

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Tuesday 27 May 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 30 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 **27 May 2025 at 9:00 AM**.

A handwritten signature in black ink, appearing to read 'R Hayward'.

Robert Hayward
Chief Executive Officer

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Confidential Items

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

C.1 Request for views – Renewal of Leases over Reserves – Lot 22 on EG277, Lot 8 on EG277 and Lot 6 on EG128 – Reserves 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.2 Trusteeship over Lot 67 on WAL53309 and Lot 67 on WV1687 - Renewal of Term Lease over Lot 67 on WV1687.

Classification: Closed Access

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

C.3 Yuleba Development Group - User Agreement - Yuleba RTC Building

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 Mitchell RSL & Combined Sports Club Inc - Trustee 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.

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 14 MAY 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, Cr M K Brumpton, Cr A K Davis, Cr P J Flynn, 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 Regional Development, Environment and Planning – Jamie Gorry, Deputy Director / Strategic Road Management – Cameron Hoffmann, Director Warroo – Mathew Gane, (Acting) Manager Regional Facilities Management – Leah Cooper, Manager Regulatory, Rural Lands & Environmental Health Services – Annie Connolly, General Manager Saleyards – Daniel Haslop, (Acting) - Senior Town Planner – Kate Swepson, Regional Arts & Culture Officer – Kimberley Stoter, Project and Administration Officer – Tenielle Limpus, Senior Engineer – Jarvis Black.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.02am.

CONDOLENCE

Cr Hancock delivered a tribute for Leonard Waud who passed away earlier in the year and was a former Councillor for the Warroo Shire Council:-

Today we pay tribute to Leonard Verdun Waud who was a Councillor on Warroo Shire Council and sadly passed away earlier this year. Len's family held a tribute for Len in Surat on Anzac Day. Today is the first Council meeting since his tribute so we will take a moment to honour Len and remember his service to the Surat community.

Len was many things – a devoted husband, a loving father and grandfather, brother, uncle, cousin, and friend – but above all, he was a man who served.

His service began with his commitment to his country as a proud member of the Australian Army, and continued throughout his life in many forms. Len came from a family with a rich tradition of service – something he carried forward with pride and humility.

He served his community not only in spirit, but in action. Len and his wife Gai built the first motel in Surat – Cobb & Co Motel, which added greatly to the business community of Surat. Len served as a Warroo Shire Councillor in Surat for a term and as a former President of the Surat RSL Sub Branch. Through this role, he honoured the lives and stories of fellow servicemen and women, always ensuring that remembrance lived on in the heart of the town he loved.

Len served in the quiet, steadfast way of a man who didn't need praise – he just did what needed doing and did it well. Today as we honour Len by a minute silence we remember a man who lived a life defined by service, to his country, to his community and most deeply to his family. Today we remember Len's legacy.

A minute of silence was then observed.

CONFIRMATION OF MINUTES

Resolution No. OM/05.2025/01	
Moved Cr Brumpton	Seconded Cr Vincent
That the minutes of the Ordinary Meeting held on 24 April 2025 be confirmed.	
CARRIED	9/0

ON THE TABLE

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

- L.2 – Maranoa Medical Bursary Program

CONSIDERATION OF NOTICES OF MOTION

Item Number:	8.1	File Number: D25/42640
SUBJECT HEADING:	DEVELOPMENT OF A MARANOA REGIONAL COUNCIL EMPLOYEE VOUNTEER POLICY	
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.

Resolution No. OM/05.2025/02	
Moved Cr Davis	Seconded Cr O'Neil
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.	
CARRIED	8/1

Responsible Officer	General Manager - People & Culture
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BUSINESS

CORPORATE SERVICES

Declaration of Interest

Item	11.1
Description	Annual Review of Procurement Policy
Declaring Councillor	Cr Johanne Hancock
Person with the interest Related party / close associate / other relationship	G L & J M Hancock (Myself and my husband)
Particulars of Interest	G L & J M Hancock owns Surat Post & News and supplies goods and services to Council on an ad hoc basis.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias and I have received legal advice that I don't have a conflict of Interest. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/05.2025/03	
Moved Cr Brumpton	Seconded Cr Davis
That it is in the public interest that Councillor Hancock participates and votes on agenda item 11.1 because a reasonable person would trust that the decision is made in the public interest.	
CARRIED	7/0

Declaration of Interest

Item	11.1
Description	Annual Review of Procurement Policy
Declaring Councillor	Cr John Birkett
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I occasionally hire my bus to Council for Volunteers and Seniors Week.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/05.2025/04	
Moved Cr Seawright	Seconded Cr Vincent
That it is in the public interest that Councillor Birkett participates and votes on agenda item 11.1 because a reasonable person would trust that the decision is made in the public interest.	
CARRIED	6/0

Cr Flynn did not vote on the above mentioned procedural motion, indicating that he too would make a declaration on this matter -

Declaration of Interest

Item	11.1
Description	Annual Review of Procurement Policy
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	My Business, Maranoa Travel Centre has some financial dealings with airfares of Maranoa Regional Council.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/05.2025/05	
Moved Cr Brumpton	Seconded Cr Seawright
<p>That it is in the public interest that Councillor Flynn participates and votes on agenda item 11.1 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	6/0

Item Number: 11.1 **File Number:** D25/43620

SUBJECT HEADING: ANNUAL REVIEW OF PROCUREMENT POLICY

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 was developed in consultation with stakeholders and is now ready for approval.

Resolution No. OM/05.2025/06

Moved Cr Davis

Seconded Cr Brumpton

That Council:

1. Adopt the Procurement Policy as attached to the officer's report, including the following amendments-
Section 3.6
 - Remove the star shown in line items 1 and 2 of the table, and remove the corresponding star statement following the table;
 - Two star rating - remove 'FNQROC' from the description.
2. Note that the adoption of the Procurement Policy repeals and supersedes all historical policies relating to the procurement of goods and services.
3. Delegate authority to the Chief Executive Officer to make any administrative updates to existing policies that require reference to the adopted policy as per Recommendation 1 above.

CARRIED

9/0

Responsible Officer

Manager - Procurement

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. Peter Flynn, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Brendan Seawright, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

REPORTS - LOCAL AREA DIRECTORS

Item Number:

13.1

File Number: D25/45603

SUBJECT HEADING:

SURAT WATER ALLOCATION UPDATE # 4

Officer's Title:

Director - Warroo

Executive Summary:

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

Resolution No. OM/05.2025/07

Moved Cr Hancock

Seconded Cr Birkett

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.

CARRIED

9/0

Responsible Officer	Director - Warroo
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COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 9.57AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 10.30am

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

REGIONAL DEVELOPMENT

Item Number: 14.1 **File Number:** D25/40040

SUBJECT HEADING: APPLICATIONS THROUGH REGIONAL ARTS
 DEVELOPMENT FUND (RADF) PROGRAM 2024/2025

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 recommended supporting the Roma and District Eisteddfod- Regional School Workshop Committee's application.

Resolution No. OM/05.2025/08

Moved Cr Brumpton

Seconded Cr Davis

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

CARRIED

8/0

Responsible Officer	Regional Arts and Culture Officer
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Declaration of Interest

Item	14.2
Description	2020/20049 Change Application (Minor) - Material Change of Use Dwelling House (Domestic Outbuilding)
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	SJH Builders
Particulars of Interest	My family have had a personal, community and business relationship with SJH Builders and the owners of SJH Builders.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/05.2025/09	
Moved Cr Hancock	Seconded Cr Brumpton
<p>That it is in the public interest that Councillor Vincent participates and votes on agenda item 14.2 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	7/0

Item Number: 14.2 **File Number:** D25/42780

SUBJECT HEADING: 2020/20049 CHANGE APPLICATION(MINOR) - MATERIAL CHANGE OF USE DWELLING HOUSE (DOMESTIC OUTBUILDING)

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).

Moved Cr Birkett	Seconded Cr Brumpton
<p>That the application be approved for a Minor Change for Application 2020/20049 "Domestic Outbuilding" on the land situated at 6-8 Highview Close, properly described as Lot 4 on SP268229.</p>	
NO VOTE TAKEN	

No vote was taken on the draft motion at that time with Cr Hancock proposing the following procedural motion:

Resolution No. OM/05.2025/10

Moved Cr Hancock

That this lay on the table until further in the meeting [for Council to consider an alternate recommendation with conditioning in the instance the change application be approved].

CARRIED

8/0

LATE ITEMS

Item Number:

L.1

File Number: D25/46565

SUBJECT HEADING:

YOUTH COUNCIL | CONCEPT DISCUSSION AT COUNCILLOR WORKSHOP

Councillor's Title:

Cr. Cameron O'Neil

Executive Summary:

Establishing a Youth Council will empower young people across the Maranoa region to contribute to local decision-making, build leadership skills, and enhance civic engagement. This initiative supports Council's commitment to inclusive community involvement and ensures youth perspectives are reflected in planning and development.

The Youth Council would:

- ☐ *Provide a platform for youth to share views and ideas;*
- ☐ *Support youth-focused programs and initiatives; and*
- ☐ *Develop leadership, teamwork, and communication skills.*

Successful models in councils such as Mackay and Barcaldine demonstrate the benefits of structured youth representation.

A Councillor Workshop is proposed to explore potential models, membership, resourcing, and implementation strategies, ensuring the initiative is representative, accessible, and meaningfully connected to Council processes.

Resolution No. OM/05.2025/11

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

- 1. Give in principle support to the concept of a Maranoa Youth Council.**
- 2. Receive a report via a briefing, then further consider as part of the 2025/26 budget deliberations.**

CARRIED

8/0

Responsible Officer

**Director – Regional Development,
Environment & Planning**

Item Number:

L.2

File Number: D25/42587

SUBJECT HEADING:

MARANOA MEDICAL BURSARY PROGRAM

Officer's Title:

Project and Administration Officer

Executive Summary:

This report sought Council's endorsement of The Maranoa Nursing Advancement Bursary Program for 2025.

Resolution No. OM/05.2025/12

Moved Cr Brumpton

Seconded Cr Vincent

That Council:

1. Adopt the Maranoa Nursing Advancement Bursary Program framework document, including the following amendment-
 - Page 10 – Change ‘medical’ pathway to ‘nursing’ pathway
2. Launch and deliver the Maranoa Nursing Advancement Bursary Program for 2025–2026.
3. Form an assessment panel comprising two Councillors and two nursing professionals plus the HCE or delegate from the South West Health Service to decide the successful candidates.
4. Be provided the recommended nominees for endorsement.

CARRIED

6/2

Responsible Officer

Project and Administration Officer

Item Number:

L.3

File Number: D25/46804

SUBJECT HEADING:

SERVICES BUILDING ROMA - FUTURE PURPOSE

Officer's Title:

(Acting Manager) - Regional Facilities Management

Executive Summary:

The Roma Services Building is located at 85 – 91 Bowen Street Roma, being Lot 4 on R86106. The future use of this building was presented for Council's consideration.

Resolution No. OM/05.2025/13

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

1. Undertake an Expression of Interest (EOI) process to assess interest from potential tenants for the Services Building located at 85 – 91 Bowen Street Roma.
2. Invite respondents to the EOI to provide:
 - a) Details of their proposed use of the premises.
 - b) Capacity to manage and operate the facility in compliance with relevant regulations of their proposed use.
 - c) The potential benefits to the local community and/or business sector.
 - d) Requirements for fit-out and anticipated financial contributions.
 - e) Proposed commercial rental terms, including the rental amount offered for tenancy.
3. Receive a further report on the outcome of the EOI process including recommendations for the future use and management of the space via a briefing, and then further considered at an upcoming Council Meeting.

CARRIED

8/0

Responsible Officer

(Acting Manager) - Regional Facilities Management

Declaration of Interest

Item	C.2
Description	Mitchell RSL & Combined Sports Club Inc – Management Agreement
Declaring Councillor	Cr John Birkett
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I'm the President of the Mitchell RSL & Combined Sports Club so I have a conflict on this management agreement.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	C.9
Description	Letter of Support – Easement in State Lease over a Reserve – Lot 221 on WV1352
Declaring Councillor	Cr Amber Davis
Person with the interest Related party / close associate / other relationship	Myself and my husband, Wayne Davis
Particulars of Interest	We own and operate Bessie's ice-Cream bus and in the past have been engaged by the requestors client to attend their events.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/05.2025/14	
Moved Cr Seawright	Seconded Cr Vincent
That it is in the public interest that Councillor Davis participates and votes on agenda item C.9 because a reasonable person would trust that the decision is made in the public interest.	
CARRIED	
7/0 (count later corrected to 6/0)	

Declaration of Interest

Item	C.9
Description	Letter of Support – Easement in State Lease over a Reserve – Lot 221 on WV1352
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	The requestor of this support letter is a foundation sponsor of Maranoa Country University Centre.
Type of conflict	Declarable conflict of interest

Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.
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Resolution No. OM/05.2025/15	
Moved Cr Vincent	Seconded Cr Birkett
That it is in the public interest that Councillor O'Neil participates and votes on agenda item C.9 because a reasonable person would trust that the decision is made in the public interest	
CARRIED	6/0

Resolution No. OM/05.2025/16		
Moved Cr Hancock		Seconded Cr Seawright
In accordance with the provisions of Section 254J(3) of the Local Government Regulation 2012, that Council resolve to close the meeting to the public [at 11.20am] to discuss confidential items that its Councillors consider is necessary to close the meeting.		
In accordance with Section 254J(5) of the Local Government Regulation 2012, the following table provides:		
<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 Local Government Regulation 2012)	Overview
C.1 – Café on Second – Option to Renew Lease	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council has been advised by the Lessee of Café on Second in Injune, that they wish to exercise the option to renew for a further one (1) year term as provided for in the Lease.
C.2 – Mitchell RSL & Combined sports club Inc – Management Agreement	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council received correspondence from the Mitchell RSL & Combined Sports Club Inc, expressing their interest in re-entering into a Management Agreement for use of the Mitchell RSL Complex, described as Lot 115 on DL335.
C.3 – Tender 25035 – Lease of Land for Grazing Purposes – Part of Lot 39 on R869	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council invited tenders for the lease over part of Lot 39 on R869, described as 95 McPhie Street Roma Qld 4455, for a period of two (2) years for grazing purposes. The tender evaluation is tabled for Council's consideration.

C.4 – Renewal of Trustee Lease over Part of Lot356 on R861	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council received correspondence from Mandandanji Limited, wishing to renew the Trustee Lease over the Mandandanji Park on Bungil Creek, being Lease A on SP294869 in Lot 356 on R861 Roma.
C.5 – Request for views – Renewal of Lease over Reserve – Lot 10 on EG174 – Reserve for Camping Purposes	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources is seeking Councils views in confidence, on the Renewal of Term Lease – 0/230606 being Lot 10 on EG174 – Reserve for Camping purposes.
C.6 – Request for views – Renewal of Lease over Reserve – Lot 3 on EG105 – Reserve for Camping, Water and Road)	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources is seeking Councils views in confidence, on the Renewal of Term Lease – 0/230792 being Lot 3 on EG105 - Reserve for Camping, Water and Road.
C.7 – Request for views – Renewal of Lease over Reserve – Lot 9 on EG174 – Reserve for Camping Purposes	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources is seeking Councils view in confidence, on the Renewal of Term Lease 0/230923, Lot 9 on EG174 Reserve for Camping Purposes.
C.8 – Request for views – Renewal of Lease over Reserve – Lot 30 on SP145274 – Reserve for Camping Purposes	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	The Department of Resources is seeking Councils views in confidence, on the Renewal of Term Leases 0/231045 over Lot 30 on SP145274.
C.9 – Letter of support – Easement on State Lease over a Reserve – Lot 221 on WV1352	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Carter Newell Law, on behalf of Santos CSG Pty Ltd (Santos), are seeking a letter of support for their application for Ministerial consent to an easement over Lot 221 on WV1352 which has overlapping state reserve and state lease tenures.
C.10 – Biosecurity Advisory Committee – Recommendation of Appointments	Section 254J(3)(i) a mater the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Following Council's direction through OM/02.2025/08, an Expression of Interest (EOI) process was conducted to appoint community representatives to the newly re-established Biosecurity Advisory Committee. This report provided an overview of the process, and presents recommendations for appointments based on the assessment of applications received.

C.11 – Tender 25037 – Purchase and Removal of Stockpiled Manure – 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.	This report is being presented to Council to consider the responses received for Tender 25037 – Purchase and Removal of Stockpiled Manure – Roma Saleyards.
C.12 – Tiffin St North (Roma) Kerb & Channel Western Side Scope and Budget Review	Section 254J(3)(g) and (c) - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government: AND – The local government's budget.	Consideration of a revised option for addressing persistent water pooling on the western side of Tiffin Street North, Roma Between George Street East and Bungil Street.
C.13 – Funding Opportunity Residential Activation Fund	Section 254J(3)(g) and (c) - negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government: AND – The local government's budget.	<p>The Queensland Government has launched the Residential Activation Fund (RAF)—a \$2 billion initiative to accelerate housing supply through the delivery of enabling infrastructure. With applications for Round 1 closing on 23 May 2025, the program presents a strategic and time-sensitive opportunity for Council to secure external funding for infrastructure investment in the region.</p> <p>Council officers have assessed the RAF guidelines and identified a number of potential development areas suitable for consideration. Following evaluation of project readiness, strategic alignment, and potential housing yield, the Police Paddock subdivision in Roma has been identified as the preferred candidate for submission.</p> <p>The proposed project aligns strongly with Council's Corporate Plan and Local Housing Action Plan (LHAP) which prioritises land activation, infrastructure enablement, and housing supply as critical strategic objectives.</p> <p>Council endorsement is now sought to proceed with the preparation and submission of an application to the Residential Activation Fund.</p>

CARRIED

8/0

Cr Birkett, having previously declared a Prescribed Conflict of Interest in Item C.2 left the meeting prior to discussions on the matter at 11.24am.

At cessation of discussions on the abovementioned item, Cr Birkett returned to the meeting at 11.38am.

Cr O'Neil left the meeting at 12.17pm and returned at 12.19pm.

Cr Flynn returned to the meeting in closed session at 12.48pm.

Cr Birkett again left the meeting at 12.52pm, prior to continued discussion on Item C.2. Cr Birkett and returned to the meeting at resumption of standing orders following lunch.

COUNCIL ADJOURNED THE MEETING
 FOR LUNCH at 12.55pm

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

Resolution No. OM/05.2025/17

Moved Cr O'Neil

Seconded Cr Birkett

That Council open the meeting to the public [at 1.56pm].

CARRIED

9/0

Item Number:

14.2

File Number: D25/42780

SUBJECT HEADING:

**2020/20049 CHANGE APPLICATION(MINOR) -
 MATERIAL CHANGE OF USE DWELLING HOUSE
 (DOMESTIC OUTBUILDING)**

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).

This matter had been laid on the table earlier during the meeting for Council to consider an alternate motion and conditions in the instance of a decision to approve the application. This to hand, Council resumed it's deliberations.

Resolution No. OM/05.2025/18

Moved Cr Birkett

Seconded Cr Brumpton

That Council issue a Change Decision notice in relation to the existing Development Approval (Ref: 2020/20049) for a Material Change of Use "Dwelling House" (Domestic Outbuilding) at 8 Highview Close, Roma, properly described as Lot 4 on SP268229, reflecting the changes as follows:

(a) Condition 6 be amended from:

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

Drawing/report title:	Prepared by:	Date:	Reference no:
Site Plan (as marked in Red by Council)		06/04/2020	001
End Elevations Page 1 of 9 (as marked in Red by Council)	Emerald Design and Construction	21/02/2020	153722
Side Elevations Page 2 of 9	Emerald Design and Construction	21/02/2020	153722
Floor Plan Page 3 of 9	Emerald Design and Construction	21/02/2020	153722

To:

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

Drawing/report title:	Prepared by:	Date:	Reference no:
Site Plan (as marked in Red by Council)		06/04/2020	001
End Elevations Page 1 of 9 (as marked in Red by Council)	Emerald Design and Construction	21/02/2020	153722
Side Elevations Page 2 of 9	Emerald Design and Construction	21/02/2020	153722
Floor Plan Page 3 of 9	Emerald Design and Construction	21/02/2020	153722
Proposed Site Plan		n.d.	-
Elevations	Emerald Design and Construction	16-01-2025	1927883691, Sheet 2 of 6
Floor Plan & Roof Framing Plan	Emerald Design and Construction	16-01-2025	1927883691, Sheet 4 of 6

(b) Condition 8 be amended from:

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

To:

8. The maximum floor area of the approved "Dwelling house" (domestic outbuilding) is restricted to 225.75m², being 110.25m² enclosed and 115.5m² open.

(c) A new condition 9 be added:

9. All areas shown as carports must remain open at all times and must not be enclosed.

(d) Condition 22 be amended from:

22. Stormwater from the roof and all impervious surfaces associated with the approved development is to be collected internally and piped to a lawful point of discharge in accordance with the Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5.

To:

23. Stormwater from the roof and all impervious surfaces associated with the approved development is to be collected internally and piped to a lawful point of discharge on Highview Close in accordance with the Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5.

(e) A new Condition 24 be included that states:

24. Stormwater collected from the roof of the outbuilding is to be collected in rainwater tanks and any excess piped to the lawful point of discharge for the site in accordance with Condition 22. All rainwater tanks must be located on site in accordance with the terms of the easement burdening the site.

(f) Condition 24 be amended from:

24. The development must not result in any ponding of stormwater on the property during construction or after the development has been completed.

To:

26. 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. The development must not result in any ponding of stormwater on the property during construction or after the development has been completed.

(g) A new condition 27 be included that states:

27. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of stormwater infrastructure, creeks or other waterways.

(h) A new condition 28 be included that states:

28. 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.

(i) A new condition 29 be included that states:

29. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.

(j) All other conditions are renumbered but remain unchanged.

CARRIED

7/2

Statement of Reason –

The allotment is conditioned to be amalgamated and therefore will be larger, and it is within the visual amenity of the block as there is a rural shed backing onto the area.

The allotment is also situated on the edge of residential abutting rural zoning.

Responsible Officer

Planning 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 John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Cr. Meryl Brumpton, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor.
voted in favour of the motion.

Cr. Amber Davis, Cr. Jane Vincent voted against the motion.

Item Number:

C.1

File Number: D25/26090

SUBJECT HEADING:

CAFE ON SECOND - OPTION TO RENEW LEASE

Location:

Injune

Officer's Title:

Leases and Agreements Administration Officer

Executive Summary:

Council has been advised by the Lessee of Café on Second in Injune, that they wish to exercise the option to renew for a further one (1) year term as provided for in the Lease.

Resolution No. OM/05.2025/19

Moved Cr Vincent

Seconded Cr O'Neil

That Council:

1. Approve the extension of the Injune Commercial Space Lease Agreement with Womblebank Sawmilling Co Pty Ltd for a further one (1) year term until 2 July 2026.
2. Authorise the Chief Executive Officer (or delegate), to execute documentation relating to the renewal of the Lease.

CARRIED

9/0

Responsible Officer

**Leases and Agreements Administration
Officer**

Cr Birkett, having previously declared a prescribed conflict of interest in the following item, left the meeting at 2.11pm.

Item Number: C.2 **File Number:** D25/44533

SUBJECT HEADING: MITCHELL RSL & COMBINED SPORTS CLUB INC -
MANAGEMENT AGREEMENT

Location: Mitchell

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council received correspondence from the Mitchell RSL & Combined Sports Club Inc, expressing their interest in re-entering into a Management Agreement for use of the Mitchell RSL Complex, described as Lot 115 on DL335.

Resolution No. OM/05.2025/20

Moved Cr Hancock

That this lay on the table until a future meeting.

CARRIED

8/0

Responsible Officer

**Leases and Agreements 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. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor, 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, Cr Birkett returned to the meeting at 2.11pm.

Item Number: C.3 **File Number:** D25/39881

SUBJECT HEADING: TENDER 25035 - LEASE OF LAND FOR GRAZING
PURPOSES - PART OF LOT 39 ON R869

Location: Roma

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council invited tenders for the lease over part of Lot 39 on R869, described as 95 McPhie Street Roma Qld 4455, for a period of two (2) years for grazing purposes.

The tender evaluation was tabled for Council's consideration.

Resolution No. OM/05.2025/21

Moved Cr Davis

Seconded Cr Brumpton

That Council:

1. Accept the tender submitted by Peta Reiser as the recommended Tenderer for Tender 25035 – Lease for grazing purposes over part of Lot 39 on R869, 95 McPhie Street, Roma.
2. Delegate authority to the Chief Executive Officer (or delegate) to enter into final negotiations with the successful applicant and execute the Lease for the term of two (2) years.
3. Assign the income to GL 1491.1075 (Lease Income).

CARRIED

9/0

Responsible Officer	Leases and Agreements Administration Officer
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Item Number:

C.4

File Number: D25/40667

SUBJECT HEADING:

RENEWAL OF TRUSTEE LEASE OVER PART OF LOT 356 ON R861

Location:

Roma

Officer's Title:

Leases and Agreements Administration Officer

Executive Summary:

Council received correspondence from Mandandanji Limited, wishing to renew the Trustee Lease over the Mandandanji Park on Bungil Creek, being Lease A on SP294869 in Lot 356 on R861 Roma.

Resolution No. OM/05.2025/22

Moved Cr Brumpton

Seconded Cr Vincent

That Council:

1. Enter into a Trustee Lease with Mandandanji Limited over Lease A on SP294869 in Lot 356 on R861 for a period of ten (10) years.
2. Authorise the Chief Executive Officer, (or delegate), to execute the necessary documentation.

CARRIED

9/0

Responsible Officer	Leases and Agreements Administration Officer
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Item Number: C.5 File Number: D25/37485

SUBJECT HEADING: REQUEST FOR VIEWS - RENEWAL OF LEASE OVER RESERVE - LOT 10 ON EG174 - RESERVE FOR CAMPING PURPOSES

Officer's Title: Administration Officer - Council Facilities Management

Executive Summary:

The Department of Resources sought Councils views in confidence, on the Renewal of Term Lease – 0/230606 being Lot 10 on EG174 – Reserve for Camping purposes.

Resolution No. OM/05.2025/23

Moved Cr Seawright

Seconded Cr Hancock

That Council:

1. Advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that the land is still required for its gazetted purpose.
2. Council has no objection to the renewal of Term Lease, 0/230606 being Lot 10 on EG174.
3. Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.

CARRIED

9/0

Responsible Officer

Administration Officer - Council Facilities Management

Item Number: C.6 File Number: D25/42114

SUBJECT HEADING: REQUEST FOR VIEWS - RENEWAL OF LEASE OVER RESERVE - LOT 3 ON EG105 - RESERVE FOR CAMPING, WATER AND ROAD)

Officer's Title: Administration Officer - Council Facilities Management

Executive Summary:

The Department of Resources sought Councils views in confidence, on the Renewal of Term Lease – 0/230792 being Lot 3 on EG105 - Reserve for Camping, Water and Road.

Resolution No. OM/05.2025/24

Moved Cr Vincent

Seconded Cr O'Neil

That Council:

1. Advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that the land is still required for its gazetted purpose; and
2. Council has no objection to the renewal of Term Lease, 0/230792 being Lot 3 on EG105.
3. Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.

CARRIED	9/0
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Responsible Officer	Administration Officer - Council Facilities Management
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Item Number: C.7 File Number: D25/42398

SUBJECT HEADING: REQUEST FOR VIEWS – RENEWAL OF LEASE OVER RESERVE – LOT 9 ON EG174 – RESERVE FOR CAMPING PURPOSES

Officer's Title: Administration Officer - Council Facilities Management

Executive Summary:

The Department of Resources sought Councils view in confidence, on the Renewal of Term Lease 0/230923, Lot 9 on EG174 Reserve for Camping Purposes.

Resolution No. OM/05.2025/25	
Moved Cr Hancock	Seconded Cr Davis
That Council:	
<ol style="list-style-type: none"> 1. Advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that the land is still required for its gazetted purpose; and 2. Council has no objection to the renewal of Term Lease, 0/230923 being Lot 9 on EG174. 3. Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision. 	
CARRIED 9/0	

Responsible Officer	Administration Officer - Council Facilities Management
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Item Number: C.8 File Number: D25/43595

SUBJECT HEADING: REQUEST FOR VIEWS - RENEWAL OF LEASE OVER RESERVE - LOT 30 ON SP145274 - RESERVE FOR CAMPING PURPOSES

Officer's Title: Administration Officer - Council Facilities Management

Executive Summary:

The Department of Resources sought Councils views in confidence, on the Renewal of Term Leases 0/231045 over Lot 30 on SP145274.

Resolution No. OM/05.2025/26	
Moved Cr Birkett	Seconded Cr Brumpton
That Council:	

1. Advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development it offers an objection to the renewal of Term Lease, 0/231045 over Lot 30 on SP145274.
2. Authorise the Chief Executive Officer (or delegate) to enter direct negotiations between the current Lessee and Council to offer a Trustee Lease over Lot 30 on SP145274 for a period of three (3) years.
3. Authorise that Chief Executive Officer (or delegate) to sign documentation in relation to this decision.

CARRIED

9/0

Responsible Officer	Administration Officer - Council Facilities Management
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Item Number:

C.9

File Number: D25/43853

SUBJECT HEADING:

LETTER OF SUPPORT - EASEMENT ON STATE LEASE
OVER A RESERVE – LOT 221 ON WV1352

Officer's Title:

Administration Officer - Council Facilities Management

Executive Summary:

Carter Newell Law, on behalf of Santos CSG Pty Ltd (Santos), sought a letter of support for their application for Ministerial consent to an easement over Lot 221 on WV1352 which has overlapping state reserve and state lease tenures.

Resolution No. OM/05.2025/27

Moved Cr Brumpton

Seconded Cr Vincent

That Council:

1. Provide a letter of support for the application for Easement on State Lease over a Reserve – Lot 221 on WV1352.
2. Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.

CARRIED

9/0

Responsible Officer	Administration Officer - Council Facilities Management
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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. Peter Flynn, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Brendan Seawright, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number: C.10 **File Number:** D25/39959
SUBJECT HEADING: BIOSECURITY ADVISORY COMMITTEE -
 RECOMMENDATION OF APPOINTMENTS
Officer's Title: Manager - Regulatory, Rural Lands & Environmental
 Health Services

Executive Summary:

Following Council's direction through OM/02.2025/08, an Expression of Interest (EOI) process was conducted to appoint community representatives to the newly re-established Biosecurity Advisory Committee.

This report provided an overview of the process, and presents recommendations for appointments based on the assessment of applications received.

Resolution No. OM/05.2025/28

Moved Cr Seawright

Seconded Cr Vincent

That Council:

1. Note the completion of the Expression of Interest (EOI) process undertaken in accordance with Resolution OM/02.2025/08.
2. Update the terms of reference to include an additional member.
3. Appoint the following community representatives to the Biosecurity Advisory Committee, for the 2025–2027 term:
 - o James Stinson – Roma & surrounds representative
 - o John Hartley – Mitchell & surrounds representative
 - o David Schwennesen – Surat & surrounds representative
 - o Brigid Price – Injune & surrounds representative
 - o Graeme Canning – Jackson / Wallumbilla & surrounds representative
 - o Cameron Ward – Regional representative
4. Write to all applicants to thank them for their interest and advise them of the outcome of the EOI process.

CARRIED

9/0

Responsible Officer	Manager - Regulatory, Rural Lands & Environmental Health Services
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Item Number: C.11 **File Number:** D25/44135
SUBJECT HEADING: TENDER 25037 – PURCHASE AND REMOVAL OF
 STOCKPILED MANURE – ROMA SALEYARDS
Officer's Title: Manager - Saleyards

Executive Summary:

This report was presented to Council to consider the responses received for Tender 25037 – Purchase and Removal of Stockpiled Manure – Roma Saleyards.

Resolution No. OM/05.2025/29

Moved Cr Brumpton

Seconded Cr Davis

That Council:

1. Award the tender to Roma Earthmoving Pty Ltd T/A DMAC Roma for the Purchase and Removal of Stockpiled Manure – Roma Saleyards.
2. Delegate authority to the Chief Executive Officer (or delegate) to enter into final negotiations with the successful applicant and execute the contract.
3. Assign the income to GL 01275.0130 (Saleyards revenue- other).

CARRIED

9/0

Responsible Officer

Manager - Saleyards

Item Number:

C.12

File Number: D25/39886

SUBJECT HEADING:

**TIFFIN ST NORTH (ROMA) KERB & CHANNEL
WESTERN SIDE | SCOPE AND BUDGET REVIEW**

Officer's Title:

Senior Engineer - Program & Contract Management

Executive Summary:

Consideration of a revised option for addressing persistent water pooling on the western side of Tiffin Street North, Roma Between George Street East and Bungil Street.

Resolution No. OM/05.2025/30

Moved Cr Birkett

Seconded Cr Seawright

That Council:

1. Receive and note this report as an update on the status of the approved Tiffin Street North drainage project.
2. Approve the revised scope of works, comprising of a 235-metre-long concrete drain with bed-level concrete driveways on the western side of Tiffin Street North;
3. Provide in-principle support to carry the project forward into the 2025–2026 Capital Works Program, and to increase the project budget from \$135,000 to \$246,000 (excluding GST), subject to final consideration during 2025–2026 budget deliberations.
4. Provide an update to the neighbouring residents of Council's decision.

CARRIED

9/0

Responsible Officer

**Senior Engineer - Program & Contract
Management**

Item Number: C.13 **File Number:** D25/43998

SUBJECT HEADING: FUNDING OPPORTUNITY | RESIDENTIAL ACTIVATION FUND

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

Executive Summary:

The Queensland Government has launched the Residential Activation Fund (RAF)—a \$2 billion initiative to accelerate housing supply through the delivery of enabling infrastructure. With applications for Round 1 closing on 23 May 2025, the program presents a strategic and time-sensitive opportunity for Council to secure external funding for infrastructure investment in the region.

Council officers have assessed the RAF guidelines and identified a number of potential development areas suitable for consideration. Following evaluation of project readiness, strategic alignment, and potential housing yield, the Police Paddock subdivision in Roma has been identified as the preferred candidate for submission.

The proposed project aligns strongly with Council's Corporate Plan and Local Housing Action Plan (LHAP) which prioritises land activation, infrastructure enablement, and housing supply as critical strategic objectives.

Council endorsement is now sought to proceed with the preparation and submission of an application to the Residential Activation Fund.

Resolution No. OM/05.2025/31

Moved Cr O'Neil

Seconded Cr Brumpton

That Council:

- 1. Endorse the preparation and submission of an application under Round 1 of the Queensland Government's Residential Activation Fund for the delivery of Stage 1 (a & b) of the Police Paddock residential subdivision in Roma, with a total estimated construction cost of \$10,700,000 (incl. GST).**
- 2. Note that the Residential Activation Fund does not require a Council co-contribution, however authorise officers to include, as part of the application, a proposal to gift 6 residential lots to the Queensland Government for the purpose of Government Employee Housing, supporting the attraction and retention of essential workers in the region.**
- 3. Authorise the Chief Executive Officer or delegate to finalise the application and submit it to the Department of State Development and Infrastructure prior to the closing date of 23 May 2025.**
- 4. Include a specific action in Council's Draft 2025/26 Operational Plan to support the delivery of the Police Paddock subdivision—specifically, "Leverage Council-owned land to increase residential and economic development opportunities including finalising planning and progressing delivery of the Police Paddock residential subdivision."**
- 5. Be presented with a briefing in early 2025/26 outlining other potential Council-owned land opportunities in regional towns and localities, with a view to positioning these sites for consideration in future funding rounds under the Residential Activation Fund or similar land activation programs.**

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road
Management

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 2.34pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 27 May 2025, at Roma Administration Centre.

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 8 May 2025

Item Number: 11.1

File Number: D25/46562

SUBJECT HEADING: Monthly Financial Report as at 30 April 2025

Classification: Open Access

Officer's Title: Management Accountant

Purpose:

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 30 April 2025.

Executive Summary:

Operating Result

The Year to Date (YTD) actual result at the end of April 2025 was a deficit of \$3.507 million, against a YTD budgeted result for that same period of a surplus of \$8.539 million. The unfavourable variance of \$12.046 million is primarily a result of the following:

- Materials & Services: Flood Event 13 expensed but not budgeted (\$11.350M)
- Employee Costs: Flood Event 13 expensed but not budgeted (\$800K)
- Employee Costs: Flood Event 15/16/17 expensed but not budgeted (\$2.17M)
- Depreciation: Revaluations increased cost compared to budget (\$1.49M)
- Grants & Subsidies: Flood Event 15/16 received not budgeted \$11.077M
- Grants & Subsidies: Flood Event 13 budgeted but not received (\$7.9M)
- Plus, various smaller increases and decreases too many to list here

Year End Forecast

The current (adjusted) budget result for 30 June 2025 is a deficit of \$5.3 million, some \$2.0 million better than expected in the original budget for the year. The following are future estimated changes expected to occur by year end:

- 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)

This has an impact on our forecast result for the 30 June 2025, which is a deficit of \$5.5 million.

Officer's Recommendation:

That Council receive and note the Monthly Financial Report for the period ended 30 April 2025.

Individuals or Organisations to which the report applies:

Maranoa Regional Council

Acronyms:

Acronym	Description
EOFY	End of Financial Year
FAGs	Financial Assistance Grants
FY	Financial Year
HVSP	Australian Government Heavy Vehicle Safety & Productivity Program
LRCI	Australian Government Local Roads & Community Infrastructure
M&S	Materials and Services
QRA	Queensland Reconstruction Authority
R2R	Australian Government Roads to Recovery Funding
RBA	Reserve Bank of Australia
RFQ	Request for Quote
RMPC	Road Maintenance Performance Contract
TMR	Transport and Main Roads
WIP	(Capital) Works in Progress
YTD	Year To Date

Context:

To present the monthly financial report for the period ended 30 April 2025, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

This report presents the consolidated statement of income and expenditure for operating and capital budgets versus actuals for the period ended 30 April 2025.

Maranoa Regional Council

Ordinary Meeting - 27 May 2025

1. Operating Budget: Income and Expenditure

Maranoa Regional Council Statement of Income and Expenditure 30 April 2025						
Council Consolidated Operating	Apr-24 YTD Act \$'000	24-25 Annual Curr Bud \$'000	Apr-25 YTD Bud \$'000	Apr-25 YTD Act \$'000	YTD Act vs YTD Bud (Target 100%)	Comments
Operating revenue						
Net rates, levies and charges	45,333	48,884	49,351	50,058	101%	
Fees and charges	3,434	4,234	3,486	3,433	98%	
Rental income	490	670	558	553	99%	
Interest received	5,130	5,932	4,917	4,598	94%	
Recoverable works and sales revenue	16,747	20,905	17,186	16,777	98%	<ul style="list-style-type: none"> Overall on track: RMPC works (82% of forecast) Airport revenue (94% forecast). Roma Saleyards (117% of forecast). Quarry revenue (107% of forecast)
Other income	6,166	4,310	3,494	4,667	134%	Quarry Pits internal revenue and Quarry Cartage revenue higher than budgeted
Grants, subsidies, contributions	38,871	12,319	10,679	13,914	130%	<ul style="list-style-type: none"> Event 15 and 16 Flood Damage restoration program works delivered higher than original budget therefore QRA revenue higher than original budget
Financial Assistance Grants (FAGS)	582	16,099	15,481	15,481	100%	<ul style="list-style-type: none"> 85% of the Financial Assistance Grant FY2024 received in July
Total operating revenue	116,753	113,353	105,152	109,481	103%	
Operating expenses						
Employee benefits (includes Councillor remuneration)	27,482	32,885	25,522	28,981	114%	Flood Event 13/15/16 actuals of \$2.97M not budgeted. Plus, Budget was based on 4% increase on last year actuals. Some vacancies in last year have been filled in FY24/25.
Materials and services	78,471	59,792	50,308	61,826	123%	Refer commentary below
Finance costs	503	1,649	537	445	83%	Below target as rehabilitation provisions are calculated/recognised June 2025 following EOFY process (budget phasing issue)
Depreciation	19,562	24,295	20,246	21,736	107%	
Total operating expenses	126,018	118,621	96,613	112,988	117%	
Operating result						
Operating revenue	116,753	113,353	105,152	109,481	103%	
Operating expenses	126,018	118,621	96,613	112,988	117%	
Operating result total	(9,265)	(5,268)	8,539	(3,507)	-41%	Net operating surplus/(deficit)

Operating revenue:

Operating revenue of \$109.481 million has been received to the end of April 2025 which is 103% of the April YTD Current Budget.

QRA Flood Emergency Works and Restoration Works**Event 13 Flood Restoration**

Completed 30 September 2024. Acquittal of this event is still in progress – the process is currently with QRA reviewing and clarifying documentation. Estimated additional revenue to be received by June 2025 is \$10.7 million.

Event 15 and 16 Flood Restoration

Current approved submissions for Event 15 and 16:

Event 15	\$59.107 million
Event 16	\$5.676 million
Total approved:	\$64.783 million

Submissions currently under assessment by QRA for Event 15 and 16 total \$11.277 million.

Pending all approvals of Event 15 & 16, a full review of the flood restoration programs will be completed for planned delivery and amendments of budgets as applicable. The current estimated value for the Event 15 and 16 flood restoration program is \$76.060 million. *(i.e. current approved + under assessment)*.

Below is the current expenditure and revenue for flood restoration in 2024/25. Expenditure includes Event 13 works carried over from 2023/24 which has not been included in current budget pending final acquittal.

Note: For Event 13, QRA hold 10% of the final estimated cost until final acquittal process has been completed – the remaining revenue is expected by June 2025.

Flood Recovery	Current Budget	Apr YTD Actuals
Operating revenue		
Grants, subsidies, contributions *	8,500,000	11,679,758
Total operating revenue	8,500,000	11,679,758
Operating expenses		
Employee costs	234,249	2,937,233
Materials and services	6,867,310	20,033,691
Internal plant hire	-	1,480,362
Total operating expenses	7,101,559	24,451,286
Operating result	1,398,441	(12,771,527)

*Event 15 & 16 – an advance on approved flood damage submissions has been received with \$9.3 million currently in contract liabilities. As the works are completed, the revenue will be recognised in the grants, subsidies, contributions funding.

Event 13 – acquittal currently in progress – final estimated revenue to be received by June 2025 is approximately \$10.7 million note: this includes \$910k for betterment (capital).

Operating expenses:

Operating expenses of \$112.988 million is currently 117% of April YTD current budget.

Materials and services

The current year budget includes \$8.9 million for materials and services on flood restoration works with expenditure at 30 April 2025 of \$20.0 million (215%) – budget amendments to be updated following the finalisation of the Event 13 flood restoration program acquittal and all approvals for Event 15 & 16.

Business unit commentary

Airports – Is at 94% of YTD revenue budget and is expected to meet/exceed the budget. Air BP Leases are now being finalised and an increase in other revenue is expected when executed.

Saleyards – Is at 117% of YTD revenue budget and is currently on track with firm throughput numbers continuing to March. The Roma Saleyards experienced a strong start to the season with numbers above expected averages. Shutdown maintenance program completed.

Water, Sewerage, Gas

Employees work across various functions (Water, Sewerage, Gas) and therefore depending on required maintenance through the year, the current budget may not reflect what is actually occurring e.g. plumbers may be required to undertake more water main repairs/maintenance than sewerage mains and manholes due to a higher number of water main breaks. There is no overall overspend or underspend in the employee costs against budgets for this areas.

Water - Current year to date revenue of \$7.293 million is 104% of YTD current budget, higher than budget due to an increase in water standpipe sales.

Year to date operating expenses are \$6.391 million compared to year to date budget forecast of \$6.026 million - variance of \$365k mainly due to the various Materials & Services repairs and maintenance on Water sites and reticulation incurred for the period.

Sewerage - Overall current year to date revenue of \$3.335 million is 101% of YTD current budget.

Current year to date expenditure is \$2.223 million compared to year-to-date budget forecast of \$2.173 million (102% of YTD budget) – variance of \$50K mainly due to various Materials & Services repairs and maintenance on Sewer sites and reticulation incurred for the period.

Gas --Current YTD revenue of \$0.957 million as of April is 92% against YTD budget of \$1.039 million.

YTD actual operating expenses is \$0.790 million compared to YTD budget of \$0.681 million, a variance of \$0.109M mainly due to increase in employee costs and materials and services incurred for the period on Gas Sites and Reticulation.

Quarry – Is at 107% of YTD total revenue of \$8.181 million against YTD budget of \$7.623 million and is currently on track. YTD operating expenses of \$7.257 million is at 107% of YTD budget due to increase in materials and services cost due to higher flood works carried out. Works are expected to increase over the remainder of the year, as such we are in the process of engaging a Contractor to assist with supply, and these costs will be spread out over the coming months.

Community Grants Programs for 2024/25:

Current approved budget: \$100,000

Total expenditure + committed: \$68,103

Balance remaining at 30 April 2025: \$31,897

Funds distributed: \$45,553

Roma Bowls Club Men's Open Fours Bowls Carnival \$1,000

Blue Edge Program - Qld Blue Light Association \$1,000

Maranoa Diggers Race Club Race Day \$500

Roma Country Music Festival \$12,000

Hodgson Soldiers Memorial Hall \$500

QCWA Branch Amby \$3,553

Saloon Car Club Roma \$5,000

Wallumbilla A & P \$2,000

Sculptures Out Back \$20,000

Funds committed: \$22,550

Outback Queensland Masters Golf Event Mitchell \$22,000

Roma Rugby Union Football Club \$550

Operating result:

The net operating result of the Council's operation as of April 2025 is a deficit of \$3.507 million.

2. Capital Budget:

Council Consolidated	2024-25 Annual Current Budget \$'000	Apr-2025 YTD Actual \$'000	Annual % of budget	Comments
Contributions – capital	5,555	2,038	37%	External contributions from Energy Sector – as works are completed, revenue will be allocated
Developer contributions/infrastructure charges	-	17	-%	
Government grants and subsidies	29,310	10,647	36%	Refer below schedule for details of grant fundings and payments received to date
Total capital revenue	34,865	12,702	36%	
Projects – capital	71,575	32,705	46%	Refer commentary below
Loan repayments	1,118	838	75%	
Total capital expenditure	72,693	33,543	46%	

Capital revenue:

Capital revenue received/invoiced so far is \$12.702 million to 30 April 2025. As externally funded projects are commenced/completed, external funding will be received however reimbursement will only occur on invoices received even if projects are in progress.

Capital expenditure:

Council's investment in community infrastructure capital works year to date is \$32.705 million before loan repayments. This is a conversion rate of only 46% of the capital budget program.

Major projects: Roma Pool Upgrade, Vehicle Rest Areas (near Colts Oval) and 24/25 Reseal Program have commenced.

Capital Projects completed in April 2025

Foott Street Roma kerb and channel

Maranoa Regional Council

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Capital works grant schedule for information:

Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
Minor Infrastructure and Inclusive Facilities Fund	84,909	42,455	
Surat Golf Club - unisex toilet installation	84,909	42,455	Request for quotes in progress
Works for Queensland	387,693	230,193	
Repurpose the existing Oil Patch Museum at the Big Rig Roma - Peter Keegan Museum	230,193	230,193	Project completed
Construction of Housing Solutions in Roma for the Maranoa	157,500	0	Scope/design currently in progress (Advance received with funding to be allocated to project as works progress)
Building our Regions	90,383	43,178	
Install level monitors in Roma bores	40,503	0	In progress. Final funding to be received on completion/acquittal
Line Imhoff tanks Roma	49,880	43,178	Completed under budget
Qld Flooding Category C Flexible Funding Grants	18,000	0	
Gauging Station & Flood Warning Sign - Bungil Creek 3 - Bungil Street	9,000	0	In progress – sign has been constructed - awaiting footing design and installation. Funding to be received on acquittal
Gauging Station & Flood Warning Sign - Bungil Creek 4 - East Miscamble Street	9,000	0	In progress. sign has been constructed - awaiting footing design and installation Funding to be received on acquittal
TIDS	1,706,000	203,734	
Strategic Roads RRUP - Bitumen Extension Yuleba - Surat Road	13,977	13,978	Design completed. Tender documentation in progress. Planned construction commence will be 2025/26. No further funding to be allocated from TIDS. This project is also funded from RRUPP
Strategic Roads RRUP - Bitumen Extension Redford Road	1,392,023	189,756	Design completed and Tender awarded and construction commenced March 2025. This project is also funded from RRUPP
Yuleba Surat Road (b) Gravel Resheet Ch 37.74 to 44.140 and 46.6 to 50.2kms	300,000	0	
Local Government Cycle Network	308,739	7,057	
Miscamble and Queen Street Roma – intersection upgrade	275,739	0	Preconstruction activities currently in progress.
Miscamble Street, Carnarvon Highway to Arthur Street Roma detailed design	33,000	7,057	Design in progress
Local Government Levy Ready Grant Program R3	1,806,501	400,615	
Conversion of waste sites to transfer stations - Jackson Yuleba Wallumbilla Surat Injune and Mitchell	1,806,501	400,615	In progress - Extension of time requested for project completion to 30 May 2025
Queensland Reconstruction Authority	1,327,259	0	
Maranoa Road Betterment	1,128,263	0	Project completed – acquittal in progress as part of Event 13 acquittal process

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Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
Roma Southern Road Betterment	198,996	0	Project completed – acquittal in progress as part of Event 13 acquittal process
Building Bush Tourism	200,000	0	
Yuleba Fire Tower Refurbishment of the fire tower cabin & interpretive historical display located within Cobb & Co Park	200,000	0	Concept design in progress
State Government Grants and Subsidies TOTAL	5,929,484	927,232	
Roads to Recovery (R2R)	4,473,835	2,423,087	
Asphalt Overlay - Charles Street Roma (Station to Bowen)	152,133	152,133	Project completed
Asphalt Rehabilitation - Roundabout Roma	450,960	423,992	Project completed
Asphalt Overlay - Arthur Street Roma (Bungil to McDowall)/ Mt Moffatt Road bitumen rehabilitation - Chainage 38.440 to Ch 40.700 km	0	57,560	Revenue adjustment from previous year – budget amendment required
Bollon Road Rehabilitation ch 37.48 to 40 km	542,942	542,942	Project completed
Thomby Road Gravel Resheet 83.10 to 96kms	480,000	480,144	Project completed
Bitumen Rehabilitation - Gunnawarra Road Ch 3.5 - 5.92km [R2R]	392,000	392,013	Project completed
Bitumen Rehabilitation - Westgrove Road / Womblebank Gap Road	450,000	0	Under review – funding to be reallocated to reseal project
Middle Road Bitumen Rehabilitation - Ch 0 - 2.6km	375,000	374,303	Project completed
Iona - Bardlomey Road bitumen rehabilitation/stabilisation	337,500	0	Under review – funding to be reallocated to reseal project
Binya Lane Gravel Resheet - School Bus Route	275,000	0	Under review – funding to be reallocated to reseal project
Swerdna Downs Road – Gravel Renewal Works - Carnarvon Highway to Ch 8.92	456,000		Project completed – acquittal in progress
Primaries Road Extension	486,800	0	Project completed – acquittal in progress. This project is also funded through HVSP and LRCI Phase 4
Corfe Road Gravel Resheet - 1 kilometre section	75,000	0	
Remote Road Upgrade Pilot Program (RRUP)	13,403,651	5,692,907	
Remote Road Upgrade Pilot Program - Bollon Road Bitumen Extension	12,213,516	5,292,369	Stage 1 completed Stage 2 commenced March 2025 Stage 3 currently in tender negotiation – planned for delivery in 2025/26
Strategic Roads RRUP - Bitumen Extension Yuleba - Surat Road	30,753	30,753	Design completed. Tender documentation in progress – expected construction commencement in 2025/26
Strategic Roads RRUP - Bitumen Extension Redford Road	1,159,382	368,574	Design completed. Tender Awarded with construction commenced March 2025. This project is also funded from TIDS
Heavy Vehicle Safety and Productivity Program (HVSP)	320,392	50,392	
Primaries Road Extension	270,000	0	Project completed. Acquittal in progress. This project is also

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Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
			funded through R2R and LRCI Phase 4
Hoganthulla/Mitchell Forestvale Road Intersection construction	50,392	50,392	Design completed and tenders received exceeded funding available and therefore withdrawn. Project design completed and acquitted
Heavy Vehicle Rest Area (HVRA)	1,200,000	0	
Vehicle rest area - Eastern approach to Roma (opposite Big Rig)	1,120,000	0	Contract awarded – construction commenced
Asphalt surfacing of heavy vehicle truck stop area at the Roma Truck Stop precinct	80,000	0	Multi-year project. Design/preconstruction planned for 2024/25 with construction planned for 2025/26
Remote Airstrip Upgrade Program Round 10	145,000	87,196	
Injune Aerodrome Lighting Upgrade - Replacement and upgrade to LED of all aerodrome lighting, replace lighting equipment box	145,000	87,196	Project completed – acquittal in progress
Community Energy Upgrades Fund Round 1	90,500	0	
Roma Airport - construct car park shade using PV solar, replace car park flood lighting with LED (pending successful funding application)	90,500	0	Funding successful – funding agreement execution currently in progress
Local Roads and Community Infrastructure Phase 4	3,747,007	1,195,968	
New community, council and tourism precinct in Wallumbilla (Calico)	2,576,007	1,133,338	In progress
Primaries Road Loop Extension	621,000	62,630	Project completed – acquittal in progress. This project is also funded through R2R and HVSP
New Kerb and Channel as per K&C Strategy	350,000	0	Foott Street K&C completed. Beitz Street K&C in progress
Strategic Bitumen Works - New Priority Bitumen on Sections of Flood Damage Resheeting	200,000	0	Roma Southern Road completed 2023/24. Scoping/review in place for remaining works
Grants and subsidies (capital) - Federal Total	23,379,885	9,719,550	
Total grants and subsidies	29,309,369	10,646,782	

3. Loans:

The closing balance of Queensland Treasury Corporation (QTC) loans as at 30 April 2025 is \$12,755,445.17 which includes accrued interest and administration costs for the month of April 2025.

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4. Cash:

The Cash Balance at 30th April 2025 was \$102.360 million.

This was made up of Unrestricted cash of \$49.035 million and Restricted (Internal = \$33.656 million + External = \$19.669 million) cash of \$53.325 million.

The cash expense ratio as at 30 April 2025 is 11 months (QTC target is 3 months), which means that the current cash balance position of \$102.360 million can sustain the Councils monthly operating expenses (net of depreciation and finance cost) which is more than 3X the target ratio.

5. Rates & Charges:

Rates Outstanding - Number of Assessments – April 2025

	Total Number of Assessments
As at 30 Apr 2025	655
As at 31 Mar 2025	962
As at 30 April 2024	836

Rates Outstanding - Balance – April 2025

	Total Amount Outstanding
As at 30 April 2025	\$2,014,867.29
As at 31 Mar 2025	\$2,473,991.57
As at 30 Apr 2024	\$7,704,575.57

Assessment by Category Type – April 2025

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
Residential				
30 April 2025	4432	\$1,163,009.3	496	11.19%
31 Mar 2025	4433	\$1,460,629.81	725	16.35%
30 Apr 2024	4433	\$1,312,115.59	629	14.19%
Commercial / Industrial				
30 April 2025	615	\$339,293.98	57	9.27%
31 Mar 2025	616	\$404,048.30	86	13.96%
30 Apr 2024	617	\$279,438.00	66	10.70%
Rural				
30 Apr 2025	1616	\$297,082.94	77	4.76%
31 Mar 2025	1619	\$379,305.17	120	7.41%
30 Apr 2024	1620	\$420,504.04	113	6.98%
Non-Urban Industrial				
30 Apr 2025	146	\$196,723.20	14	9.59%
31 Mar 2025	146	\$200,981.82	17	11.64%

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Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
30 Apr 2024	143	\$5,753,535.26	17	11.89%

Prepaid Rates:

	Prepaid Rates & Charges	Number of Assessments
30 Apr 2025	\$665,356.51	753
31 Mar 2025	\$560,392.39	673
30 Apr 2024	\$772,604.88	731

Payment Arrangements:

	Number of Accounts that have Payment Arrangement	Value Outstanding in Payment Arrangements	Percentage of Rates arrears in payment arrangements
30 Apr 2025	103	\$145,195.82	7%
31 Mar 2025	102	\$186,274.69	8%
30 Apr 2024	123	\$5,166,646.46	67%

Reminders & Demand Letters – 1 July 2024 to 30 June 2025

	Issue Date	Number Issued
1 st Reminder Letter Levy 1 – 2025	28.10.2024	870
2 nd Reminder Letter Levy 1 – 2025	13.11.2024	448
Demand Letter Levy 1 – 2025	28.11.2024	197
Statement of Liquidated Claim Levy 1 2025		
1 st Reminder Letter Levy 100 – 2025	27.03.2025	852
2 nd Reminder Letter Levy 100 – 2025	24.04.2025	410
Demand Letter Levy 100 – 2025		
Statement of Liquidated Claim Levy 100 - 2025		

Debt Recovery Status: 1 July 2023 – 30 June 2024

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	No. Open	Amount Owning \$
Demand Letter	80	\$1,740,519	\$109,650	5.90%	22	\$1,630,869
Statement of Liquidated Claim	8	\$15,355	\$2,169	0.12%	7	\$18,611
Statement of Liquidated Claim served	15	\$51,511	\$7,432	0.40%	14	\$58,196
Pre-Judgment	0	0	0	0	0	0
Post-Judgement	0	0	0	0	0	0
Total	103	\$1,807,386	\$119,251	6.42%	43	\$1,707,676

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Debt Recovery Status: 1 July 2024 – 30 June 2025

Recovery Step	No. of Accts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	No. Open	Amount Owning \$
Demand Letter	299	\$321,146	\$298,660	76.09%	15	\$22,487
Statement of Liquidated Claim	10	\$29,026	\$12,700	3.24%	6	\$22,131
Statement of Liquidated Claim served	19	\$42,355	\$24,447	6.23	10	\$26,625
Pre-Judgment	0	0	0	0	0	0
Post-Judgement	0	0	0	0	0	0
Total	328	\$392,527	\$335,806	85.56	31	\$71,243

Debt Recovery Status: 17 November 2016 – 30 April 2025

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	Number Open	Amount Owning \$
Demand Letter	2164	\$14,354,488	\$14,300,089	74.09%	21	\$54,399
Statement of Liquidated Claim	144	\$382,952	\$335,205	1.74%	15	\$63,573
Statement of Liquidated Claim served	409	\$2,181,001	\$2,151,752	11.15%	16	\$46,397
Pre-judgment	141	\$1,017,975	\$947,238	4.91%	7	\$80,203
Judgment	7	\$35,808	\$33,478	0.17%	1	\$3,142
Post Judgment	178	\$1,154,338	\$1,101,078	5.70%	18	\$77,850
Total	3352	\$19,301,200	\$19,043,479	98.66%	78	\$325,564

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

Local Government Regulation 2012

204 Financial Report

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

Council Policies or Asset Management Plans:

N/A

Input into the Report & Recommendation:

Lead Rates and Utility Billing Officer / System Administrator
Program Funding and Budget Coordinator
General Manager - Saleyards
Manager Airports (Roma) & Regional Compliance
Coordinator - Materials Production (Roma Quarry)

Funding Bodies:

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

This Financial Year's Budget:

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period ended 30 April 2025.

Future Years' Budgets:

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

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

Risks:

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

Advice to Council:

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

That the monthly financial report for the period ended 30 April 2025 be received and noted.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

Supporting Documentation:

[1](#) April 2024-25 Business Units P&L

D25/47692

Report authorised by:

Chief Financial Officer

Director - Corporate Services

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
						<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>	
TOTAL Airports							
Operating revenue							
Fees and charges - commercial	2,252,050	2,096,959	2,016,154	(80,805)	96%		
Other revenue	48,060	50,925	3,384	(47,541)	7%		Airport lease executed - awaiting registration and payments
Total operating revenue	2,300,110	2,147,884	2,019,538	(128,346)	94%		
Operating expenses							
Employee costs	658,454	512,356	553,187	40,831	108%		
Finance costs	66,688	55,843	55,756	(87)	100%		
Materials and services	772,250	652,442	699,840	47,398	107%		
Internal corporate overhead	242,378	201,980	202,660	680	100%		
Depreciation	946,951	789,130	657,714	(131,416)	83%		Review in valuation assumptions as part of comprehensive valuation in June 2024 has resulted in lower actual depreciation by around \$90K in some Airport Asset Class.
Total operating expenses	2,686,721	2,211,751	2,169,156	(42,595)	98%		
Operating result - Surplus/(Deficit)	(386,611)	(63,867)	(149,618)	(85,751)	234%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
						<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>	
Roma Airport							
Operating revenue							
Fees and charges - commercial	2,237,800	2,085,509	2,003,450	(82,059)	96%		
Other revenue	48,060	50,925	3,384	(47,541)	7%		Airport lease executed - awaiting registration and payments
Total operating revenue	2,285,860	2,136,434	2,006,834	(129,600)	94%		
Operating expenses							
Employee costs	622,029	489,188	520,928	31,740	106%		
Finance costs	66,688	55,843	55,756	(87)	100%		
Materials and services	706,000	612,442	653,437	40,995	107%		
Internal corporate overhead	242,378	201,980	202,660	680	100%		
Depreciation	719,478	599,560	470,056	(129,504)	78%		Review in valuation assumptions as part of comprehensive valuation in June 2024 has resulted in lower actual depreciation by around \$90K in some Airport Asset Class.
Total operating expenses	2,356,573	1,959,013	1,902,837	(56,176)	97%		
Operating result - Surplus/(Deficit)	(70,713)	177,421	103,997	(73,424)	59%		
Regional Airports							
Operating revenue							
Fees and charges - commercial	14,250	11,450	12,704	1,254	111%		Increase of FIFO movements at Injune.
Total operating revenue	14,250	11,450	12,704	1,254	111%		
Operating expenses							
Employee costs	36,425	23,168	32,259	9,091	139%		Due to the high volumes of rain experienced across the region between November - April, the aerodromes needed frequent mowing to keep the grass heights low around the runway - this is important from a wildlife risk perspective.
Materials and services	66,250	40,000	46,402	6,402	116%		Phasing of YTD Current budget not accurate (70% of Annual Budget)
Depreciation	227,473	189,570	187,658	(1,912)	99%		
Total operating expenses	330,148	252,738	266,319	13,581	105%		
Operating result - Surplus/(Deficit)	(315,898)	(241,288)	(253,615)	(12,327)	105%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Gas							
Operating revenue							
Fees and charges - commercial	951,500	874,537	844,064	(30,473)	97%		
Internal revenue	200,000	166,670	102,805	(63,865)	62%		Jan-March Quarterly billing to be issued in May
Other revenue	0	0	10,897	10,897	0%		No budget allocation for private works revenue
Rates and charges	(2,500)	(2,080)	(422)	1,658	20%		
Total operating revenue	1,149,000	1,039,127	957,344	(81,783)	92%		
Operating expenses							
Employee costs	119,966	96,888	127,467	30,579	132%		Estimated budget understated due to significant vacancies in FY 23/24 now filled in FY24/25
Materials and services	357,850	297,610	351,193	53,583	118%		Increased in Gas tools repairs and replacement cost and some proactive maintenance on various locations.
Internal corporate overhead	112,034	93,360	93,360	0	100%		
Depreciation	231,120	192,600	218,026	25,426	113%		Budget depreciation underestimated, as there was an increase in CPI valuation in June 2024
Total operating expenses	820,970	680,458	790,045	109,587	116%		
Operating result - Surplus/(Deficit)	328,030	358,669	167,299	(191,370)	47%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
TOTAL Saleyards							
Operating revenue							
Fees and charges - commercial	5,316,662	4,396,372	5,178,469	782,097	118%		\$782k higher Revenue due to strong throughput sales
Other revenue	190,000	159,110	159,359	249	100%		
Total operating revenue	5,506,662	4,555,482	5,337,828	782,346	117%		
Operating expenses							
Employee costs	1,075,000	877,067	818,682	(58,385)	93%		
Finance costs	92,239	77,381	70,266	(7,115)	91%		
Materials and services	3,169,900	2,514,809	2,985,652	470,843	119%		\$471k higher expenses due to strong throughput sales
Internal corporate overhead	317,298	264,410	264,420	10	100%		
Depreciation	525,994	438,330	454,011	15,681	104%		
Total operating expenses	5,180,431	4,171,997	4,593,030	421,033	110%		
Operating result - Surplus/(Deficit)	326,231	383,485	744,798	361,313	194%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
Sewerage							
Operating revenue							
Fees and charges - commercial (prev. 'statutory')	116,291	30,786	43,735	12,949	142%	●	\$13k Revenue higher due to Sewerage Connections Fees
Rates and charges	3,265,734	3,270,591	3,291,663	21,072	101%	●	
Total operating revenue	3,382,025	3,301,377	3,335,398	34,021	101%	●	
Operating expenses							
Employee costs	627,725	507,024	457,118	(49,906)	90%	●	
Finance costs	52,588	44,045	43,967	(78)	100%	●	
Materials and services	578,627	496,646	531,775	35,129	107%	●	Maintenance costs have increased this year due to various work done as mentioned in the report.
Internal corporate overhead	397,176	330,980	330,980	0	100%	●	
Depreciation	952,868	794,040	859,006	64,966	108%	●	
Total operating expenses	2,608,984	2,172,735	2,222,845	50,110	102%	●	
Operating result - Surplus/(Deficit)	773,041	1,128,642	1,112,552	(16,090)	99%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
TOTAL Quarries							
Operating revenue							
Internal revenue	1,250,000	1,416,660	1,977,543	560,883	140%		\$560k Revenue higher due to flood works demand (Pits)
Other revenue	1,100,000	1,458,320	2,108,479	650,159	145%		\$650k Revenue higher due to flood works demand (Roma Quarry)
Sale of goods and major services	5,160,000	4,747,581	4,094,599	(652,983)	86%		Lower Revenue due to delays with operational commencement of the quarry
Total operating revenue	7,510,000	7,622,561	8,180,621	558,060	107%		
Operating expenses							
Employee costs	795,375	750,954	634,392	(116,562)	84%		
Finance costs	65,000	59,170	0	(59,170)	0%		Timing variance only. Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	4,918,270	5,292,791	5,966,930	674,139	113%		M&S is higher due to flood works demand, includes Production and Cartage Expenses, offsets with the higher revenue.
Internal corporate overhead	333,250	277,700	277,700	0	100%		
Depreciation	466,776	388,980	377,998	(10,982)	97%		
Total operating expenses	6,578,671	6,769,595	7,257,019	487,424	107%		
Operating result - Surplus/(Deficit)	931,329	852,966	923,602	70,636	108%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
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Roma Quarry							
Operating revenue							
Other revenue	1,100,000	1,458,320	2,108,479	650,159	145%		\$650k Revenue higher due to flood works demand (Cartage)
Sale of goods and major services	5,160,000	4,352,988	4,094,599	(258,390)	94%		
Total operating revenue	6,260,000	5,811,308	6,203,078	391,770	107%		
Operating expenses							
Employee costs	684,675	553,013	508,149	(44,864)	92%		
Finance costs	65,000	54,170	0	(54,170)	0%		Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	4,128,270	4,353,214	5,462,070	1,108,856	125%		M&S is higher due to flood works demand, includes Production and Cartage Expenses, offsets with the higher revenue.
Internal corporate overhead	166,625	138,850	138,850	0	100%		
Depreciation	466,776	388,980	377,998	(10,982)	97%		
Total operating expenses	5,511,346	5,488,227	6,487,067	998,840	118%		
Operating result - Surplus/(Deficit)	748,654	323,081	(283,990)	(607,071)	(88%)		
Headache Hill Quarry							
Operating revenue							
Sale of goods and major services	0	394,593	0	(394,593)	0%		Lower Revenue due to delays with operational commencement of the quarry
Total operating revenue	0	394,593	0	(394,593)	0%		
Operating expenses							
Employee costs	0	49,832	156	(49,676)	0%		Lower Costs due to delays with operational commencement of the quarry
Finance costs	0	5,000	0	(5,000)	0%		Timing variance only. Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	0	363,160	0	(363,160)	0%		Lower Costs due to delays with operational commencement of the quarry
Total operating expenses	0	417,992	156	(417,836)	0%		
Operating result - Surplus/(Deficit)	0	(23,399)	(156)	23,243	1%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Quarry Pits							
Operating revenue							
Internal revenue	1,250,000	1,416,660	1,977,543	560,883	140%		\$561k Revenue higher due to flood damage works demand
Total operating revenue	1,250,000	1,416,660	1,977,543	560,883	140%		
Operating expenses							
Employee costs	110,700	148,109	126,086	(22,023)	85%		
Materials and services	790,000	576,417	504,860	(71,557)	88%		
Internal corporate overhead	166,625	138,850	138,850	0	100%		
Total operating expenses	1,067,325	863,376	769,796	(93,581)	89%		
Operating result - Surplus/(Deficit)	182,675	553,284	1,207,748	654,464	218%		

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Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
						<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>	
Waste							
Operating revenue							
Fees and charges - commercial	1,087,131	910,647	693,569	(217,078)	76%		\$217k lower Revenue due to overstatement of budget for Refuse Disposal Fee Roma (wrong budget assumption used); \$3k higher Revenue due to Waste Water fees
Fees and charges - statutory	1,165,000	970,830	996,378	25,548	103%		
Grants subsidies and contributions	471,647	393,040	487,196	94,156	124%		Government Levy Ready Grant funding received
Rates and charges	1,812,313	1,812,822	1,830,712	17,890	101%		
Total operating revenue	4,536,091	4,087,339	4,007,855	(79,484)	98%		
Operating expenses							
Employee costs	1,225,078	727,331	616,492	(110,839)	85%		There are still vacancies in the waste team. Currently the Roma team is short one operator, and we still have a vacancy in the Manager role.
Finance costs	1,000,000	0	0	0	0%		
Materials and services	9,446,247	6,451,991	6,383,354	(68,637)	99%		
Internal corporate overhead	444,395	370,330	370,330	0	100%		
Depreciation	129,638	108,040	156,176	48,136	145%		Budget depreciation underestimated, as there was an increase in CPI valuation in June 2024
Total operating expenses	12,245,358	7,657,692	7,526,352	(131,340)	98%		
Operating result - Surplus/(Deficit)	(7,709,267)	(3,570,353)	(3,518,496)	51,857	99%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 30 April 2025							
	FY24/25 Orig Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Water							
Operating revenue							
Fees and charges - statutory	492,325	477,980	662,006	184,026	139%		\$184k Revenue higher due to Water Standpipe Sales
Grants subsidies and contributions	0	0	0	0	0%		
Internal revenue	15,000	20,830	21,705	875	104%		
Rates and charges	6,516,451	6,520,701	6,607,834	87,133	101%		
Sales of contract and recoverable works	0	0	1,456	1,456	0%		
Total operating revenue	7,023,776	7,019,511	7,293,001	273,490	104%		
Operating expenses							
Employee costs	1,688,959	1,364,220	1,436,281	72,061	105%		
Finance costs	59,703	50,942	49,986	(956)	98%		
Materials and services	2,870,005	2,466,920	2,734,071	267,151	111%		Mains maintenance costs have increased this year (more breaks and issues) increasing M&S (general supplies). Plus a few more New Connections this year. The network is getting older (end of life).
Internal corporate overhead	584,887	487,400	487,410	10	100%		
Depreciation	1,988,766	1,657,310	1,682,901	25,591	102%		
Total operating expenses	7,192,320	6,026,792	6,390,648	363,856	106%		
Operating result - Surplus/(Deficit)	(168,544)	992,719	902,353	(90,366)	91%		

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 2 May 2025

Item Number: 13.1

File Number: D25/45155

SUBJECT HEADING: Community Book Exchange

Classification: Open Access

Officer's Title: Lead Local Development Officer

Executive Summary:

This report explores the implementation of a free community book exchange program across the Maranoa region. The initiative would repurpose second-hand books for public sharing through exchange stands. It aims to promote literacy, reduce waste and strengthen community connections.

The report outlines implementation options, indicative costs, risks and feedback. It also considers how a book exchange could complement, rather than compete with, existing library services – particularly in low-library access areas.

Officer's Recommendation:

That Council:

1. Endorse the concept of a pilot community book exchange program to be rolled out in selected locations in the Maranoa.
2. Refer the estimated implementation cost of \$5,000 for inclusion in the 2025/26 budget deliberations to GL 1886.1113.1505 – Regional Libraries Operating Revenue.
3. Investigate partnerships with community organisations such as Men's Sheds for the construction and maintenance of book exchange boxes.
4. Ensure alignment of the initiative with existing library services, with signage and QR codes directing users to Rural Libraries Queensland and local library services.

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

Resolution No. OM/04.2025/13 to investigate how a free book exchange could be implemented across the region, encouraging community engagement, literacy and sustainability. The idea draws on the success of Street Library models across Australia and existing informal exchanges in some Maranoa towns.

Resolution No. OM/04.2025/13

That a report on a community book exchange program for the region be prepared for consideration as part of the 2025/26 budget deliberations.

Benefits include:

- Encouraging literacy and a love of reading
- Diverting books from landfill
- Providing accessible, informal community gathering points
- Fostering a spirit of generosity and care

Background (Including any previous Council decisions):

Across Australia, small-scale, free-access libraries – often called Street Libraries – have grown in popularity. Community members take or leave books at publicly accessible boxes, which may be community-built or purchased prefabricated.

In the Maranoa:

- Surat once had a successful second-hand bookshop and now hosts a modest traveler-focused book exchange.
- Roma Library maintains a popular donation trolley and trialed a pop-up library in Westlands Plaza.
- Injune and potentially other locations have their own informal exchanges.

Existing Council library services already accept public book donations. These are sorted for inclusion in the collection or used for community distribution. Items of local or state significance are redirected appropriately, meaning centralised donation processing has both archival and community value.

While librarians support the idea of a book exchange, they advise these should supplement, not compete with, traditional libraries – especially with State Library of Queensland highlighting low membership as an area for improvement in the Maranoa.

Ways Street Libraries could add value & support library membership in Maranoa:

- Include QR codes or links on the Street Library boxes that lead to:
 - Rural Library Qld membership sign-up
 - MRC libraries webpage
 - Library opening hours & services in nearest town
- Install Street Libraries in areas with no physical library presence (Teelba, Noonga, Begonia) increasing access to books and raising awareness of Council library services.
- Engage people who may not visit a traditional library offering an entry point to Council services.
- Place posters or cards inside books with ‘Did you Know?’ facts about your local library.
- Include invitations to local library events or programs.
- Add signage that informs users of free digital resources available through library membership like eBooks, audiobooks, online study tools.

Options Considered:

Option 1: Purchase ready-made street libraries:

Street Library (www.streetlibrary.org.au) can provide The Shed for \$299. E.G. Council purchases 5 for each town + 3 for smaller towns (e.g. Dunkeld, Bymount, Noonga). Total: \$2392.

Street Library can provide 'Council Engagement Package: 10 libraries + 10 hosts'

- Cost: \$3,849
- Benefits: Quick to implement, weatherproof, professionally branded. Street Library liaise with hosts in the local government area willing to host the libraries. Provide a webpage for Council, promoting the concept.



The Shed – Includes Free Plaque – Most Popular!

\$299.00

"The Shed" features

- high quality nickel plated steel fixings
- 3mm tough perspex door window
- high quality marine grade plywood with waterproof glue for extra durability and longer life
- a large door that allows many book sizes

We call the "The Shed", because Mens's Shed in Kuringai designed and made them for us. Street Libraries sold through this website are unpainted. You get all the fun of decorating your new Street Library yourself!

In stock

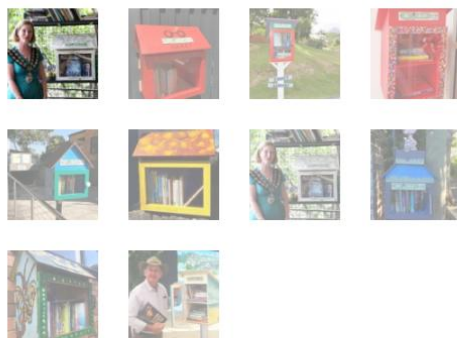
1

Add to cart

Buy with Pay

SKU: 2 Category: [Libraries](#)

[Home](#) / [Libraries](#) / Council Engagement Package: 10 Libraries + 10 Hosts in your community



Council Engagement Package: 10 Libraries + 10 Hosts in your community

~~\$4,529.00~~ **\$3,849.00**

Street Library Australia is committed to growing our community and supporting yours to share the joy of literacy and create strong community connections.

To that end we have created this package specifically for councils.

To access this package you must be an LGA employee. You can purchase online or use this handy [order form](#) and email it to our [General Manager](#).

If your accounts department has other requirements, please call us on 02 8405 7942 and let us know. After purchase, we will call you to arrange program roll out and source relevant communications contacts

Package Details

- We provide 10 Street Libraries (5 Sheds, 3 Flat Tops and 2 x The Big Pete, cost of materials and shipping is valued at \$3,815)
- We find 10 hosts in your local government area willing to host the libraries. If you have organisations or people you already know, tell us and we'll do the follow up.
- We'll setup a [web page](#) for your council, promoting the concept and inviting local residents to become hosts. [Like this one](#).
- We ship the libraries to the host, and encourage them to paint, promote and be proud of their libraries!
- We report to you when the libraries are live and [registered](#), and available for promotion.

1

Add to cart

Option 2: Partner with local Men's Shed or community groups to build boxes

- Cost: To be determined.
- Benefits: Local engagement, community pride, potentially lower cost
- Consideration: Requires coordination and consistent build quality.
- Note: At the time of writing this report, the Roma Men's Shed has been briefed on the proposal and will advise officers if they are interested in collaborating on the construction of book exchange boxes.

Option 3: Hybrid approach

- Purchase a small number of prefabricated units for remote areas and trial community-built units at larger towns.

Recommendation:

It is recommended Council support a pilot Community Book change initiative in the 2025/26 financial year. Council officers can investigate suitable locations, potential partnerships (e.g. Men's Shed) and ongoing management options. Additionally, as part of the process, a name for the initiative should be developed to support community engagement and branding.

Suggested names for the initiative:

- Maranoa Book Nooks
- The Book Post
- Books Across the Bush
- The Maranoa Swap Shelf
- Street Reads
- Maranoa Book Exchange
- Little Libraries of Maranoa

Risks:

Risk	Description of likelihood & consequences
Vandalism or weather damage	May require periodic repair or replacement.
Maintenance responsibility	Ongoing oversight is required to keep book supplies fresh and ensure presentation. Also must be destined and constructed to withstand harsh weather conditions and prevent damage. Poor design or placement could lead to frequent repairs or book damage.
Location issues	Improper siting could impact effectiveness.
Legal liability	Council may face liability issues if a structure is damaged or causes harm. E.g. blown over in strong winds.

Policy and Legislative Compliance:

Service Level Agreement – Rural Libraries Queensland and MRC.

Budget / Funding (*Current and future*):

To be considered with 2025/26 budget deliberations – GL 1886.1113.1505 – Regional Libraries Operating Revenue.

Estimated total: \$5,000 to cover Council Engagement Package, QR codes, pamphlets, flyers.

Timelines / Deadlines:

At the time the report was written, Council officers have left a voicemail with Street Libraries to determine delivery timeframes.

Next steps:

1. Identify locations for the initial roll-out
2. Seek expressions of interest from Men's Sheds and/or community groups to build exchange boxes.
3. Design signage with QR codes to promote RLQ membership and Council's library network.
4. Trial the program and report back with findings and recommendations for broader rollout.

Consultation (*Internal / External*):

Cobb & Co Changing Station / Regional Lead Librarian
Lead Librarian – Roma
Director – Warroo
Director – Roma

Strategic Asset Management Implications:

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

N/A

Acronyms:

Acronym	Description
RLQ	Rural Libraries Queensland

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	Libraries - Deliver regular programs and services that caters to different age groups and interests, such as story times for young children, book clubs for adults, and technology classes for seniors.

Corporate	<p>Inclusivity – 5.4. Community Pride - Promote community pride and attractive towns, and encourage local clubs, groups and organisations to lead initiatives to participate</p> <p>5.5 Cultural heritage and arts promotion - Support local artists and cultural organisations through funding exhibitions and events that celebrate community heritage and diversity. Support/Develop festivals and events that promote the arts, community engagement and pride. Provide accessible and inclusive spaces for arts and cultural activities.</p> <p>5.6 – Youth Development and engagement - Continue to create an environment where our children and young people are cared for, safe, actively engaged, and have access to support networks and developmental pathways which will encourage and stimulate them to reach their full potential. Foster relationships with service providers and strengthen community networks to engage youth.</p>
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Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 5: Inclusivity

5.3 Wellbeing Community Program

Supporting Documentation:

Nil

Report authorised by:

Director Roma

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 7 May 2025

Item Number: 13.2

File Number: D25/45815

SUBJECT HEADING: Australia Day 2026

Classification: Open Access

Officer's Title: Lead Local Development Officer

Executive Summary:

This report seeks Council's endorsement of the award categories, nomination guidelines, and the official opening date for the 2026 Australia Day awards. These awards celebrate outstanding individuals and groups across the Maranoa region who have made significant contributions to their community. It is proposed that nominations open from 1 July 2025.

Officer's Recommendation:

That Council endorse the Australia Day 2026 award categories and nomination guidelines and approve the opening of nominations on 1 July 2025.

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

Council's endorsement is required to confirm the award structure and nomination process for the 2026 Australia Day Awards and to formally open nominations. Early endorsement ensures clear and consistent communication to the community and allows staff sufficient lead time to coordinate the award process.

Background (*Including any previous Council decisions*):

Each year, Council presents Australia Day Awards in recognition of community members and organisations who make outstanding contributions to the region. In previous years, Council has endorsed award categories and nomination guidelines before opening the nomination period.

The National Australia Day Council recognises individuals and organisations with awards in various categories, including the Australian of the Year, Senior Australian of the Year, Young Australian of the Year, and Australia's Local Hero awards, as well as local awards such as Citizen of the Year, Junior Citizen of the Year, Community Event of the Year, and Arts, Culture and/or Environmental Project of the Year.

Options Considered:

1. Approve the proposed categories and open nominations from 1 July 2025.
2. Delay the opening of nominations – may reduce submission numbers and limit community engagement.
3. Revise award categories.

Recommendation:

It is recommended that Council proceed with Option 1 – approve the existing award categories and guidelines and open nominations from 1 July 2025.

Proposed categories (As per attachment):

- Citizen of the Year
- Young Citizen of the Year
- Community Contribution Award
- Community Organisation Award
- Cultural Contribution Award
- Sports Award
- Junior Sports Award
- Andrea Murray Memorial Award (Regional Award)
- Local Hero Award
 - Roma
 - Mitchell
 - Injune
 - Surat
 - Wallumbilla, Yuleba, Jackson

Additional considerations for Council:

- Event of the Year Award: Council may wish to introduce an additional category recognising a community event that has significantly contributed to local pride, participation or wellbeing. Suggested guideline: *This award recognises a community event held between November 2024 and November 2025 that demonstrated strong community engagement and positive local impact.*
- Streamlining individual awards: Currently, there are three individual awards recognising personal contributions – Citizen of the Year, Community Contribution Award, and Local Hero Award. Council may wish to consider whether it is more impactful to present only one or two individual awards to avoid duplication and ensure highest prestige for recipients.

Nomination guidelines have remained largely consistent with previous years, with the following minor updates:

- Updated wording and naming of award categories (see attached 2025 guidelines for comparison with revised version).
- Nomination period to open on 1 July 2025 and close on 31 October 2025.
- *Young Achiever Award* has been renamed to *Young Citizen of the Year*.
- *Cultural Contribution Award* now explicitly includes achievements in arts, culture, or heritage preservation.
- *Spirit of Maranoa Award* has been renamed to Local Hero Award.
- Judging process will now be conducted by Councillors only, replacing the previous practice of including past Citizen of the Year recipients.
- Judging criteria have been clarified as follows:
 - The impact of the nominee's contribution.

- Duration and consistency of service or achievement.
- Level of leadership, innovation, or community benefit.

Risks:

Risk	Description of likelihood & consequences
Low nomination numbers	Unlikely if nominations open on time and are promoted well.
Community confusion due to delayed communication	Likely if categories/guidelines are not confirmed early. Could reduce community engagement.
Misalignment with national Australia Day framework.	Unlikely. Categories are consistent with national practice.

Policy and Legislative Compliance:

Australia Day guidelines. No legislative changes are required.

Budget / Funding (*Current and future*):

Award costs are included in Council's Australia Day budget \$30,000 GL 2888.2253.2001.

Timelines / Deadlines:

- 1 July 2025: Nominations open
- 31 October 2025: Nominations close
- November 2025: Panel assessment and approval of awardees
- 26 January 2026: Presentation of awards at local Australia Day events

Consultation (*Internal / External*):

Local Development Officers
Councillors – Debrief – 2 April 2025
Local Area Directors

Strategic Asset Management Implications:

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

N/A

Acronyms:

Acronym	Description
N/A	

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	Local Development and Events – Encourage and build connection and participation through the delivery of events and programs across the region.
Corporate	<p>Inclusivity 5.2 Cultural diversity and social inclusion.</p> <p>5.4 Community Pride.</p> <p>5.5 Cultural heritage and arts promotion.</p> <p>5.6 Youth development and engagement.</p>

Link to Corporate Plan:

Corporate Plan 2023-2028
 Corporate Plan Pillar 5: Inclusivity
 5.4 Community pride

Supporting Documentation:

1 ↓ 2025 Australia Day Awards Guidelines	D25/48518
2 ↓ DRAFT - Australia Day Guidelines 2026 PDF	D25/48519

Report authorised by:

Director Roma

2025 Australia Day Awards Guidelines

ELIGIBILITY IN CATEGORIES

All nominees must be Australian citizens and reside within the Maranoa Regional Council area at the time of nomination.

CATEGORIES

- **CITIZEN OF THE YEAR AWARD** Celebrating people who have given outstanding volunteer service to the local community during the current year or over several years.
- **YOUNG ACHIEVER AWARD** Eligible nominees must be 25 years or younger as of 26 January 2023. Celebrating young people who have significantly achieved and/or given outstanding volunteer service to the local community.
- **COMMUNITY ORGANISATION AWARD** This award is presented to an organisation that has made a substantial contribution to the community through their volunteer work, activities or event held in the Maranoa between November 2023 and November 2024.
- **CULTURAL AWARD** This award is in recognition of people who have made a noteworthy contribution to the cultural life in the Maranoa region or an outstanding achievement in an arts or cultural activity.
- **SPORTS AWARD** Eligible nominees must be over 25 years as of 26 January 2025. In recognition of people or teams who have an outstanding record of achievement in sport and who have served as noteworthy ambassadors for their sport at regional, state or international level.
- **JUNIOR SPORTS AWARD** Eligible nominees must be 25 years or younger as of 26 January 2025. In recognition of young people who have an outstanding record of achievement in sport and who have served as noteworthy ambassadors for their sport in regional, state or international level.
- **COMMUNITY CONTRIBUTION AWARD** In recognition of dedicated people who, through their active volunteer involvement in the community, committees, clubs, or organisations, have made a valuable contribution to the growth, development, quality of life and/or increased participation of activities within their community.
- **ANDREA MURRAY MEMORIAL AWARD** This regional award is presented by David Murray, in memory of his wife Andrea, in recognition of people who have made a noteworthy contribution to the disability sector through paid or volunteer work. The recipient's name will be engraved on the Andrea Murray trophy.
- **SPIRIT OF MARANOA AWARD** This award recognises individuals whose contributions, whether through volunteer efforts, community initiatives, or paid work, have significantly enhanced the wellbeing and quality of life in their local area. Please indicate which local area the nominee's contributions have most positively affected by ticking the local area you are nominating them for - Spirit of Bendemere, Spirit of Bungil, Spirit of Roma, Spirit of Warroo, Spirit of Booringa.

NOMINATIONS IN MORE THAN ONE CATEGORY

A person or organization can be nominated for an award in one or more categories.

HOW TO NOMINATE

Please submit one nomination form per nominee.

Complete the nomination form and send to Council with any supporting documentation by post or email by **5pm on Friday, 1 November 2024**.

Address: Maranoa Regional Council Australia Day Awards PO Box 620 Roma Qld 4455 OR

Email: council@maranoa.qld.gov.au

SUPPORTING DOCUMENTATION

Supporting documentation may also be provided with your nomination form. This can include personal references, photographs, media articles etc. **A maximum of 2 pages of support material will be accepted.** Please do not supply originals of supporting documentation, as all documentation will be retained by Maranoa Regional Council.

NOMINATIONS FOR MORE THAN ONE YEAR

Nominations can be carried over for two extra years after the original nomination in three categories – Citizen of the Year, Young Achiever Award and Local Contribution Award. The nominator will be asked if they would like the nomination to be put forward again and if they have any extra information they would like to add to the nomination.

JUDGING PROCESS

Nominations will be reviewed by the appointed selection panel, who will recommend successful nominees for Council's consideration. Final decision will be made by the Maranoa Regional Council.

AWARD RECIPIENTS

Award recipients will be announced and presented at a ceremony during the respective Australia Day Celebrations held across the region.

ENQUIRIES

Call your Local Development Officer on 1300 007 662 or visit www.maranoa.qld.gov.au.

Australia Day Awards Guidelines

Eligibility:

All nominees must be Australian citizens and reside within the Maranoa Regional Council area at the time of nomination.

Award Categories:

1. Citizen of the Year

For individuals aged 26 and over who have given outstanding volunteer service or community leadership over several years.

2. Young Citizen of the Year

For individuals aged 12 to 25 who have made a significant positive impact in their local community.

3. Community Contribution Award

Recognises those who actively volunteer in the community, committees, clubs or organisations and have made a valuable contribution to the growth, development, quality of life and/or increased participation of activities within their community.

4. Community Organisation Award

Presented to a not-for-profit organisation that has made a substantial contribution through events, services, or initiatives between November 2024 to November 2025.

5. Cultural Contribution Award

Recognises achievements in arts, culture, or heritage preservation.

6. Sports Award

In recognition of people or teams who have made an outstanding record of achievement in sport and who have served as noteworthy ambassadors for their sport at regional, state, or international level.

7. Junior Sports Award

For individuals aged 25 years or younger as of 26 January 2026 and have demonstrated outstanding sporting performance and represented their community at a regional, state or national level.

8. Andrea Murray Memorial Award (Regional Award)

Presented in memory of Andrea Murray by David Murray, recognising people who have made a significant contribution to the disability sector through paid or voluntary work. The recipient's name will be engraved on the perpetual trophy.

9. Local Hero Award

Recognises individuals whose contributions, whether through volunteer efforts or paid work have significantly enhanced the wellbeing and quality of life in their local area. Please select the appropriate sub-category:

- Local Hero – Roma
- Local Hero – Mitchell
- Local Hero – Wallumbilla, Yuleba, Jackson
- Local Hero – Surat
- Local Hero – Injune

How to Nominate:

- Submit one nomination form per nominee.
- Complete the nomination form and email or post it to Council by 5pm on Friday, 31 October 2025.

Post:

Maranoa Regional Council Australia Day Awards

PO BOX 620, Roma QLD 4455

Email:

council@maranoa.qld.gov.au

Supporting Documentation

- You may provide up to 2 pages of supporting material (e.g. references, articles, photos).
- Please do not send original documents. All materials will be retained by Council.

Nominations for more than one year

Nominations in the following categories can be married forward for up to two additional years:

- Citizen of the Year
- Young Citizen of the Year
- Community Contribution Award

Please tick the re-nominate box on the nomination form if you wish to resubmit your nomination for the following year.

Judging Process

All nominations will be reviewed by a Councillor selection panel. The panel will assess:

- The impact of the nominee's contribution.
- Duration and consistency of service or achievement.
- Level of leadership, innovation, or community benefit.

Final decisions will be made by Maranoa Regional Council.

Award Recipients

Winners will be announced and presented at Australia Day celebrations held across the region on 26 January 2026.

Enquiries

For more information, contact your Local Development Officer on 1300 007 662 or visit www.maranoa.qld.gov.au

Let us celebrate those who make the Maranoa a stronger, kinder and more vibrant place to live!

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 12 May 2025

Item Number: 13.3

File Number: D25/47144

SUBJECT HEADING: In-Kind Assistance Request - Roma Touch Association

Classification: Open Access

Officer's Title: Lead Local Development Officer

Executive Summary:

The Roma Touch Association Incorporated is seeking in-kind support from Council for two upcoming events – the South West Schools Regional Touch Football Trials in June and the Queensland Schools State Touch Football Trials in August.

The total value of their request exceeds \$5,000 and must be brought to Council for consideration as per the Policy.

The association has indicated they may approach Council in the coming months regarding their volunteer committee is struggling to maintain the touch football facilities and may request support with future repairs.

Officer's Recommendation:

That Council:

1. Consider the request from the Roma Touch Football Association for in-kind assistance as outlined in this report, and approve support for the 2025 Regional and State Touch Football Trials.
2. Invite the Roma Touch Association Incorporated to an upcoming Council briefing to discuss ongoing maintenance of their clubhouse.

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

Requests for assistance valued over \$5,000 are required to be considered and approved by Council resolution in line with the *Community Grants, Non-Financial Assistance and Sponsorship Policy*.

Background (*Including any previous Council decisions*):

Roma Touch Football Association is a long-standing local sporting group that manages the Roma Touch fields and coordinates both junior and senior fixtures. The group is supported by a small team of volunteers who manage field and facility maintenance and host events that bring significant visitation and economic activity to Roma.

In 2025, Roma Touch will be hosting two major school sporting events:

1. South West Schools Regional Touch Football Trials – 5 June 2025 (~200 attendees)

2. Queensland Schools State Touch Football Trials – 14–17 August 2025 (~700–800 attendees)

In recent conversations with Council staff, the president of Roma Touch raised concerns about the current condition of the touch football building.

Under the existing User Agreement, the volunteer committee is unable to keep up with the building's upkeep. The president state the building is 'falling apart' with issues including a roof in disrepair and deteriorating paint job. They estimate that approximately \$100,000 would be required to bring the building back to a suitable standard.

The president indicated the association is not in a financial position to invest its own funds into building repairs. While the group may consider applying for future grants, their first priority is upgrading the field lighting – a project they were quoted \$120,000 approximately 3 years ago.

As a result, any request for building repair assistance is likely to be brought to Council at a later date for further discussion.

Under the current User Agreement, the organisation is responsible for the maintenance of all buildings. While consultation with Council may be sought for significant building maintenance, this report seeks to provide support to the Roma Touch Association in preparing for their two upcoming carnivals. In particular, the August State Carnival is expected to attract a large number of visitors, offering a significant boost to the local economy.

Options Considered:

1. Approve full in-kind support as requested.
2. Approve partial in-kind support based on available Council resources.
3. Decline the request.

Recommendation:

Approve in-kind assistance as outlined in the tables below, noting the costs are indicative and subject to resource availability.

In-Kind Assistance Requested for both June & August events:

Item	Description	Estimated cost (in-kind)
Additional rubbish bins (supply only, disposal by association)	Loan of 12+ wheelie bins for both events.	Parks & Gardens team provided approx. cost for staff time at \$1,300 for both events (inc bins, fence hire and installation, whipper snipping and extra mow)
Whipper snipping and general site tidy-up	In and around clubhouse, car parks, ovals for both events.	As per above.

Maranoa Regional Council

Ordinary Meeting - 27 May 2025

Mowing (regular scheduled service)	To continue in week of carnival in preparation for both events.	As per above.
Daily toilet cleaning	Roma Touch toilets & potentially portable toilets for August event only.	\$344 (2 hours clean each day)
	Total in-kind assistance request for both events:	\$1644

Maintenance / Operational requests (not to be taken from in-kind assistance budget):

Item	Description	Estimated cost (in-kind)
Line marking of car park	To support orderly parking (250-350 vehicles)	To support orderly parking for an expected 250–350 vehicles. Officers do not support the request due to it being a one-off event; however, staff will work with the committee to identify alternative parking solutions.
Repairs – Stairs	Repair of stairs at clubhouse.	\$5,000.
Repairs – Chain fence	Minor temporary fix to chain fence along fields.	\$1062.70 (inc staff labour, plant, welding, materials).
Repairs – Urinal	WestWet Plumbing have provided two options: 1) Replacement of existing urinal with new urinal – includes demolition and removal of existing urinal and replacement with new system. \$8,637.50 2) Replacement of existing cistern with new SS cistern pull chain type – like-for-like fix. \$2,320.75	Officers recommend option 2 \$2,320.75 – fixing the system for upcoming events. And consider the major fix when budget is available.
	Total operational cost:	\$8,383.45 (stairs, chain fence, option 2 urinal).

Risks:

Risk	Description of likelihood & consequences
Resource constraints	Limited staff / equipment may delay or prevent service delivery during peak periods.
Safety risk	Unrepaired infrastructure (stairs, urinal, chain fence) may post a public liability risk during large events.
Precedent	Approving substantial in-kind support could encourage similar future requests without formal agreements.

Policy and Legislative Compliance:

Under the current Community Grants, Non-Financial Assistance and Sponsorship Policy approval is required by resolution for requests exceeding \$5,000 in value.

Roma Touch Association Incorporated User Agreement – Attached.

Budget / Funding (*Current and future*):

Infrastructure repairs to come out of Parks & Gardens Operational budget.
In-Kind Assistance costs for June & August event to come out of In-Kind Assistance budget 2025/26 - 2887.2247.2001 - In Kind Assistance Major.
Remaining balance to be provided at Council meeting.

Timelines / Deadlines:

- South West Regional Trials: 5 June 2025
- Queensland State Trials: 14–17 August 2025

Consultation (*Internal / External*):

Roma Touch Football Association
Roma Overseer
Roma Director
Parks & Gardens team.

Strategic Asset Management Implications:

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

N/A

Acronyms:

Acronym	Description
N/A	

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	<p>Sport, Recreation and Community Wellbeing - Collaborate with community and sporting groups to support facility upgrades and attract sporting events to the region.</p> <p>Local Development and Events – Support and deliver activities that build the capacity and promote the value and contribution of volunteers.</p>
Corporate	Inclusivity – 5.10 Integrated recreation plan – advocate, attract and retain state/regional junior sporting competitions.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 5: Inclusivity

5.9 Youth development and engagement

Supporting Documentation:

- 1 [↓](#) Roma Touch Football Association Requests - June & August competitions - Shane Ferry D25/49700
- 2 [↓](#) User Agreement - Roma Touch Association - Expiry July 2028 L23/217

Report authorised by:

Director Roma

Georgie Adams Woodall

From: Shane Ferry <[REDACTED]>
Sent: Monday, 28 April 2025 10:18 PM
To: Council
Cc: Andrew Davidson
Subject: Touch Football State Championships (10-12 Years) @ Roma 14-17 August 2025

TO WHOM IT MAY CONCERN – MARANOVA REGIONAL COUNCIL

The Roma Touch Football Association besides holding its own Junior and Senior weekly fixtures will have involvement in two Major Touch Football sporting events in 2025.

1. The South West Schools (10-12 years) (Boys & Girls) Regional Touch Football Trials will be held at the Roma Touch Football Ovals on 5th June 2025. It is estimated that about 200 (students, officials and spectators) will be in attendance at this one day carnival. The Roma Touch Association will be responsible for the running of the canteen, use and cleaning of toilets & premises and marking of the Touch fields.
2. The Queensland Schools (10-12 years) (Boys & Girls) State Touch Football Trials will be held at the Roma Touch Football Ovals over 4 days between 14-17 August 2025. It is estimated that between 700-800 (students, officials and spectators) will be in attendance at this four day carnival. The Roma Touch Association will be responsible for the running of the canteen, use of toilets & premises and marking of the Touch fields.

The Roma Touch Football Association is confident that it can run the one day South West Regional trials on the 5.6.2025 with only minor assistance from the Maranoa Regional Council. This assistance would include the use of extra rubbish bins from the council.

The Association will be responsible for rubbish disposal. As the Roma Touch Association is made up of only four members, the association is seeking council assistance in making the Roma Touch Football area presentable with the likes of whipper snipping all areas in and around the club house, ovals, car park and any other area visible to the visiting student, officials and spectators. The weeds are presently out of control due to the recent rains. The Roma Touch facilities will be the face of the Roma Township on that day. The Maranoa Regional Councils usually mows all the touch ovals on a Monday and it would be much appreciated if that could continue specially the week of the carnivals.

In relation to the 4 day State carnival between 14-17 August 2025, the touch associated would be looking for further assistance from the Maranoa Regional Council as follows

- Use of at least a dozen additional garbage bins from the council to meet the high volume of rubbish created by 800 people in one area. The Roma Touch Association will be responsible for the disposal of the rubbish on a daily basis.
- A thorough clean-up by the council garden crew of the area around the touch premises and associated ovals, car park and any other area that may be visibly unsightly the week before the start of the carnival. Again the Roma Touch Facilities will be the face of the Roma Township during that week.
- It is believed that the Council employs someone to clean the public toilets around Roma. Because of the high volume of people using the Roma Touch toilets during this event it would be greatly appreciated if Council could extend that employment for one week to include the Roma Touch toilets facilities, so they can be cleaned on a daily basis during this carnival. Toiletries will be supplied by the Roma Touch Association and the school organisation running the carnival. It is also believed that there may be some portable toilet on site during this event and if the cleaning of those portable toilets could also be included.
- It is believed that between 250-350 vehicles will converge on the touch area looking for parking. It would be greatly appreciated if the Maranoa Regional Council could paint parking line within Roma Touch Parking Area. This would greatly assist vehicles parking in an orderly manner and enable far more vehicles to park rather than letting vehicles park hap hazard within the area because there is no line markings.

- Mr Harold ROSE's side of the road would also need to be partitioned off as it was during the Easter weekend. Excess vehicles that don't fit into the hopefully lined marked car park can park back along Bungil Street and also make use of the Soccer parking area.
- Three other matters that need urgent attention are the Northern Stairs to the Touch premises verandah, the urinal in the men's toilets and the posts which support the chain on and around the entrance road.
- SOUTHERN STAIRS – At present the stair are structurally unsafe and are in need of urgent repairs or removable. The stairs are in such a State that the likelihood of an injury is very high. The Touch Association intends to remove the stairs before the State Carnival if the Council cannot or will not fix them.
- MEN'S URINAL – The men's Urinal is Archaic and the supporting structure of the urinal is in a bad state of deterioration. The Urinal is in urgent need of be replaced or at less the supporting structure being replaced.
- CHAIN FENCE - The Chain fence that follows the entrance road into the touch facilities looked great for the first 3 months after it was built. But within months after being built the post started falling over. An examination of the posts revealed that very little cement was used to support these posts in the ground. It was found that with very little effort the posts could be pushed over. Within the first 12 months, the Roma Touch Association spent over \$2000 in getting Ricky IKIN to repair at least 20 posts. Ricky made the ones that he repaired structurally stronger. Since then about another 20 posts have fallen over or the chain has broken away from the post and are presently lying on the ground. They look unsightly and are a trip hazard and need to be urgently removed or repaired before the State Carnival in August 2025.

The Roma Touch Association has been proactive in trying to keep the Touch Facilities in working order. This year alone the association has spent over \$6,000 in purchasing bulbs and wiring to replace those flood bulbs that were not working or wiring chewed out by Cockatoos on the overhead flood lights. The Touch Association is now starting to look at grants in an effort to replace the entire out-dated sporting light system.

The touch association has also recently painted the verandah railings which has improved the look of the touch building tremendously. Unfortunately the entire Touch Building is in need of painting and the Association is beginning to look at Grants to assist in this regard.

The Touch Association annually spends thousands of dollars looking after the playing fields by purchasing all the line marking materials, fertilising and aerating of the of the ovals and constant repairs to a very old sprinkler systems. The Touch Association acknowledge and thanks the weekly mowing of the touch ovals by council and of the onetime the Association sought financial assistance in paying for fertiliser.

The Roma Touch Association has this week hired a professional cleaner to clean the inside and verandah area of the Club house in readiness for the forth coming Carnivals because as mentioned previously the Roma Touch Facilities will be the face of the Roma Township for the week of the State Carnival.

These two carnivals will be a financial boom for Roma and tourism as 700-800 people need to be accommodated and fed for 6 days of that week.

It would be greatly appreciated if the Maranoa Regional Council can assist with the issues mentioned above. If any further information is required, Please contact me on [REDACTED]

Yours in Touch

Shane FERRY

President

Roma Touch Association



Roma Touch Association

Incorporated

ABN 81 061 469 792

6-10 Bungil Street Roma

Bungil Street Ovals

USER AGREEMENT



Roma Touch Association

Incorporated

ABN 81 061 469 792

6-10 Bungil Street Roma

Bungil Street Ovals

USER AGREEMENT

FACILITIES USER AGREEMENT

BACKGROUND

- A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.
- B. Council has agreed to grant an access and use of the Facilities to the Hirer on the terms and conditions contained in the document.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following words have these meanings in this document unless the contrary intention appears:

Access Times means the times that the Hirer may access and use the Venue and Facilities as specified in Item 8 of the Hire Details.

Associates means each of a party's employees, officers, agents, contractors, service suppliers, invitees, customers, patrons and those persons who at any time are under the control of, and in or on the Venue and the Facilities with the consent (express or implied) of, a party.

Council means the owner of the Venue and the Facilities more particularly described in Item 1 of the Hire Details.

Council Responsibilities means the costs, expenses, services, maintenance, cleaning and other matters specified in Item 16 of the Hire Details.

Facilities means those facilities, amenities, plant & equipment, accommodations, services, attractions or other features built or located at the Venue specified in Item 4 of the Hire Details.

Government Authority means any governmental or semi-governmental administrative, fiscal or judicial department, commission, authority, tribunal, agency or entity.

Hire Details means those details specified in Schedule 1.

Hire Fee means the amount specified in the Hire Details, Item 9.

Hirer means the party described in Item 2 of the Hire Details.

Hirer Responsibilities means the cleaning, maintenance and other responsibilities to be carried out by Hirer under this document as specified in Item 15 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 13 of the Hire Details.

Outgoings means that share of the costs associated with the running and upkeep of the Venue and Facilities to be paid by Hirer as specified in Item 14 of the Hire Details.

Permitted Use means those uses of the Venue and the Facilities specified in Item 5 of the Hire Details.

Responsible Person means:

- (a) Council – that person or officer identified in Item 1 of the Hire Details; and
- (b) Hirer – that person or officer identified in Item 2 of the Hire Details.

Signage means the permanent signs and advertising that the Hirer is permitted to install or display at the Venue and Facilities in accordance with clause 6 and Item 10 of the Hire Details.

Term means the period specified in Item 7 of the Hire Details.

Venue means the land described in Item 3 of the Hire Details.

2. HIRE OF VENUE AND FACILITIES

- (a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.
- (b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.
- (c) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms.
- (d) If the licence granted under this document is stipulated in Item 6 of the Hire Details to be:
 - (i) 'Exclusive' – Hirer may access and use the Venue and Facilities during the Access Times for the duration of the Term without interruption by Council or its Associates; or
 - (ii) 'Non-Exclusive' – Council reserves the right to grant to third party rights to access and use the Venue and Facilities concurrent to Hirer's Access Times.
- (e) Council reserves its right to deal with the Venue and Facilities outside of the Access Times in its absolute discretion.

3. CONDITION REPORT

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of the Hire Details and in the format required by Council.

4. RESPONSIBLE PERSON

Each party's Responsible Person will administer this document and anything arising in connection with this document. Each party may nominate a new Responsible Person by giving written notice to the other party.

5. MAINTENANCE & CLEANING

- (a) Hirer must carry out the Hirer Responsibilities (schedule 1, Item 15) during the Term as well as make good any damage or deliberate act of vandalism caused or committed by Hirer or its Associates.
- (b) Council will undertake the Council Responsibilities all other upkeep of the Venue and the Facilities not specified in clause 5(a).

6. SIGNAGE AND ADVERTISING

The Hirer may only erect the Signage but must not erect any permanent signs or advertising at the Venue without the prior written approval of Council.

7. HIRER'S WORKS

The Hirer must ensure that anything done by it in connection with this document is undertaken:

- (a) in a proper and workmanlike manner;
- (b) by suitably qualified and reputable contractors and tradespeople;
- (c) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and
- (d) in accordance with any directions, conditions and requirements imposed by Council.

- (e) With respect to Council's current asbestos register.

8. HIRER'S WARRANTIES

The Hirer warrants that:

- (a) it has the power to enter into and perform its obligations under this document;
- (b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it;
- (c) its obligations under this document are valid and binding and are enforceable against it; and

9. INDEMNITIES AND RELEASE

- (a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of any thing and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.
- (b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.
- (c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).


10. INSURANCE

Hirer must:

- (a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;
- (b) give Council evidence of currency on request;
- (c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
- (d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.

11. SAFETY, ACCIDENTS AND/OR FIRST AID

- (a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.
- (b) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.
- (c) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aid or the risk of injury to a worker or any other person at the Venue.
- (d) Hirer must create and implement, to Council's satisfaction, safety policies, procedures and practices in relation to Hirer's activities and strictly comply with its obligations as a 'Person Conducting a Business or Undertaking' under the *Work Health and Safety Act 2011* (Qld).

- 
- (e) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
 - (f) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.
 - (g) Hirer warrants that all information provided to Council by it in accordance with this document is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

12. MISCELLANEOUS

12.1 Amendment

This document can only be amended or replaced by another document signed by the parties.

12.2 Assignment

Hirer may not assign, mortgage, encumber, charge, subcontract or declare a trust over or create an interest in, its rights under this document without the prior written consent of Council.

12.3 Compliance with laws

Hirer must comply on time with all laws and all lawful requirements and orders of Government Authorities in connection with the occupation and use of the Venue and Facilities including obtaining any approvals or licences required in connection with the Permitted Use.

12.4 Costs

Each party shall meet their own costs incurred in connection with this document but the Hirer will pay any stamp duty in relation to this document.

12.5 Counterparts and electronic copies

This document may be executed in counterparts including by electronic copies. All counterparts together are taken to constitute one instrument and may be relied upon by a party to the same extent as if it was an original of this document executed by the party.

12.6 Default

Council may immediately terminate this document by giving the Hirer notice if Hirer fails to comply with any conditions of this document.

12.7 Discretion in exercising rights

A party may exercise a right or remedy or give or refuse its consent in any way it considers appropriate (including by imposing conditions), unless this document expressly states otherwise.

12.8 Disputes

All disputes in connection with this document are to be resolved, fully and conclusively, by Council's Chief Executive Officer. Each party must continue to perform its obligations under this document while any dispute is determined under this clause.

12.9 Entire agreement

This document is entered into by the parties as an agreement and embodies the entire understanding between the parties and supersedes all previous arrangements on the subject matter of this document.

12.10 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-



exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

12.11 GST

All amounts payable under or in connection with this document are exclusive of Goods and Services Tax (GST) unless otherwise stated.

12.12 Make good

When this document ends the Hirer must make good the Venue and Facilities including by cleaning, repairing any damage arising in connection the Hirer's use of the Venue and Facilities, and removing all signage, advertising, plant, equipment and supplies that do not belong to Council or other authorised users of the Venue and Facilities.

12.13 No liability for loss

A party is not liable for loss caused by the exercise or attempted exercise of, failure to exercise, or delay in exercising a right or remedy under this document.

12.14 No merger

None of the rights and obligations of a party under this document merge whatsoever and at all times remain in full force and effect.

12.15 No warranty by giving consent

By giving its approval or consent, a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the consent or approval.

12.16 Remedies cumulative

The rights and remedies provided in this document are in addition to other rights and remedies given by law independently of this document.

12.17 Rights contractual

The rights granted under this document to the Hirer are contractual in nature only and do not attach to or create an interest or estate in, the Venue or the Facilities.

12.18 Severability

If the whole, or any part, of a provision of this document unenforceable in a jurisdiction, it is severed for that jurisdiction. The remainder of this document has full force and effect and the enforceability of that provision in any other jurisdiction is not affected.

12.19 Survival of rights and obligations

Rights accrued to a party up to the date of termination or expiration of this document, indemnities and obligations of confidence given by a party under this document survive termination or expiration of this document.

12.20 Waiver

A right under this document can only be waived in writing by the party waiving the right. A party does not waive its rights under this document because it grants an extension or forbearance. A waiver of a right on one or more occasions does not operate as a waiver of that right if that right arises again. The exercise of a right does not prevent any further exercise of that right or of any other right. If a party does not exercise a right or remedy fully or at a given time, the party may still exercise it later.

Schedule 1

HIRE DETAILS

Item 1	Council	Maranoa Regional Council ABN 99 324 089 164 Responsible Person: Director - Roma Phone: 1300 007 662 Email: council@maranoa.qld.gov.au Address: PO Box 620 Roma Qld 4455
Item 2	Hirer	Roma Touch Association Incorporated ABN 81 061 469 792 Responsible Person: The President Phone: 0428 233 384 Email: Shaneferry01@bigpond.com Address: P.O Box 591, Roma Qld 4455
Item 3	Venue	Lot 91 on R8614 6-10 Bungil Street Roma (Roma Touch Fields)
Item 4	Facilities	Club House, Touch Fields, Amenities, Lights, Shower Toilet Block
Item 5	Permitted Use	Touch Season, Touch Carnivals, Training, Celebratory Events
Item 6	Licence Type	Non-exclusive
Item 7	Term	Commencing July 2023 and Expiring July 2028 Option to Renew – 5 Years
Item 8	Access Times	As per required use – Including preparation, clean up and ensuring building is locked upon leaving
Item 9	Hire Fee	Nil Fees Charged
Item 10	Signage	Prior authorisation from Council must be sought
Item 11	Condition Report	Damage or Maintenance issues must be reported to Council as soon as possible
Item 12	Safety Reporting	Copies of any reports relating to facilities or safety that are required to be submitted to a governing body, are to be supplied to Council
Item 13	Insurance	Public Liability – not less than \$20,000,000.00 (on a 'claims occurring basis')
Item 14	Outgoings	<ul style="list-style-type: none"> • Council shall be responsible for water charges at the premises • This utility is a major cost item for Council and the usage is to be monitored carefully
Item 15	Organisations Responsibilities	<ul style="list-style-type: none"> • Insurances – Contents and public liability • Maintenance of all buildings, consultation with Council may be sort for large building maintenance • Proof of pest control and RDC (Residual Circuit Device) checks • Quarterly Electricity Account • Responsible Service of Alcohol – Organising of liquor licence when necessary • Cleaning of the clubhouse and shower/toilet block during and on completion of touch events • On field weed control, all other weed control in consultation with Council • Monitor dust suppression during events, consult with Council if this cannot be contained • All rubbish is to be placed in bins located around the grounds during and on

		<p>completions of events (Ensuring the nominated amount of bins are set out for collection, additional bins will incur a fee)</p> <ul style="list-style-type: none"> • Watering of oval as per Council's watering schedule • Maintain sprinkler system (replace where necessary) • Maintain and fertilise sporting ovals • Set curfew on events as per Environmental Protections Act 1994 for noise • Replace light bulbs • Calendar is to be supplied to Council at the beginning of Touch Football Season – (so mowing schedule can be developed) • Notify Council of executive positions after Annual General Meeting • Copy of Certificate of Currency to be provided to Council annually
Item 16	Council Responsibilities	<ul style="list-style-type: none"> • Insurance – property and public liability • Mowing of grassed areas on a scheduled roster • Rates, Water and Sewerage • Cleaning of the shower/toilet block before and after Easter in the Country Weekend • Ensure other Users clean as per their respective User Agreements • Any third party hire is to be in consultation with the Roma Touch Association Incorporated

Execution

Executed as an agreement.

COUNCIL


SIGNED for MARANO REGIONAL COUNCIL
99 324 089 164 by its duly authorised
officer, in the presence of:



Signature of witness

KELLY ROGERS

Name of witness (BLOCK LETTERS)



Signature of officer

EDWINA MARKS

Name of officer (BLOCK LETTERS)

CEO

Office held (BLOCK LETTERS)

01.03.24

Date signed

HIRER

SIGNED for
ROMA TOUCH ASSOCIATION
INCORPORATED
ABN 81 061 469 792 by its duly authorised
officer, in the presence of:



Signature of witness

LIANA LEARD

Name of witness (BLOCK LETTERS)



Signature of officer

L.S. PERRY

Name of officer (BLOCK LETTERS)

President

Office held (BLOCK LETTERS)

25.2.24

Date signed

Proposed Responsibilities	Roma Touch Association Inc	Council
Insurances	•	
Maintenance of all buildings, consultation with Council may be sort for large building maintenance	•	
Proof of Pest control and RDC (Residual Circuit Device)	•	
Quarterly Electricity Account	•	
Responsible Service of Alcohol – organising of liquor licence when necessary	•	
Cleaning of the clubhouse and shower/toilet block during and on completion of touch events	•	
On field weed control, all other weed control in consultation with Council	•	
Monitor dust suppression during events, consult with Council if this cannot be contained	•	
All rubbish is to be placed in bins located around the grounds during and on completion of events (Ensuring the nominated amount of bins are set out for collection, additional bins will incur a fee)	•	
Watering of oval as per Council's watering schedule	•	
Maintain sprinkler system (replace where necessary)	•	
Set curfew on events as per Environmental Protection Act 1994 for noise	•	
Replace light bulbs	•	
Copy of certificate of currency to be provided to Council annually	•	
Calendar is to be supplied to Council at the beginning of Touch Football Season – (so mowing schedule can be developed)	•	
Notify Council of executive positions after Annual General Meeting	•	
Rates, Water and Sewerage		•
Mowing of grassed areas on a scheduled roster		•
Ensure other Users clean as per their respective User Agreements		•
Any third-party hire is to be in consultation with the Roma Touch Association Incorporated		•
Cleaning of the shower and toilet block before and after Easter in the Country		•
Insurances		•

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 15 April 2025

Item Number: 13.4

File Number: D25/39453

SUBJECT HEADING: Roma Airport | Advertising Devices

Classification: Open Access

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

Executive Summary:

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

Officer's Recommendation:

That Council:

1. Approve the implementation of a Council-operated advertising solution at Roma Airport, as presented.
2. Approve a capital project to install 2 new digital displays inside the terminal and construct a new double-sided 6 x 3 metre billboard, at a cost of \$19,200, with funding to be considered as part of the 2025/2026 financial year.
3. Set a fee for the existing billboard inside the airport precinct on Northern Road of \$2,000 per face, Ex. GST per annum.
4. Authorise the CEO (or delegate) to negotiate final terms of a 2+1-year agreement for the billboard described in point 3.

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

As this is a strategic matter, council are required to decide on the outcome.

Background (*Including any previous Council decisions*):

In 2023, Council released an EOI for organisations to provide and manage advertising devices inside Roma Airport and on the airport precinct frontage. A preferred respondent was provided to the council of the day, and the proposal was rejected, subject to renegotiation.

After negotiation, POA submitted a revised proposal that was significantly less than originally tendered:

At the ordinary meeting on 24 April 2025, council resolved to formally decline the offer from POA, and requested alternative solutions be provided for consideration.

Option to own and Manage Advertising Internally

As an alternative solution to outsourcing advertising to a dedicated out-of-home advertising provider, it is proposed that Council install its own advertising assets to be managed within.

Originally, this was not considered a feasible option. This requires a capital outlay, and some extra workload for council staff. Council also does not have the industry and business contacts that the dedicated advertising organisations have and may not be able to secure high value users. However, given the revised submission from POA was significantly less than originally proposed, it is now worth exploring.

If council decides to proceed with this option, the following assets and prices are suggested (*see attachment 1 for images*):

1. Purchase 2 x 85cm digital displays at a cost of approximately \$6,000. The new displays will replace the 3 smaller and older displays currently on the wall behind the baggage reclaim belt.
2. Offer one display in the baggage reclaim and one display in the departure lounge for advertising. The slots could be sold at 6 x 15 seconds rotation.
3. Have the remaining two displays in the departure lounge and the remaining one display in the baggage reclaim play the existing council/tourism material.
4. Offer an 85cm x 180cm space on the pick/up drop off fence to capture persons walking out of the arrivals area.
5. Construct a 6m x 3m double sided billboard on the highway frontage to offer to businesses, at a cost of approximately \$12,000.

Note that the person wishing to advertise is to supply their own sign for the fence, their own artwork for the digital display and their own skin for the billboard. Council could come to arrangement with the local signwriter for skins and aluminium signs. 6 x 3m skins are approximately \$1,200 manufactured and installed.

Some slots on the advertising displays not being occupied could also display tourism/event advertising additional to the dedicated council display.

Existing Signage

A reduced fee may be offered to the existing sign owner as they would not be paying for any infrastructure and would require the land around the sign to be maintained by the sign owner. Alternatively, the council may decide that the sign should be removed or relocated to another council owned facility.

Advertising Revenue Policy

To prevent inappropriate advertising being displayed on council sites, and to clearly define who is responsible for coordination and management of each site, a council advertising revenue policy should be developed.

It is proposed that the airports business unit initially be responsible for the procurement, administration and implementation of advertising on digital displays and the administration of advertising for the external billboards. In time, this should be reviewed, and it may be feasible to allocate responsibility to another department of council.

Income

The following fees and charges were adopted for 2025/2026:

Fee Description	Fee (ex GST)	Expected Revenue 25/26
Advertising Space - Internal Digital Slot (15 second slot, 6 slots)	1 month - \$660 6 months - \$2,970 12 months - \$3,960	\$19,900 (50% occupancy)
Advertising Space - External 6m x 3m Billboard	1 month - \$687 6 months - \$3,091 12 months - \$5,500	\$5,500 (1 side occupied)
Advertising Space - External Pick Up / Drop Off Rail - (85cm x 180cm) 12 months	\$4,400	\$4,400 (one sign)
Advertising Space - Other Proposals	POA	
TOTAL REVENUE GL1511.1038		\$29,800

Expected Payback

Digital screens: Assuming 50 percent occupancy rates, the cost of the two new screens would be paid back within 3 months.

Pickup/drop off rail: There are no capital costs for this space, therefore there is no pay back.

6m x 3m billboard: Assuming 50 percent occupancy rates, the cost of the billboard would be paid back in approximately 2 and a half years (1.5 years if both faces continuously occupied).

Options Considered:

1. Implement a Council owned and operated advertising solution
2. Go back out to tender to outsource advertising
3. Do not attempt to introduce advertising solutions at Roma Airport

Implement a Council owned and operated advertising solution

Recommended.

While there is an initial capital outlay, and some extra workload for the council, the opportunities for additional income are present. Council has been approached multiple times in the last 12 months by business' requesting to advertising at the airport, and has had to decline due to the ongoing negotiations with POA. While the demand is there, council should capitilise on it. The key will be meeting the market and adjusting our fees if they are considered too expensive.

Go back out to tender to outsource advertising

Not recommended.

While there is interest from out-of-home advertising providers in partnering with MRC to provide advertising solutions at the airport (2 strong respondents in the previous tender), the terms offered are not currently favourable. This may be considered again in the future, particularly if traffic volumes increase both through the airport facility, and on the Carnarvon Highway. The successful development of the industrial/commercial precinct may make this option more lucrative.

Do not attempt to introduce advertising solutions at Roma Airport

Not recommended.

There is still a real opportunity to collect additional income for the airports business unit, with little work in return.

Recommendation:

That Council:

1. Approve the implementation of a Council-operated advertising solution at Roma Airport, as presented.
2. Approve a capital project to install 2 new digital displays inside the terminal and construct a new double-sided 6 x 3 metre billboard, at a cost of \$19,200, to be completed in the 2025/2026 financial year.
3. Set a fee for the existing billboard inside the airport precinct on Northern Road of \$2,000 per face, Ex. GST per annum.
4. Authorise the CEO (or delegate) to negotiate final terms of a 2+1-year agreement for the billboard described in point 3.

Risks:

Risk	Description of likelihood & consequences
Fees and charges are too high and there is no interest received	The council does not receive the revenue forecast. Possible, council will need to meet the market – commercial business units can adjust their fees and charges throughout the year by resolution.

	Council does not recoup the capital funds spent on new display screens – possible. However, as tourism promotion will still be played on the new displays, there is a benefit to replacing the old displays in any case.
Inappropriate advertising is displayed at Council facilities	Reputational damage to Council possible – Develop a policy with clear guidelines
Billboard location impedes future precinct development	Possible – will require costs to relocate. Consider precinct concept plans before installing.

Policy and Legislative Compliance:

Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011 – Pertains to the requirements for approval of advertising signage. There are no barriers to the proposed development in this Local Law.

Maranoa Regional Council Planning Scheme Part 9.4.1 – Operational works advertising devices code. The proposed development will comply with this code.

Budget / Funding (Current and future): Capital Expenditure

Approximately \$18,000 in FY25/26 to install and construct assets. The digital displays would have an expected replacement life of 5-8 years. The billboard should remain structurally sound for 20 years with appropriate maintenance.

Operational Expenditure

There should be no net increase in electricity costs for digital screens, as we are proposing to replace the old screens.

Forecast approximately \$2,500 of payroll costs for salaried staff to liaise with businesses and manage the digital displays – no net increase to payroll budget.

The billboard will require periodic maintenance – mostly mowing, poisoning and whipper snipping. This will be undertaken by airport staff as part of regular grounds duties – no net increase of costs.

Repairs to the structure may need to be undertaken in the following years – estimate \$1,000 per annum for these repairs, with any major repairs not being required in the next 5 years.

Revenue Expectations

Using an assumption of 50% occupancy of digital slots (at 12-month fees), 1 drop off rail and 1 side of the double-sided billboard being occupied (at 12-month fees), revenue for FY25/26 is expected to be approximately \$30,000.

A best-case scenario (though unlikely) could see annual revenue to be approximately \$65,000.

All income earned to be allocated to the Airports business unit, GL1511.1038 (Airport Revenue. Other)

Timelines / Deadlines:

Given the demand for advertising in the terminal, it would be ideal to start offering advertising on an existing display as soon as possible.

Consultation (*Internal / External*):

Director Roma, General Manager Saleyards
Signasaurus – Billboard Construction

Strategic Asset Management Implications:

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

New Assets – Costs outlined above.

Acronyms:

Acronym	Description
EOI	Expression of Interest
POA	Paradise Outdoor Advertising

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 3: Connectivity

3.1 Quality, fit-for-purpose strategic facilities

Supporting Documentation:

1 [📄](#) Airport Advertising Suggestions - Internal

D25/38732

Report authorised by:

Director Roma

Suggested Advertising Locations – Roma Airport

Baggage claim – existing screens and mockup with 85cm screens



Departure lounge screen locations



Pick-up/Drop-off Rail



2m x 4m Billboard Example



OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 24 April 2025

Item Number: 13.5

File Number: D25/42182

SUBJECT HEADING: Airports | Asset Management Plan

Classification: Open Access

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

Executive Summary:

Council has developed an Asset Management Plan to guide the maintenance and renewal of strategic airport assets for the next 10 years. The plan covers Roma, Injune, Mitchell and Surat aerodromes.

Officer's Recommendation:

That Council adopt the 10-year Airports Asset Management Plan as presented.

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

The asset management will determine future capital and operational budgets for the Airports Business unit.

Background (*Including any previous Council decisions*):

Council engaged Simplx group in late 2023 to produce a condition assessment and asset management plan for the 4 airport facilities. The asset management plan has been reviewed and updated over 2024 and early 2025 in preparation for adoption by council. The reviewed AMP covers Roma, Injune, Surat and Mitchell aerodromes for the years 2025 – 2035.

Development of the plan begun in the latter half of 2023 – and was updated in early 2025.

The draft plan was presented to council in an April 2025 briefing for consideration, accompanying a long-term financial plan to assist council to understand the financial implications of future asset requirements. The presentation is attached to this report (attachment 1).

The Asset Class Plan, and full Facility Management Plan for each aerodrome are included in this report as attachments 2,3,4 and 5.

Options Considered:*1. Adopt the AMP as presented*

Recommended – the plan has been carefully developed and ensures the airport assets are managed effectively over the next 10 years, and renewed not before is required, and not after service levels may be significantly affected by condition deterioration.

2. Decline to adopt the AMP and reduce spending on infrastructure.

Not recommended – If assets are not proactively inspected and maintained, service levels will decrease due to likely breakdowns. This will damage reputation of Council and the airport brand.

3. Decline to adopt the AMP and determine spending requirements each year.

Not recommended – the AMP provides long term financial guidance to council. It should be noted that changes to operational and capital spending can still be made outside of the AMP each budget year, as assets lose condition faster or slower than anticipated.

Recommendation:

That Council adopt the 10-year Airports Asset Management Plan as presented.

Risks:

Risk	Description of likelihood & consequences
Council has no plan to manage its assets	Frequent breakdowns, reactive maintenance. Renewals required before the expected end of life. Increased costs.

Policy and Legislative Compliance:

Section 167 and Section 168 of the Local Government Regulation 2012 relate to the requirement for long term asset management plans.

167Preparation of long-term asset management plan

- (1)A local government must prepare and adopt a long-term asset management plan.
- (2)The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- (3)The period stated in the plan must be 10 years or more.

168 Long-term asset management plan contents

A local government's long-term asset management plan must—

- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and
- (b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- (c) be part of, and consistent with, the long-term financial forecast

Budget / Funding (*Current and future*):

As per the capital and operational budget tables attached.

Timelines / Deadlines:

Council should adopt this plan prior to the beginning of the financial year 2025/2026.

Consultation (*Internal / External*):

Simplex Group – Engaged to develop the plan with guidance from Council officers.
 Deputy Director/ strategic road management – engagement on capital projects (pavements)
 Director Roma
 Director Corporate Services – production of a long-term financial plan.

Strategic Asset Management Implications:

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

The asset management plan is to be adopted.

Acronyms:

Acronym	Description
AMP	Asset Management Plan

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	N
Corporate	N

Link to Corporate Plan:

Corporate Plan 2023-2028
 Corporate Plan Pillar 3: Connectivity
 3.1 Quality, fit-for-purpose strategic facilities

Supporting Documentation:

1	Asset Class Plan - Aerodromes updated	D25/42984
2	Facilities Management Plan - Aerodromes - Roma - Airport updated	D25/42988
3	Facilities Management Plan - Aerodromes - Injune Aerodrome updated	D25/42986
4	Facilities Management Plan - Aerodromes - Mitchell Aerodrome updated	D25/42987
5	Facilities Management Plan - Aerodromes - Surat Aerodrome updated	D25/42990

Report authorised by:

Director Roma

Asset Class Plan Aerodromes 2025 - 2035



Simplix
Group



maranoa
REGIONAL COUNCIL

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Executive Summary

This Asset Class Plan provides the necessary framework to support the efficient and safe operation of Aerodromes within the Maranoa Regional Council portfolio. This plan outlines the maintenance, renewal, cost and operational framework to ensure best practice of operation. Further, this plan captures the responsible and interested stakeholders.

Purpose and Scope

The purpose of this document is to guide the management and operation of Aerodromes.

The scope includes the following:

- Designation of owners and stakeholders
- Asset class definition
- Asset life cycle definition and management
- Legislative Requirements
- Levels of Service
- Useful life management
- Maintenance activities
- Opex forecast
- Capex forecast
- Asset values
- Budget
- Health and safety
- Asset performance
- Risk management
- Recommended actions

Owner and Stakeholders

Table 1 – Owner and Stakeholders

Role	Responsible Party
Asset Owner	Maranoa Regional Council
Asset Coordinator	Manager Regional Facilities (Land, Buildings & Structures)
Asset Custodian	Local Area Directors
Asset Data Representative	Asset Management
Service Owner	Manager Airports (Regional Compliance & Roma)
Delivery Owner	Manager Airports (Regional Compliance & Roma)
Maintenance Owner	Manager Airports (Regional Compliance & Roma)

Levels of Service

This plan determines levels of service particular to the asset class in addition to those demonstrated in the Strategic Asset Management Plan (SAMP).

The ability for Council to deliver the desired LOS are determined by reference to the following key factors:

1. User requirements & expectations
2. User Levels of Service
3. Technical Levels of Service
4. Legislative requirements

User requirements & expectations

It is critical to understand the requirements and expectations of the end users of the Aerodrome assets. This is achieved by engaging in a structured stakeholder engagement process. The below stakeholders have been identified in regard to the Aerodrome assets using a responsible, accountable, consult, inform (RACI) framework.

Table 2 - Stakeholders

Stakeholder	R	A	C	I
CEO		x		
Director Corporate Services			x	x
Director Regional Development, Environment & Planning			x	x
Manager Regional Facilities	x			
Manager Airports (Regional Compliance & Roma)	x			
Residents			x	x
User groups			x	x
Industry groups			x	
Civil Aviation Safety Authority (CASA)			x	x
Residents			x	x
User groups			x	x

User Levels of Service

User levels of service measure how the user receives the service and whether value is provided. User service levels are measured with the below metrics.

Table 3 - User Levels of Service

Performance Measure	Service Indicator	Measure	Target	Current
Quality	Maintenance meets user expectation	User complaints	Below set benchmark (set by Council)	Unknown
		User survey	75% satisfied	Unknown
Function	Aerodromes suitable for intended use including safe, clean facilities that enable timely travel.	User complaints	Below set benchmark (set by Council)	Unknown
		User survey	75% satisfied	Unknown
Safety	Aerodromes are safe for users including passengers, staff, pilots and crew	Incidents and near misses	0 incidents	Unknown
	Environmental compliance	Accurate asbestos register. Register of known contaminants (lead, hydrocarbons etc)	100% compliance	Unknown
		Fuel storage inspection and compliance		
	Essential safety measure compliance	Compliance with service obligations for fire safety and electrical safety	100% compliance	Unknown
		Compliance with CASA requirements	100% compliance	Unknown
		Compliance with requirements for airlines utilising the aerodrome	100% compliance	Unknown

Technical Levels of Service

Technical levels of service relate the allocation of Council resources to achieve the desired levels of service to the users of Aerodrome assets.

The table below illustrates a potential measurement framework.

Table 4 - Technical Levels of Service

Performance Measure	Service Indicator	Measure	Target	Current
Response time	Response to works requests within service level agreement (SLA)	Requests within or exceeding SLA	80% within SLA	Unknown
Compliance	Compliance with BCA, NCC and statutory standards (fire, electrical, access etc)	Register of audit activities, electrical safety register, fire services register. Schedule of building and facility audits.	100% compliance	Unknown
	Compliance with Aerodrome Operations Manual (AOM) as approved by CASA	Airport Reporting Officer (ARO) log noting inspections and actions taken.	100% compliance	Unknown
Condition (Landside)	Landside assets that are safe and well maintained	Condition score (1-5)	Minimum score of 3 for all buildings	Unknown
Condition (Airside)	Airside assets that are safe, functional and well maintained.	Airport Reporting Officer (ARO) log noting inspections and actions taken.	100% compliance	Unknown
		Independent audits of condition in accordance with the AOM and regulations.	100% compliance	Unknown
Maintenance	Scheduled maintenance	Compliance with maintenance schedule	90% or greater (Landside) 100% compliance (Airside)	Unknown
Renewals	Scheduled renewals based on condition score and remaining useful life of individual assets.	Capital works program (renewals) delivered on schedule	90% or greater (Landside) 100% compliance (Airside)	Unknown
Disposal	Assets disposed when they become functionally, economically or physically obsolete.	Annual review of Asset Class Plans and Facility Management Plans.	100% of improvements meeting a determined need.	Unknown

Legislative requirements

To effectively manage Aerodrome assets, it is essential to understand the legislative environment that governs their operation.

The following is a list of legislation relevant to the operation of Aerodromes in the Maranoa region.

Federal Legislation

- Disability (Access to Premises – Buildings) Standards 2010
- Environment Protection and Biodiversity Act 1999
- Building Energy Efficiency Disclosure Act 2010
- Civil Aviation Act 1988
- Civil Aviation Safety Regulation 1998
- Aviation Transport Security Act 2004
- Airports Act 1996
- Airports Amendment Act 2018
- Airports Regulations 1997

Queensland Legislation

- Local Government Act 2009
- Local Government Regulation 2012
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Environmental Protection Act 1994
- Civil Liability Act 2003
- Building Act 1975
- Building Regulation 2021
- Building Fire Safety Regulations 2008
- Disability Services Act 2006
- Disability Services Regulation 2006
- Electrical Safety Act 2002
- Electrical Safety Regulation 2013
- Land Act 1994
- Land Regulation 2020

Professional Standards

- Australian Accounting Standards
- National Construction Code
- Manual of Standards (CASA)

Local Laws

- Maranoa: Local Law No 7. (Aerodromes) 2011
- Maranoa: Local Law 1.18 Use of a Vehicle on an Airside Area 2011

Council Policies

- Roma Airport Aerodrome Manual V10.3 2022, D22/93548
- Roma Airport – WI Aerodrome Serviceability Inspections D17/98151;
- Roma Airport – Airside Vehicle Control Handbook D15/50747;
- Roma Airport – Airport Induction Presentation D17/61250;
- Roma Airport – Airport Induction and Authority to Drive Theory Test D18/23506;
- Roma Airport – Aerodrome Emergency Plan D18/49674;
- Roma Airport – Wildlife Hazard Management Plan D15/94724;
- Roma Airport – Safety Management System D18/51586; and
- Roma Airport – Drug and Alcohol Management Plan D21/47652.

Asset Management

Purpose

The purpose of asset management is to ensure the safe, efficient and cost-effective operation of the asset class. This is achieved by the identification of critical factors, capturing of all asset data and obligations and developing a clear schedule of obligations and activities.

Asset Class Description

Aerodromes are a category of assets, used to support the landing of aircraft, improved with runway(s), taxiways, aprons and buildings such as terminals and hangars.

The Aerodromes portfolio comprises a mix of properties of varying standards. Roma Airport is an airport that operates Public, Private, Medical and Defence flights and acts as a central hub for maintenance, support, compliance and operational monitoring of the other 3 Aerodromes in the region. The Aeroplane Landing Area airports are Injune Aerodrome, Surat Aerodrome, and Mitchell Aerodrome.

Common Asset Sub-Classes

Asset sub-classes commonly found within the Aerodromes asset class include:

- Buildings
 - o Hangers
 - o Terminal Building
 - o Sheds
 - o Ablutions
- Infrastructure (Airside)
 - o Taxiways
 - o Runways
 - o Aprons
 - o Lighting
 - o Line marking
 - o Cones & Gables
 - o Windsocks
- Infrastructure (Landside)
 - o Carparking
 - o Concrete Paths
 - o Bitumen Hardstand
 - o Turf
 - o Gardens
 - o Fencing
- Services
 - o Signage
 - o Fire Safety
 - o HVAC
 - o Gas
 - o Electrical
 - o Plumbing

Aerodromes Assets

The table below defines the current Aerodromes assets held by Maranoa Regional Council.

Table 5 – Aerodromes Assets

Asset	Address	Town
Roma Airport	25 Airport Drive	Roma
Injune Aerodrome	Airport Drive	Injune
Surat Aerodrome	Alexander Street	Surat
Mitchell Aerodrome	Airport Road	Mitchell

Asset Life Cycles

The asset life cycle follows five main stages across the life of each asset. The effective execution of each stage affects the total useful life of each asset.



Figure 1 - Asset Life Cycle

Acquisition

The acquisition of an asset is a critical stage that requires detailed investigation, market testing, design review and life cycle cost forecasting. This stage requires consideration of factors including:

- Compatibility with other existing assets
- Availability of parts
- Maintenance regime
- Expected useful life
- Capital investment plans
- Asset Management Plans

Operation

The operation phase is the process of operating the asset and ensuring operation meets manufacturers specification and council wide operation plans. The operation of the asset is integral to the provision of service to the community. Service levels are specified in the Asset Class Plan.

Maintenance

The maintenance phase of the process runs concurrently with the operation phase. This phase ensures maintenance activities are planned to prolong asset life and to reduce reactive maintenance. This phase also includes operation via the corporate asset management system.

Operational Costs

This phase of the asset life cycle manages supply agreements, service provision and carrying of spares. The appropriate management of the phase prolongs asset life by delaying economic obsolescence.

Disposal

This is the final stage in an asset's life. This stage details the most beneficial manner to dispose of an asset considering cost, market demand and legislative obligations. Considerations at this stage include:

- Market demand
- Demolition cost
- Make good cost
- Environmental rehabilitation
- Ongoing environmental management activities
- Alternate use of the asset

The following table articulates the relevant considerations of the asset life cycle for Aerodrome assets.

Table 6 - Asset Life Cycle Considerations

Asset Class	Acquisition	Operation	Maintenance	Operational Costs	Disposal
Landscape & Infrastructure (Landside)	Materials should be sourced locally and only imported as needed.	Operation can be managed through the regional parks and gardens.	Maintenance should be in accordance with basic horticultural and pavement management practices.	Operational cost can be lowered through bulk purchases of consumables across council.	Disposal of landscape materials can be managed through local green waste scheme.
Infrastructure (Airside)	Materials and equipment should be sourced through pre-qualified suppliers that meet CASA requirements and standards. Commissioning of assets should be undertaken by qualified trades and professionals preferably with ASIC clearance.	Operation should be to best practice in accordance with the AOM.	Maintenance should be in accordance with the AOM and undertaken by qualified persons in line with best practice and manufacturers specifications.	Operational costs can be reduced through development of council wide trade specific maintenance programs including lighting, testing and pavement maintenance.	Demolition would require the engagement of a qualified demolition contractor. Any contractor should test the structure for contaminants including chemicals and asbestos. The works should be tendered and will require demolition of the structure and rehabilitation of the soil (if required). Extensive planning and NOTAM would be required.

Asset Class	Acquisition	Operation	Maintenance	Operational Costs	Disposal
Buildings	<p>A design should be prepared to meet a service provision brief to meet the specific need. A full market process would be required to attract a suitable builder.</p> <p>Locally sourced providers should be prioritised.</p>	<p>Operation of the building should be in accordance with the service need for which the building was constructed.</p> <p>Asbestos register should be consulted for all operational aspects particularly with assets constructed pre-1985.</p>	<p>Maintenance of the building should be programmed in alignment with good building management practice to extend building life and ensure safety.</p> <p>Maintenance practices are outlined within this plan and in specific detail within the Facility Management Plan (FMP). Asbestos register should be consulted as part of maintenance planning.</p>	<p>Operational costs can be reduced through development of council wide trade specific maintenance programs including painting, electrical testing etc.</p>	<p>Demolition would require the engagement of a qualified demolition contractor. Any contractor should test the structure for contaminants including chemicals and asbestos. The works should be tendered and will require demolition of the structure and rehabilitation of the soil (if required).</p>

Asset Class	Acquisition	Operation	Maintenance	Operational Costs	Disposal
Services	Acquisition of services should be from a prequalified panel of suppliers that meet the legislative compliance criteria.	Operation of services is strictly controlled to ensure safety and should be managed within these requirements.	Maintenance should be programmed in alignment with good practice and legislative requirements to ensure safety of the facility users.	Operational costs can be reduced through development of council wide trade specific service maintenance programs including electrical testing and tagging, fire services and HVAC maintenance.	Disposal of service assets should be cognisant of any potential contaminants including gases, foams and asbestos treated fire retardants.

Useful Life

Useful life is the estimated number of years an asset will remain in service, given appropriate management and maintenance. The management protocols employed to manage assets has significant bearing on the actual useful life versus predicted useful life.

The end of life for an asset can be caused by the following:

1. Functional obsolescence – the asset is no longer suitable for the function.
2. Economic obsolescence – it is no longer economical to operate the asset.
3. Physical obsolescence – the asset has deteriorated to a point it is no longer viable.

In managing useful life expectancy of Aerodromes, it is helpful to be aware of key indicators determining end of useful life.

Airside

- Asset is regularly noted on ARO inspections as non-compliant or deteriorated.
- The design does not meet current or improved safety standards.
- Failure of inspection or audit.
- The cost of maintenance is greater than or near to the economic return.

Landside

- Access to the asset does not comply with intended users needs (disability access).
- The cost of maintenance is greater than or near to the economic return.
- The condition of the asset is beyond repair.
- Severe pest infestation.
- The asset is no longer needed to achieve Council's objectives.
- The design or standard of the asset is insufficient to meet intended objectives.

Condition Assessment

The current condition of the Aerodromes assets can be defined using the matrix specified in the table below.

Table 7 – Condition Rating Matrix

Score	Description of Condition	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall
1	Very Good	Condition of Structure	External Condition	Internal Condition	Building Services Condition	Building Fittings Condition	Ongoing Need for Maintenance	Customer Sentiment Regarding the Asset	Average Score
2	Good								
3	Average								
4	Below Average								
5	Poor								

The current condition of the Aerodromes portfolio is defined in the table below.

Table 8 - Portfolio Condition

Asset			Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
											New	Remaining
Roma Airport	25 Airport Drive	Roma	1	2	2	2	2	2	2	1.86	60	38
Injune Aerodrome	Airport Drive	Injune	2	2	2	2	2	2	2	2.00	60	36
Surat Aerodrome	Alexander Street	Surat	3	3	3	3	3	2	3	2.86	60	26
Mitchell Aerodrome	Airport Road	Mitchell	4	4	4	4	4	2	3	3.57	60	17

Maintenance Activities

The following table outlines common maintenance activities for Aerodromes and the frequency these should be undertaken.

Table 9 - Maintenance Activities

Maintenance Categories	Activities	Frequency
Buildings		
Hangers	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Weekly
	Painting	10 Yearly
Terminal Building	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Daily
	Deep clean	Quarterly
	Painting	10 Yearly
	Fitout replacement	10 Yearly
	Floor coverings	15 Yearly
Sheds	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Weekly
	Painting	10 Yearly

Maintenance Categories	Activities	Frequency
Toilet Block	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Daily
	Deep clean	Quarterly
	Painting	10 Yearly
	Floor coverings	15 Yearly
	Fitout replacement	10 Yearly
Infrastructure (Airsides)		
Movement Areas	Serviceability inspection of pavement within movement areas	Twice Weekly
	Inspection of aerodrome markings, lighting, wind direction indicators and ground signals.	Twice Weekly
	Cleanliness inspection and removal of debris	Twice Weekly
	Obstacle inspection and remediation	Twice Weekly
Airfield	Wildlife inspection, recording and removal	Twice Weekly
	Fencing inspection for unauthorised access points and breakages	Twice Weekly
	Inspection of grass and vegetation height	Twice Weekly
	Signage inspection	Twice Weekly
	Mowing or when vegetation height exceeds 250mm	Monthly
Lighting Systems	Routine inspections and minor repairs as needed	Twice Weekly
	Maintenance and cleaning of runway edge lighting, taxiway edge lighting, runway threshold lighting and holding position lighting.	Annually

Maintenance Categories	Activities	Frequency
Infrastructure (Landside)		
Concrete Paths	Check for trip hazards	Annually
	Check for slip hazards	Annually
	Check for deterioration and excessive exposure of aggregates	Annually
Bitumen Hardstand (with Line Marking)	Check for trip hazards	Half Yearly
	Check for slip hazards	Half Yearly
	Check for scouring and excessive exposure of aggregates	Half Yearly
	Repaint line markings	5 Yearly
Turf	Mowing	Monthly
Gardens	Fertilisation	Monthly
	Weed treatment	Monthly
	Re-planting	5 Yearly
	Irrigation	Weekly
	Trimming	Annually
Trees	Tree Inspections	Annually
	Arboriculture practices	Annually
Fencing	Check for non-approved access points	Monthly
	Check fixing hardware and replace as necessary	Monthly
	Check gate operation	Monthly
	Check signage	Monthly

Maintenance Categories	Activities	Frequency
Services		
Signage	Clean surface	Monthly
	Check for fading and damage	Monthly
	Check fixing hardware and replace as necessary	Monthly
Fire	Fire extinguishers - inspect and test	Half Yearly
	Fire extinguishers - pressure test	5-Yearly
	Exit Lighting	Half Yearly
	Fire hoses - inspect and test	Half Yearly
	Fire Alarm System	Half Yearly
HVAC	Air-conditioning service	Annually
	Air-conditioning sanitise	Monthly
	Clean ceiling fans	Annually
First Aid	Defibrillator service and testing	Quarterly
	Defibrillator replacement	10 Yearly
	First aid kit inspection	Quarterly
	First aid kit replacement	5 Yearly
Gas	Inspect pipes and connections for leaks and operability	Annually
	Test all gas installations and services	5 Yearly

Maintenance Categories	Activities	Frequency
Electrical	Test and tag of all electrical equipment	Annually
	RCD testing - Push button	Half Yearly
	RCD testing - Operating time current test	2 Yearly
	Inspect electrical fittings and repair as necessary	Annually
Lighting		
	Check fixing hardware and replace as necessary	Half Yearly
	Check for deterioration and corrosion	Half Yearly
	Cleaning	Half Yearly
Plumbing		
	Inspect pipes and taps for leaks and operability	Annually
	Inspect hotwater systems and check tempering valves	Annually
Solar panels		
	Pressure clean exterior including roof & solar panels	Annually
Pest Treatment	Treat facility for insects and pests	Half Yearly

Financial Considerations

Operational Expenditure

To determine operational expenditure, we have had consideration to the cost of consumables and to labour hours required to perform each activity the table below summarises the opex costs for Aerodrome portfolio.

Annual Forecast

Based on the table below we recommend an expenditure of \$640,881 for the 2026 financial year. We have adopted a longer-term multiplier of 3% per annum which is articulated over a 10-year period below.

Table 10 – Annual Opex Forecast

Facility			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Roma Airport	25 Airport Drive	Roma	\$451,698	\$465,249	\$479,206	\$493,583	\$508,390	\$523,642	\$539,351	\$555,532	\$572,198	\$589,364
Injune Aerodrome	Airport Drive	Injune	\$61,975	\$63,834	\$65,749	\$67,722	\$69,754	\$71,846	\$74,002	\$76,222	\$78,508	\$80,863
Surat Aerodrome	Alexander Street	Surat	\$61,464	\$63,308	\$65,207	\$67,164	\$69,179	\$71,254	\$73,392	\$75,593	\$77,861	\$80,197
Mitchell Aerodrome	Airport Road	Mitchell	\$63,718	\$65,629	\$67,598	\$69,626	\$71,715	\$73,866	\$76,082	\$78,365	\$80,716	\$83,137
Total			\$640,881	\$660,047	\$679,788	\$700,124	\$721,068	\$742,639	\$764,859	\$787,745	\$811,317	\$835,596

Capital Expenditure

To determine capital expenditure, we have had regard to the remaining useful life of assets in the Aerodrome portfolio and resultant renewal requirements. These form the basis of the below 10-year forecast. Costs have been escalated at 3% per annum to reflect future values.

Table 11 – Capex Forecast

Facility			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Roma Airport	25 Airport Drive	Roma	\$3,500,970	\$0	\$3,505,960	\$6,854	\$50,747	\$1,405,436	\$567,924	\$0	\$0	\$9,350,999
Injune Aerodrome	Airport Drive	Injune	\$0	\$0	\$0	\$0	\$790,258	\$0	\$8,824	\$0	\$1,784,562	\$401,662
Surat Aerodrome	Alexander Street	Surat	\$0	\$0	\$0	\$660,158	\$2,985	\$624,130	\$41,170	\$0	\$0	\$0
Mitchell Aerodrome	Airport Road	Mitchell	\$0	\$0	\$0	\$0	\$143,286	\$0	\$1,646,801	\$0	\$37,630	\$0
Total			\$3,500,970	\$0	\$3,505,960	\$667,012	\$987,276	\$2,029,566	\$2,264,719	\$0	\$1,822,192	\$9,752,661

Asset Values

The below is a summary of the current asset values held on file with Council.

Table 12 – Asset Values

Asset ID	Asset Type	Street Address	Suburb	Previous Gross	Previous Fair Value
BLD-56193	Terminal Building	Airport Rd	Mitchell Aerodrome	\$126,290	\$69,622
BLD-56194	Storage Shed	Airport Rd	Mitchell Aerodrome	\$0	\$0
BLD-56244	Plant Shed	25 Airport Dr	Roma Airport	\$39,678	\$26,172
BLD-56245	Tool Store	25 Airport Dr	Roma Airport	\$48,501	\$23,085
BLD-56246	Chemical Shed	25 Airport Dr	Roma Airport	\$12,954	\$3,107
BLD-26815	Toilet Block	Airport Dv	Injune	\$39,811	\$36,971
BLD-56283	Generator Shed	25 Airport Dr	Roma Airport	\$12,954	\$4,035
BLD-56167	Toilet Block	Alexander St	Surat	\$34,374	\$28,060
BLD-56166	Terminal Building	Alexander St	Surat	\$23,108	\$15,332
BLD-56247	Terminal Building	25 Airport Dr	Roma Airport	\$2,505,578	\$2,340,841

Risk Management

To determine the appropriate risk management framework, we have had regard to both the public and restricted areas of the site. We have captured the risks and assessed them against the Maranoa Regional Council Risk Management Matrix as detailed below.

Table 13 – MRC Risk Management Matrix

					Consequence						
					Financial	Low financial loss Less than \$2,000	Minor financial loss between \$2,000 & \$15,000	High financial loss between \$15,000 & \$50,000	Major financial loss between \$50,000 & \$200,000	Huge financial loss Over \$200,000	
					Information and Data	Negligible loss of or damage to IT and communications No loss of data	Minor loss / damage to IT and communication Some data catch up may be required	Moderate to high loss of IT Some data may be permanently lost Work arounds may be required	High risk of loss / corruption of data: significant catch-up will be required Business continuity plans should be implemented	Extensive loss of / damage to assets and / or infrastructure Permanent loss of data Widespread disruption to the business	
					People/Safety	No injuries No significant impact on personnel	First aid injury. Injury requiring first aid or out-patients treatment Minor inconvenience to staff	Medical treatment injury Injury requiring hospitalisation and/or treatment	Serious long term / Disabling Injury Injury requiring hospitalisation and ongoing treatment and care	Fatality or Multiple Fatalities	
					Provision of Service	Interruption to service No significant impact to customers / business	Minor interruption to a service with minimal impact to customers/business	Moderate interruption to service Short term impact on operations (e.g., multiple services interrupted for up to 48 hours)	Major interruption to a majority of Council services, possibly extending to days or weeks	Widespread and long term impact on all or most of Council services Possible extending for durations greater than a month	
					Environment	Minor instance of environmental damage Can be reversed immediately	Minor impact to environment Can be reversed in the short term	Moderate impact to environment Localised damage that has potential to spread Can be reversed with specialised services	Sever loss of environmental amenity Danger of continuing environmental damage	Major loss of environmental amenity – irrecoverable environmental damage	
					Reputation	No media or political attention Negligible impact on reputation	Few local complaints with confined impact on Council's reputation (e.g. users of a particular service)	Strong interest by local media and public Potential for adverse local media or political attention	Adverse publicity in regional/state media Credibility with customers and stakeholders affected	National media and political attention Affects long term credibility with customers and stakeholders including loss of public trust and/or prolonged public scrutiny	
					Regulatory	Isolated breaches / minor incidents	Segmented incidents More Moderate breaches attracting a" warning"	Breaches resulting in notices Referrals for further investigation	Significant fines and sanctions resulting in operating restrictions and disruptions	Intervention and extended sanctions causing extended disruption/loss of control over operations	
					1	2	3	4	5		
					Insignificant	Minor	Moderate	Major	Extreme		
Likelihood	Description	Frequency	5	Almost Certain	5	10	15	20	25		
	The event is expected to occur in most circumstances	More than a couple of times a month			4	Likely	4	8	12	16	20
	The event will probably occur in most circumstances	Monthly			3	Possible	3	6	9	12	15
	The event should occur at some time	More often than once per year, and up to once per month			2	Unlikely	2	4	6	8	10
	The event should occur at some time but is not considered likely to occur	More often than once every 5 years, and up to once per year			1	Rare	1	2	3	4	5
	The event may occur only in exceptional circumstances	Less than once per year			Risk Tolerance						

	Low (1-4)	Medium (5-10)	High (12-16)	Extreme (20-25)
Description	Risk reduction not likely to be required as resources likely to be grossly disproportionate to the reduction achieved Activity may be undertaken but further control must be considered	Residual risk tolerable only if further risk reduction is unreasonable	Risk cannot be justified except in extraordinary circumstances	Risk cannot be justified except in extreme circumstances
Action	Risk owner – Coordinator appointed by Manager. Management responsibility to be specified and continuous improvement process implemented	Risk owner – Manager / Coordinator appointed by Director. Ensure control measures are implemented and reviewed	Risk owner – Manager / Coordinator appointed by Director. Immediate implementation of control measures for activity	Stop Activity Immediately. Activity can only be undertaken with ELT/Director approval and treatment measures must be implemented to reduce exposure
Objective	Risk is treated effectively and is low as reasonably practicable	To maintain a practical and tolerable risk score To enable decision on activity for operational reasons to be undertaken on-site with Coordinator approval	To ensure the risk is treated effectively and to achieve a tolerable risk score Must review and consider further treatment based on current knowledge and technology	To ensure the risk is not accepted unless in extreme circumstances Approval for activity can only be a one-off for emergency work or response to disaster
Category	1	2	3	4

Risk Assessment

The following high-level risks are common to Aerodromes Assets in the Maranoa region and are considerations in the management and maintenance of the asset class.

Table 14 – Risk Assessment - Airside

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options
Aircraft parking on runway preventing landing and take-off.	Moderate reputational damage	Unlikely	Medium	Ensure sufficient aircraft parking is available to meet demand. Ensure ARO has clear oversight of the airfield.	Nil
Unauthorised access to aerodrome	Catastrophic injury or death	Unlikely	Medium	Undertake airfield and perimeter inspections at least twice per week.	Nil
Failure of lighting system	Catastrophic injury or death	Unlikely	Medium	Inspect operability of system at least twice per week and annual maintenance is completed. Ensure back up power is available.	Nil
Collision of aircraft with wildlife	Catastrophic injury or death	Unlikely	Medium	Maintain all fencing in accordance with FMP and undertake inspection at least twice weekly.	Nil
Damage to aircraft from loose stones / aggregates	Financial loss over \$200,000	Unlikely	Medium	Ensure runway, taxiway and aprons are regularly swept and rolled in accordance with pavement management plan.	Replace runways with concrete

Table 155 – Risk Assessment – Landside

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options
Improper storage of chemicals (cleaning).	Major Injury	Unlikely	Medium	Training of staff and instruction for visitors.	Keep chemicals locked up or offsite
Slips and trips	Major Injury	Unlikely	Medium	Compliance check and maintenance.	Nil
Hot water	Major Injury	Unlikely	Medium	Regularly check hot water systems and tempering valves.	Remove hot water
Electrical	Catastrophic injury or death	Rare	Medium	Maintain all electrical equipment to recognised standard.	Nil
Insect or spider bite	Catastrophic injury or death	Rare	Medium	Ensure pest treatment is maintained and regularly inspect for spiders. Ensure site users carry appropriate first aid.	Nil
Exposure to asbestos	Major Injury	Unlikely	Medium	Encapsulate asbestos containing materials	Remove asbestos and other contaminants

Refer to the SMS framework for Roma Airport, as per the Roma Airport Aerodrome Manual, 3.14.2 Risk Management Plan.

Recommended Actions

The following actions are recommended to ensure appropriate service delivery and asset performance:

1. Consider future use of the buildings at the aerodromes as part of the Airports' Strategic Planning, prior to undertaking any refurbishment works.
2. Ensure all airside operations comply with AOM.
3. Ensure annual maintenance and condition inspections are undertaken.
4. Develop portfolio wide maintenance plans for specific asset classes including electrical, plumbing, HVAC and fire safety. Tender contracts for service provision at a whole-of-Council level.

Assumptions

In preparing this plan we have made the following assumptions:

1. All asset data provided is true and accurate.
2. No contamination or other encumbrance exists other than that specifically noted in this plan and relevant FMP's.

Facility Management Plan

Aerodromes

Roma Airport

January 2025



Document Control

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Executive Summary

This Facility Management Plan provides the necessary framework to support the efficient and safe operation of the Roma Airport. This should be read in conjunction with the Asset Class Plan for Aerodromes and the Strategic Asset Management Plan for buildings. This plan outlines the maintenance, renewal, cost and operational framework to ensure best practice of operation. Further, this plan captures the responsible and interested stakeholders.

Purpose and Scope

The purpose of this document is to guide the management and operation of the facility. The scope includes the following:

- Designation of owners and stakeholders
- Maintenance activities and schedule
- Opex forecast
- Capex forecast
- Asset values
- Budget
- Health and safety
- Site specific risk assessment
- Recommended actions

Owner and Stakeholders

Table 1 - Owner and Stakeholders

Role	Responsible Party
Asset Owner	Maranoa Regional Council
Asset Coordinator	Manager Regional Facilities (Land, Buildings & Structures)
Asset Custodian	Local Area Director, Roma
Asset Data Representative	Asset Management
Service Owner	Local Area Director, Roma
Delivery Owner	Manager Airports (Regional Compliance & Roma)
Maintenance Owner	Manager Airports (Regional Compliance & Roma)

Facility Management

Purpose

The purpose of facility management is to ensure the safe, efficient and cost-effective operation of the facility. This is achieved by the identification of critical factors, capturing of all asset data and obligations and developing a clear schedule of obligations and activities.

Facility Description

The Roma Airport services the township of Roma and provides aerodrome facilities to the broader Maranoa community.

The facility comprises the following:

- Administration Building
- Terminal
- Workshop
- Storage Shed
- Paint Shed
- Fire Booster Shed
- Generator Shed
- Shade Structure
- Infrastructure (Landside and Airside)
- Landscaping and Ancillary Improvements.



Figure 1 – Aerial Overview

Accommodation

The facility provides the following accommodation:






- Administration Building
 - o Male and Female Ablutions
 - o Hallway
 - o Reception
 - o General Office
 - o Office
 - o Training Room
 - o Patio
- Terminal
 - o Baggage Arrivals Awning
 - o Baggage Collection
 - o Car Hire Kiosks
 - o Male, Female and PWD Ablutions
 - o Hallway
 - o Security Scanning
 - o Office
 - o Two (2) Mezzanine Plant Rooms
 - o Café
 - o Departure Lounge
 - o Departure Lounge Ablutions
 - o Baggage Handling and Screening Room
 - o Staff Ablutions
 - o Communications Room
 - o Lunchroom
 - o Three (3) Offices
 - o Two (2) Storerooms
 - o Check In
 - o Check In Counters
 - o Three (3) Awnings
 - o Plant Yard
- Workshop
- Storage Shed
- Paint Shed
- Fire Booster Shed
- Generator Shed
- Shade Structure

- Landscaping and ancillary improvements
 - o Paving
 - o Fencing
 - o Turf
 - o Gardens
 - o Outdoor furniture
 - o Water tanks




Asset Types














Following a detailed inspection of the facility the following asset types have been captured.




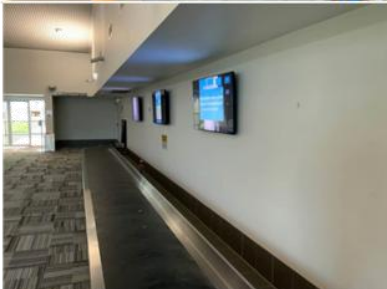

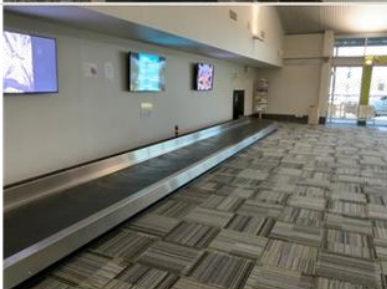
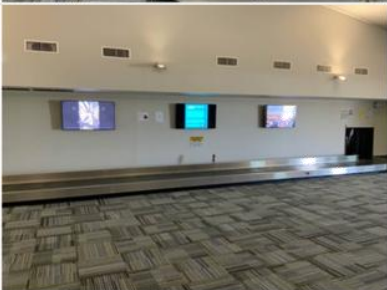



Table 2 – Asset Types







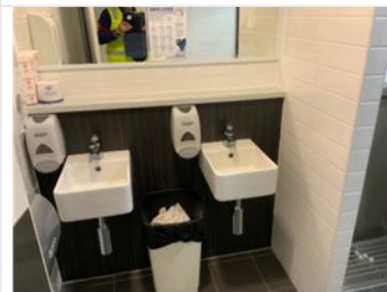


Asset Class	Photographs
Buildings	
Administration Building	
Administration Building Ablutions	   







Asset Class	Photographs	
Administration Building Ablutions		
		
		
Administration Building Reception		
		











Asset Class	Photographs	
Administration Building General Office		
		
		
		
Administration Building Training Room		












Asset Class	Photographs	
Administration Building Training Room		
Administration Building Patios		
Terminal		
		
		
		
		











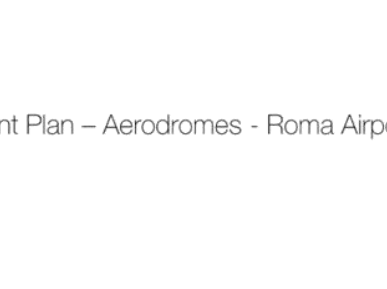





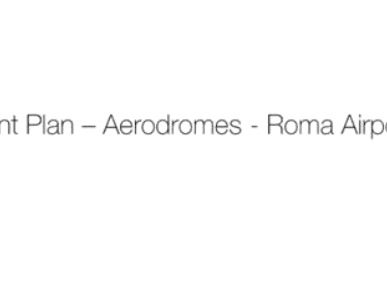

Asset Class	Photographs	
Terminal Baggage Arrivals Awning		
Terminal Baggage Collection		
		
		
Terminal Car Hire Kiosks		










Asset Class	Photographs	
Terminal Car Hire Kiosks		
		
		
		
Terminal Ablutions 1		








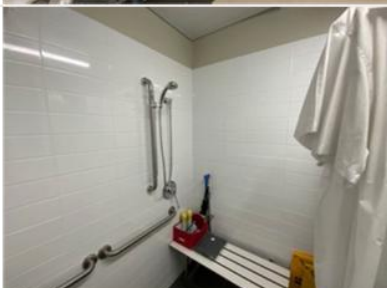


Asset Class	Photographs	
Terminal Ablutions 1		
		
		
Terminal Hallway		











Asset Class	Photographs	
Terminal Security Scanning		
		
		
		
		
		











Asset Class	Photographs	
Terminal Security Scanning		
Terminal Office		
Terminal Mezzanine Plant Room 1		
Terminal Cafe	  	 



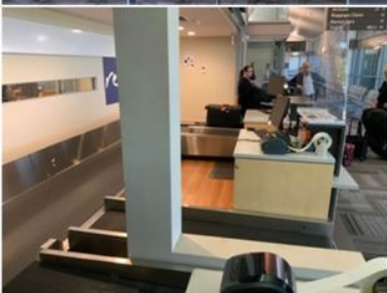

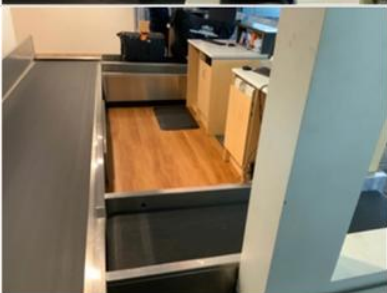







Asset Class	Photographs	
Terminal Cafe		
		
		
		
		
		
		
Terminal Departure Lounge		
		











Asset Class	Photographs	
Terminal Departure Lounge		
		
Terminal Ablutions 2		
		
		










Asset Class	Photographs	
Terminal Baggage Handling and Screening Room		
		
		
		
		
		









Asset Class	Photographs	
Terminal Communications Room		
		
		
Terminal Lunchroom		
Terminal Offices		















Asset Class	Photographs	
Terminal Offices		
		
		
		
Terminal Check In		










Asset Class	Photographs	
Terminal Check In		
Terminal Check In Counters		
		
		
		
Terminal Awnings		











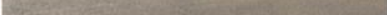

Asset Class	Photographs	
Terminal Awnings		
		
		
		
Terminal Mezzanine Plant Rooms		

Asset Class	Photographs	
Terminal Plant Yard		
		
Workshop		
Storage Shed		
		

Asset Class	Photographs	
Storage Shed		
		
		
Paint Shed		
		







Asset Class	Photographs	
Fire Booster Shed		
		
		
		
		
Generator Shed		
		











Asset Class	Photographs	
Shade Structure		
Landscape Paving		
		
		
		






Asset Class	Photographs	
Paving		
		
		
		
Fencing		
		









Asset Class	Photographs	
Fencing		
Turf		




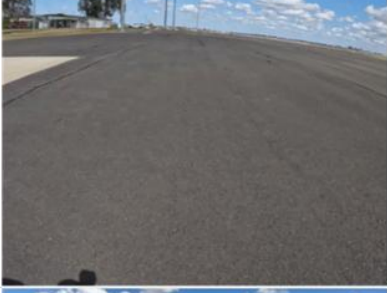





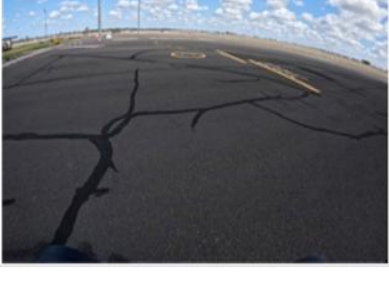


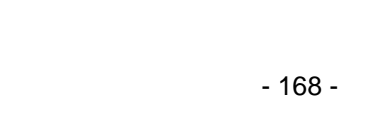

Asset Class	Photographs	
Turf		
		
Gardens		
		
		

Asset Class	Photographs	
Outdoor Furniture		
		
Water Tanks		

Asset Class	Photographs	
Infrastructure		
Landside		
Bitumen Carpark		
		
		
		
Asphalt Road		











Asset Class	Photographs	
Concrete Paving		
		
		











Asset Class	Photographs	
Infrastructure		
Airside		
Runway 18/36	     	
Runway 09/27	 	










Asset Class	Photographs	
General Aviation Apron		
		
		
		
Regular Public Transport Apron		
		
		











Asset Class	Photographs	
RPT Taxiway		
		
		
		











Asset Class	Photographs	
Exclusion Fencing		
		
		
		











Asset Class	Photographs	
Windsock and Signal Pad		
Navigational Lighting		
		
RPT Apron Lighting		
Gables & Cones		











Asset Class	Photographs	
Carpark Boom Gates		
		
		
Carry On Baggage Scanner		
		











Asset Class	Photographs	
Body X-ray		
Ion Scan		
Baggage Scanner and Conveyor		
		
		

Asset Class	Photographs	
Baggage Conveyors		
		
		
	Services	
Signage		
		










Asset Class	Photographs
Signage	         









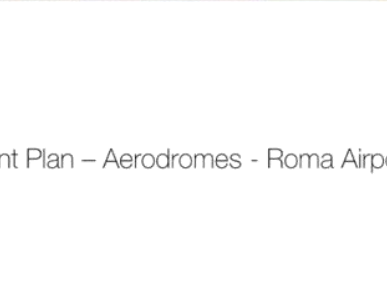

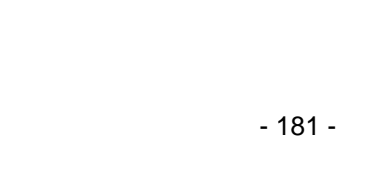

Asset Class Signage	Photographs	
		
		
		
		
		










Asset Class Signage	Photographs	
		
		
		
		
Electrical		











Asset Class	Photographs	
Electrical		
		
		
		
		











Asset Class	Photographs	
Electrical		











Asset Class	Photographs	
Electrical		
		
Security		
		
		









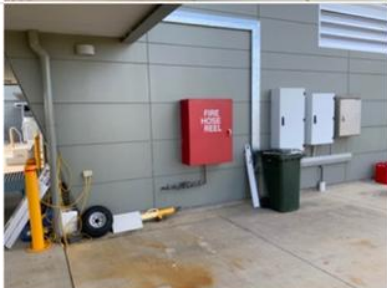

Asset Class	Photographs	
Generators		
		
Plumbing		
		
		
		
		




Asset Class	Photographs	
Plumbing		
		
		
		
		

Asset Class	Photographs	
HVAC		
		
		
		
		

Asset Class	Photographs	
HVAC		
		
Fire Safety		
		
		

Asset Class Fire Safety	Photographs
	 
	 
	 
	 
	 





Asset Class Fire Safety	Photographs	
		
		
		
		
		




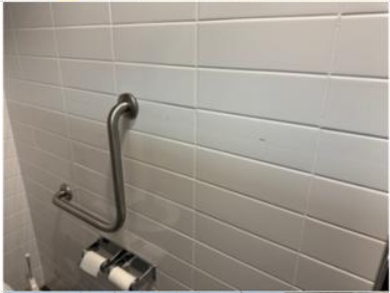

Asset Class	Photographs	
First Aid		
		

Emergent Repairs

The following emergent repairs were noted during our inspection. These should be attended to as a priority to ensure useful life of the assets is not adversely affected.

Table 3 - Emergent Repairs

Issue	Repair	Cost	Photo
Entry fencing needs paint.	Repaint.	\$1,500	
Asphalt cracking.	Seal cracks.	\$2,500	 
Low point water pooling.	Reshape drainage at renewal.		

Issue	Repair	Cost	Photo
Generator shed needs paint.	Repaint.	\$3,500	 
Evidence of cracking in the terminal building.	Engage structural engineer to inspect the building to diagnose and implement findings. Indicative cost of inspection and repairs. Potential requirement for drainage and underpinning works.	\$200,000	  

Current Condition

The current condition of the facility is defined in the following table that details the condition score and remaining useful life. The overall condition of the facility has been assessed at 2.5.

Table 4 – Condition Rating Matrix

Score	Description of Condition	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall
1	Very Good	Condition of Structure	External Condition	Internal Condition	Building Services Condition	Building Fittings Condition	Ongoing Need for Maintenance	Customer Sentiment Regarding the Asset	Average Score
2	Good								
3	Average								
4	Below Average								
5	Poor								

Table 5 – Condition Assessment

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Administration Building	Buildings	Super Structure		2	3	3	2	3	2		2.5	60	28
Terminal	Buildings	Super Structure		3	3	3	3	3	2		2.8	60	24
Workshop	Buildings	Super Structure		3	3	3	3	3	2		2.8	60	24
Storage Shed	Buildings	Super Structure		4	4	4	4	4	2		3.7	50	11
Paint Shed	Buildings	Super Structure		3	4	4		4	2		3.4	50	14
Fire Booster Shed	Buildings	Super Structure		2	2	2	2	2	2		2.0	50	28
Generator Shed	Buildings	Super Structure		4	4	4	3	4	2		3.5	50	13
Shade Structure	Buildings	Super Structure		2	2				2		2.0	20	10

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Paving	Landscaping	Bitumen Driveway		2	2				2		2.0	60	34
Paving	Landscaping	Gravel Hardstand		3	3				2		2.7	60	26
Paving	Landscaping	Concrete Paths & Driveway		2	2				2		2.0	60	34
Paving	Landscaping	Grid		2	2				2		2.0	40	22
Fencing	Landscaping	Chain Wire & Metal Mesh		2	2			2	2		2.0	35	19
Fencing	Landscaping	Cattle Rail		2	4			2	2		2.5	35	16
Fencing	Landscaping	Bollards Chain		2	3			2	2		2.3	35	17
Turf	Landscaping	General		3					2		2.5	40	18
Gardens	Landscaping			2					2	2	2.0	40	22
Outdoor Furniture	Landscaping	Bench		2	2			2	2		2.0	20	10
Water Tanks	Landscaping	Poly		2	2			2	2		2.0	20	10
Water Tanks	Landscaping	Colorbond		2	2			2	2		2.0	20	10
Road Furniture	Infrastructure (Landside)	Gravel Hardstand		2	3				2		2.3	60	30
Paving	Infrastructure (Landside)	Bitumen Carpark		2	2				2		2.0	40	22
Paving	Infrastructure (Landside)	Asphalt Road		2	3				2		2.3	40	19
Paving	Infrastructure (Landside)	Concrete Carpark		2	2				2		2.0	60	34
Carpark Boom Gates	Infrastructure (Landside)			2	3		4	4			3.3	20	5
Turf	Infrastructure (Airsides)	Runway 09 / 27		4					3	3	3.3	40	11
Paving	Infrastructure (Airsides)	Runway 18 / 36		3	2				2		2.3	20	9
Paving	Infrastructure (Airsides)	General Aviation Apron		4	4				4		4.0	20	1
Paving	Infrastructure (Airsides)	Regular Public Transport Aviation (asphalt with line marking)		4	4				3		3.7	20	3

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Paving	Infrastructure (Airside)	RPT Taxiway (asphalt)		2	3				2		2.3	20	5
Paving	Infrastructure (Airside)	GA Taxiway (asphalt)		2	2				2		2.0	20	5
Fencing	Infrastructure (Airside)	Exclusion Fencing		2	2			2	2		2.0	35	19
Security	Infrastructure (Airside)	Carry on Baggage Scanners		2	2	2	2	2	2	2	2.0	20	10
Security	Infrastructure (Airside)	Body X-Ray		2	2	2	2	2	2		2.0	20	10
Security	Infrastructure (Airside)	Ion Scan		2	2	2	2	2	2		2.0	20	10
Security	Infrastructure (Airside)	Baggage Scanner and Conveyer		2	2	2	2	2	2		2.0	20	10
Security	Infrastructure (Airside)	Baggage Conveyer		2	2		2	2	2		2.0	20	10
Security	Infrastructure (Airside)	Cameras		2				2	2		2.0	10	4
Navigation	Infrastructure (Airside)	Navigational Lighting	Runway & PAPI Apron & Taxiway	3					2		2.5	15	6
Navigation	Infrastructure (Airside)	Navigational Lighting		3					2		2.5	15	6
Navigation	Infrastructure (Airside)	Windsock & Signal Pad		2	2			2	2		2.0	25	13
Navigation	Infrastructure (Airside)	Gables & cones		2							2.0	20	10
Lighting	Infrastructure (Airside)	Apron Flood Lighting		3	3			4	2		3.0	20	6
Signage	Services	General		3	3			3	2		2.8	10	3
Signage	Services	Statutory		1	1			1	2		1.3	10	6
Signage	Services	Naming		1	1			1	2		1.3	10	6
Signage	Services	Road Signs		2	2			2	2		2.0	10	4
Electrical	Services	General		2					2		2.0	25	13
Electrical	Services	Lighting		2					2		2.0	25	13
Electrical	Services	Tele-communications		2					2		2.0	25	13
Electrical	Services	Uninterruptible Power Supply		2					2		2.0	20	10
Electrical	Services	Hand Dryers		2					2		2.0	20	10

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Generator 1	Services			2	2			2	2		2.0	10	4
Generator 2	Services			3	3			2	2		2.5	10	3
Plumbing	Services	General		2					2		2.0	25	13
Plumbing	Services	Standpipe		3				3	2		2.7	25	10
Plumbing	Services	Wastewater Treatment		3				3	2		2.7	25	10
Plumbing	Services	Irrigation		2				2	2		2.0	25	13
Plumbing	Services	Drainage		2				2	2		2.0	25	13
Plumbing	Services	Electric Hot Water		2				2	2		2.0	25	13
Plumbing	Services	Zip Boil		2				2	2		2.0	12	5
Plumbing	Services	Water Chillers		2				2	2		2.0	25	13
HVAC	Services	Split System Air Conditioning		2				2	2		2.0	10	4
HVAC	Services	Split System Air Conditioning		3				3	3		3.0	10	2
HVAC	Services	Ducted Air Conditioning		3				2	2		2.3	20	10
Fire Services	Services	Fire Extinguishers		2				2	2		2.0	5	1
Fire Services	Services	Exit Lighting		2				2	2		2.0	10	4
Fire Services	Services	Alarms		2				2	2		2.0	10	4
Fire Services	Services	Hose		2				2	2		2.0	10	4
Fire Services	Services	Sprinklers		2				2	2		2.0	25	13
Fire Services	Services	Hydrants		2				2	2		2.0	25	13
First Aid	Services	First Aid Kit		2				2	2		2.0	10	4
First Aid	Services	Defibrillator		2				2	2		2.0	10	4

Maintenance Activities

The following table outlines maintenance activities at the site.

Table 6 - Maintenance Activities

Maintenance Categories	Activities	Frequency
Buildings		
Administration Building	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Daily
	Deep clean	Quarterly
	Painting	10 yearly
	Fitout replacement	15 yearly
	Check and empty sanitary bins	Weekly
Terminal	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Daily
	Deep clean	Quarterly
	Painting	10 yearly
	Fitout replacement	15 yearly
	Check and empty sanitary bins	Weekly
	Café equipment check & maintain	Quarterly
	Door servicing	Annually
Workshop	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Monthly
	Painting	10 yearly
Sheds	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Monthly
	Painting	10 yearly
Shade Structure	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Monthly
	Painting	10 yearly

Maintenance Categories	Activities	Frequency
Landscaping		
Paving	Check for trip/slip hazards	Weekly
	Check for deterioration and excessive exposure of aggregates	Monthly
Fencing	Check for non-approved access points	Annually
	Check fixing hardware and replace as necessary	Annually
	Check gate operation	Annually
	Check signage	Monthly
Turf	Mowing	Monthly
	Weed treatment	Monthly
Gardens	Fertilisation	Monthly
	Weed treatment	Monthly
	Irrigation	Weekly
	Trimming	Annually
Outdoor Furniture	Pressure clean	Monthly
	Check nuts, bolts, hinges and joints - tighten to manufacturers specification as needed	Monthly
	Check for broken or missing parts	Quarterly
	Painting	10 yearly
Water Tanks	Check water quality	Monthly
	Check for leaks and rectify as needed	Monthly
	Check structure for damage and rectify as needed	Monthly
	De sludge tank and clean interior	3 yearly
Infrastructure (Airside)		
Turf	Mowing	Weekly
	Weed treatment	Monthly
	Check grass height (below 300mm)	Daily
	Inspect for bird or animal habitat (remove as necessary)	Daily

Maintenance Categories	Activities	Frequency
Windsock & Signal Pad	Check sock condition and serviceability	Daily
	Check swivels for range and freedom of movement (adjust as necessary)	Daily
	Check base colour	Daily
	Check base for weeds	Daily
	Check markings (adjust as necessary)	Daily
	Re-surface base	Annually
	Treat weeds	Monthly
Paving	Check for hazards to aircraft	Daily
	Check for and remove foreign objects and debris	Daily
	Check painted markings	Daily
	Check for cracking, rutting and pavement distress	Daily
	Check for scouring or erosion to runway shoulder (ensure less than 25mm)	Daily
	Brush paving to remove loose aggregate	Half yearly
	Repaint markings	Annually
	Compliance inspection	3 Yearly
Navigation Lighting	Check light condition including lens	Daily
	Test light operability (replace bulbs and repair as necessary)	Daily
	Check condition and alignment of cones and gables	Daily
	Clean lights	Annually
	Compliance inspection	3 Yearly
Baggage Scanners	Visual inspection of machine and components	Weekly
	Belt and monitor cleaning	Weekly
	Wipe down system housing	Weekly
	Inspect lead curtains and rectify as needed	Quarterly
	Conveyor visual inspection and motion checks	Quarterly
	Measure radiation leakage	Quarterly
	Service	Annually
Body Scanner	Inspect exterior repair as necessary	Monthly
	System calibration / sensitivity testing	Quarterly
	Cleaning	Weekly

Maintenance Categories	Activities	Frequency
Checked Baggage Scanner and Conveyor	Visual inspection of machine and components	Weekly
	Belt and monitor cleaning	Weekly
	Wipe down system housing	Weekly
	Inspect lead curtains and rectify as needed	Quarterly
	Conveyor visual inspection and motion checks	Quarterly
	Measure radiation leakage	Quarterly
	Service	Annually
Fencing	Check for non-approved access points	Daily
	Check fixing hardware and replace as necessary	Daily
	Check gate operation	Daily
	Check signage	Daily
Infrastructure (Landside)		
Carpark Paving	Check for trip/slip hazards	Weekly
	Check for deterioration and excessive exposure of aggregates in sealed areas	Monthly
	Check for scouring and excessive exposure of aggregates in unsealed areas	Monthly
	Repaint line markings	5 yearly
Services		
Signage	Clean surface	Monthly
	Check for fading and damage	Half yearly
	Check fixing hardware and replace as necessary	Half yearly
Electrical	Test and tag of all electrical equipment	Annually
	RCD testing - Push button	Half yearly
	RCD testing - Operating time current test	2 yearly
	Inspect electrical fittings and repair as necessary	Annually
	Check fixing hardware and replace as necessary	Monthly
	Check structure for damage/wear - fix as necessary	Monthly
Generator	Drain water from fuel filter (or after each use)	Monthly
	Check oil, water, fuel systems (or after each use)	Monthly
	Replace engine oil	Half yearly
	Replace oil filters	Half yearly
	Replace fuel filters	Half yearly
	Service by technician	Annually

Maintenance Categories	Activities	Frequency
Security Cameras	Test operation	Weekly
Plumbing	Wastewater treatment system - check irrigation operation	Monthly
	Wastewater treatment system - service aeration, UV, pumps and all chambers	Quarterly
	Inspect pipes and taps for leaks and operability	Annually
	Inspect hot water systems and check tempering valves	Annually
	Check irrigation operation	Monthly
	Inspect water chillers and service	Annually
HVAC	Air-conditioning service	Annually
	Air-conditioning sanitise	Monthly
Fire	Fire extinguishers - inspect and test	Half yearly
	Fire extinguishers - pressure test	5 yearly
	Exit Lighting	Half yearly
	Fire hoses - inspect and test	Half yearly
	Fire Alarm System	Half yearly
	Fire blanket - inspect	Annually
	Booster supply system - test operation	Half yearly
	Booster supply system - pressure test	5 yearly
	Booster supply system - service pump sets	Annually
First Aid	Defibrillator service and testing	Quarterly
	Defibrillator replacement	10 yearly
	First aid kit inspection	Quarterly
	First aid kit replacement	5 yearly
Pest Treatment	Treat facility for insects and pests	Half yearly

Maintenance Summary

For ease of management, we have summarised activities in the below table.

Table 7 - Maintenance Summary

Frequency	Asset	Activities
Daily	Administration Building	Cleaning
	Terminal	Cleaning
	Turf	Check grass height (below 300mm)
	Turf	Inspect for bird or animal habitat (remove as necessary)
	Windsock & Signal Pad	Check sock condition and serviceability
	Windsock & Signal Pad	Check swivels for range and freedom of movement (adjust as necessary)
	Windsock & Signal Pad	Check base colour
	Windsock & Signal Pad	Check base for weeds
	Windsock & Signal Pad	Check markings (adjust as necessary)
	Paving	Check for hazards to aircraft
	Paving	Check for and remove foreign objects and debris
	Paving	Check painted markings
	Paving	Check for cracking, rutting and pavement distress
	Paving	Check for scouring or erosion to runway shoulder (ensure less than 25mm)
	Navigation Lighting	Check light condition including lens
	Navigation Lighting	Test light operability (replace bulbs and repair as necessary)
	Navigation Lighting	Check condition and alignment of cones and gables
	Fencing	Check for non-approved access points
	Fencing	Check fixing hardware and replace as necessary
	Fencing	Check gate operation
	Fencing	Check signage
Weekly	Administration Building	Check and empty sanitary bins
	Terminal	Check and empty sanitary bins
	Paving	Check for trip/slip hazards
	Gardens	Irrigation
	Turf	Mowing
	Baggage Scanners	Visual inspection of machine and components
	Baggage Scanners	Belt and monitor cleaning
	Baggage Scanners	Wipe down system housing
	Body Scanner	Cleaning
	Checked Baggage Scanner and Conveyor	Visual inspection of machine and components
	Checked Baggage Scanner and Conveyor	Belt and monitor cleaning
	Checked Baggage Scanner and Conveyor	Wipe down system housing
Monthly	Carpark Paving	Check for trip/slip hazards
	Security Cameras	Test operation
	Workshop	Sweep or blow floor
	Sheds	Sweep or blow floor
	Shade Structure	Sweep or blow floor
	Paving	Check for deterioration and excessive exposure of aggregates
	Fencing	Check signage
	Turf	Mowing
	Turf	Weed treatment
	Gardens	Fertilisation
	Gardens	Weed treatment
	Outdoor Furniture	Pressure clean
	Outdoor Furniture	Check nuts, bolts, hinges and joints - tighten to manufacturers specification as needed
	Water Tanks	Check water quality
	Water Tanks	Check for leaks and rectify as needed
	Water Tanks	Check structure for damage and rectify as needed
	Turf	Weed treatment
	Windsock & Signal Pad	Treat weeds
	Body Scanner	Inspect exterior repair as necessary
	Carpark Paving	Check for deterioration and excessive exposure of aggregates in sealed areas

Frequency	Asset	Activities
Monthly	Carpark Paving	Check for scouring and excessive exposure of aggregates in unsealed areas
	Signage	Clean surface
	Electrical	Check fixing hardware and replace as necessary
	Electrical	Check structure for damage/wear - fix as necessary
	Generator	Drain water from fuel filter (or after each use)
	Generator	Check oil, water, fuel systems (or after each use)
	Plumbing	Wastewater treatment system - check irrigation operation
	Plumbing	Check irrigation operation
	HVAC	Air-conditioning sanitise
Quarterly	Administration Building	Deep clean
	Terminal	Deep clean
	Terminal	Café equipment check & maintain
	Outdoor Furniture	Check for broken or missing parts
	Baggage Scanners	Inspect lead curtains and rectify as needed
	Baggage Scanners	Conveyor visual inspection and motion checks
	Baggage Scanners	Measure radiation leakage
	Body Scanner	System calibration / sensitivity testing
	Checked Baggage Scanner and Conveyor	Inspect lead curtains and rectify as needed
	Checked Baggage Scanner and Conveyor	Conveyor visual inspection and motion checks
	Checked Baggage Scanner and Conveyor	Measure radiation leakage
	Plumbing	Wastewater treatment system - service aeration, UV, pumps and all chambers
	First Aid	Defibrillator service and testing
	First Aid	First aid kit inspection
Half Yearly	Paving	Brush paving to remove loose aggregate
	Signage	Check for fading and damage
	Signage	Check fixing hardware and replace as necessary
	Electrical	RCD testing - Push button
	Generator	Replace engine oil
	Generator	Replace oil filters
	Generator	Replace fuel filters
	Fire	Fire extinguishers - inspect and test
	Fire	Exit Lighting
	Fire	Fire hoses - inspect and test
	Fire	Fire Alarm System
	Fire	Booster supply system - test operation
	Pest Treatment	Treat facility for insects and pests
Annually	Administration Building	Pressure clean exterior including roof
	Administration Building	Check frame and slab for damage - rectify as needed
	Terminal	Pressure clean exterior including roof
	Terminal	Check frame and slab for damage - rectify as needed
	Terminal	Door servicing
	Workshop	Pressure clean exterior including roof
	Workshop	Check frame and slab for damage - rectify as needed
	Sheds	Pressure clean exterior including roof
	Sheds	Check frame and slab for damage - rectify as needed
	Shade Structure	Pressure clean exterior including roof
	Shade Structure	Check frame and slab for damage - rectify as needed
	Fencing	Check for non-approved access points
	Fencing	Check fixing hardware and replace as necessary
	Fencing	Check gate operation
	Gardens	Trimming
	Windsock & Signal Pad	Re-surface base
	Paving	Repaint markings
	Navigation Lighting	Clean lights
	Baggage Scanners	Service
	Checked Baggage Scanner and Conveyor	Service
	Electrical	Test and tag of all electrical equipment
	Electrical	Inspect electrical fittings and repair as necessary

Frequency	Asset	Activities
Annually	Generator	Service by technician
	Plumbing	Inspect pipes and taps for leaks and operability
	Plumbing	Inspect hot water systems and check tempering valves
	Plumbing	Inspect water chillers and service
	HVAC	Air-conditioning service
	Fire	Fire blanket - inspect
	Fire	Booster supply system - service pump sets
2 Yearly	Electrical	RCD testing - Operating time current test
3 Yearly	Water Tanks	De sludge tank and clean interior
	Paving	Compliance inspection
	Navigation Lighting	Compliance inspection
5 Yearly	Carpark Paving	Repaint line markings
	Fire	Fire extinguishers - pressure test
	Fire	Booster supply system - pressure test
	First Aid	First aid kit replacement
10 Yearly	Administration Building	Painting
	Terminal	Painting
	Workshop	Painting
	Sheds	Painting
	Shade Structure	Painting
	Outdoor Furniture	Painting
15 Yearly	First Aid	Defibrillator replacement
	Administration Building	Fitout replacement
	Terminal	Fitout replacement

Financial Considerations

Operational Expenditure

To determine operational expenditure, we have had considered the cost of consumables and labour hours required to perform each activity. We have adopted a cost escalation of 3% per annum which is articulated over a 10-year period. The below table summarises the opex costs for the site.

Table 8 – Annual Opex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings	\$150,196	\$154,701	\$159,343	\$164,123	\$169,046	\$174,118	\$179,341	\$184,722	\$190,263	\$195,971
Landscape	\$20,101	\$20,704	\$21,326	\$21,965	\$22,624	\$23,303	\$24,002	\$24,722	\$25,464	\$26,228
Infrastructure (Airside)	\$211,933	\$218,291	\$224,840	\$231,585	\$238,533	\$245,689	\$253,059	\$260,651	\$268,471	\$276,525
Infrastructure (Landside)	\$4,267	\$4,395	\$4,527	\$4,663	\$4,803	\$4,947	\$5,096	\$5,248	\$5,406	\$5,568
Services	\$65,200	\$67,156	\$69,171	\$71,246	\$73,383	\$75,585	\$77,853	\$80,188	\$82,594	\$85,072
Total	\$451,698	\$465,249	\$479,206	\$493,583	\$508,390	\$523,642	\$539,351	\$555,532	\$572,198	\$589,364

Capital Expenditure

To determine capital expenditure, we have had regard to the remaining useful life of assets in the facility and resultant renewal requirements. These form the basis of the below 10-year forecast. Costs have been escalated at 3% per annum to reflect future values.

Table 9 – Capex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings										
Landscape										
Infrastructure (Airside)	\$3,500,970		\$3,489,077		\$29,851	\$1,400,488	\$567,924			\$9,149,169
Infrastructure (Landside)										
Services			\$16,883	\$6,854	\$20,896	\$4,949				\$201,830
Total	\$3,500,970	\$0	\$3,505,960	\$6,854	\$50,747	\$1,405,436	\$567,924	\$0	\$0	\$9,350,999

Renewal Items

2026

Renewal of GA apron

2028

Renewal of split system air-conditioning and RPT apron.

2029

Renewal of signage.

2030

Renewal of security cameras, signage and split system air conditioning.

2031

Renewal of RPT taxiway, GA taxiway and zip boil units.

2032

Renewal of navigational lighting.

2035

Renewal of surface runway 18/36, renewal of ducted air-conditioning.

Risk Management

To determine the appropriate risk management framework, we have had regard to both the public and restricted areas of the facility. We have captured the risks and assessed them against the Maranoa Regional Council Risk Management Matrix. The risks detailed below are facility specific and in addition to those highlighted in the Asset Class Plan (ACP). Risk should be managed at this facility incorporating risks identified in the FMP and ACP.

Facility Specific Risk Assessment

Further to the risk assessment conducted in the Asset Class plan, the following high-level risks particular to this facility have been observed site and are considerations in the management and maintenance of the facility.

Table 10 – Risk Assessment

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options	Photo
Exposure to asbestos	Major Injury	Unlikely	Medium	Encapsulate asbestos containing materials. Ensure all activities adhere to asbestos management plan.	Remove asbestos and other contaminants.	

Recommended Actions

The following actions are recommended to ensure appropriate service delivery and asset performance.

1. We recommend a feasibility, design and funding model be established in the near future for the renewal of runway 18/36.
2. Car park boom gates are to be removed and do not form part of this plan.
3. Undertake emergent repairs as detailed in this plan.
4. Invest in renewals as detailed in this plan.
5. Implement the maintenance activities detailed in this plan to ensure safe and cost-effective operation of the site.

Assumptions

In preparing this plan we have made the following assumptions:

1. All services that are not visible are commensurate in condition to those that are visible.
2. There are no undisclosed environmental contaminants (asbestos, hydrocarbons etc).
3. All detail supplied by Council is accurate and complete.
4. Navigational lighting renewal will include re-use of existing cabling.



Facility Management Plan

Aerodromes

Injune Aerodrome

January 2025

Simplix
Group



maranoa
REGIONAL COUNCIL



Document Control

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Executive Summary

This Facility Management Plan provides the necessary framework to support the efficient and safe operation of the Injune Aerodrome. This should be read in conjunction with the Asset Class Plan for Aerodromes and the Strategic Asset Management Plan for buildings. This plan outlines the maintenance, renewal, cost and operational framework to ensure best practice of operation. Further, this plan captures the responsible and interested stakeholders.

Purpose and Scope

The purpose of this document is to guide the management and operation of the facility.

The scope includes the following:

- Designation of owners and stakeholders
- Maintenance activities and schedule
- Opex forecast
- Capex forecast
- Asset values
- Budget
- Health and safety
- Site specific risk assessment
- Recommended actions

Owner and Stakeholders

Table 1 - Owner and Stakeholders

Role	Responsible Party
Asset Owner	Maranoa Regional Council
Asset Coordinator	Manager Regional Facilities (Land, Buildings & Structures)
Asset Custodian	Local Area Director, Roma
Asset Data Representative	MRC Asset Management
Service Owner	Local Area Director, Roma
Delivery Owner	Manager Airports (Regional Compliance & Roma)
Maintenance Owner	Manager Airports (Regional Compliance & Roma)

Facility Management

Purpose

The purpose of facility management is to ensure the safe, efficient and cost-effective operation of the facility. This is achieved by the identification of critical factors, capturing of all asset data and obligations and developing a clear schedule of obligations and activities.

Facility Description

The Injune Aerodrome services the township of Injune and provides aerodrome facilities to the local community.

The facility comprises the following:

- Runway
- General aviation apron
- Helipad and apron
- Ablutions
- Landscaping and ancillary improvements.



Figure 1 – Aerial Overview

Accommodation




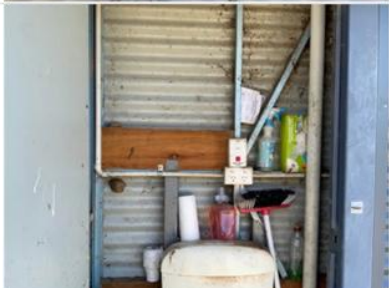

The facility provides the following accommodation:







- Infrastructure
 - o Exclusion Fencing
 - o Navigational Lighting
 - o Windsock and Signal Pad
 - o Gables and Cones
 - o Runway Paving
 - o Helipad and Apron
 - o Taxiway
 - o General Aviation Apron
- Ablutions
 - o Unisex
- Landscaping and ancillary improvements
 - o Paving
 - o Turf
 - o Garden/Trees

Asset Types















Following a detailed inspection of the facility the following asset types have been captured.



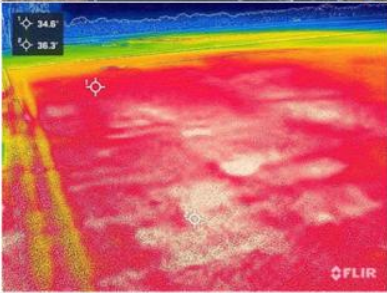





Table 2 – Asset Types

Asset Class	Photographs
Buildings Ablutions	    

Asset Class	Photographs	
Ablutions		
Landscape		
Turf		
Trees		

Asset Class	Photographs	
Infrastructure		
Exclusion Fencing		
Navigational Lighting		
		
Windsock and Signal Pad		
		

Asset Class	Photographs	
Gables & Cones		
Runway 14/32		
		
		
		
Helipad & Apron		
Taxiway		





Asset Class	Photographs	
General Aviation Apron		
		
Services		
Signage		
		


Asset Class	Photographs	
Electrical		
Plumbing		
		

Emergent Repairs

The following emergent repairs were noted during our inspection. These should be attended to as a priority to ensure useful life of the assets is not adversely affected.

Table 3 - Emergent Repairs

Issue	Repair	Cost	Photo
Line marking faded and weed growth to helipad.	Treat weeds and repaint markings.	\$2,500	
			
Water ponding to GA apron.	Monitor for damage, ensure surface is sealed and reshape at renewal.	Nil.	
			

Issue	Repair	Cost	Photo
Trees near helipad pose risk of damage to aircraft in inclement weather.	Undertake tree inspections and trim limbs as needed.	\$500	

Current Condition

The current condition of the facility is defined in the following table that details the condition score and remaining useful life. The overall condition of the facility has been assessed at 2.25.

Table 4 – Condition Rating Matrix

Score	Description of Condition	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall
1	Very Good	Condition of Structure	External Condition	Internal Condition	Building Services Condition	Building Fittings Condition	Ongoing Need for Maintenance	Customer Sentiment Regarding the Asset	Average Score
2	Good								
3	Average								
4	Below Average								
5	Poor								

Table 5 – Condition Assessment

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Ablutions	Buildings	Super Structure		2	2	2	2	2	2	2	2.0	50	28
Paving	Landscaping	Concrete Path		1	1				1		1.0	60	46
Turf	Landscaping	General		2					2		2.0	40	22
Garden	Landscaping	Trees		3					3		3.0	100	38

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Fencing	Infrastructure	Exclusion Fencing		2	3			3	2		2.5	35	16
Navigation	Infrastructure	Navigational Lighting		1					1		1.0	15	12
Navigation	Infrastructure	Windsock & Signal Pad		2	2			3	2		2.3	25	12
Navigation	Infrastructure	Gables & cones		3	3			3	2		2.8	20	7
Paving	Infrastructure	Runway 14/32		3	4				4		3.7	20	4
Paving	Infrastructure	Helipad & Apron		3	3				2		2.7	20	7
Paving	Infrastructure	Taxiway		3	3				3		3.0	20	7
Paving	Infrastructure	General Aviation Apron		4	3				2		3.0	20	7
Signage	Services			2	3			2	2		2.3	10	4
Electrical	Services	General		3					2		2.5	25	11
Plumbing	Services	Wastewater Treatment Systems		2				2	2		2.0	25	13

Maintenance Activities

The following table outlines maintenance activities at the site.

Table 6 - Maintenance Activities

Maintenance Categories	Activities	Frequency
Buildings		
Ablutions	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Weekly
	Deep clean	Quarterly
	Painting	10 yearly
	Fitout replacement	10 yearly
Landscaping		
Paving	Check for trip/slip hazards	Weekly
	Check for deterioration and excessive exposure of aggregates	Monthly
Turf	Mowing	Weekly
	Weed treatment	Monthly
	Check grass height (below 300mm)	Twice Weekly
	Inspect for bird or animal habitat (remove as necessary)	Twice Weekly
Trees	Tree Inspections	Annually
	Arboricultural practices	Annually
Infrastructure		
Fencing	Check for non-approved access points	Twice Weekly
	Check fixing hardware and replace as necessary	Twice Weekly
	Check gate operation	Twice Weekly
	Check signage	Twice Weekly
Windsock & Signal Pad	Check sock condition and serviceability	Twice Weekly
	Check swivels for range and freedom of movement (adjust as necessary)	Twice Weekly
	Check base colour	Twice Weekly
	Check base for weeds	Twice Weekly
	Check markings (adjust as necessary)	Twice Weekly
	Re-surface base	Annually
	Treat weeds	Monthly

Maintenance Categories	Activities	Frequency
Paving	Check for hazards to aircraft	Twice Weekly
	Check for and remove foreign objects and debris	Twice Weekly
	Check painted markings	Twice Weekly
	Check for cracking, rutting and pavement distress	Twice Weekly
	Check for scouring or erosion to runway shoulder (ensure less than 25mm)	Twice Weekly
	Brush paving to remove loose aggregate	Half yearly
	Roll paving (using multi-tyre roller)	Annually
	Repaint markings	Annually
	Compliance inspection	3 Yearly
Navigation	Check light condition including lens	Twice Weekly
	Test light operability (replace bulbs and repair as necessary)	Twice Weekly
	Check condition and alignment of cones and gables	Twice Weekly
	Clean lights	Annually
	Compliance inspection	3 Yearly
Services		
Signage	Clean surface	Monthly
	Check for fading and damage	Monthly
	Check fixing hardware and replace as necessary	Monthly
Electrical	Test and tag of all electrical equipment	Annually
	RCD testing - Push button	Half yearly
	RCD testing - Operating time current test	2 yearly
	Inspect electrical fittings and repair as necessary	Annually
Plumbing	Wastewater treatment system - check irrigation operation	Monthly
	Wastewater treatment system - service aeration, UV, pumps and all chambers	Quarterly
	Inspect pipes and taps for leaks and operability	Annually
Pest Treatment	Treat facility for insects and pests	Half yearly

Maintenance Summary

For ease of management, we have summarised activities in the below table.

Table 7 - Maintenance Summary

Frequency	Asset	Activities
Twice Weekly	Turf	Check grass height (below 300mm)
	Turf	Inspect for bird or animal habitat (remove as necessary)
	Fencing	Check for non-approved access points
	Fencing	Check fixing hardware and replace as necessary
	Fencing	Check gate operation
	Fencing	Check signage
	Windsock & Signal Pad	Check sock condition and serviceability
	Windsock & Signal Pad	Check swivels for range and freedom of movement (adjust as necessary)
	Windsock & Signal Pad	Check base colour
	Windsock & Signal Pad	Check base for weeds
	Windsock & Signal Pad	Check markings (adjust as necessary)
	Paving	Check for hazards to aircraft
	Paving	Check for and remove foreign objects and debris
	Paving	Check painted markings
	Paving	Check for cracking, rutting and pavement distress
	Paving	Check for scouring or erosion to runway shoulder (ensure less than 25mm)
	Navigation	Check light condition including lens
	Navigation	Test light operability (replace bulbs and repair as necessary)
Weekly	Navigation	Check condition and alignment of cones and gables
	Ablutions	Cleaning
	Paving	Check for trip/slip hazards
Monthly	Turf	Mowing
	Paving	Check for deterioration and excessive exposure of aggregates
	Turf	Weed treatment
	Windsock & Signal Pad	Treat weeds
	Signage	Clean surface
	Signage	Check for fading and damage
Quarterly	Signage	Check fixing hardware and replace as necessary
	Plumbing	Wastewater treatment system - check irrigation operation
	Ablutions	Deep clean
	Plumbing	Wastewater treatment system - service aeration, UV, pumps and all chambers
Half Yearly	Paving	Brush paving to remove loose aggregate
	Electrical	RCD testing - Push button
Annually	Pest Treatment	Treat facility for insects and pests
	Ablutions	Pressure clean exterior including roof
	Ablutions	Check frame and slab for damage - rectify as needed
	Trees	Tree Inspections
	Trees	Arboricultural practices
	Windsock & Signal Pad	Re-surface base
	Paving	Roll paving (using multi-tyre roller)
	Paving	Repaint markings
	Navigation	Clean lights
	Electrical	Test and tag of all electrical equipment
	Electrical	Inspect electrical fittings and repair as necessary
	Plumbing	Inspect pipes and taps for leaks and operability
2 Yearly	Electrical	RCD testing - Operating time current test
3 Yearly	Paving	Compliance inspection
	Navigation	Compliance inspection
10 Yearly	Ablutions	Painting
	Ablutions	Fitout replacement

Financial Considerations

Operational Expenditure

To determine operational expenditure, we have had considered the cost of consumables and labour hours required to perform each activity. We have adopted a cost escalation of 3% per annum which is articulated over a 10-year period. The below table summarises the opex costs for the site.

Table 8 – Annual Opex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings	\$3,997	\$4,117	\$4,240	\$4,368	\$4,499	\$4,634	\$4,773	\$4,916	\$5,063	\$5,215
Landscape	\$11,956	\$12,315	\$12,684	\$13,065	\$13,457	\$13,861	\$14,276	\$14,705	\$15,146	\$15,600
Infrastructure	\$41,892	\$43,149	\$44,444	\$45,777	\$47,150	\$48,565	\$50,022	\$51,522	\$53,068	\$54,660
Services	\$4,130	\$4,253	\$4,381	\$4,512	\$4,648	\$4,787	\$4,931	\$5,079	\$5,231	\$5,388
Total	\$61,975	\$63,834	\$65,749	\$67,722	\$69,754	\$71,846	\$74,002	\$76,222	\$78,508	\$80,863

Capital Expenditure

To determine capital expenditure, we have had regard to the remaining useful life of assets in the facility and resultant renewal requirements. These form the basis of the below 10-year forecast. Costs have been escalated at 3% per annum to reflect future values.

Table 9 – Capex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings										
Landscape										
Infrastructure			\$790,258				\$1,784,562	\$401,662		
Services					\$8,824					
Total	\$0	\$0	\$0	\$0	\$8,824	\$0	\$2,639,632	\$401,662	\$0	\$0

Renewal Items

2028

Reseal of runway

2030

Renewal of signage.

2032

Renewal of GA apron and taxiway.

2033

Renewal of airfield markers, helipad & apron.


Risk Management

To determine the appropriate risk management framework, we have had regard to both the public and restricted areas of the facility. We have captured the risks and assessed them against the Maranoa Regional Council Risk Management Matrix. The risks detailed below are facility specific and in addition to those highlighted in the Asset Class Plan (ACP). Risk should be managed at this facility incorporating risks identified in the FMP and ACP.

Facility Specific Risk Assessment

Further to the risk assessment conducted in the Asset Class plan, the following high-level risks particular to this facility have been observed site and are considerations in the management and maintenance of the facility.

Table 10 – Risk Assessment

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options	Photo
Trees near helipad causing damage in inclement weather.	Huge financial loss.	Rare	Medium	Inspect trees and maintain.	Remove trees.	

Recommended Actions

The following actions are recommended to ensure appropriate service delivery and asset performance.

1. Upgrade lighting to LED at renewal.
2. Reshape drainage of GA apron at renewal.
3. Undertake emergent repairs as detailed in this plan.
4. Invest in renewals as detailed in this plan.
5. Implement the maintenance activities detailed in this plan to ensure safe and cost-effective operation of the site.

Assumptions

In preparing this plan we have made the following assumptions:

1. All services that are not visible are commensurate in condition to those that are visible.
2. There are no undisclosed environmental contaminants (asbestos, hydrocarbons etc).
3. All detail supplied by Council is accurate and complete.

An aerial photograph of the Mitchell Aerodrome. The image shows a large, dark, circular paved area in the center, surrounded by a lighter-colored gravel or dirt area. To the right of the circular area is a rectangular paved area with a white circle inside. Below the rectangular area, the word "MITCHELL" is painted in large, white, capital letters on the ground. In the background, there is a small building and some trees.

Facility Management Plan

Aerodromes

Mitchell Aerodrome

January 2025

Simplix
Group



maranoa
REGIONAL COUNCIL

Document Control

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Executive Summary

This Facility Management Plan provides the necessary framework to support the efficient and safe operation of the Mitchell Aerodrome. This should be read in conjunction with the Asset Class Plan for Aerodromes and the Strategic Asset Management Plan for buildings. This plan outlines the maintenance, renewal, cost and operational framework to ensure best practice of operation. Further, this plan captures the responsible and interested stakeholders.

Purpose and Scope

The purpose of this document is to guide the management and operation of the facility. The scope includes the following:

- Designation of owners and stakeholders
- Maintenance activities and schedule
- Opex forecast
- Capex forecast
- Asset values
- Budget
- Health and safety
- Site specific risk assessment
- Recommended actions

Owner and Stakeholders

Table 1 - Owner and Stakeholders

Role	Responsible Party
Asset Owner	Maranoa Regional Council
Asset Coordinator	Manager Regional Facilities (Land, Buildings & Structures)
Asset Custodian	Local Area Director, Roma
Asset Data Representative	Asset Management
Service Owner	Local Area Director, Roma
Delivery Owner	Manager Airports (Regional Compliance & Roma)
Maintenance Owner	Manager Airports (Regional Compliance & Roma)

Facility Management

Purpose

The purpose of facility management is to ensure the safe, efficient and cost-effective operation of the facility. This is achieved by the identification of critical factors, capturing of all asset data and obligations and developing a clear schedule of obligations and activities.

Facility Description

The Mitchell Aerodrome services the township of Mitchell and provides aerodrome facilities to the local community.

The facility comprises the following:

- Ablutions
- Landscaping and ancillary improvements.



Figure 1 – Aerial Overview

Accommodation





The facility provides the following accommodation:




- Terminal
 - o Waiting Area
 - o Male Toilets
 - o Female Toilets
 - o Patio
- Generator Shed
- Landscaping and ancillary improvements
 - o Turf
 - o Water Tank
 - o Flagpole
- Infrastructure
 - o Exclusion Fencing
 - o Navigational Lighting
 - o Apron lighting
 - o Windsock and Signal Pad
 - o Spare Windsock and Hoop
 - o Runway Paving
 - o Taxiway
 - o General Aviation Apron







Asset Types


Following a detailed inspection of the facility the following asset types have been captured.










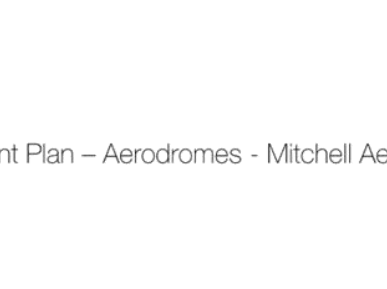
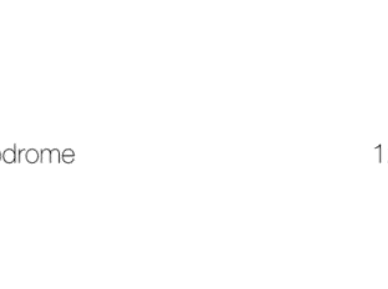
Table 2 – Asset Types











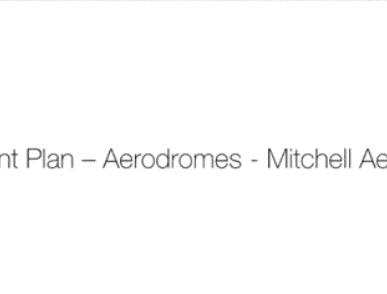
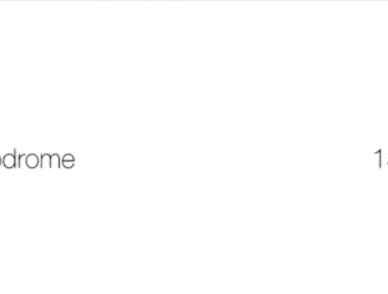
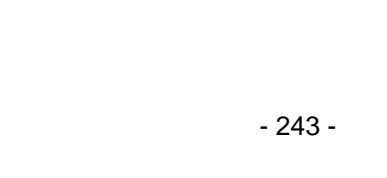

Asset Class	Photographs
Buildings	
Terminal	   

Asset Class	Photographs	
Waiting Area		
Male Toilets		
Female Toilets		
Patio		
Generator Shed		

Asset Class	Photographs	
Landscape		
Turf	 	
	 	
Water Tank		
Flagpole		

Asset Class	Photographs	
Exclusion Fencing		
		
		
		
Apron Lighting		

Asset Class	Photographs	
Windsock and Signal Pad		
		
		
Runway 11/29		
		
		

Asset Class	Photographs	
Runway 11/29		
		
		
		
Taxiway		
		
General Aviation Apron		






Asset Class	Photographs	
Services		
Signage		
Electrical		
		
Plumbing		
Fire		





Emergent Repairs

The following emergent repairs were noted during our inspection. These should be attended to as a priority to ensure useful life of the assets is not adversely affected.

Table 3 - Emergent Repairs

Issue	Repair	Cost	Photo
Downpipes not connected.	Connect and direct away from building.	\$350	
Hole at rear of building.	Backfill.	\$100	
Structural cracking in terminal.	Monitor and demolish structure when unsafe.	Nil.	
No RCD test tag.	Test immediately.	\$300	

Issue	Repair	Cost	Photo
Bird nesting in terminal.	Pest treatment.	\$750	
Unrestricted pedestrian access to airside.	Install lock.	\$500	
Weeds to signal areas.	Poison and clear.	\$300	
No markings to GA apron and taxiway.	Line mark and confirm light colours match layout.	\$5,000	 

Issue	Repair	Cost	Photo
Incorrect markers, lights and not painted marking at runway hold point.	Install cones, paint lines and install yellow lights at runway holding position.	\$2,500	
			
Ridges in runway and GA apron.	Roll surface.	\$2,500	 

Current Condition

The current condition of the facility is defined in the following table that details the condition score and remaining useful life. The overall condition of the facility has been assessed at 3.

Table 4 – Condition Rating Matrix

Score	Description of Condition	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall
1	Very Good	Condition of Structure	External Condition	Internal Condition	Building Services Condition	Building Fittings Condition	Ongoing Need for Maintenance	Customer Sentiment Regarding the Asset	Average Score
2	Good								
3	Average								
4	Below Average								
5	Poor								

Table 5 – Condition Assessment

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Terminal	Buildings	Super Structure		4	4	4	4	2	3		3.5	60	16
Generator Shed	Buildings	Super Structure		3	3			3	2		2.8	50	21
Turf	Landscaping	General		3					2		2.5	40	18
Water Tank	Landscaping	Poly		2	3			3	2		2.5	20	8
Flagpole	Landscaping			3	3			5	1		3.0	35	12
Fencing	Infrastructure	Exclusion Fencing - chain wire		4	4			3	1		3.0	35	12
Fencing	Infrastructure	Exclusion Fencing - ring lock		2	3			3	2		2.5	35	16

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Navigation	Infrastructure	Navigational Lighting		3					3		3	15	5
Navigation	Infrastructure	Windsock & Signal Pad		3	4		3	3	2		3.0	25	9
Navigation	Infrastructure	Spare Windsock and Hoop		3	4			4	2		3.3	25	7
Paving	Infrastructure	Runway 11/29		3	3				3		3.0	20	7
Paving	Infrastructure	Taxiway (chip seal)		2	2				2		2.0	20	10
Paving	Infrastructure	General Aviation Apron (chip seal)		2	2				2		2.0	20	10
Signage	Services			2	2			2	2		2.0	10	4
Signage	Services			3	3			3	2		2.8	10	3
Electrical	Services	General		3					2		2.5	25	11
Electrical	Services	Generator		3	3			3	2		2.8	20	7
Plumbing	Services	General		3				3	2		2.7	25	10
Fire Services	Services	Fire Extinguishers		3				2	3		2.7	5	0

Maintenance Activities

The following table outlines maintenance activities at the site.

Table 6 - Maintenance Activities

Maintenance Categories	Activities	Frequency
Buildings		
Terminal	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Monthly
	Deep clean	Annually
	Painting	10 yearly
	Fitout replacement	10 yearly
	Check and empty sanitary bins	Monthly
Generator Shed	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Sweep or blow floor	Monthly
	Painting	10 yearly
Landscaping		
Turf	Mowing	Weekly
	Weed treatment	Monthly
	Check grass height (below 300mm)	Twice Weekly
	Inspect for bird or animal habitat (remove as necessary)	Twice Weekly
Water Tank	Check water quality	Annually
	Check for leaks and rectify as needed	Annually
	Check structure for damage and rectify as needed	Annually
	De sludge tank and clean interior	3 yearly
Flagpole	Check fixing hardware and replace as necessary	Annually
	Check structure for damage/wear - fix as necessary	Annually
Infrastructure		
Fencing	Check for non-approved access points	Twice Weekly
	Check fixing hardware and replace as necessary	Twice Weekly
	Check gate operation	Twice Weekly
	Check signage	Twice Weekly

Maintenance Categories	Activities	Frequency
Windsock & Signal Pad	Check sock condition and serviceability	Twice Weekly
	Check swivels for range and freedom of movement (adjust as necessary)	Twice Weekly
	Check base colour	Twice Weekly
	Check base for weeds	Twice Weekly
	Check markings (adjust as necessary)	Twice Weekly
	Re-surface base	Annually
	Treat weeds	Monthly
Paving	Check for hazards to aircraft	Twice Weekly
	Check for and remove foreign objects and debris	Twice Weekly
	Check painted markings	Twice Weekly
	Check for cracking, rutting and pavement distress	Twice Weekly
	Check for scouring or erosion to runway shoulder (ensure less than 25mm)	Twice Weekly
	Brush paving to remove loose aggregate	Half yearly
	Roll paving (using multi-tyre roller)	Annually
	Repaint markings	Annually
	Compliance inspection	3 Yearly
Navigation	Check light condition including lens	Twice Weekly
	Test light operability (replace bulbs and repair as necessary)	Twice Weekly
	Check condition and alignment of cones and gables	Twice Weekly
	Clean lights	Annually
	Compliance inspection	3 Yearly
Services		
Signage	Clean surface	Monthly
	Check for fading and damage	Monthly
	Check fixing hardware and replace as necessary	Monthly
Electrical	Test and tag of all electrical equipment	Annually
	RCD testing - Push button	Half yearly
	RCD testing - Operating time current test	2 yearly
	Inspect electrical fittings and repair as necessary	Annually

Maintenance Categories	Activities	Frequency
Generator	Drain water from fuel filter (or after each use)	Monthly
	Check oil, water, fuel systems (or after each use)	Monthly
	Replace engine oil	Half yearly
	Replace oil filters	Half yearly
	Replace fuel filters	Half yearly
	Service by technician	Annually
Plumbing	Inspect pipes and taps for leaks and operability	Annually
Septic system	Check operation and level of sludge (tenant responsibility)	Monthly
	De-sludge tank	3 yearly
Fire	Fire extinguishers - inspect and test	Half yearly
	Fire extinguishers - pressure test	5 yearly
Pest Treatment	Treat facility for insects and pests	Half yearly

Maintenance Summary

For ease of management, we have summarised activities in the below table.

Table 7 - Maintenance Summary

Frequency	Asset	Activities
Twice Weekly	Turf	Check grass height (below 300mm)
	Turf	Inspect for bird or animal habitat (remove as necessary)
	Fencing	Check for non-approved access points
	Fencing	Check fixing hardware and replace as necessary
	Fencing	Check gate operation
	Fencing	Check signage
	Windsock & Signal Pad	Check sock condition and serviceability
	Windsock & Signal Pad	Check swivels for range and freedom of movement (adjust as necessary)
	Windsock & Signal Pad	Check base colour
	Windsock & Signal Pad	Check base for weeds
	Windsock & Signal Pad	Check markings (adjust as necessary)
	Paving	Check for hazards to aircraft
	Paving	Check for and remove foreign objects and debris
	Paving	Check painted markings
	Paving	Check for cracking, rutting and pavement distress
	Paving	Check for scouring or erosion to runway shoulder (ensure less than 25mm)
	Navigation	Check light condition including lens
	Navigation	Test light operability (replace bulbs and repair as necessary)
Weekly	Navigation	Check condition and alignment of cones and gables
	Turf	Mowing
Monthly	Terminal	Cleaning
	Terminal	Check and empty sanitary bins
	Generator Shed	Sweep or blow floor
	Turf	Weed treatment
	Windsock & Signal Pad	Treat weeds
	Signage	Clean surface
	Signage	Check for fading and damage
	Signage	Check fixing hardware and replace as necessary
	Generator	Drain water from fuel filter (or after each use)
Half Yearly	Generator	Check oil, water, fuel systems (or after each use)
	Septic system	Check operation and level of sludge (tenant responsibility)
	Paving	Brush paving to remove loose aggregate
	Electrical	RCD testing - Push button
	Generator	Replace engine oil
	Generator	Replace oil filters
	Generator	Replace fuel filters
	Fire	Fire extinguishers - inspect and test
	Pest Treatment	Treat facility for insects and pests

Frequency	Asset	Activities
Annually	Terminal	Pressure clean exterior including roof
	Terminal	Check frame and slab for damage - rectify as needed
	Terminal	Deep clean
	Generator Shed	Pressure clean exterior including roof
	Generator Shed	Check frame and slab for damage - rectify as needed
	Water Tank	Check water quality
	Water Tank	Check for leaks and rectify as needed
	Water Tank	Check structure for damage and rectify as needed
	Flagpole	Check fixing hardware and replace as necessary
	Flagpole	Check structure for damage/wear - fix as necessary
	Windsock & Signal Pad	Re-surface base
	Paving	Roll paving (using multi-tyre roller)
	Paving	Repaint markings
	Navigation	Clean lights
	Electrical	Test and tag of all electrical equipment
	Electrical	Inspect electrical fittings and repair as necessary
	Generator	Service by technician
	Plumbing	Inspect pipes and taps for leaks and operability
2 Yearly	Electrical	RCD testing - Operating time current test
3 Yearly	Water Tank	De sludge tank and clean interior
	Paving	Compliance inspection
	Navigation	Compliance inspection
	Septic system	De-sludge tank
5 Yearly	Fire	Fire extinguishers - pressure test
10 Yearly	Terminal	Painting
	Terminal	Fitout replacement
	Generator Shed	Painting

Financial Considerations

Operational Expenditure

To determine operational expenditure, we have had considered the cost of consumables and labour hours required to perform each activity. We have adopted a cost escalation of 3% per annum which is articulated over a 10-year period. The below table summarises the opex costs for the site.

Table 8 – Annual Opex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings	\$4,425	\$4,558	\$4,695	\$4,836	\$4,981	\$5,130	\$5,284	\$5,443	\$5,606	\$5,774
Landscape	\$11,459	\$11,803	\$12,157	\$12,522	\$12,897	\$13,284	\$13,683	\$14,093	\$14,516	\$14,951
Infrastructure	\$41,892	\$43,149	\$44,444	\$45,777	\$47,150	\$48,565	\$50,022	\$51,522	\$53,068	\$54,660
Services	\$5,941	\$6,119	\$6,303	\$6,492	\$6,687	\$6,887	\$7,094	\$7,307	\$7,526	\$7,752
Total	\$63,718	\$65,629	\$67,598	\$69,626	\$71,715	\$73,866	\$76,082	\$78,365	\$80,716	\$83,137

Capital Expenditure

To determine capital expenditure, we have had regard to the remaining useful life of assets in the facility and resultant renewal requirements. These form the basis of the below 10-year forecast. Costs have been escalated at 3% per annum to reflect future values.

Table 9 – Capex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings										
Landscape									\$4,032	
Infrastructure					\$140,301		\$1,646,801		\$33,598	
Services					\$2,985					
Total	\$0	\$0	\$0	\$0	\$143,286	\$0	\$1,646,801	\$0	\$37,630	\$0

Renewal Items

2030

Renewal of signage and navigational lighting.

2032

Reseal of runway.

2034

Renewal of water tank, windsock and signal pad.

Risk Management

To determine the appropriate risk management framework, we have had regard to both the public and restricted areas of the facility. We have captured the risks and assessed them against the Maranoa Regional Council Risk Management Matrix. The risks detailed below are facility specific and in addition to those highlighted in the Asset Class Plan (ACP). Risk should be managed at this facility incorporating risks identified in the FMP and ACP.

Facility Specific Risk Assessment

Further to the risk assessment conducted in the Asset Class plan, the following high-level risks particular to this facility have been observed site and are considerations in the management and maintenance of the facility.

Table 10 – Risk Assessment

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options	Photo
Exposure to asbestos	Major Injury	Unlikely	Medium	Encapsulate asbestos containing materials. Ensure all activities adhere to asbestos management plan.	Remove asbestos and other contaminants	

Recommended Actions

The following actions are recommended to ensure appropriate service delivery and asset performance.

1. Upgrade lighting to LED at renewal.
2. Undertake emergent repairs as detailed in this plan.
3. Invest in renewals as detailed in this plan.
4. Implement the maintenance activities detailed in this plan to ensure safe and cost-effective operation of the site.

Assumptions

In preparing this plan we have made the following assumptions:

1. All services that are not visible are commensurate in condition to those that are visible.
2. There are no undisclosed environmental contaminants (asbestos, hydrocarbons etc).
3. All detail supplied by Council is accurate and complete.



Facility Management Plan

Aerodromes

Surat Aerodrome

January 2025

Simplx
Group



maranoa
REGIONAL COUNCIL

Document Control

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Executive Summary

This Facility Management Plan provides the necessary framework to support the efficient and safe operation of the Surat Aerodrome. This should be read in conjunction with the Asset Class Plan for Aerodromes and the Strategic Asset Management Plan for buildings. This plan outlines the maintenance, renewal, cost and operational framework to ensure best practice of operation. Further, this plan captures the responsible and interested stakeholders.

Purpose and Scope

The purpose of this document is to guide the management and operation of the facility. The scope includes the following:

- Designation of owners and stakeholders
- Maintenance activities and schedule
- Opex forecast
- Capex forecast
- Asset values
- Budget
- Health and safety
- Site specific risk assessment
- Recommended actions

Owner and Stakeholders

Table 1 - Owner and Stakeholders

Role	Responsible Party
Asset Owner	Maranoa Regional Council
Asset Coordinator	Manager Regional Facilities (Land, Buildings & Structures)
Asset Custodian	Local Area Director, Roma
Asset Data Representative	Asset Management
Service Owner	Local Area Director, Roma
Delivery Owner	Manager Airports (Regional Compliance & Roma)
Maintenance Owner	Manager Airports (Regional Compliance & Roma)

Facility Management

Purpose

The purpose of facility management is to ensure the safe, efficient and cost-effective operation of the facility. This is achieved by the identification of critical factors, capturing of all asset data and obligations and developing a clear schedule of obligations and activities.

Facility Description

The Surat Aerodrome services the township of Surat and provides aerodrome facilities to the local community.

The facility comprises the following:

- Terminal
- Ablutions
- Landscaping and ancillary improvements.



Figure 1 – Aerial Overview

Accommodation

The facility provides the following accommodation:









- Terminal
 - o Waiting Area
 - o Patio
- Ablutions
 - o Unisex PWD Toilet
- Landscaping and ancillary improvements
 - o Turf
 - o Water Tank
- Infrastructure
 - o Exclusion Fencing
 - o Navigational Lighting
 - o Windsock and Signal Pad
 - o Gables and Cones
 - o Runway Paving
 - o General Aviation Apron

Asset Types













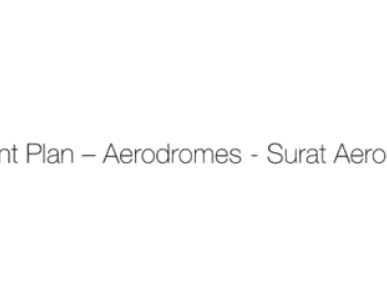

Following a detailed inspection of the facility the following asset types have been captured.



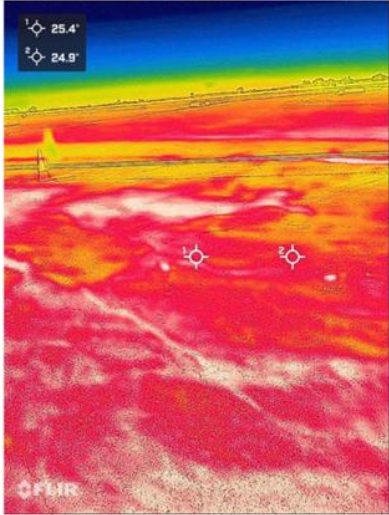
Table 2 – Asset Types







Asset Class	Photographs
Buildings	
Terminal	    

Asset Class	Photographs	
Ablutions		
		
Landscape		
Turf		
		
Water Tank		

Asset Class	Photographs	
Exclusion Fencing		
Navigational Lighting		
		
Windsock and Signal Pad		
		

Asset Class	Photographs	
Gables and Cones		
		
		
Runway 08/26		
		
		
		


Asset Class	Photographs	
General Aviation Apron		
		

Asset Class	Photographs	
Services		
Signage		
Electrical		
		
Plumbing		

Emergent Repairs

The following emergent repairs were noted during our inspection. These should be attended to as a priority to ensure useful life of the assets is not adversely affected.

Table 3 - Emergent Repairs

Issue	Repair	Cost	Photo
Weeds to signal areas.	Poison and clear.	\$150	

Current Condition

The current condition of the facility is defined in the following table that details the condition score and remaining useful life. The overall condition of the facility has been assessed at 3.

Table 4 – Condition Rating Matrix

Score	Description of Condition	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall
1	Very Good	Condition of Structure	External Condition	Internal Condition	Building Services Condition	Building Fittings Condition	Ongoing Need for Maintenance	Customer Sentiment Regarding the Asset	Average Score
2	Good								
3	Average								
4	Below Average								
5	Poor								

Table 5 – Condition Assessment

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Terminal	Buildings	Super Structure		3	3	3	3	3	2	3	2.9	50	19
Ablutions	Buildings	Super Structure		2	2	2	2	2	2	2	2.0	60	34
Turf	Landscaping	General		2					3	2	2.3	40	19
Water Tank	Landscaping	Poly		2	2			2	2		2.0	20	10

Asset	Class	Child	Sub-Child Component	Structure	External	Internal	Services	Fittings	Maintenance Need	Customer Feedback	Overall	Useful Life	
												New	Remaining
Fencing	Infrastructure	Exclusion Fencing - chain wire		2	2			2	2		2.0	35	19
Navigation	Infrastructure	Navigational Lighting		1				4	2		2.3	15	7
Navigation	Infrastructure	Windsock and Signal Pad		2	3			3	2		2.5	25	11
Navigation	Infrastructure	Gables & cones		2	2			2	1		1.8	20	11
Paving	Infrastructure	Runway 08/26		3	4				3		3.3	20	6
Paving	Infrastructure	General Aviation Apron		4	4				3		3.7	20	3
Signage	Services			2	2			2	2		2.0	10	4
Electrical	Services	General		2					2		2.0	25	13
Electrical	Services	Security Cameras		1				1	2		1.3	25	16
Plumbing	Services	General		2				2	2		2.0	25	13

Maintenance Activities

The following table outlines maintenance activities at the site.

Table 6 - Maintenance Activities

Maintenance Categories	Activities	Frequency
Buildings		
Terminal	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Quarterly
	Deep clean	Annually
	Painting	10 yearly
	Fitout replacement	10 yearly
Ablutions	Pressure clean exterior including roof	Annually
	Check frame and slab for damage - rectify as needed	Annually
	Cleaning	Weekly
	Deep clean	Quarterly
	Painting	10 yearly
	Fitout replacement	10 yearly
	Check and empty sanitary bins	Weekly
Landscaping		
Turf	Mowing	Weekly
	Weed treatment	Monthly
	Check grass height (below 300mm)	Twice Weekly
	Inspect for bird or animal habitat (remove as necessary)	Twice Weekly
Water Tank	Check water quality	Annually
	Check for leaks and rectify as needed	Annually
	Check structure for damage and rectify as needed	Annually
	De sludge tank and clean interior	3 yearly
Infrastructure		
Fencing	Check for non-approved access points	Twice Weekly
	Check fixing hardware and replace as necessary	Twice Weekly
	Check gate operation	Twice Weekly
	Check signage	Twice Weekly

Maintenance Categories	Activities	Frequency
Windsock & Signal Pad	Check sock condition and serviceability	Twice Weekly
	Check swivels for range and freedom of movement (adjust as necessary)	Twice Weekly
	Check base colour	Twice Weekly
	Check base for weeds	Twice Weekly
	Check markings (adjust as necessary)	Twice Weekly
	Re-surface base	Annually
	Treat weeds	Monthly
Paving	Check for hazards to aircraft	Twice Weekly
	Check for and remove foreign objects and debris	Twice Weekly
	Check painted markings	Twice Weekly
	Check for cracking, rutting and pavement distress	Twice Weekly
	Check for scouring or erosion to runway shoulder (ensure less than 25mm)	Twice Weekly
	Brush paving to remove loose aggregate	Half yearly
	Roll paving (using multi-tyre roller)	Annually
	Repaint markings	Annually
	Compliance inspection	3 Yearly
Navigation	Check light condition including lens	Twice Weekly
	Test light operability (replace bulbs and repair as necessary)	Twice Weekly
	Check condition and alignment of cones and gables	Twice Weekly
	Clean lights	Annually
	Compliance inspection	3 Yearly
Services		
Signage	Clean surface	Monthly
	Check for fading and damage	Monthly
	Check fixing hardware and replace as necessary	Monthly
Electrical	Test and tag of all electrical equipment	Annually
	RCD testing - Push button	Half yearly
	RCD testing - Operating time current test	2 yearly
	Inspect electrical fittings and repair as necessary	Annually
Security Cameras	Inspect for damage and repair as needed	Monthly
Plumbing	Inspect pipes and taps for leaks and operability	Annually
Pest Treatment	Treat facility for insects and pests	Half yearly

Maintenance Summary

For ease of management, we have summarised activities in the below table.

Table 7 - Maintenance Summary

Frequency	Asset	Activities
Twice Weekly	Turf	Check grass height (below 300mm)
	Turf	Inspect for bird or animal habitat (remove as necessary)
	Fencing	Check for non-approved access points
	Fencing	Check fixing hardware and replace as necessary
	Fencing	Check gate operation
	Fencing	Check signage
	Windsock & Signal Pad	Check sock condition and serviceability
	Windsock & Signal Pad	Check swivels for range and freedom of movement (adjust as necessary)
	Windsock & Signal Pad	Check base colour
	Windsock & Signal Pad	Check base for weeds
	Windsock & Signal Pad	Check markings (adjust as necessary)
	Paving	Check for hazards to aircraft
	Paving	Check for and remove foreign objects and debris
	Paving	Check painted markings
	Paving	Check for cracking, rutting and pavement distress
	Paving	Check for scouring or erosion to runway shoulder (ensure less than 25mm)
	Navigation	Check light condition including lens
	Navigation	Test light operability (replace bulbs and repair as necessary)
Weekly	Navigation	Check condition and alignment of cones and gables
	Ablutions	Cleaning
	Ablutions	Check and empty sanitary bins
Monthly	Turf	Mowing
	Turf	Weed treatment
	Windsock & Signal Pad	Treat weeds
	Signage	Clean surface
	Signage	Check for fading and damage
	Signage	Check fixing hardware and replace as necessary
Quarterly	Security Cameras	Inspect for damage and repair as needed
	Terminal	Cleaning
	Ablutions	Deep clean
Half Yearly	Paving	Brush paving to remove loose aggregate
	Electrical	RCD testing - Push button
	Pest Treatment	Treat facility for insects and pests
Annually	Terminal	Pressure clean exterior including roof
	Terminal	Check frame and slab for damage - rectify as needed
	Terminal	Deep clean
	Ablutions	Pressure clean exterior including roof
	Ablutions	Check frame and slab for damage - rectify as needed
	Water Tank	Check water quality
	Water Tank	Check for leaks and rectify as needed
	Water Tank	Check structure for damage and rectify as needed
	Windsock & Signal Pad	Re-surface base
	Paving	Roll paving (using multi-tyre roller)
	Paving	Repaint markings
	Navigation	Clean lights
	Electrical	Test and tag of all electrical equipment
	Electrical	Inspect electrical fittings and repair as necessary
	Plumbing	Inspect pipes and taps for leaks and operability

Frequency	Asset	Activities
2 Yearly	Electrical	RCD testing - Operating time current test
	Water Tank	De sludge tank and clean interior
3 Yearly	Paving	Compliance inspection
	Navigation	Compliance inspection
10 Yearly	Terminal	Painting
	Terminal	Fitout replacement
	Ablutions	Painting
	Ablutions	Fitout replacement

Financial Considerations

Operational Expenditure

To determine operational expenditure, we have had considered the cost of consumables and labour hours required to perform each activity. We have adopted a cost escalation of 3% per annum which is articulated over a 10-year period. The below table summarises the opex costs for the site.

Table 8 – Annual Opex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings	\$5,392	\$5,554	\$5,720	\$5,892	\$6,069	\$6,251	\$6,438	\$6,632	\$6,830	\$7,035
Landscape	\$11,504	\$11,849	\$12,204	\$12,571	\$12,948	\$13,336	\$13,736	\$14,148	\$14,573	\$15,010
Infrastructure	\$41,892	\$43,149	\$44,444	\$45,777	\$47,150	\$48,565	\$50,022	\$51,522	\$53,068	\$54,660
Services	\$2,676	\$2,756	\$2,839	\$2,924	\$3,012	\$3,102	\$3,195	\$3,291	\$3,390	\$3,492
Total	\$61,464	\$63,308	\$65,207	\$67,164	\$69,179	\$71,254	\$73,392	\$75,593	\$77,861	\$80,197

Capital Expenditure

To determine capital expenditure, we have had regard to the remaining useful life of assets in the facility and resultant renewal requirements. These form the basis of the below 10-year forecast. Costs have been escalated at 3% per annum to reflect future values.

Table 9 – Capex Forecast

Category	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Buildings										
Landscape										
Infrastructure				\$660,158		\$624,130	\$41,170			
Services					\$2,985					
Total	\$0	\$0	\$0	\$660,158	\$2,985	\$624,130	\$41,170	\$0	\$0	\$0

Renewal Items

2029

Renewal of GA apron.

2030

Renewal of signage.

2031

Renewal of runway seal.

2032

Renewal of navigational light fittings.


Risk Management

To determine the appropriate risk management framework, we have had regard to both the public and restricted areas of the facility. We have captured the risks and assessed them against the Maranoa Regional Council Risk Management Matrix. The risks detailed below are facility specific and in addition to those highlighted in the Asset Class Plan (ACP). Risk should be managed at this facility incorporating risks identified in the FMP and ACP.

Facility Specific Risk Assessment

Further to the risk assessment conducted in the Asset Class plan, the following high-level risks particular to this facility have been observed site and are considerations in the management and maintenance of the facility.

Table 10 – Risk Assessment

Risk Description	Consequence	Likelihood	Risk	Mitigation Options	Elimination Options	Photo
Exposure to asbestos	Major Injury	Unlikely	Medium	Encapsulate asbestos containing materials. Ensure all activities adhere to asbestos management plan.	Remove asbestos and other contaminants	

Recommended Actions

The following actions are recommended to ensure appropriate service delivery and asset performance.

1. Ensure drainage is adequate at renewal of GA apron.
2. Undertake emergent repairs as detailed in this plan.
3. Invest in renewals as detailed in this plan.
4. Implement the maintenance activities detailed in this plan to ensure safe and cost-effective operation of the site.

Assumptions

In preparing this plan we have made the following assumptions:

1. All services that are not visible are commensurate in condition to those that are visible.
2. There are no undisclosed environmental contaminants (asbestos, hydrocarbons etc).
3. All detail supplied by Council is accurate and complete.

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 19 May 2025

Item Number: 13.6

File Number: D25/49079

SUBJECT HEADING: William St (Surat) Kerb & Channel | Scope and Budget Review

Classification: Open Access

Officer's Title: Director - Warroo

Executive Summary:

The William Street Bitumen to Kerb Upgrade project in Surat is a component of Maranoa Regional Council's ongoing efforts to enhance urban infrastructure. Initially costed in the 2022/23 financial year, the project was carried forward to the current capital works year.

This report provides an update on the project and changes to scope and budget.

Officer's Recommendation:

1. Receive and note this report on the status of the William Street (Surat) Bitumen to Kerb project.
2. Transfer \$150,000 (excluding GST) funds from work order 24722 (Widen Bitumen to Kerb – Ivan Street, Charlotte to Cordelia St) to work order 24723 (Widen Bitumen to Kerb – William Street, Cordelia to Bertha St)
3. Consider providing in-principle support to create a new project Ivan St Bitumen to Kerb project in the 2025–2026 Capital Works Program at a cost of \$175,000 (excluding GST), subject to final budget deliberations and updated business case.

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

The William St (Surat) Bitumen to Kerb project was originally approved for funding in the 2022-2023 Capital budget. The project has subsequently been carried over into the 2023-2024 budget then 2024-2025 capital works budgets.

In 2024/25 budget year, following consultations with internal stakeholders, the Warroo local area team undertook a review of the project, contributing to the refinement of its scope and the development of updated cost estimates.

Upon completion of this review the project team scoped and costed the additional work to be completed and it was found significant drainage works, survey work and underground service relocations were required to improve the accessibility and functionality of the road.

External engineering advice was engaged to provide technical expertise in reviewing and refining the revised project scope and associated cost estimates.



Photo 1: William Street (South) facing Bertha Street (scouring on the left)



Photo 2: William Street (South) facing Cordelia Street (scouring on the right)



Photo 3. Overhead on William Street showing 5.2 running surface. Shoulders are approximately 7 metres and scouring,

Background *(Including any previous Council decisions):*

Historically over the past 10 years the William Street section between Cordelia and Charlotte Street has washed out multiple times. Response time by council is high due to the risk associated with potholes and scours and requires a full crew response (grader, roller, water cart and sometimes additional gravel).

Following rainfall events, the southern side of William Street experiences surface scouring, necessitating frequent maintenance. This issue is attributed to the existing road geometry, which features a continuous longitudinal gradient down the centre-line of the road.

Council receives multiple customer requests regarding the scouring and risk associated with these events for example driveways developing large potholes after these rain events affecting residential landowner access.

Council has expended \$10,000 (ex GST) in the 2024/25 budget year alone grading and repairing both sides of William Street, with these costs exceeding typical maintenance expenditure due to recurring damage, surface instability, and the need for more intensive interventions to maintain basic functionality.

Maranoa Regional Council has requested this piece of the network be assessed under DRFA (Disaster Related Funding Arrangements). If approved, some funds could potentially offset the cost to council for the overall scope.

The preferred construction methodology involves profiling the existing pavement surface to remove and recondition the underlying material. This process necessitates the use of specialised profiling equipment, which is not currently available within the Maranoa region and must therefore be sourced externally.



Photo 3: Aerial View of William Street

The Ivan Street project has up to date costings. This project is envisioned to be delivered with internal resources when funding becomes available in the future. Funds have been diverted to William St as this is considered the higher priority project.

Funding Requirements:

The expanded scope results in an increased project cost estimate. A new funding allocation of **\$250,000 (ex GST)** is required to cover the following components and additional scope:

- Additional kerb and channel works and drive-way crossovers with tie ins.
- Pavement civil works to 200mm using a profiler methodology
- Pavement sealing works (one coat seal) across 3000 sqm
- Current water and sewer reticulation to be adjusted to increased depth of cover
- Drainage works at William and Bertha Street intersection
- Comprehensive survey completed and potholing required for service locations
- Surface reinstatement and landscaping in residential driveways

- Project management and inspections
- Traffic Management
- Contingency and CPI

Road Statistics (William St):

215 metre section of road. Road corridor from kerb to kerb is 20 metres. Existing sealed vehicle running surface is 5.2 metres.

Options Considered:

1. Do nothing – cancellation of project.
2. Expend existing funds of \$100K on pave and seal works only on the southern side of the street (no crossover work included or other).
3. Request additional \$25K of funds in 2024/25 Capital Works program to complete southern side crossovers (driveways) and pavement works
4. Rollover existing funds \$100k from 2024/25 Capital Works Program and request an additional \$150k in 2025/26 Capital Works Program (Rollover project)
5. Create a new project of \$250K for consideration in 2025/26 Capital Works Program.
6. Transfer funds from Ivan St project to William St project and create a new project for consideration in the 2025/26 Capital Works program.

Recommendation:

1. Receive and note this report on the status of the William Street (Surat) Bitumen to Kerb project.
2. Transfer \$150,000 (excluding GST) funds from work order 24722 (Widen Bitumen to Kerb – Ivan Street, Charlotte to Cordelia St) to work order 24723 (Widen Bitumen to Kerb – William Street, Cordelia to Bertha St)
3. Consider providing in-principle support to create a new project Ivan St Bitumen to Kerb project in the 2025–2026 Capital Works Program at a cost of \$175,000 (excluding GST), subject to final budget deliberations and updated business case.

Risks:

Risk	Description of likelihood & consequences
Maintenance	Ongoing maintenance and complaints if road improvements are not conducted
Reputational	Works have been on the capital works program for two financial years; Resident dissatisfaction if project is cancelled.
Reduced scope	Reduced scope or funding will not achieve improved road performance outcomes for residents
Cost	Increased cost to maintain the road network
Hydraulics	A detailed design is not considered necessary for this project, as the existing road alignment and cross-sectional geometry are functioning effectively and meeting current operational requirements for a low volume road. The roadway has demonstrated acceptable performance under typical traffic and environmental conditions. A survey has been completed.
AMP	This project has been identified as a priority for local council staff and has been put forward with long-term planning discussions for several years.

Policy and Legislative Compliance:

Transport Infrastructure Act (Qld) 1994
 Local Government Act (Qld) 2009
 Capricorn Municipal Development Guidelines

Budget / Funding (*Current and future*):

\$250,000 (excluding GST).

Timelines / Deadlines:

2025/26 Capital Works Budget

Consultation (*Internal / External*):

- Deputy Director / Strategic Road Management - Strategic Road Management and Contract Management Office
- Senior Engineer - Program & Contract Management
- Contract Management Office
- Program Funding and Budget Coordinator
- Overseer – Warroo
- Chief Financial Officer

Strategic Asset Management Implications:

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

Rural Roads Asset Management Plan 2018/19 – 2027/28

Maranoa Regional Council Corporate Plan 2023-2028

Acronyms:

Acronym	Description
TIDS	Transport Infrastructure Development Scheme
RMPC	Road Maintenance Performance Contract
DRFA	Disaster Recovery Funding Arrangements
AMP	Asset Management Plan

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 1: Getting the basics right

1.3 Manage our region's urban and rural roads

Supporting Documentation:

Nil

Report authorised by:

Chief Executive Officer

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 27 May 2025

Date: 19 May 2025

Item Number: 14.1

File Number: D25/48722

SUBJECT HEADING: Development Application Material Change of Use
"Warehouse" and "Shop" - 65 Arthur Street, Roma
(2025/21368)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary:

Revolution Town Planning on behalf of WhyKnott Investments Pty Ltd have submitted a development application for a Material Change of Use for a "Warehouse" and Shop". The proposal is located at 65 Arthur Street, Roma, properly described as Lot 3 on RP52175. 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 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 10 April 2025 and 9 May 2025. There was no properly made submissions 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.

Officer's Recommendation:

The development application for a Material Change of Use - "Warehouse" and "Shop" located at 65 Arthur Street, Roma, QLD 4455, described as Lot 3 on RP52175, be approved subject to the listed conditions and general advice.

Development details

1. The approved development is a Material change of use – "Warehouse" and "Shop" as defined in the Planning Scheme and as shown on the approved plans.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the commencement of, unless noted in these conditions or otherwise permitted by Council.

3. Prior to the commencement of use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

4. 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
232029.SK.001 (G)	Site Plan	25.03.2025
232029.SK.002 (B)	Existing Site Plan	30 Sep 2024
232029.SK.101 (D)	Floor Plans	30 Sep 2024
232029.SK.401 (D)	Building Elevations	30 Sep 2024

Development works

5. 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.
6. 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).
7. 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

8. 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

9. 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

10. 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.
11. 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.
12. 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.

13. 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.
14. 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.

15. Graffiti deterrent building design elements and surface treatments must be incorporated along the southern building façade and maintained at all times.

Screening mechanical equipment

16. 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

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

Access

21. The proposed vehicle crossover shall be provided from Arthur Street, generally in the location shown on approved Site Plan. The vehicle crossover is to be constructed generally in accordance with CMDG Drawing - CMDG-R-042 Rev G, dated 01/2024 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.
22. Kerb and channelling is to be renewed either side of the new crossover to the nearest concrete join.
23. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.
24. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the extremal road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

25. Remove any redundant crossovers and reinstate the kerb and channel, road pavement, services and verge in accordance with CMDG Design Guideline D1 'Geometric Road Design'.

Parking

26. A minimum of 5 car parking spaces are to be provided within the development site area generally in accordance with approved Site Plan. Parking spaces for persons with disabilities (PWD) are to be provided in accordance with the Building Code of Australia.
27. 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.
28. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities.
29. 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.
30. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
31. Vehicle parking bays must not encroach into swept paths for vehicle movements.
32. 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.
33. All onsite access, parking and manoeuvring areas are to be sealed with an approved impervious surface. Surfacing shall consist of reinforced concrete, asphaltic hot-mix or two coat (primer seal/seal) bitumen seal.

Bicycle parking

34. A dedicated area for bicycle parking with a minimum of four spaces is to be provided within the development site area. Bicycle parking areas must be well-lit, sheltered and protected from other use areas and traffic.

Services

35. 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.
36. 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.
37. 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.

38. 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.
39. 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.

Note: Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

40. 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.
41. 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.

Fencing and landscaping

42. A 1.8-metre-high screen fence is to be provided along the entire length of the northern and western property boundaries.
43. Landscaping areas are to be provided generally in accordance with approved Site Plan. Plantings within the landscaping areas shall include a mix of shrubs and ground covers which must contribute to the amenity of the development and the street.
44. All landscaping works are to be completed prior to the commencement of the approved use.
45. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
46. 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.
47. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
48. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

49. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless complaint with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.
50. 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

51. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’.
52. 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.

- 53. 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.
- 54. 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

- 55. 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'.
- 56. 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.
- 57. Stockpiles of topsoil, sand, aggregate, spoil, or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
- 58. 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 work shall be undertaken immediately.
- 59. Temporary fencing must be erected and maintained around the perimeter of the development area whilst construction activities are carried out.

Operating hours

- 60. Operating hours are restricted to 7:00am to 8:00pm.

Delivery of goods

- 61. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.
- 62. The delivery, loading and unloading of goods to the site must be undertaken within the subject site and must not occur on adjoining properties or roads.

No cost to Council

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

64. 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 meet those costs.
65. 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

66. 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

67. 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 –

Warehouse: means the use of premises for:

- a) storing or distributing goods, whether or not carried out in a building; or
- b) the wholesale of goods if the use is ancillary to the use in paragraph (a).

and

Shop: means the use of premises for:

- (a) displaying, selling, or hiring goods; or
- (b) providing personal services or betting to the public
- e) 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.
- f) The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: www.maranoa.qld.gov.au.
- 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 50m³.
- 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.

Context:

The determination of the Impact Assessable Applications is generally made by Council Resolution.

Background:

Proposal

The applicant is seeking a development approval for a Warehouse and Shop on the site. The proposed structure has a Gross Floor Area (GFA) of 470m², comprising of both components. The internal configuration is to include 440m² of Warehouse that includes a mezzanine level as well as the 193m² Shop. With full frontage of Arthur Street, the proposed development introduces a new crossover located on the northern side of the site and will include adequate parking and maneuvering areas.

The existing site has access via Arthur Street and is vacant as a result of a fire destroying the previously local heritage listed Christian Outreach Centre.

The proposed site plan is included below as Figure 1.

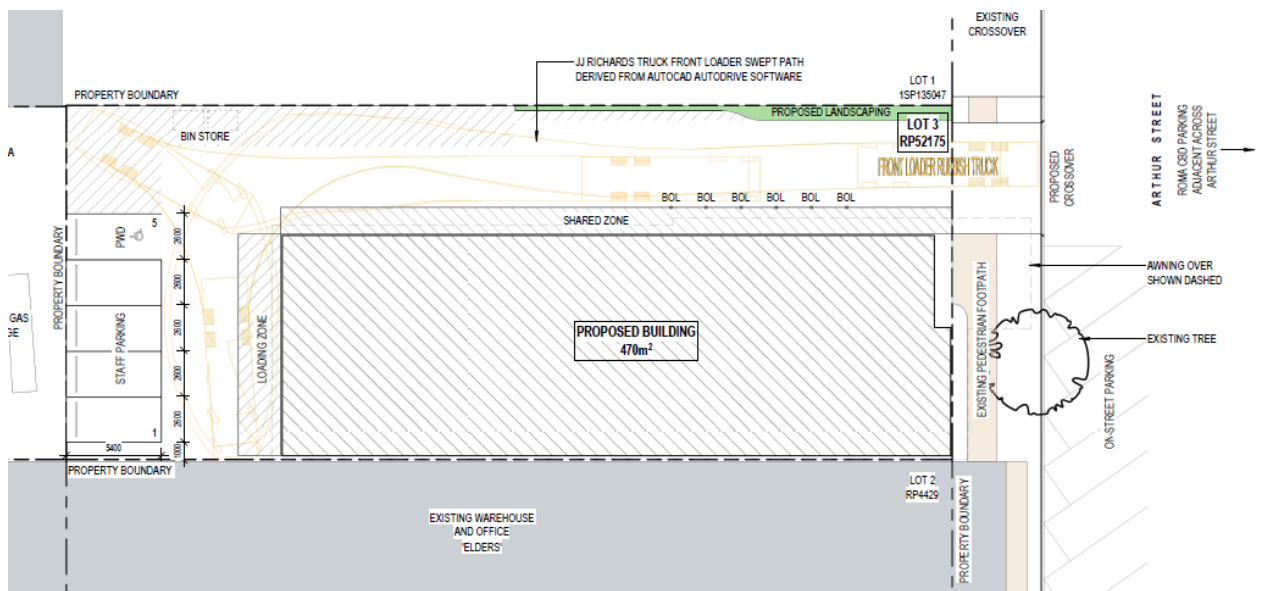


Figure 1- Site Plan

Source: *Application Documents*

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

Options Considered:

N/A

Recommendation:

The proposed development is generally consistent with the assessment benchmarks. Any potential impacts can be appropriately managed by the way of conditions of development and to achieve compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of the various relevant matters including:

- The proposed development has no impact on the previously local heritage listed building that was present on the lot
- The proposed development provides additional commercial space within Roma's Principal Centre Zone.
- The proposed development provides mixed use within Roma's Town Centre and is appropriately located with commercial building located on all adjoining lots.

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 call 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 or a submitter 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 proposal constitutes a Material Change of Use as defined in the Planning Act 2016 as *"the start of a new use of the premises"*.

The proposed development is identified as an "Warehouse" and "Shop" in the *Maranoa Planning Scheme 2017* (the 'Planning Scheme')

Warehouse: means the use of premises for:

- a) storing or distributing goods, whether or not carried out in a building; or
- b) the wholesale of goods if the use is ancillary to the use in paragraph (a).

and

Shop: means the use of premises for:

- (a) displaying, selling, or hiring goods; or
- (b) providing personal services or betting to the public

The development application is subject to Impact Assessment. An impact assessment is an assessment that must be carried out against the assessment benchmarks prescribed by the *Planning Regulation 2017*, in this case being;

- The *Darling Downs Regional Plan*;
- The *State Planning Policy*;
- The *Maranoa Planning Scheme*; and
- The *Maranoa Regional Council LGIP*

An impact assessment must also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submissions about the application.

In accordance with Section 60 of the *Planning Act 2016*, after carrying it assessment Council must decide to;

- (a) approve all or part of the application; or
- (b) approve all or part of the application, but impose development conditions on the approval; or
- (c) refuse the application.

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. The costs of fulfilling any development approval obligations, financial or otherwise, remain the sole responsibility of the applicant/landowner. There is potential for council to incur costs only in the event that its decision regarding the application is appealed to the Court.

Timelines / Deadlines:

Timelines

Commencement of the use is to occur within 6 years of the issue of the development permit, otherwise the approval lapses.

Deadlines

The applicant submitted the Notice of Compliance with Public Notification on 12 May 2025.

In accordance with the Development Assessment Rules, Council's Decision-Making Period ends on 30 June 2025.

Consultation:

Public Notification

The development application was publicly notified between 10 April 2025 and 9 May 2025. The applicant published a notice in The Chronicle on 11 April 2025, placed a notice on the frontage of the site on 10 April and notified the adjoining landowners on 10 April.

In accordance with the development assessment rules, the applicant has complied with the requirement for public notification.

No properly made submissions were made in relation to the development application.

Acronyms:

Acronym	Description
CMDG	Capricorn Municipal Design Guidelines

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 2: Environment

2.2 Sustainable urban & regional planning

Supporting Documentation:

[1](#) 2025/21368 - MCU - "Warehouse" and "Shop" - IMPACT D25/48857
- 65 Arthur Street ROMA - Lot: 3 RP: 52175-Planning
Assessment Report

Report authorised by:

(Acting) - Senior Town Planner

Director - Regional Development, Environment & Planning

Characteristics of the Site

Located on the northeastern side of Roma's Principal Centre area, the site is a regular shaped allotment. Currently vacant land due to a fire in July 2023 destroying the Local Heritage Place that resided onsite.

The site is located within the Principal Centre Zone of the Maranoa Planning Scheme 2017 and can be generally described as;

- Having a total area of 1,012m²
- Being located within Roma Town Centre
- Being previously identified as a local heritage site
- Being identified within Airport Environs Overlay- Wildlife Hazard Buffer Area: Radius of 8000 metres

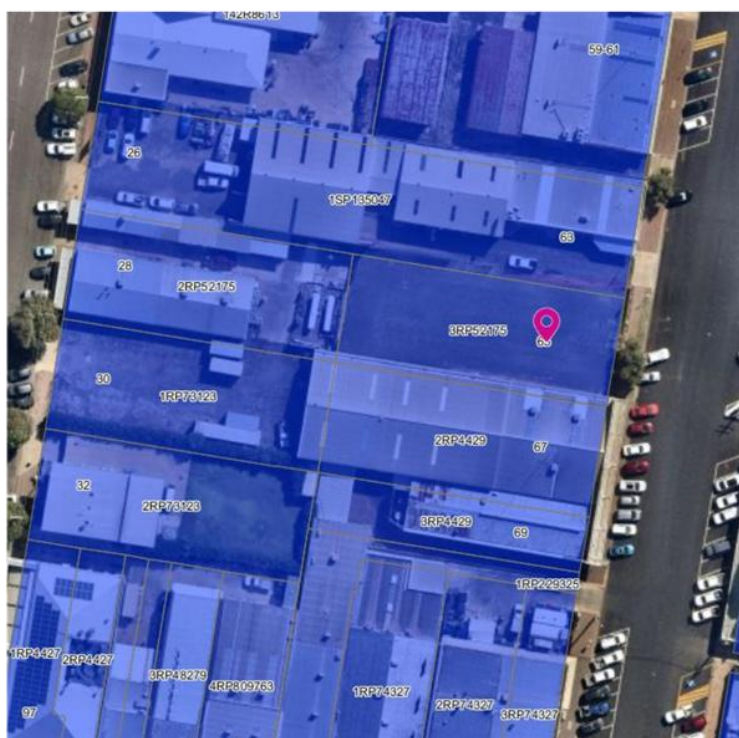


Figure 2: Zoning (Source: Spectrum Spatial)

Public Notification

Establishment of a Shop in the Principal Centre Zone is identified as being Code Assessable, while establishment of a Warehouse is impact assessable within Table 5.5.5 of the Planning Scheme. As a result, the entire application is subject to impact assessment.

The applicant met all requirements of the public notification period.

No submissions were received in relation to the proposed development.

Assessment Benchmarks against The Planning Scheme

The proposal constitutes a Material Change of Use as defined in the Planning Act 2016 as *"the establishment of a new use on the premises"*.

The site is located in the Principal Centre Zone, where the application is Impact Assessable Development.

In accordance with section 45 of the *Planning Act 2016*, an impact assessment is an assessment that-

- (a) *Must be carried out-*
 - i. *Against the assessment benchmarks in a categorising instrument for the development; and*
 - ii. *Having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) *May be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstance, financial or otherwise.*

Assessment Benchmarks

The Assessment Benchmarks applicable to the development assessment are:

- The Regional Plan (Darling Downs Regional Plan)
- The State Planning Policy; and
- The Maranoa Planning Scheme 2017

After completing an assessment of the proposal against the Assessment Benchmarks, council must decide whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

The Darling Downs Regional Plan

The *Darling Downs Regional Plan* was adopted in October 2013 and covers the local government areas of Balonne, Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.

The Maranoa Planning Scheme appropriately integrates all relevant aspects of the Darling Downs Regional Plan. Despite this, the *Planning Regulation 2017* requires that Impact assessable applications be assessed against the relevant regional plan (irrespective of whether the planning scheme appropriately reflects the regional plan).

The subject site is located within the Roma Priority Living Area (PLA). The proposed development is not a resource related development and maintains the liveability of the Roma town centre. The proposal is not considered to conflict with the outcomes of the Regional Plan.

State Planning Policy

Council is required to consider the State Planning Policy to the extent that the applicable sections have not been appropriately integrated in the Maranoa Planning Scheme. As the Maranoa Planning Scheme appropriately integrates all relevant aspects of the State Planning Policy, a separate assessment of the application is not required.

The Maranoa Planning Scheme 2017

- Part 3 Strategic Framework
- Part 5 Tables of Assessment
- Part 6 Zone

- 5.5.5 Principal Centre Zone
- Part 8
 - 8.2.8 Airport Environs Overlay Code

Exemption Certificate

Under Schedule 10, Part 8, Division 1, Subdivision 1, Section 14 of the *Planning Regulation 2017*, in accordance with Section 74 of the *Heritage Act 1992* an Exemption Certificated for Lot 3 on RP52175 has been granted, making the Material Change of Use application exempt from assessment against 8.2.4 *Heritage Overlay Code* of the Maranoa Planning Scheme 2017.

Part 3-Strategic Framework

The Strategic Framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

An assessment of the proposed development against the strategic themes of the Planning Scheme is provided in the table below:

Theme	Response
Liveable Communities and Housing	The proposed development is for the establishment of a mixed use commercial premises within the Roma Town Centre. This supports the role of Roma as the principal centre within the region. The proposed uses are considered to be complementary, where the Warehouse use is directly associated with the Shop use, and is considered an efficient use of Centre zoned land.
Economic Growth	The proposed development reflects economic growth within the existing Roma Gas business and provides additional commercial space within Roma's Principal Centre zone. The site is appropriately positioned and supports the vibrancy and sustainability of the centre.
Environment and Heritage	The proposed development has no impact on the local heritage site, which has previously been removed following a fire. The site is not mapped as containing any areas of environmental significance. Stormwater will be conditioned to be managed in accordance with relevant standards.
Hazards and Safety	The proposed development is located within the appropriate zoning and is not expected to generate emissions that would impact surrounding land uses and no sensitive land uses being within close proximity. The site is not impacted by any natural hazards.
Infrastructure	The proposed development aims to provide a commercial space within the Roma Town Centre, resulting in minimal impact to the existing infrastructure. If approved appropriate infrastructure charges will be applied.

Part 5-Tables of Assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables

of Assessment identify the level of assessment for the proposed use in the proposed location as "Impact Assessment".

Part 6-Zones

The purpose of the Principal centre zone is to:

- (a) provide for the largest and most diverse mix of uses and activities that form the core of the region's urban settlement;*
- (b) accommodate the key concentrations of high-order retail, commercial, employment, health services, administrative, community, cultural, recreational and entertainment activities and other uses that together are capable of fully servicing the planning scheme area;*
- (c) ensure that commercial and retail development is concentrated in the central business district of Roma. This area is to maintain a vibrant retail and commercial feel;*
- (d) ensure 'mixed use' (shopping centres, commercial development, and attached residential) are promoted in this zone; and,*
- (e) preserve the heritage character of the zone, including shaded footpaths, street trees and reduced traffic speeds in the main streets.*
- (f) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment*

The overall outcomes sought for the Principal centre zone code are as follows:

- (a) the widest range and highest order of retail, commercial, administrative, community, cultural, compatible employment opportunities and entertainment activities are provided.*
- (b) mixed use (residential combined with commercial and retail uses) is encouraged where the principal use contributing to the streetscape is either commercial or retail in nature.*
- (c) a high level of pedestrian amenity is provided and is reflective of the surrounding character of the area.*
- (d) an increase in residential uses promotes pedestrian activity and passive surveillance after dark.*
- (e) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use.*
- (f) where appropriate, service industry and motel use may be located in this zone;*
- (g) shopping centre style development is concentrated in this zone; and*
- (h) non-resident workforce accommodation is not supported in this zone.*

The proposed development complies with the Principal Centre Zone Code due to:

- The proposed development has no impact on the previous local heritage site that was present on the lot. Local heritage matters were irrevocably damaged by fire and subsequently demolished.
- The proposed development provides additional commercial space within Roma's Principal Centre Zone.
- The proposed development is consistent with uses within proximity of the site and is appropriately designed to complement with adjoining commercial land uses.

6.2.5 Principal Centre Zone Code

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PLANNING		
Use, density and built form		
PO 1 Scale Development is at a scale that reflects the role of the Principal centre zone as the primary activity centre for the region.		Complies The proposed development reflects the scale of existing structures located within the principal centre zone, promoting the site as part of the primary activity centre for the region.
PO 2 Location Activities located within the principal centre contribute to fulfilling the business, community and entertainment needs of the region. Uses other than <i>Business, community and entertainment activities</i> are located so as: (a) not to prejudice the consolidation of like non-commercial uses in other more appropriate areas; (b) to be co-located with other non-commercial uses wherever possible; and (c) to not impact adversely on the function and character of the zone. Note: Non-commercial uses are any uses that are not business, community, entertainment or 'mixed use' activities.		Performance Solution The proposed use includes a Warehouse use, which is not a Business, Community or Entertainment Activity. The proposed Warehouse is directly associated with the proposed Shop use and adjacent Roma Gas use and will not prejudice the consolidation of industrial uses in the Industry zone.
PO 3 Density and site coverage The density of uses in the Principal centre zone does not impact adversely on the amenity of adjoining General Residential Zone areas. The site area available for 'mixed use' (<i>Accommodation activities</i> in combination with other activities) is sufficient to allow for a high standard of residential amenity for those activities.	For 'mixed use' activities: AO 3.1 The site has a minimum area of 800 m ² . Note: Mixed use activities are a combination of business, community or entertainment activities co-located with accommodation activities.	Complies The density of development is appropriate for the zone.
PO 4 Setbacks Side and rear building setbacks: (a) enhance the appearance and commercial character of the centre's streets; (b) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site; (c) minimise overshadowing and overlooking of adjoining residential premises; and (d) provide adequate separation and		Complies The proposal plans indicate the building setbacks and design features reflect the existing commercial character of the area. Windows are proposed along the Arthur Street frontage allowing for adequate daylight to filter into the building. Proposed development

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
buffering between residential and non- residential premises.		location is within the Roma Town Centre with no adjoining residential premises.
PO 5 Height The height of buildings is compatible with and complementary to the existing character of the Principal centre zone, and does not unduly reduce privacy on adjoining land.		Complies The proposed height of 6.3m is compatible and complementary to the existing structures within the Principal Centre Zone. The proposal will not impact privacy to adjoining lots.
AMENITY		
PO 6 General amenity The operation of <i>Business and Community activities</i> are not unduly detrimentally affected by the proximity of <i>dwellings</i> .	AO 6.1 <i>Business and Community activities</i> maintain a level of impact on the immediate area comparable to a normal expectation for that use, even where adjacent to accommodation uses. AO 6.2 <i>Centre and Entertainment activities</i> preserve residential amenity within and surrounding the Principal centre zone outside of operating hours.	AO 6.1 Complies The proposed use of shop and warehouse on the lot are deemed to maintain a level of impact to adjoining lots that can be deemed normal for the business types. Conditions can be applied to ensure all potential impacts are lessened in severity. AO 6.2 Not Applicable Proposed development does not include a centre or entertainment activity.
PO 7 Building appearance Buildings are designed to a high aesthetic standard. The design of buildings encourages the growth of the principal centre as the primary business and community centre for the region. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	AO 7.1 Mechanical equipment and water tanks, material or equipment storage areas, and areas where work takes place are located or screened so as not to be visible from the road or public open space. Note: Mechanical equipment includes air conditioners and other plant equipment. It does not include solar panels for electricity generation or water heating and does not include antennas.	Complies Provided plans show that all material and equipment storage areas are located within the structure or are located at the rear of the site from public view.
PO 8 Outbuildings and ancillary storage Outbuildings and other ancillary storage structures shall not compromise the amenity of the Principal centre zone.	AO 8.1 The size of outbuildings is restricted to structures a maximum of 4.2 m in height. AO 8.2 A maximum of one shipping container used for storage that is incidental to the primary land use, is permitted at the premises. AO 8.3 The use of a shipping container for storage that is incidental to the primary land use is permitted only in circumstances	Not Applicable Proposed development does not include outbuildings or shipping containers.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p>where the shipping container:</p> <ul style="list-style-type: none"> (a) is located behind the principal building and is screened from any road frontage and/or adjoining property through the use of landscaping, fencing or other suitable screening structures (ie. lattice); (b) 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; (c) does not exceed 3 m in height and a total length of 12 m; (d) is uniform in colour and compliments the principal building to which it is ancillary; (e) is in good repair with no visual rust marks; (f) is not used as fencing or screening; (g) is not used as an advertising device; (h) is not used for human habitation; (i) does not contain any sanitary facilities; and (j) is not located within 250 m of a heritage or character building. <p>Note: 'Outbuildings' include any form of shipping container, railway carriage, pre-fabricated building or the like, that is used for storage that is ancillary to the primary land use.</p>	
<p>PO 9 Existing character</p> <p>The design of development recognises and responds to the surrounding commercial character of the centre. Buildings within the town centre with notable character and history are preserved in order to maintain a valued historical lineage as the town continues to grow.</p> <p>Note: The existing character of the street will be enhanced through the provision of buildings that complement existing buildings, and that incorporate awnings providing shade and comfort</p>	<p>AO 9.1</p> <p>The development reflects the predominant elements of the surrounding urban area, including the positioning of buildings on their site, and the general form and materials of the surrounding buildings.</p> <p>Note: Where it is proposed that the development will substantially deviate from the predominant surrounding urban fabric, sufficient justification shall be given to explain the deviation. The Heritage and</p>	<p>Complies</p> <p>Development plans indicate the building position, general form and materials reflect the predominant elements of the surrounding area. Further conditions will be applied to ensure design features are consistent with surrounding structures and are in accordance with design elements listed in <i>Building Elevations</i>.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
to pedestrians.	character policy gives guidelines for integrating new development into the existing streetscape and surroundings.	
<p>PO 10 Pedestrian Comfort Development is to provide for the comfort and varying physical abilities of all people visiting, working or residing in the Principal centre Zone.</p> <p>Note: The existing character of the street will be enhanced through the provision of buildings that complement existing buildings, and that incorporate awnings providing shade and comfort to pedestrians.</p>	<p>AO 10.1 All commercial buildings are to have an awning:</p> <ul style="list-style-type: none"> (a) spanning the width of the frontage of the building; (b) spanning the depth of the footpath at the frontage of the building; and (c) of a height no less than awnings of adjacent buildings, or if there are no adjoining buildings, not lower than the mean height of other commercial awnings in the zone. <p>AO 10.2 Commercial buildings have provision for parking bicycles adjacent to the street.</p> <p>AO 10.3 All buildings must provide disabled access from the principal street frontage without interfering with existing footpath levels.</p> <p>AO 10.4 Footpaths are provided for the length of the property frontage to extend the footpath to the standard of the better of the footpaths fronting the adjoining properties.</p> <p>Note: Commercial buildings provide space for business, centre, community, or entertainment activities.</p>	<p>AO 10.1 Complies Provided <i>Building Elevations</i> indicate an awning will be positioned at a height of 5.7m spanning the western frontage and wrapping around the northern side of the structure. Conditions will be applied to ensure the awning located at the front of the shop will span the depth of the footpath.</p> <p>AO 10.2 Conditioned to Comply Conditions will be applied to ensure bicycle parking is provided adjacent to the street.</p> <p>AO 10.3 Conditioned to Comply Conditions will be applied to ensure disabled access is provided from the street frontage.</p> <p>AO 10.4 Complies Proposed development site is a preexisting lot integrated into the Roma Town Centre resulting in an existing footpath along the whole frontage of the site.</p>
<p>PO 11 Active frontage Principal centre streets rely on pedestrian traffic for their continued vibrancy. Businesses in the zone depend on this vibrancy for their custom, and development encourages this vibrancy.</p> <p>Active frontages provide interest and assist in the maintenance and development of the town's centre as a social space.</p>	<p>AO 11.1 Each lot has direct pedestrian access to the primary frontage, and</p> <p>AO 11.2 For secondary frontages, if direct pedestrian access is not provided, windows are provided along the frontage to allow customers to view the accommodated businesses and their products from the street.</p>	<p>AO 11.1 Complies Proposed development site is a preexisting lot integrated into the Roma Town Centre resulting in existing direct pedestrian access from the primary frontage.</p> <p>AO 11.2 Not Applicable Proposed development does not include a secondary frontage.</p>
<p>PO 12 Streetscape Buildings and structures within the principal centre streets contribute to</p>		<p>Complies Provided plans indicate that the proposed structure will</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
the development of a visually vibrant town centre that incorporates a range of architectural styles that cumulatively reflect the town's long and proud history.		help to provide a range of architectural styles within the principal centre.
PO 13 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.	AO 13.1 Protection of cultural heritage is achieved by demonstrated agreement with the appropriate aboriginal or cultural heritage body responsible for the care of that heritage.	Alternative Solution An Exemption Certificate has been granted due to the destruction of the existing heritage site resulting in the lot being no longer classified as a Local Heritage Place.
Landscaping and Fencing		
Landscaping – refer to the Operational works landscaping code		
PO 14 Landscaping Street trees and landscaping at the site shall: <ul style="list-style-type: none"> (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other infrastructure; and (f) maintain sightlines at intersections for traffic. 	Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing landscape works. Note: Landscape works within, or directly adjacent to, a State-controlled road corridor require approval from Department of Transport and Main Roads in accordance with the <i>Transport Infrastructure Act 1994 and Transport</i> and the Department of Main Roads <i>Road Landscape Manual</i> .	Complies Provided plans indicate landscaping will be provided along the northern boundary. Further conditions will be applied to ensure the landscaping strip is a minimum of 2m wide.
PO 15 Fencing Where adjoining <i>Accommodation activities</i> , fencing provides separation for privacy.	AO 15.1 Sites for <i>Business, Community and Entertainment activities</i> that adjoin land that is proposed to be used or is already used, for <i>Accommodation activities</i> is to be fenced along the common boundaries; and AO 15.2 The constructed fence is to consist of a 1.8 m high solid structure.	Not Applicable Proposed development site is not adjoining a site used or proposed to be used for accommodation activities.
Avoiding nuisance		
PO 16 Operating Hours Development is operated in a manner that ensures the local amenity is protected.	AO 16.1 Where adjoining sensitive land uses, operating hours are between the hours of 7.00 am and 8.00 pm. Note: Sensitive land uses are defined in the State Planning Policy.	Complies Proposed operating hours for the use are submitted to be between 7am-8pm 7 days a week.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PO 17 Delivery of Goods The loading and unloading of goods occur at the appropriate times to protect the amenity of the area and surrounding areas.	AO 17.1 Where adjoining sensitive land uses, loading and unloading of goods occur: <ul style="list-style-type: none"> 7:00 am to 6:00 pm Monday to Friday, 8:00 am to 5:00 pm Saturday. AO 17.2 No loading or unloading occurs on Sundays or Public Holidays. Note: Sensitive land uses are defined in the State Planning Policy.	AO 17.1 Not Applicable Proposed development is not located adjoining a sensitive land. AO 17.2 Conditioned to Comply Conditions will be applied to ensure no loading or unloading occurs on Sundays or Public Holidays.
PO 18 Noise emissions Noise emissions from premises do not cause a nuisance to adjoining properties or sensitive land uses.	Note: Sensitive land uses are defined in the State Planning Policy.	Conditioned to Comply Conditions will be applied to ensure during the construction period noise emissions do not impact the adjoining premises.
PO 19 Lighting Lighting is designed in a manner that ensures ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	AO 19.1 All lighting does not exceed 8.0 lux at 1.5 m beyond any site boundary adjoining sensitive land uses. AO 19.2 Lighting is provided below footpath awnings to illuminate the footpath between sunset and midnight Note: Sensitive land uses are defined in the State Planning Policy.	AO 19.1 Not Applicable Proposed development is not located adjoining a sensitive land use. AO 19.2 Conditioned to Comply Conditions will be applied to ensure lighting is provided below the proposed footpath awning to illuminate the footpath between sunset and midnight.
PO 20 Refuse storage Refuse storage areas are: <ol style="list-style-type: none"> located in convenient and unobtrusive positions; screened from the street and adjoining uses; and capable of being serviced by a waste collector if required to be emptied on site. 	AO 20.1 Refuse storage areas are located behind the front building line and are screened from view from the street and any adjoining residential uses by a 1.8 m high screen fence of maximum transparency of 50%. AO 20.2 Service vehicle access and manoeuvring areas are to be provided on-site in accordance with the <i>Capricorn Municipal Development Guidelines</i> , to enable waste collection.	AO 20.1 Complies Proposed site plan indicates the refuse storage area is located at the rear of the site. Further, conditions will be added to ensure a 1.8m high screen fence with maximum transparency of 50% is constructed. AO 20.2 Complies The proposed Site Plan shows manoeuvring areas are included on site in accordance with the CMDG to enable on site waste collection. Further conditions will be added to ensure that at no times is equipment or objects to be left within the loading zone or shared zone.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
ENGINEERING		
Erosion Control		
PO 21 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	AO 21.1 During construction, soil erosion and sediment are managed in accordance with the <i>Capricorn Municipal Development Guidelines</i> .	Conditioned to Comply Conditions will be applied to ensure that during the construction period soil erosion and sediment are managed in accordance with the CMD guidelines.
Provision of services		
PO 22 Electricity supply Premises are provided with a supply of electricity adequate for the activity.	AO 22.1 Premises are connected to the reticulated electricity infrastructure. The connection is to be approved by the relevant energy regulatory authority; and/or AO 22.2 Renewable energy systems contribute to the supply and use of electricity to and from the grid.	AO 22.1 Complies Proposed development site is a preexisting lot connected to the reticulated electricity infrastructure. AO22.2 Not Applicable No renewable energy systems are proposed as part of this application.
PO 23 Gas supply Where a reticulated gas supply is available: (a) premises are provided with a supply of reticulated gas adequate for the activity; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	AO 23.1 Where available, premises are connected to Council's reticulated gas system.	AO 23.1 Not Applicable Proposed development site is not connected to the council's reticulated gas system.
PO 24 Water supply To ensure the provision of a potable and fire- fighting water supply: (a) premises are provided with a supply and volume of water adequate for the activity; and (b) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.	AO 24.1 Premises are connected to Council's reticulated water system. AO 24.2 Construction over Council water infrastructure requires approval from the relevant Council department prior to the commencement of works at the site. AO 24.3 Where possible, a clear level area of a minimum of 2.5 m radius surrounding existing manholes is provided for maintenance purposes.	AO 24.1 Complies Proposed development site is connected to the council's reticulated water system. AO 24.2 Complies No structures within the development will be located over water infrastructure. AO 24.3 Complies No structures within the development will be located within a 2.5m radius of existing manholes.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PO 25 Effluent disposal To ensure that public health and environmental values are preserved: (a) all premises provide for the effective treatment and disposal of effluent and other wastewater; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	AO 25.1 Premises are connected to Council's Reticulated sewerage system. AO 25.2 Construction over Council sewerage infrastructure requires approval from the relevant Council department prior to the commencement of works at the site. AO 25.3 Where possible, a clear level area of a minimum of 2.5 m radius surrounding existing manholes is provided for maintenance purposes.	AO 25.1 Complies Proposed development site is connected to the council's reticulated sewerage system. AO 25.2 Complies No structures within the development will be located over sewerage infrastructure. AO 25.3 Complies No structures within the development will be located within a 2.5m radius of existing manholes
Stormwater and drainage		
PO 26 Stormwater and inter-allotment drainage Stormwater is collected and discharged to: (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; (c) protect and maintain environmental values; and (d) maintain access to reticulated infrastructure for maintenance and replacement purposes.	AO 26.1 Stormwater and inter-allotment drainage is collected and discharged in accordance with the <i>Capricorn Municipal Development Guidelines</i> , and AO 26.2 Construction over Council stormwater infrastructure requires approval from the relevant Council department prior to the commencement of works at the site. AO 26.3 Where possible, a clear level area of a minimum of 2.5 m radius surrounding existing manholes is provided for maintenance purposes.	AO 26.1 Conditioned to Comply Conditions will be applied to ensure stormwater is collected and discharged in accordance with the CMD guidelines. AO 26.2 Complies No structures within the development will be located over stormwater infrastructure. AO 26.3 Complies No structures within the development will be located within 2.5m of existing manholes.
Roads and rail		
PO 27 Protection of State controlled roads Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.	AO 27.1 Lots with primary access to a State controlled road have a single access only. Vehicles must always enter and exit the site in a forward direction. AO 27.2 Where access is available to a road other than a State controlled road from the lot, access shall be from the local road.	AO 27.1 Not Applicable Proposed development site is not accessed via a state-controlled road. AO 27.2 Complies Proposed development site is accessed via a local road.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>PO 28 Roads</p> <p>An all-weather road is provided between the premises and the existing road network.</p>	<p>AO 28.1</p> <p>Roads are designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>AO 28.2</p> <p>Premises have an approved access to the existing road network.</p>	<p>AO 28.1 Not Applicable</p> <p>The proposed development does not include the construction of a new road.</p> <p>AO 28.2 Complies</p> <p>The development site has access via Arthur Street.</p>
Access, parking and manoeuvring		
<p>PO 29 Vehicle access</p> <p>Vehicle access to a road is provided to a standard appropriate for the Principal centre zone.</p>	<p>AO 29.1</p> <p>Access roads are to be sealed and connect to the existing road network via a crossover designed and constructed in accordance with <i>Capricorn Municipal Development Guidelines</i>.</p> <p>AO 29.2</p> <p>Kerb and channelling 5 m on either side of new crossovers are to be renewed.</p> <p>AO 29.3</p> <p>Access is to be designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>Note: An 'all-weather' road is a road that remains accessible during all normal weather events but exclude continued functioning during natural hazard events such as fire and flood.</p>	<p>AO 29.1 Conditioned to Comply</p> <p>Conditions will be applied to ensure the proposed new access is connected to Arthur Street via a crossover designed and constructed in accordance with the CMD Guidelines.</p> <p>AO 29.2 Conditioned to Comply</p> <p>Conditions will be applied to ensure the kerb and channeling on either side of the new crossover is renewed.</p> <p>AO 29.3 Not Applicable</p> <p>The proposed development site is a preexisting lot with existing access.</p>
<p>PO 30 Parking and manoeuvring</p> <p>Vehicle parking and service vehicle provision is adequate for the activity and ensures both safety and functionality for motorists and pedestrians.</p> <p>Note: Council will consider the provision of off-site car parking in lieu of Schedule 9 Parking Standards requirements.</p>	<p>AO 30.1</p> <p>Where the existing floor area is redeveloped for an alternate use listed as accepted development subject to requirements or code assessable in the Principal centre, there are nil car parking number requirements for that existing portion of floor area.</p> <p>AO 30.2</p> <p>All uses provide vehicle parking in accordance with Schedule 7, Parking Standards.</p> <p>AO 30.3</p> <p>All uses provide for vehicle manoeuvring in accordance with Australian Standard AS 2890.</p> <p>AO 30.4</p> <p>All car parking, access and manoeuvring areas are to be</p>	<p>AO 30.1 Not Applicable</p> <p>The proposed development includes a new use on a currently vacant site.</p> <p>AO 30.2 Alternative Solution</p> <p>The proposal plans indicate 4 parking spaces and 1 PWD space will be located within the development site. Resulting in a significantly reduced number of carparks than required under Schedule 7.</p> <p>However, due to the availability of on street carparking and the proximity of the development site to the Arthur Street public carpark, this is an accepted non-compliance. Further conditions will be applied to</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	sealed with an impervious surface. AO 30.5 All vehicles drive forward when entering and exiting the site.	ensure bicycle parking is provided on site in accordance with Schedule 7. AO 30.3 Complies Vehicle manoeuvring areas are provided onsite in accordance with Australian Standard AS 2890. AO 30.4 Conditioned to Comply Conditions will be applied to ensure all car parking, access and manoeuvring areas are sealed with an impervious surface. AO 30.5 Conditioned to Comply Conditions will be applied to ensure all vehicles drive forward when entering and exiting the site.
ENVIRONMENTAL		
PO 31 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	Note: Sensitive land uses are defined in the State Planning Policy.	Conditioned to Comply Conditions will be applied to ensure air emissions during the construction process do not impact the adjoining properties.
PO 32 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	AO 32.1 Passive solar design principles are adopted in buildings in order to maximise energy efficiency. AO 32.2 Building design and orientation provide opportunities for the incorporation of alternative energy technologies.	AO 32.1 Conditioned to Comply The proposed building is oriented to incorporate passive design principles as far as practical. AO 32.2 Complies Proposed building orientation provides ample opportunities for the structure to incorporate alternative energy technologies.
PO 33 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment;		Conditioned to Comply Conditions will be applied to ensure runoff water from the site is managed and treated accordingly.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
(d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining landowners.		
SAFETY AND RESILIENCE TO HAZARDS		
PO 34 Veterinary services The scale of <i>Veterinary services</i> does not impact adversely on the amenity of the Principal centre zone.	AO 34.1 <i>Veterinary services</i> activities are conducted solely indoors.	Not Applicable The proposed development does not involve a veterinary service
PO 35 Telecommunications facility - location <i>Telecommunications facilities</i> must be located where there is convenient access.		Not Applicable The proposed development does not involve a telecommunications facility.
PO 36 Telecommunications facility - visual impact <i>Telecommunications facilities</i> are visually integrated with the landscape or townscape so as to not be visually dominant or unduly visually obtrusive.		Not Applicable The proposed development does not involve a telecommunications facility.
PO 37 Utility installation Local <i>Utility installations</i> are positioned unobtrusively and do not have an undue adverse impact on their surroundings.	AO 37.1 <i>Utility installations</i> have a total use area of 100 m ² .	Not Applicable The proposed development does not involve utility installations.

8.2.8 Airport Environs Overlay Code

The height of the proposed development does not impact the Obstacle Limitation Surface and the proposed use is not expected to attract wildlife nor generate smoke emissions that would impact the safe operation of the airport. The proposal is considered to comply with the Airport Environs Overlay Code.

Assessment Summary

The proposed development is generally consistent with the Principal Centre Zone Code and the Airport Environs Overlay Code of the Maranoa Planning Scheme 2017. Any non-compliance with the planning scheme can be appropriately addressed by the way of conditions of development approval. It is recommended that the development application for the Development Permit for a Material Change of Use "Shop" and "Warehouse" be approved subject to reasonable and relevant conditions.

OFFICER REPORT

Meeting: Ordinary 27 May 2025

Date: 22 April 2025

Item Number: 14.2

File Number: D25/40821

SUBJECT HEADING: Booringa Heritage Group Agreement - Booringa Heritage Museum

Classification: Open Access

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council has received correspondence from the Booringa Heritage Group Incorporated, advising they wish to renew the Commercial Tenancy Agreement with Council for the Booringa Heritage Museum, located at 4 Elizabeth Street Mitchell, being part of Lot 1 on SP265643.

Officer's Recommendation:

That Council:

1. Enter into a Commercial Tenancy Agreement with the Booringa Heritage Group Incorporated, for a term of five (5) years, with the option to renew for a further five (5) years, for the use of the Booringa Heritage Museum.
2. Authorise the Chief Executive Officer, (or delegate) to execute the necessary documentation.

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

Council has received written notice from the Booringa Heritage Group Incorporated advising their intention to renew the Commercial Tenancy Agreement with Council for the use of the Heritage Museum.

Council is asked to consider this request.

Background (*Including any previous Council decisions*):

At the General Meeting held on 11 February 2015, Council considered the Booringa Heritage Group's request to extend the Commercial Tenancy Agreement for use of the Booringa Heritage Museum and surrounding grounds located in Elizabeth Street Mitchell.

The outcome from the meeting was that Council resolved as follows:

Resolution No. GM/02.2015/27

That Council enter into a Tenancy arrangement with Booringa Heritage Group Inc for a period of five years, with the agreement to include the option to renew for a further five years.

Booringa Heritage Group Incorporated have had an agreement with Council over this part of the land since 2010, known locally as the Booringa Heritage Museum.

Options Considered:

Nil

Recommendation:

That Council:

1. Enter into a Commercial Tenancy Agreement with the Booringa Heritage Group Incorporated, for a term of five (5) years, with the option to renew for a further five (5) years, for the use of the Booringa Heritage Museum.
2. Authorise the Chief Executive Officer, (or delegate) to execute the necessary documentation.

Risks:

Risk	Description of likelihood & consequences
Decline the Request	Loss of attraction for a small town for locals and visitors.

Policy and Legislative Compliance:

Nil

Budget / Funding (*Current and future*):

Council – Annual Pest Control, Annual Gutter Clean, RCD Testing. Firefighting Equipment and Rates and Charges.

Timelines / Deadlines:

The current Commercial Tenancy Agreement expires on 30 August 2025.

Consultation (*Internal / External*):

External – Booringa Heritage Group Incorporated – Secretary

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description
Nil	Nil

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 4: Growing our region

4.1 Work with our communities to identify priorities, and provide leadership and advocacy to grow our region

Supporting Documentation:

1 [↓](#) Draft Copy of the Commercial Tenancy Agreement - Booringa Heritage Group.

D25/40907

Report authorised by:

(Acting Manager) - Regional Facilities Management

Director - Regional Development, Environment & Planning



Commercial Tenancy Agreement

Parties

Maranoa Regional Council

ABN Number 99 324 089 164

Address PO Box 42

Mitchell QLD 4465

And

Booringa Heritage Group Inc.

ABN Number 17 663 147 274

Address P O Box 117

Mitchell QLD 4465

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1 Introduction

- 1.1 Maranoa Regional Council (Council) is the owner of the building known as 'Booringa Heritage Museum' (Facility), located at 4 Elizabeth Street Mitchell Qld 4465.
- 1.2 The Booringa Heritage Museum Incorporated (User) wishes to utilise this building for the purpose of displaying the regions history with the help of volunteers for the purpose of conducting activities associated with the Booringa Heritage Group Inc.
- 1.3 Council has consented to the User using the Facility on the following terms and conditions specified to the Users.

2 Term

- 2.1 Term of this agreement shall be for 5 (five) years commencing on 31 August 2025 and expiring 30 August 2030 with the option to renew of a further 5 (five) years.
- 2.2 If the option to renew for a further term is exercised as stated in 2.1 then the expiry date of this agreement shall be 30 August 2035.
- 2.3 Any renewal must be in writing to Council not less than 3 months from the date of expiry of the first renewal.

3 Rent

- 3.1 Fees will be at a **NIL** \$0.00 cost to this user.
- 3.2 All improvements are to remain at the Facility on termination of the User Agreement at the discretion of Council. All improvements unwanted by Council will be removed by the User.

4 Outgoings

Council is responsible for water, electricity and rates to the premises. The User agrees to pay any outgoings for utilities deemed excessive by Council. The User must pay on time all, charges, duties, fees and taxes charged directly to the User for services separately supplied to the Facility, for example telephone.

5 User Warrants

The User warrants to Council that all certificates, registrations and accreditations claimed as being held by the User, which relate to conducting its activities, are valid, held and current and will remain so throughout the term of this Agreement and any extensions thereof. The User acknowledges any breach of this warranty is a breach of the fundamental terms of this Agreement, such a breach will allow Council to terminate this Agreement without notice.

6 Responsible Contact Person

- 6.1 The User shall nominate in writing to Council a 'Responsible Person/s' who will be assigned to ensure that the terms and conditions of this Agreement are adhered to.

- 6.2 For the purpose of administering this Agreement, the User shall nominate in writing to Council, a person/s able to be contacted at all times by Council, together with all reasonable contact details requested by Council.
- 6.3 The User shall be entitled to vary those nominated and/or their details from time-to- time by further notice.
- 6.4 For the purpose of this Agreement the contact person for Council shall be the Administration Officer Leases and Agreements, in most cases and in the event that the Administration Officer Leases and Agreements is unavailable, the contact person for Council shall be the Manager – Facilities.
- 6.5 For all Facility Maintenance issues the contact person for Council shall be Council's Customer Service who can be contacted on 1300 007 662.

7 Insurances and Indemnities

- 7.1 The User shall at its own cost, effect and at all times during the terms of this Agreement and any extension thereof, keep in full force a policy of Public Risk Insurance (with an authorised Underwriter) for the activity carried out at the Facility for a minimum amount of \$20,000,000. The User shall deliver to Council on demand a copy of the relevant policy and a current certificate of insurance. The User unconditionally releases Council from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the User or any of the User's agents. The User agrees not to sue or make any claim or demand against Council in respect to matters covered by this release.
- 7.2 Council shall at its own cost, effect and at all times during the terms of this Agreement and any extension thereof, keep in full force a policy of Public Risk Insurance (with an authorised Underwriter) for the activity carried out at the Facility for a minimum amount of \$20,000,000. Council, its employees or agents, are not liable for any injury (including death) or loss of property, whether negligent or otherwise. The User indemnifies Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect to:-
 - 7.2.1 Any loss of, or damage to property of Council; or
 - 7.2.2 Any loss, or damage to property of User; or
 - 7.2.3 Any loss of, or damage sustained by any persons brought into the Facility and/or surroundings by the User; or
 - 7.2.4 Anything resulting from or by reason of or omitted to be done by the User arising out of the User's undertaken at or near the Facility.
- 7.3 The User's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

8 User Obligations

- 8.1 The User shall ensure the terms and conditions of this Agreement have been made known to all persons prior to entering the Facility.
- 8.2 The User shall ensure that all persons who enter the Facility are made aware that they enter at their own risk.
- 8.3 The User shall ensure that all persons using the Facility do so in an orderly and well behaved manner, which includes –
- No drugs; and
 - No smoking within the Facility;
 - Responsible consumption of alcohol at selected occasions.
- 8.4 The User shall remove, or cause to be removed, any persons from the Facility whose behaviour is inappropriate, disruptive or causes any danger or threat to any other person or property.
- 8.5 The User shall not place, leave or permit to be placed or left any debris or rubbish in any part of the Facility and shall ensure that all trash and garbage are placed in proper receptacles.
- 8.6 The User shall not erect any structure or permanent fixture at the Facility without the written consent of Council.
- 8.7 The User shall not dismantle, remove or replace any structure or permanent fixture at the Facility without the written consent of Council.
- 8.8 The User shall ensure after each use, the Facility is appropriately and adequately secured and that all security devices installed are properly engaged.
- 8.9 The User shall upon demand, in writing, from Council return all keys held by or on behalf of the User to Council.
- 8.10 The User shall comply with all reasonable directions of authorised Council staff in its use of the Facility

9 Acknowledgement

- 9.1 The User acknowledges responsibility for the supervision and care of persons brought into the Facility.
- 9.2 The User acknowledges use of the Facility is subject to a number of risks, including injury, and the responsibility for supervision and instruction of persons brought in to the Facility by the User rests with the User.

10 Accidents and/or First Aid

- 10.1 The User acknowledges that responsibility for administering first aid in the event of an emergency rests with the User. The User shall immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Facility requiring urgent medical attention.

- 10.2 All incidents of first aid and/or accidents shall be reported to Council. The User must create and implement, to Council satisfaction, safety policies, procedures and practices in relation to the Users activities to comply fully with the Users obligations as a 'Person Conducting a Business or Undertaking' under the Work Health and Safety Act 2011 (Qld).
- 10.3 The User acknowledges that Council may require the User to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
- 10.4 The User must provide Council with a report every 12 (twelve) months, covering all safety, hazard and risk management issues relating to the Users activities and the Facility. The user shall provide to Council upon request such further information relating to safety as Council may reasonably require.
- 10.5 The User warrants that all information provided to Council by the User in accordance with clause 10.2 is correct and complete. The User indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.
- 10.6 The User must notify Council immediately upon the occurrence of any and all incidents at the Facility involving injury or the risk of injury to a worker or any other person at the Facility.

11 Signage

The User may erect any signs or advertising on the exterior of the Building which relates to the Users activities but the User must first obtain written approval from Council. Council's approval is subject to consideration of such signs or advertising on the long term affect on the Facility. The User must comply with relevant laws in relation to such signs or advertising devices.

- 11.1 When this agreement ends, the User must remove all unwanted signage and advertising devices erected by the User and make good any damage caused by such removal.

12 Entering the Land

Council may enter the Land for inspection or to carry out works under this Agreement at any reasonable time and after giving the User reasonable notice (except in the case of emergency, in which case no notice shall be required).

13 Failure to Comply

Failure to comply with the terms and conditions detailed in this Agreement shall be regarded as a breach of the Agreement, giving Council the right to cancel the Agreement without notice.

14 Fire Drills and Evacuation Procedures

Council may require the User to perform from time to time fire drills and to observe all necessary and proper emergency evacuation procedures and the User and all persons under its control will cooperate with Council in performing those drills and procedures.

15 Indemnity Risk and Insurance

15.1 Indemnities

The User in the absence of any negligence on the part of Council indemnifies Council against all actions, claims, demands, losses, damages, costs and expenses which Council may sustain or incur or for which Council may be liable whether during or after the term of the Agreement in respect of or arising from:

- 15.1.1 loss, damage, or injury from any cause to property or person inside or outside the Building occasioned or contributed to by the neglect or default of the User or any servant, agent, licensee, invitee, sub User, or other person claiming through or under the User to observe or perform any of the covenants, conditions, regulations, and restrictions on the part of the User in this Agreement whether positive or negative, expressed or implied.;
- 15.1.2 the negligent use, misuse, waste, or abuse by the User or any servant, agent, licensee, invitee, sub User, or other person claiming through or under the User of any water, gas, electricity, or other services to the premises or Building;
- 15.1.3 the overflow, leakage or escape of water, fire, gas, electricity, or any other harmful agent in or from the premises caused or contributed to by an act or omission on the part of the User, its servants, agents, licensees, invitees, sub Users, or other persons claiming through or under the User;
- 15.1.4 the failure of the User to notify Council of any defect in any of the Air Conditioning Equipment, the Fire Equipment, or other extras in the premises of which the User is aware or ought to be aware;
- 15.1.5 loss, damage or injury from any cause to property or person or contributed by the use of the premises by the User, or any servant, agent, licensee, invitee, or sub User, and arising out of the neglect or default of the User or any servant, agent, licensee, invitee, sub User;
- 15.1.6 the improper or faulty erection or construction of facilities, trade fixtures, or equipment installed on or in the premises by the User; and
- 15.1.7 any personal injury sustained by any person in or about the premises however caused other than by the wilful or negligent act of Council, its servants, or agent

16 Assumption of Risk by User

The User agrees in the absence of any negligence on Council's part to occupy and use the premises at the risk of the User, Council will not in such absence in any circumstances be liable to the User for any damage to the plant, equipment, fixtures, fittings, merchandise, stock-in-trade, or any other property of any description in the possession of the User contained in or about the premises occasioned by:

- 16.1.1 water, heat, fire, electricity, vermin, explosion, tempest, riot, civil commotion, bursting pipes, or by the entry of water from any source;
- 16.1.2 The operation, non-operation, or malfunction of the Air Conditioning Equipment or the Fire Fighting Equipment;
Council will not be liable for any loss of profits resulting from the damage even if the damage occurs by reason of:
- 16.1.3 any defect in the construction of the premises or any of the appurtenances in the premises; or
- 16.1.4 any act or omission by any contractor of Council or any other User of the premises and their respective employees or any members of the public.

17 Council's Assurances

17.1 Quiet Enjoyment

If the User observes and performs the conditions in this Agreement, the User may peaceably hold and enjoy the premises during the term of this Agreement without any unnecessary interruption by Council or any persons lawfully claiming under or in trust for Council.

18 Council's Right When User Abandons Premises

If the User vacates or abandons the premises or otherwise revokes this Agreement without lawful excuse prior to the expiration of the term, Council may without being under any obligation so to do seek to find another User for the premises.

19 Maintenance and Cleaning

Responsibilities of Council

Council shall be responsible for all routine maintenance of the facility including fire fighting equipment, and annual pest control spraying for cockroaches, household ants and spiders.

Damage or destruction

All building maintenance will be the responsibility of Council, except when the manner of the Users undertakings cause damage to Councils Facility or when a deliberate act of vandalism is committed by one of the group.

Any damage that is intentionally caused to the Facility by the User will be replaced or repaired with the User to incur the full cost.

20 Remove Fittings

- 20.1 The User will, if so required by Council, remove from the premises within **six (6) months** from the expiration or sooner determination of the term of this Agreement all fixtures, fittings, floor coverings, signs, and notices or contents of every description

erected or installed by the User and requested to be removed by Council.

The User will make good any damage caused to the premises by the removal and if required by Council will re-alter any alterations made by the User so that the premises are converted back to their original layout.

Council may at its option cause the fixtures, fittings, floor coverings, signs, and notices or contents to be removed and to be stored in a public warehouse or to be re-altered. Council may recover the costs of removal, storage, making good, and/or re- elsewhere at the risk of User and any damage to be made good and any alterations to be re-altered.

Any fittings or fixtures not removed by the User will be deemed abandoned by the User and will be and become the property of Council. Council may recover the costs of removal, storage, making good, and/or re-alterations from the User as a liquidated debt payable on demand.

21 Disputes

In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or any matter or thing contained therein, the decision of Council's Chief Executive Officer therein shall be final and conclusive.

22 Executed as an Agreement

Executed for and on behalf of **Maranoa Regional Council**

By a duly authorised officer in the presence of:-

Signature of Witness

Signature of Authorised Officer

Name of Witness

Name of Authorised Officer

Date

Date

Executed for and on behalf of **Booringa Heritage Group Inc.**

ABN Number 17 663 147 274

Signature of Witness

Signature of Authorised Person

Name of Witness

Name of Authorised Person

Date

Date

COMMERCIAL TENANCY AGREEMENT CONDITIONS

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IT IS AGREED

1. DEFINITIONS AND INTERPRETATION

1.1 Terms in Reference Schedule

Where a term used in this Agreement appears in bold type in the Reference Schedule, that term has the meaning shown opposite it in the Reference Schedule.

1.2 Definitions

Unless the context otherwise requires:

- (1) "Agreement" means this document, including any Schedule or Annexure to it;
- (2) "Business Day" means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act is to be performed or a payment is to be made;
- (3) "Claim" includes any claim or legal action and all costs and expenses incurred in connection with it;
- (4) "GST" means a goods and services tax or similar value added tax.
- (5) "Land" means the land on which the Premises are situated;
- (6) "Lessor's Property" means any property owned by the Lessor in the Premises or on the Land and includes the property identified in any inventory annexed to this Agreement;
- (7) "Premises" means the premises described in Item 3 of the Reference Schedule and includes the Lessor's Property in the premises;
- (8) "REIQ" means The Real Estate Institute of Queensland Ltd;
- (9) "Services" means all utilities and services in the Premises;
- (10) "Tenancy" means the tenancy between the Lessor and the Tenant created by this Agreement;
- (11) "Tenant's Employees" means each of the Tenant's employees, contractors, agents, customers, subtenants, licensees or others (with or without invitation) who may be on the Premises, the Building or the Land;
- (12) "Tenant's Property" includes all fixtures and other articles in the Premises which are not the Lessor's; and
- (13) "Term" means either a periodic monthly tenancy or the period of months or years described in Item 4 of the Reference Schedule, as applicable, commencing on the date in Item 4 in the reference schedule.

1.3 Interpretation

(1) Reference to:

- (a) one gender includes each other gender;
- (b) the singular includes the plural and the plural includes the singular;
- (c) a person includes a body corporate;
- (d) a party includes the party's executors, administrators, successors and permitted assigns; and
- (e) a statute, regulation or provision of a statute or regulation ("Statutory Provision") includes:
 - (i) that Statutory Provision as amended or re-enacted from time to time; and
 - (ii) a statute, regulation or provision enacted in replacement of that Statutory Provision.
- (2) All monetary amounts are in Australian dollars, unless otherwise stated.
- (3) If a party consists of more than one person, this Agreement binds them jointly and each of them severally.
- (4) Headings are for convenience only and do not form part of this Agreement or affect its interpretation.
- (5) A party which is a trustee is bound both personally and in its capacity as a trustee.
- (6) "Including" and similar expressions are not words of limitation.
- (7) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (8) If an act must be done on a specified day which is not a Business Day, the act must be done instead on the next Business Day.
- (9) Where this Tenancy permits or requires the Lessor to do something, it may be done by a person authorised by the Lessor.
- (10) Section 105 and 107 of the *Property Law Act 1974* do not apply to this Tenancy.

2. TERM AND HOLDING OVER

2.1 Term

The Lessor lets the Premises to the Tenant for the Term.

2.2 Monthly Tenancy

If the Tenant continues to occupy the Premises after the Term with the Lessor's consent then:

- (1) the Tenant does so as a monthly tenant on the same basis as at the last day of the Term; and
- (2) either party may terminate the monthly tenancy by giving to the other 1 month's notice expiring on any day.

COMMERCIAL TENANCY AGREEMENT CONDITIONS

3. RENT AND RENT REVIEWS**3.1 Rent**

The Tenant must:

- (1) pay the Rent by equal monthly instalments in advance on the first day of each month;
- (2) pay the first instalment on the signing of this agreement;
- (3) if necessary, pay the first and last instalments apportioned on a daily basis; and
- (4) pay all instalments as the Lessor directs.

3.2 Definitions

In clause 3.3:

- (1) "Index Number" means the Consumer Price Index (All Groups) for Brisbane published by the Australian Bureau of Statistics. If that index no longer exists, "Index Number" means an index that the Chief Executive Officer of the REIQ decides best reflects changes in the cost of living in Brisbane; and
- (2) "Review Date" means a date stated in the Reference Schedule on which the rent is to be reviewed.

3.3 Rent Review**(1) Application**

This clause 3.3 applies if Review Dates are inserted in Item 7 of the Reference Schedule.

(2) Review

The Rent must be reviewed on each Review Date to an amount represented by A where:

$$A = \frac{B}{C} \times D$$

Where B = the Index Number for the quarter ending immediately before the relevant Review Date.

Where C = the Index Number for the quarter 1 year before the quarter in B; and

Where D = the Rent payable immediately before the Review Date.

4. OUTGOINGS**4.1 Tenant to Pay Outgoings**

- (1) The Tenant must pay the Lessor the whole, or where a percentage is stated in Item 9 of the Reference Schedule that percentage of the Outgoings for the Premises, or the property of which the Premises is part as applicable.
- (2) Outgoings are payable to the Lessor within 14 days of production to the Tenant of a copy of the Lessor's assessment notice or account.

4.2 Outgoings

For the purposes of this clause Outgoings means the following charges levied or expenses payable in respect of the Premises or property of which the Premises is part:

- (1) rates and other charges levied pursuant to a law;
- (2) insurance premiums payable by the Lessor;
- (3) Body Corporate fees and levies (including but not limited to administrative fund levies and sinking fund levies);
- (4) the cost of cleaning any areas adjacent to the Premises that are used by the Tenant; and
- (5) maintaining any gardens on the Land.

5. USE OF THE PREMISES**5.1 Permitted Use**

The Tenant must only use the Premises for the Permitted Use.

5.2 Restrictions on Use

The Tenant must not:

- (1) disturb the occupants of adjacent premises;
- (2) display any signs without the Lessor's consent which must not be unreasonably withheld;
- (3) overload any Services;
- (4) damage the Lessor's Property;
- (5) alter the Premises, install any partitions or equipment or do any building work without the Lessor's prior consent;
- (6) do anything that may invalidate the Lessor's insurance or increase the Lessor's premiums; or
- (7) do anything illegal on the Premises.

6. MAINTENANCE AND REPAIR**6.1 Repair**

The Tenant must:

- (1) keep the Premises in good repair and condition except for fair wear and tear, inevitable accident and inherent structural defects; and
- (2) fix any damage caused by the Tenant or the Tenant's Employees.

6.2 Cleaning and Maintenance

The Tenant must:

- (1) keep the Premises clean and tidy; and
- (2) keep the Tenant's Property clean and maintained in good order and condition.

6.3 Lessor's Right to Inspect and Repair

- (1) The Lessor may enter the Premises for inspection or to carry out maintenance, repairs or building work at any reasonable time after giving notice to the Tenant. In an emergency, the Lessor may enter at any time without giving the Tenant notice.
- (2) The Lessor may carry out any of the Tenant's obligations on the Tenant's behalf if the Tenant does not carry them out on time. If the Lessor does so, the Tenant must promptly pay the Lessor's costs.

7. ASSIGNMENT AND SUBLETTING**7.1** The Tenant must obtain the Lessor's consent before the Tenant assigns, sublets or deals with its interest in the Premises.**7.2** The Lessor must give its consent if:

- (1) the Tenant satisfies the Lessor that the new tenant is financially secure and has the ability to carry out the Tenant's obligations under this Tenancy;
- (2) the new tenant signs any agreement and gives any security which the Lessor reasonably requires;
- (3) the Tenant complies with any other reasonable requirements of the Lessor;
- (4) the Tenant is not in breach of the Tenancy; and
- (5) the Tenant pays the Lessor's reasonable costs of giving its consent.

COMMERCIAL TENANCY AGREEMENT CONDITIONS

8. TENANT'S RELEASE AND INDEMNITY

- 8.1** The Tenant occupies and uses the Premises at its own risk. The Tenant also carries out building work in the Premises at its risk.
- 8.2** The Tenant releases the Lessor from and indemnifies it against all Claims for damages, loss, injury or death:
- (1) if it:
 - (a) occurs in the Premises;
 - (b) arises from the use of the Services in the Premises; or
 - (c) arises from the overflow or leakage of water from the Premises;
 except to the extent that it is caused by the Lessor's deliberate act or negligence; and
 - (2) if it arises from the negligence or default of the Tenant or the Tenant's Employees, except to the extent that it is caused by the Lessor's deliberate act or negligence.
- 8.3** The Lessor must do everything reasonable to ensure the Services operate efficiently during normal working hours but the Lessor is not liable if they do not.
- 8.4** The Tenant releases the Lessor from and indemnifies the Lessor against any Claim or costs arising from anything the Lessor is permitted to do under this Tenancy.

9. DEFAULT AND TERMINATION**9.1 Default**

The Tenant defaults under this Tenancy if:

- (1) the Rent or any money payable by the Tenant is unpaid for 14 days;
- (2) the Tenant breaches any other term of this Tenancy;
- (3) the Tenant assigns its property for the benefit of creditors; or
- (4) the Tenant becomes an externally-administered body corporate within the meaning of the *Corporations Law*.

9.2 Forfeiture of Tenancy

If the Tenant defaults and does not remedy the default when the Lessor requires it to do so, the Lessor may do any one or more of the following:

- (1) re-enter and take possession of the Premises;
- (2) by notice to the Tenant, terminate this Tenancy;
- (3) by notice to the Tenant, convert the unexpired portion of the Term into a tenancy from month to month;
- (4) exercise any of its other legal rights;
- (5) recover from the Tenant any loss suffered by the Lessor due to the Tenant's default.

10. TERMINATION OF TERM**10.1 Tenant's Obligations**

At the end of the term the Tenant must:

- (1) vacate the Premises and give them back to the Lessor in good repair and condition;
- (2) remove all the Tenant's Property from the Premises;
- (3) repair any damage caused by removal of the Tenant's Property and leave the Premises clean; and
- (4) return all keys, security passes and cards held by it or the Tenant's Employees.

10.2 Failure to Remove Tenant's Property

If the Tenant does not remove the Tenant's Property at the end of the Term, the Lessor may:

- (1) remove and store the Tenant's Property at the Tenant's risk and expense; or
- (2) treat the Tenant's Property as abandoned, in which case title in the Tenant's Property passes to the Lessor who may deal with it as it thinks fit without being liable to account to the Tenant.

11. DAMAGE AND DESTRUCTION**11.1 Rent Reduction**

If the Premises are damaged or destroyed and as a result the Tenant cannot use or gain access to the Premises then from the date that the Tenant notifies the Lessor of the damage or destruction the Lessor:

- (1) must reduce the Rent and any other money owing to the Lessor by a reasonable amount depending on the type and extent of damage or destruction; and
- (2) cannot enforce clause 6.1 against the Tenant; until the Premises are fit for use or accessible.

11.2 Tenant May Terminate

The Tenant may terminate this Lease by notice to the Lessor unless the Lessor:

- (1) within 3 months of receiving the Tenant's notice of termination, notifies the Tenant that the Lessor will reinstate the Premises; and
- (2) carries out the reinstatement works within a reasonable time.

11.3 Exceptions

Clauses 11.1 and 11.2 do not apply where:

- (1) the damage or destruction was caused by or contributed to, or arises from any wilful act of the Tenant or the Tenant's Employees; or
- (2) an insurer under any policy effected by the Lessor refuses indemnity or reduces the sum payable under the policy because of any act or default of the Tenant or the Tenant's Employees.

11.4 Lessor May Terminate

If the Lessor considers the damage to the Premises renders it impractical or undesirable to reinstate the Premises or the Building, it may terminate this Lease by giving the Tenant at least 1 month's notice ending on any day of the month. At the end of that month's notice, this Lease ends.

11.5 Dispute Resolution

- (1) Any dispute under this clause 11 must be determined by an independent qualified Valuer appointed by the Chief Executive Officer of the REIQ at the request of either party.
- (2) In making the determination, the Valuer acts as an expert and the determination is final and binding on both parties.
- (3) The cost of the determination must be paid by the parties equally unless otherwise decided by the Valuer.

COMMERCIAL TENANCY AGREEMENT CONDITIONS

11.6 Lessor Not Obligated to Reinstate

- (1) Nothing in this Lease obliges the Lessor to reinstate the Building or the Premises or the means of access to them.
- (2) When reinstating the Building or the Premises, the Lessor is entitled to change their design, fabric, character or dimensions to comply with any law or lawful requirement.

11.7 Antecedent Rights

Termination under this clause 11 does not effect either parties' accrued rights before termination.

12. DUTY

- 12.1** The Tenant must pay stamp duty on this lease, if applicable, and other government imposts payable in connection with this Agreement and all other documents and matters referred to in this Agreement when due or earlier if requested in writing by the Lessor.

13. GOODS AND SERVICES TAX

- 13.1** If a GST is imposed on any supply made to the Tenant under or in accordance with this Tenancy, the amount the Tenant must pay for that supply is increased by the amount of that GST.

14. OPTION FOR FURTHER TENANCY

- 14.1** If a further term has been inserted in Item 5 of the Reference Schedule and the Tenant:
- (1) wishes to lease the Premises for the further term;
 - (2) gives notice to that effect to the Lessor not less than 3 months before and not more than 6 months before the Term expires; and
 - (3) has not breached this Tenancy;
- the Lessor must grant a further tenancy ("Further Tenancy") to the Tenant on the same terms as this Tenancy except for the Rent.
- 14.2** (1) The Rent for the Further Tenancy will be an amount to be agreed between the Lessor and Tenant and failing agreement 3 months before the Term expires the market rent for the Premises determined by an independent qualified Valuer (acting as an expert) nominated by the Chief Executive Officer of the REIQ at the request of either party.
- (2) The Valuer's determination is final and binding on the parties.
- (3) The Valuer's costs must be paid by the Lessor and Tenant equally. Either party may pay the Valuer's cost and recover one-half of the amount paid from the other party.
- 14.3** Before transferring any interest in the Land, the Lessor must obtain a signed deed from the transferee containing covenants in favour of the Tenant that the transferee will be bound by the terms of this Lease and will not transfer its interest in the Land unless it obtains a similar deed from its transferee.
- 14.4** This clause 14 will be omitted from the Further Tenancy.

15. DEPOSIT AND COMMISSION

- 15.1** The Tenant must pay the Deposit to the Lessor's Agent on signing this Agreement.
- 15.2** The Deposit must be applied against the Rent payable by the Tenant on the commencement of the Term.
- 15.3** The Lessor agrees to pay the Agent's commission to the Lessor's Agent and authorises the Agent to draw the commission on the commencement of the Term from money received from the Tenant in payment of Rent.

16. NOTICES

- 16.1** Any notice required to be given to any person under this Agreement must be:
- (1) in writing; and
 - (2) given in accordance with section 347 of the "Property Law Act 1974"