting procedures of the Local Government Regulation 2012 for inclusion into its Procurement Policy:</p> <ul style="list-style-type: none"> Strategic Contracting procedures 		<p>Excluded</p>

Current Policy	New Policy	Comments
<ul style="list-style-type: none"> Default Contracting Procedures 		
3.1.3 Council has chosen to adopt the Default contracting Procedures of Chapter 6, Parts 3, 4 and 5.		Excluded
<p>In regard to Procurement, under section 104 of the Local Government Act 2009, Council must establish a system of financial management that:</p> <ul style="list-style-type: none"> ensures regard is had to the sound contracting principles when entering into a contract for the supply of goods or services or the disposal of assets. The sound contracting principles are— <ul style="list-style-type: none"> value for money; and open and effective competition; and the development of competitive local business and industry; and environmental protection; and ethical behaviour and fair dealing. <p>A contract for the supply of goods or services includes a contract about carrying out work The Sound contracting Principles do not require equal consideration to be given to each of them.</p>	<p>All procurement activity must be carried out in accordance with this Policy, associated Policies and Procedures, and relevant laws and regulation, including the Local Government Act 2009, the Local Government Regulations 2012, Public Sector Ethics Act 1994 and any relevant environmental, safety, anti-bribery and corruption legislation.</p> <p>All procurement activity must meet the requirements of sound contracting principles set out within the Local Government Act 2009 Section 104(3):</p> <ol style="list-style-type: none"> Value for money; Open and effective competition; The development of competitive local business and industry; Environmental protection; and Ethical behaviour and fair dealing. <p>All Council employees, contractors, volunteers, or any other person acting on behalf of Council, must do so in a professional manner, abiding by the terms of the Code of Conduct, and exemplifying impartiality, fairness, integrity and best practice procurement principles.</p>	Reworded with similar intent. New paragraph on behaviour.
3.2 Sound Contracting Principles Priority		
<p>In general, Council has taken the following approach to the priority of the Sound Contracting Principles:</p> <p>Priority 1 - open and effective competition</p> <p>Priority 2 - ethical behaviour and fair dealing</p> <p>Priority 3 – the development of competitive local business and industry</p> <p>Priority 4 - value for money</p> <p>Priority 5 - environmental protection</p> <p>Council reserves the right to modify the priority of these principles for specific projects and purchases.</p>		Excluded
3.3 Procurement Principles	Sound Contracting Principles	

Current Policy	New Policy	Comments
Council will conduct its Procurement and Contracting Activities in a manner that ensures its financial sustainability by establishing a procurement management system based on the following Principles:	Council will conduct its Procurement and Contracting Activities in a manner that ensures its financial sustainability by establishing a procurement management system based on the following Principles:	Same
<p>Principle 1: Value for Money (Local Government Act 2009, s. 104(3))</p> <p><i>"We drive value for money in our procurement of goods and services including construction contracts and works"</i></p> <p>The concept of value for money is not restricted to the price of the goods, services or works. Council will consider a number of factors when assessing value for money including but not limited to:</p> <ul style="list-style-type: none"> i. Availability - including lead-times for current and future supply; ii. Fitness for purpose - whether the good/service will 'do the job' and meet the quality/standard required; iii. Whole of life costs - costs of acquiring, using, maintaining (spare-parts, accessories etc. if applicable) and disposing of the item; iv. Service standards - after-sales support, service frequency required; v. Sustainability – ability to ensure continuity of supply. vi. Benefits of engaging local suppliers - reduced transportation costs and lead times, and improved service responsiveness. vii. Risks - if the good or service exposes Council or the community to potential financial, operational, safety, legal, contractual or other issues; viii. Administration costs – the Council resources associated with 	<p>Value for Money</p> <p>Council must utilise its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:</p> <ul style="list-style-type: none"> • Whole of life costs including costs of acquiring, using, maintaining and disposal; • Contribution to the advancement of Council's priorities; • Fit for purpose, quality, services and support; • Internal administration costs; • Technical compliance issues; • Risk exposure; and • The value of any associated environmental benefits and/or any environmental cost. 	Reworded for simplification.

Current Policy	New Policy	Comments
<p>acquisition or management of the ongoing supply of the good or service;</p> <p>ix. Advancement of Council priorities – if the good or service assists in achieving or addressing multiple Council goals, or remedying important issues identified by Council.</p>		
<p>Principle 2: Open and Effective Competition (<i>Local Government Act 2009, s. 104(3)</i>)</p> <p><i>"We use organisational procurement processes and work together as 'one Council' across Directorate and Departmental boundaries, to achieve savings and benefits through open and effective competition"</i></p> <p>All Procurement and Contracting Activities will be conducted by Council using an open and competitive process. Open and effective competition will be achieved by ensuring that:</p> <ol style="list-style-type: none"> procurement procedures and processes are transparent and minimise subjectivity; prospective suppliers are given fair and equitable consideration; and evaluation of offers is undertaken in accordance with legislation, procedures and evaluation criteria applicable to the quote or tender document. 	<p>Open and Effective Competition</p> <p>Council will, as far as is practicable, procure goods and services through a process of open and effective competition. Suppliers wishing to conduct business with Council will be given every reasonable opportunity to do so subject to them satisfying Council's requirements and relevant evaluation criteria.</p>	<p>Reworded for simplification.</p>
<p>Principle 3: Development of Competitive Local Business and Industry (<i>Local Government Act 2009, s. 104(3)</i>)</p> <p><i>"We seek and implement identified opportunities to achieve 'more with less' through the development of competitive local business and industry, innovative service delivery and enhanced capability and performance"</i></p>	<p>Development of Competitive Local Business and Industry</p> <p>In the pursuit of achieving Community, Corporate and Operational Plan objectives, Council will observe legislative requirements and 'sound contracting principles'. Council is committed to developing local business and industry, through providing full, fair and reasonable opportunity for local business and industry to be engaged to provide goods and services to Council.</p> <p>In delivering on this commitment, Council will:</p> <ol style="list-style-type: none"> Seek quotes from local businesses and suppliers in the Maranoa Region in the first instance for purchases below \$15,000 (where such are assessed to be reasonably capable of supplying Council's needs of best value for money). Include a Local Business Benefit assessment weighting to encourage support of local business and industry participation on purchases above \$15,000. The Local Business Benefit assessment weighting will be applied in the following manner: 	<p>Reworded to include a new regime for the Local Preference Allowance ("helping hand") or Local Business benefit to make it simpler to understand and implement. Also reduces the Star rating weighting from 5 categories to three. Significantly reduces Local Business benefit in projects above \$1,000,000.</p>

Current Policy	New Policy	Comments
	For values between \$15,000 and \$200,000, a 10% weighting is applied to the assessed price. ii. For values between \$200,000 and \$1,000,000, a 5% weighting is applied to the assessed price. iii. For values above \$1,000,000, a 2.5% weighting is applied to the assessed price.	
Preference for local businesses Council encourages the development of competitive local businesses within the Maranoa Region and will endeavour to promote and support competitive local industry in its Procurement and Contracting Activities by: <ul style="list-style-type: none"> providing local businesses, a "helping hand" to compete with out-of-region businesses that may have larger turnover and higher volumes that allow them to provide lower prices. Ensuring local suppliers have an opportunity to quote on Council purchases through advertising and promotion. 		Replaced with above wording.
Local Preference Allowance The local preference allowance is allocated to the cost of the Request for Quote or Tender depending on how local the business is based within the region and within townships of the region on the criteria of the Star Rating system. The following table shows the dollar percentage allowance for the various star ratings. Where local suppliers are able to provide the goods or services required under the terms and conditions of the quote, quotes from local businesses must be sought as part of the purchasing process.		Replaced with above wording.
Star Rating & Percentage Allowance		
5 Star: 20% reduction allowance (Quoted price is \$10,000 is then reduced to \$8,000 for price comparison. The cost to Council is still \$10,000)		Replaced with above wording.
4 Star: 16% reduction allowance (Quoted price is \$10,000 is then reduced to \$8,400 for price comparison. The cost to Council is still \$10,000)		Replaced with above wording.

Current Policy	New Policy	Comments
3 Star: 12% reduction allowance (Quoted price is \$10,000 is then reduced to \$8,800) for price comparison. The cost to Council is still \$10,000)		Replaced with above wording.
2 Star: 8% reduction allowance (Quoted price is \$10,000 is then reduced to \$9,200) for price comparison. The cost to Council is still \$10,000)		Replaced with above wording.
1 Star: 4% reduction allowance (Quoted price is \$10,000 is then reduced to \$9,600) for price comparison. The cost to Council is still \$10,000)		Replaced with above wording.
Definition of a Local Business The definition of a Local business is provided in the Star Rating System below, with a range of benefits provided by Council. A further level of localness is allocated to townships, meaning that purchasing in a township which has a Council presence or is closest to a Council presence is more local than a township further away. For example, purchasing tyres in Surat for the Surat depot is a local purchasing preference over purchasing the same tyre from a Roma business. This ensures small townships also benefit from this Procurement Policy. This preference cuts out at 20% (as per the percentage allowance in the table above).	Moved to Definitions	The definition of a local business is now in the definitions section of the policy as follows: Means a business that: <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region.
Star Rating – Local Content Chart		
When price, performance, quality, suitability, and other evaluation criteria are comparable, Council may also consider the following factors when conducting its Procurement and Contracting Activities: <ul style="list-style-type: none"> i. creation of local employment opportunities; ii. economic growth within the local area; and iii. readily available servicing support. 		Excluded
Civil and large building Construction Projects For construction procurement activities, the nature and scope is often complex and regularly involves the appointment of a principal contractor and sub-contractors. To enable consideration of the wider community and social benefits beyond the first contract level, a bespoke buy local content scoring criterion (minimum 20% weighting of cost evaluation score), must be outlined in the tender documents. Council officers may exercise reasonable discretion to take into account the priority of the sound contracting principles when evaluating tender results.		Excluded

Current Policy	New Policy	Comments
<p>Consultancy and Professional Services</p> <p>Professional Services procurement activities may be considered for exclusion from the scope of this section of the Policy, where the scope of the procurement is predominantly the application of specialised knowledge and other intangibles.</p>		Excluded
<p>Principle 4: Environmental Protection (<i>Local Government Act 2009, s. 104(3)</i>)</p> <p>Council will seek to complement its broader environmental commitments and initiatives through its Procurement and Contracting Activities.</p> <p>Whilst conducting Procurement and Contracting Activities, Council will:</p> <ul style="list-style-type: none"> i. promote the purchase of environmentally friendly and safe goods and services that satisfy the value for money criteria; and ii. foster the development of products and processes of low environmental impact. 	<p>Environmental Protection</p> <p>Council will, especially when undertaking large size contract purchasing activities:</p> <ul style="list-style-type: none"> a) Fulfill its obligations under the Environmental Protection Act 1994 and the Waste and Recycling Reduction Act 2011, where possible; b) Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and c) Encourage environmentally responsible activities. 	Reworded to reference the <i>Waste and Recycling Reduction Act 2011</i> and <i>Environmental Protection Act 1994</i> .
<p>Principle 5: Ethical Behaviour and Fair Dealing (<i>Local Government Act 2009, s. 104(3)</i>)</p> <p>Council will conduct its Procurement and Contracting Activities with impartiality, fairness, independence, openness, and integrity to ensure probity, transparency and accountability for its procurement outcomes. Council will promote ethical and fair dealing by:</p> <ul style="list-style-type: none"> i. ensuring legislative and policy compliance in Procurement and Contracting Activities; ii. ensuring compliance with Employee and Councillor Codes of Conduct and the <i>Public Sector Ethics Act 1994</i>; iii. creating and maintaining a robust and effective procurement process that operates in a fair and ethical environment; and iv. identifying and managing possible, real or perceived conflicts of interest between Council, its Local Government Employees 	<p>Ethical Behaviour and Fair Dealing</p> <p>Council staff involved in procurement must:</p> <ul style="list-style-type: none"> a) Behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives; and b) Act, and be seen to act, ethically and in accordance with Council's Code of Conduct. <p>Council officers should apply the ethical behaviour and fair dealing principle by providing:</p> <ul style="list-style-type: none"> i. Full disclosure of all relevant information to all responding parties; ii. Equal response durations and closing times; iii. Declarations by officers regarding confidentiality and conflicts (where applicable); and iv. Probity plans (where applicable). <p>Procurement must be conducted so that funds are only expended in Council's best interests and that procurement decisions are adequately documented.</p>	Reworded with removal of the reference to the <i>Public Sector Ethics Act 1994</i> . This Act is probably referenced in the Council's Code of Conduct.

Current Policy	New Policy	Comments
and prospective or existing Suppliers.		
<p>Principle 6: Work Health & Safety (<i>Work Health & Safety Act 2011, Work Health & Safety Regulation 2011</i>)</p> <p><i>"We use organisational procurement processes to advance Council's safety objectives and support long-term wellbeing of our employees and community"</i></p> <p>Council will seek to complement its broader safety commitments and initiatives through its Procurement and Contracting Activities.</p> <p>Whilst conducting Procurement and Contracting Activities, Council will consider the:</p> <ul style="list-style-type: none"> i. safety record of prospective suppliers and their ongoing commitment to a safe workplace. ii. risks associated with purchases. iii. Quality, performance and safe use of goods or services 		Excluded
<p>Principle 7: Risk and Opportunity Management (<i>Local Government Regulation 2012 S164</i>)</p> <p><i>"We use risk management strategies and processes in organisational procurement to minimise Council's purchasing risk"</i></p> <p>Council will seek to complement its risk and opportunity management strategies and initiatives through its Procurement and Contracting Activities.</p> <p>Whilst conducting Procurement and Contracting Activities, Council will consider the:</p> <ul style="list-style-type: none"> i. Risks associated with any purchase. ii. Opportunities associated with any purchase. 		Excluded

Current Policy	New Policy	Comments										
<p>Application of Key Purchasing Principles</p> <p>The Chief Executive Officer will implement appropriate organisational policies, procedures, Guidelines and other processes to achieve the above Key Purchasing Principles.</p>	<p>Application of Key Purchasing Principles</p> <p>The Chief Executive Officer will implement appropriate organisational policies, procedures, Guidelines and other processes to achieve the above Key Purchasing Principles.</p>	Moved to another section, otherwise the same.										
<p>Procurement Thresholds</p> <p>Council has approved the following purchasing thresholds:</p> <table><tr><th>Value Threshold (Incl GST)</th><th>Minimum Requirements</th></tr><tr><td>Less than \$5,500</td><td>Obtain at least one verbal or written quote</td></tr><tr><td>\$5,500 to less than \$16,500</td><td>Seek two written quotes</td></tr><tr><td>\$16,500 to less than \$220,000</td><td>Seek three or more written quotes</td></tr><tr><td>\$220,000 or more</td><td>Public tender required (Except where legislative exemptions apply)</td></tr></table>	Value Threshold (Incl GST)	Minimum Requirements	Less than \$5,500	Obtain at least one verbal or written quote	\$5,500 to less than \$16,500	Seek two written quotes	\$16,500 to less than \$220,000	Seek three or more written quotes	\$220,000 or more	Public tender required (Except where legislative exemptions apply)		
Value Threshold (Incl GST)	Minimum Requirements											
Less than \$5,500	Obtain at least one verbal or written quote											
\$5,500 to less than \$16,500	Seek two written quotes											
\$16,500 to less than \$220,000	Seek three or more written quotes											
\$220,000 or more	Public tender required (Except where legislative exemptions apply)											
<p>When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above in a financial year (excluding GST), or over multiple years or the proposed term of any contractual arrangement, with a supplier. If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought.</p>												
<p>All thresholds are cumulative thresholds. If the anticipated value of goods or services of a similar nature procured from the same supplier exceeds \$200,000 in a</p>												

Current Policy	New Policy				Comments																																				
financial year, or over the proposed term of the contractual arrangement, then a public tender is required. It is expected that officers will have sufficient knowledge through experience and budgets to make these decisions in advance.																																									
Types of Procurement Under the Local Government Regulation 2012, there are financial requirements to be met in purchasing. These are: <table><tr><th>Level</th><th>Value Threshold (Incl GST)</th><th>LGR Minimum Requirements</th></tr><tr><td>Level 1</td><td>Less than \$15,500</td><td>No minimum requirement (Council rules)</td></tr><tr><td>Level 2</td><td>\$15,500 to less than \$220,000</td><td>Seek at least three written quotes</td></tr><tr><td>Level 3</td><td>\$220,000 or more</td><td>Public tender required. Excludes exceptions under the Regulation.</td></tr></table>	Level	Value Threshold (Incl GST)	LGR Minimum Requirements	Level 1	Less than \$15,500	No minimum requirement (Council rules)	Level 2	\$15,500 to less than \$220,000	Seek at least three written quotes	Level 3	\$220,000 or more	Public tender required. Excludes exceptions under the Regulation.	<table><tr><th colspan="4">PROCUREMENT THRESHOLDS</th></tr><tr><td>Value of Contract (excl. GST)</td><td>Minimum Number of Quotes to be invited</td><td>Accepted Communication</td><td>Engagement Documentation Required</td></tr><tr><td>\$0 - \$5,000</td><td>One*</td><td>Verbal, Email, Internet,</td><td>No</td></tr><tr><td>\$5,001 - \$14,999 Two* Written (Email,</td><td>Two*</td><td>Written (Email,</td><td>No</td></tr><tr><td>\$15,000 - \$199,999 Three** Written (VendorPanel) Yes (Templated Offer</td><td>Three**</td><td>Written (VendorPanel)</td><td>Yes (Templated Offer)</td></tr><tr><td>\$200,000 and over</td><td>Open Tender</td><td>Written (VendorPanel)</td><td>Yes (Templated Offer)</td></tr></table> Where appropriate Local Suppliers to be utilised in the first instance where value for money exists for purchases \$0 – \$14,999 ** The use of templated documents, such as those prepared by entities such as LocalBuy, FNQROC or others, and undertaking procurement processes through VendorPanel is always best practice. However, Council understands that in some circumstances this is not always possible, and other means of procuring goods and services is necessary to fulfill the organisation’s obligations to the community. Please note that the minimum number of quotes is still required. When seeking quotations, officers should consider the likelihood of exceeding the value thresholds listed above in a financial year (excluding GST), or over multiple years or the proposed term of any contractual arrangement, with a supplier. If there is a risk that these limits will be exceeded, then the appropriate number of quotes or a public tender should be sought. All thresholds are cumulative thresholds. If the anticipated value of goods or services of a similar nature procured from the same supplier exceeds \$200,000 in a financial year, or over the proposed term of the contractual arrangement, then a public tender is required. It is expected that officers will have sufficient knowledge through experience and budgets to make these decisions in advance.				PROCUREMENT THRESHOLDS				Value of Contract (excl. GST)	Minimum Number of Quotes to be invited	Accepted Communication	Engagement Documentation Required	\$0 - \$5,000	One*	Verbal, Email, Internet,	No	\$5,001 - \$14,999 Two* Written (Email,	Two*	Written (Email,	No	\$15,000 - \$199,999 Three** Written (VendorPanel) Yes (Templated Offer	Three**	Written (VendorPanel)	Yes (Templated Offer)	\$200,000 and over	Open Tender	Written (VendorPanel)	Yes (Templated Offer)	Replaced with updated GST Free amounts, details about type of communication to suppliers and engagement documentation required for each level of expenditure.
Level	Value Threshold (Incl GST)	LGR Minimum Requirements																																							
Level 1	Less than \$15,500	No minimum requirement (Council rules)																																							
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Level 1 Purchases The rules around these purchases is dictated by council as the Local Government Regulation does not stipulate any requirements. The rules for these purchases are: <ul style="list-style-type: none">Obtain one (1) verbal quote for purchases in the range of >\$0 to <\$5,500.Seek two (2) written quote for purchases in the range of >\$5,500 to <\$16,500					Replaced with above																																				
Level 2 Purchases					Replaced with above																																				

Current Policy	New Policy	Comments
The Local Government Act requires that officers seek at least three written quotes for level 2 purchases.		
Level 3 Purchases The Local Government Act requires that officers release a Public Tender or Expression of Interest for level 3 purchases. There are exceptions to these requirements that are explained below.		Replaced with above
Tenders The sound contracting principles are to be utilised in the evaluation of all quotes and tenders along with other selective criteria determined relevant to the procurement activity, including but not limited to the procedures and evaluation criteria specified within the quote or tender documentation. It is recommended that: <ul style="list-style-type: none"> • evaluation and probity plans are developed for procurement activities where relevant; • interactions and content of meetings with suppliers are noted and recorded; • suppliers' commercially-confidential information and/or intellectual property is safeguarded. 	Invitation to Tender Maranoa Regional Council must invite written tenders or expressions of interest as outlined in s228 of the Local Government Regulations 2012 Invitations to Tender. For Council to enter into a large sized contractual arrangement or a valuable non-current asset contract, it must first invite written tenders. The invitation for the tenders must: <ul style="list-style-type: none"> • Be published on the local government's website for at least 21 days; and • The Local Government also must take all reasonable steps to publish the invitation for tenders in another way to notify the public about the tender process, such as Vendorpanel. Council may decide not to accept any tenders it receives. If Council decides to accept a tender, Council must accept the tender most advantageous to it, having regard to the sound contracting principles.	Reworded to reflect legislative requirements.
Expressions of Interest (EOI) Prior to issuing an EOI with an expected value of \$220,000 or more incl GST, a Council resolution must be obtained. EOIs may only be utilised to facilitate a closed tender process if Council has decided by resolution that it would be in the public interest to call for EOIs before inviting tenders and has recorded its reasons for doing so, including community benefits in the minutes of the meeting. EOIs may be called under the \$220,000 threshold without a Council resolution, as it may be deemed that the EOI process is a more suitable process and may provide Council with the best outcome.	Expressions of Interest Invitations Prior to issuing an Expression of Interest (EOI) over \$200,000 (excl. GST), a Council resolution must be obtained. An EOI may only be utilised to facilitate a closed or selective tender process when Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved by Council. If Council resolves to invite expressions of interest, a shortlist of the persons who respond to the invitation for expressions of interest may be prepared from which Council may invite written tenders from those persons. EOIs may be called under the \$200,000 threshold without a Council resolution, however the EOI process must still comply with the normal procurement threshold guidelines.	Reworded to change amounts to exclude GST and include Procurement thresholds.

Current Policy	New Policy	Comments
<p>Local Government Regulation Exemptions to Procurement Guidelines</p> <p>Legislation obligates Council to utilise a public tender process (or a closed tender process if an expression of interest has first been called to shortlist tenderers) before making a contract for the carrying out of work, or the supply of goods or services involving a cost of \$220,000 or more, unless there is a legislative exemption.</p> <p>Council officers must follow the procurement guidelines unless they utilise a legislative exemption. Exemptions to the procurement guidelines for quotes and tenders are provided for under sections 229 to 235 of the Regulation. These exemptions are:</p> <ul style="list-style-type: none"> • a quote or tender consideration plan; • a contractor on an approved contractor list (ACL); • a supplier on a register of pre-qualified suppliers (ROPS); • a supplier on a preferred supplier arrangement (PSA); • a supplier on another LGA arrangement, e.g. LGAQ (Local Buy). <p>Further exemptions exist if:</p> <ul style="list-style-type: none"> • Council resolves (Council resolution obtained) it is satisfied that there is only one supplier who is reasonably available (sole suppliers); or • Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or • a genuine emergency exists; or • the contract is for the purchase of goods and is made by public auction; or • the contract is for the purchase of second-hand goods; or • the contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements. <p>Refer to sections 230 to 235 of the Local Government Regulation 2012 for further details on the above exemptions.</p>	<p>Exceptions for Medium Sized and Large Sized Contractual Arrangements</p> <p>In accordance with Local Government Regulations (2012) the primary exceptions to the requirement to obtain quotes or go to tender outlined in section 3.6 of this policy, include circumstances where:</p> <ul style="list-style-type: none"> • A Quote or Tender Consideration Plan is prepared; • An Approved Contractors List exists; • A Register of Pre-Qualified Suppliers is established; • A Preferred Supplier Arrangement is established; or • A LGA Arrangement, such as Local Buy. <p>Other Exceptions</p> <p>Council may enter into a medium sized or large sized contractual arrangement without first inviting written quotes or tenders if:</p> <ul style="list-style-type: none"> • The local government resolves it is satisfied that there is only one supplier who is reasonably available (sole suppliers); or • The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or • a genuine emergency exists (requires CEO approval); or • the contract is for the purchase of goods and is made by auction; or • the contract is for the purchase of second-hand goods; or • the contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements. 	<p>Similar wording with same intent.</p>

Current Policy	New Policy	Comments
<p>Tender Consideration Plan</p> <p>Council may enter into contractual arrangements without first inviting written quotes or tenders if Council resolves to prepare a quote or tender consideration plan and then prepares and adopts the plan. The quote or tender consideration plan is a document stating:</p> <ul style="list-style-type: none"> a) the objectives of the plan; b) how the objectives are to be achieved; c) how the achievement of the objectives will be measured; d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; e) the proposed terms of the contract for the goods or services; and f) a risk analysis of the market from which the goods or services are to be obtained. 		Excluded
<p>Register of Pre-Qualified Suppliers (ROPS)</p> <p>Council may establish a ROPS for the purchase of goods, services or the carrying out of works, by inviting public tenders for the following legislative reasons:</p> <p>A local government may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ul style="list-style-type: none"> 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 <p>Suppliers must submit a conforming tender response and if successful following the evaluation process,</p>	<p>Prequalified Suppliers</p> <ul style="list-style-type: none"> • Suppliers contracted under a prequalified supplier panel arrangement should be used where their goods and/or services offering represents the best value for money; and • To demonstrate value for money, the relevant number of quotes must be obtained for the specified value of the procurement activity. 	Reworded to simply.

Current Policy	New Policy	Comments
suppliers are appointed to the ROPS. Once the ROPS is established, further quotes or cost estimates from selected suppliers are strongly recommended as procurement best practice and to achieve value for money.		
<p>Preferred Supplier Arrangement (PSA)</p> <p>Council can establish a PSA if Council:</p> <ul style="list-style-type: none"> a) needs the goods or services; b) in large volumes; or c) frequently; and d) is able to obtain better value for money by accumulating the demand for the goods or services; and e) is able to describe the goods or services in terms that would be well understood in the relevant industry <p>Council must invite public tenders and evaluate submissions from suppliers in order for suppliers to be successfully appointed to the PSA. Prices or a schedule of rates are usually fixed for the duration of the arrangement which is two (2) years).</p> <p>A preferred supplier arrangement may be entered into for a term of more than 2 years only if the local government is satisfied the longer term will result in better value for the local government.</p>	<p>Preferred Supplier Arrangements and Supplier Panels</p> <p>Where a preferred supplier arrangement or prequalified supplier panel exists, then goods and services of a similar nature to that defined in the agreement or panel, can be procured in accordance with the below requirements.</p> <p>3.4.1 Preferred Supplier Arrangement (PSA)</p> <ul style="list-style-type: none"> • The supplier/s contracted under a PSA, must be used for all purchases of the applicable goods or services stipulated under the PSA; • Expenditure authorisation and delegation limits apply to all PSA purchases; and • All PSAs are to be monitored for performance and value for money. 	
<p>Approved Contractor List</p> <p>Council can create an approved contractor list by releasing a tender and inviting persons (businesses) who the Council considers to be appropriately qualified to provide the services onto that list. Officers can then purchase directly from this list without requiring a minimum number of quotes. However, Council prefers that officers seek quotes to ensure best price and encourage competition.</p>		Excluded
Sole Suppliers		Excluded

Current Policy	New Policy	Comments
Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier with relative ease of accessibility to Council, the supply of those goods and or services can be applied for under a sole supplier arrangement via a Council Resolution.		
<p>Specialist Supplier</p> <p>A Specialist Supplier designation can be applied to a supplier where Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.</p> <p>Procurement provides a report on an annual basis listing all proposed Sole Supplier and Specialist Supplier arrangements, for the financial year, for adoption by Council. A report shall be presented to Council bi-annually listing expenditure on sole suppliers.</p>		Excluded
<p>Emergencies</p> <p>In recognition that full compliance with existing Council procurement procedures may not support Council's needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.</p> <p>Any emergency procurement must be authorised by the Chief Executive Officer or other delegated or legislated authority, once a critical or emergency incident has been declared. Such incidents are:</p> <ul style="list-style-type: none"> • A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the 		Excluded

Current Policy	New Policy	Comments
<p>State's Premier under an enactment;</p> <ul style="list-style-type: none"> Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, and An external incident to which the Chief Executive Officer has authorised the provision of urgent support. <p>Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances.</p> <p>As soon as practical upon cessation of the emergency, a report must be presented to Council to authorise the unapproved expenditure, where this expenditure exceeds delegation, and the methodology by which it was incurred. The Council Resolution must define the genuine emergency situation (such as natural disaster), as well as delegate authority.</p>		
<p>Purchasing Goods Through an Auction</p> <p>Council may purchase goods from an auction without seeking quotes or releasing a tender.</p>		Excluded
<p>Purchasing Second-hand Goods</p> <p>Council may purchase second-hand goods without seeking quotes or releasing a tender.</p>		Excluded
<p>Government Agency Arrangement</p> <p>Council may purchase goods or services from another Government Agency without seeking quotes or releasing a tender. These agencies include:</p> <ul style="list-style-type: none"> Other Local Governments State Governments Federal Government 		Excluded
<p>Corporate Credit Cards</p>	<p>Corporate Credit Cards</p> <p>The use of Council corporate credit cards is for emergent, infrequent purchases and low value expenses where possible. The use of purchase orders is preferred over credit cards. Credit</p>	<p>Reworded to change the use of credit cards from unlimited use for low value purchases to</p>

Current Policy	New Policy	Comments
<p>The use of Council corporate credit cards is for general purchases and expenses only. Credit cards should only be utilised after assessing the procurement activity and ensuring that there is no other option that is better suited to the type and value of the purchase.</p> <p>All Council card holders have the authority to incur expenditure up to the limit on their card for approved Council business. Corporate credit cards should be used where appropriate, based on risk and compliance with Council's procurement requirements. The procurement guidelines based on the thresholds above must be followed.</p> <p>For further information refer to Council's Corporate Credit Card Policy.</p>	<p>cards may only be utilised after assessing the procurement activity and ensuring that there is no other option that is better suited to address this matter. Refer to Council's Corporate Credit Card Policy.</p>	<p>infrequent purchases and low value expenses where possible. Now discourages the use of credit cards.</p>
<p>Creating Purchase Orders</p> <p>Purchase Orders must be raised prior to the purchase occurring. The only time that a purchase order does not need to be raised prior to the purchase is in emergent situations (refer to 3.19). Officers are expected to plan their procurement activities in advance.</p>	<p>Creating Purchase Orders</p> <p>Purchase Orders must be raised prior to the purchase occurring. The only time that a purchase order does not need to be raised prior to the purchase is in emergent situations. Officers are expected to plan their procurement activities in advance.</p>	<p>Minor rewording with same intent.</p>
<p>Sponsorship and Resource Performance Agreements</p> <p>Council may receive incoming sponsorship or sponsorship benefits from an external party; or</p> <ul style="list-style-type: none"> provide outgoing sponsorship or resource performance benefits (such as cash or in-kind service provision); or provide grant funding (separate to its Community Grants Policy) to non-community organisation tied to delivery by funded entities to defined outcomes or deliverables. <p>In all agreements of this nature, Council must have regard to the sound contracting principles as well as the local government principle of sustainable development and management of assets and infrastructure.</p>	<p>Grants and Sponsorship</p> <p>In all agreements of this nature, Council must have regard to the sound contracting principles as well as the local government principle of sustainable development and management of assets and infrastructure.</p> <p><i>Grants</i> to community organisations are to be conducted in accordance with Council's Community Grants and Non-Financial Assistance Policy.</p> <p><i>Sponsorship</i> is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services and is therefore a purchasing activity.</p> <p>Sponsorship is not the provision of a grant and must align with the requirements and intent of this Procurement Policy and the legislative sound principles of contracting.</p>	<p>Reworded to improve explanation of Sponsorship. Intent is very similar.</p>

Current Policy	New Policy	Comments
<p>Council Grants</p> <p>Grants to community organisations are to be conducted in accordance with Council's Community Grants and Non-Financial Assistance Policy.</p> <p>Grants to commercial organisations must align with the requirements and intent of this Procurement Policy and the legislative sound principles of contracting. The value and nature of the grant will dictate the appropriate procurement requirement or most applicable exemption.</p>		See above.
<p>Financial and Contractual Delegations</p> <p>The Chief Executive Officer implements Council's policies and decisions e.g. spending in accordance with the adopted budget. All delegation amounts are GST exclusive.</p> <p>Other officers may only incur expenditure on behalf of Council if:</p> <ul style="list-style-type: none"> the officer has been granted the financial and contractual delegation by the Chief Executive Officer and this delegation has been recorded in the register of delegations, and the expenditure is provided for in Council's budget, and the officer has received training in Council's procurement systems and procedures, or there is a disaster/genuine emergency. <p>The Chief Executive Officer must approve all financial and contractual delegations by recording them in a register of delegations to enable procurement activities to occur in accordance with this policy.</p>	<p>Authorised Expenditure and Delegate Requirements</p> <p>Procurement activities can only occur where the underlying goods or services to be procured, are permitted under Council Policy, Local Government Legislation or Regulation.</p> <p>In order for procurement to commence, a budget must exist for the item being procured, or alternatively an appropriate Council resolution.</p> <p>Only those employees and contractors with an appropriate delegation and area of responsibility applicable to the type of procurement activity, are permitted to authorise the procurement to commence and for successful parties to be engaged to provide goods or services.</p> <p>Financial and Contractual delegations</p> <p>The Chief Executive Officer implements Council's policies and decisions e.g. spending in accordance with the adopted budget. All delegation amounts are GST exclusive. Other officers may only incur expenditure on behalf of Council if:</p> <ul style="list-style-type: none"> The Officer has been granted the financial and contractual delegation by the Chief Executive Officer and this delegation has been recorded in the register of delegations; and The expenditure is provided for in Council's budget; and The Officer has received training in Council's procurement systems and procedures; or There is a disaster/genuine emergency. <p>The Chief Executive Officer must approve all financial delegations by recording them in a register of delegations to enable procurement activities to occur.</p>	Reworded to expand explanation.
<p>Variations</p> <p>A variation is an agreed amendment to a contract that changes the original terms, conditions or scope of the contract. For the purpose of this policy, variation refers solely to a financial deviation from original contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation. Other variations</p>	<p>Variation</p> <p>A variation is an agreed amendment to a contract that changes the original terms, conditions or scope of the contract. For the purpose of this policy, variation refers solely to a financial deviation from original contract value and variation approval will be in accordance with the Financial Delegations Register. The contract can be a Council purchase order or agreement signed by a delegated Council officer with an external service provider/organisation.</p> <p>Other variations such as non financial scope changes, extension of time etc. are to be managed by a delegated Council officer and in line with financial delegations.</p>	Same wording for definition of variations. Removal of variation procedures. These can be incorporated into a guideline.

Current Policy	New Policy	Comments
<p>such as non-financial scope changes, extension of time etc. are to be managed by delegated council officers.</p> <p>Variation procedures for contracts are as follows:</p> <ul style="list-style-type: none"> Each variation can only be approved in writing by a delegated officer up to their authorised financial and contractual delegation; The delegated officer must verify that funds are in approved budgets to meet the costs prior to the variation being actioned; Each variation requires an additional line item on the purchase order stating the change in scope and cost. A purchase order amendment must be approved by a delegated officer with sufficient financial and contractual delegation for the entire new aggregated order amount including the variation. Officers must ensure that the contract variations are not to the extent that they significantly change the contract requirements and/or substantial parts of the original procurement. If this is the case, it may be necessary to undertake another procurement process if the revised arrangements are substantially different to those selected during the original procurement. <p>In the case of Council approved expenditure, all variations must be requested from Council, unless previously authorised by a Council resolution to an officer</p>		
<p>Lease, Sale or Acquisition of land</p> <p>All leases, sales of land and land acquisitions must be done in accordance with the Council policies for these</p>		<p>Removed. Some aspects now in the new policy "Disposal of assets"..</p>

Current Policy	New Policy	Comments
purchases. The lease, sale or purchase of land must be managed by Council's Regional Facilities (Land, Buildings & Structures) Department.		
<p>Publishing details of contracts</p> <p>Council is obliged to publish details of all contracts valued \$220,000 (Incl. GST) or more.</p> <p>These details must be published monthly on Council's website and also on a noticeboard located in the customer service area of the Administration Building at corner of Quinton Street and Bungil Street Roma QLD 4455. Information to be documented in these publications includes the following:</p> <ul style="list-style-type: none"> the person/company with whom Council has entered into the contract; the value of the contract; and the purpose of the contract. <p>For the purpose of this obligation, a contract is defined as an approved Council purchase order.</p>	<p>Publishing of contractual arrangements</p> <p>To promote transparency and accountability and consistent with section 237 of the Local Government Regulation 2012, Council will publish details of awarded contractual arrangements valued at or above \$200,000 (excl. GST) on its website within 30 days of contract execution. Published information will include the contract number, successful supplier, contract value, and the purpose of the contract.</p> <p>For the purposes of determining the contractual arrangements to be published the following criteria are generally applied:</p> <ul style="list-style-type: none"> The contractual arrangement is over a term of two years or less. Where the individual contracts are for similar services or goods, the contractual arrangement is to be published when the cumulative value has either exceeded or likely to exceed \$200,000 over two continuous years. <p>Contractual arrangements include arrangements such as direct market approaches, preferred Supplier arrangements, Register of Pre-qualified Suppliers, and Tenders.</p>	Reworded with same intention.
<p>Sustainability and Social Procurement</p> <p>Sustainable Procurement</p> <p>Sustainable procurement is the purchase of goods or services that have a reduced negative impact on the environment when compared with competing products or services that serve the same purpose. When compiling any procurement documentation including tenders, contracts, quotes or purchasing arrangements, sustainability requirements for the project must be clearly identified in a project scope.</p> <p>Council's priority areas for considering sustainable products include, but are not limited to:</p> <ul style="list-style-type: none"> Wood and paper products from sustainable sources; Sustainable and safe chemical-based products e.g. cleaning products, pesticides, fertilisers or soil enhancers; Products that are durable and long lasting e.g. avoiding or reducing disposable 		Excluded

Current Policy	New Policy	Comments
<p>products and single use plastics; and</p> <ul style="list-style-type: none"> Products that consume less energy, fuel or water in their operation. <p>Social Procurement</p> <p>Social procurement focuses on human aspects and social equity. Social procurement considers principles of diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of all abilities and cultures. Social procurement delivers benefits to Council including:</p> <ul style="list-style-type: none"> positive outcomes for people and contributes towards building stronger and more resilient communities; developing and attracting social enterprises; encouraging local businesses to include social or community objectives into business practices; promoting employment opportunities and inclusive and accessible work environments for indigenous businesses, young people or older persons who are unemployed, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities; and building the skills, knowledge and ability of not-for-profit community groups to enable them to access funding, expand services and complete for business. <p>Sustainable and social procurement must be conducted in line with consideration to the sound contracting principles and other legislative requirements.</p>		
<p>Measurement and Reporting of the Key Procurement principles</p> <p>The Chief Executive Officer will implement appropriate measurement, recording and reporting regime to provide Council with feedback on the effectiveness, efficiency of the application of the above principles.</p>	<p>Application of Key Purchasing Principles</p> <p>The Chief Executive Officer will implement appropriate organisational policies, procedures, Guidelines and other processes to achieve the above Key Purchasing Principles.</p>	Similar wording with same intent.
<p>Terms of Trade.</p> <p>Council's payment terms are 28 days from invoice date or from receipt (whichever is the latter) - provided the invoice is valid (includes all invoice requirements) and is correctly submitted (i.e. received by Council via e-mail to creditors@maranoa.qld.gov.au or provided to an alternative approved invoice address). If the invoice is</p>		Excluded.

Current Policy	New Policy	Comments
<p>provided to Council via post, or hand delivery to an approved invoice address, the terms of payment will be 28 days from the date of receipt by Council.</p> <p>Payment will be deemed to have been made on the date Council sends payment. Payment will not constitute acceptance and will not waive or otherwise affect Council's right to inspect the Items or to reject such non-conforming Items. Council will make adjustments for rejected Items or for any over-payment due or, at Council's option, the Supplier upon request will promptly refund any such over-payment.</p> <p>As per Council Resolution OM/, the Chief Executive Officer will decide any variations to the Standard Terms of Trade.</p>		
<p>Prepayments</p> <p>Sometimes suppliers require prepayment of the invoice or part thereof prior to providing the goods or services. Where a prepayment is required, it must be approved by one of the following:</p> <ul style="list-style-type: none"> • Council (by resolution) • Chief Executive Officer • Directors 		Excluded.
NEW SECTIONS		
	<p>Disposal of Assets</p> <p>The disposal of a valuable non-current asset is to be undertaken in accordance with Section 227 and Section 236 of the Local Government Regulation 2012 and must be conducted through a transparent, fair, and competitive process. The disposal of a valuable non-current asset by a local government includes the disposal of any part of an interest in the asset e.g. the grant of a lease over land or a building.</p> <p>The disposal of low value and obsolete assets may occur via the trade-in on new assets, sale by public auction, open invitation to tender or quote to the public, donation to charitable institutions or local community service organisations, or the scrapping of obsolete assets via disposal at a registered disposal facility and is to be in accordance with the purchasing values established in the Financial Delegations Register. Financial Services are to be notified of all Disposals.</p>	
	<p>Recurrent Operational Expenditure and other Specific Arrangements</p> <p>3.9.1 Utility Type Payments</p> <p>Council further delegates to the Chief Executive Officer, and their delegates, the authority to negotiate, finalise and execute recurrent operational expenditure, for example electricity, telephone, vehicle registration, insurance regardless of the value of the expenditure.</p> <p>Some utility-type services, most notably electricity and telecommunications services are provided to Council without the raising of a Purchase Order. No pre-approval of these costs is obtained.</p>	

Current Policy	New Policy	Comments
	<p>Payment of these invoices is generally approved within Financial Services (alternatively Financial Services may circulate the invoices to the relevant areas of Council for approval).</p> <p>For these purposes, staff can approve payments up to the limits set out in the Financial Delegations Register. The payment of payroll deductions, such as tax and superannuation, can be approved by staff up to the limits set out in the Financial Delegations Register.</p>	
	<p>Evaluating Quote and Tender Submissions</p> <p>In evaluating quote and tender submissions, Council has regard to the 'sound contracting principles' and any other relevant information, including past performance assessments of the supplier.</p> <p>In setting and assessing quote and tender criteria, Council applies the below weightings:</p> <ul style="list-style-type: none"> a) Price (excl. GST) - will be a set at a minimum of 50% in most evaluations however, for more complex tenders and quotations, where non-price criteria play an integral role in meeting the requirements of the procured good or service, then the price weighting may be set as low as a minimum of 30% with relevant Director's approval. b) Local Business Benefit will be applied to the assessed price in accordance with 3.2.3(c) across all written quotes above \$15,000 and tenders. When tendering is conducted for the purpose of forming a Panel of pre-qualified suppliers, the criteria of local business benefit is not to be considered, as this will be applied on the tender and quote bases when goods and services are procured from the Panel. c) Further, when tendering is conducted for the purpose of forming a Panel of pre-qualified suppliers, the criteria of price is not to be considered, as this will be applied on a tender and quote basis when goods and services are procured from the Panel; d) Qualitative or other non-price criteria - will be applied with the remaining weighting bringing the total possible score value to 100%. 	
	<p>Decision making for Quotes and Tenders</p> <p>For clarity, the ability to determine the outcome of a tender, auction or a quotation process is in accordance with the Financial Delegations Register, acknowledging that all large value contractual arrangements that are determined via a tender process will require the approval of Council.</p>	
	<p>Supplier Feedback and Performance</p> <p><i>3.12.1 Supplier Feedback</i></p> <p>For all formal tenders (\$200,000 and above), Council will offer unsuccessful suppliers the opportunity for a debrief upon request. Debriefs will provide constructive feedback on evaluation criteria, areas for improvement, and ways suppliers may enhance future proposals. Supplier debriefs will be conducted in a fair and confidential manner, ensuring no disclosure of commercially sensitive or competitor information.</p> <p><i>3.12.2 Supplier Performance</i></p> <p>To ensure adequate, reliable and safe delivery of goods and services, supplier performance is to be monitored and reported for all procured activities. The responsibility of managing and evaluating supplier performance rests with the engaging Contract Manager or Supervisor.</p> <p>The Contract Manager must prepare an Evaluation of Supplier Performance within two weeks of the end of an engagement in the following circumstances:</p> <ul style="list-style-type: none"> a) Every contractual arrangement of \$200,000 or more; and b) Every occasion where supplier performance is poor. <p>The Evaluation of Supplier Performance should be sent to the Procurement Manager, who will distribute to the Executive Leadership Team as considered appropriate.</p> <p>The Procurement Manager will maintain a register of the evaluations.</p>	
	<p>Ethical and Probity Measures</p> <p>For procurements valued above \$5,000,000, or for high-risk and sensitive projects, Council will engage an independent probity advisor to ensure high value or high risk procurement activities are managed transparently and ethically.</p>	

Current Policy	New Policy	Comments
	Splitting Orders It is the responsibility of financial delegates to make sure that orders and/or transactions they approve have not been 'split' into a number of smaller orders to avoid the need for written quotes/tenders or to circumvent delegation limit.	
	Conflict of Interest All Council officers involved with a procurement activity should register any conflict of interest (whether the Conflict be 'actual', 'perceived' or 'potential') with the Procurement Manager and the supervising Director prior to taking part in the procurement activity. A Director is to register any conflict of interest with the Procurement Manager and the CEO. The CEO should register any conflict of interest they may have with the Procurement Manager and the Mayor. The statement of conflicts of interest should be in writing and should clearly explain the Officer's interests in the transaction. Complaints in relation to conflict of interest are to be made to the Public Interest Disclosure (PID) Coordinator in all instances.	
	Purchasing from Related Parties Council's Related Party Disclosures Policy requires Councillors, Key Management Personnel, and others deemed necessary by the CEO to formally report activity between Council and themselves and/or their close family members. From time to time, other Officers who are involved in buying goods/services on behalf of Council will deal with family members and/or other related parties who provide these goods/services. In such cases, even though the purchase may be totally appropriate, there is a perceived conflict of interest. In these situations, it is recommended that the purchasing officer either: a) Asks their supervisor to approve the purchase order; or b) Advises their supervisor, in writing, that they intend to purchase from a family member/related party. The supervisor then needs to document whether they consider that the purchase complies with the underlying principles of the Procurement Policy.	
	Definitions	
	Local Business - Means a business that: <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region. 	New definition
	Local business benefit - Is a weighting criterion applied to pricing to encourage economic benefit that supports local business.	Additional definition

OFFICER REPORT

Meeting: Ordinary 14 May 2025

Date: 6 May 2025

Item Number: 13.1

File Number: D25/45603

SUBJECT HEADING: Surat Water Allocation Update # 4

Classification: Open Access

Officer's Title: Director - Warroo

Executive Summary:

This report provides an update to council on the Surat Water Allocation for 2024/25 financial year as per the meeting Resolution No. OM/04.2025/14.

Officer's Recommendation:

That:

1. Council receive and note the report
 2. Officers continue to monitor water consumption levels on a regular basis and provide an update to the community.
 3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 12th of June, 2025.
-

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

This report is required to provide Council with a regular update on the Surat Water Schedule and target allocations. The outlines the strategies and resources allocated to meet the annual target of 350 ML for the financial year.

Background:

As per Resolution No. OM/04.2025/14 a report was tabled to council on 10 April 2025 to provide an updated to the Surat Water Allocation and Schedule.

Council provides updates to the community via a new static water allocation sign at council administration building in Surat; deployment of electronic message board signage (periodically); and public notices.

The Surat Water Allocation is 350 Megalitres (ML) and resets each financial year.

The river water extraction licence (51055N) is regulated by the Department of Regional Development, Manufacturing and Water Department under the Water Act 2000.

Under Section 29(5) of this Act, exceedance of a water licence (350 ML) would leave Council liable for a penalty of up to five hundred penalty units (\$77,500).

In previous years, the water allocation has been exceeded five times out of the previous seven.

The removal of 'no watering on Monday's' from the annual watering schedule is having an improved effect on the allocation.

Council is investigating options to utilise the 80 ML bore water allocation in the future. Usage of some bore water may offset the allocation on the river water extraction licence in the future.

These options include:

1. Connecting the airport water storage facility to the bore
2. Connecting bore water to the commercial standpipe facility outside the council depot
3. Additional interconnections with the existing potable water storage dosing system.
4. Other applications include: road maintenance; dust suppression; irrigation; future wash down facilities; emergency management
5. Improving AV data services for additional revenue streams

The above projects will need to be assessed, scoped, costed and business cases developed for consideration in future capital works years.

Current Status

The Surat Water Allocation as at the end of April 2025 is 314.685 ML (approximately 89% of total allocation). Consumption for the month of April was 18 ML.

35.385 ML of allocation remains for final two months of the financial year.

Consumption on average for May and June (2025) is required to be below 17.69 ML (Target 17 ML) per month to achieve the allocation target.

In the previous financial year (2023/24) the average consumption for May and June was 34.99 ML. In the previous financial year to that (2022/23) the average consumption was 42.75.

Water usage generally trends down into the winter months under 20 ML per month depending on rainfall.

Recommendation:

1. Council receive and note the report
2. Officers continue to monitor water consumption levels on a regular basis and provide regular updates to the community on target consumption levels.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 12th of June, 2025.

Risks:

Risk	Description of likelihood & consequences
Schedule	No change to schedule may result in exceeding the water allocation in this financial year if water usage is above 17 ML per month. Monitored monthly. Removing Monday watering from the schedule has had a positive correlation in helping to reduce demand on the annual allocation.
Maintenance	It is recommended that during rainfall periods that raw water pumps are turned off to conduct routine and planned maintenance and to further reduce consumption.
Bore Licence	Bore application (licence) is based on climate change, drought conditions and providing an alternative water source for Surat. Any allocation to be used from the bore must be managed strategically.
Environment	As per our Environmental Management Policy
Fines	Water Allocation Usage The amount of water taken under a water allocation in a water year (July 1 to June 30) must not exceed the nominal allocation (350ML). Fines apply.
Compliance	It is recommended moving forward that council develops a comprehensive strategy water restriction schedule similar to the options analysis

Reference: [McCullough Robertson - Understanding Water Regulation](#)

Policy and Legislative Compliance:

- Environment Protection Act (Qld) 1994
- Local Government Act 2009
- Water Supply (Safety and Reliability) Act (Qld) 2008 (Section 41 Restricting Water Supply)
- Water Act (Qld) 2000 – section 29 (5) – Penalties

- Water Act (Qld) 2000 – section 114
- Water Plan (Great Artesian Basin and Other Regional Aquifers) 2017
- MRC Water Schedule Policy
- MRC Environment Management Policy
- Surat Water Strategy 2019
- MRC Corporate Plan 2023 -2025
- MRC Local Plan Surat, Wycombe, Teelba Theme 3.1
- MRC Operational Plan 2024/25
- MRC Capital Works Plan 2024/25
- MRC Capital Works Plan 2025/26

Budget / Funding (*Current and future*):

N/A

Timelines / Deadlines:

As outlined in the report recommendations.

Consultation (*Internal / External*):

- Director of Infrastructure
- Acting Manager Water Sewerage Gas
- Overseer (Warroo)
- Water Treatment Officer (Warroo)
- External Engineering Advice
- Portfolio Chair (Water)

Strategic Asset Management Implications:

(*If applicable, outline changes to whole of life costs and / or level of service*)

Operational Plan 2024/25

- Asset Management Plan reviewed
- Improved budgeting accuracy from 2025/26 onwards, with long term business unit forecast updated to reflect Asset Management Plan prior to 2025/26 budget deliberations.

Acronyms:

Acronym	Description
ML	Megalitres

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	Yes
Corporate	Yes

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 1: Getting the basics right

1.1 Supply water to our towns

Supporting Documentation:

Nil.

Report authorised by:

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 14 May 2025

Date: 16 April 2025

Item Number: 14.1

File Number: D25/40040

SUBJECT HEADING: Applications through Regional Arts Development Fund (RADF) Program 2024/2025

Classification: Open Access

Officer's Title: Regional Arts and Culture Officer

Executive Summary:

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed a funding application for an arts and cultural project.

The assessment was completed, and the Committee recommends supporting the Roma and District Eisteddfod- Regional School Workshop Committee's application.

It is recommended that the Committee's assessment be endorsed.

Officer's Recommendation:

That Council endorse the RADF Committee's grant assessment recommendation in supporting the Roma and District Eisteddfod- Regional School Workshop Committee for \$3,800

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

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed a funding application for an arts and cultural project that was received via email. It is recommended that the Committee's assessments be endorsed.

Background (*Including any previous Council decisions*):

As part of its annual RADF program, Council offers an open contestable round where eligible groups can apply for funding to support arts and cultural activities. One application was received and assessed by the RADF Committee at their April meeting.

Application for Funding

The following application was assessed by the RADF Committee on the basis that they were compliant with the RADF Guidelines.

1. Roma and District Eisteddfod- Regional Workshop Committee

Project description: Choral Speaking Workshops

Project total: \$6,080

Funding requested: \$3,800

Date: 9-13 June 2025

It is recommended that the Roma and District Eisteddfod- Regional Workshop Committee application be approved.

The project meets the following RADF Guidelines:

Building community cultural capacity

Objective — for community groups to engage a professional artist or arts worker to work with them on developing their arts practice or to run arts development workshops or community projects.

2024/2025 BUDGET	\$14,404.91
Less Roma & District Eisteddfod- Regional School Workshop Committee	\$3,800
Available budget for funding rounds	\$10,604.91

Recommendation:

Officer's Recommendation:

That Council endorse the RADF Committee's grant assessment recommendation in supporting District Eisteddfod- Regional School Workshop Committee for \$3,800

Risks:

Risk	Description of likelihood & consequences
Unallocated funds	There is a risk that if the RADF Committee recommendations are not received, the budget will not be allocated, jeopardising future funding from Arts Queensland.

Policy and Legislative Compliance:

The Local Government Regulation 2012 states that:

Section 194 – Grants to community organisations

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied—
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

Local Government Regulation 2012 Section 194 (a) and (b)

Budget / Funding (Current and future):

2024/2025 BUDGET	\$14,404.91
Less Roma & District Eisteddfod- Regional School Workshop Committee	\$3,800
Available budget for funding rounds	\$10,604.91

Future Budget

RADF has moved to a new funding structure and Council is guaranteed an allocation of \$31,500 in 25/26 under the new funding agreement from Arts Queensland which outlines any unspent funds can be rolled over.

Timelines / Deadlines:

ASAP

Consultation (Internal / External):

RADF Committee members:

- Cr Meryl Brumpton
- Cr Johanne Hancock
- Jason Gregg
- Sandra MacDonald
- Sally West
- Sue Sands
- Vicky Beitz
- Wendy Henning

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

Application has been evaluated against the RADF Guidelines.

Acronyms:

Acronym	Description
RADF	Regional Arts Development Fund
Inc	Incorporated

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028
Corporate Plan Pillar 5: Inclusivity
5.5 Cultural heritage and arts promotion

Supporting Documentation:

Nil.

Report authorised by:

Manager - Regional Economic & Community Development
Director - Regional Development, Environment & Planning

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 14 May 2025

Date: 28 April 2025

Item Number: 14.2

File Number: D25/42780

SUBJECT HEADING: 2020/20049 Change Application(Minor) -Material Change of Use Dwelling House (Domestic Outbuilding)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary:

SJH Builders on behalf of the property owners, IG Newton, and TJ Jackson, have submitted a Minor Change Application to the previously approved Material Change of Use "Dwelling House" (Domestic Outbuilding) located at 8 Highview Close, Roma being **Lot 4 on SP268229** (the subject premises).

Officer's Recommendation:

The application for a Minor Change for Application 2020/20049 "Domestic Outbuilding" on land situated at **6-8 Highview Close**, properly described as **Lot 4 on SP268229** be refused for the following reasons:

- The proposed change is not considered to be a minor change as the development will result in substantially different development.
 - The proposed extension does not comply with the applicable assessment benchmarks in the Maranoa Planning Scheme 2017.
 - The proposed outbuilding is to be significantly larger than the accepted Outbuilding Size within the General Residential Zone
 - The originally approved outbuilding was conditioned to be a maximum 110m² and the applicant has not provided sufficient justification to support a 225m² shed in the General Residential Zone.
-

Context:

The proposed development does not comply with the Assessment benchmarks in the Maranoa Planning Scheme.

A decision to refuse a development application is generally made by Council.

Background:

Site Characteristics

The subject site is comprised of one regular shaped allotment, that is in the process of being amalgamated with adjoining **Lot 3 on SP268229 (6 Highview Close)** to form one **1,782m²** lot. Located within the General Residential Zone of the Maranoa Planning Scheme 2017, the site has frontage to Highview Close along the western property boundary. The site has an existing constructed access to the road network. The site locality and zoning is shown below in Figure 1.

It is noted that adjoining Lot 3, which will be amalgamated with the subject site, currently contains a 287.75m² Dwelling, under construction.

Approval History

- 9 April 2020 - Council issued a Decision Notice approving construction of a Domestic Outbuilding on the subject site.

Condition 8 of the existing approval states:

8. *The maximum floor area of the approved "Dwelling House" (domestic outbuilding) is restricted to **110.25m²***

- 17 November 2020 - A post-event Building Approval was granted, after the previous landowner extended the shed with a 4m x 10.5m open carport on the northern edge.

The existing structure has a total area of **152.25m²**, being 110.25m² enclosed and 42m² open.

Proposal

The applicant now proposes to further extend the existing shed to add an **additional 73.5m² carport extension** to the front of the existing Domestic Outbuilding. The total Domestic Outbuilding size is therefore proposed to be **225.75m² in total**. This is significantly larger than the accepted size for outbuildings in the General Residential Zone.



Figure 1 – Proposed Site Plan

Additional details about the proposal, including a full assessment of the application against the applicable assessment benchmarks prescribed is provided in the Supporting Documents.

Options Considered:

N/A

Recommendation:

Having regard to the existing and anticipated land uses and buildings in the locality, the area of the site, existing development on the site and the overall scale of the proposed development, it is considered that the proposal is **likely to impact on residential amenity**.

Further, the scale of the proposed shed is not consistent with existing approvals issued for Domestic Outbuildings, as detailed in the attached list.

The application for a Minor Change for an existing approval for a Dwelling House - "Domestic Outbuilding" on land situated at 8 Highview Close, described as Lot 4 on SP268229, is recommended to be refused for the reasons outlined above.

Risks:

Risk	Description of likelihood & consequences
See Below	

Potential risks associated with the proposal have been addressed in the development assessment. Other matters outside of this, which are not called up in the *Planning Act 2016*, cannot be considered in decision making.

As with any planning decision reached by Council, there is a risk that the applicant can appeal any aspect of the decision to the Planning and Environment Court (the Court).

Note: The likelihood of an appeal by any party is not a valid planning consideration and must not be used to inform Council's decision on any planning matter.

Policy and Legislative Compliance:

The application has been submitted as a minor change to the original development approval and requires a change decision notice to be issued by Council prior to the commencement of use.

Pursuant to Section 81 of the *Planning Act 2016* (the Act), in assessing a change application, Council must consider;

- the information the applicant included with the application; and
- all matters the responsible entity would or may assess against or have regard to, if the change application were a development application; and
- another matter that the responsible entity considers relevant.

Council must also consider any statutory instrument, or other document, as in effect when the development application for the original development approval was properly made.

The development is also required to be assessed against the definition of a minor change in Schedule 2 of the Planning Act 2016 and the definition of different development in Schedule 1 of the Development Assessment Rules.

A full assessment of the development application against the relevant assessment benchmarks is provided as an attachment to this report.

Budget / Funding:

N/A – The project is a private development that will be funded by an external party.

Timelines / Deadlines:

Council's Decision-Making Period formally ends on 30 May 2025.

Acronyms:

Acronym	Description
QDC	Queensland Development Code

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 2: Environment

2.2 Sustainable urban & regional planning

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | 2020/20049 - Expansion to Existing Shed - 8 Highview Close, Roma - Planning Assessment Report | D25/43150 |
| 2 | Supporting Document - Domestic Outbuilding Approval History - Region-wide | D25/42820 |

Report authorised by:

Manager – Planning, Building & Development Services
Director - Regional Development, Environment & Planning

Planning Assessment Report-2020/20049

Application Number:	2020/20049
Proposal:	Minor change to existing Development Approval for a Material Change of Use – "Dwelling House" (Domestic Outbuilding)
Applicant:	SJH Builders
Street Address:	8 Highview Close, Roma
Real Property Description:	Lot 4 on SP268229
Officer	Planning Officer

Summary

SJH Builders on behalf of the property owners, IG Newton and TJ Jackson, have submitted a Minor Change Application to the previously approved Material Change of Use "Dwelling House" (Domestic Outbuilding) located at 8 Highview Close, Roma being Lot 4 on SP268229 (the subject premises).

Details of Proposed Development**Background**

On 9 April 2020, Council issued a Decision Notice approving construction of a Domestic Outbuilding on the subject site, an extract of the approved site plan is included below as Figure 1.



Figure 1 – Existing Approved Site Plan (2020)

Condition 8 of the existing approval states:

8. The maximum floor area of the approved "Dwelling House" (domestic outbuilding) is restricted to 110.25m²

A post-event Building Approval was subsequently granted on 17 November 2020, after the previous landowner extended the shed with a 4m x 10.5m open carport on the northern edge. The existing structure has a total area of 152.25m², being 110.25m² enclosed and 42m² open.

Proposal

The applicant proposes to extend the existing shed to add an additional 73.5m² (7m wide x 10.5m long) carport extension to the front of the existing Domestic Outbuilding. The total Domestic Outbuilding size is therefore proposed to be 225.75m². This is significantly larger than the accepted size for outbuildings in the General Residential Zone, being 82m².

The proposed extension has been sketched onto the existing site below in Figure 2.



Figure 2 – Proposed Site Plan

It is noted that adjoining Lot 3, which will be amalgamated with the subject site, currently contains a 287.75m² Dwelling, under construction.

The applicant's justification for the proposed shed states that:

"The extension will add storage space for caravan, boat or cars while keeping the current shed space available to store a home gym, box trailer, yard maintenance equipment, workbench and other goods to help with the general maintenance of our property inside the lockable garage. We do not intend to use this dwelling as a residency as we are currently halfway through the construction of our new home. We intend to turn our current shed back into the purpose of a shed for storage".

It is noted the applicant is the owner of a welding business and there are no current approvals in place for a home-based business or commercial/industry use.

It is also noted that internal works have been undertaken within the existing shed, whereby the shed may have been used as a residence. No approvals are in place for these works and the structure is classified as a Class 10a non-habitable building, rather than a Class 1a residential use.

Characteristics of the Site

The subject site is comprised of one regular shaped allotment, that is in the process of being amalgamated with adjoining Lot 3 on SP268229 (6 Highview Close) to form one 1,782m² lot. Located within the General Residential Zone of the Maranoa Planning Scheme 2017, the site has

frontage to Highview Close along the western property boundary. The site has an existing constructed access to the road network. The site locality and zoning is shown below in Figure 3.



Figure 3 - Zoning

Consideration of Assessment Benchmarks

The application has been submitted as a minor change to the original development approval and requires a change decision notice to be issued by Council prior to the commencement of use.

Pursuant to Section 81 of the *Planning Act 2016* (the Act), in assessing a change application, Council must consider;

- the information the applicant included with the application; and
- all matters the responsible entity would or may assess against or have regard to, if the change application were a development application; and
- another matter that the responsible entity considers relevant.

Council must also consider any statutory instrument, or other document, as in effect when the development application for the original development approval was properly made.

Schedule 2 of the Planning Act 2016 and Schedule 1 of the Development Assessment Rules

The proposed minor change application is required to be assessed against:

- Schedule 2 of the *Planning Act 2016*
- Schedule 1 of the Development Assessment Rules

Provision	Response
<p>(b) for a development approval -</p> <p>(i) would not result in substantially different development; and</p> <p><i>A change may be considered to result in a substantially different development if any of the following apply to the proposed change:</i></p>	<ul style="list-style-type: none"> • The change does not involve a new use. • The change does not apply to a new parcel of land. • The proposal to increase the size of the shed by approximately 50% additional floor area is considered to change the built form in terms of scale, bulk and appearance.

Provision	Response
<p>(a) involves a new use; or</p> <p>(b) results in the application applying to a new parcel of land; or</p> <p>(c) dramatically changes the built form in terms of scale, bulk, and appearance; or</p> <p>(d) changes the ability of the proposed development to operate as intended; or</p> <p>(e) removes a component that is integral to the operation of the development; or</p> <p>(f) significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or</p> <p>(g) introduces new impacts or increase the severity of known impacts; or</p> <p>(h) removes an incentive or offset component that would have balanced a negative impact of the development; or</p> <p>(i) impacts on infrastructure provisions.</p>	<p>The building bulk is not in keeping with the expectations of the surrounding urban residential locality.</p> <ul style="list-style-type: none"> • The proposed extension changes the ability of the site to be developed for residential purposes in the future. • The change does not remove any components of the development. • The change is not considered to impact on traffic flow. The applicant states that the use will continue to be used for domestic storage purposes. • The scale of the proposed shed could impact on the residential amenity and expectations of adjoining urban residential properties. The extension will increase impacts on adjoining properties through excessive bulk and scale. • The change does not remove any incentive or offset. • The existing development on the site includes structures and water tanks within Easement E, at the rear of the site, which is a Council easement for drainage purposes. These tanks are not in accordance with the terms of the easement.
<p>(ii) if a development application for the development, including the change, were made when the change application is made would not cause—</p> <p>(A) the inclusion of prohibited development in the application; or</p>	<p>Complies</p> <p>The proposed change does not include any prohibited development.</p>
<p>(B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or</p>	<p>Complies</p> <p>The proposed change does not trigger referral to any external agencies.</p>
<p>(C) referral to extra referral agencies, other than to the chief executive; or</p>	<p>Complies</p> <p>The proposed change does not trigger referral to any external agencies.</p>
<p>(D) a referral agency, in assessing the application under section 55(2), to assess the application against, or have regard to, a matter, other than a matter the referral agency must have assessed the application against, or had regard to, when the application was made; or</p>	<p>Complies</p> <p>The proposed change does not require additional assessment by any referral agencies.</p>
<p>(E) public notification if public notification was not required for the development application.</p>	<p>Complies</p> <p>The change does not require Impact Assessment.</p>

Council Policies or Asset Management Plans:

Council must also consider any statutory instrument, or other document, as in effect when the development application for the original development approval was properly made.

The Maranoa Planning Scheme 2017 is applicable to the assessment of the application. The limited assessment benchmarks applicable to the development under the Maranoa Planning Scheme 2017 are:

- Part 6.2.3 General Residential Zone
 - Performance Outcome 6 - Outbuildings

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PLANNING		
PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses. Residential amenity is not compromised by the storage of domestic goods. Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.	AO 6.1 Boundary setbacks are provided in accordance with the <i>Queensland Development Code MP 1.2</i> . AO 6.2 The size of outbuildings is restricted to structures with a maximum of 4.2 m in height and a maximum of 82 m ² floor area. Note: The maximum floor area of the outbuilding can be exceeded if it includes an attached carport open on three sides to a maximum of 36 m ² floor area (118 m ² total area).	Complies All existing and proposed work comply with standards outlined within the QDC MP 1.2. AO6.2 Does not Comply with Height or Size <ul style="list-style-type: none"> ▪ The proposed development will result in an outbuilding that has a total floor area of 225.75m², which is nearly three times the size of an outbuilding contemplated by Council's planning scheme at this location. This represents a significant variation from Council's planning scheme. The shed is larger than what owners and occupants could reasonably expect to occur at this location. ▪ The proposed shed is also 4.7m in height to the apex, being more than the 4.2m specified. ▪ It is acknowledged that a large shed is constructed on the adjoining property to the west, however this property is located in the Rural Zone. ▪ The premises is located in an urban residential area, consisting of dwelling houses and subordinate domestic outbuildings. ▪ Given the excessive scale of the outbuilding, there is a risk

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
		<p>that the building will dominate the landscape and impact negatively on the amenity of this area of Roma, which Council's planning scheme seeks to protect and promote. The planning scheme is intended to provide, amongst other things, certainty to others living in the immediate area and the community about the type of development that will occur at a particular location, and there is a reasonable argument in this instance that what is being contemplated is not a true representation of what people expect to occur in this area.</p> <ul style="list-style-type: none"> ▪ A shed at this scale would be more appropriately located on a rural residential block, where these types of outbuildings will not dominate the site and/or landscape and where they are both encouraged and contemplated by Council's planning scheme. ▪ The applicant states the proposed use is for the storage of domestic goods as listed above. Given the size of the shed and historical unlawful development, the proposed extension presents a further risk that the building will be used for alternative purposes inconsistent with the intent of the General Residential zone and detrimental to the amenity of the locality.
	<p>AO 6.3 The combined site coverage of all outbuildings, including shipping containers and other forms of permanent private storage structures, is not to exceed 15% of the remaining site area</p>	<p>AO6.3 Does not Comply The subject site has an area of 983m² and the size of the proposed shed extension equates to 22% of the site area. Site coverage of domestic outbuildings should not exceed 15% of the remaining site</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p>available without buildings already constructed upon it.</p> <p>AO 6.4 The use of shipping containers for permanent private storage is limited to:</p> <ul style="list-style-type: none"> (a) allotments with a minimum area of 800 m²; and (b) one shipping container per allotment. <p>AO 6.5 The use of shipping containers for permanent private storage is permitted only in circumstances where the shipping container:</p> <ul style="list-style-type: none"> (a) is incidental to the primary use of the site and occurs only on a lot where a principal building exists; (b) is located in the rear yard and is/are screened from any road frontage and adjoining property through the use of landscaping or other suitable screening structures (ie. lattice); (c) includes a stormwater discharge system in accordance with the <i>Building Code of Australia</i> and Council requirements to prevent rainwater ponding on the roof or nuisance to adjoining properties; (d) is in good repair with no visual rust marks; (e) is not used as fencing or screening; (f) is not used as an advertising device or as a commercial storage facility; and 	<p>area, excluding any residential dwelling. Based on the size of the residential dwelling on adjoining Lot 5 (10 Highview Close), the maximum size shed that should be supported on the premises is approximately 110m², being the size of the originally approved shed.</p> <p>AO 6.4 & AO6.5 Not Applicable</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	(g) is not used for human habitation. Note: 'Outbuildings' include any form of shipping container, railway carriage, pre-fabricated building or the like, that is used for domestic storage	

Assessment Summary

The proposed development is considered to be substantially different development and is inconsistent with the General Residential Zone Code of the Maranoa Planning Scheme 2017. The non-compliance with the planning scheme cannot be addressed through conditions. It is therefore recommended that the minor change application to the existing development approval for a "Dwelling House" (Domestic Outbuilding) be refused.

Development Approval History

The following table includes an extract of Council's development application records for oversized sheds.

Note:

Council's assessment of some development applications pre-date the Maranoa Planning Scheme and were therefore assessed against different assessment benchmarks

GENERAL RESIDENTIAL ZONE					
FILE REFERENCE	DATE	LOCATION	SIZE	LOT SIZE	Height
APPROVALS					
2011/17769	05/07/2011	183 McDowall Street, Roma Lot: 3 RP: 4451	171 m ²	1012 m ²	4205mm
2013/18524	05/04/2013	4 Allenby Close, Roma Lot: 12 RP: 1771548 (108 m ² enclosed 72 m ² open carport)	180 m ²	3,052 m ²	3866mm
2013/18665	09/07/2013	39 Taylor Street, Roma Lot: 16 RP: 88406	98 m ²	870 m ²	3617mm
2016/19481	03/05/2016	30 Charles Street, Roma Lo1 1 RP: 91166	168 m ²	1012 m ²	3778mm
2017/19627	02/05/2017	21 Soutter Street, Roma Lot: 12 RP: 219968	144 m ²	1012 m ²	6094mm
2017/19713	21/11/2017	27 Saunders St, Roma Lot: 5 RP: 73684	120 m ²	809 m ²	4905mm
2017/19599	22/02/2017	1 Norman Court Roma Lot: 24 SP: 171538	108m ²	2402m ²	4205mm
2017/19627	02/05/2017	21 Soutter Street Roma Lot: 12 RP: 219968	144m ²	1012m ²	6014mm
2017/19628	05/05/2017	5 Miscamble Street Roma Lot: 17 RP: 46277	131.25m ²	3.3420ha	3800mm
2017/19692	27/10/2017	27 Saunders Street Roma Lot: 5 RP: 73684	120m ²	809m ²	4905mm
2017/19721	03/01/2018	120 Bourne Drive Roma Lot: 2 SP: 197889	165m ²	1.2120ha	3100mm
2018/19762	09/08/2018	19 Charles Street Roma Lot: 1 RP: 82515	108m ²	1108m ²	1072mm
2018/19772	30/05/2018	26 May Street Roma Lot: 1 RP: 4412	108m ²	1012m ²	5206mm
GENERAL RESIDENTIAL ZONE					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height

APPROVALS CONTINUED					
2018/19827	25/09/2018	10 Allen Street Roma Lot: 20 SP: 174412	90m ²	1118m ²	4012mm
2018/19840	22/10/2018	53 Alexander Street Surat Lot: 4 RP: 77465	100m ²	2023m ²	4572mm
2018/19745	26/03/2018	11 Lovell Street, Roma Lot: 22 RP: 46188	108 m ²	1439 m ²	Not available
2018/19814	28/08/2018	20 Everingham Avenue, Roma Lot: 1 RP: 172979	168 m ²	958 m ²	4480mm
2018/19827	25/09/2018	10 Allen Street, Roma Lot: 20 SP: 174412	90 m ²	1118 m ²	4012mm
2018/19772	30/05/2019	26 May Street, Roma Lot: 1 RP: 4412	108 m ²	1,012 m ²	5206mm
2019/19912	05/06/2019	64 Roslyn Drive Roma Lot: 7 SP: 166536	230m ²	2.1950ha	6370mm
2019/19891	22/07/2019	5 Norman Court Roma Lot: 20 SP: 171538	144m ²	2241m ²	2983mm
2019/19959	04/10/2019	Corfe Road Roma Lot: 264 SP: 271326	276m ²	4.0460ha	5176mm
2020/20030	25/03/2020	30 William Street Roma Lot: 1 RP: 4415	150m ²	1012m ²	4584mm
2020/20037	18/05/2020	8 Felicity Court Roma Lot: 8 SP: 110499	108 m ²	4042m ²	4280mm
2020/20049	09/04/2020	8 Highview Close Roma Lot: 4 SP: 268229	110m ²	984m ²	4707mm
2021/20452	16/11/2021	10 Fairway Drive, Roma Lot 8 SP180953	162m ²	2274m ²	4900mm
2021/20482	02/12/2021	4 Webb Court, Roma Lot 19 SP171548	132m ²	1926m ²	4802mm
2022/20515	08/02/2022	22 Bassett Court, Roma Lot: 20 SP: 240420	66.6m ²	1125m ²	5000mm
2021/20502	06/04/2022	27-29 Wyndham Street, Roma Lot: 108 R: 8613	45m ² extn (total 153m ²)	2,022m ²	4640mm
2021/20487	10/06/2022	103 Corfe Road, Roma Lot: 1 SP: 146153	358m ²	1.0472ha	5047mm

GENERAL RESIDENTIAL ZONE					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height
APPROVALS CONTINUED					
2022/20585	27/04/2022	5 Allenby Court, Roma Lot: 11 SP: 171548	158.63m ²	2770m ²	4821mm
2022/20615	21/06/2022	25 Borland Street, Roma Lot: 42 RP: 45827	108m ² extn (149.4m ² total)	1738m ²	4506mm
2022/20618	27/06/2022	16 Fairway Drive, Roma Lot: 30 RP: 835127	92m ²	1485m ²	3546mm
2022/20636	02/08/2022	201 Charles Street, Roma Lot: 12 RP: 226991	116.25m ²	1576m ²	4273m ²
2022/20650	02/02/2023	112-114 Mary Street, Mitchell Lot: 2 RP: 91123	320m ²	3713m ²	5300mm
2022/20654	05/08/2022	34 Howard Street, Roma Lot: 10 SP: 236781	138m ²	807m ²	3730mm
2022/20664	11/08/2022	2B Borland Street, Roma Lot: 1 SP: 212813	112m ²	3347m ²	5015mm
2022/20712	24/11/2022	28 Derry Street, Roma Lot: 50 RP: 30929	121m ²	1012m ²	5158mm
2022/20730	19/12/2022	6 Dobel Way, Roma Lot: 51 SP: 257148	96m ²	605m ²	3510mm
2023/20771	08/02/2023	45 Elmer Street, Roma Lot: 53 RP: 85512	108m ²	1012m ²	4183mm
2023/20778	24/02/2023	45 Bowen Street, Roma Lot: 2 RP: 47019	67.5m ²	1010m ²	4564mm
2023/20789	09/03/2023	1 Prince Street, Roma Lot: 1 R:8670	42m ² extn (133m ² total)	1094m ²	3940mm
2023/20889	17/08/2023	26 Cordelia Street, Surat Lot: 2 RP: 79066	114m ²	1218m ²	3500mm
2023/20911	22/11/2023	1 May Street, Roma Lot: 26 R: 8613	78m ² extn (305m ² total)	2573m ²	3200mm
2023/20927	12/12/2023	56-58 May Street, Wallumbilla Lot: 1 SP: 316843	105m ²	4064m ²	3680mm
2023/20928	04/10/2023	23 Bassett Court, Roma Lot: 14 SP: 240420	98m ²	1390m ²	3995mm
2023/20951	07/11/2023	19 William Street, Roma Lot: 2 RP: 109337	84m ²	984m ²	4102mm

GENERAL RESIDENTIAL ZONE					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height
APPROVALS CONTINUED					
2023/20952	20/11/2023	69 Currey Street, Roma Lot:4 RP:196440	93m ²	816m ²	4176mm
2023/20983	5/12/2023	191 Charles Street, Roma Lot: 27 SP:171538	98.3m ²	2535m ²	4185mm
2024/20984	12/12/2025	2 Conlan Street, Roma Lot:25 RP:30925	103.6m ²	1275m ²	3000mm
2023/21004	2/02/2024	19 Chrystal Street, Roma Lot:3 SP:131654	159m ²	1106m ²	4800mm
2024/21043	28/02/2024	50 Twine Street, Roma Lot:1 RP:108351	135m ²	1182m ²	4600mm
2024/21098	14/05/2024	98 Corfe Road, Roma Lot 3 RP: 864613	321m ²	2.1172ha	5600mm
2024/21120	2/05/2024	17 Allen Street, Roma Lot:10 RP:45827	104m ²	1208m ²	3649mm
2024/21251	11/11/2024	19 Timbury Street, Roma Lot: 7 RP:73081	91m ²	1012m ²	3380mm
2024/21277	20/11/2024	20 Mullavey Street, Roma Lot 7: RP:78046	33.12m ² extn (231.84m ² total)	1012m ²	3437mm
2024/21306	20/12/2024	101 Lousia Street, Mitchell Lot: 4 RP:91123	180m ²	2939m ²	4482mm
2024/21324	10/01/2025	15 Mullavey Street, Roma Lot: 8 RP:21318	117m ²	762m ²	3883mm
REFUSALS					
2013/18758	21/11/2013	243-245 Edwardes Street Roma Lot: 4 RP: 846120	278 m ²	2,000 m ² (2 lots)	3725mm
2019/19908	23/05/2019	2 B Borland Street Roma Lot: 1 SP: 212813	500 m ²	3,347 m ²	4718mm

Rural Residential Zone					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height
APPROVALS					
C12.5673	16/02/2009	13-15 Maiden Street, Roma Lot 1 RP204585	315m ²	2.023ha	6258mm
2011/17959	21/12/2011	25 Edwardes Street, Roma Lot 2 RP189817 (records indicate shed not built)	216m ²	1.25ha	5791mm
2012/18239	02/08/2012	344 Roma Downs Road, Roma Lot 10 SP126474	216m ²	3.447ha	7166mm
2015/19381	06/10/2015	25 Edwardes Street, Roma Lot 2 on RP189817	234.7m ²	1.25ha	5750mm
2017/19721	03/01/2018	120 Bourne Drive Roma Lot: 2 SP: 197889	165m ²	1.2120ha	3100mm
2017/19722	10/01/2018	120 Bourne Drive, Roma Lot 2 SP197889	270m ²	1.212ha	4397mm
2018/19764	23/05/2018	31 Edwardes Street, Roma Lot 2 RP185452	340m ²	1.25ha	5308mm
2020/20050	24/04/2020	153 Corfe Road, Roma Lot 3 RP200570	144m ²	1.20ha	5370mm
2022/20631	23/06/2022	19 Edwardes Street North, Roma Lot: 1 RP: 189817	68m ² extn (201m ² total)	1.245ha	4267mm
2022/20668	18/08/2022	214 Bourne Drive, Roma Lot: 13 SP: 197889	36m ² extn (145.5m ² total)	2.323ha	3750mm
2022/20681	02/09/2022	133 Roslyn Drive, Roma Lot: 22 RP: 189833	112m ²	1.5024ha	4778mm
2022/20726	13/12/2022	176 Bourne Drive, Roma Lot: 9 SP: 197889	216m ²	1.6135ha	6103mm
2023/20806	03/04/2023	11 Roslyn Drive, Roma Lot: 16 RP: 189833	172.8m ²	1.4539ha	4390mm
2023/20992	25/01/2024	41 Edwards Street, Roma Lot: 1 RP:194085	245m ²	1.5152ha	4000mm
REFUSALS					
C11.5673	29/01/2009	13-15 Maiden Street, Roma Lot 1 RP204585	360m ²	2.023ha	No height on File

Rural Zone					
APPROVALS					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height
2011/17829	28/11/2011	367 Dargal Road, Roma Lot 7 SP194563	360m ²	14.18ha	
2012/18040	28/02/2012	36 Richardsons Lane	192m ²	14.6ha	
2014/19190	10/12/2014	152 Burtons Road, Roma Lot 4 SP180970	96m ²	17.62ha	
2014/19017	19/06/2014	3 Richardsons Lane, Roma Lot3 SP248999	183m ²	2.023ha	
2016/19571	11/11/2016	352 Geoghegan Road, Roma Lot 163 M536	172m ²	16.18ha	
2017/19636	15/05/2017	125 Orallo Road, Roma Lot 19 RP204590	140m ²	16.04ha	
2017/19636	15/05/2017	DURELLA 125 Orallo Road DARGAL ROAD QLD Lot: 19 RP: 204590	140m ²	16.05ha	4350mm
2018/19853	10/12/2018	365B Corfe Road ROMA Lot: 269 SP: 271326	216m ²	4.346ha	6166mm
2018/19872	15/01/2019	33 Yuleba Taroom Road YULEBA Lot: 73 Y: 22110	108m ²	2.0230ha	
2019/19959	04/10/2019	264 Corfe Road, Roma	288m ²	4.046ha	5200mm
2019/19964	14/10/2019	308 Northern Road, Roma Lot 50 SP277001	254.16m ²	6.7ha	
2020/20036	2/03/2020	Corfe Road Roma Lot 265 SP271326	152m ²	4.31ha	
2021/20283	28/04/2021	383 Corfe Road, Roma Lot 264 SP271326	72m ² extension to 288m ²	4.0385ha	3600mm
2021/20467	08/12/2021	138 Edwardes Street, Roma Lot 1 SP309872	162m ²	7.2449ha	4500mm
2022/20530	03/03/2022	365A Corfe Road, Roma Lot 267 SP271326	212.04m ²	4.7582ha	4637mm
2022/20589	16/06/2022	White Road, Orange Hill Lot: 4 SP: 209771	366m ²	19.589ha	6712mm
2022/20675	26/08/2022	1E Bungil Street, Roma Lot: 61 R: 8614	233.8m ²	3.037ha	4853mm

Rural Zone					
APPROVALS					
FILE REF	DATE	LOCATION	SIZE	LOT SIZE	Height
2022/20706	15/12/2022	43293 Warrego Highway, Wallumbilla South Lot: 5 WV: 1895	360m ²	1.2492ha	7170mm
2022/20708	28/11/2022	45 Clayton Road, Roma Lot: 8 SP: 227727	247.5m ²	2.002ha	5666mm
2022/20717	02/12/2022	455 Dargal Road, Roma Lot: 3 SP: 194563	325.4m ²	14.185ha	5071m ²
2023/20819	15/06/2023	69 Scheffe Road, Tingun Lot: 44 WAS: 53374	450m ²	32.382ha	6458mm
2023/20964	3/01/2024	485 Corfe Road, Roma Lot: 260 SP:271326	189m ²	8.1018ha	3875m m
2024/21237	23/10/2024	710 Bindango Road, Hodgson Lot: 501 H:1491	162m ²	2026m ²	4470m m
2025/2137 5	2/04/2025	15 Upper Bowen Street, Roma Lot: 3 SP: 30957	180m ²	9.36ha	4375m m
REFUSALS					
2013/18788	5/12/2013	6 Harleys Lane, Roma Lot 6 SO184947	448.65m ²	16.94ha	