

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Thursday 11 June 2026

Roma Administration Centre

NOTICE OF MEETING

Date: 4 June 2026

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: Cameron Hoffmann – Deputy CEO – Strategic Roads,
Airports & Major Projects
Brett Exelby – Director Corporate Services
Seamus Batstone – Director Engineering
Jamie Gorry – Director Regional Development,
Environment and Planning

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **11 June 2026 at 9:00 AM.**



Robert Hayward
Chief Executive Officer

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MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 20 MAY 2026 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 (From 9.03am – 1.21pm), Cr J R Vincent, Chief Executive Officer – Robert Hayward and Kelly Rogers Minutes Officer in attendance.

AS REQUIRED

Deputy CEO - Strategic Roads, Airports & Major Projects – Cameron Hoffmann, Director Corporate Services – Brett Exelby, Director Regional Development, Environment and Planning – Jamie Gorry, Manager – Planning, Building & Development Services – Danielle Pearn, Manager - Community, Economic & Tourism Development – Tony Klein, Manager Roads Strategy – Jarvis Black, Manager Waste & Environmental Health Services – Bob Campbell, Coordinator Local & Community Development – Georgie Adams Woodall, Coordinator Tourism – Georgia Nichols, Regional Arts and Culture Officer – Kim Johnson, Support Officer - Tourism & Community Development – Tennielle Limpus, Senior Project Officer - Capital Program Delivery – Luci Gunning, Local Development Officer - Yuleba, Wallumbilla – Gwen De Vink, Planning Officer – Logan Connell, Administration Officer - Injune and Surrounds – Kylie Fullerton.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.03am.

Mayor Taylor acknowledged and thanked all Councillors for their personal efforts in volunteering in the community, and on behalf of all Councillors, passed on her thanks to staff through the CEO for their efforts in organising arrangements for the Volunteer Week events across the region.

CONFIRMATION OF MINUTES

Resolution No. OM/05.2026/12	
Moved Cr Brumpton	Seconded Cr Davis
That the minutes of the Ordinary Meeting held on 7 May 2026 be confirmed.	
CARRIED	9/0

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 9.05am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 9.33am

BUSINESS

OFFICE OF THE CEO

Declaration of Interest

Item	10.1
Description	Upcoming Deputations and Briefing Topics Councillor Briefings June 2026
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 we were a food vendor at the Harmony Week Celebration.
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/05.2026/13	
Moved Cr Brumpton	Seconded Cr Vincent
<p>That it is in the public interest that Councillor Cr Davis participates and votes on agenda item 10.1 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	8/0

Item Number: 10.1 **File Number:** D26/47594

SUBJECT HEADING: UPCOMING DEPUTATIONS AND BRIEFING TOPICS | COUNCILLOR BRIEFINGS JUNE 2026

Officer's Title: Coordinator - Executive & Elected Member Support Services

Executive Summary:

This report provided a summary of proposed topics scheduled for Councillor Briefings during the month of June 2026.

Resolution No. OM/05.2026/14	
Moved Cr O'Neil	Seconded Cr Birkett
<p>That Council Receive and note the Officer's report as presented.</p>	
CARRIED	9/0

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.

REGIONAL DEVELOPMENT, ENVIRONMENT & PLANNING

Item Number: 13.1 **File Number:** D26/38386

SUBJECT HEADING: MARANOA REGIONAL YOUTH COUNCIL TERMS OF REFERENCE

Officer’s Title: Support Officer - Tourism & Community Development

Executive Summary:

As outlined in the 2025/2026 Operational Plan (5.6.1), the establishment of a Maranoa Regional Youth Council (MRYC) is a key initiative. This report sought Council’s adoption of the MRYC’s Terms of Reference (ToR) to progress the initiative and outlines future steps in establishing the MRYC.

The initiative represents a significant opportunity to strengthen youth engagement and leadership in the Maranoa region.

Moved Cr Birkett	Seconded Cr Vincent
That Council:	
<ol style="list-style-type: none"> 1. Adopt the Terms of Reference for the Maranoa Regional Youth Council, with the following amendment:- <ul style="list-style-type: none"> <u>Section 6 – Meetings – bullet point 1</u> <ul style="list-style-type: none"> • Meetings will be held once every term of the school year 2. Endorses the commencement of stakeholder engagement with regional school principals to support the establishment of the Maranoa Regional Youth Council. 	
NO VOTE TAKEN	

Responsible Officer	Support Officer - Tourism & Community Development
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No vote was taken on the draft motion at that time, with Cr O’Neil proposing an amendment to the terms of reference. Cr Birkett indicated he was happy to accept the amendment, however, Cr Vincent as ‘seconded’ indicated that she would not accept the amendment and Cr Birkett elected to second the amendment as follows:

Resolution No. OM/05.2026/15	
Moved Cr O'Neil	Seconded Cr Birkett
That Council:	
<ol style="list-style-type: none"> Adopt the Terms of Reference for the Maranoa Regional Youth Council, with the following amendments:- <ol style="list-style-type: none"> <u>Section 6 – Meetings – bullet point 1</u> <ul style="list-style-type: none"> Meetings will be held once every term of the school year. <u>Section 5 – Leadership Team – bullet points 1 and 2</u> <ul style="list-style-type: none"> Amend the terms of reference under section 5 - changing “Youth Chairperson” to “Youth Mayor” and “Youth Deputy Chairperson” to “Youth Deputy Mayor” (with no changes to the remainder of the section). Endorses the commencement of stakeholder engagement with regional school principals to support the establishment of the Maranoa Regional Youth Council. 	
MOTION LOST	4/5

With the amendment lost, Council again considered the initial motion. Cr Hancock then raised the question of a Quorum being referenced in the terms of reference. In response, Cr O'Neil then proposed a further amendment, which was accepted by the 'Mover' and 'Seconded' as follows:

Resolution No. OM/05.2026/16	
Moved Cr Birkett	Seconded Cr Vincent
That Council:	
<ol style="list-style-type: none"> Adopt the Terms of Reference for the Maranoa Regional Youth Council, with the following amendments:- <ol style="list-style-type: none"> <u>Section 6 – Meetings – bullet point 1</u> <ul style="list-style-type: none"> Meetings will be held once every term of the school year. <u>Section 6 – Meetings – new bullet point</u> <ul style="list-style-type: none"> Include an additional point to reference a Quorum, being half plus one of the total members. Endorses the commencement of stakeholder engagement with regional school principals to support the establishment of the Maranoa Regional Youth Council. 	
CARRIED	9/0

Responsible Officer	Support Officer - Tourism & Community Development
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Declaration of Interest

Item	13.2
Description	Endorsement of the Events Assistance Program – Round 2 – 2025/2026
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	My mother Janice Humphreys is Secretary of CHIPS and personal friend Matthew Bidgood is Vice President of the Injune Race Club – both organisations have an application for endorsement.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	13.2
Description	Endorsement of the Events Assistance Program – Round 2 – 2025/2026
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	Injune Race Club is named in the beneficiary organisations and I have a contract to provide race calling services to that club.
Type of conflict	Declarable Conflict of Interest
Action	Leave the room while the matter is discussed and voted on.

Resolution No. OM/05.2026/17	
Moved Cr Hancock	Seconded Cr Seawright
<p>That we vote on points 1 and 2 together and then vote on point 3 separately. [Noting that the two Councillors have conflicts on points 1 and 2, but that they don't have conflicts on point 3].</p>	
CARRIED	8/1

Councillors Flynn and Vincent left the meeting at 10.01am.

Item Number: 13.2 **File Number:** D26/48252

SUBJECT HEADING: ENDORSEMENT OF THE EVENTS ASSISTANCE PROGRAM - ROUND 2 - 2025/2026

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

Executive Summary:

This report sought Council's endorsement of the assessment panel's recommendations for Round 2 (2026) of the Events Assistance Program, which closed on 30 April 2026.

Endorsement of the Events Assistance Program - Round 2 - 2025/2026 – Part 1

Resolution No. OM/05.2026/18		
Moved Cr Hancock		Seconded Cr Brumpton
That Council:		
<p>1. Endorse the assessment panel’s recommendations and approve the following Round 2 Events Assistance Program applications for payment:</p>		
Organisation	Event Title	Amount approved
Creative Injune	Australia’s Biggest Morning Tea	\$500.00
CHIPS	Injune in June	\$500.00
Injune Race club	Annual Race meet	\$1,000
	TOTAL	\$2,000
<p>2. Draw associated funds of \$2,000 from the Events Assistance GL 2887.2251.2001.</p>		
CARRIED		7/0

Responsible Officer	Support Officer - Tourism & Community Development
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<p>Section 150F A (2)(e) of the <i>Local Government Act 2009</i> For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.</p> <p>Name of each eligible councillor who voted on the matter: Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr Johanne Hancock, Cr. Cameron O’Neil, Cr Brendan Seawright, Cr Wendy Taylor.</p> <p>How each eligible councillors voted: Each councillor voted in favour of the motion.</p>

At cessation of discussion and decision on the abovementioned item, Councillors Flynn and Vincent returned to the meeting at 10.04am.

Endorsement of the Events Assistance Program - Round 2 - 2025/2026 – Part 2

Moved Cr Hancock		Seconded Cr Vincent
That Council approve the following funding (from GL 2887.2251.2001) as part of Round 2 of the Events Assistance Program:		
a.	Allocate \$1,000 to Begonia Golf and Sports Club for an art workshop	
b.	Allocate \$500 each to twelve (12) recognised community groups to acknowledge their volunteer efforts as part of National Volunteer Week 2026 in each of the following small locations across the region: Noonga, Jackson, Teelba, Begonia, Dunkeld, Mungallala, Amby, Muckadilla, Hodgson, Eumamurrin, Bymount and Roughlie.	
NO VOTE TAKEN		

No vote was taken on the motion at that time, with Cr O’Neil proposing the following procedural motion:

Resolution No. OM/05.2026/19

Moved Cr O'Neil

That this lay on the table until later in the meeting. [To further consider identification of specific community groups].

CARRIED

9/0

Item Number:

13.3

File Number: D26/33596

SUBJECT HEADING:

DEVELOPMENT APPLICATION - MATERIAL CHANGE OF USE - "WAREHOUSE" (SELF-STORAGE FACILITY) - 63-65 HAWTHORNE STREET, ROMA (REF:2026/21671)

Officer's Title:

Planning Officer

Executive Summary:

Deb Mckenzie on behalf of AYB Nominees Pty Ltd has submitted a development application for a Material Change of Use for a "Warehouse" (Self-Storage Facility). The proposal is located at 63-65 Hawthorne Street, Roma, properly described as Lot 30 on R8627. 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 2025 ('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. There was one submission received during this period.

The procedural requirements set out by the DA Rules that enable Council to decide on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks, or there are sufficient grounds to overcome any perceived conflicts with the Planning Act and the Maranoa Planning Scheme and can be otherwise conditioned to achieve compliance.

Resolution No. OM/05.2026/20

Moved Cr Flynn

Seconded Cr Birkett

That the development application for a Material Change of Use – "Warehouse" (Self-Storage Facility) located at 63-65 Hawthorne Street, Roma, described as Lot 30 on R8627, be approved subject to the listed conditions and general advice:-

Development Details

- 1. The approved development is a Material change of use – "Warehouse" (Self-Storage Facility) as defined in the Planning Scheme and as shown on the approved plans.**
- 2. Shipping containers on site used for storage purposes must be single storey only. No stacking of containers is permitted as part of this approval.**

Contaminated land

- 3. The landowner/occupier is responsible for meeting the general environmental duty (GED) and also for obtaining any permits that may be required to carry out development on the land or to remove contaminated soil.**
- 4. Landowners and occupiers of land, which is listed on the EMR or CLR, or suspected of being contaminated, must ensure that they meet their GED when using the land**

to ensure that any risks to human health and the environment are known and managed.

Compliance inspection

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

Approved plans and documents

7. 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
DA001.ISSUE A	Existing Site & Demo Plan	09.01.2025
DA002.ISSUE B	Proposed Site Plan	30.11.2025
DA003.ISSUE B	Dimensioned Plan	30.11.2025
DA004.ISSUE B	Roof Plan	21.12.2025
DA005.ISSUE B	Building "A" Elevations	21.12.2025
DA006.ISSUE B	Building "B" Elevations	21.12.2025
DA007.ISSUE B	Landscaping Plan	21.12.2025
38257-3-SV-TO01-R0 SHEET 1	Detail Survey	08.09.2025
-	Swept Path Analysis- Heavy Rigid Vehicle 12.5m	n.d.
-	Swept Path Analysis- Articulated Vehicle 19m	n.d.

Development works

8. 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.
9. 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).
10. 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

11. 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

12. 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

13. 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.
14. 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.
15. 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.

16. 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.
17. 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.

Screening mechanical equipment

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

Refuse storage and collection

19. At all times while the use continues, waste containers must be provided on the site and maintained in a clean and tidy state. Waste containers must be screened from view from the roadway and adjoining properties and are to be emptied and the waste removed from site on a regular basis.
20. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
21. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

Access

22. Vehicle crossovers to and from the development site shall be provided from Hawthorne Street, generally in the locations shown on approved drawing DA002-REV B- Proposed Site Plan. Vehicle crossovers are to be constructed generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must be designed to cater for the maximum vehicle size accessing the site, ensuring no damage to the roadway or kerb. The grade of the vehicle crossover must not exceed the specifications of the CMDG.
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 external 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 road pavement, services and verge in accordance with CMDG Design Guideline D1 'Geometric Road Design' and in conjunction with the upgrade to the western side of Hawthorne Street adjacent the development site frontage (as required by condition 36).

Parking

26. A minimum of 2 car parking spaces are to be provided within the development site area generally in accordance with approved plan DA002-REV B-Proposed Site Plan.

Note: Parking spaces for persons with disabilities (PWD) are to be provided in accordance with the National Construction Code.

- 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 hotmix or two coat (primer seal/seal) bitumen seal.**
- 34. No on-street parking is permitted at the Hawthorne Street frontage of the development site area at any time. Signage is to be established on the development site boundary/s to this effect.**

Footpath

- 35. A footpath is to be constructed along the full frontage of the development site on Hawthorne Street (excluding vehicle access driveways). The footpath construction is to be generally in accordance with Standard Drawings CMDG-R-051 and CMDG-R-058 and must be a minimum width of 1.5 metres. Footpath works are to include a kerb ramp to allow safe access in the Mayne Street direction of travel accordance with Standard Drawing CMDG-R-050.**

External Roadworks

- 36. The full frontage of the site to Hawthorne Street must be upgraded to a commercial industrial standard in accordance with the CMDG Design Guidelines “Geometric Road Design D1”. The road construction is to include kerb and channel on the western side of the road. A detailed design for the works is to be submitted to Council for approval as part of a development application for Operational Work.**

Note: Condition 36 has been imposed in accordance with Section 145 of the Planning Act 2016.

Services

- 37. 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.**

38. 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.

39. 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.

40. 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.

41. 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.

42. 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.

43. 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

44. Fencing is to be designed and constructed along the northern boundary in accordance with the State Assessment and Referral Agency's response issued 20 February 2026.

45. A 1.8-metre-high security fence is to be provided along the Hawthorne Street frontage of the site.

46. Landscaping areas are to be provided generally in accordance with approved plan DA007-Issue B-Landscaping 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. A landscaping plan is to be submitted to Council for approval prior to commencement of construction.

Note: Refer to Planning Scheme Policy SC6.2 – Landscaping for Council's preferred species list.

47. All landscaping works are to be completed prior to the commencement of the approved use.

48. 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.

49. 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.
50. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
51. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Outdoor display areas

52. Vehicles, goods and equipment are not to be stored outside of the containers or buildings shown on approved drawing DA002-REV B- Proposed Site Plan. Outdoor areas are to be maintained in a clean and tidy state and shall not detract from the overall appearance or amenity of the area.

Advertising signage

53. Any proposed advertising signage is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.
54. 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

Note: The Draft Stormwater Management Plan prepared by (Neilly Davies & Partners Pty Ltd), Revision A dated 22 December 2025 and submitted as part of this application is **NOT approved.**

55. Submit to Council, simultaneously with the Operational Work application, a revised, final and detailed Stormwater Management Plan for approval. This Stormwater Management Plan must include, but not be limited to the following:
 - (i) demonstration that there is no nuisance or interference to the current use or potential future use of all downstream properties including road reserves, rail reserves and the like, for design storms of Q2 (AEP50), Q5 (AEP20), Q10(AEP10), Q20 (AEP5) and Q50 (AEP2);
 - (ii) details of stormwater drainage and mitigation measures, including capacity of proposed systems;
 - (iii) the lawful point of discharge including details of proposed rate of discharge for the design storms outlined above;
 - (iv) measures to prevent any solid matter or floatable oils being carried into the existing stormwater system;
 - (v) impacts to overland flow paths and mitigation measures;
 - (vi) external catchment flow;
 - (vii) digital data files of stormwater modelling; and
 - (viii) details demonstrating stormwater runoff from roofs and impervious surfaces is collected and discharged internally in accordance with the CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’.
56. 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.

57. 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.

58. 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

59. 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'.

60. If there are 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.

61. 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.

62. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately.

63. Temporary fencing must be erected and maintained around the perimeter of the development area whilst construction activities are carried out.

Operating hours

64. Operating hours are restricted to 7:00am to 6:00pm Monday to Sunday.

Delivery of goods

65. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Sunday.

66. 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

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

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

69. 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

70. 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

71. 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).
- 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.

CARRIED

9/0

Responsible Officer	Planning Officer
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Item Number: 13.4 File Number: D26/49020

SUBJECT HEADING: DEVELOPMENT APPLICATION-MATERIAL CHANGE OF USE "MULTIPLE DWELLING" (4 DWELLING UNITS) - 45 GREGORY STREET, ROMA (REF:2025/21529)

Officer's Title: Planning Officer

Executive Summary:

Duff Enterprises Pty Ltd have submitted a development application seeking approval for a Material Change of Use for "Multiple Dwelling" (4 Dwelling Units), consisting of an existing Dwelling and three (3) additional units. The proposal is located at 45 Gregory Street, Roma, properly described as Lot 13 on R866. 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. There were no properly made submissions received in relation to the development.

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

Resolution No. OM/05.2026/21

Moved Cr Flynn

Seconded Cr Vincent

That the development application for a Material Change of Use for "Multiple Dwelling" (4 Dwelling Units) located at 45 Gregory Street, Roma QLD 4455, described as Lot 13 on R866, be approved subject to the listed conditions and general advice:-

Development details

1. The approved development is a Material change of use – "Multiple Dwelling" (4 Dwelling Units) 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 use of each approved stage (as applicable), 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
252177-A.100-Issue B2	Site Plan	19.03.2026
252177-S.100-Issue B2	Single & Double Carport Layouts & Details	19.03.2026
252177-S.200-Issue B2	Construction Notes	19.03.2026
252177-S.300-Issue B2	Site Preparation Requirements	19.03.2026
252177-A.200-Issue B2	Vehicle Tracking Diagram - A	19.03.2026
252177-A.201-Issue B2	Vehicle Tracking Diagram - B	19.03.2026
252177-A.202-Issue B2	Vehicle Tracking Diagram - C	19.03.2026
001	Floor Plan	

5. Prior to the commencement of building work, detailed elevation drawings for all approved Dwelling Units must be submitted to and approved by Council. The elevation drawings must demonstrate how the development incorporates a combination of the following architectural elements:

- a) verandas, porches or balconies;
- b) roof overhangs;
- c) window hoods/screens;
- d) awnings and shade structures;
- e) variation to roof forms and building lines;
- f) windows recessed into the façade;
- g) varying building materials and finishes; and
- h) recesses and projections within building façades.

The approved elevation drawings will form part of the approved plans and documents for the development and the development must be carried out in accordance with those approved drawings.

Development works

6. 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.
7. 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).

8. 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.
9. All proposed buildings, as shown on the approved plans, must be constructed in accordance with the Queensland Development Code Mandatory Part 1.4.

Applicable standards

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

Works in road reserve

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

Avoiding nuisance

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

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

15. 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.

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. Refuse storage bins are to be provided for each dwelling unit and screened from view from all roads and public places. A concrete pad is to be provided for the bin in an appropriate location.

Clothes drying areas

18. A clothes drying area is to be provided for each Dwelling Unit. Clothes drying areas for each Dwelling Unit shall be fully screened from the Gregory Street by a solid screen fencing of a suitable height and width.

Letter boxes and premises identification

19. Numbered post boxes for each Dwelling Unit within the approved development are to be provided in accordance with the requirements of Australia Post.
20. Each Dwelling Unit shall be clearly identified through the provision of the tenancy number in a prominent location.

Access

21. Vehicle access to the site from Gregory Street is to be generally in the location shown on approved drawing 252177-A.100-Issue B2 Site Plan. The vehicle crossover is to be constructed generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016, ensuring no damage to the roadway or kerb. The grade of the vehicle crossover must not exceed the specifications of the CMDG.
22. 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.
23. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road network, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
24. 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

25. A minimum of eight (8) car parking spaces are to be provided within the development site generally in accordance with approved plan 252177-A.100-Issue B2 Site Plan.
26. 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.
27. Vehicle movements within the site are to be clear of parking areas, buildings, and landscape treatments.
28. Vehicles accessing the site and designated onsite parking areas must be able to enter and leave the site in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.

29. All onsite access, parking and manoeuvring areas are to be sealed with an approved impervious surface. Surfacing shall consist of reinforced concrete, asphaltic hotmix or two coat (primer seal/seal) bitumen seal.

Services

30. 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.
31. 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.
32. 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.

33. 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.
34. 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.

35. 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.
36. 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

37. A 1.8 metre high screen fence shall be erected along the entire length of all property boundaries and between each Dwelling Unit, to provide visual screening and private open space for each unit.
38. Landscaping areas are to be provided generally in accordance with approved plan 252177-A.100-Issue B2 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. A landscaping plan is to be submitted to Council for approval prior to commencement of construction.

Note: Refer to Planning Scheme Policy SC6.2 – Landscaping for Council’s preferred species list.

39. All landscaping works are to be completed prior to the commencement of the approved use.
40. 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.
41. 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.
42. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
43. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Stormwater and drainage

44. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’ and released to a lawful point of discharge.
45. 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.
46. 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.
47. 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

48. 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’.
49. 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.
50. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately.

No cost to Council

51. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer’s cost.
52. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs.

Rates and charges

53. 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

54. 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

55. 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) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.

- i) Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- j) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

CARRIED

9/0

Responsible Officer	Planning Officer
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Item Number: 13.5 **File Number:** D26/43004

SUBJECT HEADING: POST- EVENT REVIEW - KEEP MARANOA BEAUTIFUL ANNUAL KERBSIDE COLLECTION 2026 AND SET DATES FOR 2027 COLLECTION

Officer's Title: Manager - Waste & Environmental Health Services

Executive Summary:

Post-event update on the 2026 Keep Maranoa Beautiful – Annual Kerbside Collection, including outcomes, feedback received, and to determine a suitable date for the 2027 event.

Resolution No. OM/05.2026/22

Moved Cr Vincent

Seconded Cr Seawright

That Council:

1. Receive and note the Officer's Keep Maranoa Beautiful post event report.
2. Approve the 'Keep Maranoa Beautiful' 2027 Campaign to commence from Monday 1 March 2027.

CARRIED

9/0

Responsible Officer	Manager - Waste & Environmental Health Services
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Item Number: 13.6 **File Number:** D26/45082

SUBJECT HEADING: **ADOPTION OF MARANOA VISITOR ECONOMY STRATEGY 2026-2035**

Officer's Title: **Coordinator – Tourism**

Executive Summary:

The Maranoa Visitor Economy Strategy 2026–2035 has been developed as a collaborative framework to grow the visitor economy, as a key driver of regional prosperity.

The strategy has been developed through a comprehensive process to ensure it aligns with the needs and priorities of the tourism and visitor economy industry, as well as regional, state, and Federal planning. It aligns with other strategies and plans developed by Council to ensure a cohesive approach to regional development.

Adopting the Maranoa Visitor Economy Strategy 2026–2035 will enable Council to proceed with action planning for strategic priority initiatives.

Moved Cr Vincent **Seconded Cr Flynn**

That Council adopt the Maranoa Visitor Economy Strategy 2026–2035 as presented.

NO VOTE TAKEN

During discussions and prior to council voting on the matter, Cr O’Neil identified the following conflict:

Declaration of Interest

Item	13.6
Description	Adoption of Maranoa Visitor Economy Strategy 2026-2035
Declaring Councillor	Cr Cameron O’Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	RCAT is mentioned in the report as a group who has been consulted for this item. Debbie Joppich is the General Manager of RCAT and a personal friend.
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.

Moved Cr Brumpton **Seconded Cr Davis**

That it is in the public interest that Councillor O’Neil participates and votes on agenda item 13.6 because a reasonable person would trust that the decision is made in the public interest.

NO VOTE TAKEN

No vote was taken on Cr O’Neil’s declared conflict at that time, with Cr Hancock proposing the following procedural motion in response to discussions identifying other Councillor conflicts:

Resolution No. OM/05.2026/23	
Moved Cr Hancock	
That this lay on the table until later in the meeting [<i>to consider any further conflicts identified by Councillors</i>].	
CARRIED	9/0

Item Number: 13.7 **File Number:** D26/48048

SUBJECT HEADING: APPLICATIONS THROUGH REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM 2025/2026

Officer's Title: Regional Arts and Culture Officer

Executive Summary:

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed two funding applications for arts and culture projects from Melissa Buchholz and Roma and District Lapidary and Mineral Society.

The assessment was completed, and the Committee recommended supporting both applications. Melissa Buchholz - Queen of Song Roma Project and Roma and District Lapidary and Mineral Society - Basic silversmithing workshop.

Council's endorsement was sought for the Committee's recommendation and associated funding approved.

Resolution No. OM/05.2026/24	
Moved Cr Brumpton	Seconded Cr Hancock
That Council endorse the RADF Committee's grant assessment recommendations and approve funding from the RADF budget (GL 2885.2250) to support the Queens of Song Roma Project for \$2,800.00 and Basic Silversmithing workshop for \$4,127.00.	
CARRIED	9/0

Responsible Officer	Regional Arts and Culture Officer
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STRATEGIC ROADS, AIRPORTS & MAJOR PROJECTS

Item Number: 14.1 **File Number:** D26/35329
SUBJECT HEADING: MAY STREET - WALLUMBILLA
Officer's Title: Deputy CEO - Strategic Roads, Airports & Major Projects

Executive Summary:

This report was prepared in response to Resolution No. OM/08.2025/26, following concerns raised regarding the current naming arrangement associated with the western section of May Street, Wallumbilla.

The report outlined the historical background relating to the current road configuration, including the closure of the former timber bridge crossing over Wallumbilla Creek, which resulted in the western section of May Street becoming physically disconnected from the eastern section of the road network.

In accordance with Council's Road Naming Policy and Council's responsibilities under the Local Government Act 2009, the report provides a review of the current arrangement together with a suite of options for Council's consideration. These options include retaining the existing arrangement, extending the existing Blue Hills Road naming, or renaming the western section of May Street.

Should Council determine that renaming is appropriate, the report also outlines a number of potential naming options identified through officer research and community consultation, including consideration of local history, historical land ownership, and individuals who have provided significant community service within the Wallumbilla district and broader Maranoa region.

The report also outlined associated risks, policy considerations, budget implications and supporting documentation to assist Council in determining a preferred approach.

Resolution No. OM/05.2026/25
Moved Cr O'Neil
Seconded Cr Birkett
That:

- 1. Council give 'in principle' approval to the renaming of the western section of May Street, Wallumbilla, being the section west of Wallumbilla Road South connecting toward Blue Hills Road, to be Hembrow Street.**
- 2. Consultation occur with residents that reside in the proposed renamed street and a further report be considered at the first ordinary meeting in June 2026.**

CARRIED
9/0
Responsible Officer
Deputy CEO - Strategic Roads, Airports & Major Projects

Item Number: 14.2 **File Number:** D26/34286

SUBJECT HEADING: ROMA AIRPORT CAFE | FUTURE OPERATIONS

Officer's Title: Deputy CEO - Strategic Roads, Airports & Major Projects
Project Administration Officer

Executive Summary:

Roma Airport continues to operate as a key regional transport hub for the Maranoa and broader South West region, with passenger numbers remaining relatively stable in recent years.

The current agreement for the operation of the café within the Roma Airport Departure Lounge is due to expire on 30 September 2026, with no further extension options available under the existing arrangement. This creates a need for Council to consider the preferred future operating model and any next steps within an appropriate timeframe.

As part of the review process, a range of customer service and operational delivery options have been considered. The report also acknowledges a number of external factors that may influence future arrangements, including the current review of the Regular Public Transport (RPT) air service contract.

This report has been prepared to provide Council with an opportunity to consider the future provision of food and beverage services at Roma Airport and provide direction regarding the preferred next steps moving forward.

Resolution No. OM/05.2026/26

Moved Cr O'Neil

Seconded Cr Hancock

That Council undertake a market process for the future operation of the Roma Airport Café located within the Roma Airport Departure Lounge, with the proposed arrangement to be structured with an initial one (1) year term, with two (2) further one (1) year extension options exercisable at Council's sole discretion.

CARRIED

9/0

Responsible Officer

Deputy CEO - Strategic Roads, Airports & Major Projects

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.27am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 11.00AM

LATE ITEMS

Item Number: L.1 **File Number:** D26/47761

SUBJECT HEADING: MONTHLY FINANCIAL REPORT AS AT 30 APRIL 2026

Officer's Title: Coordinator - Financial Planning & Performance
Chief Financial Officer
Director - Corporate Services
Management Accountant

Executive Summary:

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the period ended 30 April 2026.

Resolution No. OM/05.2026/27

Moved Cr Brumpton

Seconded Cr Vincent

That Council note the Monthly Financial Report for the period ended 30 April 2026.

CARRIED

9/0

Item Number: L.2 **File Number:** D26/49194

SUBJECT HEADING: MONTHLY REPORT | MEETING ACTIONS UPDATE - APRIL 2026 & OUTSTANDING ACTIONS

Officer's Title: Coordinator - Executive & Elected Member Support Services

Executive Summary:

The purpose of this report is to provide Council with an update on the status of Council meeting actions for the month of April 2026, and an update on outstanding actions in progress from the beginning of this term of Council.

Resolution No. OM/05.2026/28

Moved Cr O'Neil

Seconded Cr Birkett

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

CARRIED

9/0

Declaration of Interest

Item	L.3
Descriptions	Short term tourism activation and marketing campaigns in response to fuel crisis
Declaring Councillor	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 options considered list local food vendor vouchers.
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 and participate in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the discussions.

Resolution No. OM/05.2026/29	
Moved Cr O'Neil	Seconded Cr Brumpton
That it is in the public interest that Councillor Davis participates and votes on agenda item L.3 because a reasonable person would trust that the decision is made in the public interest.	
CARRIED	8/0

Item Number: L.3 **File Number:** D26/49763

SUBJECT HEADING: SHORT-TERM TOURISM ACTIVATION AND MARKETING CAMPAIGNS IN RESPONSE TO FUEL CRISIS

Officer's Title: Coordinator – Tourism

Executive Summary:

The ongoing fuel crisis in Australia has led to increased fuel and travel costs, as well as concerns over diesel availability, resulting in a decrease in visitor numbers to the Maranoa region.

To address this, Council Officers proposed implementing a short-term digital media marketing campaign, complemented by operator deals, listed on the Australian Tourism Data Warehouse (ATDW).

The campaign will run during June and July, aligning with the peak tourism season and the winter school holidays.

This initiative aims to encourage visitation by promoting the region's affordability, accessibility, and welcoming culture.

Resolution No. OM/05.2026/30

Moved Cr Davis

Seconded Cr Vincent

That Council:

1. Endorse a Digital Media Marketing Campaign option as a short-term marketing activation, allocating \$15,000 from WO 14481.2537.2001 – Marketing General to begin immediately, highlighting the region as a whole and individual towns and surrounds.
2. Assist tourism operators in uploading their deals to the Australian Tourism Data Warehouse (ATDW) to promote in the marketing campaign.
3. Amend the fees and charges schedule for The Big Rig Self Guided Tour from 1 June to 31 July 2026 as follows: \$10 per adult, \$8 concession, \$7.50 child and \$30 family (Excluding local residents which will remain \$5 flat rate cost) and excluding trade tourism.

CARRIED

9/0

Responsible Officer

Coordinator – Tourism

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:

L.4

File Number: D26/50002

SUBJECT HEADING:

INJUNE VIC PLAYGROUND

Officer's Title:

**Administration Officer - Injune and Surrounds
 Senior Project Officer - Capital Program Delivery
 Deputy CEO - Strategic Roads, Airports & Major
 Projects**

Executive Summary:

The rubber softfall at the Injune VIC playground has deteriorated past the point of economic repair.

Temporary patching works to maintain safety can continue in the immediate term; however, due to the condition of the existing surface, patched areas are quickly damaged again through ongoing use and cannot be properly sealed.

Council is required to determine an appropriate longer-term solution to maintain the playground in a safe and operational condition and avoid future closure.

Resolution No. OM/05.2026/31

Moved Cr Vincent

Seconded Cr O'Neil

That Council:

1. Receive and note the Officer's report regarding the condition of the Injune VIC Playground.
2. Progress a new capital project within the 2025/26 budget for full playground replacement of the Injune VIC Playground.
3. Allocate \$100,000 from surplus funds from Council delivery of private works throughout the 2025/26 financial year to deliver the project.
4. Undertake community consultation on playground options, including the different options for softfall.

CARRIED

9/0

Responsible Officer	Administration Officer - Injune and Surrounds
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Declaration of Interest

Item	L.5
Description	Installation and Donation of Wallumbilla Wrought Iron Sculpture
Declaring Councillor	Cr Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am a member of the Wallumbilla Town Improvement Group and I managed the procurement of the sculpture and will also be involved with the installation of the sculpture after a decision is made.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Seawright left the meeting at 11.52am.

Item Number: L.5 **File Number:** D26/50092

SUBJECT HEADING: INSTALLATION AND DONATION OF WALLUMBILLA WROUGHT IRON SCULPTURE

Officer's Title: Local Development Officer - Yuleba, Wallumbilla

Executive Summary:

Council has received a letter from Wallumbilla Town Improvement Group (WTIG) seeking to donate the 'Wallumbilla Wrought Iron Sculpture' by Slim Humphries.

The sculpture was funded by Santos and is intended to showcase the rich history of Wallumbilla. WTIG wishes to donate the sculpture to Council for ongoing public display and enhancing the visitor experience of the Wheat Shed and Calico Cottage Precinct, along the Warrego Highway.

WTIG proposes to install the sculpture at the entry to the Wheat Shed and Calico Cottage Precinct, adjacent to the Warrego Highway. This report seeks Council approval for the installation and acceptance of ownership of the sculpture following installation completion.

Resolution No. OM/05.2026/32
Moved Cr Birkett
Seconded Cr Brumpton

That Council:

1. Approves the installation of the Wallumbilla Wrought Iron Sculpture within the Wheat Shed and Calico Cottage Precinct, Wallumbilla.
2. Notes the Wallumbilla Town Improvement Group will undertake installation works at its own cost and responsibility.
3. Require an installation plan in consultation with the Wallumbilla Town Improvement Group.
4. Accepts ownership of the sculpture upon completion of installation.
5. Notes a Works in Council Reserve Permit and Deed of Indemnity are required prior to the installation.
6. Notes any future lighting associated with the sculpture is subject to consultation with the Department of Transport and Main Roads.
7. Authorise the Chief Executive Officer, or delegate, to execute any required documentation associated with the acceptance of the donation.

[Cr O'Neil proposed an amendment to include a requirement for an installation plan, which was accepted by the 'mover' and 'seconder'].

CARRIED

8/0

Responsible Officer

**Local Development Officer - Yuleba,
Wallumbilla**

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 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 Seawright returned to the meeting at 12.10pm.

Declaration of Interest

Item	L.6
Description	Establishment of Strategic Steering Committee Major Resource and Energy Projects
Declaring Councillor	Cr Meryl Brumpton
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I work part-time for West Wind Energy who are mentioned in the report.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Declaration of Interest

Item	L.6
Description	Establishment of Strategic Steering Committee Major Resource and Energy Projects
Declaring Councillor	Cr Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am employed by Origin Energy, who is a CSG company operating in the Maranoa.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Councillors Brumpton and Seawright left the meeting at 12.11pm.

Item Number:

L.6

File Number: D26/50856

SUBJECT HEADING:

ESTABLISHMENT OF STRATEGIC ADVISORY COMMITTEE | MAJOR RESOURCE AND ENERGY PROJECTS

Officer's Title:

Deputy CEO - Strategic Roads, Airports & Major Projects

Executive Summary:

The Maranoa region is experiencing increasing levels of major energy and resource development activity, including renewable energy, battery storage, oil and gas, and emerging developments associated with the Taroom Trough, in addition to the existing coal seam gas (CSG) industry operating across the region.

These developments have the potential to generate significant economic opportunities for the region while also creating cumulative impacts across housing, workforce availability, transport infrastructure, community services and Council operations.

Given the scale and breadth of activity occurring across the region, this report presented for Council's consideration the establishment of a Strategic Advisory Committee.

The committee would provide a structured advisory forum for strategic discussion, information sharing and coordination regarding major development activity occurring within and adjacent to the Maranoa region, similar to the approach previously adopted by Council for the Denise Spencer Aquatic Centre Strategic Advisory Committee.

Resolution No. OM/05.2026/33

Moved Cr Davis

Seconded Cr Vincent

That Council:

1. **Establish a Major Resource and Energy Projects Strategic Advisory Committee and appoint Cr O'Neil and Cr Hancock to form part of the Strategic Advisory Committee.**
2. **Note that the Strategic Advisory Committee is intended to operate in an advisory capacity to support strategic alignment and oversight regarding major energy and resource development activity occurring within and adjacent to the Maranoa region.**

CARRIED

7/0

Responsible Officer

Deputy CEO - Strategic Roads, Airports & Major Projects

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. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, 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, Councillors Brumpton and Seawright returned to the meeting at 12.18pm.

Item Number:

L.7

File Number: D26/42455

SUBJECT HEADING:

TENDER AWARD 26015: REQUEST FOR TENDER FOR THE DELIVERY OF KERBSIDE WASTE COLLECTION SERVICES

Officer's Title:

Manager - Waste & Environmental Health Services

Executive Summary:

Council invited suitably qualified and experienced contractors to submit tender responses for the delivery of kerbside waste collection services.

The tender aims to secure a reliable and efficient service provider to manage the collection, transportation, and disposal of general waste across the Maranoa region.

The tender period opened on 16 March 2026 and closed on 29 April 2026 at 2pm. Two tenders were received. This report provided a summary of the evaluation in accordance with the Tender Evaluation and Probity Plan and contains recommendations for tender award.

Resolution No. OM/05.2026/34
Moved Cr Vincent
Seconded Cr Brumpton
That Council:

1. **Award the contract for Tender Award 26015: Request for Tender for the Delivery of Kerbside Waste Collection Services for all service areas in the Maranoa region to JJ Richards Pty Ltd (Tenderer B).**
2. **Authorise the Chief Executive Officer (or delegate) to finalise and execute the contract with JJ Richards Pty Ltd (Tenderer B), with a targeted start date of 1 July 2026.**

[An amendment was proposed by Cr O'Neil to include reference to a targeted start date for point 2, which was accepted by the 'mover' and 'seconded'].

CARRIED
9/0
Responsible Officer
Manager - Waste & Environmental Health Services

Earlier in the meeting, Cr O'Neil had declared a conflict on Item 13.6, prior to the item being laid on the table. A vote was not taken by Council in consideration of Cr O'Neil's declaration at that time. With the item returned to the table a vote was taken as follows:

Declaration of Interest

Item	13.6
Description	Adoption of Maranoa Visitor Economy Strategy 2026-2035
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	RCAT is mentioned in the report as a group who has been consulted for this item. Debbie Joppich is the General Manager of RCAT and a personal friend.
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/05.2026/35
Moved Cr Brumpton
Seconded Cr Davis

That it is in the public interest that Councillor O'Neil participates and votes on agenda item 13.6 because a reasonable person would trust that the decision is made in the public interest.

CARRIED
5/0

Declaration of Interest

Item	13.6
Description	Adoption of Maranoa Visitor Economy Strategy 2026-2035
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	My mother Janice Humphreys is Secretary of CHIPS. A group that was consulted during consultation period.
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/05.2026/36	
Moved Cr Hancock	Seconded Cr Brumpton
<p>That it is in the public interest that Councillor Vincent participates and votes on agenda item 13.6 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	5/0

Declaration of Interest

Item	13.6
Description	Adoption of Maranoa Visitor Economy Strategy 2026-2035
Declaring Councillor	Cr Brendan Seawright
Person with the interest Related party / close associate / other relationship	My wife Kristen Seawright
Particulars of Interest	My wife, Kristen Seawright, is the secretary of the Yuleba Development Group who were consulted during the key stakeholder engagement process and are mentioned in the report
Type of conflict	Declarable conflict of interest
Action Remain	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/05.2026/37	
Moved Cr Brumpton	Seconded Cr Hancock
<p>That it is in the public interest that Councillor Seawright participates and votes on agenda item 13.6 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	5/0

Declaration of Interest

Item	13.6
Description	Adoption of Maranoa Visitor Economy Strategy 2026-2035
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am an executive member of Easter in the Country Incorporated organisation that is mentioned in the report.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Flynn left the meeting at 12.35pm.

Item Number: 13.6 **File Number:** D26/45082

SUBJECT HEADING: **ADOPTION OF MARANOVA VISITOR ECONOMY STRATEGY 2026-2035**

Officer's Title: **Coordinator – Tourism**

Executive Summary:

The Maranoa Visitor Economy Strategy 2026–2035 has been developed as a collaborative framework to grow the visitor economy, as a key driver of regional prosperity.

The strategy has been developed through a comprehensive process to ensure it aligns with the needs and priorities of the tourism and visitor economy industry, as well as regional, state, and Federal planning. It aligns with other strategies and plans developed by Council to ensure a cohesive approach to regional development.

Adopting the Maranoa Visitor Economy Strategy 2026–2035 will enable Council to proceed with action planning for strategic priority initiatives.

This item had been laid on the table earlier during the meeting for Council to consider Councillor conflicts. Council resumed its deliberations.

Moved Cr Vincent

Seconded Cr Brumpton

That Council adopt the Maranoa Visitor Economy Strategy 2026–2035 as presented.

NO VOTE TAKEN

No vote was taken on the motion at that time, with Cr Hancock proposing the following amendment and in response, Cr Vincent indicated she would not accept the amendment:

Resolution No. OM/05.2026/38

Moved Cr Hancock

Seconded [Called but not received]

That Council adopt the Maranoa Visitor Economy Strategy 2026–2035 with the amendment to the vision the Maranoa Region will be recognised by our visitors as a must stop, stay and experience destination where country meets the outback.

MOTION LAPSED

With the motion lapsing due to the absence of a 'Seconder' Council again considered the initial motion:

Resolution No. OM/05.2026/39	
Moved Cr Vincent	Seconded Cr Brumpton
That Council adopt the Maranoa Visitor Economy Strategy 2026–2035 as presented.	
CARRIED	8/0

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

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

COUNCIL ADJOURNED THE MEETING

FOR LUNCH AT 12.51pm

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS

COUNCIL RESUMED THE MEETING AT 1.21pm

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

Item Number:

13.2

File Number: D26/48252

SUBJECT HEADING:

ENDORSEMENT OF THE EVENTS ASSISTANCE PROGRAM - ROUND 2 - 2025/2026 – PART 2

Officer's Title:

Support Officer - Tourism & Community Development

Executive Summary:

This report sought Council's endorsement of the assessment panel's recommendations for Round 2 (2026) of the Events Assistance Program, which closed on 30 April 2026.

This item had been laid on the table earlier during the meeting to consider naming of the community groups in the respective towns for the second part of this item (Point 3 of the initial recommendation was separated from the first 2 points for voting due to Councillor conflicts for points 1 and two.

Council resumed its deliberations on the matter.

Resolution No. OM/05.2026/40

Moved Cr Hancock

Seconded Cr Vincent

That Council:

1. Approve the following funding options (from GL 2887.2251.2001) as part of Round 2 of the Events Assistance Policy:-
 - a. Allocate \$1,000 to Begonia Golf and Sports Club for an art workshop
 - b. Allocate \$500 to each of the following community groups to acknowledge their communities volunteers as part of National Volunteer Week 2026 - for a 'Thank our volunteers event' :-
 - Noonga Community Association Inc
 - Jackson QCWA
 - Begonia Golf & Sports Club
 - Teelba Gun Club
 - Dunkeld Golf Club
 - Mungallala Progress and Sporting Association
 - Amby QCWA
 - Muckadilla Progress Association
 - Hodgson Memorial Hall and Recreation Association
 - Eumamurrin Recreation Association
 - Bymount Community Recreation Association
 - Roughlie Community Centre
2. Authorise the Mayor to write to the groups regarding this initiative.

CARRIED

9/0

Responsible Officer

Support Officer - Tourism & Community Development

LATE CONFIDENTIAL ITEM

Item Number: LC.1 **File Number:** D25/55306
SUBJECT HEADING: PROJECT MANAGEMENT AND SUPPORT SERVICES -
 EVENT 17 & 18 DISASTER RECOVERY FUNDING
 ARRANGEMENTS
Officer's Title: Program Manager – Flood Recovery Program (Roads)

Executive Summary:

Maranoa Regional Council has been activated for a further two rainfall and flood events under the Disaster Recovery Funding Arrangements, internally known as Event 17 (November/December 2024) and Event 18 (March 2025).

Council has applied to the Queensland Reconstruction Authority for funding relief measures - including financial support to restore Council's road network to its pre-event condition.

Submissions to the Queensland Reconstruction Authority for these events are complete with an approved project value estimated to exceed \$54 million, with works to be completed by 30 June 2027.

This report sought Council approval to engage specialist project management services to support and work with Council resources for the delivery of the Event 17 and Event 18 Disaster Recovery Funding Arrangements Program. The proposed project management services are deemed fully reimbursable under the Disaster Recovery Funding Arrangements.

Resolution No. OM/05.2026/41
Moved Cr Birkett
Seconded Cr Davis
That Council:

1. **Appoint Lonergan Project Services Pty Ltd (ABN 36 141 025 701), under Local Buy Arrangement LB505, as the preferred tenderer to provide specialist project management services and support for the delivery of the Event 17 and Event 18 Disaster Recovery Funding Arrangements Program.**
2. **Authorise the Chief Executive Officer (or delegate) within the approved budget to negotiate and, if acceptable terms are reached, execute the contract documents and notify all tenderers of the outcome.**

CARRIED

8/0

Responsible Officer
**Program Manager – Flood Recovery
 Program (Roads)**
CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 1.51pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 11 June 2026, at Roma Administration Centre.

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 11 June 2026

Date: 17 March 2026

Item Number: 8.1

File Number: D26/27889

SUBJECT HEADING: Notice to Amend Resolution OM/09.2023/05

Classification: Open Access

Officer's Title: Manager - Facility & Property Services

Original Resolution Meeting Date: 13 September 2023

Original Resolution Number: OM/09.2023/05

Original Resolution:

Resolution No. OM/09.2023/05

Moved Cr Guthrie

Seconded Cr Birkett

That Council amend Resolution Number OM/10.2021/84 to read as follows:

That Council:

- 1. Grant a peppercorn lease to the Roma and District Junior Soccer Association Incorporated for a period of 10 years with a further option of 10 years over Lot 82 on CP8614 and Lot 2 RP170339.**
- 2. As freehold owner of the land described as Lot 82 on CP8614 grant in principle consent for the Roma and District Junior Soccer Association to relocate the clubhouse and associated assets anywhere within the lease area subject to Council's standard building and planning approvals.**
- 3. Authorise the Chief Executive Officer, or delegate, to finalise the terms and sign the lease and any associated documentation.**

Recommendation:

That Council amend Resolution Number OM/09.2023/05 to read as follows:

That Council:

- 1. Enter into a user agreement with the Roma and District Junior Soccer Association Incorporated for a period of five (5) years, over Lot 82 on CP R8614.**

- 2. As owner of the land described as Lot 82 on CP R8614 grant in principle consent for the Roma and District Junior Soccer Association to relocate the clubhouse and associated assets within Lot 82 on CP R8614 subject to Council approval.**
- 3. Authorise the Chief Executive Officer, or delegate, to finalise the terms and execute the user agreement and any associated documentation.**

Background:

The land described as Lot 82 on CP R8614, is Council Owned Freehold Land located at 12-16 Bungil Street, Roma.

The Roma and District Junior Soccer Association has previously occupied the site under a lease agreement, with the most recent lease executed on 5 February 1979 and expiring on 4 February 2019.

Lot 82 on R8614 is situated between two sporting ovals, with the Roma Touch Fields to the East (Lot 91 on R8614) and the former Wattles oval on the West (Lot 2 on RP170339) all lots are Council owned Freehold land.

Initial investigations have shown that there are no immediate risks that would prevent Council from offering its consent to relocate the clubhouse.

At the Ordinary Meeting held on 27 October 2021, Council resolved as follows:

Resolution No. OM/10.2021/84

Moved Cr Guthrie

Seconded Cr Birkett

That Council

- 1. Grant a peppercorn lease to the Roma and District Junior Soccer Association Incorporated for a period of 10 years with a further option of 10 years over Lot 82 on CP8614.**
- 2. As freehold owner of the land described as Lot 82 on CP8614 grant in principle consent for the Roma and District Junior Soccer Association to relocate the clubhouse and associated assets anywhere within the lease area subject to Council's standard building and planning approvals.**
- 3. Authorise the Chief Executive Officer, or delegate, to finalise the terms and sign the lease and any associated documentation.**

Discussions with the Roma and District Junior Soccer Association took place throughout 2022 and 2023. Following a change in committee members, another request was submitted to include Lot 2 on RP170339 within their Lease area.

A review of Council records did not identify any existing lease or tenure arrangement over Lot 2 on RP170339, with any other sporting or community organisation. The request to include the additional oval was considered at the Ordinary Meeting held on 13 September 2023, where Council resolved to amend Resolution OM/10.2021/84 as follows:

Resolution No. OM/09.2023/05

Moved Cr Guthrie

Seconded Cr Birkett

That Council amend Resolution Number OM/10.2021/84 to read as follows:

That Council:

- 1. Grant a peppercorn lease to the Roma and District Junior Soccer Association Incorporated for a period of 10 years with a further option of 10 years over Lot 82 on CP8614 and Lot 2 RP170339.**
- 2. As freehold owner of the land described as Lot 82 on CP8614 grant in principle consent for the Roma and District Junior Soccer Association to relocate the clubhouse and associated assets anywhere within the lease area subject to Council's standard building and planning approvals.**
- 3. Authorise the Chief Executive Officer, or delegate, to finalise the terms and sign the lease and any associated documentation.**

Discussions continued with the Roma and District Junior Soccer Association regarding the addition of Lot 2 on RP170339, former Wattles Oval, in their proposed lease area.

Since the adoption of Resolution OM/09.2023/05, Council has received numerous enquiries and requests from local sporting groups seeking access to the former Wattles Oval. Several of these groups have expressed interest in utilising the area for sporting activities, including training sessions and game days, and have indicated a willingness to contribute to the development and improvement of the grounds so that the oval can be brought up to a suitable and usable playing standard.

A number of sporting groups have also indicated that they would be open to working collaboratively to develop and maintain the field, recognising the value of maximising community use of the facility and ensuring the space remains accessible to a range of users.

During the application process, Roma and District Junior Soccer Association Incorporated have indicated that they would have no objection for the Wattles oval being used by other community sporting groups. This demonstrates their support for a shared-use approach and the broader benefit to the community.

This report proposes a change from a lease to a user agreement, and the removal of Lot 2 on RP170339, the former Wattles Oval, from the Resolution relating to the agreement with Roma and District Junior Soccer Association.

This amendment would enable Council to retain flexibility in the management of the site and consider entering into User Agreements with individual sporting groups for the shared use of the former Wattles Oval, including use by the Soccer Club.

All groups using Council owned land in the Bungil Street precinct, operate under user agreements for a five (5) year period, the amendment aligns the Soccer Club with current users of the precinct.

Supporting Documentation:

Nil

Notice prepared by:

Manager - Facility & Property Services

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 3 June 2026

Item Number: 10.1

File Number: D26/57282

SUBJECT HEADING: Consideration of Elected Member Attendance - 2026 Western Queensland Alliance of Councils (WQAC)

Classification: Open Access

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

Executive Summary:

Formalisation of elected member attendance at an upcoming conference as part of advocacy activities and/or enhancing strategy and policy development for Maranoa Regional Council.

Officer's Recommendation:

That Council:

1. Endorse the attendance of <Insert name>, <insert name>, <insert name> at the 2026 WQAC Assembly in Brisbane on 25 – 27 August 2026.
 2. Draw the required funds from attending individual Councillor Conference budgets.
-

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

For endorsement of Councillor attendance at the 2026 WQAC Assembly.

Background (*Including any previous Council decisions*):

2026 WQAC Assembly

The WQAC is a collaboration of the three regional organisations of councils in Western Queensland established in 2020, covering 63 percent of the State and including 25 local governments.

The WQAC Assembly 2026, will:

- Continue to focus on addressing the regional priority issues of Housing, Roads & Transport, Connectivity and Sustainability, as well as Water and Sewerage Infrastructure, Waste Management, Disaster Funding, Regional Airline Services, Banking Services and 2032 Olympic and Paralympic Games opportunities.

- Provide an opportunity to engage with State and Federal Ministers and Shadows, Members and Senators, Directors General and senior Industry leaders.
- Grow networks and relationships to promote and represent Western Queensland.

Council has received a date claimer notifying initial arrangements ahead of the assembly, with a comprehensive program under development and registrations will be open in the coming months: -

- Dates: 25-27 August 2026 including a Welcome Reception on the 25th and Dinner on 26th
- Venue: Brisbane City Hall
- Accommodation: Numerous hotels within walking distance (make your own bookings)
- Invited: Mayors, Deputy Mayors, Councillors and CEOs of WQAC Councils with alternate delegates welcome to attend to a maximum of four (4) per council.

Options Considered:

1. Attendance at this event. (recommended)
2. Non attendance at this event.

Recommendation:

That Council:

1. Endorse the attendance of <Insert name>, <insert name>, <insert name> at the 2026 WQAC Assembly in Brisbane on 25 – 27 August 2026.
2. Draw the required funds from attending individual Councillor Conference budgets.

Risks:

Risk	Description of likelihood & consequences
Legislation requirements are potentially not being met.	The act requires that elected Councillor's attendance at conferences and deputations be permitted by the local government. Unauthorised Councillor attendance at conferences could compromise insurance entitlements should circumstances arise that lead to the submission of an insurance claim. The purpose of this report is to

Maranoa Regional Council

Ordinary Meeting - 11 June 2026

	approve attendances, thereby meeting legislative requirements.
Potential missed opportunity to represent the interests of Maranoa Regional Council	Through non-attendance at this key industry event. This is mitigated by attendance

Policy and Legislative Compliance:

Expenses Reimbursement Policy (Councillors)

Budget / Funding (*Current and future*):

2026 WQAC Assembly

Total estimates cannot be provided at this time, items will include:

Item	Estimated Cost (per person)
Conference registration	To be confirmed when registrations open
Accommodation	\$275 per night (total nights required tbc)
Incidentals estimate	\$150
Flights (return)	\$426

Timelines / Deadlines:

Attendances need to be endorsed prior to conference / meeting date.

Consultation (*Internal / External*):

Councillors of Maranoa Regional Council.

Strategic Asset Management Implications:

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

N/a

Acronyms:

Acronym	Description
WQAC	Western Queensland Alliance of Councils

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 4: Accountability

4.3 Leadership development program

Supporting Documentation:

Nil.

Report authorised by:

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 20 May 2026

Item Number: 11.1

File Number: D26/51503

SUBJECT HEADING: Review of Procurement Policy

Classification: Open Access

Officer's Title: Manager - Procurement & Logistics

Executive Summary:

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

A review was undertaken during 2026 with a view to updating the Procurement Policy with any changes.

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

Officer's Recommendation:

That Council:

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

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

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

While changes to the policy are primarily due to changes in the *Local Government Regulation 2012* around the increase to the value of medium-sized contractual arrangements and Large-sized contractual arrangements, the key or more significant changes from the prior Procurement Policy to the proposed Procurement Policy include the following.

Key changes to the Procurement Policy

Medium and Large sized contracts

Medium-sized contractual arrangements where the Regulation requires Council officers to issue Requests for Quotes to at least three suppliers have increased to now be equal to or greater than \$21,000 (Excl. GST) and less than \$280,000 (Excl. GST) where previously the amounts were equal to or greater than \$15,000 to less than \$200,000.

Local Government Regulation 2012 s 223B

1) A **medium-sized contractual arrangement** is a contractual arrangement between a local government and a supplier that—

(a) the local government expects will cost the local government, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement; and

(b) is not a large-sized contractual arrangement.

(2) The minimum amount for a medium-sized contractual arrangement is—

(a) for an arrangement entered into before 1 July 2026—\$21,000; or

The amount for Large-sized contractual arrangements where Council officers must first invite written tenders has increased from equal to or greater than \$200,000 to \$280,000.

The wording in the regulation has changed to at '*least the minimum amount*', thereby preventing Council to set a reduce limit for the issuing of tenders. However, section 3.12 Decision Making for Quotes and Tenders has been worded to provide that all contractual arrangements (contracts and purchases ≥ \$200,000) that are determined via an open tender process will require the approval of Council.

223C Large-sized contractual arrangements

(1) A **large-sized contractual arrangement** is a contractual arrangement between a local government and a supplier that the local government expects will cost the local government, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement.

(2) The minimum amount for a large-sized contractual arrangement is—

(a) for an arrangement entered into before 1 July 2026—\$280,000; or

Indexation of Procurement Thresholds

A new section 3.6.1 has been added to the Policy to reflect changes to the Regulation for the annual indexing of the contractual arrangement values. The indexation is applied on the 1 July each year based on the CPI and a formula in the Regulation and adjusted to the nearest \$1,000 for large-sized contractual arrangements and the nearest \$100 for all other values.

The intent of the policy is for Council to review the values each year and only make the values change when they reach the next \$1,000 increment. This will avoid confusion by officers about the values each year.

Disposal of Assets

In section 3.6.2 Disposal of Assets, a new paragraph has been added to reflect the change in the Regulation that gives local governments the autonomy to decide whether to dispose of valuable non-current assets other than by tender or auction by resolution, without requiring intervention from the state.

Purchasing Restrictions

Section 3.7 – Purchasing Restrictions has been added to the Policy to notify staff that any Information Technology related purchases must at a minimum be done in consultation with the Information and Communications Technology Services Department. As there have been instances over the years of this not occurring and creating issues.

Exceptions for Medium Sized and Large Sized Contractual Arrangements

Another change is in section 3.8 that clarifies the need for officers to seek quotes for purchases from a Register of Pre-qualified Suppliers. When developing Registers of Pre-qualified Suppliers, Procurement does not seek prices or other Value for Money information. Hence, officers are still required to seek pricing as per section 3.6 of the Policy.

Decision Making for Quotes and Tenders

Section 3.12 – Decision making for Quotes and Tenders has been worded to provide that all contractual arrangements (contracts and purchases ≥ \$200,000) that are determined via an open tender process will require the approval of Council.

Definitions

The Definitions section of the policy has been updated to reflect new definitions within the Regulation. Noting that the threshold for valuable non-current assets has changed.

S223D - Increasing the thresholds for valuable non-current asset contracts which are not for the disposal of land

- o plant and equipment from \$5,000 to \$7,000
- o another type of non-current asset from \$10,000 to \$14,000

Background *(Including any previous Council decisions):*

As required under the s198 of the Local Government Regulation 2012, Council must review its Procurement Policy annually.

Options Considered:

N/A

Recommendation:

It is recommended that the updated Procurement Policy be adopted.

Risks:

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

Policy and Legislative Compliance:

Compliance with Local Government Regulation s198.

Budget / Funding *(Current and future):*

N/A

Timelines / Deadlines:

N/A

Consultation *(Internal / External):*

N/A

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	N/A

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	N/A
Corporate	N/A

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 5: Managing our operations well

5.1 Continue to improve everything we do

Supporting Documentation:

- 1 [↓](#) Statutory Policy - Procurement Policy - Amended P26/9
- 2 [↓](#) Statutory Policy - Procurement Policy - Track Changes P26/8
version
- 3 [↓](#) Statutory Policy - Procurement Policy - Adopted 14 May P22/16
2025 - OM/05.2025/06

Report authorised by:

Chief Financial Officer

Director - Corporate Services

COUNCIL POLICY



Document Control	
Policy Title	Procurement Policy
Policy Number	P22/16
Function	Procurement
Responsible Position	Manager Procurement and Logistics
Supersedes	P22/16 Procurement Policy 14/05/2025
Review Date	May 2025

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	6	27/07/2022	OM/07.2022/62
2	16/05/2024	24/05/2024	OM/05.2024/28
3		14/05/2025	OM/05.2025/06
4	16/04/2026		

1. Purpose

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

2. Scope

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

3. Statement

3.1 Legislative and Compliance Requirements

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

All procurement activity regardless of value must meet the requirements of Sound Contracting Principles set out within the *Local Government Act 2009 Section 104(3)*:

- a) Value for money;
- b) Open and effective competition;
- c) The development of competitive local business and industry;

COUNCIL POLICY



- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

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

3.2 Sound Contracting Principles

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

3.2.1 Value for Money

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

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

3.2.2 Open and Effective Competition

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

3.2.3 Development of Competitive Local Business and Industry

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

In delivering on this commitment, Council will:

- a) Seek quotes from local businesses and suppliers in the Maranoa Region in the first instance for purchases below \$21,000 (where such are assessed to be reasonably capable of supplying Council's needs of best value for money)
- b) Include a Local Business Benefit assessment weighting to encourage support of local business and industry participation on purchases equal to or above \$21,000.

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- c) The Local Business Benefit assessment weighting will be applied in the following manner:
 - i. For values between \$21,000 and \$279,999, a 10% weighting is applied to the assessed price.
 - ii. For values between \$279,000 and \$1,000,000, a 5% weighting is applied to the assessed price.
 - iii. For values above \$1,000,000, a 2.5% weighting is applied to the assessed price.

3.2.4 Environmental Protection

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

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

3.2.5 Ethical Behaviour and Fair Dealing

Council staff involved in procurement must:

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

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

3.3 Authorised Expenditure and Delegate Requirements

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

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

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

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3.3.1 Financial and Contractual delegations

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

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

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

3.4 Preferred Supplier Arrangements and Supplier Panels

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

3.4.1 Preferred Supplier Arrangement (PSA)

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

3.4.2 Prequalified Suppliers

- Suppliers contracted under a panel arrangement may be used where their goods and/or services offering represents the best value for money; and
- To demonstrate value for money, the relevant number of quotes as per 3.6 Procurement Thresholds must be obtained for the specified value of the procurement activity.

3.5 Application of Key Purchasing Principles

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

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3.6 Procurement Thresholds

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

The following table defines the requirements for tenders and quotations.

PROCUREMENT THRESHOLDS			
Value of Contract (excl. GST)	Minimum Number of quotes to be invited	Accepted Communication	Engagement Documentation Required
\$0 - \$5,000	One	Verbal, Email, Internet, Catalogue	No
\$5,001 - \$20,999	Two	Written (Email, Internet, Catalogue, VendorPanel)	No
\$21,000 - \$279,999	Three*	Written (VendorPanel)	Yes (Templated Offer Document) *
\$280,000 and over	Tender*	Written (VendorPanel)	Yes (Templated Offer Document) *

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

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

All thresholds are cumulative thresholds. If the anticipated value of goods or services of a similar nature procured from the same supplier exceeds \$280,000 in a financial year, or over the proposed term of the contractual arrangement, then a public tender is required. It is expected that officers will have sufficient knowledge through experience and budgets to make these decisions in advance.

3.6.1 Indexation of Procurement Thresholds

The minimum amount for Medium-sized contractual arrangements and Large-size contractual arrangements is indexed on the 1 July each year as per s223E of the *Local Government Regulation 2012*. Council will decide whether this will be applied during the annual review of the Procurement Policy.

To remove any doubt, the above minimum thresholds (3.6) will apply unless changed through this policy.

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3.6.2 Disposal of Assets

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

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

The disposal of low value and obsolete assets may occur via the trade-in on new assets, sale by public auction, open invitation to tender or quote to the public, donation to charitable institutions or local community service organisations, or the scrapping of obsolete assets via disposal at a registered disposal facility and is to be in accordance with the purchasing values established in the Financial Delegations Register. Financial Services are to be notified of all disposals.

Local Government Regulation S236 - Gives local governments the autonomy to decide whether to dispose of valuable non-current assets other than by tender or auction by resolution, without requiring intervention from the state.

3.6.3 Invitation to Tender

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

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

The invitation for the tenders must:

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

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

3.6.4 Expressions of Interest Invitations

Prior to issuing an Expression of Interest (EOI) equal to or greater than \$280,000 (excl. GST), a Council resolution must be obtained. An EOI may only be utilised to facilitate a closed or selective tender process when Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved by Council.

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

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EOI's may be called below the \$280,000 threshold without a Council resolution, however the EOI process will still be followed and Council must approve all expressions of interest equal to or above \$200,000.

3.7 Purchasing Restrictions

Purchases of Information Technology Equipment (any equipment that connects to Council's intranet) must be approved and/or purchased by Information and Communications Technology Services. This includes purchases that contain a partial Information Technology component (i.e. equipment that also requires software and that software must connect to Council's Information Technology System).

This does not mean that Information and Communications Technology Services will pay for the purchase.

3.8 Exceptions for Medium Sized and Large Sized Contractual Arrangements

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

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

As Council does not satisfy the Sound Contracting Principle of *Value for Money* when creating or adding to a ROPS or ACL, the required number of quotes as per 3.6 Procurement Thresholds must still be requested. This also applies to Local Buy Panels that have not satisfied the *Value for Money* principle.

3.9 Other Exceptions

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

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

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- the contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

3.10 Recurrent Operational Expenditure and other Specific Arrangements

3.10.1 Utility Type Payments

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

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

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

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

3.10.2 Corporate Credit Cards

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

3.11 Evaluating Quote and Tender Submissions

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

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

- a) Price (excl. GST) - will be set at a minimum of 50% in most evaluations however, for more complex tenders and quotations, where non-price criteria play an integral role in meeting the requirements of the procured good or service, then the price weighting may be set as low as a minimum of 30% with relevant Director's approval.
- b) Local Business Benefit will be applied to the assessed price in accordance with 3.2.3(c) across all written quotes above of \$21,000 or more and tenders. When tendering is conducted for the purpose of forming a Panel of Pre-qualified Suppliers, the criteria of local business benefit is not to be considered, as this will be applied on the tender and quote basis when goods and services are procured from the Panel.

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- c) Further, when tendering is conducted for the purpose of forming a Panel of Pre-qualified Suppliers, the criteria of price is not to be considered, as this will be applied on a tender and quote basis when goods and services are procured from the Panel;
- d) Qualitative or other non-price criteria - will be applied with the remaining weighting bringing the total possible score value to 100%.

3.12 Decision Making for Quotes and Tenders

For clarity, the ability to determine the outcome of a tender, expression of interest, auction or a quotation process is in accordance with the Financial Delegations Register, acknowledging that all contractual arrangements (contracts and purchases \geq \$200,000) that are determined via an open tender process will require the approval of Council.

Documentation supporting the recommendation for contractual arrangements less than \$200,000 that are not approved by Council must be provided or referenced in the creation of a requisition.

3.13 Supplier Feedback and Performance

3.13.1 Supplier Feedback

For all formal tenders (\$280,000 and above), Council will offer unsuccessful suppliers the opportunity for a debrief upon request. Debriefs will provide constructive feedback on evaluation criteria, areas for improvement, and ways suppliers may enhance future proposals. Supplier debriefs will be conducted in a fair and confidential manner, ensuring no disclosure of commercially sensitive or competitor information.

3.13.2 Supplier Performance

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

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

- a) Every contractual arrangement of \$280,000 or more; and
- b) Every occasion where supplier performance is poor.

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

The Procurement Manager will maintain a register of the evaluations.

3.14 Ethical and Probity Measures

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

3.15 Variation

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

3.16 Creating Purchase Orders

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

3.17 Splitting Orders

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

3.18 Conflict of Interest

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

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

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

3.19 Purchasing from Related Parties

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

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

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

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

3.20 Grants and Sponsorship

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

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

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

3.21 Publishing of contractual arrangements

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

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

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

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

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4. Definitions

Term	Description
Contract/ Contractual Arrangement	<p>contractual arrangement, between a local government and a supplier, means an arrangement between the local government and the supplier comprised of—</p> <p>(a) a contract for the supply of goods or services; or</p> <p>(b) if the local government and supplier enter into more than 1 contract for the supply of goods or services of the same, or a similar, type—each of the contracts.</p> <p>In this instance, the term does not include a contract of employment between Council and a Local Government Employee.</p> <p>A contractual agreement is a legally binding agreement between two parties. The contract's terms and conditions will require the parties to either do or refrain from doing specific actions. Contracts and Contractual Arrangements include Purchase Orders, Verbal agreements, formal contracts and any other action that may indicate that Council has committed to a supplier to take action on Council's behalf.</p>
Closed Tender	<p>Is a tender issued to one of the following:</p> <ul style="list-style-type: none"> • A Register of Pre-qualified Suppliers • an Approved Contractor List; • from a list of suppliers under an LGA arrangement (Local Buy): or <p>as the result of an Expression of Interest.</p>
Genuine emergency	<p>A genuine emergency may include:</p> <ul style="list-style-type: none"> • A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State's Premier under an enactment; or • Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, or • An external incident to which the Chief Executive Officer has authorised the provision of urgent support.
Large-Value Contractual Arrangement LGR S224 (b)	<p>A large-sized contractual arrangement is a contractual arrangement between a local government and a supplier that the <u>local government expects will cost the local government</u>, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement.</p> <p>223C (2) The minimum amount for a large-sized contractual arrangement is—</p> <p>(a) for an arrangement entered into before 1 July 2026—\$280,000.</p> <p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p>

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Term	Description
Local Business	Means a business that: <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region.
Local business benefit	Is a weighting criterion to encourage economic benefit that supports local business.
Low-Value Contractual Arrangement	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, less than \$21,000 in a financial year.
Medium- Value Contractual Arrangement LGR S224 (3)	<p>A medium-sized contractual arrangement is a contractual arrangement between a local government and a supplier that—</p> <p>(a) the local government expects will cost the local government, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement; and</p> <p>(b) is not a large-sized contractual arrangement.</p> <p>(2) The minimum amount for a medium-sized contractual arrangement is— for an arrangement entered into before 1 July 2026—\$21,000.</p> <p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p>
Open Tender	Is a tender issued to the open marketplace via Vendorpanel public marketplace. As opposed to a closed tender that is issued to a Local Buy Panel or a Maranoa Regional Council Panel.
Probity Plan	a documented plan that outlines ethical, fair and transparent procurement processes typically required for high value or sensitive projects.
Procurement	is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing.
Sponsorship	is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services. This is a purchase and not the provision of a grant.

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Term	Description
Supplier/ Contractor	means an enterprise capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.
Valuable Non-Current Asset LGR S224 (5) contract	<p>A non-current asset is an asset that provides an economic benefit for a period greater than one year, refer to Council's Non-Current Asset Accounting Policy(P21/14).</p> <p>Under 223D of the Local Government Regulation 2012, a valuable non-current asset means land or another non-current asset that has an apparent value of at least the limit set for the asset by the local government and must be equal to or more than the limit set by the Local Government Regulation 223D as follows:</p> <ul style="list-style-type: none"> • Land - no value assigned. • Plant & Equipment - \$7,000 (Exc. GST) • Any other type of non-current asset \$14,000 (Exc. GST)
Valuable Non-current Asset Contract	is a contract for the disposal of a valuable non-current asset.

5. Related Policies and Legislation

This policy refers to (include specific section if applicable)

- *Local Government Act 2009*, section 104
- Local Government Regulation 2012, Chapter 6
- Local Government Regulation 2012, section 198
- Public Sector Ethics Act 1994
- Environmental Protection Act 1994
- Waste and Recycling Reduction Act 2011;
- Community Grants and Non-Financial Assistance & Sponsorship Policy
- Related Party Disclosure Policy
- Corporate Credit Card Policy

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

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1		27/07/2022	OM/07.2022/62
2	16/05/2024	24/05/2024	OM/05.2024/28
3		14/05/2025	OM/05.2025/06
4	16/05/2026		

1. Purpose

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

2. Scope

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

3. Statement

3.1 Legislative and Compliance Requirements

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

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

- a) Value for money;
- b) Open and effective competition;
- c) The development of competitive local business and industry;

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- d) Environmental protection; and
- e) Ethical behaviour and fair dealing.

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

3.2 Sound Contracting Principles

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

3.2.1 Value for Money

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

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

3.2.2 Open and Effective Competition

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

3.2.3 Development of Competitive Local Business and Industry

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

In delivering on this commitment, Council will:

- a) Seek quotes from local businesses and suppliers in the Maranoa Region in the first instance for purchases below ~~\$15,000~~ **\$21,000** (where such are assessed to be reasonably capable of supplying Council's needs of best value for money)
- b) Include a Local Business Benefit assessment weighting to encourage support of local business and industry participation on purchases above ~~\$15,000~~ **\$21,000**.

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- c) The Local Business Benefit assessment weighting will be applied in the following manner:
- i. For values between ~~\$15,000~~ ~~\$21,000~~ and ~~\$200,000~~ ~~\$279,999~~, a 10% weighting is applied to the assessed price.
 - ii. For values between ~~\$200,000~~ ~~\$280,000~~ and \$1,000,000, a 5% weighting is applied to the assessed price.
 - iii. For values above \$1,000,000, a 2.5% weighting is applied to the assessed price.

3.2.4 Environmental Protection

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

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

3.2.5 Ethical Behaviour and Fair Dealing

Council staff involved in procurement must:

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

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

3.3 Authorised Expenditure and Delegate Requirements

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

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

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

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3.3.1 Financial and Contractual delegations

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

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

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

3.4 Preferred Supplier Arrangements and Supplier Panels

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

3.4.1 Preferred Supplier Arrangement (PSA)

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

3.4.2 Prequalified Suppliers

- Suppliers contracted under a panel arrangement may be used where their goods and/or services offering represents the best value for money; and
- To demonstrate value for money, the relevant number of quotes as per 3.6 Procurement Thresholds must be obtained for the specified value of the procurement activity.

3.5 Application of Key Purchasing Principles

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

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3.6 Procurement Thresholds

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

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

PROCUREMENT THRESHOLDS			
Value of Contract (excl. GST)	Minimum Number of quotes to be invited	Accepted Communication	Engagement Documentation Required
\$0 - \$5,000	One	Verbal, Email, Internet, Catalogue	No
\$5,001 - \$14,999 \$5,001 - \$20,999	Two	Written (Email, Internet, Catalogue, VendorPanel)	No
\$15,000 - \$199,999 \$21,000 - \$279,999	Three*	Written (VendorPanel)	Yes (Templated Offer Document) *
\$280,000 and over	Open Tender*	Written (VendorPanel)	Yes (Templated Offer Document) *

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

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

All thresholds are cumulative thresholds. If the anticipated value of goods or services of a similar nature procured from the same supplier exceeds ~~\$200,000~~ \$280,000 in a financial year, or over the proposed term of the contractual arrangement, then a public tender is required. It is expected that officers will have sufficient knowledge through experience and budgets to make these decisions in advance.

3.6.1 Indexation of Procurement Thresholds

The minimum amount for Medium-sized contractual arrangements and Large-size contractual arrangements is indexed on the 1 July each year as per s223E of the *Local Government Regulation 2012*. Council will decide whether this will be applied during the annual review of the Procurement Policy. ~~To remove any doubt, the above minimum thresholds will apply unless changed through this policy.~~

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3.6.2 Disposal of Assets

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

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

The disposal of low value and obsolete assets may occur via the trade-in on new assets, sale by public auction, open invitation to tender or quote to the public, donation to charitable institutions or local community service organisations, or the scrapping of obsolete assets via disposal at a registered disposal facility and is to be in accordance with the purchasing values established in the Financial Delegations Register. Financial Services are to be notified of all disposals.

Local Government Regulation S236 - Gives local governments the autonomy to decide whether to dispose of valuable non-current assets other than by tender or auction by resolution, without requiring intervention from the state.

3.6.3 Invitation to Tender

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

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

The invitation for the tenders must:

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

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

3.6.4 Expressions of Interest Invitations

Prior to issuing an Expression of Interest (EOI) over **\$2800,000** (excl. GST), a Council resolution must be obtained. An EOI may only be utilised to facilitate a closed or selective tender process when Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved by Council.

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

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EOI's may be called below ~~under~~ the \$2800,000 threshold without a Council resolution, however the EOI process ~~must still comply with the normal procurement threshold guidelines~~ will still be followed and Council must approve all expressions of interest equal to or above \$200,000.

3.7 Purchasing Restrictions

Purchases of Information Technology Equipment (any equipment that connects to Council's intranet) must be approved and/or purchased by Information and Communications Technology Services. This includes purchases that contain a partial Information Technology component (i.e. equipment that also requires software and that software must connect to Council's Information Technology System).

This does not mean that Information and Communications Technology Services will pay for the purchase.

3.8 Exceptions for Medium Sized and Large Sized Contractual Arrangements

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

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

As Council does not satisfy the Sound Contracting Principle of *Value for Money* when creating or adding to a ROPS or ACL, the required number of quotes as per 3.6 Procurement Thresholds must still be requested. ~~This also applies to Local Buy Panels that do have not satisfied the Value for Money principle.~~

3.9 Other Exceptions

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

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

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- the contract is made with, or under an arrangement with, a government agency e.g. Queensland State Government arrangements.

3.10 Recurrent Operational Expenditure and other Specific Arrangements

3.10.1 Utility Type Payments

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

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

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

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

3.10.2 Corporate Credit Cards

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

3.11 Evaluating Quote and Tender Submissions

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

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

- a) Price (excl. GST) - will be a set at a minimum of 50% in most evaluations however, for more complex tenders and quotations, where non-price criteria play an integral role in meeting the requirements of the procured good or service, then the price weighting may be set as low as a minimum of 30% with relevant Director's approval.
- b) Local Business Benefit will be applied to the assessed price in accordance with 3.2.3(c) across all written quotes above ~~\$15,000~~ of \$21,000 or more and tenders. When tendering is conducted for the purpose of forming a Panel of Pre-qualified Suppliers, the criteria of local business benefit is not to be considered, as this will be applied on the tender and quote basis when goods and services are procured from the Panel.
- c) Further, when tendering is conducted for the purpose of forming a Panel of Pre-qualified Suppliers, the criteria of price is not to be considered, as this will be applied on a tender and quote basis when goods and services are procured from the Panel;

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- d) Qualitative or other non-price criteria - will be applied with the remaining weighting bringing the total possible score value to 100%.

3.12 Decision making for Quotes and Tenders

For clarity, the ability to determine the outcome of a tender, auction or a quotation process is in accordance with the Financial Delegations Register, acknowledging that all **large-value** contractual arrangements (**purchases ≥ \$200,000**) that are determined via **an open** tender process will require the approval of Council.

Documentation supporting the recommendation for large-value contractual arrangements that are not approved by Council must be provided or referenced in the creation of a requisition.

3.13 Supplier Feedback and Performance

3.13.1 Supplier Feedback

For all formal tenders (**\$2890,000 and above**), Council will offer unsuccessful suppliers the opportunity for a debrief upon request. Debriefs will provide constructive feedback on evaluation criteria, areas for improvement, and ways suppliers may enhance future proposals. Supplier debriefs will be conducted in a fair and confidential manner, ensuring no disclosure of commercially sensitive or competitor information.

3.13.2 Supplier Performance

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

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

- a) Every contractual arrangement of **\$2890,000** or more; and
- b) Every occasion where supplier performance is poor.

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

The Procurement Manager will maintain a register of the evaluations.

3.14 Ethical and Probity Measures

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

3.15 Variation

A variation is an agreed amendment to a contract that changes the original terms, conditions or scope of the contract. For the purpose of this policy, variation refers solely to a financial deviation from original contract value and variation approval will be in accordance with the Financial Delegations Register. The contract can be a Council purchase order or agreement

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signed by a delegated Council officer with an external service provider/organisation. Other variations such as non-financial scope changes, extension of time etc. are to be managed by a delegated Council officer and in line with financial delegations.

3.16 Creating Purchase Orders

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

3.17 Splitting Orders

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

3.18 Conflict of Interest

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

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

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

3.19 Purchasing from Related Parties

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

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

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

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

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3.20 Grants and Sponsorship

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

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

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

3.21 Publishing of contractual arrangements

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

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

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

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

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4. Definitions

Term	Description
Contract/ Contractual Arrangement	<p>means a contract (including purchase order and purchase card transactions) for:</p> <ul style="list-style-type: none"> (a) the supply of goods or services; or (b) the carrying out of work; or (c) the disposal of valuable non-current assets. In this instance, the term does not include a contract of employment between Council and a Local Government Employee. <p>contractual arrangement, between a local government and a supplier, means an arrangement between the local government and the supplier comprised of—</p> <ul style="list-style-type: none"> (a) a contract for the supply of goods or services; or (b) if the local government and supplier enter into more than 1 contract for the supply of goods or services of the same, or a similar, type—each of the contracts. <p>In this instance, the term does not include a contract of employment between Council and a Local Government Employee.</p> <p>A contractual agreement is a legally binding agreement between two parties. The contract's terms and conditions will require the parties to either do or refrain from doing specific actions. Contracts and Contractual Arrangements include Purchase Orders, Verbal agreements, formal contracts and any other action that may indicate that Council has committed to a supplier to take action on Council's behalf.</p>
Closed Tender	<p>Is a tender issued to one of the following:</p> <ul style="list-style-type: none"> • A Register of Pre-qualified Suppliers • an Approved Contractor List; • from a list of suppliers under an LGA arrangement (Local Buy); or <p>as the result of an Expression of Interest.</p>
Genuine emergency	<p>A genuine emergency may include:</p> <ul style="list-style-type: none"> • A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State's Premier under an enactment; or • Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, or • An external incident to which the Chief Executive Officer has authorised the provision of urgent support.
Large-Value Contractual Arrangement LGR S224 (b)	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year?</p>

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Term	Description
	<p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p> <p>A large-sized contractual arrangement is a contractual arrangement between a local government and a supplier that the <u>local government expects will cost the local government</u>, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement.</p> <p>223C (2) The minimum amount for a large-sized contractual arrangement is— (a) for an arrangement entered into before 1 July 2026—\$280,000.</p>
Local Business	<p>Means a business that:</p> <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region.
Local business benefit	Is a weighting criterion to encourage economic benefit that supports local business.
Low-Value Contractual Arrangement	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, less than \$215,000 in a financial year.
Medium- Value Contractual Arrangement LGR S224 (3)	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year?</p> <p>A medium-sized contractual arrangement is a contractual arrangement between a local government and a supplier that—</p> <p>(a) the local government expects will cost the local government, exclusive of GST, at least the minimum amount for an arrangement of that type under subsection (2) over the term of the arrangement; and</p> <p>(b) is not a large-sized contractual arrangement.</p> <p>(2) The minimum amount for a medium-sized contractual arrangement is— for an arrangement entered into before 1 July 2026—\$21,000.</p> <p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p>
Open Tender	Is a tender issued to the open marketplace via Vendorpanel public marketplace. As opposed to a closed tender that is issued to a Local Buy Panel or a Maranoa Regional Council Panel.

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Term	Description
Probity Plan	a documented plan that outlines ethical, fair and transparent procurement processes typically required for high value or sensitive projects.
Procurement	is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing.
Sponsorship	is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services. This is a purchase and not the provision of a grant.
Supplier/ Contractor	means an enterprise capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.
Valuable Non-Current Asset LGR S224 (5) contract	<p>has the same meaning as that defined in Section 224 (5) of the Local Government Regulation 2012 and for the purposes of this Policy is a contract for the disposal of a valuable non-current asset and means land or another non-current asset that has a value equal to or more than the limit set by Council.</p> <p>A non-current asset is an asset that provides an economic benefit for a period greater than one year, refer to Council's Non-Current Asset Accounting Policy(P21/14).</p> <p>Under 223D of the Local Government Regulation 2012, a valuable non-current asset means land or another non-current asset that has an apparent value of at least the limit set for the asset by the local government and must be equal to or more than the limit set by the Local Government Regulation 223D as follows:</p> <ul style="list-style-type: none"> • Land - no value assigned. • Plant & Equipment - \$7,000 (Exc. GST) • Any other type of non-current asset \$14,000 (Exc GST) <p>A valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.</p>
Valuable Non-current Asset	is a contract for the disposal of a valuable non-current asset.

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5. Related Policies and Legislation

This policy refers to (include specific section if applicable)

- *Local Government Act 2009*, section 104
- Local Government Regulation 2012, Chapter 6
- Local Government Regulation 2012, section 198
- Public Sector Ethics Act 1994
- Environmental Protection Act 1994
- Waste and Recycling Reduction Act 2011
- Community Grants and Non-Financial Assistance & Sponsorship Policy
- Related Party Disclosure Policy
- Corporate Credit Card Policy

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

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1		27/07/2022	OM/07.2022/62
2	16/05/2024	24/05/2024	OM/05.2024/28
3		14/05/2025	OM/05.2025/06

1. Purpose

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

2. Scope

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

3. Statement

3.1 Legislative and Compliance Requirements

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

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

- a) Value for money;
- b) Open and effective competition;
- c) The development of competitive local business and industry;
- d) Environmental protection; and

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- e) Ethical behaviour and fair dealing.

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

3.2 Sound Contracting Principles

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

3.2.1 Value for Money

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

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

3.2.2 Open and Effective Competition

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

3.2.3 Development of Competitive Local Business and Industry

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

In delivering on this commitment, Council will:

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

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

3.2.4 Environmental Protection

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

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

3.2.5 Ethical Behaviour and Fair Dealing

Council staff involved in procurement must:

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

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

3.3 Authorised Expenditure and Delegate Requirements

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

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

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

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3.3.1 Financial and Contractual delegations

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

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

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

3.4 Preferred Supplier Arrangements and Supplier Panels

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

3.4.1 Preferred Supplier Arrangement (PSA)

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

3.4.2 Prequalified Suppliers

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

3.5 Application of Key Purchasing Principles

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

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3.6 Procurement Thresholds

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

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

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

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

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

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

3.6.1 Disposal of Assets

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

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

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

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disposal at a registered disposal facility and is to be in accordance with the purchasing values established in the Financial Delegations Register. Financial Services are to be notified of all disposals.

3.6.2 Invitation to Tender

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

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

The invitation for the tenders must:

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

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

3.6.3 Expressions of Interest Invitations

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

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

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

3.7 Exceptions for Medium Sized and Large Sized Contractual Arrangements

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

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

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3.8 Other Exceptions

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

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

3.9 Recurrent Operational Expenditure and other Specific Arrangements

3.9.1 *Utility Type Payments*

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

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

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

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

3.9.2 *Corporate Credit Cards*

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

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3.10 Evaluating Quote and Tender Submissions

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

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

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

3.11 Decision making for Quotes and Tenders

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

3.12 Supplier Feedback and Performance

3.12.1 Supplier Feedback

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

3.12.2 Supplier Performance

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

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

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

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b) Every occasion where supplier performance is poor.

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

The Procurement Manager will maintain a register of the evaluations.

3.13 Ethical and Probity Measures

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

3.14 Variation

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

3.15 Creating Purchase Orders

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

3.16 Splitting Orders

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

3.17 Conflict of Interest

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

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

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

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3.18 Purchasing from Related Parties

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

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

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

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

3.19 Grants and Sponsorship

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

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

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

3.20 Publishing of contractual arrangements

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

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

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

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

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4. Definitions

Term	Description
Contract/ Contractual Arrangement	<p>means a contract (including purchase order and purchase card transactions) for:</p> <ul style="list-style-type: none"> (a) the supply of goods or services; or (b) the carrying out of work; or (c) the disposal of valuable non-current assets. In this instance, the term does not include a contract of employment between Council and a Local Government Employee. <p>A contractual agreement is a legally binding agreement between two parties. The contract's terms and conditions will require the parties to either do or refrain from doing specific actions. Contracts and Contractual Arrangements include Purchase Orders, Verbal agreements, formal contracts and any other action that may indicate that Council has committed to a supplier to take action on Council's behalf.</p>
Genuine emergency	<p>A genuine emergency may include:</p> <ul style="list-style-type: none"> • A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State's Premier under an enactment; or • Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, or • An external incident to which the Chief Executive Officer has authorised the provision of urgent support.
Large-Value Contractual Arrangement LGR S224 (b)	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year?</p> <p>Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.</p>
Local Business	<p>Means a business that:</p> <ul style="list-style-type: none"> • Is owned or operated by persons who are residents within the Maranoa Regional Council area; and • Has a place of business within the Maranoa Region; and • Primarily employs persons who are residents or ratepayers from within the Maranoa Region.
Local business benefit	<p>Is a weighting criterion to encourage economic benefit that supports local business.</p>
Low-Value Contractual Arrangement	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, less than \$15,000 in a financial year.</p>

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Term	Description
Medium- Value Contractual Arrangement LGR S224 (3)	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year? Note: The expected value of a contractual arrangement with a supplier for a financial year is the total expected value of all Council's contracts, in the financial year, with the supplier for goods and services of a similar type – rather than an individual transaction.
Probity Plan	a documented plan that outlines ethical, fair and transparent procurement processes typically required for high value or sensitive projects.
Procurement	is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing.
Sponsorship	is the receipt of advertising, naming, attendance, or recognition rights in return for the provision of funds or in-kind services. This is a purchase and not the provision of a grant.
Supplier/ Contractor	means an enterprise capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.
Valuable Non-Current Asset LGR S224 (5) contract	has the same meaning as that defined in Section 224 (5) of the Local Government Regulation 2012 and for the purposes of this Policy is a contract for the disposal of a valuable non-current asset and means land or another non-current asset that has a value equal to or more than the limit set by Council.

5. Related Policies and Legislation

This policy refers to (include specific section if applicable)

- *Local Government Act 2009*, section 104
- Local Government Regulation 2012, Chapter 6
- Local Government Regulation 2012, section 198
- Community Grants and Non-Financial Assistance & Sponsorship Policy
- Related Party Disclosure Policy
- Corporate Credit Card Policy

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 26 May 2026

Item Number: 12.1

File Number: D26/53954

SUBJECT HEADING: Arthur Street Carpark Fence Reimbursement

Classification: Open Access

Officer's Title: Operations Manager - Roma & Surrounds

Executive Summary:

This report seeks Council consideration regarding a discretionary financial contribution toward the completed replacement of the boundary fence adjoining the Arthur Street carpark and the Nutrien site Roma.

The previous fence had sustained deterioration and localised failure due to vandalism, climbing activity and vehicle impacts associated with the adjoining Council carpark. While the fence remained repairable, sections were no longer fully performing their intended function.

The adjoining landowner completed replacement of the fence with a Hercules Black Steel security fence at a total cost of \$41,038.18 ex GST. A fencing notice was issued prior to the works proceeding, with any Council contribution remaining subject to future Council consideration.

The completed fence provides an improved presentation and security outcome for both the adjoining property and the Council-owned carpark interface.

This report recommends Council contribute 50% of the completed fence cost, being \$20,519.09 ex GST, as a one-off discretionary contribution toward the shared boundary improvement outcome

Officer's Recommendation:

That Council:

1. Approve a one-off discretionary contribution of **\$20,519.09 ex GST** toward the completed Arthur Street carpark boundary fence replacement works; and
2. Authorise the Chief Executive Officer to allocate funding for the contribution from identified 2025/26 end-of-financial-year budget savings or through the 2026/27 capital budget process.

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

This matter is being presented to Council to determine whether Council wishes to make a financial contribution toward the completed replacement of the boundary fence adjoining the Arthur Street carpark.

While the replacement works have already been undertaken by the adjoining landowner, no formal Council resolution or funding commitment has previously been made regarding the level of contribution, if any, toward the project.

The report seeks Council direction regarding:

- Whether Council wishes to contribute financially toward the completed works; and
- The appropriate level of contribution having regard to the condition of the previous fence, Council's ownership of the adjoining carpark land, the benefit to the presentation and security of the area, and the upgraded standard of fencing installed.

Background (Including any previous Council decisions):

Council officers were approached regarding the deteriorated condition of the boundary fence adjoining the Arthur Street carpark and the adjoining Nutrien site. The existing fence had sustained damage from vandalism, climbing activity associated with the adjacent shade sails, and isolated vehicle impacts. Sections of the fence were no longer fully performing their intended function, although the fence had not reached full end of life and remained repairable.

The adjoining landowner, Natalie Packer, advised that replacement of the existing chain-link fence with a higher-grade black steel security fence formed part of broader site improvement works associated with her development approval requirements.

A fencing notice was issued prior to the works proceeding. Council officers advised that any potential Council contribution would remain subject to future Council consideration and that no commitment to contribute funding had been made.

The replacement fence has now been completed at a total cost of \$41,038.18 ex GST.

Following discussions with Councillors, in-principle support was indicated for a contribution generally aligned with 50% of a standard industrial chain-link fence replacement value, being approximately \$15,049 ex GST.

Following this briefing, Natalie Packer provided written correspondence dated 6 March 2026 requesting Council reconsider the proposed contribution and instead contribute 50% of the completed fence cost, being \$20,519.09 ex GST. The correspondence cited improved security for the adjoining premises and Council shade sail infrastructure, improved presentation of the highly visible CBD carpark, consistency with other Council fencing treatments, and the development approval requirements for site presentation improvements.

This report is now presented to Council to determine whether Council wishes to approve the requested 50% contribution toward the completed Hercules Black Steel security fence

Options Considered:

Option 1 Make no contribution toward the completed fence replacement works.

Option 2 Contribute an amount equivalent to the minor repairs required to restore the previous fence to an acceptable condition — approximately \$2,500 ex GST.

Option 3 Contribute 50% of a standard industrial chain-link fence replacement value — approximately \$15,049 ex GST.

Option 4 Contribute 50% of the completed Hercules Black Steel security fence cost — \$20,519.09 ex GST.

Recommendation:

That Council:

1. Approve a contribution of **\$20,519.09 ex GST**, being 50% of the completed Hercules Black Steel security fence cost, toward the completed Arthur Street carpark boundary fence replacement.
2. Approve the reallocation of **\$20,519.09 ex GST** in savings from the Jackson Street (Roma) Kerb and Channel Project — WO26009 to fund the contribution.

This contribution recognises the improved security, presentation and long-term boundary outcome delivered for the Council-owned carpark and adjoining property.

Risks:

Risk	Description of likelihood & consequences
Financial precedent	Moderate likelihood. Approving a contribution toward completed private works may create expectations that Council will contribute to similar boundary or development-related works in future.
Perception of retrospective approval	Moderate likelihood. As the works were completed before formal Council approval, there is a risk the decision may be perceived as endorsing works undertaken prior to funding approval.
Stakeholder relationship risk	Moderate likelihood. Declining or reducing the contribution may impact the relationship with the adjoining landowner, particularly where the fence provides a shared presentation and security benefit.
Budget impact	Low to moderate likelihood. The contribution is a relatively minor one-off cost, but it is unbudgeted and will require allocation from an appropriate operational or capital budget.
Equity and consistency	Moderate likelihood. Other developers or adjoining landowners may compare this contribution with previous or future Council decisions, particularly where Council has provided support or concessions elsewhere.

Policy and Legislative Compliance:

The matter has been considered in relation to the **Neighbourhood Disputes (Dividing Fences and Trees) Act 2011**.

- A fencing notice was issued prior to the works proceeding.
- Council's contribution remains a matter for Council consideration and approval.
- No payment has been made by Council to date.
- The recommended contribution is discretionary and is based on the shared benefit to the Council-owned carpark and adjoining property.
- Any approved contribution should be recorded as a one-off decision and not as acceptance of an ongoing obligation to contribute to upgraded boundary fencing.

Budget / Funding (Current and future):

The recommended contribution is **\$20,519.09 ex GST**. It is proposed that funds be reallocated from the remaining WO26009 budget to fund Council's co-contribution toward the Arthur Street carpark boundary fence replacement.

Current budget allocation for WO26009 is **\$251,823**.

Expenditure to date is **\$117,338**. Remaining budget is **\$134,485**.

The contribution is a one-off discretionary payment and does not create an ongoing funding commitment.

Timelines / Deadlines:

N/A

Consultation (Internal / External):

The matter has previously been discussed with Councillors at a briefing regarding the Arthur Street carpark boundary fence.

Councillors were provided with background information on the condition of the previous fence, the completed replacement works, and the potential contribution options available to Council.

The adjoining landowner has been consulted and has requested Council consider contributing **50% of the completed fence cost**, being **\$20,519.09 ex GST**.

Strategic Asset Management Implications:

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

<Provide details>

Acronyms:

Acronym	Description
<Insert Acronym>	<Provide details>

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	<Provide details>
Corporate	<Provide details>

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 3: Helping to keep our communities safe

3.1 Help to keep residents safe from other people's animals and property

Supporting Documentation:

Nil

Report authorised by:

Chief Operations Officer

Director - Engineering Services

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 2 June 2026

Item Number: 12.2

File Number: D26/56496

SUBJECT HEADING: Lion's Park Softfall Replacement

Classification: Open Access

Officer's Title: Operations Manager - Roma & Surrounds

Executive Summary:

Council has recently undertaken significant upgrades at Lions Park, Roma, including improvements to the irrigation system, turf establishment and amenities.

The replacement of the playground softfall was identified as a future renewal project and was expected to be considered as part of the 2026/27 budget process. With the park currently in its establishment period and a formal reopening anticipated in August/September 2026, there is an opportunity to complete the renewal of the playground softfall surface and present the community with a fully revitalised recreation precinct.

This report seeks Council's approval to allocate \$45,508 ex GST to undertake the softfall replacement works and enable the project to be expedited.

Officer's Recommendation:

That Council:

1. Approve the replacement of the playground softfall surface at Lions Park, Roma, at a cost of **\$45,508 ex GST**; and
 2. Allocate \$45,508 ex GST from surplus funds from Council delivery of private works throughout the 2025/26 financial year to deliver the project.
-

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

This matter is being presented to Council to seek approval to allocate \$45,508 ex GST to undertake replacement of the playground softfall surface at Lions Park, Roma.

The replacement of the softfall was identified as a future renewal project and was anticipated to be considered as part of the 2026/27 budget process. However, with significant upgrades recently completed within Lions Park and the precinct currently

in its establishment period, there is an opportunity to undertake the works ahead of the anticipated reopening of the park in August/September 2026.

As no specific budget allocation currently exists for the project, Council approval is required to allocate funding to enable the project to proceed.

Background (Including any previous Council decisions):

Lions Park is a key community recreation area within Roma and contains a playground that is regularly used by residents and visitors.

Council has recently undertaken significant investment in Lions Park, including replacement of the irrigation system, establishment of new turf areas and replacement of the amenities block. These improvements have enhanced the overall presentation, functionality and usability of the precinct.

As part of routine inspections and maintenance activities, Council officers identified that the existing softfall surface beneath the playground equipment has deteriorated and is approaching the end of its useful life. The condition of the surface has progressively declined due to age, weather exposure and ongoing use.

To complement the recent improvements within the park and maintain the playground to an appropriate standard, Council officers obtained a quotation from Surfacing Contractors Australia for replacement of the existing softfall with a new rubber safety surface. The quoted cost for the works is \$45,508 ex GST.

No previous Council resolution has been made regarding this specific project.

Options Considered:

Option 1

Defer replacement of the softfall and continue undertaking minor maintenance and patch repairs as required.

Option 2

Undertake partial replacement of the most deteriorated sections of softfall only.

Option 3 (Recommended)

Undertake full replacement of the playground softfall surface at Lions Park at a cost of \$45,508 ex GST.

Recommendation:

1. Approve the replacement of the playground softfall surface at Lions Park, Roma, at a cost of **\$45,508 ex GST**; and
2. Allocate \$45,508 ex GST from surplus funds from Council delivery of private works throughout the 2025/26 financial year to deliver the project.

Risks:

Risk	Description of likelihood & consequences
Playground safety	Moderate likelihood. The existing softfall continues to deteriorate and may not provide the desired level of impact attenuation, increasing the risk of injury to playground users.
Compliance with standards	Moderate likelihood. Failure to replace the softfall may result in the playground not meeting the required performance standards for critical fall height protection over time.
Asset condition and maintenance	High likelihood. Delaying replacement will result in further deterioration of the surface, increasing ongoing maintenance requirements and reducing the overall condition of the playground precinct.
Community satisfaction	Moderate likelihood. Lions Park is a highly utilised recreation area and deterioration of the playground surface may result in customer complaints and reduced community satisfaction with the facility.
Financial risk	Moderate likelihood. Deferring the works may lead to higher future renewal costs and increased expenditure on reactive repairs and maintenance.

Policy and Legislative Compliance:

The proposed works support Council’s requirement to maintain playground infrastructure in a safe and serviceable condition.

The replacement softfall will be installed to meet relevant playground surfacing requirements, including **AS 4422** and **AS 4685**.

The project aligns with Council’s Corporate Plan initiatives for parks maintenance, asset renewal and delivery of recreation infrastructure.

Budget / Funding (Current and future):

The estimated project cost is **\$45,508 ex GST**.

Funding for the project could be allocated from surplus funds generated from undertaking private works throughout the 2025/26 financial year. There would be sufficient funds available from this source to complete the project as presented.

Timelines / Deadlines:

The preferred contractor has indicated they are able to mobilise for the works in June 2026, subject to Council approval, purchase order issue and final scheduling confirmation.

The works are expected to take approximately four working days on site, with a 24–48 hour curing period before the surface can be reopened for use.

Consultation (Internal / External):

The playground is currently closed, and the proposed works will not result in any additional service disruption beyond the existing closure.

The Lions Club is aware that the softfall requires replacement.

Internal consultation has occurred with relevant Council officers regarding asset condition, project scope, contractor availability and proposed funding source.

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description
GST	Goods and Services Tax
WO	Work Order
SCA	Surfacing Contractors Australia
AS	Australian Standard

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	<Provide details>
Corporate	<Provide details>

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 1: Getting the basics right

1.4 Look after our parks, gardens and reserves

Supporting Documentation:

Nil

Report authorised by:

Director - Engineering Services

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 14 May 2026

Item Number: 13.1

File Number: D26/49758

SUBJECT HEADING: Small Business Friendly (SBF) Initiative
Classification: Open Access
Officer's Title: Manager - Community, Economic & Tourism Development

Executive Summary:

This report seeks Council's support for the continuation of the Small Business Friendly (SBF) initiative and willingness to re-commit to it through the signing of the updated commitment agreement.

Officer's Recommendation:

That Council approve the signing of the Small Business Friendly commitment document by the Mayor and Chief Executive Officer.

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

This report seeks Council's support for the continuation of the Small Business Friendly (SBF) initiative and willingness to re-commit to it through the signing of the updated commitment agreement.

Background (*Including any previous Council decisions*):

The Small Business Friendly Council (SBFC) initiative was instigated in 2022 and on 2 December 2022, Maranoa Regional Council signed the associated commitment document, like the attached proposed SBF initiative commitment.

The initiative aims to develop the capacity of small businesses and improve their operating environments. It is worth noting that currently, 55 of 77 Queensland local governments have committed to the SBF program.

As the SBFC initiative evolved, in May 2025, the program had a re-badge and was renamed the SBF initiative along with some relevant changes to the commitment document (sample now attached).

At that time, with the proposed commitment changes, Council was invited to recommit to the program. The new commitment document has not yet been signed.

This report seeks Council's support for the continuation of the program and willingness to re-commit to it through the signing of the updated commitment agreement.

Options Considered:

Nil

Recommendation:

As above

Risks:

Risk	Description of likelihood & consequences
Poor implementation of the SBF initiative	Management's and Council's commitment to the initiative will be critical to its success.

Policy and Legislative Compliance:

Nil

Budget / Funding (*Current and future*):

Implementation of most elements of the SBF initiative attract little or no costs which can easily be incorporated into the existing economic development budget. There may be other initiatives for the implementation of the SBF program that are not yet identified. As a potential demonstration of Council's ongoing commitment to SBF, in the development of the 2026/27 draft budget, officers have included **\$5,000** to support the implementation of the program for Council's consideration.

Timelines / Deadlines:

NA

Consultation (*Internal / External*):

Councillor briefing session 13 May 2026.

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description
SBF	Small Business Friendly

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	Yes - for 2026/27
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 4: Growing our region

4.2 Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population

Supporting Documentation:

[1](#) SBF Commitment document

D2026/0044703

Report authorised by:

Director - Regional Development, Environment & Planning

Small Business Friendly Commitment

The Small Business Friendly (SBF) Program brings people together to enhance the operating environment to help small and family businesses thrive.

Maranoa Regional Council commits to working with small businesses, industry, community, and government to be more small business friendly by:

- Uplifting the capability of small businesses
- Fostering ecosystems that help small businesses thrive
- Promoting small businesses and vibrant economies
- Enabling small business development and success
- Working together for small business.

We recognise that being small business friendly is an ongoing commitment and pledge to meet or exceed the program commitment and requirements.

Date: ____ / ____ / ____

Wendy Taylor
Mayor



Robert Hayward
CEO

~~Nicolle Kelly~~
~~Acting Queensland Small Business~~
Commissioner



What our commitment means

We will uplift the capability of small businesses by:

- Providing support and guidance to improve capabilities
- Helping to improve digital literacy and drive the use of technology
- Promoting opportunities to grow skills and workforce.

We will foster ecosystems that help small businesses thrive by:

- Actively communicating and engaging with small businesses
- Enhancing our policies, practices and minimising red tape
- Building resilience to respond and recover from disasters and major business disruptions.

We will promote small businesses and vibrant economies by:

- Promoting opportunities and raising the profile of small businesses
- Supporting place-making and the creation of circular economies
- Supporting trusted networks that help small businesses learn and succeed.

We will enable small business development and success by:

- Creating an annual Small Business Action Plan, or equivalent (each financial year)
- Developing our understanding of the economic environment
- Championing small business investment and procurement.

We will work together for small businesses by:

- Advocating about challenges and opportunities facing small businesses
- Collaborating and partnering to enhance the operating environment for small business
- Monitoring and reporting on our performance.

Our membership requirements

We will meet our membership requirements by:

- Authorising an organisational representative and proxy to champion our commitment
- Implementing an annual Small Business Action Plan, or equivalent (each financial year)
- Actively participating in at least four SBF Program activities (each financial year)
- Attending the SBF Program Annual Conference (in person or virtually)
- Publicly promote local small business initiatives
- Submitting a financial year Annual Report to the QSBC by 30 September each year.

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 27 May 2026

Item Number: 13.2

File Number: D26/54371

SUBJECT HEADING: Santos Festival of Rugby 2026

Classification: Open Access

Officer's Title: Local Development Officer - Roma

Executive Summary:

Santos Festival of Rugby 2026 organisers are seeking consideration of financial and in-kind assistance to support delivery of the event.

The event is proposed to occur across two days, comprising of a community activation event on Friday, 18 September and a full day of rugby at Roma Echidnas Oval on Saturday, 19 September 2026.

Organisers have requested Council assistance for traffic management, temporary road closures, waste services, mowing and tree trimming around the grounds, use of Council-managed assets and associated operational support. Council's consideration is required to determine the level of support to be provided and any associated budget implications.

This event is anticipated to deliver significant economic, tourism and community benefits through increased visitation, regional exposure and activation of the Roma CBD.

Officer's Recommendation:

That Council:

1. Approves the temporary closure of McDowall Street for the Santos Festival of Rugby Community Activation Event on Friday, 18 September 2026, in accordance with the following staged closure arrangements, subject to final Traffic Guidance Scheme approval:
 - a. Closure of the Arthur Street / McDowall Street pedestrian crossing area and provide access to adjacent business driveways from 11:00am;
 - b. Closure of McDowall Street between Arthur Street and Wyndham Street from 1:00pm;
 - c. Closure of McDowall Street between Arthur Street and Hawthorne Street from 2:00pm;
 - d. Reopening of all streets by approximately 10:30pm.
2. Notes event organisers have consulted with Bakearoma, Golders, BCF (Roma store) and Nutrien Livestock regarding the proposed closure arrangements and have received no negative feedback to date.
3. Provides financial and in-kind assistance to Santos Festival of Rugby 2026 to a maximum value of \$30,000, including:

- a. Traffic management and road closure costs;
 - b. Additional waste collection services;
 - c. Grounds maintenance and tree trimming works;
 - d. Use of Council-managed assets and land;
 - e. Permission for temporary event banners and removable footpath decals, subject to relevant approvals;
 - f. Associated operational support required for delivery of the event
4. Approve additional budget of \$15,000 to Work Order W22986.2571 – Santos Festival of Rugby.
 5. Delegates authority to the Chief Executive Officer to finalise operational arrangements required to facilitate the event.
-

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

Santos Festival of Rugby 2026 have requested Council consideration of financial and in-kind assistance to support delivery of the event.

The request includes temporary road closures within the Roma CBD, traffic management, waste services, grounds maintenance and operational assistance. Council approval is required to enable organisers to finalise event planning and implementation.

Background (Including any previous Council decisions):

Council officers have met with Santos Festival of Rugby organisers to discuss the proposed event and associated operational requirements.

The event is proposed to occur over two days in Roma:

- Friday, 18 September 2026: Community activation event on McDowall Street, including live entertainment, food vendors, children's activities and rugby player meet-and-greet opportunities.
- Saturday, 19 September 2026: Full-day rugby program at Roma Echidnas Oval, operating from approximately 8:30am to 8:30pm.

Council officers provided a briefing to Councillors on 19 May 2026 regarding the event requirements and proposed Council assistance. At that time, an initial quotation of \$13,750 had been received from an external traffic control company for traffic management associated with the Friday and Saturday events.

Following the briefing, officers met with event organisers on 28 May 2026 to further discuss event logistics and traffic management requirements. Organisers requested an earlier closure of the Arthur Street / McDowall Street section from approximately 11:00am, together with a staged closure of McDowall Street from 1:00pm and 2:00pm to allow installation of event infrastructure and activation areas prior to the event commencement at 4:30pm.

The proposed closure arrangements are:

- Closure of the Arthur Street / McDowall Street pedestrian crossing area and access to adjacent business driveways from approximately 11:00am;
- Closure of McDowall Street between Arthur Street and Wyndham Street from 1:00pm;
- Closure of McDowall Street between Arthur Street and Hawthorne Street from 2:00pm;
- Event operations from approximately 4:30pm to 8:30pm;
- Roads reopened by approximately 10:30pm.



As a result of the revised traffic management arrangements, an updated quotation of approximately \$22,420 for Friday and Saturday event traffic management has been received.

The increase from the original quotation is primarily due to the extended closure period on Friday, the staged closure requirements, and the additional resources required to safely establish and manage multiple closure points.

The additional three hours required on Friday also has a significant staffing impact. The original Friday closure times were already close to the limits of contractor staff fatigue management requirements, with less than 10 hours available between staff shifts. The extended closure period means the Friday works can no longer be safely managed by the original crew arrangement and will require a second crew to be rostered. This results in additional labour, accommodation, meals and travel costs, including staff travelling home on Saturday.

The updated quotation also includes staffing requirements to accommodate mandatory breaks and minimum staffing levels throughout the event duration.

During discussions with officers, organisers advised that traffic management was their primary request of Council and stated they would work with a level of support Council was willing to provide.

Organisers have advised they have consulted with Bakearoma, Golders, BCF and Nutrien Livestock regarding the proposed closure arrangements and have received no negative feedback to date.

Organisers have further advised they intend to continue consultation with additional affected businesses following Council consideration of the proposed road closures.

To maximise economic benefit to local businesses, organisers have indicated they intend to:

- Encourage NSW Waratahs and QLD Reds teams to visit and support local businesses;
- Encourage businesses to remain open during the event;
- Work collaboratively with businesses regarding individual operating requirements;
- Encourage businesses to utilise footpath trading opportunities where appropriate.

The community activation event is proposed to include temporary artificial turf areas, children's games and activities, seating, picket fencing and hospitality activations associated with local businesses including the Queens Arms Hotel and Royal Hotel.

Item	Request	Cost
Traffic Management	Friday and Saturday event traffic management	\$22,420
In-Kind Assistance	Estimated in-kind operational support, including waste collection, tree trimming, event banners, mowing, whipper snipping and other minor event preparation support	\$5,000
Use of SOB Car Park	Overflow parking area	No direct cost
Temporary Footpath Decals	Removable promotional decals	No direct cost
Power Requirements	Temporary power supply assistance, subject to availability, further assessment and confirmation	To be confirmed, if required

Item	Request	Cost
	that the request can be accommodated without additional unbudgeted cost	

Previous support provided:

Santos Festival of Rugby February 2024:

Resolution No. OM/08.2023/56

Moved Cr McMullen

Seconded Cr O'Neil

That Council:

1. Approve Twin View Turf as the supplier of turf specialty services in accordance with s235(b) of the Local Government Regulation 2012 on the grounds that it is specialised work and there is limited supply of services.
2. Approve \$45,000 for the cost of aeration and services management of the turf at Gallas Fox Park and a further \$22,000 (\$67,000) for the traffic management for this event at Gallas Fox Park which is part of the 2023/24 budget. Funded from Sponsorship 02887.229.2001 (\$45,000) and Sport and Rec 02843.2001.2001 (\$22,000).
3. Provide in-kind assistance for the Santos Festival of Rugby Roma 2024 through:
 - a. Scarifying and aeration of the playing field at Gallas Fox Park
 - b. Spreading of top-dressing material on the playing field at Gallas Fox Park
 - c. Labour to lay turf on the playing field at Gallas Fox Park and a general tidy up in the weeks leading up to the event, mainly around the fence line
 - d. Labour to administer chemicals, soil amendments, and fertilisers to the playing field at Gallas Fox Park
 - e. Support of Liquor Licence Application
 - f. Assistance with DES notifications for noise and light
4. Request that the CEO or delegate look at ways to value add in our commitment to engaging Twin View Turf while they are in the region.

Santos Festival of Rugby – Roma 2022

Resolution No. OM/09.2021/51

That Council:

1. Subject to point 4, provide in-kind assistance for the Santos Festival of Rugby – Roma 2022 through:
 - Spreading of top dressing material on the playing field at Gallas Fox Park;
 - Labour to administer chemicals, soil amendments and fertilisers to the playing field at Gallas Fox Park;
 - Installation only of new irrigation system at Gallas Fox Park;
 - Fill material for extension to terrace seating at Gallas Fox Park (if required);
 - Arranging 40km/hr speed restriction on highway during the event period (both days), including approvals from Department of Transport and costs of traffic control;
 - Support of Liquor Licence Application;
 - Assistance with Environmental Protection Authority (EPA) notifications for noise and light.
2. Consider a grant application in the first round of the 2021/22 Community Grants program from the Roma Echidnas Rugby Union Club to replace tunnel and retaining walls at the Club House if applicable and if submitted.
3. Supply and install 50m of 9ft chain mesh fencing and approximately 100m of 6ft chain mesh fencing on the northern side of the playing field at Gallas Fox Park to the value of \$23,750 with costs allocated to Work Order 22930.
4. Provide the above support on the basis that Council provide project management support and liaise closely with current stakeholders that provide assistance in the ongoing maintenance of the facility and Twin View Turf.

Resolution No. OM/01.2022/30

That Council:

1. Provide the requested in-kind assistance to Roma Echidnas Rugby Club of:
 - Undertake trimming of trees on the Warrego Highway road reserve near the venue;
 - Subject to construction of a new double gate to the entry of the grounds, Council spread gravel supplied by Roma Echidnas Rugby Club to the main access;
 - Assist with general mowing and whipper snipping of the grounds until 11 February 2022 to make the venue presentable for the upcoming Santos Festival of Rugby;
 - Remove the pile of power poles located between the rugby club house and the cricket ovals.

2. Allocate \$3,438 to provide the assistance outlined in point 1 above, to In Kind Assistance Major Budget – General Ledger 2887.2248.2001.

Council acknowledgement:

Organisers have advised Council support will be recognised through:

- Match footballs displaying the Maranoa Regional Council logo;
- Temporary fencing mesh displaying Council branding;
- Maranoa Regional Council logo displayed on the field and event collateral;
- Opportunities for Council representatives to participate in event promotions and presentations;
- Promotion through event marketing campaigns;
- Potential exposure through event streaming and broadcast opportunities;
- Coverage through REDS and NSW Waratahs media channels;
- Professional photography featuring Council branding and involvement.

Options Considered:

Option 1 – Approve Requested Assistance (Recommended)

- Approve financial and in-kind assistance up to a maximum value of \$30,000 together with the requested road closures and operational support.
- This option supports delivery of a significant regional event and associated economic, tourism and community benefits.

Option 2 – Approve Partial Assistance

- Council may choose to provide only selected elements of support or place conditions on assistance provided.
- This may reduce Council costs but could impact event delivery.

Option 3 – Decline Assistance

- Council may choose not to provide assistance.
- This would reduce Council expenditure but may impact the viability and scale of the event.

Recommendation:

Option 1 is recommended.

The Santos Festival of Rugby has demonstrated an ability to attract visitors, activate local businesses and provide economic and community benefits to the region. The primary request relates to traffic management associated with the Friday CBD activation and Saturday rugby event. Officers consider this request to be a contribution towards public safety and the safe delivery of the event through appropriate management of road closures and pedestrian movements.

The proposed support is consistent with Council's previous support of the Santos Festival of Rugby and recognises the significant economic, tourism and community benefits generated by the event.

Risks:

Risk	Description of likelihood & consequences
Traffic and Business Impacts	Temporary road closures may impact traffic movements and business operations. Organisers have commenced consultation with affected businesses and propose staged closures to minimise impacts.
Cost Escalation	Final traffic management costs may exceed initial estimates. A capped support value of \$30,000 is recommended to manage Council's financial exposure.
Event Delivery	Insufficient support may impact successful delivery of the event and associated economic benefits to the region.
Public Safety	Appropriate traffic management, event management and operational controls will be required to ensure public safety.

Policy and Legislative Compliance:

Not Applicable.

Budget / Funding (Current and future):

An initial quotation of \$22,420 (including GST) for traffic management associated with the event has been received.

Officers are currently seeking an updated quotation following revised road closure arrangements and the staged closure methodology proposed by organisers.

Item	Request	Cost
Traffic Management	Friday CBD activation and Saturday event operations	\$22,420
In-Kind Assistance	Waste collection, tree trimming, event banners, mowing, whipper snipping	\$5,000
Use of SOB Car Park	Overflow parking area	No cost associated, just approval.
Temporary Footpath Decals	Removable promotional decals	No cost associated, just approval.
Power Requirements	Temporary power supply assistance if required	

Funding is proposed from:

Work Order: W22986.2571 – Santos Festival of Rugby

The proposed 2026/27 operational budget allocation for the event is currently **\$15,000**. If Council approves the recommendations of this report, an additional \$15,000 will be required to accommodate for entire request.

Timelines / Deadlines:

The event is scheduled for September 2026 although Council’s decision is required as soon as possible to allow organisers to finalise event planning.

Consultation (Internal / External):

Santos Festival of Rugby organisers
Operations Manager – Roma
Regional Sports and Recreation Officer

Strategic Asset Management Implications:

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

No significant long-term asset impacts are anticipated, provided event activities are appropriately managed and post-event inspections are undertaken.

Acronyms:

Acronym	Description
SOB	Sculptures Outback

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 1: Prosperity
1.3 Tourism destination development infrastructure

Supporting Documentation:

Nil

Report authorised by:

Coordinator - Local & Community Development

Manager - Community, Economic & Tourism Development

Director - Regional Development, Environment & Planning

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 11 June 2026

Date: 19 May 2026

Item Number: 13.3

File Number: D26/51015

SUBJECT HEADING: Request For Fee Waiver - Planning Application 2026/21763 (Reconfiguring of a Lot Six (6) Lots into Two (2) Lots)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary:

The applicant has requested a waiver of the planning application fees for Reconfiguring of a Lot – Boundary Realignment- Six (6) Lots in Two (2) Lots at 2194 Springfield Road, Eurella.

Officer's Recommendation:

That Council:

1. **Refuse** to grant a waiver of the application fee of **\$805.00** for the submitted Reconfiguring of a Lot – Boundary Realignment – Six (6) Lots into Two (2) Lots at 2194 Springfield Road, Eurella.
2. Issue a notice to the applicant stating the wavier of the application fee of \$805.00 has been denied and the payment of the application fee must be made to Council within Ten (10) Business Days in order for the application to be deemed as Properly Made

Context:

This application **does not** meet the eligibility criteria of Council's Community Grants and Non-financial Assistance Policy as the applicant cannot be classified as:

- 1) A Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region
- 2) A Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project/activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region
- 3) A registered not-for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation.

- 4) Commercial entity which can clearly demonstrate that the event or activity is a fund-raising or non-commercial activity and that any monies raised will directly benefit the community or communities with the Maranoa Region or that profits will be donated to not for profit or charitable organisations

Being outside the scope of Officer's delegations to approve any request for a variation to the adopted fees and charges schedule, the elected members must consider the request.

Background:

On **30 September 2025**, Council issued a Development Approval for Reconfiguring a Lot – Boundary Realignment (Two (2) Lots into Two (2) Lots) (Ref: 2025/21505). The proposal included the addition of a portion of existing Lot 33 on WAL5361 onto existing Lot 24 on DL43 to create new Lots 24 and 63 (each under different ownership).

On **7 January 2026**, Council received a request for a Minor Change to existing Development Permit 2025/21505. The application requested to change the vehicle access to proposed Lot 24, which included traversing through State Reserve.

On **27 February 2026**, Council issued a Decision Notice for a Minor Change to the original Development Permit 2025/21505. This allowed the changed access to Lot 24 conditional upon consent being obtained from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development.

On **14 May 2026**, Council received an application for Reconfiguring of a for Lot Six (6) Lots into Two (2) Lots. This application proposes to amalgamate Lots 24,26,59,60 on DL43, Lot 61 on WAL5361 and a portion of Lot 63 on WAL5361. The application proposes to retain existing access to the site via Springfield Road. This application is the subject of this request for a waiver of the development application fees. The applicant's request is attached in the Supporting Documents.

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

Section 51(1)(b)(ii) of the Planning Act 2016 requires that a Development Application must be accompanied by the required fee.

Under Section 109, the Assessment Manager may, but need not –

- (a) *refund all or part of a required fee; or*
- (b) *waive all or part of a required fee, in the circumstances prescribed by regulation*

For section 109(b) of the Act, all, or part of the required fee for the application or referral may be 'waived' if the application or referral is made by a registered non-profit organisation.

Council Policies or Asset Management Plans:

The applicant does not meet the eligibility requirements to obtain a fee waiver under the Council's Community Grants and Non-financial Assistance Policy as listed below:

- 1) A Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region
- 2) A Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project/activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa region.
- 3) A registered not-for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation.
- 4) A Commercial entity which can clearly demonstrate that the event or activity is a fund-raising or non-commercial activity and that any monies raised will directly benefit the community or communities with the Maranoa Region or that profits will be donated to not for profit or charitable organisations.

Funding Bodies:

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

Options Considered:

If Council approve the request, it will **forfeit \$805.00 in revenue** associated with its planning and development operations. While no two planning applications are the same, similar applications have proceeded with the applicable fee being paid to Council to go towards the cost of undertaking the assessment and administration of the development being applied for.

Impact on Other Individuals or Interested Parties:

- The applicant as the landowner of 2194 Springfield Road, Eurella.
- Council's decision may also be of interest to other development proponents who engage in development activities in the Maranoa Region.

Advice to Council:

Council's current policies do not support the requested waiver, with no alternative fee being relevant as the proposal is Reconfiguring of a Lot (Boundary Realignment) in accordance with the Maranoa Planning Scheme 2017.

Recommendation:

Officers recommend that Council:

1. **Refuse** to grant a waiver of the application fee of **\$805.00** for the submitted Reconfiguring of a Lot – Boundary Realignment – Six (6) Lots into Two (2) Lots at 2194 Springfield Road, Eurella.

2. Issue a notice to the applicant stating the waiver of the application fee of \$805 has been denied and the payment of the application fee must be made to Council within 10 Business Days in order for the application to be deemed as Properly Made

Risks:

Council can consider requests for fee waivers on a case-by-case basis. Approval of this request may result in other development proponents also seeking similar concessions, which if approved, will impact Council's revenue.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 2: Environment

2.2 Sustainable urban & regional planning

Supporting Documentation:

- 1 [↓](#) 2026/21763 - ROL - Reconfiguring of a Lot Six (6) into D26/51009
Two (2) - 2194 Springfield Road EURELLA - Lot: 24 DL:
43-Request for Fee Waiver

Report authorised by:

Manager – Planning, Building & Development Services

Director - Regional Development, Environment & Planning

Dear Sir/Madam,

We are writing to you regarding the waiving of our application fee of \$805 for the boundary realignment of our recently purchased property 'Amby Hills'. This is the second lodgement of application due to original timeframes not being met and the conditions in original application traversing state reserve, vendor's land and being subject to road conditions more elaborate than the existing main access road to areas not required for access.

The proposal now being put forward eliminates the requirement for: other land owner's consent, traversing state reserve and the formation of new roads. The new proposal has positive environmental outcomes without the need for disturbance over creek beds nor the requirement for creating more roads with potential erosion risk.

We would really appreciate your consideration for fee waiver. We have already incurred considerable surveying costs in excess of \$14,000 as well continuing legal fees - not to mention everybody's time spent on the matter.

Please let us know if you require any further information in relation to the matter.

Yours sincerely,
Peter and Kate Moloney

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 11 June 2026

Date: 1 June 2026

Item Number: 13.4

File Number: D26/56260

SUBJECT HEADING: Development Application - Material Change of Use - "Undefined Use" (domestic outbuildings) 28 Chadford Street, Wallumbilla (2026/21733)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary:

T & K Woodgate on behalf of the property owner has submitted a development application seeking approval for a Material Change of Use for an "*Undefined Use*" (Domestic shed and shipping container), being a shed & shipping container on a vacant lot. The proposal is located at **28 Chadford Street, Wallumbilla**, properly described as **Lot 2 on RP71366**. 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 generally in accordance with Part 4 of the *Development Assessment Rules ('DA Rules')*. There were no properly made submissions during this period.

The procedural requirements set out by the DA Rules to enable Council to decide the 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 – "*Undefined Use*" (Domestic shed and shipping container) located at 28 Chadford Street, Wallumbilla, described as Lot 2 on RP71366 **be approved subject to the listed Conditions and General Advice.**

Conditions

Use

1. The approved development is a Material Change of Use - "*Dwelling house*" (Domestic shed and shipping container) as shown on the approved plans.
 2. The use of the approved Domestic outbuildings is for residential storage purposes only. Parking or storage of vehicles, goods or equipment associated with a commercial or industrial activity is not an approved use.
-

3. The approved Domestic outbuildings are non-habitable buildings and must not be used for residential occupation.
4. A development permit for building works must be obtained prior to commencing construction of the outbuildings.

Approved plans and documents

5. The approved development is to be conducted 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
	28 Chadford Street - Site Plan	n.d
MTOOW04_264050 – Drawing 1 – Rev 1	Elevation Multiview	09.12.2025
MTOOW04_264050 – Drawing 3 – Rev 1	Foundation Columns Plan View	09.12.2025

Development works

6. 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.
7. 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).
8. 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”.
9. 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.

Compliance inspection

10. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted in these conditions.
11. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Building size

12. The approved Outbuilding (shed) is limited to a maximum floor area of **50m²**.
13. The approved Outbuilding (shipping container) is limited to a maximum floor area of **14.5m²**.

Building design and siting

14. All setbacks on the approved plans are to be measured to the outer most projection of the approved buildings.
15. The approved development must not exceed **4.0 metres in height** (measured to the highest point i.e. roof pitch) above the building pad. The height of the building pad shall be no more than what is reasonably required to prevent stormwater from ponding.
16. The outbuildings must be maintained in good repair and have no visual rust marks.
17. Building materials and surface finishes must be predominantly within the colour range and style of the surrounding built and natural environment to blend with the local landscape and surrounding residential development.

Note: Suitable materials include Colorbond or similar.

Landscaping and screening

18. Prior to the commencement of the approved use, a Landscape Screening Plan must be submitted to and approved by Council. The plan must demonstrate how the shipping container will be effectively screened from view from Chadford Street through landscaping, fencing, or other screening treatments. The approved landscaping and screening works must be completed in accordance with the approved plan prior to the commencement of the approved use and thereafter be maintained for the duration of the approved use.

Applicable standards

19. 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.
20. Connection of the development to an electricity reticulation service must in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.

Access, parking and manoeuvring

21. The landowner is responsible for providing and maintaining vehicle access to the site from the road carriageway to the property boundary. New crossovers to the development site are to comply with CMDG Standard Drawing CMDG-R-041 Rev E. Should any damage be caused to Chadford Street at any existing access location, it is the landowner's responsibility to ensure this is reinstated. Kerb and channelling 5 metres either side of new crossovers is to be renewed and reinstated to match the existing infrastructure profile. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.

Avoiding nuisance

22. No 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 the establishment of the approved development.
23. 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.
24. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Stormwater and drainage

25. Stormwater from the building is to be collected and discharged so as to:
 - a) protect the stability of buildings and the use of adjacent land;
 - b) prevent waterlogging of nearby land;
 - c) protect and maintain environmental values; and
 - d) maintain access to reticulated infrastructure for maintenance and replacement purposes.

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

Waste storage

27. Waste storage containers associated with the use of the outbuildings are to be located or screened so as not to be visible from the street when stored on the premises.

Erosion control

28. Erosion control and silt collection measures must be undertaken as necessary during construction to maintain the quality of stormwater runoff from the development site and prevent any environmental harm.

No cost to Council

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

Latest versions

30. 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 commencement of the development works, unless a regulation or law requires otherwise.

Application documentation

31. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and 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 an **Undefined Use**: *Does not meet the descriptions listed in the categories of development and assessment*.

- 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) 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*.
- j) 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 (Why is the matter coming before Council?):

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

Background (Including any previous Council decisions):

T&K Woodgate, on behalf of the property owners, is seeking development approval for an Undefined Use (Domestic outbuilding & Shipping container) on the subject premises. The proposed shed is to be fully enclosed **50m²** structure, with a height of **3.4m**. The shipping container will have a total Gross Floor Area of **14.5m²**.

The development site is a vacant lot with frontage and access via Chadford Street. Having an area of 674m², the development site is currently a vacant allotment with no significant site constraints.

The proposed Site Plan is included below as Figure 1.

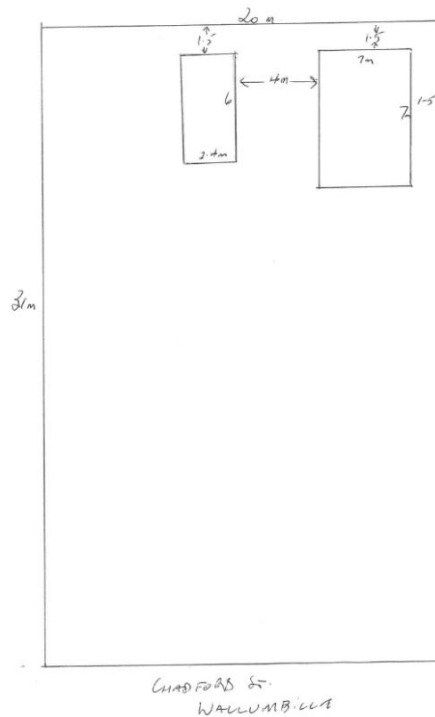


Figure 1 – Site Plan

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 impact can be appropriately managed by 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 various relevant matters including:

- The proposed outbuilding and shipping container will have minimal impact on the amenity of the General Residential Zone, as the structures will not adversely impact privacy or result in overshadowing to neighboring properties.
- The proposed location of the structures towards the rear of the site allows the addition of a future residential dwelling situated toward the site frontage of the lot.
- The proposed outbuilding is consistent with the design and scale of other outbuildings in the General Residential Zone.
- The proposed structure will not be used for commercial/industry activities resulting in minimal noise, light, or air impacts to adjoining lots.

It is recommended that Council endorse the Officer’s recommendation to approve the Material Change of Use application for “Undefined Use” (Domestic outbuilding & Shipping container) on the site, subject to reasonable and relevant conditions.

Risks:

Risk	Description of likelihood & consequences
See below	

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

As with any planning decision reached by Council, there is a risk that the applicant 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 “Undefined Use” in the *Maranoa Planning Scheme 2017* (the ‘Planning Scheme’)

Undefined Use: *Does not meet the descriptions listed in the categories of development and assessment.*

The development application is subject to Impact Assessment. An impact assessment is an assessment that must be conducted 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 its 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 (*Current and future*):

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:

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 20 May 2026.

In accordance with the Development Assessment Rules, Council's Decision-Making Period ends on 8 July 2026.

Consultation (Internal / External):

The development application was publicly notified between 14 April 2026 and 20 May 2026. The applicant published a notice in Maranoa Today on 17 April 2026, placed a notice on the frontage of the site on 14 April 2026 and notified the adjoining landowners on 14 April 2026.

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

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

Strategic Asset Management Implications:

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

N/A

Acronyms:

Acronym	Description
CMDG	Capricorn Municipal Design Guidelines

Addition to Operational or Corporate Plan:

N/A

Link to Corporate Plan:

Corporate Plan 2023-2028

Strategic Priority 4: Growing our region

4.7 Plan and manage the growth of our towns

Supporting Documentation:

- | | | |
|-------------------|---|-----------|
| 1 | 2026/21733 - MCU - "Undefined Use" - 28 Chadford Street WALLUMBILLA - Lot: 2 RP: 71366-Planning Assessment Report | D26/54630 |
| 2 | 2026/21733 - MCU - "Undefined Use" - 28 Chadford Street WALLUMBILLA - Lot: 2 RP: 71366-Site Plan & Elevations | D26/55615 |

Report authorised by:

Manager – Planning, Building & Development Services

Director - Regional Development, Environment & Planning

Planning Assessment Report-2026/21733

Application Number:	2026/21733
Proposal:	Material Change of Use – "Undefined Use"(Domestic shed and shipping container)
Owner/Applicant:	David & Anne-Marie Friend C/- T & K Woodgate
Street Address:	28 Chadford Street, Wallumbilla
Real Property Description:	Lot 2 on RP71366
Officer	Planning Officer

Proposed Land Use

T & K Woodgate on behalf of the property owner has submitted an application for the construction of a shed and the placement of a shipping container on the currently vacant property 28 Chadford Street, Wallumbilla, properly described as Lot 2 on RP71366.

Details of Proposed Development

The proposed application is a Development Permit for a Material Change of Use "Undefined Use" (Domestic shed and shipping container). Proposing the construction of a **50m²** shed, the structure is to be fully enclosed and has a height of **3.354m**. The shipping container will have a floor area of **14.5m²**. Wholly contained within Lot 2, the structures meet all setback requirements.

The proposal is for an "Undefined Use" as the structures do not meet the definition of a Domestic Outbuilding found within *Schedule 1* of the Maranoa Planning Scheme 2017, as they are not ancillary to a Dwelling/Residential Use on the premises.

The proposed building are sketched as per below Figure 1.

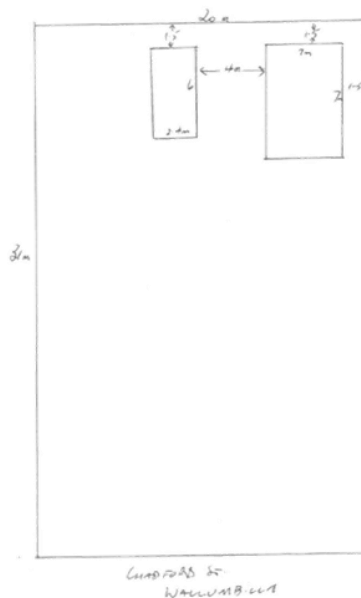


Figure 1: Site Plan (Source: Application Documents)

The property owners for the proposed structures state that:

"On 18 December 2025 we purchased a residential block at 28 Chadford Street, Wallumbilla described as Lot 2 on RP71366 to construct a residence for our retirement, however in the short term we require a shed for the storage of our household items and personal belongings. "

It is noted that the property owners plan to construct a Class 1a building on the development site in future years and there is no justification or reasoning to indicate the structures are intended for a home-based business or commercial/industry use.

Characteristics of the Site

Located on the north-western side of Wallumbilla, the development site is a regular shaped allotment with flat topography. Having a total site area of 674m², the lot has frontage and access via Chadford street. Currently a vacant allotment, the subject premises is situated within the General Residential Zone of the Maranoa Planning Scheme 2017 and is identified within the Potential Impact Buffer Area of the Bushfire Hazard Overlay.



Figure 2: Zoning (Source: Spectrum Spatial)

Public Notification

The application is subject to Impact Assessment and requires public notification under the *Planning Act 2016*. Public Notification was undertaken in accordance with the requirements of the Development Assessment Rules for a period of 15 business days.

No submissions were received in relation to the development application.

Assessment Benchmarks against the Planning Scheme

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 site is located in the General Residential Zone, where an “Undefined Use” is identified as Impact Assessable.

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 Wallumbilla 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
- 6.2.3 General Residential Zone Code
- Queensland Development Code MP 1.2

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 shed and shipping container will not impact the role of Wallumbilla as a Major Centre within the Maranoa Region. The location of the structures maintains the useability of the balance of the site for a future residential dwelling.
Economic Growth	The proposed development is located within the General Residential Zone and does not impact the viability of the residential area. The orientation and placement of the structures onsite still provide adequate area to construct a dwelling on the subject premises. Conditions can be applied to ensure the site does not generate adverse air, soil, or water quality impacts during construction and operation of the shed.
Environment and Heritage	The proposed site is not mapped as containing any significant environmental or heritage areas. The construction of the structures can be conditioned to ensure no increase in erosion, or adverse impact on the water quality that would affect fauna and flora found within the surrounding area.
Hazards and Safety	The proposed development does not introduce an inappropriate use into the zone. The development site is not affected by natural hazardous.
Infrastructure	Due to the nature of the proposed development, there is minimal impact on the region's infrastructure services.

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

6.2.3 General Residential Zone Code

The purpose of the General residential zone is to:

- provide for predominantly detached dwelling houses supported by community uses and small-scale services and facilities that cater for the needs of local residents;

- (b) encourage higher residential densities where appropriate by providing for multiple dwellings and smaller lot housing nearer the Principal centre (within the Central living precinct);
- (c) ensure that residential development is protected from natural hazards and from development types that would adversely impact existing amenity.
- (d) ensure that development maintains the integrity and water quality of the Murray Darling Basin Catchment; and
- (e) maximise the use of existing infrastructure and transport networks.

The overall outcomes sought for the General residential zone code are as follows:

- (a) a range of housing, predominantly detached dwelling houses, on a range of lot sizes;
- (b) development results in an efficient land use pattern that is well connected to other parts of the local government area;
- (c) development is designed to provide safe and walkable neighbourhoods;
- (d) development provides for uses that front the street to provide a sense of residential amenity and character and enhance community safety;
- (e) other small-scale non-residential uses (including home-based business uses) that integrate work and family and complement local residential amenity are facilitated;
- (f) development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally-specific impacts;
- (g) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;
- (h) transport infrastructure is designed to provide and promote safe walking and cycling;
- (i) development is reflective and responsive to the environmental constraints of the land;
- (j) development is supported by necessary community facilities, open space and recreational areas and appropriate infrastructure to support the needs of the local community;
- (k) non-residential uses may be supported where such uses directly support the day to-day needs of the immediate residential community, do not detract from the residential amenity of the area and do not undermine the viability of nearby centres;
- (l) natural features such as creeks, gullies, waterways, wetlands and vegetation and bushland are retained, enhanced and buffered from the impacts of development. Any unavoidable impacts are minimised through location, design, operation and management requirements;
- (m) residential development maintains the safety and integrity of airport operations;
- (n) residential development yields in the defined flood event inundation area subject to Significant, High or Extreme hazard do not exceed one dwelling house per lot as it exists at the commencement date of the planning scheme; and,
- (o) non-resident workforce accommodation is not supported in this zone.

- (p) Uses other than accommodation activities may be supported where lots are contiguous with land not zoned residential, where the use is similar to the adjacent non-residential land use/s.

The development complies with the Purpose and Overall Outcomes of the General Residential Zone Code due to:

- The proposed structures does not impact the amenity of the General Residential Zone as they are relatively small scale and are positioned at the rear of the site.
- The location of the proposed structures on the site provides adequate area for the future construction of a Dwelling House.
- The proposed structures are appropriately positioned onsite with no impact to the privacy of adjoining lots.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PLANNING		
Use, density and built form		
<p>PO 1 Scale Uses other than Accommodation activities:</p> <ul style="list-style-type: none"> (a) are of a small-scale and low intensity; (b) directly support the day-to-day needs of the immediate residential community; (c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones; (d) have all car parking needs met on site; (e) may occur on residential zoned lots contiguous with land that is not zoned residential, where the use is similar to the non-residential land use on the contiguous parcel; (f) include mitigation measures such as acoustic fencing, landscaping and appropriate setbacks in instances where there is a potential for land use conflict between the use and adjoining and nearby 		<p>Complies The scale of the shed and the singular shipping container onsite is consistent with surrounding outbuildings on adjoining lots. The proposal is not expected to impact the amenity of the area.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>accommodation activities; and</p> <p>(g) have access to reticulated sewer, water and stormwater.</p>		
<p>PO 2 Location</p> <p>Residential living is conveniently connected to the principal, major or district centres.</p> <p>Uses other than <i>accommodation activities (general residential)</i> are located so as:</p> <p>(a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas;</p> <p>(b) to be co-located with other non-residential uses wherever possible;</p> <p>(c) to be accessible for, and provide a service to, the immediate local population; and</p> <p>(d) to be located on the major road network rather than local residential streets.</p> <p>Note: Non-residential uses are any uses that are not associated with a Dwelling use.</p>		<p>Complies</p> <p>The proposed structures are for the purpose of domestic storage and are located at the rear of site, allowing for the construction of a Class 1a building in future years.</p>
<p>PO 3 Density and site coverage</p> <p>Development provides for an attractive, open and relatively low-density form of urban residential settlement that maintains a high level of residential amenity.</p>	<p>AO 3.1</p> <p>Site coverage, not including paths, residential outbuildings and carports shall not exceed 60% of the premises.</p>	<p>Complies</p> <p>The proposed structures cover approximately 10% of the total site area.</p>
<p>PO 4 Setbacks Building setbacks:</p> <p>(a) enhance the appearance and character of streets and buildings;</p> <p>(b) are appropriate to the scale of</p>	<p>For Dwelling house:</p> <p>AO 4.1</p> <p>Boundary setbacks are provided in accordance with the Queensland Development Code MP 1.2.</p> <p>For uses other than Dwelling house:</p>	<p>Complies</p> <p>The proposed outbuildings meet all setback requirements. With the shed and shipping container being located further than 6m from the eastern road boundary and 1.5m from the</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>the development and the intended character of the General Residential Zone;</p> <p>(c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site;</p> <p>(d) are sufficient to minimise loss of privacy, overshadowing and overlooking of adjoining premises; and</p> <p>(e) provide adequate separation and buffering between residential and non-residential premises.</p>	<p>AO 4.2 Buildings and car parking areas are setback a minimum of 6 m from the primary street frontage, 3 m from any secondary frontage and 3 m from side and rear boundaries.</p> <p>For development on a corner allotment:</p> <p>AO 4.3 No structure exceeding 2 m in height is to be built within a 9 m by 9 m truncation at the corner of the two road frontages.</p>	<p>western rear boundary and both side boundaries.</p>
<p>PO 5 Height The height of buildings is compatible with and complementary to the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.</p>		<p>Complies The proposed height of the outbuildings is compatible with the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.</p>
<p>PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses. Residential amenity is not compromised by the storage of domestic goods.</p>	<p>AO 6.1 Boundary setbacks are provided in accordance with the <i>Queensland Development Code MP 1.2</i>.</p> <p>AO 6.2 The size of outbuildings is restricted to structures with a maximum of 4.2 m in height and a maximum of 82 m² floor area. Note: The maximum floor area of the outbuilding can be exceeded if it includes an attached carport open on three sides to a maximum of 36 m² floor area (118 m² total area).</p> <p>AO 6.3 The combined site coverage of all outbuildings, including shipping containers and other forms of permanent private storage structures, is not to exceed 15% of the remaining site area available without buildings already constructed upon it.</p> <p>AO 6.4 The use of shipping containers for</p>	<p>AO 6.1 Complies While the proposed structures comprise of a shed and shipping container for domestic storage, as there is no Dwelling on the lot, the structures are not defined as a Domestic Outbuilding. Notwithstanding, the siting of the shed complies with AO6.1.</p> <p>AO 6.2 Does Not Comply While the proposed structures are for domestic storage, as there is no Dwelling on the lot, the structures are not defined as a Domestic Outbuilding. However, the proposed shed is to have a gross floor area of 50m² with a height of 3.4 m, complying with AO 6.2.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.</p>	<p>permanent private storage is limited to:</p> <ul style="list-style-type: none"> (a) allotments with a minimum area of 800 m²; and (b) one shipping container per allotment. <p>AO 6.5</p> <p>The use of shipping containers for permanent private storage is permitted only in circumstances where the shipping container:</p> <ul style="list-style-type: none"> (a) is incidental to the primary use of the site and occurs only on a lot where a principal building exists; (b) is located in the rear yard and is/are screened from any road frontage and adjoining property through the use of landscaping or other suitable screening structures (ie. lattice); (c) includes a stormwater discharge system in accordance with the <i>Building Code of Australia</i> and Council requirements to prevent rainwater ponding on the roof or nuisance to adjoining properties; (d) is in good repair with no visual rust marks; (e) is not used as fencing or screening; (f) is not used as an advertising device or as a commercial storage facility; and (g) is not used for human habitation. <p>Note: 'Outbuildings' include any form of shipping container, railway carriage, pre-fabricated building or the like, that is used for domestic storage</p>	<p>The structure is also compatible with similar structures within the area.</p> <p>AO 6.3 Complies</p> <p>The proposed shed and shipping container covers 12.5% of the development site, leaving 87.5% of the site to construct an associated class 1a building.</p> <p>AO 6.4 & AO 6.5 Complies</p> <p>The proposal contains one shipping container on the site. Situated at the rear of the allotment and purposed for residential storage, conditions will be applied to ensure the shipping container is screened from the road frontage via landscaping or suitable screening structure.</p>
<p>PO 7 Separation from incompatible land uses</p> <p>Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure:</p> <ul style="list-style-type: none"> (a) the future viability of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity and public safety; and (d) conflict arising from incompatible uses is minimised. 		<p>Complies</p> <p>The proposed development is for domestic storage, and it is not considered to introduce an incompatible land use to the premises.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>PO 8 Buffers Adequate buffers are provided to protect general residential uses from agricultural, transport and industrial activities.</p> <p>Note: A 'general residential use' has a level of assessment other than Impact Assessable in the General Residential zone.</p> <p>Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing landscape buffers.</p>		<p>Not Applicable The development site does not adjoin an agricultural, transport or industrial activity.</p>
<p>Amenity</p>		
<p>Advertising signage – refer to the Operational works advertising devices code</p>		
<p>Heritage places – in addition, refer to the Heritage overlay code where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy</p>		
<p>PO 9 General amenity Uses other than Accommodation activities established in the General Residential Zone: (a) do not impact adversely on the residential amenity of the General Residential Zone; and (b) do not prejudice the landscape values of the town.</p>		<p>Complies The proposed development is for domestic storage, and it is not considered to adversely impact on the residential amenity of the General Residential Zone and does not prejudice the landscape values of the town. Conditions will require landscaping/screening of the shipping container from street view.</p>
<p>PO 10 Building appearance Buildings are designed to a high aesthetic standard. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.</p>	<p>AO 10.1 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.</p>	<p>Complies The proposal is for a domestic shed and shipping container for domestic use and will not include service spaces. The shed will be a new construction and conditions will require landscaping/screening of the shipping container from the street.</p>
<p>PO 11 Neighbourhood character The design of development recognises and responds to the surrounding area or neighbourhood.</p>	<p>AO 11.1 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. 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 character policy give guidelines for integrating new</p>	<p>Complies The proposal plans indicate the structures will be positioned on the back of the lot away from adjoining dwellings. The design of the shed is consistent with the surrounding general residential character. The positioning of the shipping</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	development into the existing streetscape and surroundings.	container adjacent to the shed on the site is expected to limit the visual impact by consolidating the built form to a singular location.
PO 12 Footpaths Footpaths are provided for pedestrian comfort.	AO 12.1 Footpaths are provided for the full length of the site frontage where there is a footpath fronting an adjoining property on the same road; and, AO 12.2 In the Central living precinct, footpaths are provided for the full length of the site frontage.	Not Applicable As the development area currently does not feature footpaths and the development is for domestic outbuildings there are no requirements for the construction of a footpath.
PO 13 Streetscape Buildings in the General Residential Zone: (a) address the street frontage; (b) have a clearly defined front entry or entry path that is visible from the street; and (c) provide opportunities for informal surveillance of streets and other public spaces from habitable rooms.		Complies The proposed shed and shipping container is located at the rear of the site orientated toward the street frontage. The positioning of the structures allows a dwelling to be added to the site without impacting the entry to the site or the informal surveillance of the streets.
PO 14 Cultural heritage The physical integrity and significance of cultural heritage discovered during development are retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.	AO 14.1 Protection of cultural heritage is achieved by demonstrated agreement with the appropriate aboriginal or cultural heritage body responsible for the care of that heritage.	Not Applicable The subject site is not identified as containing any cultural heritage items. The landowner has an ongoing duty of care under the <i>Aboriginal Cultural Heritage Act 2003</i> to protect any identified cultural heritage matters.
Landscaping, privacy and fencing		
Landscaping – refer to the Operational works landscaping code		
PO 15 Landscaping Street trees and landscaping at the site shall: (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to	For all uses other than Dwelling house: AO 15.1 Landscaping is to be provided with a minimum width of 1.5 m along the front boundary and 1 m along the side and rear boundaries shared with an accommodation activity. AO 15.2 A minimum 2 m wide vegetated buffer is provided to any vehicle movement and parking area that adjoins a boundary with	Alternative Solution While the proposal is for an Undefined Use, the use is for a domestic storage. Future landscaping of the premises will be in line with the expectations for a residential land use. Conditions will require submission of a landscape/screening plan to shield the view of the shipping container from the street.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>take account of the direction of the breezes and sun;</p> <p>(d) be located to give privacy and buffering from or for any incompatible uses;</p> <p>(e) be located to avoid interference with electricity lines and other infrastructure; and</p> <p>(f) maintain sight lines at intersections for traffic.</p>	<p>an accommodation activity; and</p> <p>AO 15.3 Shade trees are to be planted on the edges of car parks and are to reach a mature height of at least 3 m within 4 years of planting.</p> <p>Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing landscape works.</p> <p>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</i> and the Department of Transport and Main Roads Road Landscape Manual</p>	
<p>PO 16 Privacy and screening Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.</p>	<p>AO 16.1 Windows and openings of buildings and structures housing non-accommodation activities do not overlook the living areas, (including outdoor living areas) of adjoining dwellings.</p>	<p>Complies The proposal plans indicate the structures will be positioned on the back of the lot away from adjoining dwellings. As a result, windows and openings do not overlook the living areas of adjoining dwellings.</p>
<p>PO 17 Fencing Where uses other than <i>Accommodation activities</i> adjoin <i>Accommodation activities</i>, fencing provides separation for privacy.</p>	<p><i>For uses other than Accommodation activities:</i></p> <p>AO 17.1 Fencing is provided along all boundaries shared with an <i>Accommodation activity</i>.</p> <p>AO 17.2 The constructed fence is to consist of a 1.8 m high solid structure.</p>	<p>Not Applicable Due to the nature of the proposed development, fencing is not required onsite.</p>
Avoiding Nuisance		
<p>PO 18 Operating hours Uses are operated in a manner that ensures the local amenity is protected.</p>	<p><i>For Community activities:</i></p> <p>AO 18.1 Uses are operated between the hours of 7:00am and 8:00pm.</p> <p><i>For Business activities:</i></p> <p>AO 18.2 Uses are operated between the hours of 7:00 am and 8:00 pm Monday to Saturday only and not including public holidays.</p> <p><i>For all other non-accommodation activities:</i></p> <p>AO 18.3 Uses are operated between the hours of 7:00 am and 6:00 pm Monday to Saturday only and not including public holidays.</p>	<p>Not Applicable The proposal does not include business, entertainment or industry activities.</p>
<p>PO 19 Delivery of goods</p>	<p>AO 19.1</p>	<p>Not Applicable</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
The loading and unloading of goods occur at the appropriate times to protect the amenity of the area and surrounding areas.	<p>Loading and unloading of goods occur:</p> <ul style="list-style-type: none"> 7:00 am to 6:00 pm Monday to Friday, 8:00 am to 5:00 pm Saturday <p>AO 19.2 No loading or unloading occurs on Sundays or Public Holidays.</p> <p>AO 19.3 The use does not generate:</p> <ol style="list-style-type: none"> more than two truck movements per week of trucks with a gross vehicle mass of 10 tonnes or less; and does not generate any truck movements of trucks with a gross vehicle mass of greater than 10 tonnes. 	The proposal does not include business, entertainment or industry activities and does not require loading and unloading of goods.
PO 20 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 noise emissions from the construction on the premises does not cause a nuisance to adjoining properties and sensitive land uses.
PO 21 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 21.1 All lighting does not exceed 8 lux at 1.5 m beyond any site boundary adjoining sensitive land uses. Note: Sensitive land uses are defined in the State Planning Policy.	Conditioned to Comply Conditions will be applied to ensure lighting from the development site does not cause nuisance to the adjoining properties.
PO 22 Refuse storage Refuse storage areas are: (a) located in convenient and unobtrusive positions; (b) screened from the street and adjoining uses; and (c) capable of being serviced by a waste collector if required to be emptied on site.	AO 22.1 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%. For developments comprising eight or more dwelling units, and uses other than accommodation activities: AO 22.2 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	AO 22.1 Conditioned to Comply Conditions will be applied to ensure if bins are requested by the applicant they are stored outside of street view. AO 22.2 Not Applicable The proposed development does not include multiple dwellings.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	collection.	
ENGINEERING		
<i>Earthworks – refer to the Operational works excavation or filling code</i>		
<i>Infrastructure – refer to the Operational works infrastructure code</i>		
Erosion Control		
<p>PO 23 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.</p>	<p>AO 23.1 During construction, soil erosion and sediment are managed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p>	<p>Conditioned to Comply Conditions will be applied to ensure during construction soil erosion and sediment are managed in accordance with the CMD Guidelines.</p>
Provision of services		
<p>PO 24 Electricity supply Premises are provided with a supply of electricity adequate for the activity.</p>	<p>AO 24.1 Premises are connected to the reticulated electricity infrastructure. The connection is to be approved by the relevant energy regulatory authority; and/or</p> <p>AO 24.2 Renewable energy systems contribute to the supply and use of electricity to and from the grid.</p>	<p>Conditioned to Comply Conditions will be applied to ensure the premises is connected to electricity, if and when required.</p>
<p>PO 25 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.</p>	<p>AO 25.1 Where available, premises are connected to Council's reticulated gas system.</p>	<p>Not Applicable The development site is not serviced by reticulated gas.</p>
<p>PO 26 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.</p>	<p>AO 26.1 Premises are connected to Council's reticulated water system.</p> <p>AO 26.2 No buildings are constructed over water supply infrastructure including trunk mains and manholes.</p> <p>AO 26.3 A clear level area of a minimum of 2.5 m radius is to be maintained around existing water supply infrastructure including trunk mains and manholes for maintenance and upgrade purposes.</p>	<p>AO 26.1 Complies The development site is a pre-established lot connected to Council's reticulated water system.</p> <p>AO 26.2 & AO 26.3 Not Applicable The development site does not feature any water supply infrastructure.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>PO 27 Effluent disposal To ensure that public health and environmental values are preserved:</p> <p>(a) all premises provide for the effective treatment and disposal of effluent and other waste water; and</p> <p>(b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.</p>	<p>AO 27.1 Premises are connected to Council's reticulated sewerage system; or</p> <p>AO 27.2 Premises located within the General residential zone of Yuleba and Wallumbilla are connected to an on-site effluent disposal system in accordance with AS/NZS 1547:2012.</p> <p>AO 27.3 No buildings are constructed over sewerage infrastructure including trunk mains and manholes; and</p> <p>AO 27.4 A clear level area of a minimum of 2.5 m radius is to be maintained around existing sewerage infrastructure including trunk mains and manholes for maintenance and upgrade purposes.</p>	<p>AO 27.1 Not Applicable The development site is located within the Wallumbilla Township where this service is unavailable.</p> <p>AO 27.2 Alternative Solution The proposed development site is located within the Wallumbilla Township. As the development only proposes outbuildings on the site, the requirement for an onsite effluent disposal system is not required.</p> <p>AO 27.3 Complies The proposed development is not constructed over sewerage infrastructure on the development site.</p> <p>AO 27.3 Complies The proposed development is not located within 2.5m of existing sewerage infrastructure.</p>
Stormwater and drainage		
<p>PO 28 Stormwater and inter-allotment drainage Stormwater is collected and discharged to:</p> <p>(a) protect the stability of buildings and the use of adjacent land;</p> <p>(b) prevent water-logging of nearby land;</p> <p>(c) protect and maintain environmental values; and</p> <p>(d) maintain access to reticulated infrastructure for maintenance and replacement purposes</p>	<p>AO 28.1 Stormwater and inter-allotment drainage is collected and discharged in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>Note: Refer to <i>Queensland Development Code (QDC)</i> MP1.4 – Building over or near relevant infrastructure.</p>	<p>Conditioned to Comply Conditions will be applied to ensure stormwater and inter allotment drainage is collected and discharged in accordance with the CMD Guidelines.</p>

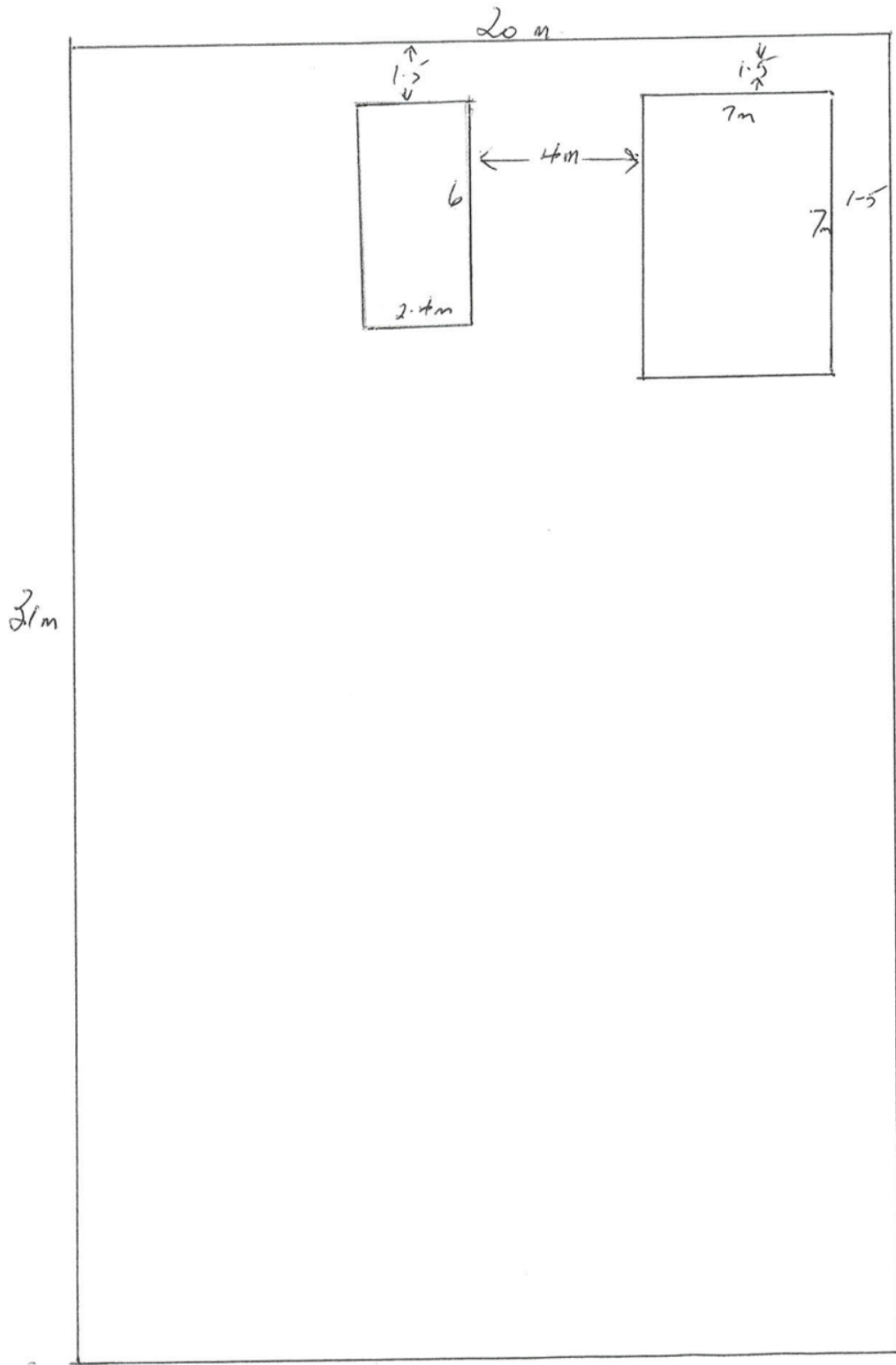
Roads and rail		
Infrastructure – refer to the Infrastructure overlay code		
for development in the proximity of, or potentially affecting State infrastructure.		
<p>PO 29 Protection of State-controlled roads Development adjacent to State-controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.</p>	<p>AO 29.1 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.</p> <p>AO 29.2 Where access is available to a road other than a State-controlled road from the lot, access shall be from the local road.</p>	<p>Not Applicable The proposed development site does not have access to a State-controlled road.</p>
<p>PO 30 Roads A sealed road is provided between the premises and the existing sealed road network.</p>	<p>AO 30.1 Roads are designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>AO 30.2 Premises have approved access to the existing road network.</p>	<p>AO 30.1 Not Applicable The proposed development does not include the construction of a new road.</p> <p>AO 30.2 Complies The development site is a pre-established lot that is connected to Chadford street within the existing road network.</p>
Access, parking and manoeuvring		
<p>PO 31 Vehicle access Vehicle access is provided to a standard appropriate for the use.</p>	<p>AO 31.1 Access roads are to be sealed and connect to the existing road network via a crossover designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>AO 31.2 Where existing, kerb and channelling 5 m either side of new crossovers is to be renewed and/or reinstated to match the existing infrastructure profile.</p> <p>AO 31.3 Access is to be designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>. 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 31.1 Conditioned to Comply Conditions will be applied to ensure the development site is connected to the existing road network via a crossover designed and constructed in accordance with the CMD Guidelines.</p> <p>AO 31.2 Conditioned to Comply Conditions will be applied to ensure kerb and channelling 5m either side of new crossovers are renewed and reinstated to match the existing infrastructure profile.</p> <p>AO 31.3 Conditioned to Comply Conditions will be applied to ensure access is designed and constructed in accordance with the CMD Guidelines</p>
<p>PO 32 Parking and manoeuvring Vehicle parking and service vehicle provision is adequate for the activity and ensures</p>	<p>AO 32.1 Where the existing floor area is redeveloped for an alternate use listed as accepted development subject to requirements or code assessable in the</p>	<p>AO 32.1 & AO 32.2 Not Applicable Given the proposed structure is an Undefined Use, no vehicle parking</p>

<p>both safety and functionality for motorists and pedestrians.</p>	<p>General Residential Zone, there are nil car parking number requirements for that existing portion of floor area.</p> <p>AO 32.2 All uses provide vehicle parking in accordance with Schedule 7, Parking standards.</p> <p>AO 32.3 All uses provide for vehicle manoeuvring in accordance with Australian Standard AS 2890.</p> <p>For all uses other than Dwelling House:</p> <p>AO 32.4 The number of on-site car parking spaces required to be provided in conjunction with any non-accommodation activity use in accordance with Schedule 7 Parking standards, does not exceed ten; and</p> <p>AO 32.5 All car parking, access and manoeuvring areas are to be sealed with an impervious surface; and</p> <p>AO 32.6 All vehicles drive forward when entering and exiting the site.</p>	<p>rate is specified in Schedule 7. Conditions in regard to vehicle parking may be added to any future development on the premises if required.</p> <p>AO 32.3 Not Applicable The proposed structures occupy a very small portion of the lot and will enable vehicle maneuverability within the site.</p> <p>AO 32.4 Not Applicable Given the proposed structure is an Undefined Use, no vehicle parking rate is specified in Schedule 7. Conditions in regard to vehicle parking may be added to any future development on the premises.</p> <p>AO 32.5 Not Applicable. The development is for domestic storage on a residential lot and will not require sealed manoeuvring areas.</p> <p>AO 32.1 Complies The proposed structures are located at the rear of the site providing ample space to allow for forward entry and exiting of the site.</p>
ENVIRONMENTAL		
Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.		
<p>PO 33 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.</p>	<p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p>Not Applicable The development is not of a nature to produce air emissions. Conditions will require the avoidance of dust nuisance during construction activities.</p>
<p>PO 34 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.</p>	<p>AO 34.1 Passive solar design principles are adopted in buildings to maximise energy efficiency.</p> <p>AO 34.2 Building design and orientation provide opportunities for the incorporation of</p>	<p>Complies The alignment of the shed provides opportunities for incorporation of future alternative energy technologies</p>

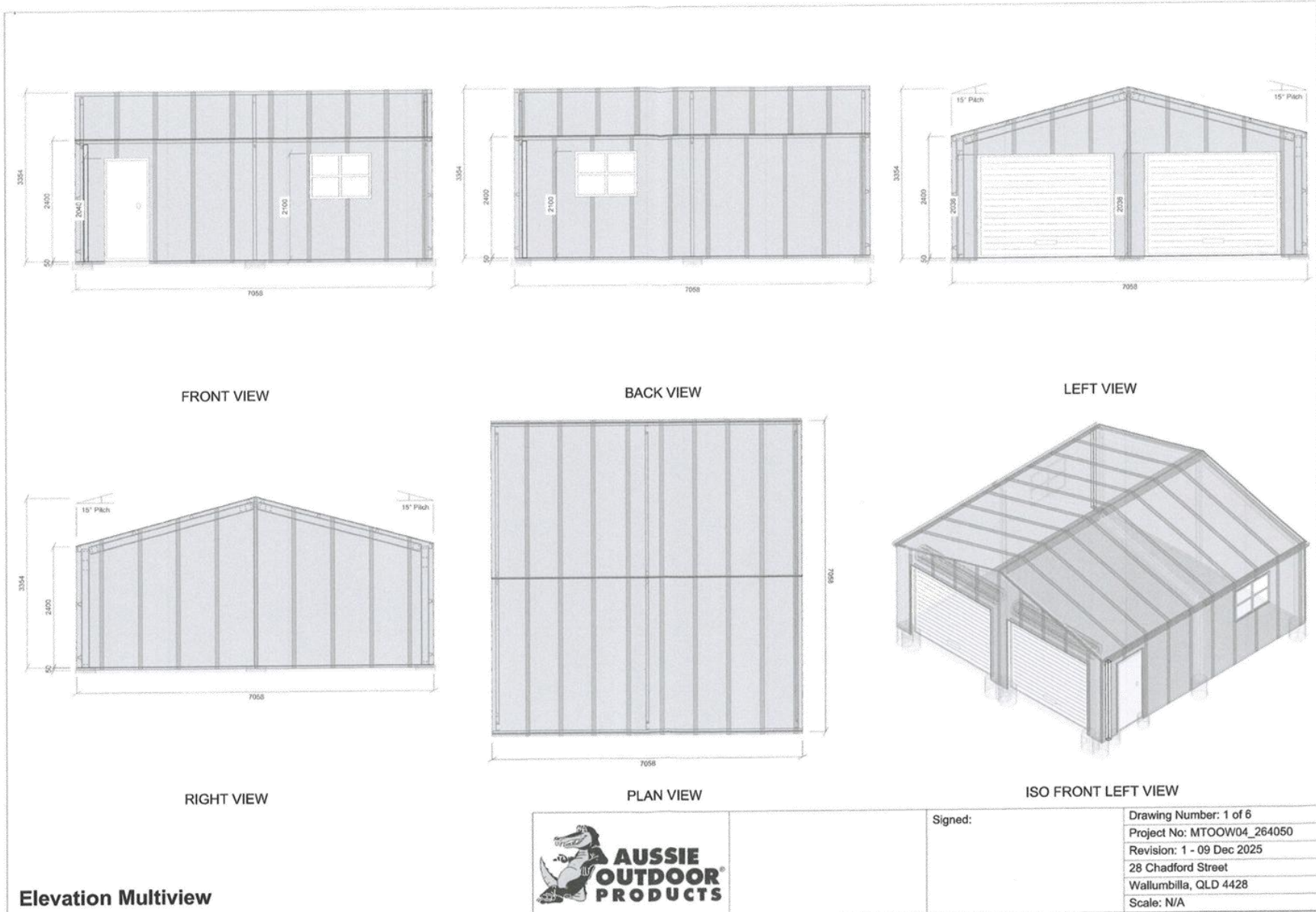
	alternative energy technologies.	
<p>PO 35 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for:</p> <ul style="list-style-type: none"> (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners. 		<p>Conditioned to Comply Conditions will be applied to ensure stormwater systems are designed and constructed in accordance with the CMD guidelines.</p>
SAFETY AND RESILIENCE TO HAZARDS		
<p>Airport environs – refer to the Airport and aviation facilities overlay code where areas are mapped in the SPP mapping as within an area of interest of an airport.</p>		
<p>Flooding – refer to the Flood hazard overlay code where areas are mapped as within a defined flood area.</p>		

Assessment Summary

The proposed development is generally consistent with the relevant assessment benchmarks of the Maranoa Planning Scheme 2017. Any non-compliance with the planning scheme can be appropriately addressed by conditions of development approval. It is recommended that the development application for the Development Permit for a Material Change of Use for an Undefined Use (Domestic shed and shipping container) be approved subject to reasonable and relevant conditions.



CHADFORD ST.
WALLUMBILLA

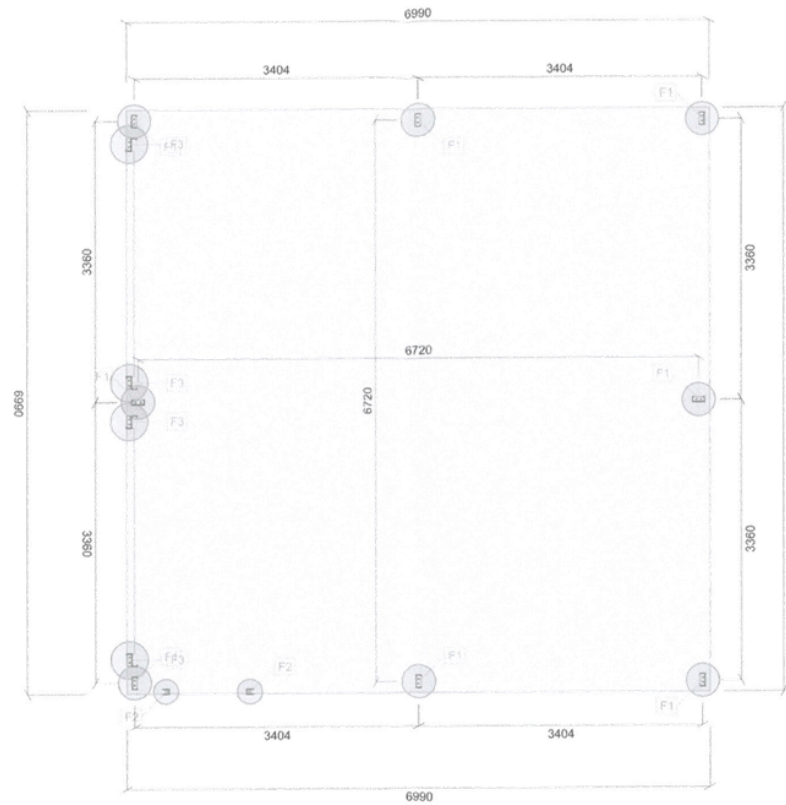


Elevation Multiview

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NOTE: Construction drawings must be used in conjunction with the Shed Plus Installation Manual.



ALL MEMBER DIMENSIONS FROM
> MEMBER CENTRE <

Foundation Columns Plan View



Signed:

Drawing Number: 3 of 6
 Project No: MTOOW04_264050
 Revision: 1 - 09 Dec 2025
 28 Chadford Street
 Wallumbilla, QLD 4428
 Scale: 1 : 57 @ A3

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 25 May 2026

Item Number: 13.5

File Number: D26/53155

SUBJECT HEADING: Applications through Regional Arts Development Fund (RADF) Program 2025/2026

Classification: Open Access

Officer's Title: Regional Arts and Culture Officer

Executive Summary:

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed **two funding applications** for arts and culture projects from **Yimbaya Maranoa Arts Collective** and **Bymount Creative Circle**.

The assessment has been completed, and the Committee recommends supporting both applications. Yimbaya Maranoa Arts Collective – *Yimbaya Maranoa Roma Workshops 2026* and Bymount Creative Circle – *Felt Like Stitching in Roma*.

Council's endorsement is sought for the Committee's recommendation, and associated funding approved.

Officer's Recommendation:

That Council:

1. Endorses the RADF Committee's grant assessment recommendations and approves funding from the RADF budget (GL 2885.2250) to support the following projects:
 - a) *Yimbaya Maranoa Roma Workshops 2026 Project* in the amount of \$7,030; and
 - b) *Felt Like Stitching in Roma Workshops* in the amount of \$1,380.
2. Approve the funding of both projects, contingent on the use of \$3,469 from the 2026-27 RADF budget representing the shortfall in the 2025-26 budget for the projects, noting that both initiatives will be delivered in the 2026-27 financial year.

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

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed two funding applications for arts and culture projects. It is recommended that the Committee's assessment be endorsed and associated funding approved.

Background (*Including any previous Council decisions*):

As part of its annual RADF program, Council offers an open contestable round where eligible groups can apply for funding to support arts and culture initiatives. Two applications were received and assessed by the RADF Committee.

Applications for Funding

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

Applicant – Yimbaya Maranoa Arts Collective

Project description: The Yimbaya Maranoa Arts Collective in partnership with the Roma on Bungil Art gallery will coordinate workshops presented by the group's creative team. The six art and cultural workshops will coincide with the Yimbaya Maranoa's exhibition opening weekend on July 3 - 5 2026, and the beginning of NAIDOC week in Roma.

Participants will experience Cultural and creative talks, with activities including listening spaces and meditative walks. People of all ages who attend the workshops will explore light play and still life photography, develop skills in digital processes, drawing/painting and mark making while being immersed in the uniqueness of the Maranoa region.

Project total: \$12,320

Funding requested: \$7,030

Date: 3-5 July

The project meets the following RADF Guidelines:

Building community cultural capacity

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

Project details:

The project directly contributes to building community cultural capacity by creating accessible opportunities for people of all ages and experience levels to develop artistic skills, learn new creative processes, and participate in collaborative cultural activities. Six workshops led by experienced artists will explore diverse practices including listening spaces, meditative walks.

People of all ages who attend the workshops will explore light play and still life photography, develop skills in digital processes, drawing/painting and mark making methods, while being immersed in the uniqueness of the Maranoa region.

Workshops will encourage participants to respond to local flora, found objects and personal memories of place, fostering deeper awareness of the cultural, environmental and social stories and sounds embedded within the Maranoa region.

Led by a collective of established artists and cultural practitioners, the project supports knowledge exchange between professional artists, regional practitioners and community members. By sharing creative skills across disciplines the program strengthens local creative networks and encourages ongoing collaboration.

Community members from across the Maranoa region will be invited to experience a multi-sensory environment that encourages participants to Yimbaya (deep listening), reflect on their relationship with Country and explore how creative practice can deepen cultural understanding.

Through inclusive participation and skill development, the Yimbaya Maranoa Arts collective workshops will strengthen community engagement with the arts, support regional artists, and contribute to a vibrant and sustainable cultural life in the Maranoa.

Who will benefit from the project?

This project is designed to benefit a diverse range of community members, with particular emphasis on the following groups:

- Adults
- Younger people
- Indigenous people
- Culturally/ linguistically diverse people

Officer's Recommendation:

As above.

Applicant – Bymount Creative Circle

Project description: Workshop to develop new skills in silversmithing. Learning how to solder links to make a bracelet or necklace.

Project total: \$2,610

Funding requested: \$1,380

Date: 1-3 July 2026

The project meets the following RADF Guidelines:

Building community cultural capacity

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

Project details:

Wendy Williams, a well-recognised artisan known for her work in stitched felt, will conduct a three-day workshop in Roma from 1–3 July 2026. Hosted by the Bymount Creative Circle at the Roma Patchwork Rooms, this workshop offers members from Injune, Bymount, Roma and the wider Maranoa, the opportunity to participate in a collaborative skills development experience.

Project outcomes:

The outcomes for this project include:

- Skills development and creative empowerment- the workshops will provide hands on learning opportunities and participants will gain confidence in their abilities.
- Community engagement and inclusion- the project will create an inclusive space for community members to connect, share experiences and strengthen social bonds.

Who will benefit from the project?

This project is designed to benefit a diverse range of community members, with particular emphasis on the following groups:

- Older Adults
- Young Adults

Officer's Recommendation:

As above.

Risks:

Risk	Description of likelihood & consequences
Overspent funds	There is a potential risk of exceeding the allocated budget. While not ideal, the current funding period concludes within the next month, allowing any shortfall to be absorbed within the 2026–27 allocation without adversely impacting service delivery in the new financial year. This situation reflects both strong utilisation of available funding and the continued demand for a vibrant arts and cultural sector in the Maranoa region.

Policy and Legislative Compliance:

The Local Government Regulation 2012 states that:

Section 194 – Grants to community organisations

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

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

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

Budget / Funding (Current and future):

2025/ 2026 BUDGET	\$50,884
Less expenditure and committed funds	\$45,943
Less Yimbaya Maranoa Roma Workshops 2026	\$7,030
Less Felt Like Stitching Roma Workshop	\$1,380
Available budget	-\$3,469 shortfall, proposed to be funded from the 2026–27 RADF funding allocation.

The 2025/26 RADF allocation has been fully committed through approved and recommended projects. This is the first time in several years that the annual allocation has been exhausted, reflecting strong uptake of the program and continued growth in arts and cultural activity across the region.

Timelines / Deadlines:

ASAP

Consultation (Internal / External):

RADF Committee members:

- Cr Meryl Brumpton (COI on Bymount Creative Circle application, abstained from assessment)
- Cr Johanne Hancock
- Jason Gregg
- Sandra MacDonald (COI on Yimbaya Maranoa application, abstained from assessment)
- Sally West
- Sue Sands
- Vicky Beitz
- Wendy Henning

Strategic Asset Management Implications:

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

Application has been evaluated against the RADF Guidelines.

Acronyms:

Acronym	Description
RADF	Regional Arts Development Fund
COI	Conflict of Interest

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 5: Inclusivity

5.5 Cultural heritage and arts promotion

Supporting Documentation:

Nil.

Report authorised by:

Coordinator - Local & Community Development

Manager - Community, Economic & Tourism Development

Director - Regional Development, Environment & Planning

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 28 May 2026

Item Number: 13.6

File Number: D26/55207

SUBJECT HEADING: New RADF Committee Terms of Reference and
New RADF Guidelines for Applicants

Classification: Open Access

Officer's Title: Regional Arts and Culture Officer

Executive Summary:

In accordance with Council Resolution No. OM/02.2025/32, revised Terms of Reference for the RADF Advisory Committee have been prepared for Council's consideration.

Following consultation with the RADF Advisory Committee, updated Terms of Reference and revised RADF Guidelines for Applicants have been developed. The revised guidelines respond to previous feedback regarding the repetitive and unclear nature of the former documentation and seek to provide a more streamlined and accessible application process.

In developing the updated guidelines, consideration was given to Arts Queensland's *Creative Together* roadmap and the RADF frameworks of neighbouring councils to ensure alignment with contemporary arts sector priorities and best practice. Arts Queensland has also reviewed and provided feedback on the revised Guidelines.

The updated documents presented reflect a simplified approach while aligning with broader strategic directions for the arts sector.

Officer's Recommendation:

That Council endorse the revised RADF Advisory Committee Terms of Reference and the updated RADF Guidelines for Applicants as presented.

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

In accordance with previous Council Resolution No. OM/02.2025/32, revised Terms of Reference for the RADF Advisory Committee were to be presented to Council for consideration.

Following consultation with the RADF Advisory Committee, updated Terms of Reference and updated RADF Guidelines for applicants have been developed. Arts Queensland has also been engaged to review and provide feedback on the revised Guidelines.

Background (*Including any previous Council decisions*):

In accordance with Council Resolution No. OM/02.2025/32, revised Terms of Reference for the RADF Advisory Committee were to be prepared and presented to Council for consideration.

Following consultation with the RADF Advisory Committee, updated Terms of Reference and revised RADF Guidelines for Applicants have been developed. The revisions address feedback received regarding the repetitive and at times unclear nature of the previous guidelines, with a focus on improving clarity and streamlining the application process.

In preparing the updated guidelines, consideration was given to Arts Queensland's *Creative Together* roadmap, along with a review of RADF frameworks utilised by neighbouring councils, to ensure alignment with contemporary sector priorities and recognised best practice. Arts Queensland has also reviewed the revised Guidelines and provided feedback.

The updated Terms of Reference and Guidelines reflect a simplified and contemporary approach, aligned with broader strategic directions for the arts sector.

Recommendation:

It is recommended that Council endorse the revised RADF Advisory Committee Terms of Reference and the updated RADF Guidelines for Applicants as presented.

Risks:

Risk	Description of likelihood & consequences
Non-adoption of the revised Guidelines and Terms of Reference	Non-adoption of the revised Guidelines and Terms of Reference may result in the framework not aligning with current best practice standards and the expectations of the community

Policy and Legislative Compliance:

N/A

Budget / Funding (*Current and future*):

N/A

Timelines / Deadlines:

End of June 2026

Consultation (Internal / External):

- RADF Committee
- Arts & Culture Portfolio Chair
- Arts Queensland Liaison Officer
- MRC Community Development Team
- Creative Together- Map for the Arts document

Acronyms:

Acronym	Description
RADF	Regional Arts Development Fund

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

Link to Corporate Plan:

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

Supporting Documentation:

- 1 [↓](#) Maranoa RADF Committee Terms of Reference_ DRAFT May26 D26/55135
- 2 [↓](#) RADF Guidelines DRAFT MAY26 D26/55203

Report authorised by:

Manager - Community, Economic & Tourism Development
 Director - Regional Development, Environment & Planning
 Coordinator - Local & Community Development



Maranoa Regional Arts Development Fund Committee

Terms of Reference

Background

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government through Arts Queensland and Maranoa Regional Council to promote local arts and culture in regional Queensland.

RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland. RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Each year, the Maranoa Regional Council combines funding received from Arts Queensland with its own financial contribution, along with any unspent funds carried over from previous years. This combined funding forms the annual RADF budget, which is made available to the community through open funding rounds and Council-led arts and cultural projects.

About the Committee

The Maranoa Regional Council RADF Committee plays a vital role in supporting the Council by assessing and providing advice on arts and cultural grant submissions received under the RADF Program. Membership of the Committee is drawn from individuals within the Maranoa Region who represent the diverse arts, culture, and geography of the area.

Committee members are required to participate in RADF onboarding, actively promote the RADF Program within their networks, and offer mentoring support to grant applicants. Additionally, the Committee may be called upon to act as an advocacy and advisory body for the development of Council's Arts and Cultural Strategy. Members may also provide feedback to Council on broader arts and cultural matters affecting the region.

Who can be an RADF Committee member?

The Committee welcomes local artists, arts and cultural workers, members of cultural groups, representatives of local organisations or associations, and individuals actively engaged in the arts community.

The primary responsibilities of the Committee are to:

- Attend and actively participate in RADF meetings
- Assess RADF applications and outcome reports
- Ensure that funding allocated is aligned with the RADF Principles, eligibility criteria, and the priorities of the local council's cultural plans and strategies
- Provide input to the RADF bidding and reporting cycles
- Notify the RADF Liaison Officer if they have any conflicts of interest
- Inform the RADF Liaison Officer in advance if unable to attend a meeting, to ensure a quorum can be achieved



Membership

The Maranoa Regional Council will establish a RADF Committee that is culturally and geographically representative of the community. Membership may be determined through one of the following methods:

- Publicly advertising for expressions of interest; and/or
- Directly inviting individuals to address diversity gaps or specific skill requirements on the Committee.

To be considered for a position on the RADF Committee, candidates must:

- Provide Council with a current CV that highlights relevant arts or cultural experience and outlines any involvement with arts networks and organisations.

The Committee will consist of six (6) to ten (10) members, including two current Councillors.

Chairperson

The Chair of the RADF Committee will be a Councillor appointed by the Maranoa Regional Council. The Chair is empowered by Council to ensure the effective management and conduct of Committee meetings. The Chair will serve for the duration of the four-year local government term unless otherwise determined by Council.

Terms of Membership

- Volunteer Committee members are expected to commit to a minimum term of two (2) years and may serve for a maximum term of four (4) years.
- Members who have completed a continuous four-year term may take a 12-month break ('rest period') before being eligible for re-election.
- If no suitable candidates apply for a vacant position, an outgoing Committee member may remain on the Committee at the recommendation of the Committee to Council until a suitable candidate is identified.
- New Committee Members must be approved by Council resolution

Resignation and Replacement of Members

- Members may resign at any time by providing written notice to Council.
- Council may replace members at any time through a resolution.
- Replacement members may be appointed through a new or previous expression of interest process, with all appointments requiring Council resolution.
- Extensions of current memberships must also be approved by Council resolution.

Attendance and Participation

If a Committee member is unable to attend a meeting, they are encouraged to assess applications in advance, where possible and practicable. Assessments should be completed using the Committee Assessment Checklist and submitted via email to the RADF Liaison Officer prior to the meeting.



Members may attend meetings in person or via Microsoft Teams online. The RADF Liaison Officer will ensure online access is available for all members.

The Committee Chair will monitor attendance. If a member's frequent absences negatively impact the Committee or the RADF Program, the Chair may call a vote to recommend to Council to revoke that person's membership.

Governance Agreements

The Committee has no legislative standing under the Local Government Act 2009 or Local Government Regulation 2012.

Role of the RADF Liaison Officer

The RADF Liaison Officer serves as the primary contact for the RADF Program and performs duties in line with the standard RADF Guidelines. This role is undertaken by the Regional Arts & Culture Officer, who is responsible for:

- Taking meeting minutes,
- Maintaining accurate records,
- Reporting and corresponding with the Committee, Council, and Arts Queensland.

Meetings

- The Committee will generally meet five (5) times per year, with additional meetings convened as required.
- If an application assessment is needed outside of scheduled meetings, the assessment will be conducted via email through the RADF Liaison Officer.
- Additional meetings will be called by the RADF Liaison Officer in consultation with the Committee Chair.

Code of Conduct

- Committee members must complete and adhere to the RADF Committee Code of Conduct.
- Members are encouraged to promote the RADF Program within their networks and provide mentoring support to grant applicants.
- If a Conflict of Interest arises, the member is to declare the nature of the conflict to the RADF Liaison Officer and fellow committee members. At the discretion of the remaining Committee, the member may be exempt from the assessment of the application.

Quorum and Voting

- A quorum for meetings is 50% of members plus 1.
- All members hold equal voting rights.
- The Chair holds a deciding vote, if required.
- The RADF Liaison Officer provides administrative support but does not have voting rights.



Communication and Confidentiality

- All communication regarding assessment outcomes must be conducted through the RADF Liaison Officer. If approached by an applicant, Committee members must refer them to the RADF Liaison Officer.
- All matters discussed at Committee meetings and materials provided to members are for informed discussion and debate only. These are not for public release unless directed by Council for community engagement purposes.
- All discussions and materials must comply with the *Information Privacy Act* and the *Right to Information Act*. The views of other Committee members must be treated with respect and not disclosed to external parties.
- Meetings are not open to public observation.
- All communication with the media will be managed by Council unless otherwise authorised by the CEO's delegate. Committee members must not make public comments or release information about the Committee or its activities without Council's approval.

Recommendations and Reporting

- The Committee will provide recommendations to Council on RADF submissions. Council will decide whether to approve or reject submissions based on the Committee's advice, which will be presented via an Officer Report.
- For non-RADF submission matters, Council Officers will, where practical, prepare a briefing note or presentation for the Committee's consideration.
- The minutes and records of the Committee meetings are the property of Maranoa Regional Council and will be managed in accordance with legal, legislative, and corporate requirements.

Review and Amendments

- Council may amend these Terms of Reference at any time following consultation with the RADF Committee.
- The RADF Committee may recommend changes to the Terms of Reference, which Council will consider.
- The Terms of Reference will be reviewed every two (2) years.

How to express interest in becoming an RADF Committee member

To express your interest in joining the RADF Committee, please complete the Committee Application Form ([found here](#)) and submit it, along with the required supporting documents, to your local RADF Liaison Officer.

For further information about the RADF Program or the Committee, please contact Council's RADF Liaison Officer.



RADF Committee member

Code of Conduct- Maranoa Regional Council

By accepting the role of RADF Committee member for the Maranoa Regional Council

1. I commit myself to:
 - Actively promote RADF in my community within my area of expertise
 - Read and assess all RADF applications in a fair manner
 - Attend meetings throughout the year to plan, assess and support the RADF program
 - Participate in committee training activities and strategic development as required
 - Support the committee and work as a team for the betterment of RADF
2. I will be fair and honest in my assessment of all applications.
3. I will not discriminate in my assessment of any application.
4. I understand applicants are not permitted to lobby or provide gifts to RADF Committee members and any attempt by an applicant must be disclosed.
5. If a conflict of interest arises, I will declare the nature of my conflict of interest to the RADF Liaison Officer and my fellow Committee members. At the discretion of the remaining Committee, I may be exempt from the assessment of the application depending on the nature of my conflict of interest.
6. I understand that any information an applicant includes in their application and discussion surrounding the application are confidential.
7. I acknowledge that my public comments should reflect Council policy.
8. During public debate, I will publicly acknowledge when I am speaking in an official capacity as an RADF Committee member, and when I am making a private comment.
9. I understand that I am not authorised to speak directly to the media or public on behalf of the Council, unless otherwise determined and agreed by Council.
10. I acknowledge that I am bound by Maranoa Regional Council's Code of Conduct, a copy of which has been provided by Council.
11. I will give due consideration to resign from my position on the Committee if I am unable to maintain the commitment.

Signature: _____ **Date:** _____

Name in full: _____

Witnessed by: _____

Signature: _____ **Date:** _____

Representative of Council: _____



Regional Arts Development Fund (RADF) Guidelines



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Guidelines as at May 2026

Front cover: 'The Wild Divide' by Dion Cross. 'Capture, Connect and Curate' Conference. Resin jewellery making workshop by Timber Heart Creations.

Section A:

About the RADF Program

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and local councils that has been supporting arts and culture in regional communities since 1991.

RADF helps local artists and creative workers grow their skills and share their work with the community. It supports projects that bring people together through art, tell local stories, and make creative experiences more accessible across the region. RADF is a flexible fund, enabling local councils to tailor programs to suit the needs of their communities.

The program is not meant to be a full-time income source for artists or to fund the same project year after year. Instead, it's designed to support new ideas, creative development, and community-focused projects that make a positive impact.

RADF is guided by shared goals between Arts Queensland and the Maranoa region, with a focus on:

- Supporting professional artists and arts workers in regional areas
- Encourage the development of new, high-quality arts projects
- Strengthening communities through art
- Encouraging social connection and wellbeing
- Celebrating cultural events, local stories and talent

The Maranoa RADF program uses an open application process, which means you can apply at any time- there are no set opening or closing dates. Once you submit your application, the assessment process usually takes eight (8) weeks. Please factor this timeline into your project proposal.

Who can apply for a RADF grant?

You can apply for a RADF grant if you:

1. Are a professional or emerging artist, artswoker, cultural worker, or project coordinator who:
 - Lives in the Maranoa region, or can show how your project will benefit the local arts and culture.
 - Is an Australian citizen or permanent resident.
 - Has an ABN, or is working with an auspicing organisation that does. Or,
2. Are an incorporated arts or cultural organisation based in the Maranoa region, or located elsewhere but able to demonstrate clear benefits to the local community. Or,
3. Are an unincorporated group working with an incorporated auspicing body, based in or benefiting the Maranoa region.

Section A:

About the RADF Program

What RADF Does Not Fund/ Support

The following individuals, organisations, and activities are not eligible for RADF funding:

- Amateur arts activities, including craft workshops, unless they involve professional artists delivering developmental outcomes.
- Applicants who have not acquitted previous RADF grants.
- Activities that start before funding approval.
- School-based arts activities, unless they involve broader community engagement or professional development.
- Framing and freight costs, except for up to 10% of total costs for significant exhibitions.
- Catering, openings, launches, and parties, even if part of a larger project.
- Entertainment, unless it includes a developmental component (e.g. workshops).
- Prizes, awards, competitions and eisteddfods, due to limited developmental outcomes and high demand.
- Publishing costs, except for up to 10% of printing costs for significant projects.
- Capital purchases (e.g. equipment, buildings, vehicles), unless essential to a funded project and available for community use.
- Recurrent operational costs (e.g. wages, office expenses), though funding may be available for new project components.
- Accredited study or university courses—RADF supports professional development, not formal education.
- Workshops by core-funded arts service organisations, unless outside their standard services.

Note: RADF does not fund 100% of any project. Applicants must contribute either in cash or in-kind.



Section A:

About the RADF Program

ABN and Artist Eligibility

You don't need an ABN to apply for RADF funding. However, if you don't have one, your application must be auspiced- this means another person or organisation with an ABN will manage the grant on your behalf. The auspice body handles the financial reporting but is not responsible for the creative direction or quality of the project.

Any artist receiving RADF funding must complete the Eligibility Checklist for Professional and Emerging Artists, you will find this document included in the RADF application form. This checklist helps confirm the artist's professional status. Having an ABN is just one of 12 criteria—artists must meet at least three to be eligible for payment through RADF.

Categories of Funding:

There are four (4) categories of funding

- Projects and Events
- Professional Development
- Capacity Building Workshops
- Collections and local history



Section A:

About the RADF Program

Category 1: Projects and Events

Supports the development of arts and cultural activities or events, including research, pilots, and trials. The RADF project must employ artists or arts professionals and include creative development.

- Funding may cover travel, expert consultation, and materials.
- Creative projects and programs – such as exhibitions, performances, or initiatives that are typically short-term and locally relevant.
- Public art and place activations – enhancing public spaces through artistic engagement.
- Creative festivals and events – offering high-quality outcomes, showcasing local artists, and fostering community connection.

Conditions:

- Open to individuals, groups, organisations, and councils.
- Applicants must hold Public Liability insurance

Potential outcomes:

- Stronger regional networks and partnerships.
- Broader community engagement and participation.
- Shared resources and knowledge across regions or sectors.

Project examples and ideas:

- A local theatre group collaborates with professional director to stage a play reflecting regional stories.
- A regional gallery teams up with a tourism body and local creatives to produce a multi-site exhibition and visitor experience.
- Professional writers and visual artists work with community members to document local stories through photography and short films.



Section A:

About the RADF Program

Category 2: Professional Development

Supports professional artists and artworkers to undertake training, attend conferences, or participate in mentorships within Queensland or interstate.

Conditions:

- Open to individuals or community organisations
- Applicants must be professional or emerging artists or artworkers.
- Eligible costs include travel, accommodation, and registration fees.
- Applications must be submitted at least eight (8) weeks before the activity.

Potential outcomes:

- Improved skills, knowledge, and confidence in artistic practice.
- New networks and professional connections.
- Career advancement and increased employment opportunities.
- Greater visibility and recognition of local artists at state or national levels.

Project examples and ideas:

- An emerging visual artist attends a masterclass in Brisbane to learn advanced techniques in oil painting.
- A local musician travels to Melbourne for a songwriting retreat, gaining mentorship from industry professionals.
- A curator attends a national arts conference to explore trends in exhibition design and audience engagement.



Section A:

About the RADF Program

Category 3: Capacity Building Workshops

Supports community groups to engage professional artists to deliver workshops.

Conditions:

- Open to community organisations and councils
- Eligible costs include travel, accommodation, and fees for tutors
- Tutor must hold Public Liability insurance
- Tutors must meet RADF eligibility criteria (professional status checklist)
- Project must take place within the Maranoa
- Applications must be submitted at least eight (8) weeks before the activity.

Potential outcomes:

- Improved skills, knowledge, and confidence in artistic practice
- New networks and professional connections
- Social wellbeing outcomes for community.

Project examples and ideas:

- A local art group engages a professional watercolour artist to run workshops in their community.
- A local community organisation engages a fibre artist teaching weaving, felting, or natural dyeing techniques using locally sourced materials.
- Council engages a professional photographer to offer a series of classes on composition, lighting, and editing for beginners and enthusiasts.



Section A:

About the RADF Program

Category 4: Collections and Local History

Supports projects that preserve and share local stories or manage significant collections.

- Funding may cover consultant fees, travel, accommodation, venue hire, and materials.

Projects may include oral histories, digital exhibitions or plays.

Conditions:

- Open to individuals, groups, or council
- Projects must demonstrate relevance to the Maranoa region's cultural identity or heritage.

Potential outcomes:

- Preservation of local history and cultural knowledge.
- Increased community awareness and pride in local heritage.
- New opportunities for storytelling and creative expression.
- Engagement of diverse community members in cultural activities.
- Strengthened identity and visibility of the Maranoa region.

Project examples and ideas:

- A community group collects oral histories from community members/organisations and creates a digital archive accessible to schools and libraries.
- An artist creates a visual exhibition showcasing personal stories of migration and belonging in Maranoa.
- A cultural worker leads a collection management workshop for volunteers at a local museum.



Section A:

Assessment Criteria

All applications are assessed against the following four equally weighted criteria:

Quality

- Demonstrates artistic merit and contributes to high-quality arts and cultural experiences for the local community
- Proven capacity to effectively support and deliver arts and cultural services

Reach

- Provides access to and engagement in arts and culture for a broad and diverse range of participants, audiences, and communities
- Shows clear evidence of local interest or demand for the proposed activity.

Impact

- Delivers meaningful cultural, artistic, social, or economic benefits to the community
- Contributes to the development of the local arts sector or broader community outcomes.

Viability

- Shows effective use of RADF funding with a realistic and well-planned budget
- Demonstrates sound governance, financial and project planning.

In addition to the core criteria, the following administrative factors are also considered:

- Previous grant performance: Has the applicant successfully delivered and acquitted any prior RADF-funded projects?
- Compliance: Does the project meet all relevant requirements, including health and safety, insurance, copyright, and licensing?



Section B: Your Application

What should I do before I start my application?

- Read through these Maranoa Region RADF guidelines
- Where relevant speak with your peers to gain community support for your project
- Ensure your application is for an activity that the local community will benefit from, either directly or indirectly
- Ensure you have allowed enough time between submitting the application and the proposed activity for the assessment process. The process usually takes eight (8) weeks which allows for the Committee to make their assessment (and ask for any additional information). Once the assessment is made it is then ratified at the next Ordinary Council Meeting.

What is a RADF Liaison Officer?

The RADF Liaison Officer is a Council officer who is your main contact for the RADF program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee.

Contact your RADF Liaison Officer if you need help understanding the Program and grant application process. They can give you vital information and resources and, if necessary, can meet with you or arrange for you to meet with a RADF Committee member.

What is the RADF Committee?

The RADF Committee is a local advisory group to Council. The Committee assesses your application and recommends to Council whether it is funded or not.



Section B: Your Application

What support material is required?

Brief and clear supporting material strengthens your application. Include only relevant support material such as

- Quotes from tradespeople, tutors or other businesses cited in your application if total project is over \$1,000
- Two letters of support
- Copies of documents verifying organisational status
- Letter of agreement from auspic organisation (if applicable)
- Copy of minutes from committee meeting showing resolution for applying for the funding
- Copy of Public Liability Insurance

For each professional or emerging professional arts worker receiving Maranoa Region RADF support will be required to provide:

- Confirmation of participation
- Schedule of fees
- A recent resume (one page) outlining their relevant training and experience
- Completed Eligibility Checklist for each Professional and Emerging Professional Artist

Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template on the application form. You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity.
- Account for all costs of your activity- expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind.
- Ensure you list all forms of income, including all other grants you have applied for. Mark an asterisk beside grants which have already been approved.
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown.
- Ensure the income and expenditure columns balance.

Further budget advice

- RADF will support up to 65% of the total projects cost. Applicants are required to make a contribution (this may be an in-kind contribution).
- The Committee has the right to offer less than the requested grant amount, this may be because of limited RADF funds available or the project not meeting the Committees priorities

Goods and Services Tax (GST)

All Council grants are paid exclusive of GST regardless of tax status of the applicant organisation.

Section B: Your Application

What do I do with my completed application?

After completing your RADF Application Form and attaching all relevant support material, you can submit it to council@maranoa.qld.gov.au addressing it to the RADF Liaison Officer.

What happens if I am successful?

If you are successful, you will be emailed by the RADF Liaison Officer:

- Specifying what funding is being allocated for and any special conditions that may apply to your application.
- Asking you to fill out and return a RADF Grant Acceptance Agreement form (note: funding cannot be released until this form has been completed)
- Detailing relevant information you need to acknowledge the State Government and Council who are providing the grant.

What happens if I am unsuccessful?

Not all funding applications will be successful. If you are unsuccessful you will be notified by email.

You can request further feedback from the Committee via the RADF Liaison Officer and are encouraged to adjust your application accordingly and reapply.

Can I alter my application after funding has been allocated?

Yes. Sometimes circumstances change and you cannot carry out the activity exactly as described in your application. In this instance, you must contact Council in writing to seek approval of any variation to the approved activity.

Please note: if you change the activity without approval, Council can ask for the funds to be returned.



Section B: Your Application

I have completed my activity. Is there anything else I should do?

Yes. You must complete and submit a Grant Outcome Report (templates can be found on Council's website) to Council no more than 8 weeks after completing your funded activity. This acquits the Maranoa Region RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through Maranoa Regional Council and Arts Queensland. You may be asked to repay the grant.

Your report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success of your activity achieved by:

- Identifying key aims and outcomes
- Statistics including how many people benefitted from the project
- Checking your financial estimates against your actual expenditure
- Learnings from the project for the future. What would you do differently next time?
- Photos from the event/ project in action
- Copies of any relevant marketing material (including the RADF funding acknowledgement)

Useful links

- [Grants and Funding – Maranoa Regional Council](#)
- [Arts Home page](#)
- [Home - Arts Law Centre of Australia](#)
- [Home - Australian Writers Guild](#)
- [Musicians Australia – Musicians Australia is a member-led initiative to build a better, fairer and more sustainable music industry.](#)
- [Home - Australian Society of Authors](#)
- [Welcome : NAVA](#)
- [Cars, transport and travel | Australian Taxation Office](#)
- [Funding Centre | Assigning value to your volunteer labour](#)



Section B: Your Application

Further Assistance

RADF Liaison Officer (Regional Arts & Culture Officer)- 1300 007 662 or email council@maranoa.qld.gov.au

Council postal address

Maranoa Regional Council
PO Box 620
Roma Qld 4455

RADF Committee Members

- Cr Meryl Brumpton
- Cr Johanne (Joh) Hancock
- Jason Gregg
- Sandra Macdonald
- Vicki Beitz
- Susan Sands
- Sally West
- Wendy Henning



*Regional Arts Development Fund a partnership between
the Queensland Government and Maranoa Regional
Council to support local arts and culture in regional
Queensland*



**Queensland
Government**



OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 28 May 2026

Item Number: 13.7

File Number: D26/55216

SUBJECT HEADING: Proposal: Community Mural – Arthur Street Bridge Underpass

Classification: Open Access

Officer's Title: Regional Arts and Culture Officer

Executive Summary:

Council has received a proposal from Toni Smith on behalf of *Chaos Art Club* to deliver a youth-led community mural at the Arthur Street underpass (Adungadoo Pathway) during the week commencing **22–26 June 2026**, aligning with Council's school holiday programming.

The project will engage approximately 20 local young people aged 7–16, with participation also open to the broader community under supervised sessions. The initiative aims to revitalise an underutilised space, enhance community perception and safety, and provide a positive creative outlet for young people.

Concept designs have been provided, with "*Nature Flow*" identified as the preferred option, noting the group is open to alternative elements subject to Council feedback. Chaos Art Club holds Public Liability Insurance and artist Toni Smith has previously delivered community murals in the Maranoa.

Council endorsement is sought to proceed with the mural, including approval of the site use and an allocation of funding from the School Holiday Program budget.

Officer's Recommendation:

That Council:

1. Endorses the delivery of a youth-led community mural at the Arthur Street underpass (Adungadoo Pathway), subject to final design approval and compliance with Council requirements.
 2. Approves Council undertaking reasonable site preparation works, including cleaning and preparation of the wall surface prior to painting.
 3. Approves a financial contribution of up to **\$2,000** from the **Youth Holiday Program budget (W/O 2888.2265.2001)** towards approved mural materials.
 4. Notes that Chaos Art Club will be responsible for project facilitation, supervision, delivery and any costs exceeding Council's approved contribution.
 5. Authorises the Chief Executive Officer (or delegate) to finalise project details, including design approval, site preparation requirements, risk management measures and any required internal approvals.
-

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

Council received a proposal from Toni Smith on behalf of Chaos Art Club seeking approval to deliver a youth-led community mural at the Arthur Street underpass (Adungadoo Pathway) during the week commencing 22–26 June 2026. The proposal aligns with Council's Youth Holiday Program and aims to transform an underutilised public space into a vibrant and welcoming community area through the involvement of local young people.

Following receipt of the initial proposal, Council officers met with Toni Smith to discuss the project scope, design concepts, delivery requirements and potential Council support. Following this meeting, Chaos Art Club provided further project details and an itemised budget, as outlined below:

Item	Cost
Exterior mural paints (10 x 5L colours)	\$1,200
Spray paint/accent colours	\$450
Primer/sealer	\$450
Brushes, rollers, trays and consumables	\$250
PPE and safety supplies	\$120
Site preparation/cleaning	\$350
Facilitation and supervision	\$2,000
Total	\$4,820

Council officers attempted to contact Toni Smith to discuss an alternative support arrangement, whereby Council would undertake site preparation works and provide funding of up to \$2,000 towards project materials, rather than fund the full project request. Officers sought confirmation as to whether the project could still proceed under this arrangement. At the time of writing this report, a response had not been received. An update will be provided to Council at the meeting.

The project is proposed to involve approximately 20 young participants aged 7–16 years, with opportunities for broader community participation through supervised painting sessions. Concept designs have been submitted for consideration, with final artwork to be subject to Council approval prior to commencement.

Background (Including any previous Council decisions):

Chaos Art Club is a locally based youth art group operating from Susie's Place and provides creative and educational opportunities for young people within the Maranoa region. The proposed mural project would be delivered as a supervised school holiday activity, involving design development, wall preparation, painting and finishing works.

The project seeks to:

- Engage local young people in a positive and creative activity;
- Enhance the visual appearance of the Arthur Street underpass;
- Promote community pride and ownership of public spaces;
- Improve activation of the Adungadoo Pathway area; and
- Provide an opportunity for youth-led public art within the region.

Chaos Art Club has advised it holds appropriate Public Liability Insurance and has previous experience delivering community art projects. Internal considerations for Council include site preparation requirements, design approval, future maintenance implications, pedestrian access during delivery, and coordination with relevant operational teams.

Options Considered:

Option 1 (Recommended)

Provide Council support through site preparation works and a contribution of up to **\$2,000 towards materials**. This option supports youth engagement and public art outcomes while ensuring Council's contribution remains reasonable and focused on community benefit. The group would remain responsible for facilitation, supervision and any additional project costs.

Option 2

Fund the full project request of \$4,820. This option would enable the project to proceed without requiring additional contributions from the group but would include Council funding project management and facilitation costs that are typically the responsibility of the applicant.

Option 3

Decline the request and encourage the group to seek external funding opportunities such as RADF or other grant programs. This option would result in no direct cost to Council but may delay or prevent delivery of the project.

A key risk identified across all options is the potential for future vandalism of the mural. While this risk cannot be entirely mitigated, it is considered acceptable given the benefits of activating and rejuvenating the space. Evidence suggests that

community-led and youth-delivered public art can foster a stronger sense of local ownership and pride, which may in turn reduce the likelihood of vandalism over time.

Recommendation:

It is recommended that Council approve Option 1.

This option provides practical support to a community-led youth initiative while maintaining an appropriate level of Council investment. By assisting with site preparation and contributing towards materials, Council can support activation of the Arthur Street underpass and youth participation in the arts without assuming responsibility for project facilitation and supervision costs.

Risks:

Risk	Description of likelihood & consequences
Future vandalism	While this risk cannot be entirely mitigated, it is considered acceptable given the benefits of activating and rejuvenating the space. Evidence suggests that community-led and youth-delivered public art can foster a stronger sense of local ownership and pride, which may in turn reduce the likelihood of vandalism over time
Financial	The financial risk to Council is considered low, as the requested funding is a one-off allocation within an existing Youth Holiday Program budget, with costs capped and no ongoing financial commitment required beyond project delivery.
Future maintenance	The mural may require future touch-ups or maintenance due to weathering or vandalism. Council's approval of the project does not commit Council to ongoing maintenance works.

Policy and Legislative Compliance:

N/A

Budget / Funding (Current and future):

Funding for the project, if approved, will be sourced from GL 2888.2265.2001 – Youth Holiday Program.

At the time of writing this report, sufficient funds are available within the Youth Holiday Program budget to accommodate the recommended contribution. Officers consider that assisting with site preparation and providing a contribution towards materials represents an appropriate level of Council support, while ensuring project delivery costs remain the responsibility of the applicant group.

Timelines / Deadlines:

ASAP- 22-26 June 2026

Consultation (Internal / External):

Toni Smith- Chaos Art Club
Local and Community Development Coordinator
Community, Economic & Tourism Development Manager

Strategic Asset Management Implications:

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

N/A

Acronyms:

Acronym	Description
RADF	Regional Arts Development Fund

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
4.10 Foster arts and culture within our communities and help preserve our local history

Supporting Documentation:

- 1 [↓](#) Project Brief- Community Mural- Arthur Street Bridge Underpass D26/55212
- 2 [↓](#) Image Arthur Street Bridge Underpass D26/55213
- 3 [↓](#) Image Arthur Street Bridge Underpass 2 D26/55214
- 4 [↓](#) Image Arthur Street Bridge Underpass 3 D26/55215

Report authorised by:

Coordinator - Local & Community Development
Director - Regional Development, Environment & Planning

Project Brief**Chaos Art Club – Arthur Street Bridge Community Mural**

Chaos Art Club proposes the delivery of a youth-led community mural beneath the Arthur Street Bridge (“Adungadoo Pathway”) during June 22–26, 2026. The project will engage local young people aged 7–16 in the collaborative design and creation of a vibrant public artwork aimed at transforming an underutilised space into a welcoming and visually engaging community feature.

The mural will incorporate colourful abstract, nature-inspired, and structured graffiti-style elements developed through guided workshops and supervised painting sessions. The project aims to promote youth engagement, community pride, creative expression, and positive activation of public space while contributing to the beautification of the area.

All mural concepts will be submitted to Maranoa Regional Council for approval prior to commencement, and all works will be completed with appropriate supervision and safety procedures in place.

Project costing

Exterior mural paints (10 x 5L colours)	\$1,200
Spray paint/accent colours	\$450
Primer/sealer	\$450
Brushes, rollers, trays, consumables	\$250
PPE and safety supplies	\$120
Site preparation/cleaning	\$350
Facilitation and supervision	\$2000

Total coating \$4820

Ms T - Artist

Chaos Art Club







OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 27 May 2026

Item Number: 13.8

File Number: D26/54151

SUBJECT HEADING: Wall of Fame - Guidelines update

Classification: Open Access

Officer's Title: Regional Sports and Recreation Officer

Executive Summary:

Council has recently received several *Wall of Fame* nomination requests which have highlighted limitations and ambiguity within the current Wall of Fame Guidelines adopted in 2010. In particular, the current guidelines provide limited clarification regarding residency requirements, recognition of sporting activities not formally recognised by the Australian Sports Commission, and the definition of eligible sporting achievements.

This report presents proposed amendments to the Wall of Fame Guidelines to provide clearer eligibility criteria and improve consistency and transparency in the assessment of future nominations.

Officer's Recommendation:

That Council:

1. Adopt the updated Wall of Fame Guidelines as presented.
2. Authorise officers to update the Wall of Fame Nomination Form to reflect the adopted guideline changes.

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

Council has recently received several Wall of Fame nominations that raised concerns regarding interpretation of the current eligibility requirements under the existing 2010 Wall of Fame Guidelines.

The nominations highlighted uncertainty regarding:

- Residency requirements and timing of residency within the Maranoa region;
- Whether activities not formally recognised by the Australian Sports Commission may be considered eligible; and
- The definition of a qualifying sporting contribution or achievement.
- The level of supporting information and documentation required to assess nominations consistently.

As a result, a review of the current guidelines has been undertaken to improve clarity, consistency and transparency for future nominations. Both the existing Wall of Fame guidelines and the proposed new guidelines (highlighted changes) are attached.

Background (Including any previous Council decisions):

The current Wall of Fame Guidelines were adopted by Council in 2010. Since adoption, the guidelines have remained largely unchanged and contain limited detail regarding eligibility criteria and assessment considerations.

Recent Wall of Fame nominations highlighted ambiguity within the existing 2010 Guidelines, particularly regarding eligibility criteria, residency requirements, recognition of sporting disciplines and the level of achievement required for inclusion.

Following Council discussion of these nominations at a Council Briefing, officers undertook a review of the existing Guidelines to ensure future nominations can be assessed against clear and consistent eligibility criteria.

The proposed Guidelines provide greater clarity regarding residency requirements, sporting eligibility criteria, nomination requirements, supporting evidence expectations, nominee consent requirements and Council's role in validating information provided by nominators.

Officers have subsequently advised nominators of the outcomes of nominations assessed under the existing Guidelines. In some cases, officers are exploring alternative opportunities to acknowledge significant contributions and achievements outside the Wall of Fame criteria.

Options Considered:

Option 1 – Adopt Updated Wall of Fame Guidelines (Recommended)

This option would adopt the revised Guidelines which:

- Clarify residency requirements;
- Require nominees to have represented Australia in a sport recognised within the Australian Sports Commission's Australian Sports Directory;
- Clarify requirements for team nominations;
- Establish minimum nomination documentation requirements;
- Clarify Council's role in validating information submitted; and
- Improve transparency and consistency in the assessment process.

Option 2 – Retain Existing 2010 Guidelines

This option would retain the current Guidelines without amendment.

Officers do not recommend this option as the existing Guidelines contain ambiguity regarding eligibility criteria, supporting documentation requirements and assessment processes, which may continue to result in inconsistent interpretation and community confusion.

Recommendation:

It is recommended Council adopt updated Wall of Fame Guidelines to provide greater clarity regarding residency requirements, sporting eligibility criteria, nomination requirements and supporting documentation.

The proposed updates will assist Council in ensuring future nominations are assessed consistently, transparently and fairly.

Risks:

Risk	Description of likelihood & consequences
Community dissatisfaction	Ambiguous criteria may lead to confusion or dissatisfaction from nominators and nominees regarding Council decisions.
Inconsistent assessment of nominations	Without updated guidelines, Council may continue to experience uncertainty and inconsistency when assessing eligibility of future nominations.
Reputational risk to Council	Outdated or unclear eligibility criteria may result in perceptions of inconsistent decision-making or unfair treatment of nominees.

Policy and Legislative Compliance:

The proposed guideline updates align with Council's commitment to transparent decision-making and community recognition programs.

Budget / Funding (Current and future):

There is no significant budget implications associated with the proposed guideline updates. Minor administrative costs associated with updating nomination forms and documentation will be managed within existing operational budgets.

Timelines / Deadlines:

Subject to Council adoption, officers will update the nomination forms and implement the revised guidelines following the June 2026 Ordinary Council Meeting.

Consultation (Internal / External):

Internal consultation has occurred with Councillors at the Council Briefing 19 May 2026.

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description
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

4.12 Develop healthy and connected communities through sport and recreation activities and facilities

Supporting Documentation:

- 1↓ Wall of Fame Guidelines for Nominating Candidates 2026 D26/56010
- 2↓ Wall of Fame Guidelines D25/90792

Report authorised by:

Coordinator - Local & Community Development

Manager - Community, Economic & Tourism Development

Director - Regional Development, Environment & Planning



WALL OF FAME GUIDELINES FOR NOMINATING CANDIDATES:

Before completing your nomination form, please make sure you have read the following information.

Criteria for Nominees

1. Nominees must:

- have been a resident of the Maranoa Regional Council area during the period in which the sporting achievement occurred, or have made a significant and sustained contribution to the development of their sport within the Maranoa Regional Council area.
- have made a significant sporting contribution at the highest level of national or international competition by representing Australia in a sport recognised within the Australian Sports Commission's Australian Sports Directory.
- provide evidence demonstrating their sporting achievement and Australian representation.
- be agreeable to their inclusion on the Wall of Fame.

2. Members of teams will be assessed on the same basis as individual nominees and must independently satisfy the eligibility criteria.

3. Any person or organisation may make a nomination for consideration by Council on the appropriate forms and signed by the Nominator.

4. Nominations can be submitted at any time throughout the year.

5. Council will not research the nomination; therefore, sufficient supporting information and evidence must be provided with the nomination to enable Council to assess the nomination.

6. Council is responsible for validating information submitted with the relevant sporting organisation or governing body, but is not responsible for undertaking the initial research or gathering supporting documentation.

7. Insufficient information provided may result in the Nominator being requested to submit additional supporting information before the nomination is considered.

8. All Wall of Fame nominations must include:

- A covering letter from the Nominator;
- A completed Wall of Fame Nomination Form signed by the Nominator;
- Documentation demonstrating the Nominee's sporting achievements and eligibility against the Wall of Fame criteria; and
- Any available supporting evidence such as official results, media articles, sporting records, certificates, biographies, or letters of endorsement.

9. It shall remain the responsibility of the Nominee, if successful for inclusion on the Wall of Fame, to provide:

- A professional studio-quality photograph; and
- A high-resolution digital image suitable for display and reproduction, dressed in suitable sporting attire.

10. Council's decision shall be final and no correspondence will be entered into.



WALL OF FAME GUIDELINES FOR NOMINATING CANDIDATES:

Before completing your nomination form, please make sure you have read the following information.

Criteria for Nominees

1. Nominees must be:
 - A resident or past resident of the Maranoa Regional Council area.
 - Nominees should have made a sporting contribution at the highest level of national competition by representing Australia.
 - Agreeable to their inclusion on the Wall of Fame.
2. Team players will be considered on the same basis as individuals.
3. Any person or organisation may make nomination for consideration by Council on the appropriate forms and signed by the Nominator.
4. Nominations can be submitted at any time throughout the year, but allocations shall be made twice yearly by Council in June and December of each calendar year. Any nomination previously submitted prior to March 2008, but not selected, may be resubmitted for reconsideration by Council.
5. Council will not research the nomination, therefore there must be supportive detail provided with the appropriate form to allow Council to make their decision.
6. Council is responsible for validating all information submitted with the appropriate sporting organisation, not for undertaking the initial research
7. Insufficient information given may lead to the Nominator being notified to resubmit the nomination form with the needed supportive detail.
8. All Wall of Fame nominations must include:
 - A covering letter by the Nominator
 - A completed Wall of Fame Nomination Form, signed by Nominator
 - Documentation showing the Nominee's merits in relation to their achievements
9. It shall remain the responsibility of the Nominee, if successful for inclusion on the Wall of Fame, to provide a professional studio photograph dressed in suitable sporting attire.
10. Council's decision shall be final and no correspondence will be entered into.

OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 31 March 2026

Item Number: 14.1

File Number: D26/33267

SUBJECT HEADING: Gwydir Laycock Park Injune | Adoption of Master Plan

Classification: Open Access

Officer's Title: Senior Project Officer - Capital Program Delivery

Executive Summary:

As part of the 2025/26 Operational Plan, Council approved the development of a Master Plan for Gwydir Laycock Park, Injune. Funding for the preparation of the Master Plan was allocated to the project under the Queensland Government's Works for Queensland Program.

Following completion of the Draft Master Plan, Council endorsed the document for community consultation. Consultation was subsequently undertaken in February 2026 in conjunction with engagement activities relating to the proposed Injune Pump Track project.

Consultation has now been completed and a Final Gwydir Laycock Park Master Plan has been prepared for Council's consideration. This report presents the outcomes of the community consultation process and seeks Council's adoption of the Master Plan as presented.

Officer's Recommendation:

That Council:

1. Receive and note the findings of the Gwydir Laycock Park and Injune Pump Track community consultation process undertaken in February 2026; and
2. Adopt the Gwydir Laycock Park Master Plan as presented.

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

Council endorsed the Draft Gwydir Laycock Park Master Plan for community consultation in late 2025. Community consultation was subsequently undertaken in late February 2026 in conjunction with consultation relating to the Injune Pump Track project.

The consultation process confirmed broad support for the overall direction of the Master Plan, with limited constructive feedback received requesting significant changes to the proposed layout or priorities. As a result, only minor amendments have been incorporated into the final Master Plan.

The key amendment is the introduction of a controlled vehicle access loop around the pool area to facilitate safe and practical chlorine delivery operations and service access requirements. This amendment responds to operational feedback received from the pool lessee and ensures the proposed future pump track area can function safely without conflict from service vehicle movements.

This report seeks Council's consideration and adoption of the Gwydir Laycock Park Master Plan as presented.

Background *(Including any previous Council decisions):*

Gwydir Laycock Park was identified through Council's revised recreation and open space planning process as Injune's primary future recreation and visitor park. The Master Plan establishes a long-term vision for the precinct, integrating recreation, tourism, youth activity, and community infrastructure into a single connected hub.

The draft plan identified several priority projects including:

- Construction of a BMX/Pump Track
- Development of a new shaded regional playground
- Pool entrance and amenities upgrades
- Tourism and landscaping improvements along the highway frontage
- Long-term renewal of supporting recreation infrastructure

Community consultation was undertaken in late February 2026 through a combination of:

- Community feedback opportunities
- Consultation relating to the proposed pump track project
- Stakeholder discussions with facility users and operational staff

Overall, feedback received demonstrated strong support for the direction of the Master Plan, particularly:

- Development of the BMX / Pump Track facility
- Relocation of the playground away from the highway
- Integration of recreation opportunities within a central precinct
- Improved tourism presentation and landscaping
- Development of youth recreation opportunities within Injune

No feedback requesting significant amendments was received. Limited feedback requesting minor changes, including co-location of play equipment (flying fox and playground), type of play equipment, as well as car parking clarification and pool maintenance access were received.

Changes Following Community Consultation

Only minor amendments have been made between the draft and final versions of the Master Plan presented for consultation.

Vehicle Access Loop

The primary amendment is the inclusion of a controlled vehicle access loop surrounding the pool area. This change responds to operational feedback received from the pool lessee regarding chlorine delivery requirements.

Under current operations, service vehicles undertake a large turning movement through the area proposed for the future BMX/Pump Track. The revised access arrangement:

- Utilises the existing driveway adjacent to the pool kiosk;
- Connects through to the existing informal rear access; and
- Provides a safer and more practical operational arrangement for heavy vehicle servicing.

The detailed design phase for future projects will need to incorporate:

- Public access controls to prevent unauthorised vehicle use;
- Appropriate bollards/gates or restricted access treatments; and
- Safe separation measures between vehicles and recreation/play areas.

These matters can be appropriately addressed through future detailed design and engineering processes.

Options Considered:

Option 1 – Adopt the Final Master Plan (Recommended)

This option allows Council to formally endorse a long-term strategic vision for Gwydir Laycock Park following completion of community consultation and stakeholder engagement. Adoption of the Master Plan will provide a clear framework to guide future recreation, tourism, and open space investment within Injune, while also strengthening Council's ability to pursue external grant funding opportunities and stage projects over time in line with budget availability.

The consultation process demonstrated broad support for the proposed direction of the Master Plan, with only minor amendments required following public engagement. Adoption of the plan also provides clarity around the future role of Gwydir Laycock Park as Injune's primary all-ages recreation and visitor park, while retaining the existing VIC playground as a smaller neighbourhood and early childhood-focused play space.

Option 2 – Request further amendments

Council may request further amendments prior to adoption; however, limited concerns were raised through consultation and the plan is considered sufficiently refined for adoption.

While this option remains available, officers consider the current document sufficiently refined and strategically aligned following the completion of community consultation and operational review.

Minor amendments or refinements can continue to be made to the adopted Master Plan, where required, without delaying the overall endorsement of the strategic direction and future planning framework.

Option 3 – Do not adopt a Master Plan for the site

Not recommended as this would delay strategic planning and reduce Council’s ability to pursue coordinated funding opportunities.

Risks:

Risk	Description of likelihood & consequences
Community expectation management	Community members may expect immediate delivery of all projects identified within the Master Plan. Ongoing communication regarding staging and funding availability will be required. An action plan for the Master Plan delivery has been developed, and will continue to be monitored and updated by Council Project and Local Area staff. Budget recommendations to the 2026/27 capital budget development process have been incorporated.
Vehicle and pedestrian interaction	Introduction of the service vehicle loop will require careful detailed design to ensure safe separation from recreation spaces.
Funding availability	Many projects identified remain dependent on future budget allocation and external grant opportunities.

Policy and Legislative Compliance:

The consultation and adoption process aligns with Council’s Community Engagement Framework and supports transparent strategic planning and asset management practices.

Budget / Funding (Current and future):

Adoption of the Master Plan does not commit Council to immediate capital expenditure. Individual projects will be subject to future budget deliberations, grant funding opportunities, and prioritisation through Council’s capital works planning processes.

The Master Plan improves Council’s readiness for future funding applications by providing a clear strategic framework and evidence of community consultation.

Timelines / Deadlines:

Implementation of individual projects will occur progressively subject to budget / funding availability.

Consultation (Internal / External):

Internal

- Councillors
- Local and Portfolio Councillors
- Deputy CEO
- Local Area Staff
- Facilities
- Pool Lessee and Operational Stakeholders

External

- Injune Community
- Injune Collective
- Tourism and community stakeholders
- Pump Track consultation participants

Consultation outcomes generally demonstrated support for the proposed direction and priorities identified within the Master Plan.

Strategic Asset Management Implications:

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

The Master Plan provides a coordinated framework for future recreation, tourism, and open space investment within Injune. It also supports long-term renewal planning for ageing recreational infrastructure and improves integration between Council assets.

Future project delivery may result in additional maintenance and renewal obligations which will be considered as part of detailed design, business case development and future budget processes.

Acronyms:

Acronym	Description
BMX	Bicycle Motorcross

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No – adoption would complete a task in the 2025/206 Operational Plan.
Corporate	No.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 5: Inclusivity

5.4 Community pride

Supporting Documentation:

1 [↓](#) Gwydir Laycock Park - Final Master Plan for
Endorsement

D26/52367

Report authorised by:

Deputy CEO - Strategic Roads, Airports & Major Projects

Gwydir Laycock Park

MASTER PLAN

Long Term Vision

A destination for visitors, a daily asset for residents, and a showpiece of Injune's welcoming community spirit.

Key Goals

-  Improve recreation opportunities for children, youth, and families
-  Encourage active play, sport, and wellbeing
-  Upgrade amenities and infrastructure for long-term community use
-  Encourage tourism and visitation through quality public spaces
-  Encourage participation in cycling, BMX, and action sports through inclusive and accessible facilities



Priorities

- High Priority**
 - Construct BMX / Pump Track
 - Install new shaded playground
 - Upgrade play spaces with shade, seating, BBQs, and amenities
 - Maintain maintenance access to pool facility
- Medium Term**
 - Upgrade Pool Entrance & Amenities Building
 - Establish new landscaped garden areas and seating
 - Upgrade public toilet facilities
 - Improve off-street parking
- Long Term**
 - Install outdoor fitness equipment
 - Investigate caravan stopping / parking area
 - Develop updated Community Hub use plan
 - Investigate future dog park opportunities
- Nearby Interfaces**
 - Strengthen links to Injune Rail Trail & Lagoon
 - Maintain service access to pool facilities
 - Retain school-to-pool pedestrian access





Gwydir Laycock Park Master Plan Priorities

The following priorities have been identified to guide the staged improvement and future development of Gwydir Laycock Park as a vibrant, active and family-focused recreation precinct that supports community wellbeing, youth engagement, and regional visitation:

High Priority

- Installation of maintenance access loop around pool facility (restricted access)
- Construction of BMX / Pump Track
- Installation of new shaded playground
- Inclusion of park amenities (shade, seating, BBQs, bollards, irrigation etc.) within the upgraded play spaces

Medium Priorities

- Upgrade Injune Pool Entrance & Amenities Building
- New garden installation on southern side of Community Hub
- Improve informal access and carpark area behind pool

Long Term

- Upgrade public toilet block (once current block reached the end of its asset life)
- Installation of outdoor exercise equipment
- Installation of more equipment for teenagers (including flying fox)
- Designated caravan stopping/parking point
- Community Hub – updated use plan to be developed
- Installation of dog park, if location remains preferred to other locations (*consideration to be given to suitability of dogs near play facilities*)

Nearby Interfaces

- Ensure walking/bike links to Injune Rail Trail & Injune Lagoon
- Ensure access remains available for bulk pool chemical delivery at rear of pool site
- Ensure access remains from School to Pool for swimming lessons

Summary of Community Consultation Outcomes

Feedback was received from members of the community, including school children, during consultation undertaken in February 2026. Two consultation sessions were held, including a session at Injune State School which primarily focussed on the proposed Pump Track, and a community drop-in session held at the Skatepark attended by local residents and users of the precinct.

Overall, feedback received was largely positive and demonstrated strong support for the proposed direction of the Master Plan and Pump Track concept. Limited constructive feedback requesting significant changes to the layout or priorities was received. Minor refinements were made to the draft plan following consultation, including adjustments to the proposed carpark layout and the co-location of play elements, including the flying fox, within the designated playground area.

Following consultation and further operational discussions with the pool lessee, the Master Plan was also updated to include a controlled service vehicle access loop surrounding the pool area. This amendment responds to operational requirements associated with pool chemical delivery and servicing while maintaining the integrity of the proposed recreation and pump track precinct. Future detailed design processes will incorporate appropriate access controls and separation measures between vehicles and recreation areas to ensure public safety and prevent unauthorised vehicle access.

Tourism Garden Inspiration – Henricks Park & Northern side of Community Centre



Playground Concept

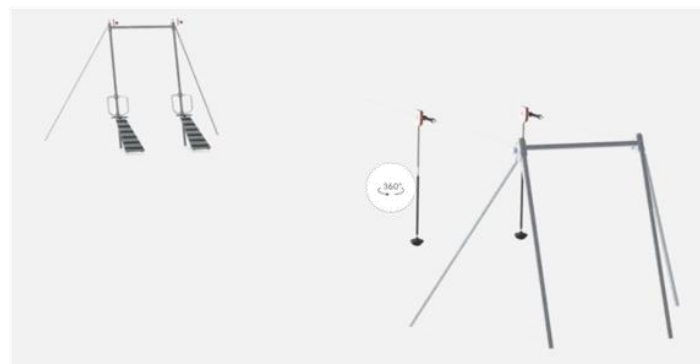
Multiple playground concepts were presented to community members. Overwhelming support was given for non-traditional tower style playgrounds, with a focus on risky/thrill seeking play features. Traditional play features including swings and junior play features should be incorporated into this space to support families of multi-aged and young children but should not be the key feature.

The existing Injune VIC Playground is intended to continue functioning as a smaller neighbourhood and early childhood-focused play space, supporting young families, playgroups, and short-duration local use. In contrast, the redevelopment of Gwydir Laycock Park establishes a larger regional-level recreation destination catering to a broader range of ages and activities, including playground facilities, youth recreation, tourism, and community events.

Future detailed design to incorporate fencing, landscaping, bollards, and/or access controls to ensure safe separation between service vehicles and recreation areas.



Senior Play- Cliff Rider - Challenge



OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 31 March 2026

Item Number: 14.2

File Number: D26/33268

SUBJECT HEADING: Surat Recreation Grounds | Adoption of Master Plan

Classification: Open Access

Officer's Title: Senior Project Officer - Capital Program Delivery

Executive Summary:

As part of the 2025/26 Operational Plan, Council approved the development of a Master Plan for the Surat Recreation Grounds. Funding for the preparation of the Master Plan was allocated to the project under the Queensland Government's Works for Queensland Program.

Following completion of the Draft Master Plan, Council endorsed the document for community consultation. Consultation was subsequently undertaken in February 2026. Consultation has now been completed and a Final Surat Recreation Grounds Master Plan has been prepared for Council's consideration.

This report presents the outcomes of the community consultation process and seeks Council's adoption of the Master Plan as presented.

Officer's Recommendation:

That Council:

1. Receive and note the findings of the Surat Recreation Grounds Master Plan community consultation process undertaken in February 2026; and
2. Adopt the Surat Recreation Grounds Master Plan as presented.

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

Council previously endorsed the Draft Surat Recreation Grounds Master Plan for the purpose of community consultation. Community consultation was subsequently undertaken in late February 2026, including targeted engagement relating to Nason Park upgrades, the proposed Pump Track and broader recreation precinct improvements.

Overall, feedback received demonstrated strong support for the proposed direction of the Master Plan, particularly the focus on youth recreation, improved connectivity throughout the precinct, and long-term renewal of ageing recreation infrastructure.

Several amendments have been incorporated into the final Master Plan following community consultation, including:

- Addition of specific teenage-focused play elements;
- Addition of a footpath connection between Nason Park and the skatepark; and
- Relocation of the Charlotte Street entrance to the recreation grounds.

This report seeks Council adoption of the Final Surat Recreation Grounds & Nason Park Master Plan.

Background (Including any previous Council decisions):

The Surat Recreation Reserve and Nason Park precinct is Surat's primary recreation and community hub, incorporating sporting fields, courts, playground facilities, skatepark infrastructure, and supporting community amenities.

The Master Plan establishes a long-term strategic direction for the precinct, balancing sport, passive recreation, youth activity, tourism, and community infrastructure needs. The plan also responds to ageing infrastructure and identifies staged renewal opportunities to improve functionality, presentation, and connectivity throughout the precinct.

The draft plan identified several key priorities including:

- Playground upgrades at Nason Park and expanded play opportunities throughout the broader recreation grounds
- BMX/Pump Track development
- Skatepark shade and seating improvements
- Improved pedestrian connectivity
- Oval rehabilitation and irrigation renewal

Community consultation was undertaken in late February 2026 through a combination of:

- Community feedback opportunities
- School engagement and feedback sessions
- Consultation relating to the proposed pump track project
- Stakeholder discussions with facility users and operational staff

Overall, feedback received demonstrated strong support for the proposed direction and strategic priorities identified within the Master Plan.

Summary of Community Consultation Outcomes

Community consultation undertaken in February 2026 generated positive feedback regarding the overall direction of the Master Plan and the proposed focus on youth recreation and improved activation of the recreation precinct.

Several amendments were made to the draft Master Plan following consultation, including:

- Inclusion of additional teenage-focused play opportunities to broaden the appeal of the recreation precinct for older children and youth;
- Addition of a pedestrian footpath connection between Nason Park and the skatepark to improve accessibility, connectivity, and safety; and
- Relocation of the Charlotte Street entrance to improve traffic movements and overall functionality within the recreation grounds precinct.

The consultation process also reinforced strong community support for the proposed BMX/Pump Track project and improved recreational infrastructure throughout the precinct.

Options Considered:

Option 1 – Adopt the Final Master Plan (Recommended)

This option allows Council to formally endorse the long-term strategic direction for the Surat Recreation Grounds & Nason Park precinct following completion of community consultation and stakeholder engagement. Adoption of the Master Plan will provide a clear framework for future recreation investment, staged infrastructure renewal, and external grant funding applications.

The consultation process demonstrated strong community support for the proposed direction of the precinct, with amendments incorporated to improve connectivity, youth recreation opportunities, and traffic functionality. Adoption of the plan also provides clarity regarding the future role of the recreation grounds as Surat's primary sport, recreation, and community events precinct.

Option 2 – Request Further Amendments Prior to Adoption

Council may choose to request additional amendments prior to adoption. This could include changes to staging, infrastructure placement, or inclusion of additional projects identified through consultation.

While this option remains available, officers consider the current document sufficiently refined following completion of the consultation process. Minor amendments or refinements can continue to be made following adoption where required, provided they remain consistent with the overall strategic direction and intent of the Master Plan.

Option 3 – Do Not Adopt the Master Plan

Council may choose not to adopt the Master Plan at this time. This option is not recommended as it would delay long-term recreation planning for Surat and reduce Council's ability to pursue future grant funding opportunities and coordinated infrastructure investment.

Failure to adopt the Master Plan may also create uncertainty regarding future recreation priorities, renewal planning, and long-term development of the precinct.

Risks:

Risk	Description of likelihood & consequences
Community expectation management	Community members may expect immediate delivery of projects identified within the Master Plan. Clear communication regarding staging and funding availability will be required. An action plan for the Master Plan delivery has been developed, and will continue to be monitored and updated by Council Project and Local Area staff. Budget recommendations to the 2026/27 capital budget development process have been incorporated.
Funding availability	Delivery of several projects identified within the Master Plan will be dependent on future budget allocations and external grant funding opportunities.
Changing recreation trends	Recreation preferences may evolve over time; however, the Master Plan has been intentionally developed as a flexible guiding framework capable of adapting through future detailed design processes.

Policy and Legislative Compliance:

The consultation and adoption process aligns with Council’s Community Engagement Framework and supports transparent strategic planning and asset management practices.

Budget / Funding (*Current and future*):

Adoption of the Master Plan does not commit Council to immediate capital expenditure. Individual projects will be subject to future budget deliberations, grant funding opportunities, and prioritisation through Council’s capital works planning processes.

The Master Plan improves Council’s readiness for future funding applications by providing a clear strategic framework and evidence of community consultation.

Timelines / Deadlines:

Implementation of individual projects will occur progressively subject to budget / funding availability.

Consultation (*Internal / External*):

Internal

- Councillors
- Local and Portfolio Councillors
- Deputy CEO
- Local Area Staff

External

- Surat community, including school aged children
- Community stakeholders including SDDA and Surat State School P&C
- Pump Track consultation participants

Strategic Asset Management Implications:

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

The Master Plan provides a coordinated framework for future recreation, tourism, and open space investment within Surat. It also supports long-term renewal planning for ageing recreational infrastructure and improves integration between Council assets.

Future project delivery may result in additional maintenance and renewal obligations which will be considered as part of detailed design, business case development and future budget processes

Acronyms:

Acronym	Description
BMX	Bicycle Motorcross

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No – adoption would complete a task in the 2025/206 Operational Plan.
Corporate	No.

Link to Corporate Plan:

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

Supporting Documentation:

- 1 [↓](#) Surat Recreation Grounds - Final Master Plan for Endorsement D26/52648

Report authorised by:

Deputy CEO - Strategic Roads, Airports & Major Projects

Surat Recreation Grounds

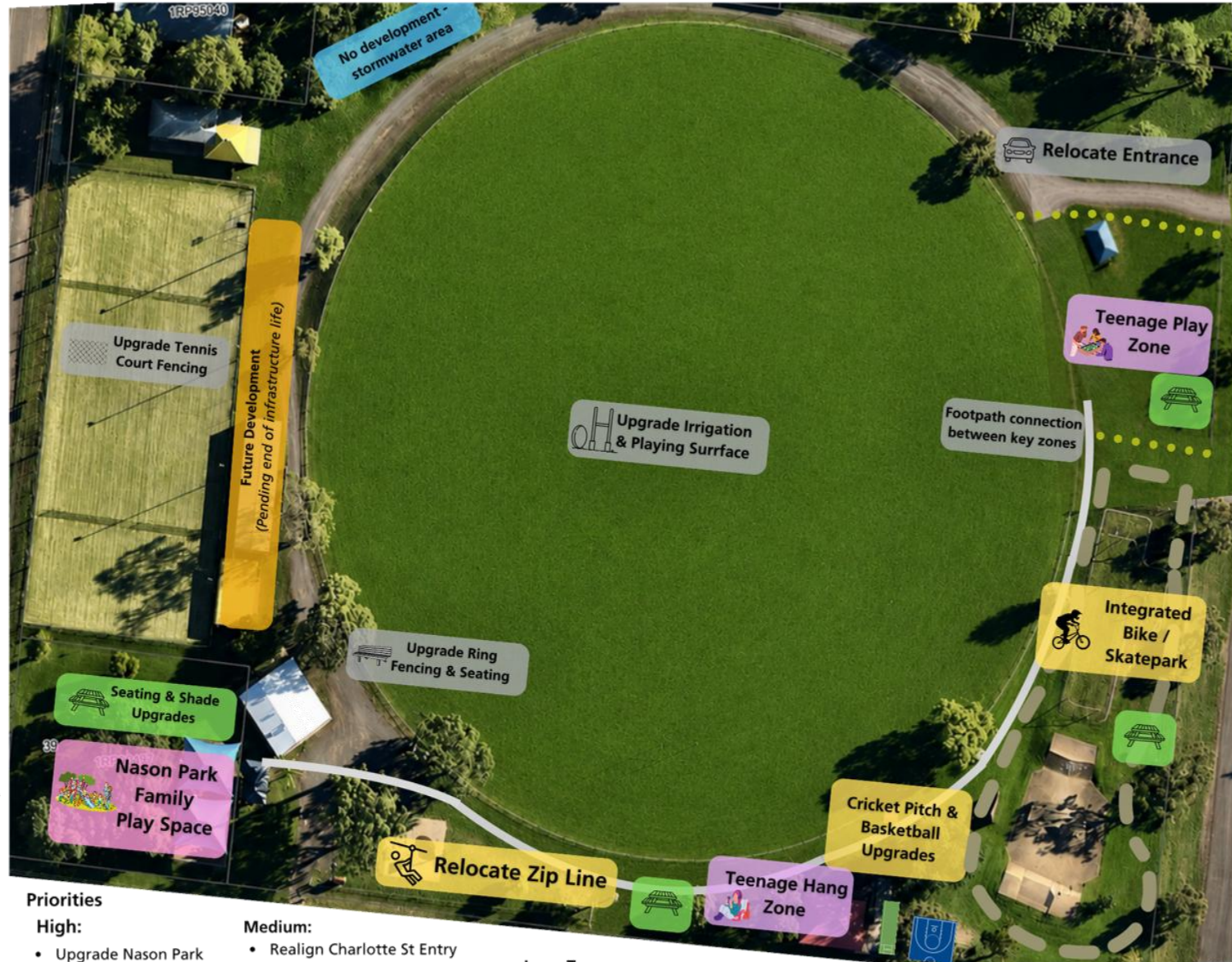
MASTER PLAN

Long Term Vision

A daily asset for residents, and a showpiece of Surat's welcoming community and sporting spirit.

Key Goals

-  Enhance green space and shade
-  Improve community access and facilities
-  Support play, sport and recreation
-  Upgrade infrastructure for resilience and sustainability
-  Promote active transport and connectivity



Priorities

High:

- Upgrade Nason Park
- Teenage Zones
- Shade, Seating & BBQs
- Additional Oval Seating

Medium:

- Realign Charlotte St Entry
- Integrated Bike & Skate Area
- Refresh Zip Line, Nets & Court
- Connect Key Zones with Paths
- Upgrade Oval Surface & Irrigation

Long Term

- Upgrade Tennis Fencing
- Upgrade Ring Fence
- Future Clubhouse Development

Connectivity:

- Walking & Bike Links







Surat Recreation Grounds Master Plan Priorities:

The following priorities have been identified to guide the staged improvement and future development of the Surat Recreation Grounds as a connected, family-friendly and multi-use community recreation precinct:

High Priority

- Upgrade family-friendly shaded play space within Nason Park, including integrated traditional play elements such as slides, swings, spinning, spring and jumping features
- Integrate park amenities including shelters, seating, BBQ facilities and shade throughout the Recreation Grounds, particularly within Nason Park and the Skatepark precinct
- Create dedicated spaces for older children and teenagers to play, gather and socialise
- Include additional seating opportunities in key locations around the oval ring fence

Medium Priorities

- Realign the Charlotte Street entrance to improve access and circulation
- Install an integrated bike park adjoining the skatepark precinct
- Refresh and upgrade the zip line, cricket nets and basketball court
- Incorporate concrete footpath connections between key recreation and play zones
- Rehabilitate the oval playing surface and irrigation infrastructure

Long Term

- Upgrade tennis court fencing
- Upgrade field ring fencing
- Facilitate future clubhouse development opportunities, including canteen & amenity block integration

Nearby Interfaces

- Strengthen walking and bike connections to Surat State School, the Surat Riverwalk and surrounding recreation spaces

Summary of Community Consultation Outcomes

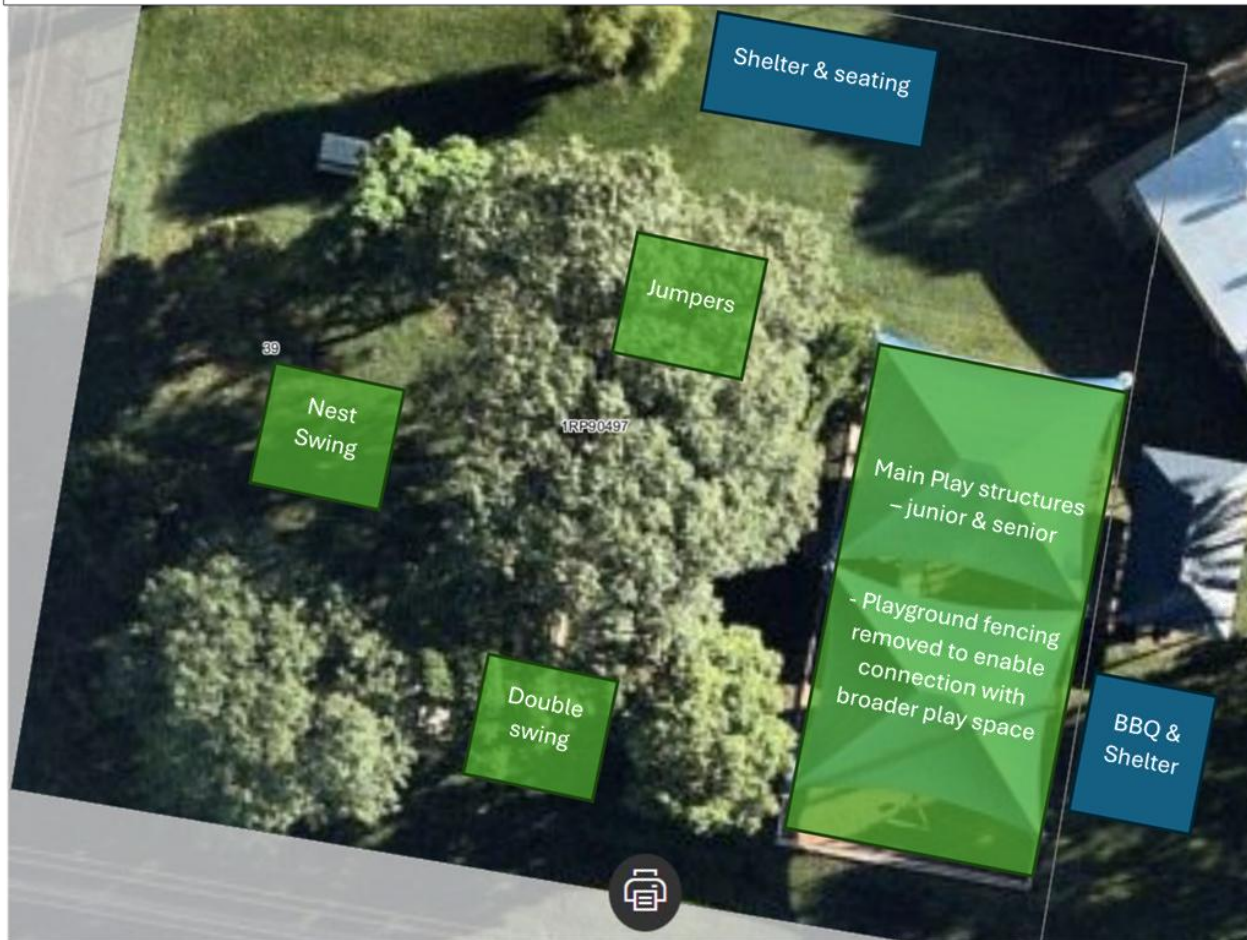
Three consultation sessions were held, including two at the Surat State School, and an afternoon session at the Skatepark in late February 2026. Feedback was received from members of the community, including key community groups SDDA, P&C and school children. Over 20 members of the community, and a further 25-30 children provided feedback.

Feedback has continued to be formally and informally provided to local staff, and has been incorporated into the below summary:

Bucking bull drum	Skatepark shade & seating
Rebound wall Basketball & Netball Upgrades	Playground – remove internal playground fencing
Nest swing	Tennis court fence – open tennis courts for everyone
Big kid play equipment Ping pong table Netball court Bucking bull	Playground examples: <ul style="list-style-type: none"> - Gold Coast – on the coast somewhere, ship playground - Hervey Bay - Injune Option 2 - Dalby – towards Tara
Hand ball	Trampoline, net playground, sand excavator, big forts
Nest swing & benches	Lights / cameras / safety considerations
Something for 10-12yrs to do – get them off the streets	Nest swings
Chill out zone	Footpath from skatepark to playground
	<p>Surat Early Learning Centre:</p> <ul style="list-style-type: none"> • They want to climb high • They definitely want a big slide • Swings are a must • Sand to dig in • Be able to fill their drink bottles up • Play with their siblings on the same equipment • A green tractor (not red) • Anything rocket or dragon - shaped will completely win them over as well!

Nason Park Playground – Proposed Plan

Community feedback has identified a preferred family-style play upgrade for Nason Park, and an initial concept proposal has been prepared. Further detailed design and development of the play space should continue in consultation with community members and key stakeholders prior to implementation.



Family Playground Suggestions

Main play structure options:



1-4 yrs

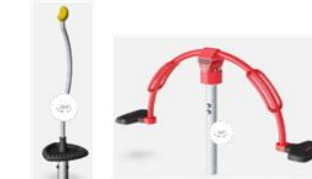


6+ yrs

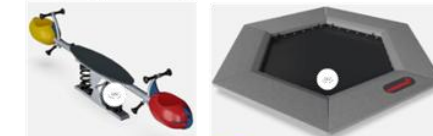
Swings



Spinners



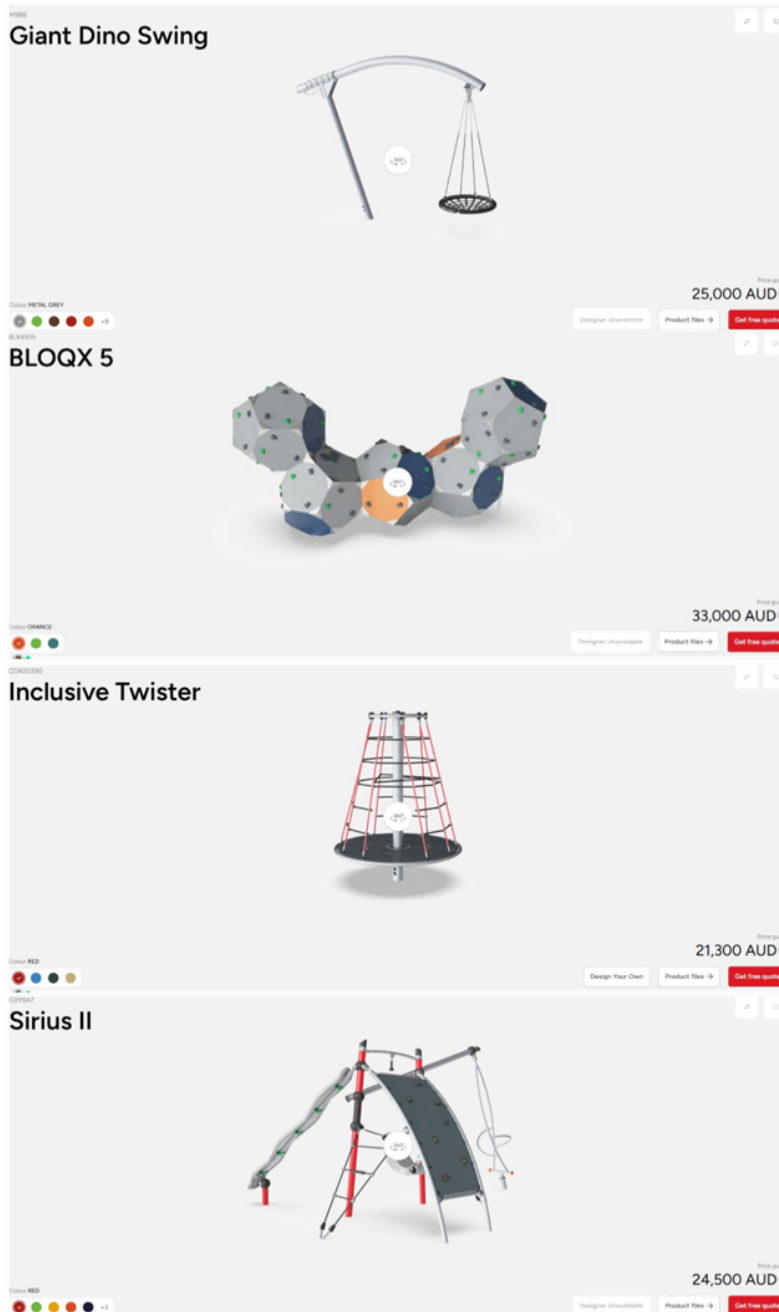
Springs & Jumping



Teenage Play Zone Items:

The location of these items – away from the main family focussed play area will make these the most attractive for older children. Consultation should occur with local older children/teenagers to determine final selection. Equipment should look “complex” suitable for older users, as well as providing social hang out spaces.

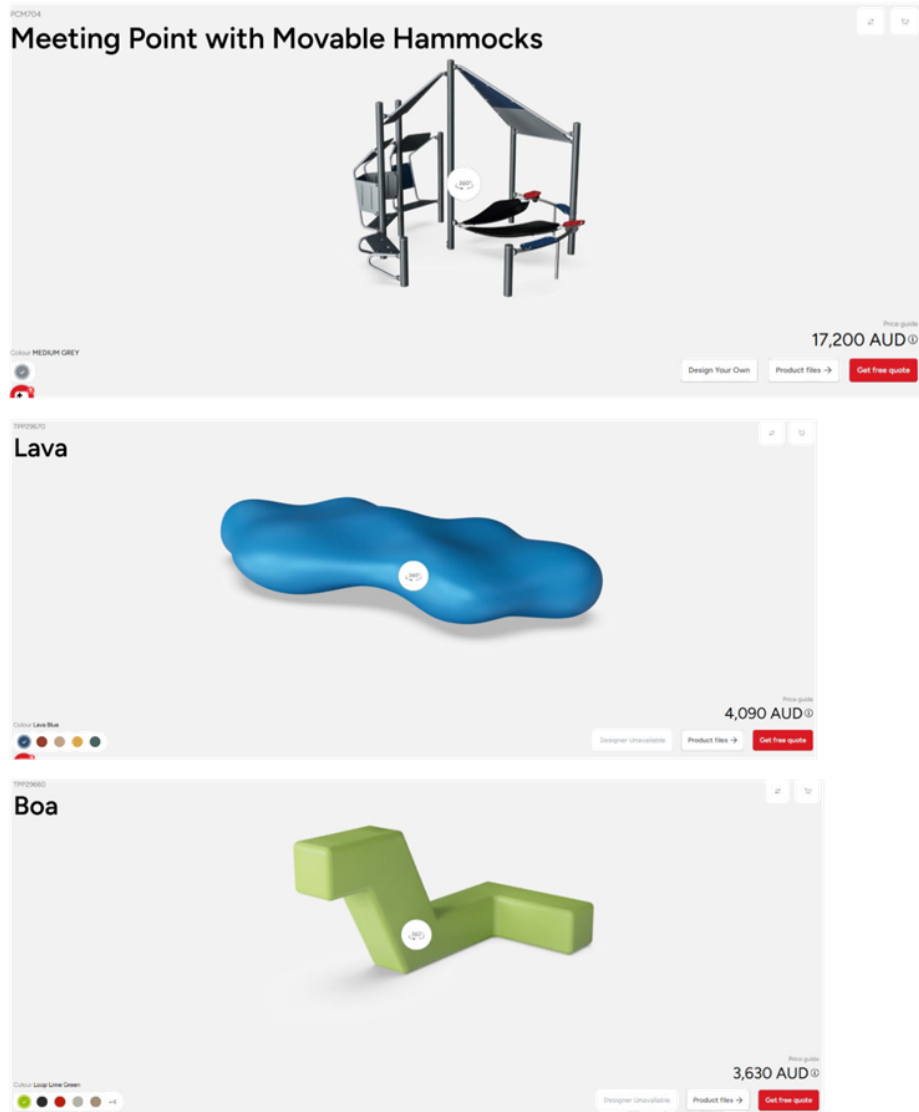
Suggestions include:



Teenage Hang Out Zone Seating

Seating should be located to provide social, but intimate hang out spaces.

Suggestions include:



OFFICER REPORT

Meeting: Ordinary 11 June 2026

Date: 25 May 2026

Item Number: 14.3

File Number: D26/53163

SUBJECT HEADING: 2025/26 Capital Works Budget Amendment |
Warroo Shire Hall Air Conditioning Upgrade

Classification: Open Access

Officer's Title: Project Officer - Capital Program Delivery

Executive Summary:

Council has allocated funding in the 2025/26 Capital Works Program to install air conditioning at the Warroo Shire Hall to improve comfort for community members and support the ongoing use of the facility for community events and activities.

Following completion of the design, heritage approvals and quotation process, the cost of delivering the project is higher than the original budget allocation.

This report seeks Council's consideration and approval to increase the project budget from savings within other completed facilities projects in the 2025/26 Capital Works Program to enable the project to proceed.

Officer's Recommendation:

That Council:

1. Approve an amendment to the 2025/26 Capital Works Budget to increase the allocation for WO26043 – Warroo Shire Hall Airconditioning to a total budget of \$128,450 (excluding GST)
2. Approve the transfer of \$57,482 from savings within the 2025/26 Capital Works Program to fund the work scope as outlined above.

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

Following completion of the detailed design, heritage approval process and procurement activities, the cost of delivering the project has exceeded the approved budget allocation. Quotations received indicate that additional funding is required to complete the project and provide an appropriate contingency allowance to manage unforeseen construction risks associated with the heritage-listed building.

Accordingly, this matter is being presented to Council for consideration of a budget amendment to increase the project allocation and reallocate funding from savings within other completed facilities projects to enable the works to proceed.

Background (Including any previous Council decisions):

The Warroo Shire Hall was built in 1929 in Surat as an administrative and social center. The hall is used today for a range of important community services and social events.

This financial year has seen 2 projects put forward for the hall, the air conditioning and replacement of the fans. The replacement of the fans project has been completed.

There is currently no air conditioning in the hall and can get very hot in summer and very cold in winter. The air conditioners that are to be installed will be for both heating and cooling. The quotes also include the installation of insulation bats in the ceiling to help with the climate within the hall.

The Surat & District Development Association have been consulted about the project and they approve the need for air conditioning in the hall.

The building is heritage listed and works cannot commence on the building unless approval has been sought from DETSI. Council have received approval via an exemption application to complete the air conditioning upgrade.

The design that has been selected for the building needed to be so that reduced the impacts of visual blight on the building. As per the below picture the air conditioning units will be placed on the floor against the walls.



Council adopted the 2025/26 Capital Works Budget with an allocation of \$88,818 for the installation of air conditioning at the Warroo Shire Hall.

As part of the project, Council engaged a mechanical engineer to prepare the detailed design and supporting documentation required to obtain approval from the Department of the Environment, Tourism, Science and Innovation (DETSI), as the building is heritage listed.

To date, Council has expended \$17,850 on the design and approval process.

Following receipt of the required approvals, the project was released for quotation. Two submissions were received from local contractors:

- Response 1: \$116,773 (excluding GST)
- Response 2: \$117,398 (excluding GST)

Recommendation:

That Council:

1. Approve an amendment to the 2025/26 Capital Works Budget to increase the allocation for WO26043 – Warroo Shire Hall Airconditioning to a total budget of \$128,450 (excluding GST)
2. Approve the transfer of \$57,482 from savings within the 2025/26 Capital Works Program to fund the work scope as outlined above.

Risks:

Risk	Description of likelihood & consequences
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Policy and Legislative Compliance:

Construction shall conform to requirements of all applicable Australian Standards and Codes of Practice.

Budget / Funding (Current and future):

Council adopted the 2025/26 Capital Works Budget with an allocation of \$88,818 for the Warroo Shire Hall project. This allocation was based on preliminary scope assumptions developed during the budget preparation process.

As the project progressed into detailed design and procurement, quotations were obtained that reflect a refined scope. Based on the pricing received, the total estimated cost to deliver the refined scope is \$116,773 (excluding GST). This results in an identified funding variance of \$45,805 taking into account expenditure to date.

It would be recommended to include for the project to also include a contingency to help manage and mitigate issues or omissions identified on site during construction. Due to the building's age there is a chance we may experience variations to complete the job, as it is unknown what is under the floor and in the ceiling. A 10% contingency

would result in a total project budget of \$128,450. Including the contingency, results in an identified funding shortfall of **\$57,482**.

Funding Options

Options available to address the identified funding variance include:

1. Use of Council Cash Reserves

Council may elect to fund the additional amount from existing cash reserves. This option would allow the project to proceed without reallocation from other capital projects; however, it would reduce the level of reserves available to respond to future priorities.

2. Transfer from savings within the existing 2025/26 Capital Works for Facilities Projects (recommended)

The following Facility projects have been delivered under budget and therefore remaining budgets can be reallocated

Work Order	Project	Remaining Budget \$
WO24394	Amby Hall Restumping	5,000
WO24507	Roma Cultural Centre Auditorium stairwell access to sound booth from auditorium floor	41,546
WO25948	Replaced damaged shed at the Injune Pool	12,500
		\$59,046

3. Transfer from savings within the 2025/26 Capital Works Program from other functional areas

WO26009 Jackson Street Kerb and Channel Project

Council may consider reallocating funding from saving within the 2025/26 Capital Works Program from other functional areas For example the Jackson Street kerb and channel project, which currently has a remaining budget of \$133,000.

The original scope included new kerb and channel works and widening of the existing bitumen pavement to the kerb. It is noted that undertaking a single widening project is not considered optimal due to the specialist equipment required. Combining multiple kerb and channel widening projects would provide better value for money and could be considered as part of a future bundled program.

Timelines / Deadlines:

Subject to Council approval of the project scope and any required budget amendment, the preferred contractor has advised that the earliest available commencement date for the works would be early July 2026.

Consultation (Internal / External):

Deputy Chief Executive Officer
 Surat & District Development Association
 Department of the Environment, Tourism, Science and Innovation (DETSI)
 Manager - Facility & Property Services

Strategic Asset Management Implications:

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

The air conditioning will need to be added to the annual service schedule.

Update of the facility management plan for the Warroo Shire Hall.

Acronyms:

Acronym	Description
DETSI	Department of the Environment, Tourism, Science and Innovation

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

4.9 Manage Council's land and buildings that contribute to the provision of a range of services across the region and are used by residents, visitors, business, industry and Council

Supporting Documentation:

Nil

Report authorised by:

Deputy CEO - Strategic Roads, Airports & Major Projects