BUSINESS PAPER

General Meeting

Wednesday 23 October 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 18 October 2019

Mayor:	Councillor T D Golder
Deputy Mayor:	Councillor J L Chambers
Councillors:	Councillor N H Chandler Councillor P J Flynn Councillor G B McMullen Councillor W M Newman Councillor C J O'Neil Councillor D J Schefe Councillor J M Stanford
Chief Executive Officer:	Ms Julie Reitano
Senior Management:	Mr Rob Hayward (Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services) Ms Sharon Frank (Director Corporate, Community & Commercial Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **October 23, 2019 at 9.00AM.**

Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No | Subject

1 Welcome

2 Attendances

3 Confirmation of Minutes
General 9 October 2019.....7

4 Declaration of Conflicts of Interest

5 On the Table

6 Presentations/Petitions and Deputations

7 Consideration of notices of business

8 Consideration of notices of motion

9 Reception of notices of motion for next meeting

Reports

10 Office of the CEO

10.1 Christmas and New Year Council Closures.....30
Prepared by: Human Resources & Training Advisor

11 Corporate, Community & Commercial Services

11.1 2018/19 Annual Financial Statements.....38
Prepared by: Financial Accountant/Team Coordinator
Attachment : Financial Statements 2018-19 - Maranoa Regional Council - FINAL.....43

11.2 Monthly Financial Report for the month ending 30 September 2019105
Prepared by: Contractor - Finance Systems Support
Chief Executive Officer
Attachment 1: Total Council Actual V Budget as at 30 September 2019.....109
Attachment 2: CEO Directorate Actual V Budget as at 30 September 2019.....110
Attachment 3: Corporate Community & Commercial Directorate Actual V Budget as at 30 September 2019.....111
Attachment 4: Development Facilities & Environment Directorate Actual V Budget as at 30 September 2019.....112
Attachment 5: Infrastructure Directorate Actual V Budget as at 30 September 2019.....113
Attachment 6: Debtors Report as at 30 September 2019.....114

11.3 Investment Report for the month ended 30 September 2019 116
Prepared by: Contractor - Finance Systems Support
Attachment 1: Investment Trading Limits September 2019 123
Attachment 2: Investment Register as at 30 September 2019 130

11.4 My Maranoa Business Initiative 146
Prepared by: Chief Executive Officer

12 Infrastructure Services

12.1 DWQMP Amendment Application 151
Prepared by: Team Coordinator – Projects & Compliance for the Water Sewerage & Gas Department
Attachment 1: Amendment Application form for Drinking Water Quality Management Plan 2019 155
Attachment 2: Drinking Water Quality Management Plan (DWQMP) - Overarching Maranoa Regional Council - 2019 PDF .. 157

12.2 Access to discounted water for domestic use and watering of stock 202
Prepared by: Manager - Water, Sewerage & Gas
Project Officer – Process & Systems Review

13 Development, Facilities & Environmental Services

13.1 Balonne Shire Council - Construction of River Guages within the Boundaries of Maranoa Regional Council 207
Prepared by: Associate to the Director / Directorate Budget & Emergency Management Coordination
Attachment 1: Details Construction Rain and River Gauges Infrastructure Under Guidance from Bureau of Meteorology (BOM) and Queensland Reconstruction Authority - Balonne Shire Council 211
Attachment 2: Email Balonne Shire Council re Construction & Installation of River Gauges 212
Attachment 3: Location of New Balonne River Gauges 215

13.2 Water Offtake agreements - Community Water Facilities 216
Prepared by: Rural Land Services & Funding Officer/Team Coordinator
Attachment 1: Fact sheet 1 - Offtake agreements 225
Attachment 2: Fact sheet 2 - High usage offtakes 230
Attachment 3: Application form - Offtake agreement 232
Attachment 4: Water agreement TEMPLATE 233

13.3 Regional Pool Report September 2019 246
Prepared by: Administration Officer - Council Buildings & Structures
Attachment 1: Surat Pool Monthly pool report September 2019 251
Attachment 2: Wallumbilla Pool Monthly pool report September 2019 259
Attachment 3: Mitchell Memorial Swimming Pool Monthly Pool Report September 2019 261
Attachment 4: Great Artesian Spa Monthly Pool Management Report September 2019 265

Attachment 5: Injune Pool Monthly Pool Management Report September 2019 279
Attachment 6: Injune Pool Monthly Pool Management Report August 2019 281

13.4 Surat Pool - Closure for Swimming Carnival & Swim Camp 282
Prepared by: Support Officer - Facilities
Attachment : Monthly Pool Report - Surat Pool Stating Request from Mel Sutton 286

13.5 Denise Spencer Pool - Request for closure on Boxing Day 294
Prepared by: Facility Lease Management & Housing Officer/Team Coordinator
Attachment : Correspondence - Stacey Robertson - Request to close pool 298

13.6 Bassett Park User Agreement - Race Horse Trainers 299
Prepared by: Facility Lease Management & Housing Officer/Team Coordinator
Attachment : Bassett Park User Agreement - Race Horse Trainers ... 302

13.7 Temporary Local Planning Instrument (TLPI) 01/2019 313
Prepared by: Manager - Planning & Building Development
Attachment 1: Draft Temporary Local Planning Instrument (TLPI) No.1 of 2019 (Roma Flood Hazard Overlay – Stage 2A) 319
Attachment 2: TLPI 01/2019 - Post-Stage 2A Flood Hazard Overlay Mapping 327
Attachment 3: Post Stage 1 Roma Flood Hazard Map 330

13.8 Funding Application for Injune and Surat Aerodrome Reseal Projects 331
Prepared by: Manager - Airports (Roma, Injune, Surat, Mitchell)
Attachment : Remote Airstrip Upgrade Program Round 7 Funsing Guideline 335

13.9 Request for grant extension 357
Prepared by: Support Officer - Economic & Community Development
Attachment 1: Letter from Zonta Club of Roma - Request Change to Community Grant agreement - 10.10.19 361
Attachment 2: Zonta Club of Roma - Grant Acceptance Agreement - Grant Round 2 - 2018-19 362

13.10 Asia Pacific Incentive Meetings Event February 2020 Event Attraction opportunity. 364
Prepared by: Local Development Officer - Roma
Attachment : V8_AIME Sponsorship_PostShowStats (002).pdf 369

13.11 Performance agreement with Jally Entertainment 375
Prepared by: Regional Grants & Council Events Development Coordinator

13.12 Parkrun Roma request 379

Prepared by: Regional Sport & Recreation Development Coordinator

Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 13 November 2019.

Confidential Items

In accordance with the provisions of section 275 of the *Local Government Regulation 2012,* a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

C.1 Excess Animal Application 2019-69 - Excess Dog
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.2 Excess Animal Application 2019-68 - Excess Dog
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.3 Request for concession - A/s 12007829
Classification: Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

C.4 Application for Community Organisation Concession
Classification: Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

C.5 Objection to Rating Category and/or Request for Concession
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.6 Outstanding Rates and Charges Monthly Update - September 2019
Classification: Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

C.7 Applications for Rate Payment Arrangements

Classification: Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

C.8 Request for reduced trading terms.
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.9 Bitumen Seal at Bonnydoon Road, Injune.
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.10 Tender 20003
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.11 Application for Permit to Occupy over Road Reserve adjoining Lot 1 on RP154619, Lot 31 on DUB5359 and Lot 49 on DUB53125
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.12 Review of Adminstration Action Complaint (CRM 16085/2019)
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.13 Applications for Community Grants Round One 2019/20
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.14 Sponsorship Request for 2020 Queensland Training Awards - Regional Final for Darling Downs South West
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.15 2019-2020 Capital works program amendement - Mitchell Water Tower Relining

Classification: Closed Access

Local Government Regulation 2012 Section 275(c) the local government budget.

C.16 2019-2020 Capital works program budget amendment: additional funding for Mitchell water main renewals
Classification: Closed Access

Local Government Regulation 2012 Section 275(c) the local government budget.

C.17 Support for Surat Aboriginal Corporation Indigenous Festival in Roma, September 2020
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.18 Permit to Occupy - Portion of Stock Route Adjoining Lot 261 on DL132
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.19 Roma Saleyards Interpretive Centre - Contract Payment Variation
Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

C.20 Temporary Workers' Accommodation Facilities - APLNG Project
Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Councillor Business

14 Councillor Business

14.1 Request for installation of stairs at new selling pens at the Roma Saleyards 381
Prepared by: Mayor
Attachment : Roma Livestock Agents Association - Request for stairs at new selling pens 382

14.2 Live Streaming of Council Meetings 383
Prepared by: Councillor

Closure

MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 9 OCTOBER 2019 COMMENCING AT 9.00AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. J L Chambers, Cr. N H Chandler, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr. D J Schefe, Acting Chief Executive Officer – Rob Hayward and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank, Manager Economic & Community Development – Ed Sims, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Facilities (Land, Building & Structures) – Tanya Mansfield, Manager Saleyards – Paul Klar, Manager Planning & Building Development – Danielle Pearn, Regional Sport & Recreation Development Coordinator – Fiona Vincent, Regional Grants & Council Events Development Coordinator – Susan Sands, Lead Town Planner – Christopher Tickner, Rates & Utilities Billing Officer – Catherine (Katie) Ballard.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.00am.

APOLOGIES

Resolution No. GM/10.2019/01

Moved Cr Chambers **Seconded Cr O'Neil**

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

CARRIED 8/0

CONFIRMATION OF MINUTES

Resolution No. GM/10.2019/02

Moved Cr Chambers **Seconded Cr Flynn**

That the minutes of the General Meeting held on 25 September 2019 be confirmed.

CARRIED 8/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Flynn declared a 'Conflict of Interest' with the following item:

- LC.1 – Flood Mitigation Stage 1 – Landholder Negotiations – Assessment No. 14008387

  due to him owning a house in the area that the levee is bound by, and that voting on this matter may cause a perception that he may have directly benefited from the levee or various aspects of the levee.

Cr. Flynn foreshadowed that he would remove himself from discussions and decisions on the abovementioned item.

UNCONFIRMED

Mayor Golder declared a possible 'Conflict of Interest' with the following item:

- LC.1 – Flood Mitigation Stage 1 – Landholder Negotiations – Assessment No. 14008387

  due to his mother having an agreement with Maranoa Regional Council in relation to flood mitigation that has now been finalised. Mayor Golder further indicated that he was waiting for legal advice in regard to future Roma Flood Mitigation Project matters.

Mayor Golder foreshadowed that he would remove himself from discussions and decisions on the abovementioned item.

Mayor Golder declared a perceived 'Conflict of Interest' with the following item:

- 13.1 – Roma Roadrunners Boxing Club Inc. – Request to use Fashion Parade Shed at Bassett Park

  due to his wife assisting with the fashion parade at Bassett Park Roma.

Mayor Golder foreshadowed that he would remove himself from discussions and decisions on the abovementioned item.

ON THE TABLE

The following late items had been laid on the table at a previous General Meeting on 25 September 2019:

- L.1 - Composting Subsidy Program
- LC.3 - Review of Administrative Action Complaint (CRM 6500/2019)

BUSINESS

INFRASTRUCTURE SERVICES

Item Number: **12.1** **File Number: D19/85302**

SUBJECT HEADING: **SCHEDULED RESERVOIR INSPECTIONS AND CLEANING**

Officer's Title: **Manager - Water, Sewerage & Gas**

Executive Summary:
This report presented a scheduled program to inspect and clean the reservoirs and tanks regularly.

Resolution No. GM/10.2019/03

Moved Cr Schefe **Seconded Cr Newman**

That Council:

1. **Note the contents of the report.**
2. **Endorse for the schedule to be included in the Water Network Asset Management Plan**

CARRIED 8/0

Responsible Officer	**Manager - Water, Sewerage & Gas**

UNCONFIRMED

Item Number:	**12.2**	**File Number: D19/87604**
SUBJECT HEADING:	**MITCHELL WATER STRATEGY**	
Officer's Title:	**Manager - Water, Sewerage & Gas**	

Executive Summary:
A strategy has been prepared for Mitchell water to address the current issues, including lack of redundancy and pressure issues, as well as future demands.

Resolution No. GM/10.2019/04

Moved Cr Schefe **Seconded Cr Chambers**

That Council:

1. **Note the contents of the report.**
2. **Adopt the 10 year water supply strategy for Mitchell as presented.**

CARRIED 8/0

Responsible Officer	**Manager - Water, Sewerage & Gas**

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Mayor Golder, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 9.07am, taking no part in discussions and debate on the matter.

The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Item Number:	**13.1**	**File Number: D19/84701**
SUBJECT HEADING:	**ROMA ROADRUNNERS BOXING CLUB INC. - REQUEST TO USE FASHION PARADE SHED AT BASSETT PARK**	
Officer's Title:	**Support Officer - Facilities**	

Executive Summary:
A request was received from the Roma Roadrunners Boxing Club Inc. to rent the Fashion Parade building at Bassett Park Roma.

Moved Cr McMullen

That Council:

1. **Enter into an agreement with Roma Roadrunners Boxing Club Inc. for the use of the Fashion Parade building at Bassett Park for a period of 12 months.**
2. **Include in the agreement the requirement that the group vacate the building four (4) weeks prior to the Roma Show and two (2) weeks at Roma Cup time.**
3. **Offer Roma Roadrunners Boxing Club Inc. to enter into this agreement at the agreed rental price of $100.00 per week including GST with no rental charged for the time the building is used for the Roma Show and Roma Cup.**

UNCONFIRMED

4. **Require that the group provide a copy of public liability insurance to the value of twenty (20) million dollars.**

NO VOTE TAKEN

Responsible Officer	**Support Officer - Facilities**

No vote was taken on the draft motion with Cr. Newman putting forward an amendment to the draft motion, indicating she would be happy to second the draft motion if the 'Mover' was happy to accept the amendment.

Cr. McMullen indicated he was happy to include the amendment proposed, which was recorded as follows:

Moved Cr McMullen **Seconded Cr Newman**

That Council:

1. **Enter into an agreement with Roma Roadrunners Boxing Club Inc. for the use of the Fashion Parade building at Bassett Park for a period of 12 months.**
2. **Include in the agreement the requirement that the group vacate the building four (4) weeks prior to the Roma Show and two (2) weeks at Roma Cup time.**
3. **Offer Roma Roadrunners Boxing Club Inc. to enter into this agreement at the agreed rental price of $100.00 per week including GST with no rental charged for the time the building is used for the Roma Show and Roma Cup.**
4. **Require that the group provide a copy of public liability insurance to the value of twenty (20) million dollars.**
5. **Require that the group provide a copy of all required licences and staff training requirements.**

NO VOTE TAKEN

Cr. O'Neil proposed that a further amendment be included in the draft motion to better clarify the time requirement specified in point 2. The 'Mover' and 'Seconder' of the draft motion indicated they were happy with the proposed amendment which was recorded as follows:

Moved Cr McMullen **Seconded Cr Newman**

That Council:

1. **Enter into an agreement with Roma Roadrunners Boxing Club Inc. for the use of the Fashion Parade building at Bassett Park for a period of 12 months.**
2. **Include in the agreement the requirement that the group (personnel and equipment), vacate the building four (4) weeks prior to the Roma Show, the week of the event, and one (1) week following the event (a total of six weeks), and for the Roma Cup – the weekend of the event (if required), and as negotiated by staff.**
3. **Offer Roma Roadrunners Boxing Club Inc. to enter into this agreement at the agreed rental price of $100.00 per week including GST with no rental charged for the time the building is used for the Roma Show and Roma Cup.**
4. **Require that the group provide a copy of public liability insurance to the value of twenty (20) million dollars.**

5. **Require that the group provides a copy of all required licences and staff training requirements.**

NO VOTE TAKEN

No vote was taken on the draft motion, with Cr. O'Neil proposing the following Procedural Motion:

Resolution No. GM/10.2019/05

Moved Cr O'Neil **Seconded Cr**

That Council suspend 'Standing Orders' to allow all Councillors to speak on the matter should they wish to do so.

CARRIED 7/0

Resolution No. GM/10.2019/06

Moved Cr Schefe **Seconded Cr Chandler**

That Council close the meeting at 9.19am, to discuss Item 13.1 in accordance with *Local Government Regulation 2012* Section 275(h).

CARRIED 6/1

Resolution No. GM/10.2019/07

Moved Cr O'Neil **Seconded Cr McMullen**

That Council open the meeting to the public at 9.31am.

CARRIED 7/0

Council then voted on the amended draft motion, with the outcome recorded as follows:

Resolution No. GM/10.2019/08

Moved Cr McMullen **Seconded Cr Newman**

That Council:

1. **Enter into an agreement with Roma Roadrunners Boxing Club Inc. for the use of the Fashion Parade building at Bassett Park for a period of 12 months.**

2. **Include in the agreement the requirement that the group (personnel and equipment), vacate the building four (4) weeks prior to the Roma Show, the week of the event, and one (1) week following the event (a total of six weeks), and for the Roma Cup – the weekend of the event (if required), and as negotiated by staff.**

3. **Offer Roma Roadrunners Boxing Club Inc. to enter into this agreement at the agreed rental price of $100.00 per week including GST with no rental charged for the time the building is used for the Roma Show and Roma Cup.**

4. **Require that the group provide a copy of public liability insurance to the value of twenty (20) million dollars.**

5. **Require that the group provides a copy of all required licences and staff training requirements.**

CARRIED 6/1

Responsible Officer	**Support Officer - Facilities**

At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the Chamber assuming the Chair.

Cr. O'Neil left the Chamber at 9.33am, and returned at 9.34am.

Item Number: **13.2** **File Number: D19/89790**

SUBJECT HEADING: **DRAFT MITCHELL MEMORIAL PARK CONCEPT MASTER PLAN**

Officer's Title: **Local Development Officer - Mitchell**

Executive Summary:
Council approval was sought to release the draft Concept Plan for the Mitchell Memorial Park, for public comment prior to formal adoption of the final documents by Council.

Resolution No. GM/10.2019/09

Moved Cr Chambers **Seconded Cr Schefe**

That Council:

1. **Approve release of the Draft Mitchell Memorial Park Concept Master Plan to the residents of Mitchell for public viewing and feedback as required for the period of Monday 14 October 2019 – Monday 28 October 2019.**

2. **Make available the concept plan at the Customer Service Centre in Mitchell and online.**

CARRIED 8/0

Responsible Officer	**Local Development Officer - Mitchell**

CONFIDENTIAL ITEMS (discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.13 and LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

(c) the local government budget;

(d) rating concessions;

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

UNCONFIRMED

Resolution No. GM/10.2019/10	
Moved Cr Newman	**Seconded Cr Chambers**
That Council close the meeting to the public at 9.36am.	
CARRIED	8/0

Cr. Chandler left the Chamber at 9.46am, and returned at 9.47am.

Cr. Flynn left the Chamber at 9.58am, and returned at 10.02am.

Resolution No. GM/10.2019/11	
Moved Cr O'Neil	**Seconded Cr Flynn**
That Council open the meeting to the public at 10.30am.	
CARRIED	8/0

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.36AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 11.03AM

Item Number: **C.1** **File Number: D19/88981**

SUBJECT HEADING: **FURNITURE OPTIONS - MULTI-PURPOSE FACILITY**

Officer's Title: **Manager - Saleyards**

Executive Summary:
This report was presented to Council to review options and select furniture to fit out the Canteen Room, Multi-Purpose Room, Waiting Room and the Administration areas of the Roma Saleyards Multi-Purpose Facility.

Resolution No. GM/10.2019/12	
Moved Cr O'Neil	**Seconded Cr Schefe**
That Council select the following furniture options for the fit out of the Canteen Room, Waiting Room and the Administration areas of the Roma Saleyards Multi-Purpose Facility: **1. Option 1 for Tables and Chairs in Canteen Room.** **2. Be provided further options for tables and chairs in the Multi-Purpose Room.** **3. Option 1 for Desks and Chairs in the Waiting Room and Administration Offices.** **4. All quotations obtained be presented to Council for further consideration.**	
CARRIED	8/0

Responsible Officer	**Manager - Saleyards**

UNCONFIRMED

Item Number: C.2 **File Number: D19/86045**

SUBJECT HEADING: **APPLICATIONS FOR RATE PAYMENT ARRANGEMENTS**

Officer's Title: **Rates and Utilities Billing Officer**

Executive Summary:
Applications for rate payment arrangements were received from various ratepayers. The timeframes the applicants proposed to have their rates paid in full extends beyond the current financial year timeframe that is adopted in Council's adopted Revenue Statement.

Resolution No. GM/10.2019/13

Moved Cr Chambers **Seconded Cr McMullen**

That Council:

1. **Decline the applicant's payment arrangements as set out in Table A of the officer's report.**

2. **Propose to the applicants a new payment arrangement so that all rates, charges and arrears accumulated are paid in full by 30 June 2021.**

CARRIED 7/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Rates and Utilities Billing Officer**

Item Number: C.3 **File Number: D19/82088**

SUBJECT HEADING: **SUSTAINABLE POPULATION TARGET FOR THE MARANOA REGION**

Officer's Title: **Manager - Economic & Community Development**

Executive Summary:
At its meeting on 13 February 2019, Council resolved to "prepare a report to determine a costing for budget consideration for a liveability study and assessment to be undertaken by a respected demographer, with a view to establishing a sustainable population target for our region (e.g. 20,000 people)".

In anticipation of the assignment costing around $20,000, the same amount was allocated in the 2019/20 budget. The results of the "call for submissions" have revealed that the assignment could cost a total of $66,910.

This report presented the scope and cost of completing the work, and recommended a course of action that will assist to achieve the goals of Council for the community.

Resolution No. GM/10.2019/14

Moved Cr Schefe **Seconded Cr O'Neil**

That Council:

1. **Award the work package that will deliver a Population Sustainability report in two separate packages to AEC Group and The Demographics Group.**

2. **Allocate an additional budget of $34,910 (Exc. GST), with funds sourced as follows:**

Budget	Work Order (WO)/General Ledger (GL)	Amount
Manager Econ Dev - Wages and Salaries	GL 2880.2001.301	$10,000
Manager Econ Dev - Materials and services	GL 2880.2001.2001	$11,000
Economic Research/Data Analysis	WO 14478.2538.2001	$5,000
Local Development Salaries	GL 2883.2001.301	$8,910
Total budget (incorporating previously approved budget of $20,000)		**$54,910**

CARRIED 5/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Chandler
Cr. Flynn	Cr. Golder
Cr. Newman	Cr. McMullen
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Manager - Economic & Community Development**

Item Number: **C.4** **File Number: D19/89252**

SUBJECT HEADING: **REQUEST FOR FINANCIAL SUPPORT - INJUNE RETIREMENT VILLAGE YEAR TWO**

Officer's Title: **Manager - Economic & Community Development**

Executive Summary:

Council received a formal request from Pinaroo Roma Inc., for the second year payment of financial support for the operation of the Injune Retirement Village. This subsidy was granted to Pinaroo at the General Meeting on 14 March 2018 (Resolution GM/03.2018/38).

The subsidy was for two yearly payments of $45,000 and this request is for the second and final payment. The resolution stated that the payment was conditional upon the presentation of a cash flow forecast showing the need for the subsidy.

This report sought the resolution of Council to release the second and final payment.

Resolution No. GM/10.2019/15

Moved Cr McMullen **Seconded Cr Chandler**

That Council release a payment of $45,000 from Work Order (WO) 20046 (Transitioning of Injune Retirement Village) upon receipt of an invoice from Pinaroo Roma Inc.

CARRIED 8/0

Responsible Officer	**Manager - Economic & Community Development**

Item Number: **C.5** **File Number: D19/81620**

SUBJECT HEADING: **EXCESS ANIMAL APPLICATION 2019/71-EXCESS DOG**

Officer's Title: **Lead Animal Control/Community Safety Officer**

Executive Summary:
An excess animal application for one additional dog was lodged with Council for consideration.

Assessment of the application has been completed, mandatory documents provided, background checks performed on the dog owner and nominated dogs, and a site inspection conducted. The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.

Resolution No. GM/10.2019/16

Moved Cr Chandler **Seconded Cr Schefe**

That, in accordance with the provisions of *Local Law No 1 (Administration) 2011* and *Local Law No 2 (Animal Management) 2011*, Council grant excess dog approval to keep the three (3) dogs stated in Excess Animal Application Number 2019/71 identified as microchip numbers Dog One 953010003752893, Dog Two 953010003752600 & Excess Dog One 953010003860058 on the premises at 18 Conlan Street, Roma, for a term of (1) one year subject to the following conditions:

(a) this approval allows for a total of three (3) dogs to be kept on the premises and is limited to the three (3) identified dogs; and

(b) if any identified dog dies or is relocated to other premises or is kept by another owner or keeper at other premises, the dog may not be replaced by another dog unless the keeping of the dogs on the premises is approved under another excess dogs approval; and

(c) the approval holder must ensure each and every identified dog is:
(i) implanted with a prescribed permanent identification device in accordance with section 14 of the *Animal Management (Cats and Dogs) Act 2008*; and
(ii) registered with Council; and

(d) the approval holder must take all reasonable steps to prevent each and every identified dog kept on the premises from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and

(e) the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is properly drained and that run-off is kept off adjoining premises; and

(f) **the approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and**

(g) **the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is maintained in:**
(i) a clean and sanitary condition and disinfected regularly; and
(ii) an aesthetically acceptable condition; and

(h) **the approval holder must ensure a proper enclosure is maintained on the premises in accordance with the requirements of *Local Law No. 2 (Animal Management) 2011*; and**

The approval holder must notify Council in writing in the event of the suspension or cancellation of a relevant approval for the keeping of any identified dog on the premises within 3 days of the suspension or cancellation of the relevant approval. For example, if the approval holder is the occupier of the premises and the owner of the premises suspends or cancels the approval holder's right to keep any identified dog at the premises, the approval holder must notify Council in writing of the suspension or cancellation of the approval within 3 days of the suspension or cancellation.

CARRIED 6/2

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Chandler	Cr. McMullen
Cr. Golder	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Lead Animal Control/Community Safety Officer**

Item Number: **C.6** **File Number: D19/83773**

SUBJECT HEADING: **EXCESS ANIMAL APPLICATION 2019-72 - EXCESS DOG**

Officer's Title: **Community Safety Officer & Local Laws Administration**

Executive Summary:
An excess animal application for one additional dog was lodged with Council for consideration.

Assessment of the application has been completed, mandatory documents provided, background checks performed on the dog owner and nominated dogs, and a site inspection conducted. The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.

Resolution No. GM/10.2019/17

Moved Cr O'Neil **Seconded Cr Newman**

That, in accordance with the provisions of *Local Law No 1 (Administration) 2011* and *Local Law No 2 (Animal Management) 2011*, Council grant excess dog approval to keep the three (3) dogs stated in Excess Animal Application Number 2019/72 identified as microchip numbers Dog One 956000004042368, Dog Two 953010003827224, Excess Dog 953010003827274 on the premises at 72 Alice Street Mitchell, for a term of (1) one year subject to the following conditions:

UNCONFIRMED

(a) **this approval allows for a total of three (3) dogs to be kept on the premises and is limited to the three (3) identified dogs; and**

(b) **if any identified dog dies or is relocated to other premises or is kept by another owner or keeper at other premises, the dog may not be replaced by another dog unless the keeping of the dogs on the premises is approved under another excess dogs approval; and**

(c) **the approval holder must ensure each and every identified dog is:**
(i) implanted with a prescribed permanent identification device in accordance with section 14 of the *Animal Management (Cats and Dogs) Act 2008*; and
(ii) registered with Council; and

(d) **the approval holder must take all reasonable steps to prevent each and every identified dog kept on the premises from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and**

(e) **the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is properly drained and that run-off is kept off adjoining premises; and**

(f) **the approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and**

(g) **the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is maintained in:**

(i) a clean and sanitary condition and disinfected regularly; and
(ii) an aesthetically acceptable condition; and

(h) **the approval holder must ensure a proper enclosure is maintained on the premises in accordance with the requirements of *Local Law No. 2 (Animal Management) 2011*; and**

The approval holder must notify Council in writing in the event of the suspension or cancellation of a relevant approval for the keeping of any identified dog on the premises within 3 days of the suspension or cancellation of the relevant approval. For example, if the approval holder is the occupier of the premises and the owner of the premises suspends or cancels the approval holder's right to keep any identified dog at the premises, the approval holder must notify Council in writing of the suspension or cancellation of the approval within 3 days of the suspension or cancellation.

CARRIED 6/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Chandler	Cr. McMullen
Cr. Golder	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Community Safety Officer & Local Laws Administration**

Item Number:	**C.7**	**File Number: D19/84980**
SUBJECT HEADING:	**EXCESS ANIMAL APPLICATION 2019-70 - EXCESS DOG**	
Officer's Title:	**Community Safety Officer & Local Laws Administration**	

Executive Summary:
An excess animal application for one additional dog was lodged with Council for consideration.

Assessment of the application has been completed, mandatory documents provided, background checks performed on the dog owner and nominated dogs, and a site inspection conducted. The assessments were made in accordance with the criteria specified in Local Law No 1 (Administration) 2011.

Resolution No. GM/10.2019/18

Moved Cr Chandler **Seconded Cr Chambers**

That, in accordance with the provisions of Local Law No 1 (Administration) 2011 and Local Law No 2 (Animal Management) 2011, Council grants excess dog approval to keep the three (3) dogs stated in Excess Animal Application Number 2019/70 identified as microchip numbers Dog One 953010001726478, Dog Two 95301000204011, Excess Dog 941000022974732 on the premises at Lot 49 Carlyon Street Mitchell, for a term of (1) one year subject to the following conditions:

(a) **this approval allows for a total of three (3) dogs to be kept on the premises and is limited to the three (3) identified dogs; and**

(b) **if any identified dog dies or is relocated to other premises or is kept by another owner or keeper at other premises, the dog may not be replaced by another dog unless the keeping of the dogs on the premises is approved under another excess dogs approval; and**

(c) **the approval holder must ensure each and every identified dog is:**
- **(i) implanted with a prescribed permanent identification device in accordance with section 14 of the *Animal Management (Cats and Dogs) Act 2008*; and**
- **(ii) registered with Council; and**

(d) **the approval holder must take all reasonable steps to prevent each and every identified dog kept on the premises from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises; and**

(e) **the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is properly drained and that run-off is kept off adjoining premises; and**

(f) **the approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person; and**

(g) **the approval holder must ensure that any enclosure in which any identified dog is kept on the premises is maintained in:**
- **(i) a clean and sanitary condition and disinfected regularly; and**
- **(ii) an aesthetically acceptable condition; and**

(h) **the approval holder must ensure a proper enclosure is maintained on the premises in accordance with the requirements of *Local Law No. 2 (Animal Management) 2011*; and**

The approval holder must notify Council in writing in the event of the suspension or cancellation of a relevant approval for the keeping of any identified dog on the premises within 3 days of the suspension or cancellation of the relevant approval. For example, if the approval holder is the occupier of the premises and the owner of the premises suspends or cancels the approval holder's right to keep any identified dog at the premises, the approval holder must notify Council in writing of the suspension or cancellation of the approval within 3 days of the suspension or cancellation.

CARRIED 6/2

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Chandler	Cr. McMullen
Cr. Golder	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Community Safety Officer & Local Laws Administration**

Item Number: **C.8** **File Number: D19/85439**

SUBJECT HEADING: **CLAIM FOR DAMAGES - MCDONALDS CARPARK - ROMA**

Officer's Title: **Land Administration Officer**

Executive Summary:
Council received a claim for damages relating to an incident that occurred when a tree struck a car in the McDonalds carpark, off Hawthorne Street, Roma.

Resolution No. GM/10.2019/19

Moved Cr McMullen **Seconded Cr Chandler**

That Council, reimburse the claimant $4,842.34, for the repairs to the vehicle on the following conditions:

1. **Council and the Claimant acknowledge that Council is not legally liable for the incident.**
2. **The claimant agrees to accept the amount of $4,842.34 from Council as full and final settlement of all claims arising from the incident on 6 September 2019.**

CARRIED 7/1

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Newman
Cr. Chandler	
Cr. Flynn	
Cr. Golder	
Cr. McMullen	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Land Administration Officer**

CONFIRMED

Item Number: C.9 **File Number: D19/89499**

SUBJECT HEADING: **APPLICATION FOR FEE WAIVER - AGISTMENT FEES - PART OF LOT 39 ON R869 ROMA**

Officer's Title: **Land Administration Officer**

Executive Summary:
Council received a request for a fee waiver, or reduction in fees, for Agistment Fees charged for Part of Lot 39 on R869.

Resolution No. GM/10.2019/20

Moved Cr Chambers **Seconded Cr McMullen**

That Council:

1. **Write off the debt of $1,072, being fees charged for the 2017/18 and 2018/19 years for use of part of Lot 39 on R869.**
2. **Invite tenders to lease the two paddocks located on Lot 39 on R869 with the new lease arrangements to commence from 1 July 2020; and one paddock on 1 January 2020.**
3. **Advise parties with exclusive use of the two paddocks of Council's intention to invite tenders.**

CARRIED 7/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Chandler	
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	**Land Administration Officer**

Item Number: C.10 **File Number: D19/85079**

SUBJECT HEADING: **DEMOLITION OF 10 CREEK STREET, YULEBA**

Officer's Title: **Land Administration Officer**

Executive Summary:
Council was asked to consider allocating funds for the demolition of the recently acquired property at 10 Creek Street, Yuleba.

Resolution No. GM/10.2019/21

Moved Cr McMullen **Seconded Cr Schefe**

That Council:

1. **Allocate $60,000 in the Second Quarter Budget Review for the demolition of 10 Creek Street, Yuleba.**
2. **Confirm the full disconnection and decommissioning of power to the property (both mains and solar power).**
3. **Investigate the viability of retrieving the solar panels for future use.**

CARRIED 8/0

Responsible Officer	**Land Administration Officer**

Item Number: **C.11** **File Number: D19/90593**

SUBJECT HEADING: **TENDER 20004: ROMA BORE 20 DRILLING AND CONSTRUCTION, ROMA QUEENSLAND 4455**

Officer's Title: **Manager - Procurement & Plant**

Executive Summary:
Council publicly invited tenders from suitably qualified and experienced Contractors to construct Roma Town Bore 20.

The Tender period opened on 16 August 2019 with a closing date of 9 September 2019.

Responses were reviewed by an evaluation panel and the report submitted for Council's consideration.

Resolution No. GM/10.2019/22

Moved Cr Schefe **Seconded Cr Golder**

That Council:

1. **Select Johnson Drilling Australia Pty Ltd as the preferred tenderer for Tender 20004 – Roma Town Bore 20, Borehole Drilling and Construction.**
2. **Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Johnson Drilling Australia Pty Ltd, noting the tendered value of $302,675 exclusive of GST, and accept the contract if the final terms are acceptable.**
3. **Assign the expenditure to Work Order 20270 (Roma Bore).**

CARRIED 8/0

Responsible Officer	**Manager - Procurement & Plant**

UNCONFIRMED

Item Number:	**C.12**	**File Number: D19/90634**
SUBJECT HEADING:	**REQUEST FOR REDUCED TRADING TERMS**	
Officer's Title:	**Manager - Procurement & Plant**	

Executive Summary:
Council received correspondence from a supplier requesting a reduction in trading terms from Council's standard 28 day period to 7 days

The request was tabled for Council's consideration.

Resolution No. GM/10.2019/23

Moved Cr McMullen **Seconded Cr Newman**

That Council approve the requested reduction in trading terms from 28 days to 14 days for any invoices submitted by Creditor 14347.

CARRIED 8/0

Responsible Officer	**Manager - Procurement & Plant**

Item Number:	**C.13**	**File Number: D19/90572**
SUBJECT HEADING:	**CARE OUTREACH REQUEST PERMISSION TO USE THE INJUNE COMMUNITY CENTRE**	
Officer's Title:	**Local Development Officer - Injune**	

Executive Summary:
Care Outreach Not-for-Profit Organisation has requested permission to use the Injune Community Centre for their "Christmas for the Bush 2019" annual event at no cost. This event is planned from Saturday, 23 November to Saturday, 14 December 2019.

Resolution No. GM/10.2019/24

Moved Cr Chandler **Seconded Cr O'Neil**

That Council:

1. **Approve Care Outreach's request for permission to use the Injune Community Centre for the "Christmas for the Bush" annual event at no cost.**
2. **Provide notice to Injune Youth Group Coordinators & Injune Blue Light that this request has been approved by Council for the nominated dates.**
3. **Request Care Outreach Vehicles not be parked on grassed area for the duration of stay.**
4. **Request that the facilities be left clean.**

CARRIED 8/0

Responsible Officer	**Local Development Officer - Injune**

CONFIRM

LATE ITEM

Item Number:	**L.1**	**File Number: D19/93077**
SUBJECT HEADING:	**COMPOSTING SUBSIDY PROGRAM**	
Officer's Title:	**Manager - Environment, Health, Waste & Rural Land Services**	

Executive Summary:
At the July Council meeting, Council resolved (Resolution GM/07.2019/69) that a report be tabled at a Council meeting regarding a composting subsidy program known as The Compost Revolution.

This matter was again considered on 25 September 2019, and was laid on the table to be again presented at the following General Meeting, to allow for Cr. Newman to be present for deliberations as the initiating Councillor of the report.

Resolution No. GM/10.2019/25

Moved Cr Flynn **Seconded Cr Chandler**

That Council:

1. **Not participate in the Compost Revolution, a project partnership between Randwick City Council, Waverley Municipal Council, Woollahra Council and the New South Wales (NSW) Environmental Trust.**

3. **Develop an advisory group that has representation from community groups, business, Council waste officers and interested residents who will be responsible for developing initiatives that will reduce waste to landfill in the Maranoa Region.**

CARRIED 8/0

Responsible Officer	**Manager - Environment, Health, Waste & Rural Land Services**

LATE CONFIDENTIAL ITEMS

Item Number:	**LC.2**	**File Number: D19/92964**
SUBJECT HEADING:	**REQUEST FOR LETTER OF SUPPORT**	
Officer's Title:	**Acting Executive Services Officer**	

Executive Summary:
This report presented a request received for a letter of support from the Mayor that is outside the scope of the Expenses Reimbursement Policy.

Resolution No. GM/10.2019/26

Moved Cr Flynn **Seconded Cr Schefe**

That the Mayor provide a letter of support to the requesting organisation to extend their trading hours for the Roma Cup Weekend, Friday 15 – Sunday 17 November 2019.

CARRIED 8/0

Responsible Officer	**Acting Executive Services Officer**

UNCONFIRMED

LATE CONFIDENTIAL ITEMS (discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss item LC.3, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Resolution No. GM/10.2019/27	
Moved Cr O'Neil	**Seconded Cr Newman**
That Council close the meeting to the public at 11.51am.	
CARRIED	8/0

Mayor Golder left the Chamber at 11.51am, and returned at 11.53am.

Cr. Chandler left the Chamber at 12.28pm, and returned at 12.31pm.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.43PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.31PM

Cr. Flynn left the Chamber at 1.54pm.

Resolution No. GM/10.2019/28	
Moved Cr O'Neil	**Seconded Cr Chandler**
That Council open the meeting to the public at 1.56pm.	
CARRIED	7/0

Cr. Flynn returned to the Chamber at 1.57pm.

Item Number:	**LC.3**	**File Number: D19/93078**
SUBJECT HEADING:	**REVIEW OF ADMINISTRATIVE ACTION COMPLAINT (CRM 6500/2019)**	
Officer's Title:	**Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services**	

Executive Summary:
Council is required to undertake an internal review of an Administrative action complaint.

The matter is unable to be resolved through the actions of Council officers and therefore it must be considered by the elected Council in accordance with Council's Complaint Management Policy.

UNCONFIRMED

Resolution No. GM/10.2019/29

Moved Cr Chambers **Seconded Cr Schefe**

That:

1. **Information be provided to the complainant, including contact details for the relevant department and local member for Warrego.**

2. **Council further investigate potential solutions/measures for consideration at the next General Meeting.**

CARRIED 8/0

Responsible Officer	**Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services**

Mayor Golder and Cr. Flynn, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 2.07pm, taking no part in discussions and debate on the matter.

The Deputy Mayor took the role of Acting Chair during the Mayor's absence.

Item Number: **LC.1** **File Number: D19/92230**

SUBJECT HEADING: **FLOOD MITIGATION STAGE 1 - LANDHOLDER NEGOTIATIONS - ASSESSMENT NUMBER 14008387**

Officer's Title: **Acting Executive Services Officer**

Executive Summary:
This report tabled an additional request for time from the landowner's representatives.

Resolution No. GM/10.2019/30

Moved Cr O'Neil **Seconded Cr McMullen**

That Council approve the extension of time as requested.

CARRIED 6/0

Responsible Officer	**Acting Executive Services Officer**

At cessation of discussion and debate on the abovementioned item, Mayor Golder and Cr. Flynn returned to the Chamber at 2.09pm. Mayor Golder assumed the Chair on his return.

Cr. Flynn left the Chamber at 2.25pm, and did not return for the remainder of the meeting.

UNCONFIRMED

LATE VERBAL ITEMS

Item Number:	**L.2**	**File Number: D19/92874**
SUBJECT HEADING:	**INVESTIGATION INTO THE CONCEPT OF A COUNTRY UNIVERSITIES CENTRE IN THE MARANOA**	
Officer's Title:	**Manager Economic & Community Development**	

Executive Summary:
This matter was considered at Council's General Meeting on 28 August 2019 and it was resolved to progress this matter by the end of Quarter 2. Subsequent to this, circumstances around the potential partners and funding have changed for the better, necessitating a more urgent approach to this matter. Accordingly, this late report was necessary to obtain the direction of Council.

Government has announced funding of $15M with applications due by 28 November 2019.

Resolution No. GM/10.2019/31

Moved Cr Newman **Seconded Cr Schefe**

That:

1. **Cr O'Neil and the Manager Economic and Community Development meet with the University of Southern Queensland (USQ) to discuss the correspondence from USQ as soon as is practical.**

2. **Council engage with the Chief Executive Officer - Country Universities Centres Mr. Duncan Taylor to obtain inputs to Council's deliberations over the potential for development of a centre in Roma.**

3. **Through the Chief Executive Officer, authorise for the Manager Economic and Community Development to travel to Cooma, New South Wales, to visit the Country University Centre.**

4. **A report be brought back to Council summarising a plan of action to progress the matter toward a funding application which is due by 28 November 2019.**

CARRIED 7/0

Responsible Officer	**Manager - Economic & Community Development**

Resolution No. GM/10.2019/32

Moved Cr O'Neil **Seconded Cr Chambers**

That Council include Item L.3 – My Maranoa Christmas Party in the late agenda.

CARRIED 7/0

Mayor Golder declared a perceived 'Conflict of Interest' in the following item, due to him owning a business in McDowall Street Roma, a location in the vicinity where the celebration will be held.

Mayor Golder left the Chamber at 2.12pm taking no part in discussion or debate on the matter, and did not return for the remainder of the meeting.

Cr. Schefe declared a 'Material Personal Interest' in the following item, due to his brother owning a business in McDowall Street Roma, a location in the vicinity where the celebration will be held.

Cr. Schefe left the Chamber at 2.12pm taking no part in discussion or debate on the matter, and did not return for the remainder of the meeting.

The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Item Number:	**L.3**	**File Number: N/a**
SUBJECT HEADING:	**MY MARANOA CHRISTMAS PARTY**	
Councillor's Title:	**Cr. Chandler**	

Executive Summary:
Cr. Chandler requested that Council consider re-naming the My Maranoa Christmas Party to better reflect the community involvement in planning for the event.

Moved Cr O'Neil	**Seconded Cr McMullen**

That the 'My Maranoa Christmas Party' be re-named the 'My Maranoa Street Christmas Party', with the working and advisory group name also updated to reflect this change.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr. Newman proposing an amendment which the 'Mover' and 'Seconder' indicated they were happy to accept. This was recorded as follows:

Resolution No. GM/10.2019/33

Moved Cr O'Neil	**Seconded Cr McMullen**

That the 'My Maranoa Christmas Party' be re-named the 'My Maranoa Christmas Street Party', with the working and advisory group name also updated to reflect this change.

CARRIED 5/0

Responsible Officer	**Regional Grants & Council Events Development Coordinator**

CLOSURE

There being no further business, the Deputy Mayor, Acting Chair, thanked Council for their attendance and declared the meeting closed at 2.22pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 23 October 2019, at Roma Administration Centre.

.....	.....
Mayor	Date
.....	.....
Deputy Mayor (Acting Chair at meeting closure)	Date

UNCONFIRMED

UNCONFIRMED

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 11 October 2019

Item Number: 10.1 **File Number:** D19/94244

SUBJECT HEADING: Christmas and New Year Council Closures

Classification: Open Access

Officer's Title: Human Resources & Training Advisor

Executive Summary:
In previous years as a work-life balance initiative for employees, Council has approved an Annual Christmas and New Year closure period for Council's administration offices, customer service centres and libraries and an Annual Christmas Close Down for the Infrastructure Services directorate.

Teams responsible for the delivery of essential and emergency services are required to remain operational during Council's approved closure period.

Officer's Recommendation:
That Council:

1. Approve the closure of the Yuleba Services Centre on the gazetted Public Holidays only, all other business days will operate as usual.

2. Approve the Annual Christmas and New Year closure for Council's Administration Offices (Roma, Surat, Injune and Mitchell) and non-essential Community Services.

3. Approve the Annual Christmas and New Year closures for Council libraries in Roma, Surat, Injune and Mitchell.

4. Approve the Annual Christmas and New Year closures for Council's libraries in Jackson, Wallumbilla and Mungallala.

5. Approve the Annual Christmas Close Down for the Infrastructure Services Directorate from Monday, 16 December 2019 to Friday, 3 January 2020 inclusive, with a resumption of normal Infrastructure Services functions on Monday, 6 January 2020.

6. Authorise the Chief Executive Officer to communicate the Annual Christmas and New Year closures and Annual Christmas Close Down to Council employees, customers, residents and the general public.

Individuals or Organisations to which the report applies:

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

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

None

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Body of Report:

As a work-life balance initiative, Council has traditionally approved the closure of Customer Service Centres, Administration Offices, Libraries and non-essential services, over the Christmas and New Year period.

Key days and dates for the 2019 Christmas and New Year period are:

- Christmas Day - Wednesday, 25 December 2019
- Boxing Day - Thursday, 26 December 2019
- New Year's Day – Wednesday, 1 January 2020

This year the gazetted public holidays will fall on the same days as those of the 2013 Christmas and New Year period. In that year Council approved the closure of non-essential services for five (5) days in addition to the gazetted public holidays. However given that service level requirements and customer and resident expectations may have changed, several options for the closure of Council services are provided for Council's consideration.

Yuleba Customer Service Centre

In 2018, Council approved that the Yuleba Services Centre only close on the designated public holidays and Australia Post Holiday. However as an Australia Post Holiday has not been designated for 2019/20, it is proposed that the Yuleba Customer Service Centre continue to provide access to Australia Post Services throughout the period and remain open with the exception of the gazetted public holidays as per Table 1 below.

Table 1: Yuleba Customer Service Centre (including Yuleba Library)

Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Open	Open	Public Holiday	Public Holiday	Open	Week End
Sunday 29/12/19	**Monday 30/12/19**	**Tuesday 31/12/19**	**Wednesday 01/01/20**	**Thursday 02/01/20**	**Friday 03/01/20**	**Saturday 04/01/20**
Week End	Open	Open	Public Holiday	Open	Open	Week End

Administration Offices and Customer Service Centres (excluding Yuleba Customer Service Centre)

Table 2: Option 1 – Five (5) Days of Closure

Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Closed	Closed	Public Holiday	Public Holiday	Closed	Week End
Sunday 29/12/19	**Monday 30/12/19**	**Tuesday 31/12/19**	**Wednesday 01/01/20**	**Thursday 02/01/20**	**Friday 03/01/20**	**Saturday 04/01/20**
Week End	Closed	Closed	Public Holiday	Open	Open	Week End

Table 3: Option 2 – Four (4) Days of Closure

Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Open	Closed	Public Holiday	Public Holiday	Closed	Week End
Sunday 29/12/19	**Monday 30/12/19**	**Tuesday 31/12/19**	**Wednesday 01/01/20**	**Thursday 02/01/20**	**Friday 03/01/20**	**Saturday 04/01/20**
Week End	Closed	Closed	Public Holiday	Open	Open	Week End

Table 4: Option 3 – Three (3) Days of Closure

Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Open	Open	Public Holiday	Public Holiday	Closed	Week End
Sunday 29/12/19	**Monday 30/12/19**	**Tuesday 31/12/19**	**Wednesday 01/01/20**	**Thursday 02/01/20**	**Friday 03/01/20**	**Saturday 04/01/20**
Week End	Closed	Closed	Public Holiday	Open	Open	Week End

Library Services – Roma, Surat, Injune and Mitchell

Following consultation with the Manager – Economic and Community Development and Lead Librarian, it is recommended that that Library Services in Roma, Surat, Injune and Mitchell be consistent with Customer Service Centre closure options as outline above.

Library Services – Jackson, Wallumilla and Mungallala

Following consultation with the Manager – Economic and Community Development and Lead Librarian regarding service level requirements during this period, it is proposed that the service closures as outlined in Table 5 be approved. While the proposed closure period for these library services spans the period commencing Monday, 23 December 2019 to Monday, 14 January 2020, it should be noted that these libraries have reduced opening hours and would not normally open on every business day within this period. It should be further noted that the library services at Yuleba will be maintained in line with the opening of the Yuleba Customer Service Centre.

Table 5: Days of Closure

Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Wallumbilla (11.30 am–5.00 pm) Closed	Normal day of Closure	Public Holiday	Public Holiday	Wallumbilla (11.00 am–5.00 pm) Closed	Mungallala (9.00 am–12.30 pm) Closed
Sunday 29/12/19	**Monday 30/12/19**	**Tuesday 31/12/19**	**Wednesday 01/01/20**	**Thursday 02/01/20**	**Friday 03/01/20**	**Saturday 04/01/20**
Week End	Wallumbilla (11.30 am–5.00 pm) Closed	Normal day of Closure	Public Holiday	Normal day of Closure	Wallumbilla (11.00 am–5.00 pm) Closed	Mungallala (9.00 am–12.30 pm) Closed
Sunday 05/01/20	**Monday 06/01/20**	**Tuesday 07/01/20**	**Wednesday 08/01/20**	**Thursday 10/01/20**	**Friday 11/01/20**	**Saturday 12/01/20**
Week End	Wallumbilla (11.30 am–5.00 pm) Closed	Normal day of Closure	Jackson (9.00 am–6.00 pm) Wallumbilla (11.30 am–5.00 pm) Closed	Normal day of Closure	Wallumbilla (11.00 am–5.00 pm) Closed	Mungallala (9.00 am–12.30 pm) Closed

Employees will access their accrued annual leave and/or rostered days off (RDOs) entitlements during the 2019 Christmas / New Year period of closure.

Infrastructure Services 2019 Annual Christmas Close Down
For the purpose of this report Infrastructure Services refers to field based departments within the Infrastructure Services Directorate.

It is proposed that the 2019 Annual Christmas Close Down for Infrastructure Services (excluding those services identified below as essential services) will be from Monday, 16 December 2019 to Friday, 3 January 2020, both dates inclusive as per Table 6.

Table 6: Infrastructure Services Annual Christmas Close Down (excluding essential services and Construction Department)

Sunday 15/12/19	Monday 16/12/19	Tuesday 17/12/19	Wednesday 18/12/19	Thursday 19/12/19	Friday 20/12/19	Saturday 21/12/19
Week End	Close Down	Close Down	Close Down	Close Down	Close Down	Week End
Sunday 22/12/19	Monday 23/12/19	Tuesday 24/12/19	Wednesday 25/12/19	Thursday 26/12/19	Friday 27/12/19	Saturday 28/12/19
Week End	Close Down	Close Down	Public Holiday	Public Holiday	Close Down	Week End
Sunday 29/12/19	Monday 30/12/19	Tuesday 31/12/19	Wednesday 01/01/20	Thursday 02/01/20	Friday 03/01/20	Saturday 04/01/20
Week End	Close Down	Close Down	Public Holiday	Close Down	Close Down	Week End

Construction Department
The Manager – Construction will advise of the proposed close down arrangements for the construction project teams at a later date. While these arrangements will be subject project delivery and operational requirements, it is intended that the close down of projects will be staggered over the Infrastructure Services Annual Christmas Close Down period.

Infrastructure Services employees will access their accrued annual leave and/or rostered days off (RDOs) entitlements during the 2019 Annual Christmas Close Down.

Continued Delivery of Essential Services
As per previous years, *skeleton crews* will remain at work over the annual close down period to ensure essential service delivery is continued and emergencies are able to be attended to in a timely manner.

The below listed essential services will continue to be delivered for legislative and/or operational reasons over the 2019 Christmas and New Year period of closure:

- Community Safety
- Rural Land Services
- Yuleba Customer Services Centre
- Maintenance Delivery & Works: -
  - Rural Roads & Maintenance - Skeleton Crews
  - Town & Surrounds – Skeleton Crews
- Roma Airport
- Waste Management Facilities
- Water, Sewerage & Gas – Skeleton Crews
- Plant, Fleet & Workshops – Skeleton Crew

Communication

Communication of the approved closure dates to Council's customers, residents and the general public should, as a minimum, be via a Public Notice placed in the Western Star, with copies of the Public Notice advertising the dates, displayed at Council's customer service centers, libraries, website and social media platforms. Public notification of approved Council closure dates should commence from Monday, 25 November 2019.

Council's approved closures should be communicated to employees and their supervisors as soon as practicable to ensure that appropriate staffing levels are maintained to meet service delivery requirements. Employees will be advised of the approved closure dates via the Intranet, email (all staff), staff notice boards and internal memo to senior and supervisory officers (e.g. Directors, Managers, Team Coordinators, Team Leaders) for discussion with their staff in team meetings.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council's Christmas and New Year closures differ annually due to the variation in days on which the gazetted public holidays fall each year. Table 7 below details the number of days approved by Council for the closure of various services over the past six (6) years. The information provided in Table 7 excludes the three (3) gazetted public holidays and the Infrastructure Services Directorate's annual close down period.

Table 7: Service Area Closures 2018 - 2013

Service Area (excluding Infrastructure Services Directorate)	Number of Closed Business Days					
	2018	2017	2016	2015	2014	2013
Roma Customer Service Centre (RCSC)	4	3	3	4	4	5
Yuleba Customer Service Centre	0	3	3	4	6	5
Customer Service Centres (excl. Roma & Yuleba)	4	3	3	7	6	5
Administration Offices (excluding RCSC)	4	3	3	4	4	5
Libraries (Roma, Surat, Mitchell and Injune)	4	3	3	4	4	5
Libraries (Jackson, Wallumbilla and Mungallala)	12[(1)]	3	3	4	4	5

[(1)] *Noting that these libraries have reduced opening hours and as such were not closed for 12 normal operating days.*

In previous years Council offices and other non-essential services have not operated on 24 December so that staff wishing to travel outside the region for the festive season can do so safely on the day prior to Christmas Day.

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

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

Section 2(1) Public Holidays of the *Holidays Act 1983* states: *A public holiday is to be observed on the days set out in the schedule.*

Council's industrial instruments make provision for the appropriate payment of employees required to perform work on public holidays.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)
No

Input into the Report & Recommendation*:*

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

Funding Bodies*:*

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)
No

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***
No

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much ($)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)
No

Impact on Other Individuals or Interested Parties:

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

Interested parties will include customers, local residents and visitors who may be impact by limited access to non-essential Council services during the approved periods of closure.

Risks:

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

Risk	Description of likelihood & consequences
Community expectations	It may be perceived by some members of the public that Council offices are closed for an extended period and service delivery has been reduced
Employee Productivity / Morale	Employee productivity and morale may be reduced if an initiative to gain work-life balance is not provided
Employee Leave Liabilities' management	Failure to provide an opportunity for employees to access their accrued leave entitlements may result in an increase in employee leave liabilities

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is the Officer's advice that Council consider the options as provided in the report and approve a period of closure that provides employees with the opportunity to gain work-life balance, while still maintaining appropriate service levels for Council customers, residents and the general public.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

It is recommended that Council:

1. Approve the closure of the Yuleba Services Centre on the gazetted Public Holidays only, all other business days will operate as usual.

2. Approve the Annual Christmas and New Year closure for Council's Administration Offices (Roma, Surat, Injune and Mitchell) and non-essential Community Services.

3. Approve the Annual Christmas and New Year closures for Council libraries in Roma, Surat, Injune and Mitchell.

4. Approve the Annual Christmas and New Year closures for Council's libraries in Jackson, Wallumbilla and Mungallala.

5. Approve the Annual Christmas Close Down for the Infrastructure Services Directorate from Monday, 16 December 2019 to Friday, 3 January 2020 inclusive, with a resumption of normal Infrastructure Services functions on Monday, 6 January 2020.

6. Authorise the Chief Executive Officer to communicate the Annual Christmas and New Year closures and Annual Christmas Close Down to Council employees, customers, residents and the general public.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 5: Managing our operations well
5.3 Develop our teams and their leaders to deliver quality services and projects
5.3.6 Manage employee leave balances.

Supporting Documentation:

Nil

Report authorised by:

Manager - Organisational Development & Human Resources
Chief Executive Officer

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 4 October 2019

Item Number: 11.1 **File Number:** D19/92123

SUBJECT HEADING: 2018/19 Annual Financial Statements

Classification: Open Access

Officer's Title: Financial Accountant/Team Coordinator

Executive Summary:
The Annual Financial Statements for the year ended 30 June 2019, including the General Purpose Financial Statements and Current Year Financial Sustainability Statement, were certified by Queensland Audit Office on 1 October 2019 with an unmodified audit opinion 'clean bill of health' for the financial statements.

Officer's Recommendation:
That Council receive and note the audited Annual Financial Statements for 2018/19.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Nil

Acronyms:

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council is required to prepare General Purpose Financial Statements and current year Financial Sustainability Statements for 2018/19 which must be given to the Auditor-General for auditing is accordance with section 212 of the *Local Government Regulation 2012.*

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

A draft copy of the Annual Financial Statements for 2018/19 were presented to the Audit Committee meeting on 26 August 2019.

The Auditor was onsite for their final visit from 19 August to 6 September 2019, and continued their Audit off-site for the remainder of September.

The Financial Statements were finalised and presented to the Audit Committee meeting on 16 September 2019. The Annual Statements were then forwarded to the Auditor-General's office. The Mayor and Chief Executive Officer signed the certificates on 27 September 2019. Final sign-off from the Auditor-General was on 1 October 2019, well before the statutory deadline of 31 October 2019.

The final audit opinion certified by the Auditor-General was in the form of an unmodified audit opinion 'clean bill of health' for both the General Purpose Financial Statements and the Current Year Financial Sustainability Statement.

The highlights to the Financial Statements having regard to the relevant local government **financial sustainability measures** that are determined by the State Government include:

- An **operating surplus of $4.038 million**; with the **operating surplus ratio** at 4.95% which is mid-way within the target range of 0-10%. The operating surplus ratio indicates the extent to which revenues raised covered operational expenses with revenue also available to fund the capital works program and for unexpected events.

- The **asset sustainability ratio** for renewals on infrastructure assets was 205.94%; which was significantly better than the target of more than 90%. This ratio indicates the extent to which the infrastructure assets managed are being replaced as they reach the end of their useful lives.

- The **net financial liabilities ratio** was -42.68%; the target is less than 60%. This ratio is an indicator of the extent to which the net financial liabilities can be serviced by its operating revenue. A minus figure for this measure indicates current assets exceed total liabilities and that Council may have capacity to increase loan borrowings if required.

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

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

Local Government Act 2009 and *Local Government Regulation 2012*
Australian Accounting Standards

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

N/A

Input into the Report & Recommendation*:*

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

N/A

Funding Bodies*:*

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

N/A

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Maranoa Regional Council Audit Committee

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council receive and note the audited Annual Financial Statements for 2018/19.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

That Council note and receive the audited Annual Financial Statements for 2018/19.

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

N/A

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 2: Delivering strong financial management

2.3 Keep our accounts in order
2.3.1 Provide timely, accurate and complete financial information for: - Council to make decisions; - Reports to the community and other stakeholders about Council's budgets and financial activities; - Financial returns and claims.

Supporting Documentation:

1⇩	Financial Statements 2018-19 - Maranoa Regional Council - FINAL	D19/91601

Report authorised by:
Director - Corporate, Community & Commercial Services

Maranoa Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2019

Maranoa Regional Council

General Purpose Financial Statements
for the year ended 30 June 2019

Table of Contents

		Page
1. Primary Financial Statements:		
	Statement of Comprehensive Income	2
	Statement of Financial Position	3
	Statement of Changes in Equity	4
	Statement of Cash Flows	5
2. Notes to the Financial Statements		
1	Summary of Significant Accounting Policies	6
2(a)	Council Functions - Component Descriptions	9
2(b)	Council Functions - Analysis of Results by Function	11
3	Revenue Analysis	12
4	Grants, Subsidies, Contributions and Donations	13
5	Capital Income	14
6	Employee Costs	15
7	Materials and Services	15
8	Finance Costs	16
9	Capital Expenses	16
10	Cash, Cash Equivalents and Investments	17
11	Trade and Other Receivables	18
12	Property, Plant and Equipment	19
13	Fair Value Measurements	23
14	Trade and Other Payables	31
15	Borrowings	31
16	Provisions	33
17	Asset Revaluation Surplus	36
18	Commitments for Expenditure	37
19	Contingent Liabilities	37
20	Superannuation	38
21	Trust Funds	40
22	Reconciliation of Net Operating Surplus for the year to Net Cash Inflow (Outflow) from Operating Activities	40
23	Events Occurring After Balance Sheet Date	41
24	Financial Instruments	41
25	Transactions with Related Parties	47
3. Management Certificate		49
4. Independent Auditor's Report		50
5. Current Year Financial Sustainability Statement		53
	Certificate of Accuracy - Current Year Financial Sustainability Statement	55
	Independent Auditor's Report - Current Year Financial Sustainability Statement	56
6. Long Term Financial Sustainability Statement		59
	Certificate of Accuracy - Long Term Financial Sustainability Statement	61

Maranoa Regional Council

Statement of Comprehensive Income
for the year ended 30 June 2019

	Notes	2019 $'000	2018 $'000
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	3a	33,923	31,126
Fees and Charges	3b	2,499	2,212
Rental Income		643	644
Interest and Investment Revenue		2,036	2,029
Sales Revenue	3c	18,123	16,200
Other Income		2,681	2,394
Grants, Subsidies, Contributions and Donations	4a	21,657	18,926
Total Recurrent Revenue		81,562	73,531
Capital Revenue			
Grants, Subsidies, Contributions and Donations	4b	30,007	24,910
Total Revenue		111,569	98,441
Capital Income / (loss)	5	49	93
Total Income		111,618	98,534
Expenses			
Recurrent Expenses			
Employee Costs	6	27,646	28,924
Materials and Services	7	28,431	27,317
Finance Costs	8	1,638	1,126
Depreciation and Amortisation	12	19,809	20,718
Total Recurrent Expenses		77,524	78,085
Capital Expenses	9	34,895	10,917
Total Expenses		112,419	89,002
Net Result		(801)	9,532
Other Comprehensive Income			
Amounts which will not be reclassified to the Net Result			
Gain/(Loss) on Revaluation and Impairment of Property, Plant and Equipment	17	(6,454)	87,186
Total Other Comprehensive Income for the year		**(6,454)**	**87,186**
Total Comprehensive Income for the year		(7,255)	96,718

Maranoa Regional Council

Statement of Financial Position
as at 30 June 2019

	Notes	2019 $'000	2018 $'000
ASSETS			
Current Assets			
Cash and Cash Equivalents	10	54,521	21,880
Investments	10	30,452	51,108
Trade and Other Receivables	11	10,605	8,854
Inventories		1,945	1,789
Total Current Assets		**97,523**	**83,631**
Non-Current Assets			
Property, Plant and Equipment	12	788,550	777,843
Total Non-Current Assets		**788,550**	**777,843**
TOTAL ASSETS		886,073	861,474
LIABILITIES			
Current Liabilities			
Trade and Other Payables	14	14,420	10,911
Borrowings	15	1,314	1,600
Provisions	16	3,915	3,308
Total Current Liabilities		**19,649**	**15,819**
Non-Current Liabilities			
Borrowings	15	16,071	12,721
Provisions	16	26,992	2,260
Total Non-Current Liabilities		**43,063**	**14,981**
TOTAL LIABILITIES		62,712	30,800
Net Community Assets		**823,361**	**830,674**
COMMUNITY EQUITY			
Asset Revaluation Surplus	17	276,715	283,169
Retained Surplus		546,646	547,505
Total Community Equity		**823,361**	**830,674**

Maranoa Regional Council

Statement of Changes in Equity
for the year ended 30 June 2019

	Notes	Asset Revaluation Surplus $'000	Retained Surplus $'000	Total Equity $'000
2019				
Opening Balance		283,169	547,505	**830,674**
a. Adjustment on initial application of AASB 9	11	-	(58)	**(58)**
Revised Opening Balance (as at 1/7/18)		**283,169**	**547,447**	**830,616**
b. Net Result		**-**	(801)	**(801)**
c. Other Comprehensive Income				
- Revaluations : Property, Plant and Equip.	17	(6,454)	-	**(6,454)**
Other Comprehensive Income		**(6,454)**	**-**	**(6,454)**
Total Comprehensive Income		**(6,454)**	**(801)**	**(7,255)**
Equity Balance as at 30 June, 2019		**276,715**	**546,646**	**823,361**
2018				
Opening Balance		195,983	537,973	**733,956**
a. Net Result		-	9,532	**9,532**
b. Other Comprehensive Income				
- Revaluations : Property, Plant and Equip.	17	87,186	-	**87,186**
Other Comprehensive Income		**87,186**	**-**	**87,186**
Total Comprehensive Income		**87,186**	**9,532**	**96,718**
Equity Balance as at 30 June, 2018		**283,169**	**547,505**	**830,674**

Maranoa Regional Council

Statement of Cash Flows
for the year ended 30 June 2019

	Notes	2019 $'000	2018 $'000
Cash Flows from Operating Activities			
Receipts:			
Receipts from Customers		60,325	60,211
Investment and Interest Revenue Received		2,036	2,029
Rental Income		643	644
Non Capital Grants and Contributions		23,303	18,926
Payments:			
Borrowing Costs		(1,638)	(1,126)
Payments to Suppliers and Employees		(58,950)	(59,558)
Net Cash Flows - Operating Activities	22	25,719	21,126
Cash Flows from Investing Activities			
Receipts:			
Sale of Property, Plant and Equipment		840	733
Grants, Subsidies, Contributions and Donations		30,007	24,910
Redemption of Investment Securities		20,656	-
Payments:			
Purchase of Investment Securities		-	(13,223)
Purchase of Property, Plant and Equipment		(47,645)	(41,200)
Net Cash Flows - Investing Activities		3,858	(28,780)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings and Advances		4,500	2,900
Payments:			
Repayment of Borrowings and Advances		(1,436)	(1,543)
Net Cash Flows - Financing Activities		3,064	1,357
Net Increase/(Decrease) for the year		32,641	(6,297)
Plus: **Cash and Cash Equivalents - beginning**		21,880	28,177
Cash and Cash Equivalents - closing	10	**54,521**	**21,880**
Additional Information:			
Plus: **Investments on hand - end of year**	10	30,452	51,108
Total Cash, Cash Equivalents and Investments		**84,973**	**72,988**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

(1.a) Basis of preparation

These general purpose financial statements are for the period 1 July 2018 to 30 June 2019 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012.* Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board.

These financial statements have been prepared under the historical cost convention except for the following:

- Financial assets and liabilities, certain classes of property, plant and equipment and investment property which are measured at fair value;
- Assets held for sale which are measured at fair value less cost of disposal.

Recurrent/Capital Classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income on the following basis:

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

The following transactions are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:

- Disposal of non-current assets
- Discount rate adjustments to restoration provisions
- Revaluations of investment property and property, plant and equipment.

All other revenue and expenses have been classified as "recurrent".

(1.b) Statement of Compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

(1.c) Constitution

Maranoa Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

(1.d) Date of Authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

(1.e) Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

(1.f) Adoption of New and Revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

Maranoa Regional Council has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

This year Council has applied AASB 9 *Financial Instruments* for the first time. AASB 9 replaces AASB 139 and relates to the recognition, classification and measurement of financial assets and financial liabilities. Implementing AASB 9 has resulted in a change to the way council calculates impairment provisions, which are now based on expected credit losses instead of incurred credit losses.

On 1 July 2018 (the date of initial application), council re-assessed the classification, measurement category and carrying amount of each financial instrument (listed below) in accordance with AASB 9. There were some changes to classification, but this did not result in changes to measurement categories (listed below). Carrying amounts were also unchanged, except for receivables which decreased by $57,689 due to an increase in the allowance for expected credit losses determined under the new rules. A corresponding adjustment was made to retained earnings as at 1 July 2018 (see note 11).

Financial asset/liability	Measurement Category (unchanged)
Cash and cash equivalents	Amortised cost
Receivables	Amortised cost
Other financial assets	Amortised cost
Borrowings	Amortised cost

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective.

The standards that are expected to have a material impact upon Council's future financial statements are:

Effective for annual reporting periods beginning on or after 1 July 2019

- AASB 15 *Revenue from Contracts with Customers*, AASB 1058 Income of Not-for-Profit Entities and AASB 2016-8 *Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities.*

  AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, in conjunction with AASB 15, and AASB 2016-8. These Standards supersede the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 *Contributions*.

  Identifiable impacts at the date of this report are:

  Some grants received by the Council will be recognised as a liability, and subsequently recognised progressively as revenue as the Council satisfies its performance obligations under the grant. At present, such grants are recognised as revenue upfront.

  Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral, and continue to be recognised as revenue as soon as grant funds are received (i.e. control is obtained). Council receives several grants from the Federal Government and State Government for which there are no sufficiently specific performance obligations and these are expected to continue being recognised as revenue upfront assuming no change to the current grant arrangements.

  Depending on the respective contractual terms, the new requirements of AASB 15 may potentially result in a change to the timing of revenue from sales of the Council's goods and services such that some revenue may need to be deferred to a later reporting period to the extent that the Council has received payment but has not met its associated performance obligations (such amounts would be reported as a liability in the meantime).

  Prepaid rates will not be recognised as revenue until the relevant rating period starts. Until that time these receipts will be recognised as a liability (unearned revenue). There will be no impact upon the recognition of other fees and charges.

  Based on Council's assessment, the initial application of the standards on 1 July 2019 will have the following impacts on the 2019-20 financial statements:

  - Revenue of $2,319,140 recognised up to 30 June 2019 does not qualify for recognition under the new standards until the 2019-20 financial year. This amount, which relates to the deferral of grant funding, pre-paid rates, and other sales related revenue (as discussed above), will be brought to account as an adjustment to retained surplus at 1 July 2019 in accordance with the transition provisions described below. The amount of the

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

initial impact as disclosed above is based on facts available to Council at the date of these financial statements.

- Disclosure changes will be made to accounting policies to reflect revisions to existing polices disclosed in notes 3 and 4 as a result of the initial application of the standard; and.

- Additional disclosures will be required in the 2019-20 financial statements regarding contract assets and contract liabilities.

Transition method

The Council intends to apply AASB 15, AASB 1058 and AASB 2016-8 initially on 1 July 2019, using the modified retrospective approach permitted within the standards. This approach prescribes that the cumulative effect of initially applying this standard (estimated to be $2,310,140 as disclosed above) be recognised as an adjustment to the opening balance of retained surplus. Accordingly, comparative balances will not be restated.

Other standards that have been issued but are not yet effective are not expected to have a material impact on Council's future financial statements.

(1.g) Critical accounting judgements and key sources of estimation uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

- Valuation and depreciation of Property, Plant & Equipment – Note 13
- Provisions – Note 16
- Contingent Liabilities – Note 19.
- Financial Instruments – Note 24

(1.h) Rounding and Comparatives

Amounts included in the financial statements have been rounded to the nearest $1,000 unless otherwise indicated.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

(1.i) Taxation

Income of Council is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

The Council pays payroll tax to the Queensland Government on certain activities.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 2(a). Council Functions - Component Descriptions

Details relating to the Council's functions / activities as reported in Note 2(b) are as follows:

OFFICE OF THE CEO

The objective of this function is to provide open and accountable leadership through our Corporate Vision of Quality, Safety, Environment and Affordability. It includes organisational development, recruitment and onboarding and human resource management.

CORPORATE & COMMUNITY SERVICES

The objective of this function is to provide professional corporate and community services including financial management, information and communication technology, information management, customer service, animal control and community safety, elected member services, communications, cemeteries and integrated quality, safety and environment (including enterprise risk) and asset management.

DEVELOPMENT, FACILITIES & ENVIRONMENT

The objective of this function is to provide emergency management, town planning, building control and pool safety, environmental and public health, facilities, rural land management, economic development, tourism, sport and recreation, local development and events, arts and culture, libraries, council housing, affordable land and housing across our region.

ENERGY SECTOR ROADWORKS

The objective of this function is to deliver identified road projects that mitigate energy sector impacts ensuring they are undertaken within time, cost and scope of expectations, with a high level of monitoring and supervision.

ROAD NETWORK

The objective of this function is to administer, maintain, renew and upgrade the region's road network, incorporating the related functional areas of kerb and channel, stormwater drainage, lighting, footpaths and other pathways.

INFRASTRUCTURE SERVICES

The objective of this function is to demonstrate best practice in our service and delivery. Includes depots, commercial road activities, quarry pits, town and surrounds (including parks, gardens and reserves), street lighting and public space lighting and flood mitigation.

WASTE

The objective of this function is to provide affordable collection, receipt and disposal of waste generated by households, businesses and industry that is compliant with legislation and the agreed service levels for presentation and maintenance of Council's waste facilities.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 2(a). Council Functions - Component Descriptions (continued)

GAS

The objective of this function is to provide a safe and reliable retail supply to an expanding distribution network within a commercially viable framework.

PLANT, FLEET & WORKSHOPS

The objective of this function is to provide a competitively priced, reliable and fit for purpose plant that enables the delivery of Council's services and programs.

WATER INFRASTRUCTURE

The objective of this function is to provide water for domestic, commercial and industrial use in accordance with legislation and Council standards, established for the safety and benefit of the community.

SEWERAGE INFRASTRUCTURE

The objective of this function is to provide for the transporting and treating of effluent from domestic, commercial and industrial properties within defined urban areas in accordance with legislation and Council standards, established for safety and the benefit of the community.

QUARRY (ROMA)

The objective of this function is to provide Council and external customers, within our region and beyond, aggregate road base and rock suitable for use in asphalt, concrete, road construction and infrastructure construction works.

AIRPORTS

The objective of this function is to provide an air transport gateway to the Maranoa region that supports the commercial expansion and social connection of the region.

SALEYARDS (ROMA)

The objective of this function is to provide an accredited centre for store, prime, stud and special sales, private weighing and spelling services.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 2(b). Analysis of Results by Function

Functions	Gross Program Income				Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Total Assets
	Recurring		Capital			Recurring	Capital				
2019	Grants	Other	Grants	Other							
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Office of the CEO	66	169	-	-	235	(1,321)	-	(1,321)	(1,086)	(1,086)	-
Corporate & Community Services	14,077	25,938	42	-	40,057	(11,890)	(3)	(11,893)	28,125	28,164	98,510
Development, Facilities & Environment	1,425	2,424	1,103	-	4,952	(16,090)	(463)	(16,553)	(12,241)	(11,601)	125,406
Energy Sector Roadworks	368	4,897	13,699	-	18,964	(4,746)	-	(4,746)	519	14,218	-
Road Network	4,132	114	11,257	-	15,503	(19,753)	(8,205)	(27,958)	(15,507)	(12,455)	502,398
Infrastructure Services	-	775	-	-	775	(3,259)	-	(3,259)	(2,484)	(2,484)	3,772
Waste	-	2,408	145	-	2,553	(2,284)	(24,876)	(27,160)	124	(24,607)	1,452
Gas	-	890	-	-	890	(820)	(195)	(1,015)	70	(125)	4,996
Plant, Fleet & Workshops	1,589	15	-	49	1,653	1,029	(242)	787	2,633	2,440	18,444
Water Infrastructure	-	6,202	1,169	-	7,371	(5,265)	(55)	(5,320)	937	2,051	46,734
Sewerage Infrastructure	-	2,785	154	-	2,939	(2,001)	(46)	(2,047)	784	892	43,188
Quarry (Roma)	-	4,288	-	-	4,288	(3,738)	(136)	(3,874)	550	414	2,301
Airports	-	4,403	1,600	-	6,003	(3,424)	(664)	(4,088)	979	1,915	25,062
Saleyards (Roma)	-	4,597	838	-	5,435	(3,962)	(10)	(3,972)	635	1,463	13,810
Total	**21,657**	**59,905**	**30,007**	**49**	**111,618**	**(77,524)**	**(34,895)**	**(112,419)**	**4,038**	**(801)**	**886,073**

Functions	Gross Program Income				Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Total Assets
	Recurring		Capital			Recurring	Capital				
2018	Grants	Other	Grants	Other							
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Office of the CEO	87	79	-	-	166	(2,721)	-	(2,721)	(2,555)	(2,555)	-
Corporate & Community Services	13,516	23,637	-	-	37,153	(10,783)	-	(10,783)	26,370	26,370	84,371
Development, Facilities & Environment	491	2,192	1,348	-	4,031	(15,191)	(221)	(15,412)	(12,508)	(11,381)	133,885
Energy Sector Roadworks	361	4,996	13,461	-	18,818	(4,434)	-	(4,434)	923	14,384	-
Road Network	4,181	73	6,034	-	10,288	(21,616)	(10,314)	(31,930)	(17,362)	(21,642)	492,967
Infrastructure Services	-	706	-	-	706	(4,511)	-	(4,511)	(3,805)	(3,805)	3,918
Waste	-	2,222	-	-	2,222	(2,163)	-	(2,163)	59	59	1,242
Gas	-	862	-	-	862	(586)	-	(586)	276	276	4,689
Plant	290	96	-	93	479	1,938	(282)	1,656	2,324	2,135	18,866
Water Infrastructure	-	5,764	1,056	-	6,820	(5,335)	-	(5,335)	429	1,485	45,186
Sewerage Infrastructure	-	2,617	155	-	2,772	(2,474)	-	(2,474)	143	298	41,681
Quarry (Roma)	-	2,940	-	-	2,940	(2,902)	(8)	(2,910)	38	30	2,343
Roma Airport	-	4,343	9	-	4,352	(3,492)	(92)	(3,584)	851	768	18,059
Saleyards (Roma)	-	4,078	2,847	-	6,925	(3,815)	-	(3,815)	263	3,110	14,267
Total	**18,926**	**54,605**	**24,910**	**93**	**98,534**	**(78,085)**	**(10,917)**	**(89,002)**	**(4,554)**	**9,532**	**861,474**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 3. Revenue Analysis

	Notes	2019 $'000	2018 $'000
(a). Rates, Levies and Charges			
Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, they are recognised as revenue when they are received.			
General Rates		24,585	23,438
Special Rates		749	748
Water		3,317	3,199
Water Consumption, Rental and Sundries		2,323	2,007
Sewerage		2,701	2,499
Waste Management		1,542	1,457
Total rates and utility charge revenue		35,217	33,348
Less: Discounts		(1,007)	(1,935)
Less: Pensioner remissions		(287)	(287)
TOTAL RATES, LEVIES AND CHARGES		33,923	31,126
(b). Fees and Charges			
Fees and charges are recognised upon unconditional entitlement to the funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.			
Town Planning Fees		95	87
Building and Development Fees		106	90
Animal Registrations		137	96
Infringements		48	18
Licences and Registrations		63	57
Cemetery Fees		126	133
Other Statutory Fees		622	541
User Fees and Charges		1,088	1,137
Other Fees and Charges		214	53
TOTAL FEES AND CHARGES		2,499	2,212

(c). Sales Revenue

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

Council generates revenues from a number of services including general private works and contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 3. Revenue Analysis

	Notes	2019 $'000	2018 $'000
(c). Sales Revenue (continued)			
Sale of services			
Contract and Recoverable Works		4,608	4,706
Saleyards		4,420	4,053
Gas supply		888	859
Airport Services		4,389	4,288
Total Sale of Services		14,305	13,906
Sale of goods			
Quarry Materials		3,818	2,294
Total Sale of Goods		3,818	2,294
TOTAL SALES REVENUE		18,123	16,200

The amount recognised as revenue for contract revenue during the financial year is the amount receivable in respect of invoices issued during the period. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions.

Note 4. Grants, Subsidies, Contributions and Donations

Grants and subsidies

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. Council does not currently have any reciprocal grants.

Non-cash contributions

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

Cash contributions

Developers also pay infrastructure charges for trunk infrastructure, such as pumping stations, treatment works, mains, sewers and water pollution control works. These infrastructure charges are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with them. Consequently, the infrastructure charges are recognised as income when received.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 4. Grants, Subsidies, Contributions and Donations (continued)

	Notes	2019 $'000	2018 $'000
(a) Recurrent			
General Purpose Grants		17,693	16,882
State Government Subsidies and Grants		955	592
Commonwealth Government Subsidies and Grants		2,104	400
Donations		1	12
Contributions		388	398
Flood Damage Grants		516	642
TOTAL RECURRENT GRANTS, SUBSIDIES, CONTRIBUTIONS AND DONATIONS		21,657	18,926
(b) Capital			
State Government Subsidies and Grants		13,561	7,444
Commonwealth Government Subsidies and Grants		2,312	3,595
Contributions		14,134	13,871
TOTAL CAPITAL GRANTS, SUBSIDIES, CONTRIBUTIONS AND DONATIONS		30,007	24,910

Note 5. Capital Income

Gain on disposal of non-current assets

Proceeds from the Disposal of Property, Plant and Equipment		163	290
Less: Book Value of Property, Plant and Equipment Disposed	12	(114)	(197)
TOTAL CAPITAL INCOME		49	93

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 6. Employee Costs

	Notes	2019 $'000	2018 $'000
Wages and Salaries		19,384	21,002
Annual, Sick and Long Service Leave Expenses		4,497	4,064
Superannuation	20	2,850	3,039
Councillors Remuneration		782	751
		27,513	28,856
Other Employee Related Expenses		133	68
TOTAL EMPLOYEE COSTS		27,646	28,924

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties and includes superannuation.

Additional information:

Total Employees at year end:		
Administration Staff	142	145
Depot and Outdoors Staff	189	206
Total full time equivalent employees	331	351
Total Elected Members	9	9

Note 7. Materials and Services

Advertising and Marketing	205	223
Administration Supplies and Consumables	50	54
Audit of Annual Financial Statements by the Auditor-General of Queensland	103	104
Communications and IT	1,674	1,767
Consultants	210	281
Contractors	6,125	4,513
Donations Paid	202	181
Insurance	1,303	1,436
Legal Services	523	474
Materials Issued from Store	1,351	1,259
Plant and Vehicle Running Costs	2,035	2,040
Power	2,175	2,079
Operations and Maintenance	10,432	12,542
Subscriptions and Registrations	155	155
Travel	11	19
Other Materials and Services	1,877	190
TOTAL MATERIALS AND SERVICES	28,431	27,317

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 8. Finance Costs

	Notes	2019 $'000	2018 $'000
Finance costs - Queensland Treasury Corporation		743	597
Bank Charges		108	92
Movement in allowance for expected credit losses/provision for impairment		746	395
Quarry Rehabilitation		41	42
TOTAL FINANCE COSTS		1,638	1,126

Note 9. Capital Expenses

(a) Loss on disposal of non-current assets

Proceeds from the Disposal of Property, Plant and Equipment		677	443
Less: Book Value of Property, Plant and Equipment Disposed	12	(966)	(932)
Loss on disposal of non-current assets		289	489

(b) Provision for restoration of land

Discount Rate Adjustment - Quarry Rehabilitation		136	8
Initial Recognition of Refuse Restoration		24,876	-
		25,012	8

(c) Revaluation decrement

Downwards Revaluation of Property, Plant and Equipment	12	-	92

(d) Other capital expenses

Loss on Write-Off of Assets	12	9,594	10,328
TOTAL CAPITAL EXPENSES		34,895	10,917

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 10. Cash, Cash Equivalents and Investments

	Notes	2019 $'000	2018 $'000
Cash and Cash Equivalents			
Cash at Bank and on Hand		2,073	748
Cash Equivalent Assets[1]			
- Deposits at Call		52,448	21,132
Total Cash and Cash Equivalents		54,521	21,880
Investment Securities - Current			
Short Term Deposits		30,452	51,108
Total Current Investment Securities		30,452	51,108
TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS		84,973	72,988

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts. Term deposits in excess of three months are reported as investments.

[1] Those Investments where time to maturity (from date of purchase) is < 3 mths.

Restricted Cash, Cash Equivalents and Investments

Council's Cash and Cash Equivalents are subject to a number of Internal and External Restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed Expenditure Restrictions at the reporting date relate to the following cash assets:

Unspent Government Grants and Subsidies	16,178	11,958
Waste levy refund received in advance	711	-
Unspent Loan Monies	3,765	2,857
Unspent Developer Contributions	4,806	1,683
Total External Restrictions	25,460	16,498
Internally imposed Expenditure Restrictions at the reporting date:		
Future Capital Works	26,106	24,032
Total Internal Restrictions	26,106	24,032
Total Unspent Restricted Cash, Cash Equivalents and Investments	51,566	40,530

Cash at bank and on hand at 30 June 2019 includes $710,829 received from the State Government to mitigate the direct impacts on households of the State Waste Levy, which comes into effect from 1 July 2019. This money has been set aside to help fund the Council's 2019-20 Levy expense.

All term deposits comply with the Investment Policy and are less than 12 months in maturity.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 11. Trade and Other Receivables

	Notes	2019 $'000	2018 $'000

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. All known bad debts were written off at 30 June 2019.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivables.

Current

Rateable Revenue and Utility Charges	2,586	3,092
Other Debtors	6,816	4,573
GST Recoverable	397	416
Prepayments	214	92
Accrued Revenue	983	868
Total	10,996	9,041
less: Provision for Impairment		
Other	(391)	(187)
Total Provision for Impairment - Receivables	(391)	(187)
TOTAL CURRENT TRADE AND OTHER RECEIVABLES	10,605	8,854

Movement in allowance for expected credit losses

Opening balance at 1 July determined in accordance with AASB 139	187	94
Adjustment to opening balance upon application of AASB 9	58	-
Add: Additional allowance recognised	149	134
Less: debts written off as bad during the year	(3)	(41)
Balance at the end of the year	391	187

Council applied AASB 9 for the first time this year. Council has applied the simplified expected credit loss model prescribed under AASB 9 to determine an allowance for expected credit losses on its trade receivables. The balance of the allowance for credit losses as determined at 30 June 2018 was $245,000, which is $58,000 higher than the balance of the provision of receivables recognised in the financial statements at 30 June 2018. This adjustment has been recognised in retained surplus as permitted under the transition rules on initial application of AASB 9. Further details of Council's expected credit loss assessment are contained in note 24.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 12. Property, Plant and Equipment

30 June 2019		Land and Site Improvements	Buildings	Plant and equipment	Road, Drainage and Bridge Network	Water	Sewerage	Other Infrastructure	Airport	Works in Progress	Total
		$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Measurement Basis	Note	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
Opening Gross Balance - at Cost		-	-	42,153	-	-	-	-	-	45,709	**87,862**
Opening Gross Balance - at Fair Value		43,274	127,050	-	607,729	76,632	60,252	42,536	18,738	-	**976,211**
Opening Gross Balance		43,274	127,050	42,153	607,729	76,632	60,252	42,536	18,738	45,709	**1,064,073**
Additions*		-	-	-	-	-	-	-	-	47,645	**47,645**
Disposals	5,9	(102)	(200)	(2,545)	-	-	-	-	-	-	**(2,847)**
Write-offs	5,9	(5)	(430)	(52)	(12,077)	(143)	(73)	(587)	(3,412)	-	**(16,779)**
Revaluation Decrements to Equity (ARR)	17	(2,958)	(3,438)	-	-	-	-	(3,654)	-	-	**(10,050)**
Revaluation Increments to Equity (ARR)	17	-	-	-	11,954	1,025	3,418	-	223	-	**16,620**
Work in Progress Transfers		1,702	1,629	3,503	30,666	2,505	1,635	4,718	8,510	(54,868)	**-**
Total Gross Value of Property, Plant and Equipment - at Cost		**-**	**-**	**43,059**	**-**	**-**	**-**	**-**	**-**	**38,486**	**81,545**
Total Gross Value of Property, Plant and Equipment - at Fair Value		**41,911**	**124,611**	**-**	**638,272**	**80,019**	**65,232**	**43,013**	**24,059**	**-**	**1,017,117**
Total Gross Value of Property, Plant and Equipment		**41,911**	**124,611**	**43,059**	**638,272**	**80,019**	**65,232**	**43,013**	**24,059**	**38,486**	**1,098,662**
Opening Accumulated Depreciation		107	30,047	19,534	163,015	33,528	19,302	13,850	6,847	-	**286,230**
Depreciation Expense		-	2,187	2,423	11,263	1,323	711	1,125	777	-	**19,809**
Disposals	5,9	-	(3)	(1,763)	-	-	-	-	-	-	**(1,766)**
Write-offs	5,9	-	(116)	(25)	(3,876)	(87)	(27)	(305)	(2,749)	-	**(7,185)**
Revaluation Decrements to Equity (ARR)	17	-	-	-	-	-	-	(113)	(55)	-	**(168)**
Revaluation Increments to Equity (ARR)	17	-	2,996	-	6,616	497	3,083	-	-	-	**13,192**
Total Accumulated Depreciation of Property, Plant and Equipment		**107**	**35,111**	**20,169**	**177,018**	**35,261**	**23,069**	**14,557**	**4,820**	**-**	**310,112**
Total Net Book Value of Property, Plant and Equipment		**41,804**	**89,500**	**22,890**	**461,254**	**44,758**	**42,163**	**28,456**	**19,239**	**38,486**	**788,550**
Other Information											
Range of Estimated Useful Life (years)		Not Depreciated	8 -130	3 -100	10 - 200	6 - 210	6 - 210	10 - 200	13 - 210	Not Depreciated	-
*Asset Additions Comprise											
Asset Renewals on Infrastructure		-	-	-	-	-	-	-	-	35,804	**35,804**
Asset Renewals on other asset classes		-	-	-	-	-	-	-	-	2,471	**2,471**
Other Additions		-	-	-	-	-	-	-	-	9,370	**9,370**
Total Asset Additions		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**47,645**	**47,645**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 12. Property, Plant and Equipment

30 June 2018		Land and Site Improvements	Buildings	Plant and equipment	Road, Drainage and Bridge Network	Water	Sewerage	Other Infrastructure	Airport	Works in Progress	Total
		$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Measurement Basis	Note	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
Opening Gross Balance - at Cost		-	-	40,924	-	-	-	-	-	48,005	**88,929**
Opening Gross Balance - at Fair Value		43,225	124,169	-	578,181	71,487	58,125	39,649	18,810	-	**933,646**
Opening Gross Balance		43,225	124,169	40,924	578,181	71,487	58,125	39,649	18,810	48,005	**1,022,575**
Additions*		-	-	-	-	-	-	-	-	41,243	**41,243**
Disposals	5,9	(300)	(70)	(2,560)	-	-	-	-	-	-	**(2,930)**
Write-offs	5,9	-	(18)	(35)	(14,922)	-	-	-	-	-	**(14,975)**
Revaluation Decrements to Equity (ARR)	17	(1,934)	-	-	-	-	-	-	(91)	-	**(2,025)**
Revaluation Increments to Equity (ARR)	17	-	2,423	-	8,534	4,972	2,089	2,222	-	-	**20,240**
Work in Progress Transfers		2,338	546	3,824	35,936	173	38	665	19	(43,539)	**-**
Adjustments and Other Transfers		(55)	-	-	-	-	-	-	-	-	**(55)**
Total Gross Value of Property, Plant and Equipment - at Cost		**-**	**-**	**42,153**	**-**	**-**	**-**	**-**	**-**	**45,709**	**87,862**
Total Gross Value of Property, Plant and Equipment - at Fair Value		**43,274**	**127,050**	**-**	**607,729**	**76,632**	**60,252**	**42,536**	**18,738**	**-**	**976,211**
Total Gross Value of Property, Plant and Equipment		**43,274**	**127,050**	**42,153**	**607,729**	**76,632**	**60,252**	**42,536**	**18,738**	**45,709**	**1,064,073**
Opening Accumulated Depreciation		107	29,505	18,753	203,545	41,374	30,610	12,578	4,367	-	**340,839**
Depreciation Expense		-	2,147	2,614	11,635	1,513	1,040	944	825	-	**20,718**
Disposals	5,9	-	(3)	(1,798)	-	-	-	-	-	-	**(1,801)**
Write-offs	5,9	-	(5)	(35)	(4,607)	-	-	-	-	-	**(4,647)**
Revaluation Decrements to P&L	10	-	-	-	-	-	-	-	92	-	**92**
Revaluation Decrements to Equity (ARR)	17	-	(1,597)	-	(47,558)	(9,359)	(12,348)	-	-	-	**(70,862)**
Revaluation Increments to Equity (ARR)	17	-	-	-	-	-	-	328	1,563	-	**1,891**
Total Accumulated Depreciation of Property, Plant and Equipment		**107**	**30,047**	**19,534**	**163,015**	**33,528**	**19,302**	**13,850**	**6,847**	**-**	**286,230**
Total Net Book Value of Property, Plant and Equipment		**43,167**	**97,003**	**22,619**	**444,714**	**43,104**	**40,950**	**28,686**	**11,891**	**45,709**	**777,843**
Other Information											
Range of Estimated Useful Life (years)		Not Depreciated	8 -130	3 -100	10 - 200	6 - 210	6 - 210	10 - 200	13 - 210	Not Depreciated	
*Asset Additions Comprise											
Asset Renewals on Infrastructure		-	-	-	-	-	-	-	-	8,066	**8,066**
Asset Renewals on other asset classes		-	-	-	-	-	-	-	-	110	**110**
Other Additions		-	-	-	-	-	-	-	-	33,067	**33,067**
Total Asset Additions		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**41,243**	**41,243**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 12. Property, Plant and Equipment (continued)

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, accumulated depreciation and accumulated impairment losses.

Acquisition of assets
Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Items of plant and equipment with a total value of less than $5,000, and infrastructure assets and buildings with a total value of less than $10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Capital and operating expenditure
Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Valuation
Land and improvements, buildings, major plant and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property, Plant & Equipment. Other plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 3 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal engineers to assess the condition and cost assumptions associated with all infrastructure assets, the results of which are considered in combination with the actual construction costs. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and improvements, buildings and major plant asset classes in the intervening years, management engage independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 12. Property, Plant and Equipment (continued)

Valuation (continued)
An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are sound. Further details in relation to valuers, the methods of valuation and the key assumptions used are disclosed in Note 13.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Details of valuers and methods of valuations are disclosed in Note 13.

Capital work in progress
The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Depreciation
Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Road formation and earthworks are considered to be a non depreciable asset under *AASB Interpretation 1055 – Accounting for Road Earthworks*.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date.

The ranges of useful lives adopted for each class of asset are disclosed in the tables above.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 12. Property, Plant and Equipment (continued)

Land under roads
Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.

Note 13. Fair Value Measurements

Council measures and recognises the following assets at fair value on a recurring basis:

Property, plant and equipment
- Land and Site Improvements
- Buildings
- Road, Drainage and Bridge Network
- Water
- Sewerage
- Other Infrastructure
- Airport

Council does not measure any liabilities at fair value on a recurring basis.

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes.

Council borrowings are measured at amortised cost with interest recognised in profit or loss when incurred. The fair value of borrowings disclosed in note 15 is provided by the Queensland Treasury Corporation and represents the contractual undiscounted cash flows at balance date (Level 2).

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (Level 2).

In accordance with AASB 13 fair value measurements are categorised on the following basis:
- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities **(Level 1)**
- Fair value based on inputs that are directly or indirectly observable for the asset or liability **(Level 2)**
- Fair value based on unobservable inputs for the asset and liability **(Level 3)**

The following table categorises fair value measurements as either Level 2 or Level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as Level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in Level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in Level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

Council engages external, independent and qualified valuers to determine the fair value of the entity's land, buildings and infrastructure on a regular basis. As at 30 June 2019 a desktop revaluation was undertaken for road, drainage and bridge network and airport classes subject to revaluation by APV Valuers. As at 30 30 June 2019 a comprehensive valuation was undertaken for water network, sewerage network, other infrastructure, land and building asset classes by APV Valuers.

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values: (continued)

		Fair Value Measurement using:			
		Level 1	Level 2	Level 3	Total
	Date of latest valuation	Quoted prices in active mkts	Significant observable inputs	Significant unobservable inputs	
2019		$'000	$'000	$'000	$'000
Property, Plant and Equipment					
- Land and Site Improvements	30/06/19	-	41,804	-	41,804
- Buildings - Residential	30/06/19	-	5,496	-	5,496
- Buildings - Other	30/06/19	-	-	84,004	84,004
- Road, Drainage and Bridge Network	30/06/18	-	-	461,254	461,254
- Water	30/06/19	-	-	44,758	44,758
- Sewerage	30/06/19	-	-	42,163	42,163
- Other Infrastructure	30/06/19	-	-	28,456	28,456
- Airport	30/06/18	-	-	19,239	19,239
Total Property, Plant and Equipment		**-**	**47,300**	**679,874**	**727,174**
2018					
Property, Plant and Equipment					
- Land and Site Improvements	01/07/16	-	43,167	-	43,167
- Buildings - Residential	01/07/16	-	6,300	-	6,300
- Buildings - Other	01/07/16	-	-	90,703	90,703
- Road, Drainage and Bridge Network	30/06/18	-	-	444,714	444,714
- Water	01/07/16	-	-	43,104	43,104
- Sewerage	01/07/16	-	-	40,950	40,950
- Other Infrastructure	01/07/16	-	-	28,686	28,686
- Airport	30/06/18	-	-	11,891	11,891
Total Property, Plant and Equipment		**-**	**49,467**	**660,048**	**709,515**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

(2) Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Level 1 and Level 2 during the year. There were transfer between level 2 and 3.

Council's policy is to recognise transfers in and out of the fair value hierarchy level as at the end of the reporting period.

(3) Valuation techniques used to derive Level 2 and Level 3 Fair Values

Where Council is unable to derive Fair Valuations using quoted market prices of identical assets (i.e. Level 1 inputs) Council instead uses a spread of both observable inputs (Level 2 inputs) and unobservable inputs (Level 3 inputs).

The Fair Valuation techniques Council has employed while using Level 2 and Level 3 inputs are as follows:

Land and Site Improvements (Level 2)
Land fair values were determined by independent valuer, APV Valuers & Asset Management effective 30 June 2019. APV carried out a comprehensive revaluation, including physical inspection, with an effective date of 30 June 2019. Level 2 valuation inputs were used to value land held in freehold title (investment and non-investment) as well as land used for special purposes, which is restricted in use under current zoning rules. The direct comparison to sales approach is the preferred and most commonly used approach in land valuations. In this approach to value, the property is compared to recently sold properties which are of a similar type. This comparison is adjusted to take into consideration the characteristics of the land, such as size, zoning, topography, configuration etc. The most significant inputs into this valuation approach are price per square meter.

Buildings (Level 2 and 3)
The fair value of buildings were also determined by independent valuer, APV Valuers & Asset Management effective 30 June 2019. APV carried out a comprehensive revaluation, including physical inspection, with an effective date 30 June 2019. Level 2 inputs were used to determine the fair value of a range of properties. This included the bulk of residential and commercial properties. The residential properties fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

Some residential properties were located in isolated locations where there was no evidence to support a market approach. These properties were valued using the cost approach and due to the range of assumptions used to determine the fair value have been classified as Level 3.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

Buildings (Level 2 and 3) (continued)

Specialised buildings were valued using the cost approach using professionally qualified Registered Valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence (Level 2) other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using Level 3 valuation inputs.

In determining the level of accumulated depreciation the assets have been disaggregated into significant components, and further disaggregated into short and long-term components, which exhibit different useful lives and service potential patterns. Allowance has been made for the typical asset life cycle and renewal treatments of each component, and the condition of the asset. When assessing the level of remaining service potential or the rate of consumption of that service potential (depreciation) a range of factors are considered including condition, obsolescence, restrictions and other relevant factors. They can generally be described and spilt into two types, holistic and component specific. Holistic factors impact at the whole asset level and include factors such as functionality, capacity, utilisation, safety and obsolescence. Component specific factors include physical condition and breakage and repair history.

The consumption score methodology is based on assessing the relative level of remaining service potential. The scale is as follows:

Phase Points	Description
0.00 ↓ 0.99	New or very good condition - very high level of remaining service potential.
1.00 ↓ 1.99	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.
2.00 ↓ 2.99	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.
3.00 ↓ 3.99	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.
4.00 ↓ 4.99	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by inclusion in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.
5.00	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

Infrastructure Assets (Level 3)

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC was determined using methods relevant to the asset class as described under individual asset categories below.

Roads and Airport

Current replacement cost:

Roads, drainage and bridge and airport assets were comprehensively valued by APV Valuers as at 30 June 2018. A desktop revaluation updated was subsequently undertaken effective 30 June 2019.

The indexation percentage for the infrastructure desktop valuations effective 30 June 2019 has been derived from reference to costing guides issued by the Australian Institute of Quality Surveyors, Rawlinson's (Australian Construction Handbook), construction data from the Australian Bureau of Statistics and APV's own internal market research and costings.

The analysis of these construction cost guides and research has determined that the approximate increase in infrastructure costs over the period from 1 July 2018 to 30 June 2019 is as following:

Infrastructure Category	Index %
Airport	0.1 - 2.3%
Roads	0.1 - 3.3%

Unit rates for some components were reviewed by Council and supplied to APV based on internal construction estimates.

Council categorises its road infrastructure into urban and rural roads and the further sub-categorises these into sealed and unsealed roads. Roads are split into segments which vary in length depending on the attributes of each segment and the previous construction history – as described below. All road segments are then componentised into formation, pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

All road network infrastructure assets were valued using Level 3 valuation inputs using the cost approach.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

Roads and Airport (continued)

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Segment lengths and widths and pavement depths are actual where known from design plans and/or construction records, or are confirmed by field measure. Unconfirmed pavement depths are assumed constructed to 200mm for sealed roads and 150mm for unsealed roads. Council also assumes that all raw materials can be sourced from local quarries. For internal constructions estimates, material and services prices were based on existing supplier contract rates and supplier price lists while labour wage rates were based on Council's Enterprise Bargaining Agreement (EBA). All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average of completed similar projects over the last few years, where sufficiently representative capital works have been undertaken; otherwise, these were based on rates supplied by an independent valuer determined using professional judgement, and externally available cost data.

CRC for airport assets was calculated based on expected replacement costs. In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life.

Accumulated depreciation:

In determining the level of accumulated depreciation, roads and airports were disaggregated into significant components which exhibited different useful lives and bridges are summarised into one lump sum item.

Useful lives are an estimate of the total service capacity in years for that type of asset. The remaining useful life of the asset is determined based on an asset condition rating, which reflects both physical characteristics (e.g. age and physical condition) as well as holistic factors such as functionality, capability, utilisation and obsolescence. Accumulated depreciation represents the decline in service potential (i.e. the difference between useful life and remaining useful life) for an asset. In periods when a comprehensive valuation is not undertaken, the remaining useful of the asset is then calculated based purely on the time elapsed since the previous valuation, as adjusted for any known improvements or deterioration in asset condition.

In order to assess the level of remaining service potential the following consumption scoring methodology was applied.

Phase Points	Description
0.00 ↓ 0.99	New or very good condition - very high level of remaining service potential.
1.00 ↓ 1.99	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.
2.00 ↓ 2.99	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.
3.00 ↓ 3.99	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.
4.00 ↓ 4.99	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by inclusion in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.
5.00	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

Water, Sewerage and Gas Infrastructure

Current replacement cost:

The fair value of water, sewerage and gas was determined by an independent valuer, APV Valuers & Asset Management effective 30 June 2019.

All water, sewerage and gas network infrastructure assets were valued using Level 3 valuation inputs using the cost approach. CRC was calculated using a range of sources including actual construction or purchase prices for recent projects, appropriate APV databases where APV record details of actual costs from recent projects that are sourced directly from their clients. Preference is provided to nearby locations. Rawlinson's Construction Guide or similar guide and benchmarking against other valuations. An allowance was then made to adjust for condition and comparability.

Physical inspections were conducted to assess condition and validate key attributes such as material type, dimensions, etc. Some assets (such as underground pipes and pits) were unable to be inspected due to the their nature and the cost involved in undertaking extensive engineering assessments. Where available, reliance was placed on condition assessment and attribute data maintenance within council's asset management and GIS systems. Where such data was not readily available APV developed a range of assumptions based on the expected physical condition and attributes given the age of the asset and typical design characteristics. These assumptions were reviewed and confirmed reasonable by Council staff.

During the year there were a number of new projects completed where the actual cost was recorded and the impact of depreciation at year end was negligible. While these could be classified as valued at Level 2 given the low proportion of the total portfolio that these represented and the likelihood that in future valuations they would most likely be valued at Level 3 we have adopted a policy that all road and water network infrastructure assets are deemed to be valued at Level 3.

Accumulated depreciation:

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the assets were allocated a consumption assessment, which was used to estimate remaining useful life. Refer to consumption scoring methodology in Roads section.

For assets that are not available for visual inspection the useful life remaining was based on age and adjusted where there were known factors to impact on the condition.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 13. Fair Value Measurements (continued)

(4). Fair value measurements using significant unobservable inputs (Level 3)

The changes in Level 3 assets with recurring fair value measurements are detailed in note 12 (property, plant and equipment). However, since the residential buildings disclosed in those notes comprise both Level 2 and level 3 assets, the movement in Level 3 buildings (other) are detailed below. Three residences where transferred from Level 2 to Level 3.

Changes in buildings (other) (Level 3):

	Buildings 2019 $'000	Buildings 2018 $'000
Opening gross value as at 1 July	120,750	117,799
Additions	1,588	494
Disposals	(417)	(14)
Revaluation adjustment (ARR)	(3,137)	2,471
Transfer from Level 2	310	-
Closing gross value as at 30 June	**119,094**	**120,750**
Accumulation depreciation		
Opening balance as at 1 July	30,047	29,505
Depreciation in current period	2,000	1,936
Revaluation adjustment (ARR)	3,159	(1,390)
Disposals	(116)	(4)
Accumulated Depreciation as at 30 June	**35,090**	**30,047**
Consolidated book value as at 30 June	**84,004**	**90,703**

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 14. Trade and Other Payables

	Notes	2019 $'000	2018 $'000

Trade creditors

Creditors are recognised when goods or services are received, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Accrued employee entitlements

Liabilities are recognised for employee benefits such as wages and salaries and annual leave in respect of services provided by the employees up to the reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and includes related on-costs.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the report date, annual leave is classified as a currently liability.

Current

Creditors and Accruals	8,662	6,211
Employee Related Accruals	326	346
Annual Leave Entitlements	4,015	3,833
Waste levy refund received in advance	711	-
Other	706	521
TOTAL CURRENT TRADE AND OTHER PAYABLES	14,420	10,911

The State Government made an advance payment to Council in June 2019 to mitigate the impacts on households for 2019-20 of the State Waste Levy, which takes effect from 1 July 2019. The Council will be liable to the State for payment of the Levy on most forms of commercial and household waste delivered to its disposal sites from 1 July 2019. The State is required to make an annual payment to the Council that essentially refunds the Council for the portion of the levy that relates to households. Council will fund the portion of the Levy that relates to commercial waste through charges to commercial users of disposal sites from 1 July 2019. As the receipt from the State in June 2019 is for a refund of Council's 2019-20 Levy expense, the full amount has been recognised as a liability at 30 June 2019.

Note 15. Borrowings

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

In accordance with the *Local Government Regulation 2012* Council adopts an annual debt policy that sets out council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 15. Borrowings (continued)

	Notes	2019 $'000	2018 $'000
Current			
Loans - Queensland Treasury Corporation		1,314	1,600
TOTAL CURRENT BORROWINGS		1,314	1,600
Non-current			
Loans - Queensland Treasury Corporation		16,071	12,721
TOTAL NON-CURRENT BORROWINGS		16,071	12,721

Reconciliation of Loan Movements for the year

Loans - Queensland Treasury Corporation		
Opening Balance at Beginning of Financial Year	14,321	12,964
Loans Raised	4,500	2,900
Principal Repayments	(1,436)	(1,543)
Book value at end of financial year	17,385	14,321

The QTC loan market value at the reporting date was $18,873,319 (2018: $15,173,978). This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

Loan Disclosures

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government.

All borrowings are in $AUD denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 June 2024 to 15 June 2039.

There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 16. Provisions

Provisions for legal claims, service warranties and other like liabilities are recognised when:
- Council has a present legal or constructive obligation as a result of past events;
- it is more likely than not that an outflow of resources will be required to settle the obligation; and
- the amount has been reliably estimated.

Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date.

The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability.

The increase in the provision due to the passage of time is recognised as interest expense/finance cost.

Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The yields attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Restoration Provisions

A provision is made for the cost of restoration in respect of refuse dumps and quarries where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of these facilities. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration.

Within each restoration provision there may be many site locations some of which can be on Council controlled land and some that are not. The following account treatments apply depending on the site location:

Restoration on land not controlled by Council
Where the restoration site is on State reserves which Council does not control, the cost of the provisions for restoration of these sites is treated as an expense in the year the provision is first recognised. Changes in the provision due to either time, discount rate or expected future costs are treated as a capital expense or capital income in the reporting period in which they arise.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 16. Provisions (continued)

Restoration on land controlled by Council
A provision is recognised for the estimated discounted cost of restoration, where required. The estimated cost of restoration is capitalised within land and improvement assets and is not immediately expensed.

As land and improvement assets are measured at fair value, the effects of a change in the measurement of a restoration provision that results from changes in the estimated timing or amount of the outflow of resources required to settle the obligation, or change in the discount rate are recognised within the asset revaluation surplus as follows:

Changes in the provision not arising from the passage of time are added to or deducted from the asset revaluation surplus for land. If there is no available revaluation surplus, increases in the provision are treated as an expense and recovered out of future decreases (if any). Changes to the provision resulting from the passage of time (the unwinding of the discount) are treated as a finance cost.

The Council has the following restoration provisions:

Quarry Rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. All Council quarries are situated on Council controlled land.

Refuse Sites Rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the refuse sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. The Mitchell and part of Roma refuse sites are on Council controlled land. All other refuse sites are on State reserves.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 16. Provisions (continued)

	Notes	2019 $'000	2018 $'000
Current			
Long Service Leave		3,915	3,308
TOTAL CURRENT PROVISIONS		3,915	3,308
Non-current			
Long Service Leave		479	800
Quarry Rehabilitation		1,637	1,460
Refuse Restoration		24,876	-
TOTAL NON-CURRENT PROVISIONS		26,992	2,260
Details of movements in Provisions:			
Quarry Rehabilitation			
Balance at Beginning of Financial Year		1,460	1,464
Increase in provision due to unwinding of discount	8	41	42
Increase/(decrease) in provision due to change in discount rate	9	136	(46)
Balance at End of Financial Year		1,637	1,460
Refuse Restoration			
Balance at Beginning of Financial Year		-	-
Additional Provision		24,876	-
Balance at End of Financial Year		24,876	-

Quarry rehabilitation
This is the present value of the estimated cost of restoring the quarry site to a useable state at the end of its useful life. The projected cost is $1,708,769 and this cost is expected to be incurred in 2036.

Refuse restoration
This is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life. The projected cost is $28,922,482 and this cost is expected to be incurred from 2026 to 2111 after closing the sites from 2019 to 2080 and allowing a period for settlement.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 17. Asset Revaluation Surplus

	Notes	2019 $'000	2018 $'000

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation reserve.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation reserve in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in the asset revaluation reserve in respect of that asset is retained in the asset revaluation reserve and not transferred to retained surplus.

Movements in the asset revaluation surplus:

Balance at beginning of financial year		283,169	195,983
Net adjustment to non-current assets at end of period to reflect a change in current fair value:			
Land and Site Improvements		(2,958)	(1,934)
Buildings		(6,434)	4,020
Road, Drainage and Bridge Network		5,338	56,092
Water		528	14,331
Sewerage		335	14,437
Other Infrastructure		(3,541)	1,894
Airport		278	(1,654)
	12	(6,454)	87,186
Balance at end of financial year		276,715	283,169

Asset revaluation surplus analysis

The closing balance of the Asset Revaluation Reserve comprises the following asset categories:

Land and Site Improvements	21,666	24,624
Buildings	31,060	37,494
Road, Drainage and Bridge Network	145,032	139,694
Water	36,415	35,887
Sewerage	22,339	22,004
Other Infrastructure	19,926	23,467
Airport	277	(1)
Balance at end of financial year	276,715	283,169

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 18. Commitments for Expenditure

	Notes	2019 $'000	2018 $'000
(a) Capital Commitments (exclusive of GST)			
Property, Plant and Equipment			
Infrastructure		13,321	12,683
Total Commitments		13,321	12,683

Capital commitments are payable within the next year and funded from unrestricted general funds.

(b) Contractual commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

Waste Collection Contracts (per year) - Expiry 30 June 2023	723	785
Software Licences & ICT Services (per year) - Various Expiry 30 June 2020 to 8 December 202	339	335
Airport Services (per year) - Various Expiry 16 April 2020 to 7 July 2020	957	812
Saleyard Services (per year) - Various Expiry 30 April 2020 to 31 March 2021	1,470	1,149
Facilities Management (per year) - Various Expiry 31 July 2019 to 12 October 2021	474	524
Communication Services - Expires 31 August 2019	15	89
Quarry Services - Expires 31 August 2019	279	-
	4,257	3,694

Note 19. Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2019 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 19. Contingent Liabilities (continued)

Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is $465,710 (2018: $488,212).

Note 20. Superannuation

Council contributes to the LGIAsuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIAsuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIAsuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Maranoa Regional Council can be liable to the scheme for a portion of another local government's obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIAsuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions

The next triennial actuarial review is not due until 1 July 2021.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 20. Superannuation (continued)

The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

There are currently 62 entities contributing to the scheme and any changes in contribution rates would apply equally to all 62 entities. Maranoa Regional Council made 0.79% of the total contributions to the plan in the 2018-19 financial year.

	Notes	2019 $'000	2018 $'000
Superannuation contributions made to the Regional Defined Benefits Fund		157	151
Other superannuation contributions for employees		2,693	2,888
Total superannuation contributions paid by Council for employees	6	2,850	3,039

	2020 $'000
Contributions Council expects to make to the Regional Defined Benefits Fund for 2019-20	128

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 21. Trust Funds

	Notes	2019 $'000	2018 $'000

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages). Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

The monies are disclosed in the notes to the financial statements for information purposes only.

Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	61	53
Security Deposits	471	502
	532	555

Note 22. Reconciliation of Net Result for the year to Net Cash Inflow/(Outflow) from Operating Activities

Net operating result from Income Statement	(801)	9,532
Non-cash items		
Depreciation and Amortisation	19,809	20,718
	19,809	20,718
Investing and development activities		
Net Losses/(Gains) on Disposal of Assets	240	396
Loss on Write-Off of Assets	9,595	10,336
Capital Grants and Contributions	(30,007)	(24,910)
Capital Expenses	25,012	96
	4,840	(14,082)
Changes in operating assets and liabilities:		
(Increase)/Decrease in Receivables	(1,955)	2,465
Movement in allowance for expected credit losses/provision for impairment of receivat	146	93
(Increase)/Decrease in Inventories	(156)	(151)
Increase/(Decrease) in Payables and Accruals	2,451	2,135
Increase/(Decrease) in Other Liabilities	1,058	380
Increase/(Decrease) in Employee Leave Entitlements	286	40
Increase/(Decrease) in Other Provisions	41	(4)
	1,871	4,958
Net cash inflow from operating activities to the Statement of Cash Flows	25,719	21,126

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 23. Events After the Reporting Period

There were no material adjusting events after the balance date.

Note 24. Financial Instruments

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied. Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial assets
Cash and cash equivalents and receivables, which are both measured at amortised cost.

Financial liabilities
Payables and borrowings are both measured at amortised cost.

The effect of initially applying AASB 9 on Council's financial instruments is described in Note 1(f). Comparative information has not been restated to reflect the requirements.

Council has exposure to the following risks arising from financial instruments; **(i)** interest rate risk, **(ii)** credit risk, and **(iii)** liquidity risk.

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial Risk Management
Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's audit committee oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk managements framework in relation to the risks faced by the Council. The Council audit committee is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

Council does not enter into derivatives.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 24. Financial Instruments (continued)

Credit Risk Exposure

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State/Commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by the Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.

	Notes	2019 $'000	2018 $'000
The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period:			
Financial Assets			
Cash and Cash Equivalents	10	54,521	21,880
Investment Securities	10	30,452	51,108
Receivables - Rates	11	2,586	3,092
Receivables - Other	11	7,805	5,670
		95,364	81,750
Other Credit Exposures			
Guarantee	19	466	488
		466	488
Total		95,830	82,238

Cash and Cash Equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Other Financial Assets

Other investments are held with financial institutions, which are rated A1+ to A2 based on rating agency Standard & Poor's ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote. Some investments were held with unrated Authorised Deposit-taking Institutions only to the value of the Government guarantee on deposits and only one deposit per institution.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 24. Financial Instruments (continued)

Trade and Other Receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk. Council considers that debtors with an outstanding balance greater than 90 days to be in default.

By the nature of the Councils operations, there is a geographical concentration of risk in the Council's area. Because the area is largely agricultural and energy sector, there is also a concentration in these sectors. Historically, Council had a higher exposure to risk in relation in quarry receivables due to unprecedented demand for quarry product due to flood events. This risk has now decreased significantly.

The Council does not require collateral in respect of trade and other receivables. The Council does not have trade receivables for which no loss allowance is recognised because of collateral.

At 30 June 2019, the exposure to credit risk for trade receivables by type of counterparty was as follows:

	2019 $'000	2018 $'000
Rates and Utility Charges	2,586	3,092
Other Debtors	7,408	5,254
GST Recoverable	397	416
Total	10,391	8,762

Expected credit loss assessment as at 1 July 2018 and 30 June 2019

The Council uses an allowance matrix to measure the expected credit losses of trade receivables from individual customers, which comprise a very large number of small balances. Council considered that the risk profile of all subcategories of other debtors above is similar, and accordingly assesses the allowance for expected credit losses for these receivables on a collective basis.

Loss rates are calculated using a 'roll rate' method based on the probability of a receivable progressing through successive stages of delinquency to write-off.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 24. Financial Instruments (continued)

The following table provides information about the exposure to credit risk and expected losses for trade receivables from individual customers as at 30 June 2019:

	2019 Weighted-avg. loss rate %	2019 Gross carrying amt $'000	2019 Loss allowance $'000
Not past due	2.17%	5,233	114
Past due 31-60 days	16.31%	620	101
Past due 61-90 days	40.73%	54	22
More than 90 days	73.66%	209	154
Total		6,116	391

The following table provides information about the exposure to credit risk and expected losses for trade receivables as at 1st July 2018 upon initial recognition:

	2018 Weighted-avg. loss rate %	2018 Gross carrying amt $'000	2018 Loss allowance $'000
Not past due	2.17%	3,826	83
Past due 31-60 days	16.31%	113	19
Past due 61-90 days	40.73%	-	-
More than 90 days	73.66%	194	143
Total		4,133	245

Loss rates are based on actual credit loss experience over the past five years. These rates are multiplied by scalar factors to reflect differences between economic conditions during the period over which the historical data has been collected, current conditions and the Council's view of economic conditions over the expected lives of the receivables. Factors to be considered giving an indication of the potential of a possible higher risk to Council are extreme flood events, dramatic increase in airport numbers and affordability of housing.

The movement in the allowance for expected credit losses in respect of trade receivable during the year was $149,715.

Liquidity Risk

Liquidity risk refers to the situation where the Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its labilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits, both short and long term, to cater for unexpected volatility in cash flows. These cash reserves are disclosed in Note 10.

Council does not have any overdraft facilities at the reporting date.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 24. Financial Instruments (continued)

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year $'000	1 to 5 years $'000	Over 5 years $'000	Total Contractual Cash Flows $'000	Carrying Amount $'000
2019					
Trade and Other Payables	8,662	-	-	8,662	8,662
Loans - QTC	1,896	7,602	12,460	21,958	17,385
	10,558	7,602	12,460	30,620	26,047
2018					
Trade and Other Payables	6,211	-	-	6,211	6,211
Loans - QTC	2,194	6,885	9,318	18,397	14,321
	8,405	6,885	9,318	24,608	20,532

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

Market Risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest Rate Risk

The Council is exposed to interest rate risk through investments and borrowings with Queensland Treasury and/or other financial institutions.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The Council does not account for any fixed-rate financial assets or financial liabilities at Fair Value through Profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 24. Financial Instruments (continued)

	Net Carrying Amount	Net Result		Equity	
		1% increase	1% decrease	1% increase	1% decrease
	$'000	$'000	$'000	$'000	$'000
2019					
QTC Cash Fund	52,448	525	(525)	525	(525)
Other Investments	30,452	305	(305)	305	(305)
Loans - QTC	17,385	(174)	174	(174)	174
Net	100,285	656	(656)	656	(656)
2018					
QTC Cash Fund	21,132	211	(211)	211	(211)
Other Investments	51,108	511	(511)	511	(511)
Loans - QTC	14,321	(143)	143	(143)	143
Net	86,561	579	(579)	579	(579)

In relation to the QTC loans held by the Council, the following has been applied:

QTC Fixed Rate Loan - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

QTC Generic Debt Pool - the generic debt pool products approximate a fixed rate loan. There is a negligible impact on interest sensitivity from changes in interest rates for generic debt pool borrowings.

QTC Client Specific Pool - client specific pool products are often rebalanced to a target benchmark duration. This partially exposes clients to the level of interest rates at the time of rebalancing. Sensitivity on these products is provided by QTC through calculating the interest effect over the period.

Fair Value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is disclosed in Note 15.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to clients' cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 25. Transactions with Related Parties

(a) Associates

	Details	Amount of transactions during year	Outstanding Balance (incl. Commitments)	Doubtful Debts Expense Recognised
2019		$'000	$'000	$'000
Associates Total	i	-	-	-
		-	-	-
2018				
Associates Total	i	20	-	-
		20	-	-

i Annual contribution to Regional Economic Development Association

(b) Other Related Parties

Transactions with Other Related Parties

	Details	Amount of transactions during year	Outstanding Balance (incl. Commitments)
2019		$'000	$'000
Purchase of materials and services from entities controlled by KMP	i	12	-
Purchase of materials and services from entities controlled by a close family member of KMP	ii	76	-
Payments to non-profit associations a KMP is a controlling committee member.	iii	27	-
		115	-
2018			
Purchase of materials and services from entities controlled by KMP	i	21	-
Payments to non-profit associations a KMP is a controlling committee member.	iii	13	-
		34	-

i Maranoa Regional Council purchased travel and accommodation booking services from an entity controlled by a member of key management personnel. All purchases were at arm's length and were in the normal course of council operations.

ii Maranoa Regional Council purchased building and construction services from an entity controlled by a close family member of key management personnel. All purchases were at arm's length and were in the normal course of council operations.

iii Community funding assistance payments were made to non-profit community organisations of which key management personnel are committee (controlling) members.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2019

Note 25. Transactions with Related Parties (continued)

(c) Key Management Personnel

Transactions with Key Management Personnel

Key Management Personnel (KMP) are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. At Maranoa Regional Council KMP's are considered to include Mayor and Councillors, Chief Executive Officer and Directors.

The compensation paid to Key Management Personnel for comprises:

	2019 $'000	2018 $'000
Short-Term Employee Benefits	1,468	1,601
Post-Employment Benefits	154	156
Long-Term Benefits	29	23
Total	1,651	1,780

Maranoa Regional Council

General Purpose Financial Statements
for the year ended 30 June 2019

Management Certificate
for the year ended 30 June 2019

These General Purpose Financial Statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulations) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation, we certify that:

(i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulations 2012* for the establishment and keeping of accounts have been complied with in all material respects; and

(ii) the General Purpose Financial Statements, as set out on pages 2 to 48, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

Tyson Golder
MAYOR

27 September 2019

Julie Reitano
CHIEF EXECUTIVE OFFICER

27 September 2019

Queensland Audit Office
Better public services

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Maranoa Regional Council

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Maranoa Regional Council (the council).

In my opinion, the financial report:

a) gives a true and fair view of the council's financial position as at 30 June 2019, and of their financial performance and cash flows for the year then ended;

b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2019, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the management certificate given by the Mayor and the Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises the information included in Maranoa Regional Council's annual report for the year ended 30 June 2019, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information was the current year financial sustainability statement and the long-term financial sustainability statement.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

Queensland Audit Office
Better public services

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the financial report

The council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The council is also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.

Queensland Audit Office
Better public services

- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2019:

a) I received all the information and explanations I required.

b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

1 October 2019

Carolyn Dougherty
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Maranoa Regional Council

Current Year Financial Sustainability Statement
for the year ended 30 June 2019

	Actual 2019	Target 2019
Measures of Financial Sustainability		
Council's performance at 30 June 2019 against key financial ratios and targets.		
Performance Indicators		
1. Operating Surplus Ratio Net Result (excluding capital items) [1] / Total Operating Revenue (excluding capital items) [2] An indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.	4.95%	0 - 10%
2. Asset Sustainability Ratio Capital Expenditure on the Replacement of Infrastructure Assets (renewals) / Depreciation Expense of Infrastructure Assets An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.	205.94%	more than 90%
3. Net Financial Liabilities Ratio Total Liabilities less Current Assets / Total Operating Revenue (excluding capital items) [2] An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.	-42.68%	less than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2019.

Maranoa Regional Council

Current Year Financial Sustainability Statement (continued)
for the year ended 30 June 2019

Notes

(1) Includes only Recurrent Revenue and Recurrent Expenditure disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions, Donations and Subsidies received for capital acquisitions, Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties (refer to Note 5 for exclusions), and any Capital Expenditure such as Write Off of Assets, movements in Provisions for Restoration and Rehabilitation and Revaluation Decrements that hit the Statement of Comprehensive Income.

(2) Includes only Recurrent Revenue disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions Donations and Subsidies received for capital acquisitions. Also excludes any Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties (refer to Note 5 for exclusions).

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012*.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the then Department of Local Government, Community Recovery and Resilience.

Maranoa Regional Council

Current Year Financial Sustainability Statement
for the year ended 30 June 2019

Certificate of Accuracy
for the year ended 30 June 2019

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this Current-Year Financial Sustainability Statement has been accurately calculated.

Tyson Golder
MAYOR

27 September 2019

Julie Reitano
CHIEF EXECUTIVE OFFICER

27 September 2019

Queensland Audit Office
Better public services

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Maranoa Regional Council

Report on the current year financial sustainability statement

Opinion

I have audited the accompanying current year statement of financial sustainability of Maranoa Regional Council (the council) for the year ended 30 June 2019 comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Maranoa Regional Council for the year ended 30 June 2019 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises the information included in Maranoa Regional Council's annual report for the year ended 30 June 2019, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information was the general purpose financial statements and the long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

Queensland Audit Office
Better public services

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the current year financial sustainability statement

The council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The council's responsibility also includes such internal control as the council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

Queensland Audit Office
Better public services

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

1 October 2019

Carolyn Dougherty
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Maranoa Regional Council

Long-Term Financial Sustainability Statement
prepared as at 30 June 2019

	Target 2019	Actual 2019	Forecast 2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Measures of Financial Sustainability												
Council's performance at 30 June 2019 against key financial ratios and targets.												
Performance Indicators												
1. Operating Surplus Ratio												
Net Result (excluding capital items) [1] / Total Operating Revenue (excluding capital items) [2]	0 - 10%	4.95%	4.20%	7.00%	6.90%	6.90%	7.00%	7.10%	7.10%	7.10%	7.10%	7.10%
An indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.												
2. Asset Sustainability Ratio												
Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense	> 90%	205.94%	158.00%	106.00%	114.00%	111.00%	110.00%	109.00%	112.00%	108.00%	112.00%	113.00%
An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.												
3. Net Financial Liabilities Ratio												
Total Liabilities less Current Assets / Total Operating Revenue (excluding capital items) [2]	< 60%	-42.68%	-47.80%	-55.20%	-57.30%	-65.20%	-74.10%	-82.20%	-90.50%	-98.50%	-105.70%	-114.20%
An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.												

Maranoa Regional Council

Long-Term Financial Sustainability Statement (continued)
prepared as at 30 June 2019

Maranoa Regional Council Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Council aims to operate within a set of conservative guide-posts to ensure we are financially sustainable in the short, medium and long term. We have the above three sustainability indicators that have been set by the then Department of Local Government, Community Recovery and Resilience to help monitor the long-term sustainability of all councils across Queensland. In summary, our operating surplus ratio has been adversely affected by depreciation expenditure. Over the coming year, Council anticipates receipt of contributions from the Resource Sector towards Council road network with the impact showing in the asset sustainability ratio.

Notes

(1) Includes only Recurrent Revenue and Recurrent Expenditure disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions, Donations and Subsidies received for capital acquisitions, Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties (refer to Note 5 for exclusions), and any Capital Expenditure such as Write Off of Assets, movements in Provisions for Restoration and Rehabilitation and Revaluation Decrements that hit the Statement of Comprehensive Income.

(2) Includes only Recurrent Revenue disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions Donations and Subsidies received for capital acquisitions. Also excludes any Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties (refer to Note 5 for exclusions).

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012.*

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the then Department of Local Government, Community Recovery and Resilience.

Maranoa Regional Council

Long-Term Financial Sustainability Statement

Certificate of Accuracy
for the long-term financial sustainability statement prepared as at 30 June 2019

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

Tyson Golder
MAYOR

27 September 2019

Julie Reitano
CHIEF EXECUTIVE OFFICER

27 September 2019

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 11.2 **File Number:** D19/95601

SUBJECT HEADING: Monthly Financial Report for the month ending 30 September 2019

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of September 2019 and year to date.

Officer's Recommendation:

That the monthly financial report for the period ending 30 September 2019 be received and noted.

Individuals or Organizations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To comply with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables Operating Statement (revenue & expenditure) actuals V budget and debtors report for the period ended 30 September 2019. The Statement of Financial Position cannot be prepared until the 2018/19 financial year rollover.

This also applies to depreciation expense - there will be no depreciation expense reflected in the reports until the system rollover.

For the three months ended 30 September 2019 total operating revenue was $27.9M representing 33.4% of budget with 25% of the year elapsed. This is primarily due to half yearly rates levied in September.

Within total operating expenses employee costs were 19.4% of budget with materials & services 24.5%.

For the three months ended 30 September 2019 QTC loans were reduced by $314,456 with interest paid of $151,636 and admin fees of $4,986 as per table below:-

QTC Loans consolidated	July	August	September	YTD Cumulative FY 2019 - 2020
Opening Balance	17,384,522	17,437,376	17,490,230	17,384,522
Loan Repayments	0	0	-471,078	-471,078
Accrued Interest	51,172	51,172	49,292	151,636
Accrued Admin	1,682	1,682	1,622	4,986
Redemption				-314,456
Closing Balance QTC statement	17,437,376	17,490,230	17,070,066	17,070,066

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

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

This report is in accordance with section 204 of *the Local Government Regulation 2012:*

> ***204*** *Financial report*
>
> *(1) The local government must prepare a financial report.*
> *(2) The chief executive officer must present the financial report -*
> *(a) If the local government meets less frequently than monthly - at each meeting of the local government; or*
> *(B) Otherwise - at a meeting of the local government once a month.*

(3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

Nil

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 September 2019 to 30 September 2019.

Future Years' Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

This report is for information purposes.

Risks:

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

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councilors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

That the monthly financial report for the period ending 30 September 2019 be received and noted.

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

No.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 2: Delivering strong financial management
2.5 Measure and report on what we've done
2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

Supporting Documentation:

1⇩	Total Council Actual V Budget as at 30 September 2019	D2019/0096001
2⇩	CEO Directorate Actual V Budget as at 30 September 2019	D2019/0096002
3⇩	Corporate Community & Commercial Directorate Actual V Budget as at 30 September 2019	D2019/0096003
4⇩	Development Facilities & Environment Directorate Actual V Budget as at 30 September 2019	D2019/0096004
5⇩	Infrastructure Directorate Actual V Budget as at 30 September 2019	D2019/0096005
6⇩	Debtors Report as at 30 September 2019	D2019/0096006

Report authorised by:

Director - Corporate, Community & Commercial Services
Chief Executive Officer

Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2019

TOTAL COUNCIL

	Current Budget 2019-2020	% of Year Elapsed - 25.0% Actual 30/9/2019	% Variance	Comments
Operating Revenue				
Rates and levies	(35,990,380)	(17,345,693)	48.2%	Refer CCC, DevFacEnv,Infrastructure directorates
Sale of goods and major services	(3,599,367)	(649,951)	18.1%	
Commercial fees and charges	(9,762,843)	(2,657,305)	27.2%	
Statutory fees and charges	(1,746,497)	(1,143,113)	65.5%	Refer Development Facilities & Environment directorate
Rental and levies	(819,214)	(155,885)	19.0%	
Interest received	(1,867,000)	(425,049)	22.8%	Refer CCC Directorate
Sales of contract and recoverable works	(6,329,000)	(1,018,202)	16.1%	
Other Revenue	(2,102,297)	(903,722)	43.0%	Refer CCC & Infrastructure Directorates
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(20,165,099)	(3,190,270)	15.8%	
Internal Transaction	(1,239,280)	(410,981)	33.2%	
Total Operating Revenue	**(83,620,977)**	**(27,900,170)**	33.4%	
Operating Expenses				
Employee Costs	37,223,102	7,225,923	19.4%	
Materials and services	30,120,522	7,381,246	24.5%	
Plant hire internal	(3,143,762)	(586,601)	18.7%	
Overhead recovery	(10,846,960)	(1,616,186)	14.9%	
Contracts	6,692,558	1,077,571	16.1%	
Finance Costs	696,417	151,635	21.8%	
Depreciation Amortisation and Impairment	19,237,060	0	0.0%	
Other Expenses	101,168	32,840	32.5%	Refer CCC Directorate
Total Operating Expenses	80,080,105	13,666,429	17.1%	
Reserve Transfers				
Transfer to reserves for operational	1,571,627	0	0.0%	
Transfer from reserves for operational	(2,805,619)	0	0.0%	
Transfer to reserves for capital	1,669,148	0	0.0%	
Transfer from reserves for capital	(21,097,961)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(24,203,677)	(14,233,741)	58.8%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(3,357,254)	0	0.0%	
State govt capital grants and subsidies	(11,491,972)	(859,583)	7.5%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(25,219,239)	(1,666,029)	6.6%	
Operating (Surplus)/Deficit After Capital Items	(64,272,142)	(16,759,353)	26.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	(2,353,000)	(227,113)	9.7%	
Funded depreciation	(19,237,060)	0	0.0%	
Total Capital Funding Sources Used	(21,590,060)	(227,113)	1.1%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	80,597,232	11,734,807	14.6%	
Loan redemption	1,274,250	314,457	24.7%	
Total Capital Funding Applications	81,871,482	12,049,264	14.7%	

Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2019

OFFICE OF THE CEO DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 25.0% Actual 30/9/2019	% Variance	Comments
Operating Revenue				
Rates and levies	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	0	0	0.0%	
Statutory fees and charges	0	0	0.0%	
Rental and levies	0	0	0.0%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(127,000)	(27,780)	21.9%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(23,500)	(6,500)	27.7%	
Internal Transaction	(149,981)	0	0.0%	
Total Operating Revenue	**(300,481)**	**(34,280)**	11.4%	
Operating Expenses				
Employee Costs	1,613,243	296,425	18.4%	
Materials and services	841,400	358,042	42.6%	Total public liability insurance 2019/20 paid in advance
Plant hire internal	28,954	2,645	9.1%	
Overhead recovery	0	0	0.0%	
Contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Total Operating Expenses	2,483,597	657,112	26.5%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,183,116	622,832	28.5%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants and subsidies	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,183,116	622,832	28.5%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	0	0	0.0%	
Loan redemption	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	

Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2019

CORPORATE, COMMUNITY & COMMERCIAL SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 25.0% Actual 30/9/2019	% Variance	Comments
Operating Revenue				
Rates and levies	(25,277,508)	(11,751,500)	46.5%	1/2 yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(3,989,818)	(1,289,664)	32.3%	
Statutory fees and charges	(150,804)	(84,423)	56.0%	
Rental and levies	0	0	0.0%	
Interest received	(1,867,000)	(425,049)	22.8%	Unanticipated drop in short term interest rates
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(253,000)	(235,488)	93.1%	Refund from ATO pre amalgamation not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,693,456)	(2,024,774)	11.4%	
Internal Transaction	0	0	0.0%	
Total Operating Revenue	**(49,231,586)**	**(15,810,898)**	32.1%	
Operating Expenses				
Employee Costs	14,105,856	2,481,240	17.6%	
Materials and services	4,438,465	1,299,888	29.3%	Annual software licences fy 2019/20 paid in advance
Plant hire internal	335,111	60,365	18.0%	
Overhead recovery	(12,153,557)	(1,616,186)	13.3%	
Contracts	1,595,400	408,517	25.6%	
Finance Costs	155,026	27,824	17.9%	
Depreciation Amortisation and Impairment	402,287	0	0.0%	
Other Expenses	86,484	26,887	31.1%	Increased QTC admin fees due to higher than average QTC investments
Total Operating Expenses	8,965,072	2,688,535	30.0%	
Reserve Transfers				
Transfer to reserves for operational	237,812	0	0.0%	
Transfer from reserves for operational	(17,145)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(1,102,343)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(41,148,190)	(13,122,362)	31.9%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants and subsidies	(5,018,637)	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(46,166,827)	(13,122,362)	28.4%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	(402,287)	0	0.0%	
Total Capital Funding Sources Used	(402,287)	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	6,502,808	2,607,766	40.1%	
Loan redemption	238,714	56,302	23.6%	
Total Capital Funding Applications	6,741,522	2,664,067	39.5%	

Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2019

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 25.0% Actual 30/9/2019	% Variance	Comments
Operating Revenue				
Rates and levies	(2,308,574)	(1,129,089)	48.9%	1/2 yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(1,581,091)	(236,177)	14.9%	
Statutory fees and charges	(1,093,621)	(956,130)	87.4%	Waste Levy contribution
Rental and levies	(819,214)	(155,885)	19.0%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(160,508)	(69,152)	43.1%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,067,252)	(557,885)	52.3%	
Internal Transaction	(7,000)	3,045	-43.5%	
Total Operating Revenue	**(7,037,260)**	**(3,101,273)**	44.1%	
Operating Expenses				
Employee Costs	6,146,610	1,282,676	20.9%	
Materials and services	9,661,555	1,818,213	18.8%	
Plant hire internal	820,055	181,941	22.2%	
Overhead recovery	152,385	0	0.0%	
Contracts	1,314,336	223,977	17.0%	
Finance Costs	31,706	5,031	15.9%	
Depreciation Amortisation and Impairment	2,542,613	0	0.0%	
Other Expenses	0	429	0.0%	
Total Operating Expenses	20,669,260	3,512,267	17.0%	
Reserve Transfers				
Transfer to reserves for operational	71,666	0	0.0%	
Transfer from reserves for operational	(1,024,033)	0	0.0%	
Transfer to reserves for capital	130,000	0	0.0%	
Transfer from reserves for capital	(5,055,074)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	7,754,559	410,994	5.3%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(500,000)	0	0.0%	
State govt capital grants and subsidies	(1,692,500)	49	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(512,800)	(41,250)	8.0%	
Operating (Surplus)/Deficit After Capital Items	5,049,259	369,793	7.3%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	(150,000)	0.0%	
Funded depreciation	(2,542,613)	0	0.0%	
Total Capital Funding Sources Used	(2,542,613)	(150,000)	5.9%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	8,352,048	1,130,638	13.5%	
Loan redemption	286,540	71,801	25.1%	
Total Capital Funding Applications	8,638,588	1,202,439	13.9%	

Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2019

INFRASTRUCTURE SERVICES DIRECTORATE

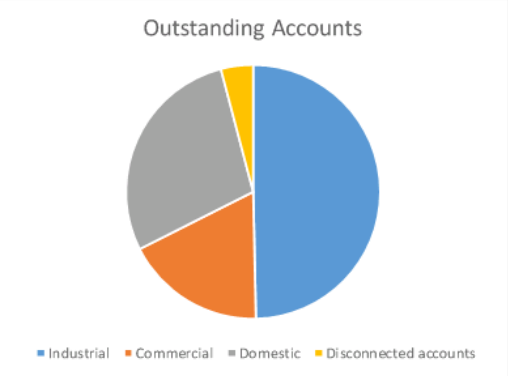
	Current Budget 2019-2020	% of Year Elapsed - 25.0% Actual 30/9/2019	% Variance	Comments
Operating Revenue				
Rates and levies	(8,404,298)	(4,465,104)	53.1%	1/2 yearly rates levied in September
Sale of goods and major services	(3,599,367)	(649,951)	18.1%	
Commercial fees and charges	(4,191,934)	(1,131,465)	27.0%	
Statutory fees and charges	(502,072)	(102,560)	20.4%	
Rental and levies	0	0	0.0%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	(6,329,000)	(1,018,202)	16.1%	
Other Revenue	(1,561,789)	(571,302)	36.6%	Rectification wks Fairview Rise / Plant recovery Insurance not budgeted
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,380,891)	(601,111)	43.5%	
Internal Transaction	(1,082,299)	(414,026)	38.3%	
Total Operating Revenue	**(27,051,650)**	**(8,953,720)**	33.1%	
Operating Expenses				
Employee Costs	15,357,393	3,165,582	20.6%	
Materials and services	15,179,102	3,905,103	25.7%	
Plant hire internal	(4,327,882)	(831,551)	19.2%	
Overhead recovery	1,154,212	0	0.0%	
Contracts	3,782,822	445,077	11.8%	
Finance Costs	509,685	118,780	23.3%	
Depreciation Amortisation and Impairment	16,292,160	0	0.0%	
Other Expenses	14,684	5,525	37.6%	
Total Operating Expenses	47,962,176	6,808,515	14.2%	
Reserve Transfers				
Transfer to reserves for operational	1,262,149	0	0.0%	
Transfer from reserves for operational	(1,764,441)	0	0.0%	
Transfer to reserves for capital	1,539,148	0	0.0%	
Transfer from reserves for capital	(14,940,544)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	7,006,838	(2,145,204)	-30.6%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(2,857,254)	0	0.0%	
State govt capital grants and subsidies	(4,780,835)	(859,632)	18.0%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(24,706,439)	(1,624,779)	6.6%	
Operating (Surplus)/Deficit After Capital Items	(25,337,690)	(4,629,615)	18.3%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	(2,353,000)	(77,113)	3.3%	
Funded depreciation	(16,292,160)	0	0.0%	
Total Capital Funding Sources Used	(18,645,160)	(77,113)	0.4%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	65,742,376	7,996,404	12.2%	
Loan redemption	748,996	186,354	24.9%	
Total Capital Funding Applications	66,491,372	8,182,757	12.3%	

Rates/Utility Billing

Rates – September 2019	
No. of rate assessments	7873
No. of payment arrangements set up	119
Value of outstanding rates for which there is a payment arrangement in place	$706,519.82
Percentage of rates arrears in payment arrangements	%
No. of rate notices issued	7543
Value of rate notices issued	$18,933,618.71
Value of payments received	$534,154.13
Value of rates outstanding - Total	$19,446,061.30
Rates outstanding as a percentage of total annual levies	%
No. of assessments with an outstanding balance	7127
Documents trimmed	2676
No. of searches processed	19
No. of CRs processed	198
No. of Property Transfers processed	28
No. of Valuation changes received	16
Value of Rates adjustments due to changes in valuations/amalgamations/changes in services	Supplementary notices will be issued in October.
Revenue collected on behalf of others State Emergency Services Emergency Management Levy collected, to be remitted to Queensland Fire and Emergency Services by 14/10/2019:	$103,061.29
Administration of Discounts, Remissions, Concessions Community Organisation Concession Pensioner Rebates	-$31,081.29 -$148,270.49
Follow-up of Outstanding Rates Debts	• Various payment arrangements were entered into.

Utility Billing (Gas)

Gas Billing - September 2019				Gas Utility Billing		
				No. of customers	**587**	
Reconnections	6			Industrial	17	
Disconnections	5			Commercial	61	
New Connections	0			Domestic	509	
Write Offs Processed	0					
Refunds	1	$280.00		Invoiced	$ 286,307.39	
Letters Issued				Value of gas accounts outstanding	$ 264,475.46	
Reminders	0			Value of payments received	-$ 38,131.73	
Notice to disconnect	5			No. of payments received	193	
Final Demands	0					
Accept arrangement	2					
Total	**7**					



Natural Gas Accounts outstanding		
	# Accounts	**$**
Industrial	17	$ 131,319.24
Commercial	52	$ 47,382.07
Domestic	412	$ 74,959.87
Disconnected accounts	27	$ 10,814.28
	508	**$ 264,475.46**
Credit on accounts		-$ 3,233.24
GL Trail balance		$ 261,242.22
Government rebate July - Sept 2019	113	-$ 1,917.16
Council rebate July - Sept 2019	113	-$ 1,640.84

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 11.3 **File Number:** D19/95603

SUBJECT HEADING: Investment Report for the month ended 30 September 2019

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

The purpose of this report is to present to Council the Investment Report (including the Trading Limits Report) as at 30 September 2019.

Officer's Recommendation:

That the Investment Report as at 30 September 2019 be received and noted.

Individuals or Organizations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 30 September 2019.

Background:

Has anything already happened in relation to this matter?

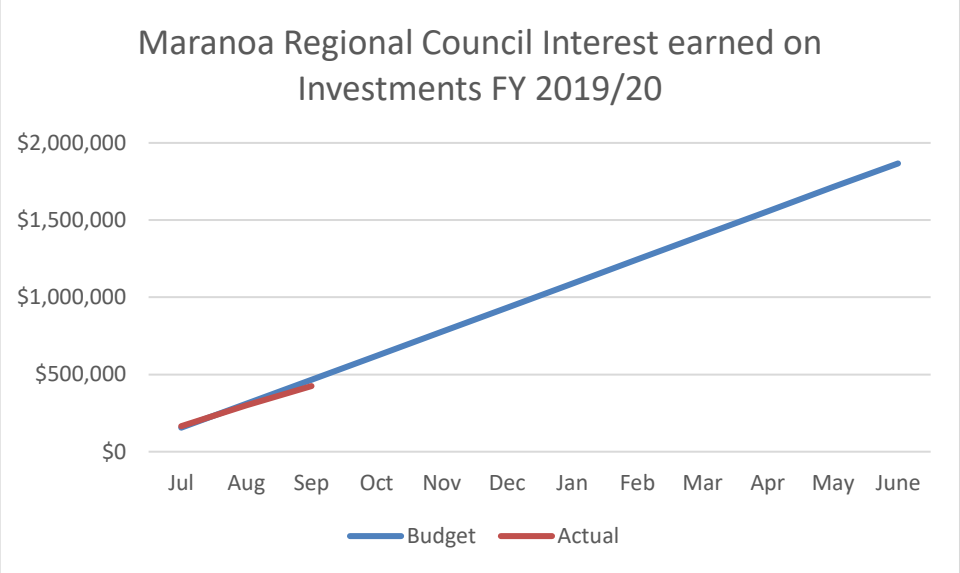
(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report which incorporates an Investment Trading Limits Report as at 30 September 2019.

For the three months ended 30 September 2019 actual interest earned on investments totaled $425,049 which represented 22.8% of the annual budget with 25% of the year elapsed.

Interest earned on Investments

	Budget	Actual
Jul	$155,583	$165,259
Aug	$311,166	$299,321
Sep	$466,749	$425,049
Oct	$622,332	
Nov	$777,915	
Dec	$933,498	
Jan	$1,089,081	
Feb	$1,244,644	
Mar	$1,400,248	
Apr	$1,555,831	
May	$1,714,414	
June	$1,866,997	



As indicated by the above graph, interest earned is declining compared with the budget for the September quarter.
This is due to a gradual drop in market interest rates over the last twelve months. Listed on the graph below is a 12 month BBSW chart displaying the reduction in market rates since October last year.



As per the September Trade limits report total investments with MyState Bank exceeded council's policy limits on individual institutions by $750k due to a cross over of investmenting when trying to lock in higher investment returns where the market is predicted to decline further. This will be rectified with two million returning from MyState in October. This was also the case for total investments with A2 rated institutions which also exceeded the limits by $2.6M however $5M will be returning from A2 rated institutions in October.

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

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

Statutory Bodies Financial Arrangements Act 1982

Section 47 Statutory body to try to invest at most advantageous rate

(1) A statutory body must use its best efforts to invest its funds –

(a) At the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and
(b) In a way it considers is most appropriate in all the circumstances.

(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Council has adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to $250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of $250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation. The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)

The following table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)
A1+	25%-35%	100%	$8M
A1	10%-20%	50%	$8M
A2 – Financial Institutions only	5%-15%	30%	$4M
A3 – Financial Institutions only	2%-7%	10%	$4M
All other approved deposit taking institutions regulated by APRA.	$250,000 (government guarantee only)	10%	$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns And reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorizers nominated by the banks.

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence – each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

Input into the Report & Recommendation*:*

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

Director Corporate, Community & Commercial Services

Funding Bodies*:*

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

Not applicable.

This Financial Year's Budget:

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

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

2019/20 Budgeted Investment Income - $1,867,000
2019/20 Actual Investment Income Year to Date - $425,049

As market rates have dropped significantly and will continue to fall in the near future budget amendments for interest earned on investments will be considered as part of the second quarter budget review.

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

For information purposes only.

Risks:

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

Risk	Description of likelihood & consequences
Regulatory	Investment portfolio is in accordance with Council's adopted Investment Policy and the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007.*

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councilors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That Council receive and note the Investment Reports for the period ending 30 September 2019.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

No

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 2: Delivering strong financial management
2.5 Measure and report on what we've done
2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

Supporting Documentation:

1⇩	Investment Trading Limits September 2019	D2019/0095957
2⇩	Investment Register as at 30 September 2019	D2019/0095960

Report authorised by:
Director - Corporate, Community & Commercial Services

maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019

1 Issuer Trading Limits

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
AMP Bank Ltd		7,900,000.00	Book	8,000,000.00	AUD	8,000,000.00	99.00	1.00	100,000	0.00	0
Arab Bank Australia Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Auswide Bank Limited		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Bananacoast Community Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of Sydney Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic		2,250,000.00	Book	4,000,000.00	AUD	4,000,000.00	56.00	44.00	1,750,000	0.00	0
BankWest Ltd	Commonwealth Bank of Australia Ltd	0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Beyond Bank Australia Ltd		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Commonwealth Bank of Australia Ltd		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Defence Bank Ltd		3,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	88.00	12.00	500,000	0.00	0
G&C Mutual Bank Limited		3,000,000.00	Book	3,000,000.00	AUD	3,000,000.00	100.00	0.00	0	0.00	0
Hunter United Credit Union		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Illawarra Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
ING Bank Australia Limited		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Judo Bank		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Macquarie Bank		8,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	0.00	0
Maitland Mutual Building Society Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd		1,513,693.31	Book	4,000,000.00	AUD	4,000,000.00	38.00	62.00	2,486,307	0.00	0
MyState Bank Ltd		4,750,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	19.00	750,000
National Australia Bank Ltd		5,688,186.00	Book	8,000,000.00	AUD	8,000,000.00	71.00	29.00	2,311,814	0.00	0
Police Credit Union		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
QPCU LTD t/a QBANK		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Treasury Corporation		24,598,101.27	Book	100.00	% of 67,699,980.58	67,699,980.58	36.00	64.00	43,101,879	0.00	0
Railways CU Ltd t/as myMOVE		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
South West Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Slopes Credit Union Limited		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Warwick Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
		67,699,980.58				150,449,980.58			83,500,000		750,000

	(Excluding Parent Group Duplicates)	67,699,980.58

maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
AA+ to AA-	24,598,101.27	Book	100.00	% of 67,699,980.58	67,699,980.58	36.00	64.00	43,101,879	0.00	0
A1+	5,688,186.00	Book	100.00	% of 67,699,980.58	67,699,980.58	8.00	92.00	62,011,795	0.00	0
A1	8,000,000.00	Book	50.00	% of 67,699,980.58	33,849,990.29	24.00	76.00	25,849,990	0.00	0
A2	22,913,693.31	Book	30.00	% of 67,699,980.58	20,309,994.17	100.00	0.00	0	13.00	2,603,699
A3	4,000,000.00	Book	10.00	% of 67,699,980.58	6,769,998.06	59.00	41.00	2,769,998	0.00	0
N/R	2,500,000.00	Book	10.00	% of 67,699,980.58	6,769,998.06	37.00	63.00	4,269,998	0.00	0
	67,699,980.58				203,099,941.74			138,003,660		2,603,699

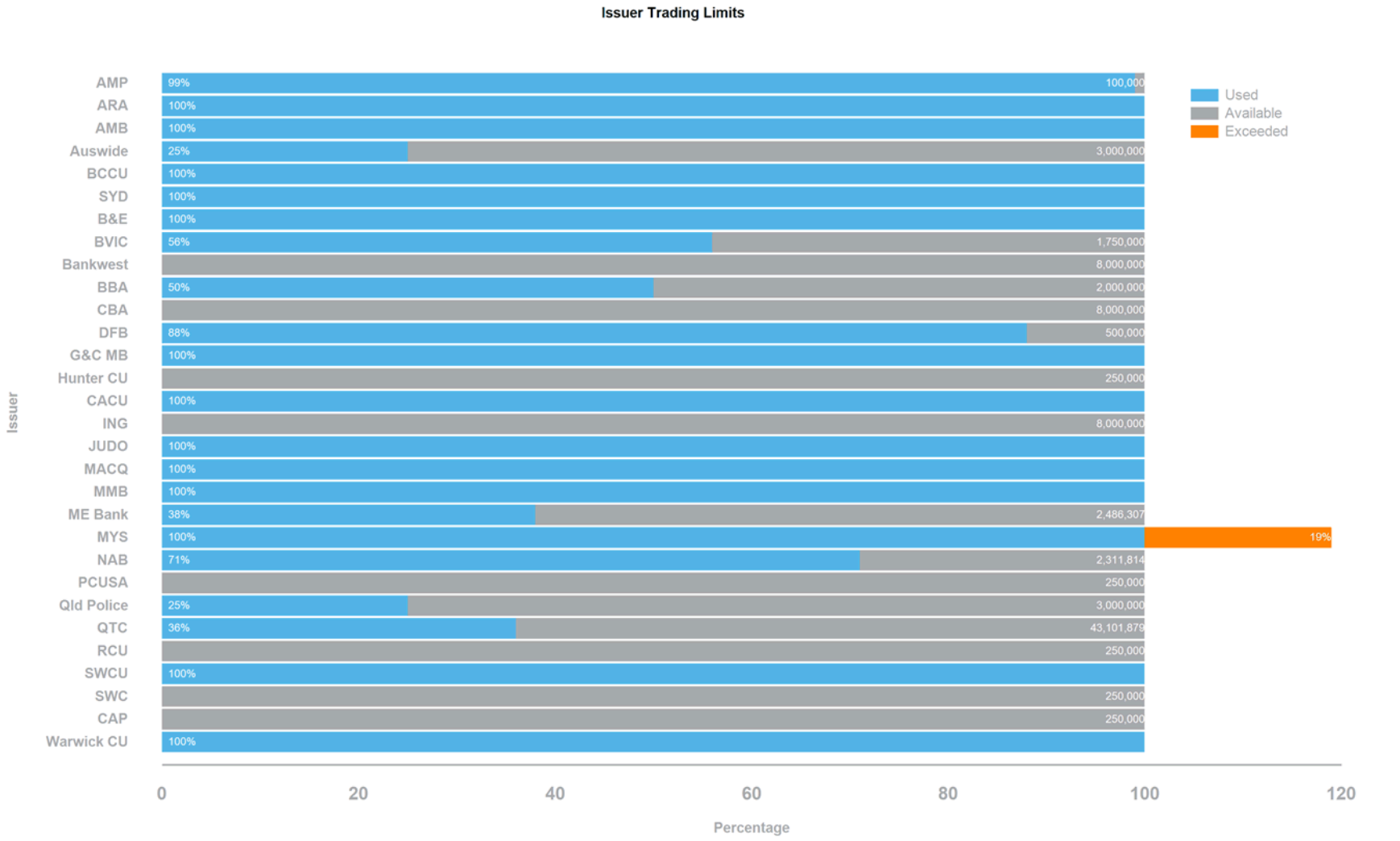
Notes
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded ($)
0-1 Year	67,699,980.58	Book	100.00	% of 67,699,980.58	67,699,980.58	100.00	0.00	0	0.00	0
	67,699,980.58				67,699,980.58			0		0

maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019



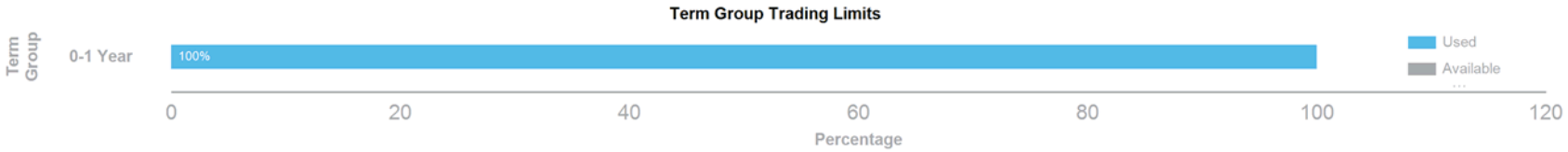
maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019



maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019



maranoa REGIONAL COUNCIL

Trading Limit Report
Maranoa Regional Council
As At 30 September 2019

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 2, 546 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 42, GATEWAY TOWER, 1 MACQUARIE PLACE, SYDNEY NSW, 2000 T 61 2 8094 1230 F 61 2 8094 1233
BRISBANE OFFICE: LEVEL 18, RIVERSIDE CENTRE 123 EAGLE STREET, BRISBANE QLD, 4000 T 61 7 3123 5370 F 61 7 3123 5371

Report Code: TBSBP120EXT-01.08
Report Description: Trading Limit Performance (Historical) As At Date
Parameters:
Balances are Settlement Date Based
Traded Face Value



Investment Report Pack

Maranoa Regional Council

1 September 2019 to 30 September 2019

Contents

1. Securities Held By Trading Book Maturing Post 30 September 2019
2. Interest and Distribution Income Received For 1 September 2019 to 30 September 2019
3. Transactions For Period 1 September 2019 to 30 September 2019
4. Interest Income Accrued As At 30 September 2019
5. Portfolio Valuation As At 30 September 2019
6. Portfolio Valuation By Categories As At 30 September 2019
7. Performance Statistics For Period Ending 30 September 2019

maranoa REGIONAL COUNCIL

Investment Report Pack
Maranoa Regional Council
1 September 2019 to 30 September 2019

1. Securities Held By Trading Book Maturing Post 30 September 2019

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC78060	19 Sep 2019	Queensland Treasury Corporation		1 Oct 2019		1.57	Nil	At Call	S&P AA+	24,598,101.27	24,598,101.27	24,598,101.27
LC78042	18 Sep 2019	Members Equity Bank Ltd		1 Oct 2019		1.75	Nil	At Call	S&P ST A2	1,000,000.00		
LC76071	3 Jul 2019	Australian Military Bank Limited		2 Oct 2019	2 Oct 2019	2.24	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,365.48
LC76072	3 Jul 2019	Bank of Sydney Ltd		3 Oct 2019	3 Oct 2019	2.35	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,432.54
LC65187	5 Oct 2018	National Australia Bank Ltd		8 Oct 2019	8 Oct 2019	2.70	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,053,260.28
LC72719	10 Apr 2019	AMP Bank Ltd		9 Oct 2019	9 Oct 2019	2.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,025,594.52
LC65183	11 Oct 2018	G&C Mutual Bank Limited		10 Oct 2019	10 Oct 2019	2.85	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,027,641.10
LC65205	10 Oct 2018	National Australia Bank Ltd		10 Oct 2019	10 Oct 2019	2.74	Maturity	TD	S&P ST A1+	3,188,186.00	3,188,186.00	3,273,148.99
LC65188	12 Oct 2018	MyState Bank Ltd		14 Oct 2019	14 Oct 2019	2.80	Maturity	TD	Moodys Baa1	1,000,000.00	1,000,000.00	1,027,079.45
LC65189	12 Oct 2018	MyState Bank Ltd		15 Oct 2019	15 Oct 2019	2.80	Maturity	TD	Moodys Baa1	1,000,000.00	1,000,000.00	1,027,079.45
LC65190	12 Oct 2018	G&C Mutual Bank Limited		17 Oct 2019	17 Oct 2019	2.80	Maturity	TD	S&P BBB-	2,000,000.00	2,000,000.00	2,054,158.90
LC67141	21 Jan 2019	AMP Bank Ltd		18 Oct 2019	18 Oct 2019	2.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,037,972.60
LC65206	30 Oct 2018	Defence Bank Ltd		30 Oct 2019	30 Oct 2019	2.80	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,025,698.63
LC73212	8 May 2019	Members Equity Bank Ltd		6 Nov 2019	6 Nov 2019	2.60	Maturity	TD	S&P ST A2	513,693.31	513,693.31	518,999.13
LC68859	18 Feb 2019	AMP Bank Ltd		18 Nov 2019	18 Nov 2019	2.80	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,034,367.12
LC65193	20 Nov 2018	National Australia Bank Ltd		20 Nov 2019	20 Nov 2019	2.75	Maturity	TD	S&P ST A1+	500,000.00	500,000.00	511,828.77
LC73213	28 May 2019	Maitland Mutual Building Society Ltd		27 Nov 2019	27 Nov 2019	2.45	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,097.60
LC65286	28 Nov 2018	Bank of us t/as B&E Ltd		28 Nov 2019	28 Nov 2019	3.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,287.67
LC65787	11 Dec 2018	Illawarra Credit Union Ltd		11 Dec 2019	11 Dec 2019	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	255,819.86
LC65992	14 Dec 2018	Defence Bank Ltd		13 Dec 2019	13 Dec 2019	2.90	Maturity	TD	S&P ST A2	500,000.00	500,000.00	511,520.55
LC74306	20 Jun 2019	Beyond Bank Australia Ltd		18 Dec 2019	18 Dec 2019	2.30	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,012,854.80
LC73486	14 Jun 2019	AMP Bank Ltd		19 Dec 2019	19 Dec 2019	2.40	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,007,101.37
LC73833	2 Jul 2019	BankVic		2 Jan 2020	2 Jan 2020	2.15	Maturity	TD	Moodys ST P-2	2,000,000.00	2,000,000.00	2,010,602.74
LC67142	16 Jan 2019	MyState Bank Ltd		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,019,715.07
LC67159	16 Jan 2019	BankVic		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	254,928.77
LC70941	24 Apr 2019	Auswide Bank Limited		20 Jan 2020	20 Jan 2020	2.60	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,011,326.03
LC78040	10 Sep 2019	MyState Bank Ltd		11 Feb 2020	11 Feb 2020	1.70	Maturity	TD	Moodys ST P-2	750,000.00		
LC76254	26 Aug 2019	Macquarie Bank		19 Feb 2020	19 Feb 2020	1.80	Maturity	TD	S&P ST A1	2,000,000.00	2,000,000.00	2,003,452.06
LC76511	30 Aug 2019	Macquarie Bank		26 Feb 2020	26 Feb 2020	1.80	Maturity	TD	S&P ST A1	2,000,000.00	2,000,000.00	2,003,057.54
LC78038	3 Sep 2019	Macquarie Bank		3 Mar 2020	3 Mar 2020	1.75	Maturity	TD	S&P ST A1	4,000,000.00		
LC70012	7 Mar 2019	Bananacoast Community Credit Union Ltd		5 Mar 2020	5 Mar 2020	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	254,111.65
LC78041	17 Sep 2019	AMP Bank Ltd		18 Mar 2020	18 Mar 2020	1.90	Maturity	TD	S&P ST A2	900,000.00		

maranoa REGIONAL COUNCIL

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC72725	2 Apr 2019	South West Credit Union		1 Apr 2020	1 Apr 2020	2.75	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,409.25
LC72466	16 Apr 2019	Arab Bank Australia Ltd		15 Apr 2020	15 Apr 2020	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,202.74
LC72569	24 May 2019	Judo Bank		22 May 2020	22 May 2020	2.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,385.62
LC73215	23 May 2019	Warwick Credit Union		26 May 2020	26 May 2020	2.50	Maturity	TD	Unrated UR	250,000.00	250,000.00	252,226.03
LC73485	4 Jun 2019	Defence Bank Ltd		3 Jun 2020	3 Jun 2020	2.35	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,015,194.52
LC77559	26 Sep 2019	MyState Bank Ltd		22 Jun 2020	22 Jun 2020	1.72	Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,188.49
LC76073	17 Jul 2019	QPCU LTD t/a QBANK		16 Jul 2020	16 Jul 2020	2.05	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,004,212.33
										67,699,980.58	61,049,980.58	61,601,422.90
Total										67,699,980.58	61,049,980.58	61,601,422.90

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.

2. Interest and Distribution Income Received For 1 September 2019 to 30 September 2019

No interest income for entered period.

3. Transactions For Period 1 September 2019 to 30 September 2019

Security	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	**Consideration Notional**
MACQ 1.75 03 Mar 2020 182DAY TD		LC78038	Acquisition	3 Sep 2019	3 Sep 2019	4,000,000.00	4,000,000.00	1.00000000	100.000	0.000	100.000	**4,000,000.00**
QTC Maranoa CF At Call		LC78050	Disposal	3 Sep 2019	3 Sep 2019	3,000,000.00	3,000,000.00	1.00000000	100.000	0.000	100.000	**($3,000,000.00)**
QTC Maranoa CF At Call		LC78051	Disposal	4 Sep 2019	4 Sep 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**($1,000,000.00)**
QTC Maranoa CF At Call		LC78053	Disposal	5 Sep 2019	5 Sep 2019	2,200,000.00	2,200,000.00	1.00000000	100.000	0.000	100.000	**($2,200,000.00)**
MYS 1.7 11 Feb 2020 154DAY TD		LC78040	Acquisition	10 Sep 2019	10 Sep 2019	750,000.00	750,000.00	1.00000000	100.000	0.000	100.000	**750,000.00**
QTC Maranoa CF At Call		LC78054	Disposal	10 Sep 2019	10 Sep 2019	400,000.00	400,000.00	1.00000000	100.000	0.000	100.000	**($400,000.00)**
QTC Maranoa CF At Call		LC78057	Disposal	12 Sep 2019	12 Sep 2019	1,500,000.00	1,500,000.00	1.00000000	100.000	0.000	100.000	**($1,500,000.00)**
AMP 1.9 18 Mar 2020 183DAY TD		LC78041	Acquisition	17 Sep 2019	17 Sep 2019	900,000.00	900,000.00	1.00000000	100.000	0.000	100.000	**900,000.00**
QTC Maranoa CF At Call		LC78058	Disposal	17 Sep 2019	17 Sep 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**($1,000,000.00)**
ME Bank At Call		LC78042	Acquisition	18 Sep 2019	18 Sep 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
QTC Maranoa CF At Call		LC78059	Disposal	18 Sep 2019	18 Sep 2019	1,400,000.00	1,400,000.00	1.00000000	100.000	0.000	100.000	**($1,400,000.00)**
QTC Maranoa CF At Call		LC78060	Disposal	19 Sep 2019	19 Sep 2019	5,000,000.00	5,000,000.00	1.00000000	100.000	0.000	100.000	**($5,000,000.00)**
MYS 1.72 22 Jun 2020 270DAY TD		LC77559	Acquisition	25 Sep 2019	26 Sep 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	**1,000,000.00**
												($7,850,000.00)

4. Interest Income Accrued As At 30 September 2019

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	**Face Value Notional**	**Current Face Value Notional**	Latest Purchase Consideration	Market Value	Accrued Interest
LC76071	AMB 2.24 02 Oct 2019 91DAY TD	2 Oct 2019	3 Jul 2019		2 Oct 2019	89	2.2400		Maturity	**250,000.00**	**250,000.00**	250,000.00	251,365.48	1,365.48
LC76072	SYD 2.35 03 Oct 2019 92DAY TD	3 Oct 2019	3 Jul 2019		3 Oct 2019	89	2.3500		Maturity	**250,000.00**	**250,000.00**	250,000.00	251,432.54	1,432.53
LC65187	NAB 2.7 08 Oct 2019 368DAY TD	8 Oct 2019	5 Oct 2018		8 Oct 2019	360	2.7000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,053,260.28	53,260.27
LC72719	AMP 2.7 09 Oct 2019 182DAY TD	9 Oct 2019	10 Apr 2019		9 Oct 2019	173	2.7000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,025,594.52	25,594.52
LC65183	G&C MB 2.85 10 Oct 2019 364DAY TD	10 Oct 2019	11 Oct 2018		10 Oct 2019	354	2.8500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,027,641.10	27,641.10
LC65205	NAB 2.74 10 Oct 2019 365DAY TD	10 Oct 2019	10 Oct 2018		10 Oct 2019	355	2.7400		Maturity	**3,188,186.00**	**3,188,186.00**	3,188,186.00	3,273,148.99	84,962.97
LC65188	MYS 2.8 14 Oct 2019 367DAY TD	14 Oct 2019	12 Oct 2018		14 Oct 2019	353	2.8000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,027,079.45	27,079.45
LC65189	MYS 2.8 15 Oct 2019 368DAY TD	15 Oct 2019	12 Oct 2018		15 Oct 2019	353	2.8000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,027,079.45	27,079.45
LC65190	G&C MB 2.8 17 Oct 2019 370DAY TD	17 Oct 2019	12 Oct 2018		17 Oct 2019	353	2.8000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,054,158.90	54,158.90
LC67141	AMP 2.75 18 Oct 2019 270DAY TD	18 Oct 2019	21 Jan 2019		18 Oct 2019	252	2.7500		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,037,972.60	37,972.60
LC65206	DFB 2.8 30 Oct 2019 365DAY TD	30 Oct 2019	30 Oct 2018		30 Oct 2019	335	2.8000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,025,698.63	25,698.63
LC73212	ME Bank 2.6 06 Nov 2019 182DAY TD	6 Nov 2019	8 May 2019		6 Nov 2019	145	2.6000		Maturity	**513,693.31**	**513,693.31**	513,693.31	518,999.13	5,305.82
LC68859	AMP 2.8 18 Nov 2019 273DAY TD	18 Nov 2019	18 Feb 2019		18 Nov 2019	224	2.8000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,034,367.12	34,367.12
LC65193	NAB 2.75 20 Nov 2019 365DAY TD	20 Nov 2019	20 Nov 2018		20 Nov 2019	314	2.7500		Maturity	**500,000.00**	**500,000.00**	500,000.00	511,828.77	11,828.77
LC73213	MMB 2.45 27 Nov 2019 183DAY TD	27 Nov 2019	28 May 2019		27 Nov 2019	125	2.4500		Maturity	**250,000.00**	**250,000.00**	250,000.00	252,097.60	2,097.60
LC65286	B&E 3 28 Nov 2019 365DAY TD	28 Nov 2019	28 Nov 2018		28 Nov 2019	306	3.0000		Maturity	**250,000.00**	**250,000.00**	250,000.00	256,287.67	6,287.67
LC65787	CACU 2.9 11 Dec 2019 365DAY TD	11 Dec 2019	11 Dec 2018		11 Dec 2019	293	2.9000		Maturity	**250,000.00**	**250,000.00**	250,000.00	255,819.86	5,819.86
LC65992	DFB 2.9 13 Dec 2019 364DAY TD	13 Dec 2019	14 Dec 2018		13 Dec 2019	290	2.9000		Maturity	**500,000.00**	**500,000.00**	500,000.00	511,520.55	11,520.55
LC74306	BBA 2.3 18 Dec 2019 181DAY TD	18 Dec 2019	20 Jun 2019		18 Dec 2019	102	2.3000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,012,854.80	12,854.79
LC73486	AMP 2.4 19 Dec 2019 188DAY TD	19 Dec 2019	14 Jun 2019		19 Dec 2019	108	2.4000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,007,101.37	7,101.37
LC73833	BVIC 2.15 02 Jan 2020 184DAY TD	2 Jan 2020	2 Jul 2019		2 Jan 2020	90	2.1500		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,010,602.74	10,602.74
LC67142	MYS 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	257	2.8000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,019,715.07	19,715.07
LC67159	BVIC 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	257	2.8000		Maturity	**250,000.00**	**250,000.00**	250,000.00	254,928.77	4,928.77
LC70941	Auswide 2.6 20 Jan 2020 271DAY TD	20 Jan 2020	24 Apr 2019		20 Jan 2020	159	2.6000		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,011,326.03	11,326.03
LC76254	MACQ 1.8 19 Feb 2020 177DAY TD	19 Feb 2020	26 Aug 2019		19 Feb 2020	35	1.8000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,003,452.06	3,452.05
LC76511	MACQ 1.8 26 Feb 2020 180DAY TD	26 Feb 2020	30 Aug 2019		26 Feb 2020	31	1.8000		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,003,057.54	3,057.53
LC70012	BCCU 2.9 05 Mar 2020 364DAY TD	5 Mar 2020	7 Mar 2019		5 Mar 2020	207	2.9000		Maturity	**250,000.00**	**250,000.00**	250,000.00	254,111.65	4,111.64
LC72725	SWCU 2.75 01 Apr 2020 365DAY TD	1 Apr 2020	2 Apr 2019		1 Apr 2020	181	2.7500		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,409.25	3,409.25
LC72466	ARA 2.8 15 Apr 2020 365DAY TD	15 Apr 2020	16 Apr 2019		15 Apr 2020	167	2.8000		Maturity	**250,000.00**	**250,000.00**	250,000.00	253,202.74	3,202.74
LC72569	JUDO 2.7 22 May 2020 364DAY TD	22 May 2020	24 May 2019		22 May 2020	129	2.7000		Maturity	**250,000.00**	**250,000.00**	250,000.00	252,385.62	2,385.62
LC73215	Warwick CU 2.5 26 May 2020 369DAY TD	26 May 2020	23 May 2019		26 May 2020	130	2.5000		Maturity	**250,000.00**	**250,000.00**	250,000.00	252,226.03	2,226.03
LC73485	DFB 2.35 03 Jun 2020 365DAY TD	3 Jun 2020	4 Jun 2019		3 Jun 2020	118	2.3500		Maturity	**2,000,000.00**	**2,000,000.00**	2,000,000.00	2,015,194.52	15,194.52
LC77559	MYS 1.72 22 Jun 2020 270DAY TD	22 Jun 2020	26 Sep 2019		22 Jun 2020	4	1.7200		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,000,188.49	188.49

maranoa REGIONAL COUNCIL

Investment Report Pack
Maranoa Regional Council
1 September 2019 to 30 September 2019

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	**Face Value Notional**	**Current Face Value Notional**	Latest Purchase Consideration	Market Value	Accrued Interest
LC76073	Qld Police 2.05 16 Jul 2020 365DAY TD	16 Jul 2020	17 Jul 2019		16 Jul 2020	75	2.0500		Maturity	**1,000,000.00**	**1,000,000.00**	1,000,000.00	1,004,212.33	4,212.33
										36,451,879.31	**36,451,879.31**		37,003,321.63	551,442.26

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.

5. Portfolio Valuation As At 30 September 2019

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit												
	ME Bank At Call	S&P ST A2		1,000,000.00						0.00%	1.75%	
	QTC Maranoa CF At Call	S&P AA+		24,598,101.27	1.00000000	24,598,101.27	100.000	0.000	**24,598,101.27**	39.93%	2.19%	
				25,598,101.27		24,598,101.27			**24,598,101.27**	39.93%		2.17%
Term Deposit												
	AMP 2.7 09 Oct 2019 182DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.280	**2,025,594.52**	3.29%	2.70%	
	AMP 2.75 18 Oct 2019 270DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.899	**2,037,972.60**	3.31%	2.75%	
	AMP 2.8 18 Nov 2019 273DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.718	**2,034,367.12**	3.30%	2.80%	
	AMP 2.4 19 Dec 2019 188DAY TD	S&P ST A2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.710	**1,007,101.37**	1.63%	2.40%	
	AMP 1.9 18 Mar 2020 183DAY TD	S&P ST A2		900,000.00						0.00%	1.90%	
	ARA 2.8 15 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.281	**253,202.74**	0.41%	2.80%	
	AMB 2.24 02 Oct 2019 91DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.546	**251,365.48**	0.41%	2.24%	
	Auswide 2.6 20 Jan 2020 271DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.133	**1,011,326.03**	1.64%	2.60%	
	BCCU 2.9 05 Mar 2020 364DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.645	**254,111.65**	0.41%	2.90%	
	SYD 2.35 03 Oct 2019 92DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.573	**251,432.54**	0.41%	2.35%	
	B&E 3 28 Nov 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.515	**256,287.67**	0.42%	3.00%	
	BVIC 2.15 02 Jan 2020 184DAY TD	Moodys ST P-2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.530	**2,010,602.74**	3.26%	2.15%	
	BVIC 2.8 16 Jan 2020 365DAY TD	Moodys ST P-2		250,000.00	1.00000000	250,000.00	100.000	1.972	**254,928.77**	0.41%	2.80%	
	BBA 2.3 18 Dec 2019 181DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.643	**2,012,854.80**	3.27%	2.30%	
	DFB 2.8 30 Oct 2019 365DAY TD	S&P ST A2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.570	**1,025,698.63**	1.67%	2.80%	
	DFB 2.9 13 Dec 2019 364DAY TD	S&P ST A2		500,000.00	1.00000000	500,000.00	100.000	2.304	**511,520.55**	0.83%	2.90%	
	DFB 2.35 03 Jun 2020 365DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.760	**2,015,194.52**	3.27%	2.35%	
	G&C MB 2.85 10 Oct 2019 364DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	2.764	**1,027,641.10**	1.67%	2.85%	
	G&C MB 2.8 17 Oct 2019 370DAY TD	S&P ST A3		2,000,000.00	1.00000000	2,000,000.00	100.000	2.708	**2,054,158.90**	3.33%	2.80%	
	CACU 2.9 11 Dec 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.328	**255,819.86**	0.42%	2.90%	
	JUDO 2.7 22 May 2020 364DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.954	**252,385.62**	0.41%	2.70%	
	MACQ 1.8 19 Feb 2020 177DAY TD	S&P ST A1		2,000,000.00	1.00000000	2,000,000.00	100.000	0.173	**2,003,452.06**	3.25%	1.80%	
	MACQ 1.8 26 Feb 2020 180DAY TD	S&P ST A1		2,000,000.00	1.00000000	2,000,000.00	100.000	0.153	**2,003,057.54**	3.25%	1.80%	
	MACQ 1.75 03 Mar 2020 182DAY TD	S&P ST A1		4,000,000.00						0.00%	1.75%	
	MMB 2.45 27 Nov 2019 183DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.839	**252,097.60**	0.41%	2.45%	
	ME Bank 2.6 06 Nov 2019 182DAY TD	S&P ST A2		513,693.31	1.00000000	513,693.31	100.000	1.033	**518,999.13**	0.84%	2.60%	
	MYS 2.8 14 Oct 2019 367DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.708	**1,027,079.45**	1.67%	2.80%	
	MYS 2.8 15 Oct 2019 368DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.708	**1,027,079.45**	1.67%	2.80%	
	MYS 2.8 16 Jan 2020 365DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.972	**1,019,715.07**	1.66%	2.80%	

maranoa REGIONAL COUNCIL

Investment Report Pack
Maranoa Regional Council
1 September 2019 to 30 September 2019

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	**Market Value**	% Total Value	Running Yield	Weighted Running Yield
	MYS 1.7 11 Feb 2020 154DAY TD	Moodys ST P-2		750,000.00						0.00%	1.70%	
	MYS 1.72 22 Jun 2020 270DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.019	**1,000,188.49**	1.62%	1.72%	
	NAB 2.7 08 Oct 2019 368DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	2.663	**2,053,260.28**	3.33%	2.70%	
	NAB 2.74 10 Oct 2019 365DAY TD	S&P ST A1+		3,188,186.00	1.00000000	3,188,186.00	100.000	2.665	**3,273,148.99**	5.31%	2.74%	
	NAB 2.75 20 Nov 2019 365DAY TD	S&P ST A1+		500,000.00	1.00000000	500,000.00	100.000	2.366	**511,828.77**	0.83%	2.75%	
	Qld Police 2.05 16 Jul 2020 365DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	0.421	**1,004,212.33**	1.63%	2.05%	
	SWCU 2.75 01 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.364	**253,409.25**	0.41%	2.75%	
	Warwick CU 2.5 26 May 2020 369DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.890	**252,226.03**	0.41%	2.50%	
				42,101,879.31		36,451,879.31			**37,003,321.63**	60.07%		2.41%
FI Total				67,699,980.58		61,049,980.58			**61,601,422.90**	100.00%		2.32%

6. Portfolio Valuation By Categories As At 30 September 2019

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,532,338.43	4.11%
A3	4,086,012.33	6.63%
A2	20,540,223.24	33.34%
A1	4,006,509.60	6.50%
A1+	5,838,238.03	9.48%
Portfolio Total	37,003,321.63	60.07%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	24,598,101.27	39.93%
Portfolio Total	24,598,101.27	39.93%

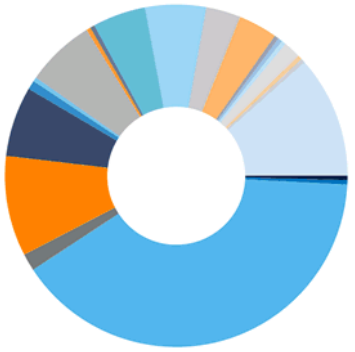
Market Value by Security Rating Group (Long Term)



maranoa REGIONAL COUNCIL

Issuer	Market Value	% Total Value
AMP Bank Ltd	7,105,035.61	11.53%
Arab Bank Australia Ltd	253,202.74	0.41%
Australian Military Bank Limited	251,365.48	0.41%
Auswide Bank Limited	1,011,326.03	1.64%
Bananacoast Community Credit Union Ltd	254,111.65	0.41%
Bank of Sydney Ltd	251,432.54	0.41%
Bank of us t/as B&E Ltd	256,287.67	0.42%
BankVic	2,265,531.51	3.68%
Beyond Bank Australia Ltd	2,012,854.80	3.27%
Defence Bank Ltd	3,552,413.70	5.77%
G&C Mutual Bank Limited	3,081,800.00	5.00%
Illawarra Credit Union Ltd	255,819.86	0.42%
Judo Bank	252,385.62	0.41%
Macquarie Bank	4,006,509.60	6.50%
Maitland Mutual Building Society Ltd	252,097.60	0.41%
Members Equity Bank Ltd	518,999.13	0.84%
MyState Bank Ltd	4,074,062.46	6.61%
National Australia Bank Ltd	5,838,238.03	9.48%
QPCU LTD t/a QBANK	1,004,212.33	1.63%
Queensland Treasury Corporation	24,598,101.27	39.93%
South West Credit Union	253,409.25	0.41%
Warwick Credit Union	252,226.03	0.41%
Portfolio Total	61,601,422.90	100.00%

Market Value by Issuer



- AMP Bank Ltd
- Arab Bank Australia Ltd
- Australian Military Bank Limited
- Auswide Bank Limited
- Bananacoast Community Credit Union Ltd
- Bank of Sydney Ltd
- Bank of us t/as B&E Ltd
- BankVic
- Beyond Bank Australia Ltd
- Defence Bank Ltd
- G&C Mutual Bank Limited
- Illawarra Credit Union Ltd
- Judo Bank
- Macquarie Bank
- Maitland Mutual Building Society Ltd
- Members Equity Bank Ltd
- MyState Bank Ltd
- National Australia Bank Ltd
- QPCU LTD t/a QBANK
- Queensland Treasury Corporation
- South West Credit Union
- Warwick Credit Union

Security Type	Market Value	% Total Value
At Call Deposit	**24,598,101.27**	39.93%
Term Deposit	**37,003,321.63**	60.07%
Portfolio Total	**61,601,422.90**	100.00%

Market Value by Security Type



Term Remaining	Market Value	% Total Value
0 to < 1 Year	**61,601,422.90**	100.00%
Portfolio Total	**61,601,422.90**	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



7. Performance Statistics For Period Ending 30 September 2019

Trading Book		1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council					
	Portfolio Return (1)	0.10%	0.28%	1.78%	2.18%
	Performance Index (2)	0.08%	0.29%	1.74%	1.82%
	Excess Performance (3)	0.02%	-0.01%	0.04%	0.36%

Notes

1 Portfolio performance is the rate of return of the portfolio over the specified period

2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)

3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	2.32

maranoa REGIONAL COUNCIL

Investment Report Pack
Maranoa Regional Council
1 September 2019 to 30 September 2019

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 2, 546 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 42, GATEWAY TOWER, 1 MACQUARIE PLACE, SYDNEY NSW, 2000 T 61 2 8094 1230 F 61 2 8094 1233
BRISBANE OFFICE: LEVEL 18, RIVERSIDE CENTRE 123 EAGLE STREET, BRISBANE QLD, 4000 T 61 7 3123 5370 F 61 7 3123 5371

Report Code: TEPACK020EXT-01.75
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 18 October 2019

Item Number: 11.4 **File Number:** D19/96860

SUBJECT HEADING: My Maranoa Business Initiative

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:
The My Maranoa Business initiative was released to businesses in Injune, Surat & Mitchell in 2017/18 and 2018/19. The initiative includes a number of deliverables pertaining to Local Business and Council's procurement processes, including Local Star Rating decals, streamlined purchasing process for low-value transactions, and the promotion of local businesses through Council's communication initiatives (e.g. Facebook, website, app).

This report seeks approval for the next stage of engagement.

Officer's Recommendation:
That Council:

1. Approve an extension to the My Maranoa Business initiative rollout, including further engagement with and promotion of businesses from the end of October 2019 to 30 November 2019.
2. Authorise the Councillor Portfolio Chair for Local Business to work closely with Council staff as approved by the Chief Executive Officer to deliver the initiative.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The initiative is designed to promote the service/supply capabilities and 'local status' of all businesses that operate within the region. Registration is open to all local and external businesses, regardless of their suitability to provide services to Council.

Acronyms:

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

N/A

Context:

Why is the matter coming before Council?

It is proposed that the next round of My Maranoa business engagement occur from the end of October through to the end of November, with both a Councillor (Portfolio Chair Local Business) and an officer.

It is proposed that a format similar to previous rounds occur (incorporating visits to local businesses and My Maranoa Business promotion, registration and feedback), with the exception of the Manager's involvement (Procurement and Plant). Given the busy procurement period leading up to the last Council meeting of the year, and the temporary resource in place, it is proposed that the Acting Manager not participate in this round.

The primary resource/s involved from an officer perspective will be from an economic and community development perspective.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council introduced the *My Maranoa Business* initiative in 2015 as part of a suite of initiatives pertaining to Local Business and Council's procurement processes. The initiative has been designed to provide:

1. greater insight into Council's purchasing processes, and why we need to do some things in a certain way;
2. opening up Council's purchasing so that businesses have the opportunity to bid for the supply of goods and/or services;
3. **marketing and promotion opportunities for the region's businesses;**
4. new ways of keeping the business community up to date with Council's decisions and directions;
5. **reduced administration for businesses where possible, while still meeting Council's legislative obligations; and**
6. practical support to the business community where it counts the most.

Recent community engagement efforts have targeted items 3 and 5.

At the General Meeting 10 October 2018, a report was tabled to seek Council's approval to extend the initiative's rollout until Christmas 2018:

Resolution No. GM/10.2018/17

That Council:

1. ***Approve an extension to the My Maranoa Business initiative as proposed until Christmas 2018.***

2. ***Authorise the Councillor Portfolio Chair for Local Business to work closely with Council staff as approved by the Chief Executive Officer to deliver the initiative.***

At the General Meeting on 23 January 2019, a report was tabled to seek Council's approval to extend the initiative's rollout until 30 June 2019.

Resolution No. GM/01.2019/10

That Council:

1. ***Approve an extension to the My Maranoa Business initiative rollout until 30 June 2019.***

2. ***Authorise the Councillor Portfolio Chair for Local Business to work closely with Council staff as approved by the Chief Executive Officer to deliver the initiative as follows:***
   - ***Local Development Officer in each community;***
   - ***Manager Procurement & Commercial Services;***
   - ***Relevant Director – Director Corporate, Community & Commercial Services.***

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

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

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

My Maranoa Business is reflected in Council's Corporate and Operational Plans.

Input into the Report & Recommendation*:*

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

The Director Corporate, Community and Commercial Services concurs with the recommendation to not include the Acting Manager at this time.

Funding Bodies*:*

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

N/A

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

The cost will be largely limited to officer time. As businesses come on line, they are provided with a My Maranoa Business decal with their star rating. This is part of the operational budget, and a relatively minor expense.

Future Years' Budgets:

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

Not applicable at this stage.

Impact on Other Individuals or Interested Parties:

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

The My Maranoa Business initiative is open to all businesses across the region.

Risks:

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

Nil

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That the next round of engagement be endorsed.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

That Council:

1. *Approve an extension to the My Maranoa Business initiative rollout, including further engagement with and promotion of businesses from the end of October 2019 to 30 November 2019.*

2. *Authorise the Councillor Portfolio Chair for Local Business to work closely with Council staff as approved by the Chief Executive Officer to deliver the initiative.*

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.2 Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population
4.2.9 Build community, business and industry partnerships to grow our economy and local employment.

Supporting Documentation:
Nil.

Report authorised by:
Chief Executive Officer

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 12.1 **File Number:** D19/96062

SUBJECT HEADING: DWQMP Amendment Application

Classification: Open Access

Officer's Title: Team Coordinator – Projects & Compliance for the Water Sewerage & Gas Department

Executive Summary:
Amendments to the Drinking Water Quality Management Plan are required to be lodged to the Regulator when significant changes take place, such as to infrastructure or staffing.

Officer's Recommendation:
That Council:

- Endorse the revised DWQMP and
- Endorse the DWQMP Amendment Application to be submitted to the Regulator.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not applicable.

Acronyms:

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

Acronym	Description
DWQMP	Drinking Water Quality Management Plan

Context:

Why is the matter coming before Council?

Any changes made to the DWQMP requires review and approval from Council.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Changes have been made to the DWQMP following a review, which now require Council approval before the amended version can be submitted.
A review was carried out by 1 October and made the following changes to the plans:

- Minor amendments, correcting minor errors and updating references to legislation.
- Updating statistical data.
- In the organisation structure the director has left and not been replaced yet. The Team Coordinator Projects and Compliance is now Michael Seville.
- The risk tables have been updated to reflect actions completed to address some of these risks.
- For the Eastern Scheme, the planned bore 3 in Wallumbilla is complete and operational.
- In the central scheme council have added a new bore, Bore 19, as well as a new booster station with reservoir on Miscamble Street. Bores 7 and 13 are now chlorinated at the bore.
- For Injune the collapsed bore 1 has been replaced with a new bore, Bore 4.
- In Surat the use of lime to control pH has been replaced with caustic soda.
- Cyber security is being address through the DASB group under QWRAP through a consultant and so we have authority from DNRME to add this to the next review.

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

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

DWQMP reviews are required every 2 years under the Water Supply (Safety & Reliability) Act 2008.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Drinking Water Quality Management Policy.

Input into the Report & Recommendation*:*

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

Manager – Water, Sewerage, Gas – reviewed and provided feedback

Coordinator – Water, Sewerage, Gas Projects & Compliance – reviewed and made amendments.

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Nil impact to financial year's budget.

Future Years' Budgets:

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

Nil impact to future year's budget.

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Legal – DWQMP Amendment are required under the Water Supply Act 2008	Unlikely to be audited, maximum penalty—200 penalty units

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

The Council endorse the DWQMP's and the Amendment Application to be submitted to the Regulator.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council:

- Endorse the revised DWQMP and
- Endorse the DWQMP Amendment Application to be submitted to the Regulator.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.1 Supply water to our towns
1.1.2 Ensure compliance with the State Government's approved Drinking Water Quality Management Plan for Maranoa Regional Council, and brief Council on compliance and progress of required actions, and review, audit and report on the plan in accordance with the Water Supply (Safety and Reliability) Act 2008 and Regulation 2011 .

Supporting Documentation:

1⇩	Amendment Application form for Drinking Water Quality Management Plan 2019	D19/95961
2⇩	Drinking Water Quality Management Plan (DWQMP) - Overarching Maranoa Regional Council - 2019 PDF	D19/96848

Report authorised by:
Manager - Water, Sewerage & Gas
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Drinking Water Quality Management Plan Amendment Application

Queensland Government

Water Supply (Safety and Reliability) Act 2008, section 100

Privacy Disclaimer: Collection of information provided in this approved form and any attachments is authorised under the *Water Supply (Safety and Reliability) Act 2008* and is being used for the purpose of applying to the Queensland Water Supply Regulator for approval of the proposed amendment to the approved drinking water quality management plan. The Department of Energy and Water Supply will endeavour to maintain any confidentiality of information relating to your form. However, consideration of your form may involve consultation and if so, details of your form may be disclosed to third parties. This information will not otherwise be disclosed outside of the department unless required or authorised by law (for example as under the *Right to Information Act 2009*).

Note: This is an approved form under the *Water Supply (Safety and Reliability) Act 2008* (the Act) to be used by a drinking water service provider, applying to the regulator for approval to amend the approved drinking water quality management plan (DWQMP).
Before submitting this approved form, please be fully aware of your rights and obligations under the Act.

1. Drinking water service provider details

Drinking water service provider: Maranoa Regional Council

SPID: 494

2. Contact details

Principal Contact

Family name: Sweetlove

Given name(s): Graham

Position: Manager (WS&G)

Postal address: PO Box 42

Mitchell QLD Postcode 4465

Telephone number: (07) 4624 0726

Fax number: ( )

Mobile number:

Email address: graham.sweetlove@maranoa.qld.gov.au

3. Proposed amendment

Please indicate the nature of the proposed amendment(s) to the approved DWQMP by ticking the appropriate box(es) and record the supporting documentation for each proposed amendment.

Select applicable box(es)	Proposed amendment	List the proposed amendment(s) to the DWQMP, supporting documentation for each amendment (for example document name) and attach a copy to the application
☒	Registered service details	Updated staff details
☒	Details of infrastructure for providing the service	Updated scheme maps to incorporate completed projects
☒	Identify hazards and hazardous events	Incorporate audit findings
☒	Information gathering--water quality and catchment characteristics	Updated water quality data
☒	Assessment of risks	Updated risk assessment matrix
☐	Risk management measures	
☐	Operation and maintenance procedures	
☐	Management of incidents and emergencies	

☒	Risk management improvement program	Removed completed projects and added new items
☐	Service wide support--information management	
☐	Operational monitoring	
☐	Verification monitoring	
☐	Other (please detail)	

(If space provided is insufficient, additional information may be attached)

4. Attached proposed amendments to the approved DWQMP

Important: The approved DWQMP **must** be attached with all proposed amendment(s) clearly highlighted.

Is a complete approved DWQMP with all proposed amendment(s) clearly highlighted attached?

☒ Yes ☐ No

5. Declaration

I/we declare and warrant that I/we have all the necessary and appropriate authority on behalf of the drinking water service provider to declare the information in this approved form, including any attachments or supporting information provided, are true and accurate to the best of my/our knowledge.

Family name: Reitano

Given name(s): Julie

Position: Chief Executive Officer

Signature:

Date (dd/mm/yyyy): / /

Family name:

Given name(s):

Position:

Signature:

Date (dd/mm/yyyy): / /

6. Submission

Complete and sign this form, attaching all relevant materials and send to:

Queensland Water Supply Regulator
Department of Energy and Water Supply
PO Box 15456
City East Qld 4002

OR Facsimile: (07) 3405 3156

OR Email: DrinkingWater.Reporting@dews.qld.gov.au

Print form Reset form



Maranoa Regional Council

Drinking Water Quality Management Plan

SPID 494

VERSION	AUTHOR	REVIEWED	APPROVED	DATE
1	Bligh Tanner	Ben Godford	Troy Pettiford	11/08/2015
1.1	Ben Godford	Ben Godford	Graham Sweetlove	06/11/2017
1.2		Graham Sweetlove	Graham Sweetlove	

CONTENTS

1 INTRODUCTION 1
2 PURPOSE OF DWQMP 1
3 COMMITMENT TO DRINKING WATER QUALITY 1
3.1 Policy 1
3.2 Regulatory and Formal Requirements 2
3.3 Customer Engagement 3
4 ALIGNMENT OF THE DWQMP TO ADWG AND ACT REQUIREMENTS 3
5 SERVICE DETAILS 4
6 KEY STAKEHOLDERS 8
7 RISK METHODOLOGY 10
7.1 Definitions 10
7.2 Methodology 11
7.3 Public Health Risk Matrix 12
8 HAZARD IDENTIFICATION AND UNMITIGATED RISK ASSESSMENT 13
9 PREVENTIVE MEASURES AND OPERATIONAL MONITORING 17
10 INCIDENT AND EMERGENCY PLAN 17
10.1 Low - Operational Action 19
10.2 Medium - Incident or Emergency 19
10.3 High - Declared Disaster 19
10.4 Example incident response 20
10.4.1 Exceedance of Water Quality Criteria 20
11 INFORMATION MANAGEMENT 21
12 VERIFICATION MONITORING 23
12.1 Purpose and Principles 23
12.2 Monitoring Parameters 23
12.3 *E. coli* 23
12.4 Chemical monitoring 24
12.4.1 Response to exceedance 24
12.5 Event based monitoring 24
13 RISK MANAGEMENT IMPROVEMENT PROGRAM 25
14 EMPLOYEE AWARENESS AND TRAINING 36
14.1 Employee awareness 36
14.2 Employee training 36

15 COMMUNITY INVOLVEMENT AND AWARENESS 36
16 RESEARCH AND DEVELOPMENT 36
17 REVIEW AND CONTINUAL IMPROVEMENT 37
17.1 Continual Improvement 37
17.2 Reviews and amendments 37
18 AUDIT 37

LIST OF FIGURES

Figure 1 Maranoa Regional Council Area 5
Figure 2 Registered Bores (blue dots) and CSG wells (orange triangles) in June 2015 5
Figure 3 GAB functional schematic (taken from Santos Groundwater (deep aquifer modelling) GLNG EIS February 2009) 6
Figure 4 Water, Sewerage & Gas organisational chart 8

LIST OF TABLES

Table 1 Regulatory and Formal Requirements 2
Table 2 DWQMP structure 3
Table 3 Drinking water schemes, populations, connections and demands 4
Table 4 Water Supply Aquifers in Maranoa Regional Council 7
Table 5 Key Regulatory Stakeholders 8
Table 6 Key catchment and raw water supply stakeholders 9
Table 7 Key chemical suppliers 9
Table 8 Key maintenance and monitoring stakeholders 9
Table 9 Key Consultants 9
Table 10 Consequence definitions 10
Table 11 Likelihood definitions 10
Table 12 Uncertainty definitions 11
Table 13 Public Health Risk Matrix 12
Table 14 Hazard identification and unmitigated risk team 13
Table 15 Mitigated Risk Assessment Team 13
Table 16 Hazard Identification - All schemes 15
Table 17 Management of incidents and emergencies 17
Table 18 Incident and emergency summary of actions 18
Table 19 E. coli monitoring frequency per scheme 24
Table 21 Maranoa Regional Council Risk Management Improvement Items 26

+ EXECUTIVE SUMMARY

The Drinking Water Quality Management Plan (DWQMP) for Maranoa Regional Council is a public health based risk management plan that meets the requirements of the Australian Drinking Water Guidelines 2011 (ADWG) and the *Water Supply (Safety and Reliability) Act 2008.*

The DWQMP describes the Jackson, Wallumbilla, Yuleba, Muckadilla, Roma, Amby, Mitchell, Mungallala, Injune schemes from bore to tap and the Surat drinking water scheme from catchment to tap operated.

Council has undertaken a system assessment and a public health risk assessment. Through the risk assessment process, Council has identified a number of risks to our drinking water schemes that require improvements over time. These are detailed in the risk assessment table, and in the risk management improvement plan.

Council intends to use the risk management improvement program to inform capital and operational budgets in coming financial years.

Critical items that have been identified that require attention include:

- Surat WTP Operational Limits
- SCADA Monitoring Upgrade $1,050,000

As indicated, many of these items were specifically itemised in the 2017-18 budget and linked directly to the Corporate Plan.

Contact Details
Graham Sweetlove | Manager Water Sewerage and Gas
Maranoa Regional Council
PO BOX 42 | MITCHELL QLD 4465
P: 1300 007 662 F 4624 6990
E graham.sweetlove@maranoa.qld.gov.au W http://maranoa.qld.gov.au

+ GLOSSARY

ADWG	Australian Drinking Water Guidelines (current version)
CSG	Coal Seam Gas
DEHP	Department of Environment and Heritage Protection
DWQMP	Drinking Water Quality Management Plan
DWQMP Guideline	Drinking Water Quality Management Plan Guideline 2010
HACCP	Hazards Analysis and Critical Control Points
MAR	Managed aquifer recharge
MRC	Maranoa Regional Council
NHMRC	National Health and Medical Research Council
NTU	Nephelometric Turbidity Unit
QWSR	Queensland Water Supply Regulator
PH Act	Public Health Act 2005
PHR	Public Health Regulation 2018
PRV	Pressure Reducing Valve
PVC	Polyvinyl Chloride
R/A Guideline	Review and Audit Guideline 2013
RMIP	Risk Management Improvement Plan
RO	Reverse Osmosis
SAR	Sodium adsorption ratio
SCADA	Supervisory Control and Data Acquisition
SPID	Service provider identification number
THMs	Trihalomethanes
UPS	Uninterruptible Power Supply
VFD	Variable Frequency Drive

WIOA	Water Industry Operators Association of Australia
WQR Guideline	Water Quality and Reporting Guideline
WSP	Water Service Provider
WSSR Act	Water Supply Safety and Reliability Act 2008
WTP	Water Treatment Plant

MARANOA REGIONAL COUNCIL
DRINKING WATER QUALITY MANAGEMENT PLAN

1 INTRODUCTION

Maranoa Regional Council provides drinking water to customers in the drinking water schemes operated by Council. These include Eastern Schemes: Jackson, Wallumbilla, Yuleba, the Central schemes: Muckadilla and Roma, Western Schemes: Amby, Mitchell, Mungallala, the Northern Scheme: Injune and the Southern Scheme: Surat.

The Maranoa Regional Drinking Water Quality Management Plan (DWQMP) is a risk based management plan that ensures that council can provide all of our customers in each of these schemes with safe drinking water.

The DWQMP, based on the principles of the Australian Drinking Water Guidelines 6 (NHMRC 2011), and meets the regulatory requirements of the *Water Supply (Safety and Reliability) Act 2008.*

2 PURPOSE OF DWQMP

The Maranoa Regional Council Drinking Water Quality Management Plan (DWQMP) is a public health based risk management plan that demonstrates how public health risks to our services are managed.

3 COMMITMENT TO DRINKING WATER QUALITY

3.1 Policy

Council is committed to consistently providing our customers within the drinking water schemes with a safe and reliable drinking water supply.

Council has a formal Drinking Water Policy, adopted 9/9/2015 (GM/09.2015/20).

maranoa REGIONAL COUNCIL

3.2 Regulatory and Formal Requirements

The requirement to have a drinking water quality management plan is legislated through the *Water Supply (Safety and Reliability) Act 2008*. However, there are many other formal requirements that also impact on our ability to supply safe water. These are listed in the table below.

Table 1 Regulatory and Formal Requirements

Requirement	Council obligations and how they relate to the DWQMP
Water Supply (Safety and Reliability) Act 2008 Water Supply (Safety and Reliability) Regulation 2011	MRC obliged to register as a service provider. Service provider given powers to do certain things (e.g. disconnect customers, restrictions). Required to have an approved DWQMP and comply with the DWQMP. Required to report and respond to drinking water incidents. Plumbers required to install meters. WS Regulation currently has no impact.
Public Health Act 2005 Public Health Regulation 2018	Sets minimum sampling frequencies for *E. coli* as a provider. Council must not provide unsafe water.
Water Act 2000	MRC is required to have water licences to extract water.
Environment Protection Act 1994	Water treatment is considered an environmentally relevant activity.
Disaster Management Act 2003	Council is required to have a disaster management plan. This plan links to the Emergency Plan in this document.
Work Health and Safety Act 2011	Council must ensure safe work practices, including in the provision of drinking water.
Plumbing and Drainage Act (2018) Plumbing and Drainage Regulation (2019) Standard Plumbing and Drainage Regulation (2003)	Council must ensure that water infrastructure work is at a particular standard. Requires plumbers to install water meters.
Qld Plumbing and Wastewater Code (QPW code)	The code defines how drinking water infrastructure can be constructed.
Plumbing Code of Australia	Provides additional information to QPW code

Australian Standards	Numerous standards for plumbing, chemical handling etc.

3.3 Customer Engagement

Maranoa Regional Council has established customer service standards against which we are able to measure our performance. The most current version of these standards is available on our website. Maranoa Regional Council also publishes online our Drinking Water Quality Management Plan Annual Report which provides details on water quality.

4 ALIGNMENT OF THE DWQMP TO ADWG AND ACT REQUIREMENTS

The Drinking water quality management plan addresses all 12 Elements of the Australian Drinking Water Guidelines, and in so doing also ensures that the requirements of the Drinking Water Quality Management Plan Guidelines are met.

The document is owned by the Manager, Water Sewerage and Gas, and maintained by the Coordinator Water, Sewerage & Gas Projects, Compliance & Laboratory.

Table 2 DWQMP structure

Overarching Document	Regionally grouped site specific DWQMP
Service details	Scheme Overview
Description of Region	Infrastructure and Operational Details
Risk methodology	Catchment Characterisation
Hazard Identification and Unmitigated Risk	Water Quality Data
Incident and Emergency	Risk Assessment
Risk Management Improvement Plan	Operational Procedures
Information Management	Operational Monitoring
	Verification Monitoring

5 SERVICE DETAILS

Maranoa Regional Council is a large council area covering more than 5.8 million ha, and with a total population of 12,791 people (Australian Bureau of Statistics, 2018 data).

Maranoa Regional Council is a registered water service provider, SPID 494, currently providing drinking water services to ~9 875 customers. We supply water to 10 separate schemes (See Figure 1). The current and projected populations and demands are included in Table 3.

Table 3 Drinking water schemes, populations, connections and demands

Scheme Name/ Community Served	Region	Current			Projected in 10 years		
		Population served	Connections	Demand ML/d	Population served	Connections	Demand ML/d
Jackson	Eastern	46	15	0.010	27	18	0.006
Wallumbilla		285	188	0.269	363	190	0.160
Yuleba		280	123	0.097	175	140	0.080
Muckadilla	Central	30	14	0.034	19	17	0.023
Roma		7,156	3,472	5.700	8,770	3260	4.889
Amby	Western	50	42	0.076	68	44	0.042
Mitchell		950	578	1.080	973	610	0.916
Mungallala		80	36	0.079	65	37	0.045
Injune	Northern	320	258	0.428	584	320	0.424
Surat	Southern	500	261	0.273	587	310	0.480

The region is predominantly agricultural and includes sheep and cattle grazing, grain and cereal cropping, irrigated cotton cropping and cypress pine timber production. The Maranoa region is currently experiencing a large expansion in coal seam gas exploration and mining with thousands of Coal Seam Gas (CSG) wells to be drilled in the region over the next twenty years. The current registered bores and CSG wells are shown in Figure 2. The Maranoa region has a semi-arid climate with very hot summers and cool, dry winters. Rainfall in the Maranoa region is highly seasonal and irregular, with most rain occurring during the summer (October–March) either as heavy thunderstorms or as tropical rain depressions.

All communities, except Surat, obtain their water supply from bores tapping the Great Artesian Basin. Surat is supplied from the Balonne River and then treated. To reduce the load on the treatment plant, Surat has dual reticulation with raw river water provided for limited hours of the day.

Figure 1 Maranoa Regional Council Area

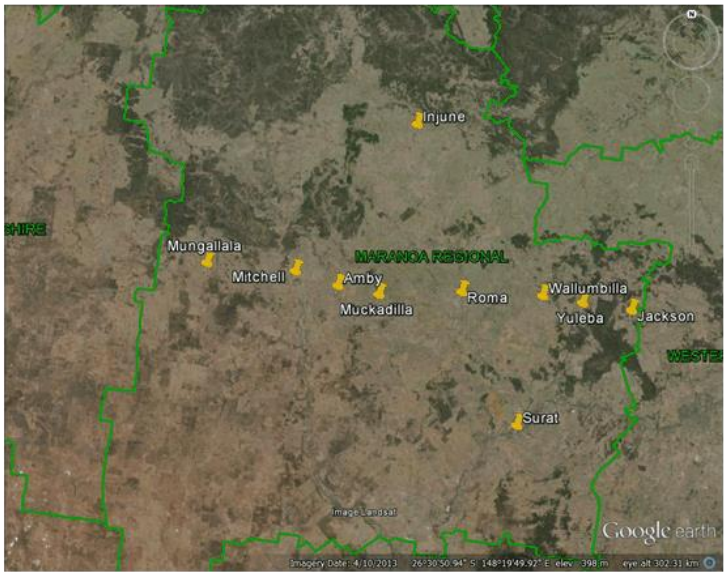
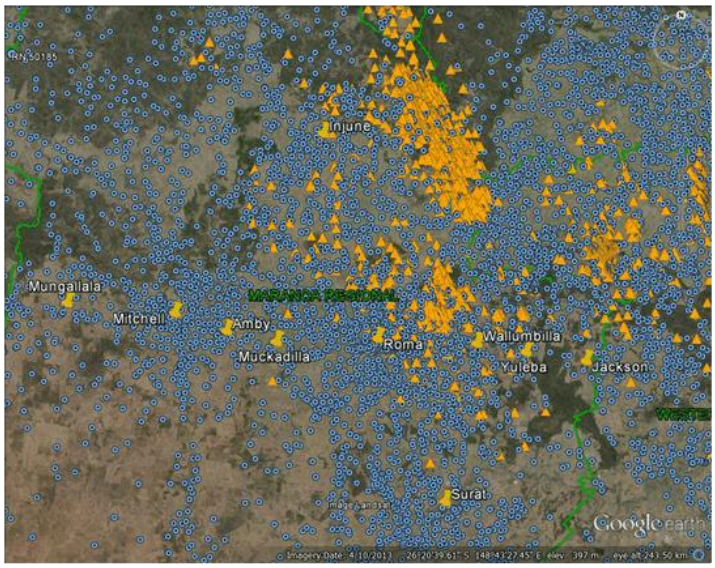


Figure 2 Registered Bores (blue dots) and CSG wells (orange triangles) in June 2019



The bores of the Maranoa Region are all considered to be part of the Great Artesian Basin. The recharge areas are towards the east of the basin, many hundreds of kilometres away. Recharge is considered to be very slow, and surface activities in the catchment do not

impact on the water quality at all. Figure 3, taken from the Santos CSG EIS, provides an overview of how the GAB functions, and the main stratigraphic units.

Figure 3 GAB functional schematic (taken from Santos Groundwater (deep aquifer modelling) GLNG EIS February 2009)

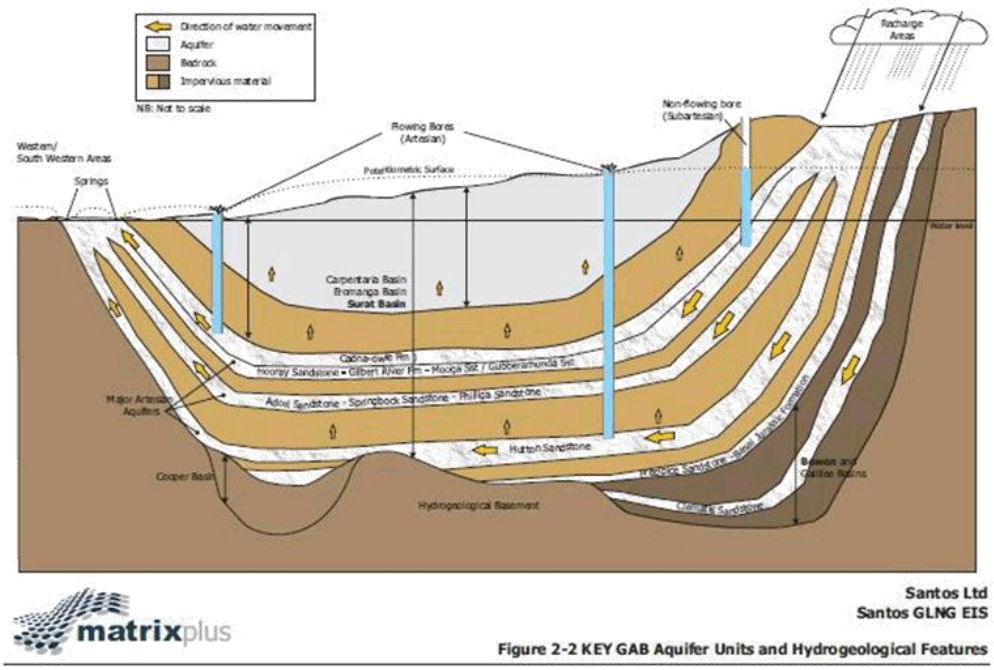


Figure 2-2 KEY GAB Aquifer Units and Hydrogeological Features

The coal seam gas wells that are being drilled are dewatering the Walloon Coal Measures. This is a separate and distinct aquifer to any of the water supply aquifers (see Table 4). The EIS indicates that there is very little hydrological connectivity between the most critical drinking water aquifer, the Gubberamunda aquifer, which overlies the active CSG aquifer. The deeper bores are believed to be cased through the coal measures, and similarly should not be impacted.

Note, if there is an impact to water supply bores, the proponent (Santos is the major CSG proponent in this region) is required, under the legislation to make good. For example, this may be by drilling new bores, or providing an equivalent amount of RO treated water.

Recently, there was an issue with the discovery of methane gas in the now decommissioned Wallumbilla Bore #2. This was due to the bore construction and an ill-fitting cap on the gas bearing aquifer. Therefore, the presence of methane was not related to the current CSG activities.

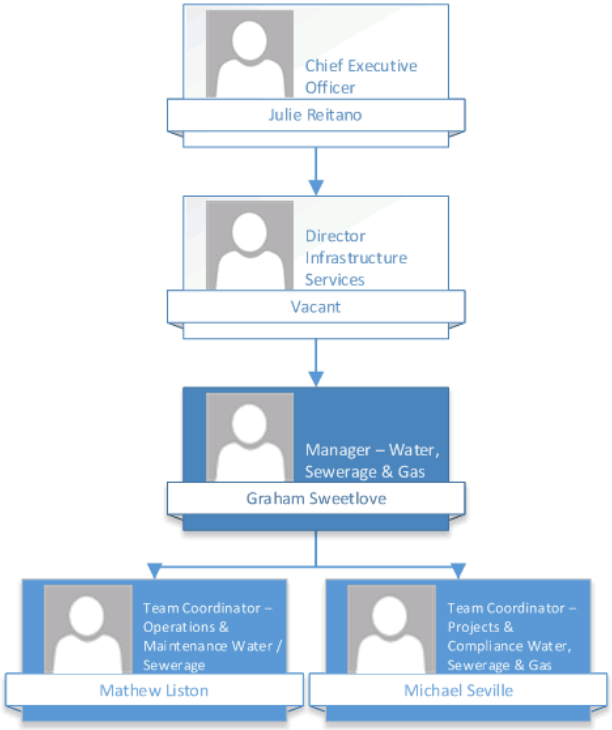
Table 4 Water Supply Aquifers in Maranoa Regional Council

Age	Group	Formation	Known Aquifer	Comment
Cretaceous		Wallumbilla formation		
		Bungil Formation		Cadna-owie formation Mungallala
		Mooga Sandstone	Amby Wallumbilla Yuleba	
Jurassic		Orallo Formation		
		Gubberamunda Sandstone	Roma Bores Muckadilla B2	
	Injune Creek Group	Westbourne Formation		
		Springbok Sandstone		
		Walloon Coal Measures		CSG predominantly sourced from this unit
		Eurombah Formation		
		Hutton Sandstone	Muckadilla B1	unknown stratigraphy - but depth indicates this is likely for Jackson
		Evergreen Formation	Injune bores	
		Precipice Sandstone	Mitchell	
Triassic	Rewan	Mooleyember Formation		Bowen Basin (possible future CSG)
		Clematis Sandstone		
		Rewan Formation		Galilee Basin (possible future CSG)

6 KEY STAKEHOLDERS

Drinking water is managed in Maranoa Regional Council by the Infrastructure Services Directorate and Water, Sewerage & Gas Department. The structure of this group is outlined in the following organisational charts. These are the key internal stakeholders relevant to drinking water quality management.

Figure 4 Water, Sewerage & Gas organisational chart



External stakeholders have been categorised into different tables below. These stakeholders have some influence on the management and operation of the water services.

Table 5 Key Regulatory Stakeholders

Agency	Contact Details	Role
Darling Downs Public Health Unit (QLD Health)	Director 07 4699 8252	Public health advice, assistance managing incidents.
Department of Natural Resources, Mines & Energy	13 QGOV (13 74 68)	Regulation of drinking water, and incident reporting. Water quality and flow monitoring, bore licensing.

Table 6 Key catchment and raw water supply stakeholders

Organisation	Contact Details	Role
Santos		CSG proponent – required to make good if impacts on water supply aquifers.
Origin Energy		CSG proponent – required to make good if impacts on water supply aquifers.

Table 7 Key chemical suppliers

Company	Contact Details	Chemical
Ixom Chemicals		Chlorine Gas
Roma Home Improvement Centre		Sodium Hypochlorite
		Sulphuric Acid
Chemiplas	(03) 9419 7300	Flocculent MS589
Coogee Chemicals	(07) 3893 7506	Caustic Soda
Surat Ag	0439 265 400	Potassium Permanganate

Table 8 Key maintenance and monitoring stakeholders

Company	Contact Details	Maintenance area
Pumps	Pumps N Solar	Pumps & General Maintenance
		Chlorination System
		Bore Maintenance
Queensland Health Forensic and Scientific Services	3274 9111	Microbiological and Chemical laboratory services

7 RISK METHODOLOGY

Maranoa Regional Council has adopted a risk methodology based on the "Preparing a Drinking Water Quality Management Plan Supporting Information, September 2010" documentation provided by the Queensland Water Supply Regulator.

There are some minor differences to the published version in that the consequence descriptor for catastrophic has been quantified, and the uncertainty descriptors tailored to reflect the data availability in these schemes.

7.1 Definitions

The tables below define the likelihood, consequence and uncertainty.

Table 9 Consequence definitions

Consequence	Descriptor
Catastrophic	Potential acute health impact, significant community illness (> 4 people) expected
Major	Potential acute health impact, no community illness expected
Moderate	Repeated breach of chemical health guideline value
Minor	Isolated breach of chemical health guideline value, or widespread occurrence of parameter above aesthetic guideline
Insignificant	Potential isolated occurrence of aesthetic parameter above guideline value.

Table 10 Likelihood definitions

Likelihood	Descriptor
Almost Certain	Occurs more often than once per week
Likely	Occurs more often than once per month, and up to once per week
Possible	Occurs more often than once per year, and up to once per month
Unlikely	Occurs more often than once every 5 years, and up to once per year
Rare	Occurs less than once every 5 years

Table 11 Uncertainty definitions

Uncertainty Level	Descriptor
Certain	The processes involved are thoroughly understood and supported by very extensive on site knowledge covering multiple drought and flood cycles, and/or high frequency (weekly or better) water quality monitoring data.
Confident	The processes involved are well understood and supported by extensive on site knowledge, and/or monthly water quality data
Reliable	There is a good understanding of the process which is supported by quarterly water quality data and operational experience.
Estimate	The process is reasonably well understood, and data covers expected variability.
Unreliable	The process is not well understood, and water quality data does not cover potential variability.

7.2 Methodology

The entire risk assessment process is conducted over three stages. These include

1) Hazard identification,
2) Unmitigated risk assessment, and
3) Mitigated risk assessment.

As Maranoa Regional Council has 9 bore schemes with very similar operation, the risk assessment was undertaken simultaneously, but taking into account any individual differences. A separate risk assessment for Surat was undertaken with the Surat operator as this is the only scheme with conventional style treatment.

Hazard Identification:

The relevant hazards were identified from previous versions of the DWQMP, water quality data, incident history, known water quality issues, and experience of the hazard identification team.

After a hazard is identified, the likely sources of the hazard were identified. This sometimes resulted in the identification of specific schemes where the hazard was significantly different to others. Where this is the case, the different schemes were considered separately for their unmitigated public health risk (the same hazard is identified on multiple lines). The hazards that were considered are listed in the unmitigated risk assessment table in the following section.

For each hazard, an unmitigated risk was determined by first determining the consequence of the hazard, and then considering the likelihood that the hazard would result in that consequence. The unmitigated risk assumes that a person consumes the water with the hazard present and no treatment in place. (In some cases, such as overdose of treatment chemicals, this simplistic definition is broadened to assume that the hazard is introduced to the water supply with no further control measures after the hazard has been introduced).

The definitions are adhered to strictly, such that any hazards that could result in an acute health risk (for example pathogens), must have either a major or catastrophic consequence. On the contrary, parameters with chronic health risks, such as manganese or trace level pesticides, will have either minor or moderate consequences. The ADWG does not provide guidance on acute chemical risks, and none have been identified in this process.

Once the consequence and likelihood were assigned, the Public Health Risk was determined using the matrix in the next section. An uncertainty is also assigned to demonstrate the level of confidence in the assessment.

Maranoa Regional Council considers that a Public Health Risk of medium or below is acceptable. If an unmitigated risk was determined to be low, this was not carried forward to a mitigated risk assessment. Hazards with unmitigated risks of medium or above are generally, but not always carried forward to the scheme specific risk assessments, detailed in the individual scheme based plans.

For the mitigated risk assessment, the hazards and the sources of the hazards/ hazardous events are then separated out to consider where in the treatment process that the hazard can eventuate as a risk. This is done to examine failure modes for individual process elements. Where a hazard is present, the preventive measures that are intended to minimise the risk are identified.

The effectiveness of the identified measure, given the hazardous event is then assessed. Where an unmitigated risk is unacceptable, and reduced, the operational procedure used to manage the risk is identified. Again, an uncertainty is assigned. If the mitigated risk remains unacceptable, the uncertainty is too high for the hazard under consideration, or there is no operational procedure, a risk management improvement item is identified.

7.3 Public Health Risk Matrix

The public health risk matrix used in this plan is detailed below.

Table 12 Public Health Risk Matrix

		Consequence				
		Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
Likelihood	**Almost Certain**	Medium 6	High 10	High 15	Extreme 20	Extreme 25
	Likely	Medium 5	Medium 8	High 12	High 16	Extreme 20
	Possible	Low 3	Medium 6	Medium 9	High 12	High 15
	Unlikely	Low 2	Low 4	Medium 6	Medium 8	High 10
	Rare	Low 1	Low 2	Low 3	Medium 5	Medium 6

As stated above, Council considers all medium and low risks to be acceptable.

8 HAZARD IDENTIFICATION AND UNMITIGATED RISK ASSESSMENT

A hazard identification team was assembled in July 2015 to identify the hazards that are present across any or all schemes. During the hazard identification and unmitigated risk assessment workshop, available raw water quality data, and operational knowledge was used to inform the workshop conclusions.

Following agreement on the hazards that are present, an unmitigated risk was determined for each hazard, considering any differences between the schemes that may change the unmitigated risk rating.

The hazard identification team that was involved in this process is detailed below.

Table 13 Hazard identification and unmitigated risk team

Participant	Position	Water industry/ Risk management experience
Troy Pettiford	Manager Water Sewerage and Gas	21 years MRC, 21 years in water, previous risk workshop experience
Ben Godford	Coordinator Water Sewerage and Gas, Compliance and Laboratory	4 years MRC, 3 years in water, previous risk workshop experience
Shane Farren	Engineer, Water Sewerage and Gas Support	4 months at MRC.
Michael Lawrence - Bligh Tanner	Facilitator	>10 years in water industry, formal ADWG training, water quality management systems auditor.

The Hazard identification and unmitigated risk assessment is presented overleaf.

Following the unmitigated risk assessment, a wider team including the plumbers or operators responsible for operating the schemes was assembled, and a mitigated risk assessment conducted.

Table 14 Mitigated Risk Assessment Team

Participant	Position	Water industry/ Risk management experience
Troy Pettiford	Manager Water Sewerage and Gas	21 years MRC, 21 years in water, previous risk workshop experience
Ben Godford	Coordinator Water	4 years MRC, 3 years in water,

	Sewerage and Gas, Compliance and Laboratory	previous risk workshop experience
Keith Cherry	Plumber (Eastern schemes)	19 years in council, council risk training
Jade Howell	Plumber (Central)	6 years MRC, council risk assessment
Paul Williams	Plumber (Central schemes)	10 years in council, council risk training
Kieren Gorry	Plumber (Western Schemes)	11 years in council, council risk training
Craig Williams	Plumber (Injune)	10 years council, 17 years in water industry, formal risk training
John Alcock	WTP Operator (Surat)	42 years in water industry 17 years in MRC, council risk assessments.
Michael Lawrence - Bligh Tanner	Facilitator	>10 years in water industry, formal ADWG training, water quality management systems auditor.

Table 15 Hazard Identification - All schemes

Hazard	Type of Hazard	Sources of Hazard	Similar Schemes	Unmitigated Risk			Uncertainty	Comments	Treatment Barrier/s
				Consequence	Likelihood	Risk			
Bacteria/Virus	Biological	agriculture, animals in catchment, human recreation above weir, septic discharge, ineffective disinfection (pH>8), reservoir contamination, mains contamination	Surat	Catastrophic	Almost Certain	Extreme 25	Reliable		Disinfection / re-chlorination
Bacteria/Virus	Biological	normal operation with no failures	Bore schemes	Catastrophic	Rare	Medium 6	Reliable	Risk of contamination of aquifer is very limited.	
Bacteria/Virus	Biological	bore head contamination, less effective disinfection (pH>8), reservoir contamination, mains contamination	Bore schemes	Catastrophic	Possible	High 15	Confident	considered as a group - e.g. any or all of the sources being present.	Mains break procedure (W35) Disinfection
Cyanobacteria	Biological	nutrients, summer algal blooms	Surat	Moderate	Unlikely	Medium 6	Estimate		Coagulation / Filtration
Protozoa	Biological	sewage discharge, grazing, recreational activities (Septic systems), treatment failure, reservoir contamination, mains contamination	Surat	Catastrophic	Almost Certain	Extreme 25	Reliable		Catchment management, Coagulation/Flocculation, Filtration
Protozoa	Biological	normal operation with no failures	Bore schemes	Catastrophic	Rare	Medium 6	Confident	Risk of contamination of aquifer is very limited.	
Protozoa	Biological	farming, bore head contamination, reservoir contamination, mains contamination	Bore schemes	Catastrophic	Unlikely	High 10	Confident	events such as ingress into bore head have happened, but not with protozoa. Reservoir contamination probably main risk area.	Catchment management, natural attenuation, bore head protection
Opportunistic Pathogens (e.g. *Legionella*)	Biological	Ingress into reservoirs/ water mains, insufficient residual disinfection	All	Major	Rare	Medium 5	Estimate	*Legionella* testing in 2018 at Mitchell hospital was clear.	Disinfection
Amoeba (*Acanthamoeba, Naeglaria,* etc.)	Biological	Ingress into reservoirs/ water mains, insufficient residual disinfection	All	Major	Rare	Medium 5	Estimate		Disinfection
Aluminium	Chemical	coagulant overdose	Surat	Minor	Possible	Medium 6	Estimate	Dose controlled by SCD - can be impacted by potassium permanganate and lime dosing.	
Chlorate	Chemical	chemical breakdown	Roma, Wallumbilla, Muckadilla, Mitchell,	Minor	Likely	Medium 8	Reliable	based on no current guideline value	Chemical management
Chlorine	Chemical	chemical overdose	All schemes	Moderate	Likely	High 12	Reliable		Operational procedures
Cyanobacterial toxins	Chemical	summer blooms	Surat	Moderate	Unlikely	Medium 6	Estimate		chlorine oxidation
DBPs	Chemical	elevated organics and long detention times	Surat	Moderate	Possible	Medium 9	Estimate		Coagulation/Filtration, disinfection management, flushing
DBPs	Chemical	elevated organics and long detention times	Bore schemes	Moderate	Unlikely	Medium 6	Estimate	very low organics in bore water	disinfection management, flushing
DBPs	Chemical	predosing of chlorine	Mungallala	Moderate	Unlikely	Medium 6	Estimate	very low organics in bore water	predosing/ disinfection
Heavy metals	Chemical	mining activities, natural geology, cattle dips	Surat	Moderate	Unlikely	Medium 6	Reliable		chemical oxidation
Heavy metals	Chemical	mining activities, natural geology	Bore schemes	Moderate	Unlikely	Medium 6	Reliable	lead has been seen to increase in some bores that were out of use for extended periods.	run bores to waste before bringing into service
Hydrocarbons	Chemical	road runoff, spill, road accidents, mains contamination	Surat	Moderate	Possible	Medium 9	Estimate	hasn't happened to any significant extent, but conceivable	Disaster management
Hydrocarbons	Chemical	bore contamination, mains contamination, possible natural source if coal in aquifer.	Bore schemes	Moderate	Rare	Low 3	Estimate	well integrity should manage - most bores away from likely sources. No petrol stations in close proximity.	Selective abstraction
Iron	Chemical	natural geology, sediment	Surat	Minor	Likely	Medium 8	Reliable		Source control, oxidation, filtration, flushing
Iron	Chemical	natural geology, sediment	Bore schemes	Minor	Likely	Medium 8	Confident	B1 Mungallala, B2, B11, 12, 14, 15 Roma, B1 Injune.	Source selection, flushing
Manganese	Chemical	natural geology, storage overturning, overdose permanganate	Surat	Moderate	Possible	Medium 9	Reliable	no raw water results above health value. One overdose, but due to low pressure in raw water line.	Source control, oxidation, flushing
Manganese	Chemical	overdose permanganate	Surat	Moderate	Possible	Medium 9	Reliable	One overdose, but did not end up in reticulation	
Manganese	Chemical	deposit in retic, resuspension over time	Bore schemes	Minor	Unlikely	Low 4	Reliable	no raw water results above health value, Mungallala highest, and have ion exchange filters.	ion exchange filter (Mungallala), flushing.

Hazard	Type of Hazard	Sources of Hazard	Similar Schemes	Unmitigated Risk			Uncertainty	Comments	Treatment Barrier/s
				Consequence	Likelihood	Risk			
Methane	Chemical	outgassing in bores	Bore schemes	Catastrophic	Rare	Medium 6	Confident	Methane could result in loss of bore - so more of WOS risk than chemical. Loss of supply risk is catastrophic. Wallumbilla Bore had methane - but taken out of service. Of >20 bores operating for ~50-100 years, this has only happened once.	observations of bores
Pesticides	Chemical	Agriculture, horticulture	Surat	Moderate	Possible	Medium 9	Estimate	testing has only indicated trace detection. Unlikely to be above guideline	
Pesticides	Chemical	Contamination of aquifer	bores	Moderate	Rare	Low 3	Confident		
pH	bacteria/virus	bore water parameter	bore	Minor	Almost Certain	High 10	Reliable	main impact is on disinfection. Aesthetic risk.	acid dosing in key sites
pH	Chemical	Overdose Caustic Soda	Surat	Minor	Unlikely	Low 4	Confident	pH could result in ineffective disinfection. However, small batching means this currently not possible	daily checks
pH	Chemical	overdose acid	pH adjusted bores	Minor	Likely	Medium 8	Reliable	difficult to overdose large volumes from bore	
pH	Chemical	Underdose Caustic Soda	Surat	Minor	Possible	Medium 6	Reliable		daily checks
Taste and odour	Chemical	algae blooms	Surat	Minor	Unlikely	Low 4	Confident	no complaints	
Taste and odour	Chemical	sulphur	Roma	Minor	Possible	Medium 6	Confident	multiple complaints more likely around particular bores, but not consistently high.	nil
Colour	Physical	naturally occurring	Surat	Minor	Possible	Medium 6	Confident		Coagulation
Hardness	Physical	local geology	Surat	Minor	Unlikely	Low 4	Estimate	run of river	nil
TDS	Physical	local geology	Amby (1250mg/L), Roma Bore 2.	Minor	Almost Certain	High 10	Certain	bore is salty, but has always been accepted by the community	nil
TDS	Physical	local geology	Bore schemes	Minor	Unlikely	Low 4	Confident		
Temperature	Physical	seasonal	Surat	Insignificant	Likely	Medium 5	Reliable	Affects disinfection	Nil
Temperature	Physical	artesian	Mitchell	Minor	Likely	Medium 8	Reliable	53C from the bores. Reduced in temp if in reservoir.	Nil
Temperature	Physical	artesian	other bores	Minor	Rare	Low 2	Certain	other bores do not have elevated temperature	Nil
Turbidity	Physical	fires, storms, flooding	Surat	Minor	Possible	Medium 6	Reliable		Coagulation, filtration
Turbidity	Physical	storms, flooding	Bore schemes	Minor	Rare	Low 2	Confident	bore schemes do not have high turbidity unless bore has been off, and that is a transient issue only if not flushed.	Coagulation, filtration
Turbidity	Physical	sloughing of biofilm, resuspension of sediment in reservoirs/mains	All schemes	Minor	Possible	Medium 6	Confident	times of high demand can scour lines	flushing
Radioactivity	Radiological	Natural geology	Bore schemes	Moderate	Rare	Low 3	Reliable	snapshot monitoring. None of the aquifers for drinking water is known to have issues	nil
Radioactivity	Radiological	Natural geology	Surat	Moderate	Rare	Low 3	Estimate		coagulation, filtration
Failure of supply	Whole of System	malfunction, SCADA/ Alarms failure, power outage, flood, fire	All schemes	Catastrophic	Unlikely	High 10	Reliable	E.g. no water to residents for an extended time. - has not occurred in 5 years	Availability of spare parts. Water cartage. Disaster management. Generators
Operator error	Whole of System	untrained/ overworked	All schemes	Catastrophic	Possible	High 15	Estimate		Trained staff, staff development
Sabotage/ Terrorism	Whole of System	Any chemical or microbiological hazard	higher risk schemes?	Catastrophic	Unlikely	High 10	Unreliable		daily checks, security, fencing, locks in place
Bore failure	Whole of System	ageing assets	Bore schemes	Catastrophic	Rare	Medium 6	Reliable	Asset management based on bore outputs over time.	Asset management

The relevant unmitigated risks above are passed forward to the bore schemes for mitigated risk assessment. In this case, relevant generally means that the hazard is present for that type of scheme, with an unmitigated risk of medium or above (although some medium risks, such as TDS, which does not change in GAB schemes, but is simply an aquifer characteristic and is not controllable, are not brought forward). Low risks identified above are not considered further, as they are not considered to pose a public health risk within the timeframe for plan review, where these outcomes will be revisited.

9 PREVENTIVE MEASURES AND OPERATIONAL MONITORING

Preventive measures and operational monitoring are scheme specific and are detailed within the site based plans.

10 INCIDENT AND EMERGENCY PLAN

The MRC definitions for an incident and an emergency are detailed below:

Levels of Incident are as defined below:

- High – Declared Disaster
- Medium – Incidents and Emergencies
- Low – Operational Action

Table 16 Management of incidents and emergencies

Alert Level	Description	Key management response(s)	Position(s) responsible
High: Declared Disaster	• Declared disaster. Examples include a significant flood, drought, bushfire and terrorism.	Activate disaster management plan.	CEO/ Director, Infrastructure Services
Medium: Incidents and Emergencies	• Exceedance of ADWG health guideline value • Outbreak of waterborne disease • Detection of a parameter with no water quality criteria that may have an adverse effect on public health. • An event which is beyond the ability of MRC to control and may have an adverse effect on public health. • Loss of water supply for >6 hours.	Activate incident response plan. Ensure all control measures identified in the DWQM Plan are functioning effectively.	Manager Water Sewerage and Gas Coordinator, Water Sewerage and Gas, Compliance and Laboratory
Low: Operational Action	• Exceed operational limit Effectively managed by the water treatment team undertaking operational actions in line with our DWQMP.	Ensure all barriers are functioning effectively. Check and act upon operations and maintenance records and procedures. Take appropriate actions to rectify situation.	Plumbers/ Plant Operators

Table 17 Incident and emergency summary of actions

Alert Level	Key management response(s)	Brief summary of actions	Documented Plans & Procedures
High: Declared Disaster	Activate disaster management plan.	• Notify CEO and corporate communications department • Coordinate internal notification, investigation and response of water related aspects • Consider what community notification is needed (if any) e.g. do not drink alert, boil water alert or bottled/emergency water distribution • Notify QWSR of escalation from incident/event or of standalone emergency as soon as practicable	Disaster management plan.
Medium: Incidents and Emergencies	Activate incident response plan. Ensure all barriers identified in the DWQMP are functioning effectively.	• Notify Manager Water Sewerage and Gas • Notify DNRME of any reportable incidents immediately (within 3 hours). • Ensure all control measures identified in the DWQMP are functioning effectively • Commence investigation • Arrange for re-samples to be taken (where required) • Implement appropriate immediate remediation actions, (this may include hand dosing reservoirs, flushing of mains, or isolation of affected areas) • Consider what community notification is needed (if any) e.g. do not drink alert, boil water alert or bottled/emergency water distribution • Review associated laboratory reports and operational records • In case of customer complaints, coordinate investigation and resolution, including obtaining water samples where required	Incident response plan (this document) MRC DWQMP
Low: Operational Action	Ensure all operational steps identified in the DWQMP are functioning effectively. Check and act upon operations and maintenance records and procedures.	• Notify Coordinator Water Sewerage and Gas, Compliance and Laboratory. • Review operations and maintenance records for anomalies • Commence investigation to determine cause, if not identifiable through operational records • Investigate immediate remediation actions • Increase operational monitoring frequency where required	Operations and maintenance records and procedures. MRC DWQMP. Routine monitoring

10.1 Low - Operational Action

At the low alert level, operational actions are required to manage the issue and prevent escalation.

Issues at this level are normally identified through operational monitoring.

Corrective actions will be taken to ensure processes are brought back to target levels, a record made, and the action communicated to the Coordinator Water Sewerage and Gas, Compliance and Laboratory, and escalated if necessary.

Note: Exceedances of upper and lower alarms that result in WTP shutdown are considered to be within the scope of normal operation of the management plan, and do not automatically escalate beyond Level 1 unless the situation warrants. For example, a high chlorine alarm that shuts down the Surat treatment plant before the chlorine level exceeds the water quality criteria is dealt with as a Level 1 action. If the water quality criteria are exceeded, the issue is a Level 2 incident.

10.2 Medium - Incident or Emergency

At the medium alert level, there is a potential for an adverse public health impact.

These issues are identified through either operational or verification monitoring of the processes and water quality, or where there has been a significant widespread treatment or reticulation network failure resulting in the loss (or likely loss) of water supply for a period >6 hours. When identified, these issues are escalated in accordance with the escalation procedure.

A medium alert level incident or emergency is likely to be managed by the Manager or Coordinator Water Sewerage and Gas, and/or council management in line with our DWQMP. In some cases, it may require coordination across other MRC departments and external resources and support, such as from QWSR or more likely, Queensland Health. There is the possibility of customer complaints.

Appropriate corrective actions will be identified, and implemented as soon as practicable to minimise the effect of the incident. Examples for typical actions that we will normally take for the detection of a parameter above the water quality criteria (such as *E. coli*) follow.

Medium alert level incidents and emergencies are reportable to the Queensland Water Supply Regulator. MRC will inform the Regulator within 3 hours of becoming aware of the incident (3 hours allows sufficient time to investigate the cause of the incident and commence corrective actions as soon as possible). Advice may be directly sought from Queensland Health if required.

Resampling: A resample will be arranged for any parameter where the initial sample did not meet the ADWG health guideline value.

10.3 High - Declared Disaster

The CEO activates the Disaster Management Plan/ a Disaster is declared by the State Government.

Requires coordination across MRC departments and requires external resourcing and support from agencies, such as Department of Emergency Services, Department of Natural Resources, Mines and Energy , Department of Health, local disaster management groups, emergency responders like QFRS, Police.

When a Disaster Management Group is stood up, drinking water quality management actions will be taken as necessary to respond to the requirements of the Disaster Coordinator.

While every effort will be made to continue to implement the Drinking Water Quality Management Plan, Disaster Management actions may take precedence. Every effort will be made to keep QWSR informed of the situation as soon as practicable.

10.4 Example incident response

10.4.1 Exceedance of Water Quality Criteria

Verification monitoring data is reviewed by MRC as soon as possible. Where water quality does not meet the water quality criteria, the following steps are normally undertaken:

1) Define the extent of the problem:
   Determine the potentially affected locations and number of customers impacted – e.g.
   - whole scheme,
   - whole zone, or
   - the end of a reticulation line
2) Define the water quality at the time of sampling:
   Confirm the following at the sampling location, and upstream of the sampling location (e.g. an upstream reservoir, WTP or Bore):
   - disinfection residual,
   - pH at time of sampling
3) Identify if any parameter is outside the normal range for this location.
4) Confirm correct operation of water treatment processes (for example):

Bore Schemes:

- Bore operation
- (pH adjustment where present)
- Disinfection
- Re-dosing facilities

Surat:

- Raw water quality
- Permanganate Dosing
- Coagulation/Filtration
- pH adjustment
- Disinfection

5) Consider need/ ability to isolate source:
   - (e.g. could a potentially contaminated reservoir by bypassed?)

6) Consider ability to flush reticulation network
7) MRC officer to go on site to confirm turbidity, disinfection and pH levels
8) Flush if appropriate:
    - If any water quality parameter is outside the normal range for that area, flush until normal residual disinfection is re-established.
    - For *E. coli* detection at any sample location, flush to achieve disinfection residual of ~ 0.5 mg/L. (for example, this may require hand dosing of sodium hypochlorite into reservoirs, or increasing disinfection dose rate).
9) Resample:
   These incidents are reported to the Regulator within 3 hours of becoming aware.

   As many of the above steps are undertaken as possible prior to reporting so that relevant information can be provided. Upon resolution of the incident, the causes for the failure are identified, and the relevant aspects of the DWQM Plan are reviewed to determine whether the DWQM Plan is appropriate to prevent the issue from reoccurring.

11 INFORMATION MANAGEMENT

MRC utilises an electronic document management system called HPE Records Manager. This system allows for archival and retrieval of information relevant to the water supply network, testing, monitoring and reporting. Staff are actively encouraged and assisted to utilise electronic records and are assisted in transferring data from hard copies to the electronic record. Details of record management relevant to this plan are summarised below.

Information/Document	Format	Location Stored	Position Responsible	Comments
Reticulation network residual chlorine readings	Electronic Spreadsheet	SWIM Local	Water Supply Operator	Roma is electronic, All others are hard copy
Water Source Analytical Data	Electronic Spreadsheet	Roma File Server – J Drive	Laboratory Technician	Data to be moved to LIMS once commissioned
Policies & Procedures	Electronic – PDF	MRC HPE Records Manager System	Coordinators	Field Staff provided with hard copies
Laboratory Results	Electronic Spreadsheets	Roma File Server – J Drive	Laboratory Technician	Data to be moved to LIMS once commissioned
Regulatory body correspondence	Electronic	MRC HPE Records Manager System	Coordinators	
Customer Correspondence	Electronic	MRC HPE Records Manager System	Project Officer (Process systems review)	

Information/Document	Format	Location Stored	Position Responsible	Comments
Consultant Reports	Electronic	MRC HPE Records Manager System	Coordinators	
Drinking Water Quality Management Plan	Electronic – MS Word	MRC HPE Records Manager System	Manager (Water, Sewerage & Gas)	
Customer Complaints	Electronic	MRC Authority CRM System	Project Officer (Process systems review)	
Geospatial Asset Information	Electronic – GIS Database	MRC MapInfo database	Technical Officer (GIS)	
Detailed Asset Information	Electronic	Authority Asset Module	Specialist Asset Management	
As constructed plans	Electronic	Roma File Server – J Drive	Manager (Water, Sewerage & Gas)	

Several spreadsheets are utilised for the storage of monitoring and analytical data, and are located on the MRC File Server, with permissions restricted to the department. The file server has automatic daily backups and is managed by MRC's IT department.

Geospatial data is controlled by the Technical Officer (GIS), with all data revisions and additions performed by this officer.

Asset information is controlled by the Coordinators in liaison with the Manager, and linked to GIS and financial systems by the GIS team.

Customer details, financial transactions and complaints are stored in the Authority software package. All financial transactions and approvals pass through this system, and can be queried on request.

Records are stored in accordance with the *Public Records Act 2002*.

Cyber security is being address through the DASB group under QWRAP through a consultant and so we have authority from DNRME to add this to the next review.

12 VERIFICATION MONITORING

12.1 Purpose and Principles

Verification monitoring is an essential element for Council to verify that the water delivered to our customers is of high quality and safe. Verification monitoring is predominantly undertaken by the scheme operators.

Whilst there are regulatory requirements to take *E. coli* samples at a certain frequency and these requirements are met, this is not the driver of the verification monitoring program. The purpose of this sampling program is to identify any water quality problems and ensure that they are rectified promptly and appropriately managed into the future.

Sampling locations have been established historically, but in general adhere to the following hierarchical principles, which will be used to assess the appropriateness of the sampling sites in the future.

1) Higher risk locations - this can be due to either populations or sub-populations at risk (e.g. hospitals, aged care facilities, child care facilities, known susceptible patients), or at the end of the reticulation zones.
2) Representative – the sample locations should be representative of the water quality to that area.
3) Accessible - sites should be easily accessed and safe for staff to sample.

Specific sampling locations are identified in the regional plans.

12.2 Monitoring Parameters

There are regulatory requirements under the *Public Health Regulation 2018* (Part 9 - Water quality, Section 52) that specify the minimum monitoring frequency for *Escherichia coli (E. coli)*.

12.3 *E. coli*

E. coli monitoring frequency for the service provider is prescribed under the *Public Health Regulation 2018 (Part 9 - Water quality, Section 52*). Maranoa Regional Council undertakes sampling with the aim that we meet the minimum frequency for each drinking water scheme. The frequency of sampling is identified in the following table. Officers collect the *E.coli* samples, and are provided with hand held chlorine meters to measure free chlorine at the time of sampling.

Table 18 E. coli monitoring frequency per scheme

Scheme	Population	Required *E. coli* frequency (Public Health Regulation)	Current sampling
Amby	50	1/month	4/month
Injune	320	1/month	7/month
Jackson	46	1/month	2/month
Mitchell	950	1/month	9/month
Muckadilla	16	1/month	2/month
Mungallala	80	1/month	3/month
Roma	7,156	1/ week plus 1/ month	6/week
Surat	500	1/month	5/month
Wallumbilla	285	1/month	3/month
Yuleba	280	1/month	4/month
TOTAL MRC	9,681	1/ week plus 5/ month	6/week plus 41/month

12.4 Chemical monitoring

Each active bore in each scheme and the Balonne River at the Surat WTP intake are tested annually to match the "Snapshot Monitoring" data that was provided by the Regulator. This includes a "Standard water analysis" and "metals" analysis. The parameters that make up these analytical suites are shown in the water quality data summaries for the bore schemes.

12.4.1 Response to exceedance

Water quality reports from our internal laboratory, or from external laboratories are immediately assessed by the Coordinator Water Sewerage and Gas upon receipt. Where an exceedance of the water quality criteria is identified, this activates the incident and emergency responses, and is treated as a medium level incident.

12.5 Event based monitoring

Additional monitoring will be undertaken if there is an adverse and unknown change in the raw water quality for any scheme. For example, in the past this has included gas testing at Wallumbilla, and pesticide testing at Surat. Again, where a breach of the Water Quality Criteria is identified, this will activate the incident and emergency responses.

13 RISK MANAGEMENT IMPROVEMENT PROGRAM

Where outcomes of the scheme by scheme risk assessments resulted in mitigated risks that were above medium, risk management improvement items have been identified. These are listed in the risk assessments for each scheme, and have been collated in this document.

The items have been prioritised as short, medium and long term actions. Short term actions will be undertaken as soon as possible (and within six months), medium term actions are intended to be completed in the current financial year (within 12 months), and long term actions will be introduced as items in the next council budget in order to secure funding. This terminology is consistent across council areas. Where long term actions are not prioritised by council for the upcoming financial year, the item will either remain on the improvement program as is, or alternative measures may be introduced.

Note: items in the risk management improvement program are indicative of an action that would be suitable to manage the risk. Where alternative measures can be introduced that will similarly result in a reduction of the risk, these alternate actions may take the place the identified items.

Table 19 Maranoa Regional Council Risk Management Improvement Items

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
All 1		Ingress into bore head	bacteria and virus	high 15	bore construction, bore sealing	Medium 6	Procedure W22 daily bore inspections		increase vigilance	
All 1		Ingress into bore head	protozoa	high 10	bore construction, bore sealing	Medium 5	Procedure W22 daily bore inspections	increase vigilance		
All 2		Aquifer contamination e.g. CSG activities	Possible change in physical properties - perhaps pH?	medium 8	nil by Maranoa RC	Low 3			hydrogeological assessment across all schemes	
All 3		contamination by vermin	protozoa	high 10	ensure integrity	High 10	Procedure W29. inspections	higher frequency inspections - silicone etc.		as identified in inspections
All 3	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	Medium 6	Procedure W29. inspections	higher frequency inspections - silicone etc.		
All 4		change in flow rate, reservoir run low, disturbing sediment in pipe	turbidity	medium 6		Medium 6	Procedure W34. ad hoc flushing		Updated flushing procedure, and formalised program	
All 5		Mains repairs	turbidity	medium 6	mains break procedure	Low 4	W35			consider separate tools, improvements to hygiene practices
All 5		Mains repairs	bacteria/virus	high 15	residual disinfection	Medium 6	W35			consider separate tools, improvements to hygiene practices

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
All 5		Mains repairs	protozoa	high 10	mains break procedure	High 10	W35			consider separate tools, improvements to hygiene practices
All 6		backflow	bacteria	high 15	residual disinfection	High 10	W21		budget to improve backflow prevention	ongoing program
All 6		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
All 7		Untrained staff	any	high 15	training	Medium 6	Use plumbers/ Certified operators.			Creating a training matrix in progress
All 8		overworked staff	any	high 15		High 10	workload management current operational focus			HR processes being reviewed
All 9		Loss of key staff	all	high 15	succession planning	High 15			Prepare a WSG Business Plan	
All 10		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Bore Strategy document produced	
All 10		unable to get treatment chemicals	bacteria/virus	high 15	Additional Storage & Generators	Medium 6				stakeholder engagement with supply contracts etc.
All 11		Sabotage		high 10		High 10		Increase inspections.		

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Am 1	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections		Amby, Mungallala generators installed	
Injune 1		Ingress into bore head	protozoa	high 10	bore construction	High 10	Procedure W22 daily bore inspections	bore sealing program and increase vigilance		
I2		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Bore Strategy Produced	Injune Bore 4 being drilled Dec 2017
I3	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections		Generator installed in Injune	
I4		low pressure	bacteria	high 15	residual disinfection	High 15	W27		Injune booster system installed	
Mitchell 1	Acid dosing	insufficient dose/ failure	bacteria/virus	high 15	sulphuric acid dosing	High 15	daily inspection			long term plan to have bores into reservoirs
Mungallala 1	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections		Amby, Mungallala generators installed	
Mungallala 2		Sabotage		high 10		High 10		fencing of compound		

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Roma 1		Aquifer contamination eg CSG activities	possible change in physical properties - perhaps pH?	medium 8	nil by Maranoa RC	Low 3			Bore 19 Installed	Bore 20 to be drilled 2019/2020
R2	Acid dosing	insufficient dose/ failure	bacteria/virus	high 15	sulphuric acid dosing	High 15	daily inspection		Bore 12 now directed into reservoir	long term plan to have bores into reservoirs
R3	Disinfection	insufficient dose/ failure	bacteria/virus	high 15	disinfection	High 15	Procedure W23. daily inspection		Northern pressure system upgrade underway	
R4		contamination by vermin	protozoa	high 10	ensure integrity	Extreme 20	Procedure W29. inspections	Main reservoir cleaned 2018/19	Program prepared for diver to clean other reservoirs	
R5		contamination by vermin	protozoa	high 10	ensure integrity	Extreme 20	Procedure W29. inspections			New roof to be installed
R6		low pressure	bacteria	high 15	residual disinfection	High 15	W27		Norther area has been improved	Roma pressure issues
Surat 1	permanganate dosing	Overdose permanganate	Manganese	medium 9	daily visual inspection	Medium 8	W38 (4.5)			
S2	Coagulation	Overdose coagulant	Aluminium	medium 6	Streaming current detector monitors and controls dose	Medium 6	W38			
S3		Underdose (overdose) coagulant	Protozoa, turbidity	extreme 25	Streaming current detector monitors and controls dose	High 15	W38	daily testing of clarifier turbidity to inform process changes. Procedure developed	process engineer to confirm system controls	look to include online turbidity monitoring.

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
S4		Sludge valve failure	Protozoa, turbidity	extreme 25	slude valve set on time	High 15	W38	PLC controls currently don't allow longer sludge drop times current 30 mins = 30 s, 45 min gap = 45 s drop, 60 min gap = 1 min drop		
S5	Filtration	filter breakthrough	Protozoa, turbidity	extreme 25	Alarm at 5 NTU, plant shutdown at 10 NTU	Extreme 20	w38 (4.6)	Change of limits to 1 and 2 NTU - with intent to tighten to 0.5 and 1 NTU	PLC changes	may need to change filter media - water quality results will drive.
S5	Disinfection	high turbidity	bacteria/virus	extreme 25	filtration	Extreme 20	w38 (4.6)	Change of limits to 1 and 2 NTU - with intent to tighten to 0.5 and 1 NTU	PLC changes	may need to change filter media - water quality results will drive.
S6		filter ripening	Protozoa, turbidity	extreme 25		Extreme 20	w38 (4.6)	can change procedure to filter to waste for ~1 min on ripening		
S7		Ineffective dose (high pH)	bacteria/virus	extreme 25	disinfection	Medium 6	w38 (4.4)	Check action and critical alarms are correct		
S7		insufficient dose	bacteria/virus	extreme 25	disinfection	High 10	w38 (4.4)	Check action and critical alarms are correct		
S7		Overdose chlorine	Chlorine	high 12	disinfection	Medium 6	w38 (4.4)	Check action and critical alarms are correct		
S8	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	High 10	w 38 (4.7)		remediation of old tank to be able to use if required.	replaced ground storage tank.
S8			protozoa	high 10		High 10	w 38 (4.7)		remediation of old tank to be able to use if required.	replaced ground storage tank.

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
S9		operator error	bacteria	high 15	training and procedures	High 15	training		Produced plant procedures. Scheduled calibration of monitoring equipment	
S10		Clarifier access platform	Failure of supply	high 10		High 10		Clarifier replaced		
S11		Clarifier access platform	Failure of supply	high 10		High 10			Clarifier replaced	
S12		ground level reservoir	Failure of supply	high 10		High 10				
S13		ground level reservoir	Failure of supply	high 10		High 10			Reservoir replaced with new 1 ML res.	
S14		ground level reservoir	Failure of supply	high 10		High 10				Reservoir replaced with new 1 ML res.
Wallumbilla 1		Bore failure	Failure of supply	high 15	maintenance, multiple bores in larger communities	High 15	daily inspection		Wallumbilla bore generator installed	
Documentation		backflow	protozoa	high 10	mains break procedure	High 10	W21	Need to update procedure		
Doc		backflow	bacteria	high 15	residual disinfection	High 10	W21	Need to update procedure		
Doc		change in flow rate, reservoir run low, disturbing sediment in pipe	turbidity	medium 6		Medium 6	Procedure W34. ad hoc flushing		Updated flushing procedure, and formalised program	

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc		Commissioning new mains	bacteria/virus	high 15	residual disinfection	Medium 6		Need to develop formal procedure to match current practice		
Doc		Commissioning new mains	protozoa	high 10	mains break procedure	Medium 6		Need to develop formal procedure to match current practice		
Doc		contamination by vermin	protozoa	high 10	ensure integrity	High 10	Procedure W29. inspections			as identified in inspections
Doc	Treated water storage/ Reservoirs	contamination by vermin	bacteria/virus	high 15	primary disinfection	Medium 6	Procedure W29. inspections			
Doc		DBPs	THMs	medium 6	disinfection	Low 4	Procedure W23. daily inspection			
Doc		Ineffective dose (high pH)	bacteria/virus	high 15	disinfection	High 15	Procedure W23. daily inspection			
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	bacteria and virus	high 15	Bore heads raised and sealed, disinfection	Medium 6	Procedure W22 daily bore inspections			
Doc		Ingress into bore head	protozoa	medium 6	bore construction	Medium 6	Procedure W22 daily bore inspections			
Doc		ingress into reservoirs/ reticulation	opportunistic pathogens	medium 5	disinfection	Medium 5	Procedure W29. inspections			
Doc		ingress into reservoirs/ reticulation	opportunistic pathogens	medium 5	disinfection	Medium 5	Procedure W29. inspections			
Doc	Disinfection	insufficient dose/ failure	bacteria/virus	high 15	disinfection	Medium 6	Procedure W23. daily inspection			
Doc		Loss of key staff	all	high 15	succession planning	High 15				WSG Business Plan
Doc		low pressure	bacteria	high 15	residual disinfection	High 15	W27			
Doc		low pressure	bacteria	high 15	residual disinfection	High 15	W27			

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc		Mains repairs	protozoa	high 10	mains break procedure	High 10	W35			
Doc		Mains repairs	turbidity	medium 6	mains break procedure	Low 4	W35			
Doc		Mains repairs	bacteria/virus	high 15	residual disinfection	Medium 6	W35			
Doc		Overdose	Chlorine	high 12	disinfection	Medium 6	Procedure W23. daily inspection		Procedures to be updated to reflect acid dosing and disinfection.	
Doc	Lime dosing	overdose lime	bacteria	extreme 25	inspections	Medium 6	W38 (4.2)			
Doc	permanganate dosing	Overdose permanganate	Manganese	medium 9	daily visual inspection	Medium 8	W38 (4.5)			
Doc	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc	Reticulation	Power failure	Failure of supply	high 10		Medium 5	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc		Power failure	Failure of supply	high 10		Medium 5	Procedures W25, 32, 33, 34, 35, 36 daily inspections			
Doc		Pump failure	Failure of supply	high 10	duty/standby	Medium 6	W38			
Doc		underdose lime/ failure	pH	medium 8	inspections	Medium 6	W38 (4.2)			
Doc		underdose permanganate	Manganese	medium 9	daily visual inspection	Medium 9	W38			

RMIP ITEM	Process Step	Hazardous Event	Hazards managed by same barriers	Unmitigated Risk	Primary preventive measure	Mitigated Risk	Procedure	Risk Management Improvements		
								Short term	Medium Term	Long Term
Doc		Untrained staff	any	high 15	training	Medium 6	Use plumbers/ Certified operators.	Ensure training register is updated	Produce Training Matrix	
Doc,	Reticulation	Power failure	Failure of supply	high 10		High 10	Procedures W25, 32, 33, 34, 35, 36 daily inspections			

.

14 EMPLOYEE AWARENESS AND TRAINING

14.1 Employee awareness

Water treatment operators are essential to ensure the safe operation of water treatment plants, and in implementing the actions identified in this plan. In an effort to ensure the DWQMP is implemented effectively, much of the development of these plans was done in conjunction with the plumbers/operators.

It is intended that the drinking water quality management plan becomes a useful document within council that is implemented by the operators, but equally used by managers to demonstrate the need for change, and justify budgetary expenditure. It is an expectation of Council and the Manager of Water Sewerage and Gas that this plan is understood and implemented by relevant staff.

14.2 Employee training

MRC uses trained plumbers or water treatment operators for all schemes (trainees under supervision are employed as necessary). We train staff to ensure that they have sufficient training to perform their jobs safely, and in accordance with this plan.

15 COMMUNITY INVOLVEMENT AND AWARENESS

Council is aware of the importance of keeping our customers informed of significant issues, and significant improvements. Council has engaged with our customers directly, through community meetings, and continues to update the information on our website to provide information. Council clearly states the level of service that customers can expect through our published customer service standards.

Council encourages two-way communication, and includes relevant contact details on the “about your water” webpage.

16 RESEARCH AND DEVELOPMENT

Council undertakes a number of activities that can be considered as research and development. For example, the testing and optimisation of new equipment prior to placing it into service. Similarly, the expansion of the verification monitoring program to include parameters that have not previously been monitored routinely can be considered as research to determine whether there are additional risks to the service that have not been identified.

Nonetheless, Council recognises that there is further scope to formalise activities such as the validation of existing barriers. It is intended that in the long term, as the drinking water quality management plan becomes embedded into normal activities that more focus can be placed on this element.

17 REVIEW AND CONTINUAL IMPROVEMENT

17.1 Continual Improvement

The primary improvement strategies are identified in the RMIP. The purpose of the drinking water quality management plan is to identify and manage risks to the services. Improvements are continually being made to water schemes and include both larger items identified in the risk management improvement program, and smaller changes to operation or monitoring.

Where council identifies improvements that can be made, they are implemented. As improvements are intended to reduce the risks to the schemes, this is good management practice. Over time, this will result in slight differences between the management plan and actual operations. This should be expected.

17.2 Reviews and amendments

Formal reviews of this plan ensure that the plan remains relevant to the schemes. The review is the time to evaluate the appropriateness of the management plan, update the plan to include changes made such as through the risk management improvement program, and identify whether the plan is delivering appropriate outcomes. If changes are made following review, an amendment application will be made to the regulator.

Additional reviews above those required by the regulator may be necessary in specific circumstances. For example, commissioning new treatment processes will require risk assessment, and where the risk profile changes, a plan amendment.

To provide clarity, council would not consider a maintenance activity such as changing the filter media in a treatment plant a sufficient change to require an amendment, even if the media was different to that described in the plan. Similarly, the annual update of the verification monitoring program is an operational change that will not trigger an amendment where the sampling locations and frequency of monitoring are consistent with the verification monitoring program detailed in this plan.

18 AUDIT

The drinking water quality management plan will be audited in accordance with the regulators requirements, as stated in the Information Notice for the Decision. Regulatory audit reports will be provided to the Regulator, and the outcomes of the audits will be considered in the next review of the drinking water quality management plan.

We may also choose to undertake voluntary internal audits. These are to inform our progress in implementing the DWQMP, and will also be considered in reviews of the plan. They will not be provided to the Regulator.

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 18 October 2019

Item Number: 12.2 **File Number:** D19/96841

SUBJECT HEADING: Access to discounted water for domestic use and watering of stock

Classification: Open Access

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

The intent of this report is to combine previous resolutions into one Council Resolution, Maranoa Rural Residents having the ability access to discounted water for domestic and stock watering purposes.

As access to a prepaid key becomes more popular, it is proposed to allow the standpipes at Injune, Roma and Mitchell to provide discounted water to residents in the form of a prepaid key.

Officer's Recommendation:

1. Council combine all three resolutions for Prepaid Water (GM/03.2017/45, GM/03.2014/34 & GM/10.2018/49) into one resolution, and align with the Revenue Statement
2. Policies to only apply while the Maranoa Region is drought declared
3. Domestic prepaid water charges to be linked to the domestic potable water rate. A maximum amount of water to be taken for domestic use be set at 52KL/month
4. Watering of stock to be charged at double the price of the domestic potable water rate. A maximum amount of water to be taken for stock be set at 200KL/month
5. The Surat and Wallumbilla Water Standpipes are to be excluded from this arrangement
6. Access to be via the Injune, Mitchell and Roma Standpipes only.

Individuals or Organisations to which the report applies:

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

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

None

Acronyms:

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

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

Acronym	Description
<Insert Acronym>	<Provide details>

Context:
Why is the matter coming before Council?

Currently there are three resolutions for prepaid Water for rural residents.

GM/03.2014/34:
That Council allow Rural Residents upon application, to access Council Standpipes at a discounted rate for domestic purposes. The following fees apply for amounts up to 52kL per month only:

- All locations (excluding Surat) - $0.75/kL)
- Surat - $2.08/kL

GM/03.2017/45:
That Council approve the amendment to the Discounted water for Rural Residents for Domestic Purposes Policy (resolution GM/03.2014/30,) so that the unit rate is linked to the domestic potable water ratee as defined in the Revenue Statement, for the town from which the water is sourced.

And **GM/10.2018/49**:

1. The policy of Discounted Water for Rural residents, previously only pertaining to Domestic Purposes (Resolutions GM/03.2014/34 and GM/03/2017/45), be expanded to include use for watering of stock.

2. This policy only apply while the Maranoa Region is a drought declared region.

3. The charge of $1.50 per kL apply for stock watering use.

4. The maximum water to be taken for stock watering be set at 200kL per month.

5. The Surat water standpipe be excluded from this arrangement.

6. Access be via the Avdata system.

It can be difficult to find pricing if searching through Council Resolutions. There also needs to be clarification around prices being in accordance with Council fees and charges and the Revenue Statement. It is proposed to combine these resolutions into a single resolution, requiring Council approval.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Multiple agenda items for discounted water have been presented to Council. For simplicity and ease, it is proposed to combine these into one new resolution, it will

make the purchase of water easier for residents and less time consuming for staff processing payments or compiling reports.

Prepaid AVDATA keys currently only work at the Roma Standpipe. It is intended to open the Mitchell and the Injune Standpipes to allow the customer to have easier access to water.

Wallumbilla and Surat standpipes are not included in this list. Wallumbilla has a soft cap on the amount of water used (100KL-200KL/day) for each use, any more use can cause a strain on the infrastructure. Surat is not included due to access to raw water and limits on the allocation.

For information, use of discounted water to date has been as follows;

	KL used	
Year	Domestic	Stock
2019/2020	534KL	300KL
2018/2019	1204KL	0
2017/2018	86KL	0
2016/2017	0	0
2015/2016	40KL	0

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

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

None

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

None

Input into the Report & Recommendation*:*

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

Cr. David Schefe – Councillor
Julie Reitano – Chief Executive Officer

Funding Bodies*:*

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

None

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

None

Future Years' Budgets:

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

None if we keep charges aligned with the Revenue Statement

Impact on Other Individuals or Interested Parties:

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

None

Risks:

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

Risk	Description of likelihood & consequences
Exceeding cap	Likelihood is low, all prepaid water purchased is done through the customer service team. A spreadsheet is kept on dates customers are purchasing water.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council approve simplifying the process for obtaining prepaid water. This recommendation below provides a more simplistic process for customers wanting to purchase water for domestic use and stock watering, as well as streamlining for staff members.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That;

1. Council combine all three resolutions for Prepaid Water (GM/03.2017/45, GM/03.2014/34 & GM/10.2018/49) into one resolution, and align with the Revenue Statement
2. Policies to only apply while the Maranoa Region is drought declared
3. Domestic prepaid water charges to be linked to domestic potable water rate. A maximum amount of water to be taken for domestic use be set at 52kL/month
4. Watering of stock to be charged at double the price of domestic potable water rate. A maximum amount of water to be taken for stock be set at 200kL/month
5. The Surat and Wallumbilla Water Standpipes to be excluded from this arrangement
6. Access be via the Injune, Mitchell and Roma Standpipes only.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.1 Supply water to our towns
1.1.1 Deliver water to the right standard for the health of our communities, ensuring compliance with the State Government's Water Supply (Safety and Reliability) Act 2008 and Regulation 2011, and Public Health Act 2005 and Regulation 2005.

Supporting Documentation:
Nil

Report authorised by:
Manager - Water, Sewerage & Gas
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 1 October 2019

Item Number: 13.1 **File Number:** D19/88996

SUBJECT HEADING:	Balonne Shire Council - Construction of River Guages within the Boundaries of Maranoa Regional Council
Classification:	Open Access
Officer's Title:	Associate to the Director / Directorate Budget & Emergency Management Coordination

Executive Summary:
Council has received correspondence from Balonne Shire Council requesting that Council maintain three rain/river gauge structures that will be installed by Balonne Shire Council within our boundaries.

Officer's Recommendation:
That Council:-

1. Approve the construction of the rain/river gauges within our boundaries.

2. Decline the request for Maranoa Regional Council to maintain the structures.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Balonne Shire Council

Acronyms:

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

Acronym	Description
MRC	Maranoa Regional Council

Context:

Why is the matter coming before Council?

Correspondence has been received from Balonne Shire Council to advise that they have received funding to construct three rain/river gauges within our boundaries. Balonne Shire Council have requested that MRC maintain these structures.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Balonne Shire Council have received funding to construct three river gauges within our boundaries. The locations are as follows:

1. Automated rain gauge on Wallam Creek upriver from the junction of Wallam and Neabul Creeks. (0016 on the BOM recommended gauge map for Balonne-Condamine).
2. Automated rain gauge on Neabul Creek. (0015 on the BOM recommended gauge map for Balonne-Condamine).
3. Automated river/rain gauge at Begonia on the Maranoa River.
4. There may be a further gauge installed along the Maranoa River depending on budgetary constraints.

The gauges will provide rain and river information to the BOM and enable earlier and more accurate warnings to residents downstream in the Balonne Shire during times of heavy rain and flooding.

Balonne Shire will construct the structures but have requested that MRC maintain these structures. Maintenance requirements of this structure would be an annual inspection of the gauges. Aquamonix who will be installing the gauges for Balonne Shire Council have provided two options for Council to review.

These two options are:

1. Train 5-7 council staff to maintain the assets which would be an approximate cost of $2500-$3000. The training would include classroom and on site. Plus employee's wages to attend training and to conduct annual inspections. Other costs associated would include vehicles/fuel and possible purchase of specialised inspection equipment.

2. Aquamonix could maintain the assets at an approximate cost of $10,000-$12,000 (2xdays – 3 assets) annually.

The structures will remain an asset for the Balonne Shire Council and will be a benefit to Balonne Shire residents more so than Maranoa.

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

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

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

Cameron Hoffman, Deputy Director Infrastructure/Manager Program & Contract Management.
Rob Hayward, Deputy CEO/Director Development, Facilities & Environmental Services.
Julie Davies, Communications Officer/Disaster Management Office, Balonne Shire Council.

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Option 1 – Approx. $2,500-$3,000 plus employee's wages to conduct annual inspection, vehicle/fuel and possible purchase of inspection equipment.

Option 2 – Approx. $10,000 - $12,000 annually.

Current expenditure on seven (7) MRC owned rain/river gauges is approx. $18,664 annually conducted by Prospect.

Future Years' Budgets:

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

If the decision is granted for MRC to maintain these structures it will have an impact future budgets.

Impact on Other Individuals or Interested Parties:

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

The maintenance of the structures will become the responsibility of Balonne Shire Council.

Risks:

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

Risk	Description of likelihood & consequences
Financial	Financial obligation to an asset that does not belong to Council.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Decline the request for Council to maintain these structures as requested by Balonne Shire Council.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council:-

1. Approve the construction of the river gauges within our boundaries.
2. Decline the request for Maranoa Regional Council to maintain the structures.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 3: Helping to keep our communities safe
3.4 Disaster, emergency management and flood mitigation
3.4.1 Implement the State Government's Inspector-General Emergency Management's Emergency Management Assurance Framework to build our communities' resilience to emergencies, working to meet standards for prevention, preparedness, response and recovery).

Supporting Documentation:

1⇩	Details Construction Rain and River Gauges Infrastructure Under Guidance from Bureau of Meteorology (BOM) and Queensland Reconstruction Authority - Balonne Shire Council	D19/84638
2⇩	Email Balonne Shire Council re Construction & Installation of River Gauges	D19/95518
3⇩	Location of New Balonne River Gauges	D19/95517

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



RECEIVED
24 SEP 2019
MARANOA REGIONAL COUNCIL

Our Ref:
20 September 2019

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
Roma QLD 4455

Dear Ms Reitano

I am writing to inform you that Balonne Shire Council is, under guidance from the Bureau of Meteorology (BOM) and the Queensland Reconstruction Authority, in the process of selecting sites for rain and river gauges infrastructure.

Three of these structures will be constructed within the boundaries of the Maranoa Regional Council:

- An automated rain gauge on Wallam Creek upriver from the junction of Wallam and Neabul Creeks (0016 on the BOM recommended gauge map for Balonne-Condamine)
- An automated rain gauge on Neabul Creek (0015 on the BOM recommended gauge map for Balonne-Condamine)
- An automated river/rain gauge at Begonia on the Maranoa River
- There may be a further gauge installed along the Maranoa River depending on budgetary constraints.

These gauges will provide rain and river information to the BOM and enable earlier and more accurate warnings to residents downstream during times of heavy rain and flooding.

Balonne Shire Council will construct and Maranoa Regional Council will maintain these structures. We will forward position details once we have that information.

Should you need any further information about the project please contact Julie Davies on 07 4620 8804.

Regards

Matthew Magin
CEO

BALONNE SHIRE COUNCIL A: 118 Victoria Street, St George, QLD 4487 (POSTAL) PO Box 201 St George, QLD 4487
P: 07 4620 8888 | F: 07 4620 8889 | E: council@balonne.qld.gov.au | W: www.balonne.qld.gov.au

Tue 15/10/2019 2:09 PM
Julie Davies Julie.Davies@balonne.qld.gov.au
RE: Construction & Installation of River Gauges
Hi Gem,

I've had a chat with Scott Stephens from Aquamonix – he's meeting with you next Tuesday!

He said there would be two options:

1. They could train 5-7 council staff to maintain the assets which would be an approximate cost of $2500-$3000. The training would include classroom and on site.
2. Aquamonix could maintain the assets at an approximate cost of $10,000-$12,000 (2xdays – 3 assets) annually.

Hope that helps.

Cheers

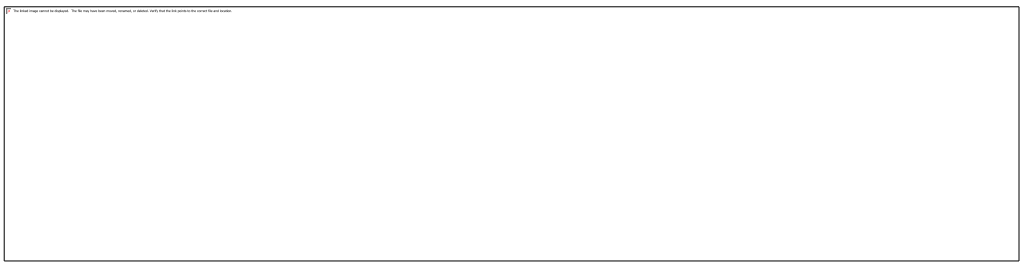
Julie

Julie Davies

Communications Officer | Disaster Management Officer

Direct: 07 4620 8804 **| Mobile:** 0476 660 047

Address: 112-118 Victoria Street, St George | PO Box 201 St George Q 4487



From: Gemma Lines [mailto:Gemma.Lines@maranoa.qld.gov.au]
Sent: Monday, 14 October 2019 10:03 AM
To: Julie Davies
Subject: RE: Construction & Installation of River Gauges

Hi Julie

I know we spoke very briefly about this last Thursday and you mentioned that it could be nutted out between the CEO's. I have spoken with Rob Hayward (Deputy CEO/LDC) and he would like to proceed with a report going to Council for review.

So I can get this report into our next meeting (23.10.2019) would you be able to make contact with Aquamonix to see what would be required on the maintenance side of things.

I would really appreciate if you could get back to me before Wednesday 16.10.2019.

Cheers

Gem

Gemma Lines
Associate to the Director / Budget & Emergency Management
Development, Facilities & Environmental Services

Maranoa Regional Council
Infrastructure Office
P.O. Box 620, Roma, QLD 4455
1 Cartwright Street Roma QLD 4455
P: 1300 007 662
D: (07) 4624 0744 M: 0417 418 964 F: (07) 4624 6990
Email: Gemma.Lines@maranoa.qld.gov.au
Web: www.maranoa.qld.gov.au

The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Maranoa Regional Council and its Agents. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.

Please consider the environment before printing this e-mail

From: Julie Davies [mailto:Julie.Davies@balonne.qld.gov.au]
Sent: Tuesday, 8 October 2019 9:29 AM
To: Gemma Lines <Gemma.Lines@maranoa.qld.gov.au>
Subject: RE: Construction & Installation of River Gauges

Hi Gem,

I believe the maintenance would only involve checking the instruments. However I also believe that these would be done by Aquamonics who are installing the gauges. They have the contract to install. BSC is constructing the towers.

I would think there could be some sort of agreement between the two councils as to who does what as the gauges are benefitting residents in Balonne, not Maranoa. Let me investigate further and I'll get back to you.

Cheers

Julie

Julie Davies

Communications Officer | Disaster Management Officer

Direct: 07 4620 8804 **| Mobile:** 0476 660 047

Address: 112-118 Victoria Street, St George | PO Box 201 St George Q 4487



From: Gemma Lines [mailto:Gemma.Lines@maranoa.qld.gov.au]
Sent: Thursday, 3 October 2019 8:26 AM
To: Julie Davies
Subject: Construction & Installation of River Gauges

Good morning Julie

A quick email to let you know that I am doing up a report to go to a Council meeting to advise the Councillors of the future construction of River Gauges in our region. I have one quick question in relation to the letter where it mentions that MRC will maintain these structures. Would you be able to let me know via email what this maintenance will entail.

Catch you next week at the DDMG.

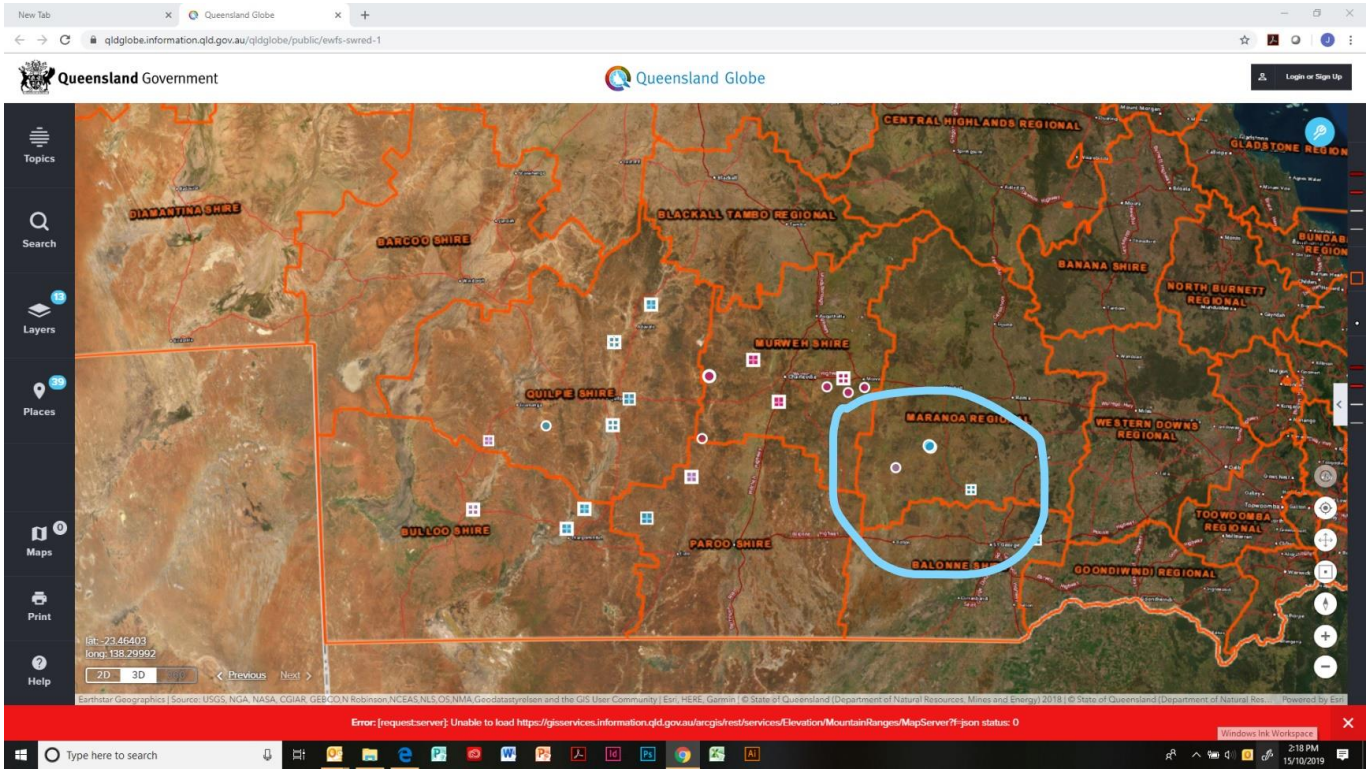
Cheers

Gem

Gemma Lines
Associate to the Director / Budget & Support Coordination
Development, Facilities & Environmental Services



Maranoa Regional Council
Infrastructure Office
P.O. Box 620, Roma, QLD 4455
1 Cartwright Street Roma QLD 4455
P: 1300 007 662
D: (07) 4624 0744 M: 0417 418 964 F: (07) 4624 6990
Email: Gemma.Lines@maranoa.qld.gov.au
Web: www.maranoa.qld.gov.au


Queensland Government
Queensland Globe
Login or Sign Up
Topics
Search
Layers
Places
Maps
Print
Help
DIAMANTINA SHIRE
BARCOO SHIRE
BLACKALL TAMBO REGIONAL
CENTRAL HIGHLANDS REGIONAL
GLADSTONE REGION
BUNDABERG REGION
BANANA SHIRE
NORTH BURNETT REGIONAL
MURWEH SHIRE
QUILPIE SHIRE
MARANOA REGIONAL
WESTERN DOWNS REGIONAL
TOOWOOMBA REGIONAL
BULLOO SHIRE
PAROO SHIRE
BALONNE SHIRE
GOONDIWINDI REGIONAL
lat: -23.46403
long: 138.29992
2D
3D
Previous
Next
Error: [request:server]: Unable to load https://gisservices.information.qld.gov.au/arcgis/rest/services/Elevation/MountainRanges/MapServer?f=json status: 0
Type here to search
2:18 PM
15/10/2019

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 8 October 2019

Item Number: 13.2 **File Number:** D19/93020

SUBJECT HEADING: Water Offtake agreements - Community Water Facilities

Classification: Open Access

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

---

Executive Summary:
Council owns and operates a number of water facilities outside the urban water supply area, which is not a part of the Stock Route water facility network. The primary purpose of these facilities varies, and is dependent on Council's licence, with each facility having a hierarchy of need.

1. Community facilities (halls, schools, sports clubs) – [highest]
2. Emergency use (firefighting, flood clean up)
3. Travelling stock
4. Road construction
5. Landholder off take – [lowest]

Landholders and community groups have completed an 'expression of interest' to source water from one of the below facilities, to supply non-potable water for stock and domestic consumption to their property and community facility.

This network of water facilities, includes the four (4) bores constructed as part of the "Watering the Maranoa" project implemented and completed in 2019.

Officer's Recommendation:
That Council:

1. Authorise the Chief Executive Officer to enter into water offtake agreements with interested applicants for the taking of 'excess water only' at the estimated below rate, from any one of the following Council owned, operated and managed water facility.

Bore	Max flow rate from the bore pump (litres per second)	Flow rate required for higher purposes (litres per second)	Excess flow rate (litres per second)	Number of EOI's	Flow rate available per landholder EOI (litres per second)
Eumamurrin	2.5	0.50	2	9	0.22
Noonga	1	0.50	0.50	4	0.125
Teelba	4.2	0.50	3.7	11	0.336
Begonia	3	0.50	2.5	10	0.25

2. Add the following fees to the 2019/20 Statutory Schedule of Fees and Charges:

    (a) "Standard offtake" from a Council owned water facility outside of the urban water supply area - $401.65 per annum
    (b) "High Usage offtake" from a Council owned water facility outside of the urban water supply area - $1204.95 per annum

3. Waive water agreement fee to 'not-for-profit community organisations', Begonia State School, and Teelba State School for the purpose of drawing water from either Begonia or Teelba water facility, under a "Standard Offtake" agreement.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

This report directly impacts landholders and community groups seeking to take excess water from a Council owned and managed water facility which does not form part of the urban reticulated potable water supply network, by allowing the taking of water from a Council owned, operated and managed water facility, in exchange for payment of the access fee.

Acronyms:

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

Acronym	Description
Standard offtake	An agreement to take excess water from a water facility, that is able to be extracted, during the ordinary operation of the facility. A solar powered facility, the ordinary operation water extraction is approximately an 8 hour period per day.
High Usage offtake	An agreement to operate the facility outside of its normal hours of operation, to take more water than is extracted, during the ordinary operation of the facility. A solar operated facility, this may be by supplying an alternate power source to run the equipment on site for a longer period of time to extract more water.
EOI	Expression of Interest – During community consultations undertaken by Council and its staff at the four communities where the project of "Watering the Maranoa" drought community bores was completed; landholders where asked to indicate if they were interested in having an offtake for

	excess water that maybe available from each facility.
Flow Rate	The volume of water available over a period of time, for the purpose of this report, the flow rate refers to Litres of water per second expressed as “Litres/Sec” or “L/s”

Context:

Why is the matter coming before Council?

Council has received funding from the Federal Government for the construction of four (4) community water facilities - “Watering the Maranoa” project. Council also has a number of other water facilities that do not form part of the urban reticulated water supply which may be sourced by landholders and community groups.

Council has received requests from nearby landholders for access to water from a number of these water facilities, and such requests are consistent with the purpose of the funding.

The proposed resolution asks Council to consider the waive of fee, for the purpose of supplying a “Standard offtake” to a ‘not for profit community group’ and a school, that that make application to access water from these facilities. Should the school or community group require more water than is available under a “Standard offtake” then it is proposed that the “High Usage offtake” fee be applied.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received funding for the construction of 4 water bores - “Watering the Maranoa” project. At the commencement of this project, council conducted a number of consultative face to face meetings with landholders in the Teelba, Begonia, Noonga and Eumamurrin areas. An undertaking was made at these workshops that excess water from the facilities would be supplied to nearby landholders by way of an offtake water agreement.

An assessment of available water supply and required usage by higher priorities in a typical day, has been undertaken to determine the amount of excess water available. A calculation has also been made on the amount of water per offtake holder, based on the Expressions of Interest received during the community consultation meetings:

Bore	Max flow rate from the bore pump (litres per second)	Flow rate required for higher purposes (litres per second)	Excess flow rate (litres per second)	Number of EOI’s	Flow rate available per landholder EOI (litres per second)
Eumamurrin	2.5	0.50	2	9	0.22
Noonga	1	0.50	0.50	4	0.125
Teelba	4.2	0.50	3.7	11	0.336
Begonia	3	0.50	2.5	10	0.25

The actual supply per offtake holder will vary, based on the number of landholders who wish to enter into an offtake agreement. Some landholders who have expressed an interest at Teelba, have constructed their own bore and no longer require access to the Teelba water facility. It should also be noted that the above flow rates are available over an 8 hour period only, if additional water is required, it would be necessary to increase the hours of operation to source this water outside of daylight hours. The "High Usage offtake" is intended to reflect this increased extraction and use of equipment.

A number of offtake holders who have expressed an interest in connecting to these bores are also located some distance from the bore (up to 15km away in some instances) it is expected that the final number will vary, once these landholders have examined the costs associated with piping the water, obtaining approval and agreement to use land not owned by themselves to pipe the water etc., in comparison to the estimated volume of water available.

It should also be noted that these offtake allocations are based on a typical day of operation. During times where additional use is required for a higher priority use, then there will be periods whereby offtake holders water availability will be reduced (such as a mob of travelling stock watering at a facility, or extraction for roadworks). The agreements proposed reflect this situation, and this information has been expressed to the potential offtake holders at all points during the consultation process.

The agreements and fees proposed are similar to those already in place for users of water from the Hodgson community water facility.

The adoption of these fees and the issuing of the offtake agreements is the last phase of the "Watering the Maranoa" project, and also provides an opportunity to give uniformity regarding the extraction of water from a number of other Council owned, operated and maintained facilities.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:
What does the legislation and other statutory instruments include about the matter under consideration?(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Charging a fee for taking excess water from a council owned water facility is consistent with provisions of section 262 (3) (c) of the Local Government Act 2009, which states:

> 262 Powers in support of responsibilities
>
> (3) The powers include all the powers that an individual may exercise, including for example—
>
> (c) Power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Whilst Council does not have a specific written policy in regard to this matter, the proposed fee is benchmarked against fees payable by landholders for use of water from one of the State's Stock Route Water Facility, and the "Standard Offtake". The fee proposed is the same as fees currently in place for water offtake agreements associated with the Hodgson Community water facility.

Input into the Report & Recommendation*:*

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

Federal Department Of Agriculture and Fisheries:
The provision of the offtakes, forms part of the "Watering the Maranoa" project funded by the Federal Department of Agriculture and Fisheries. The funding agreement required that excess water from the facilities be made available to nearby landholders. While the Department did not specify what form these agreements should take, it did require that offtakes be made available in some form.

Benefitted landholders:
Potential benefitted landholders were consulted as part of the initial application process for the "Watering the Maranoa" project to determine their level of interest in taking water, and their acceptance of the proposed agreements. Landholders generally accepted the methodology behind the agreements, however some expressed a desire to take additional water if it was possible. This resulted in the creation of the proposed "High Usage" agreement.

Water equipment suppliers:
The development of the offtake specifications was undertaken after consultation with suppliers of pumping and water reticulation equipment. This consultation allowed for the development of a specification that is both effective and cost efficient.

State Department of Natural Resources, Mines and Energy:
Advice was sought from the Stock Route Management Unit on the suitability of adapting the Stock Route Water Facility agreements to produce a water agreement for Council owned facilities. It was identified that there were a number of sections that would require amendment, as the DNRME would not be an interested party in these agreements, however there would be a benefit to offtake holders in having some uniformity between the agreements.

Manager Water, Sewerage & Gas Services – Graham Sweetlove
Director Corporate, Community & Commercial Services – Sharon Frank

Funding Bodies*:*

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

The fee will relate to water agreements from bores funded by the Federal Government at Eumamurrin, Noonga, Teelba and Begonia, as well as other existing council facilities, including the Mitchell Saleyard bore and the Bollon road camp (Bargunyah) bore. The implementation of these fees is consistent with the application for funding submitted for their construction, in that it is a fee intended to cover the costs associated with the increased usage of the facility in supplying the water to the offtake holder only.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

The fees proposed have been calculated on a cost recovery basis to offset the ongoing operation and maintenance costs to Council, as well as fund the depreciation and replacement costs of pumping equipment associated with the usage. The fees where developed having regard to current fees charged to access the Hodgson Community bore, and the current domestic supply fee charged to offtake holders taking water from a Stock Route Water facility.

Future Years' Budgets:

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

The additional extraction of water for offtake holders will result in decreased service life of the pumping equipment at these facilities. The implementation of these fees aims to ensure that the cost of operation, maintenance and replacement of the associated equipment used to supply water to the offtake holder is recovered and that the increased repair and maintenance as a result of the additional extraction is compensated.

It is estimated that the implementation of the proposed fees would generate an income of between $12,030 and $36,090 (per annum) depending on the number and type of offtakes connected. It is calculated that the implementation of these fees will offset the increased costs.

Impact on Other Individuals or Interested Parties:

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

Nearby landholders:
Landholders adjacent to these water facilities stand to benefit, by accessing non-potable water for domestic and livestock use.

Existing higher priority uses:

The granting of offtakes will affect higher priority users of the facility, by using any excess capacity from the facility. This may result in the higher priority users not having the excess capacity at their disposal at all times, as the offtake holders will use this water.

Funding bodies:
A number of these water facilities were constructed using external and grant funds. In some cases, the provision of the funding was contingent on council supplying offtakes to nearby landholders and community groups. The implementation of any fee must be consistent with the purpose of the funding received for the construction of the facility.

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

Risk	Description of likelihood & consequences
Increased operating cost of the facility and reduced service life of equipment	The increase in extraction of water will directly result in an increase in maintenance costs of the pumping equipment and a reduced service life. The implementation of an access fee is intended to recover these additional costs.
Offtakes requested exceed the capacity of the facility (Oversubscribed)	A significant number of nearby landholders have expressed a desire to connect to the bores at Eumamurrin, Noonga, Teelba and Begonia. The rate of offtake will be limited to ensure that the combined total of water extracted does not exceed the excess capacity of the facility. Should a large number of landholders seek an offtake, the volume of water per offtake will reduce, however this will be managed accordingly.
Conflict between different uses of water from the facility (Priority of Access)	While the “Hierarchy of Usage” from the facilities is clearly defined in the proposed fact sheets, there is always the risk of tension between users of different priorities, should one group be prevented from taking water while the needs of another group is met. This is being managed through extensive education and engagement with offtake holders to ensure they are aware and understand the concept prior to completing an water offtake agreement.
Offtake holders’ expectations regarding quantity of water, and reliability of supply.	Given that the offtake agreements allow for excess water supply only, there is a high possibility that there will be times when excess water is not available to some offtake holders.
Noncompliance with funding agreements	Failure to make provision for water offtakes may result in council becoming noncompliant with the provisions of the grants sourced to construct the facilities.
Compliance with	A water license is not required to extract bore water for

water license provisions	construction use. Therefore, the licensing of each water facility is for Stock and Domestic purposes. Careful consideration must be given when completing water offtake agreements, so as Council do not breach it's water license conditions (such as supply of water for irrigation or intensive agriculture). The proposed water agreement prohibits such uses.

Advice to Council:

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

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

Council should adopt fees and charges for the offtake agreements as proposed, as these fees are calculated in line with industry standard, and will ensure that the increased cost of operation, maintenance and replacement of the equipment at these facilities is recovered.

Whilst the fee is an additional cost to users of water from the facilities, in comparison to costs associated with construction or maintaining their own facilities, or the cost charged to users of water from the "town supply", these agreement fees are much lower.

The recommendation is consistent with other forms of offtake water agreements offered by Council for access to other non-potable supplies. The proposal to offer water agreements at no fee to community groups and schools, is consistent with the aim of "Watering the Maranoa" project, which funded 4 water bores across the region.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

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

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

This recommendation is consistent with other offtake agreements currently offered by Council, and is consistent with the purpose of the funding agreement with the Federal Department of Agriculture and Fisheries.

The recommended fee structure recognizes that extra capacity is available from these facilities, however, should the offtake holder seek to access more water than is ordinarily available, then a greater fee is to be paid to offset the increased usage of the equipment.

The recommendation aims to ensure that the supply of excess water is done on an equitable basis, and does not impact on users of a higher ranked priority.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.8 Assist in protecting the rural industry through administration and regulation of the region's natural environment
4.8.7 Work in partnership with landholders and other local governments to apply for funding and implement approved programs.

Supporting Documentation:

1⇩	Fact sheet 1 - Offtake agreements	D19/94954
2⇩	Fact sheet 2 - High usage offtakes	D19/94952
3⇩	Application form - Offtake agreement	D19/94956
4⇩	Water agreement TEMPLATE	D19/94985

Report authorised by:
Manager - Environment, Health, Waste & Rural Land Services
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Taking of Water from the Community Water Facilities

1. Introduction

Maranoa Regional Council owns and operates a number of non potable water points at small rural and regional communities.

These facilities are located across the Maranoa region and include the following:

- Hodgson community water facility
- Eumamurrin community bore
- Noonga community bore
- Teelba community bore
- Begonia community bore
- Bargunyah (Bollon road camp) bore
- Mitchell saleyards bore

The primary purpose of these facilities varies, depending on the licence for the facility and each has a hierarchy of need. Generally, access to the water facility ranks in the following order of priority:

1. Community facilities (halls, schools, sports clubs)
2. Emergency use (firefighting, flood cleanup)
3. Travelling stock
4. Road construction
5. Offtakes by landholders

Where excess water capacity has been identified, an opportunity exists for Council to enter into private offtake agreements. These offtake agreements allow an approval to use EXCESS water not required within the order of priority.

2. What Does an Offtake Agreement Allow?

Applicants need to consider their individual needs when determining if an offtake agreement is suitable for their situation. Applicants need to consider the following:

- **Water agreements do not give guaranteed access to water.**

  The agreements allow offtake holders to take excess water other than what is required to meet the higher ranked needs. Applicants need to be aware that there may be periods of time when no excess water is available (such as due to increased roadworks demand or travelling stock) and should consider the implications of periods of no, or limited, supply

- **Water agreements are not transferrable, however should the land be sold, they contain a clause offering the agreement to a new owner on the same terms.**

  The agreements form an arrangement between the Landholder and Council for the supply of water, therefore, this agreement ceases to have effect once the landholder no longer owns the land. For the sake of security, Council has consented to include a clause to offer the agreement to any new purchaser under the same terms as the previous agreement

- **Water agreement fees are a flat fee and are payable if you use water or not.**

  The agreements provide approval to access water, up to an agreed amount. They are not a charge on usage, but rather a charge on access. Applicants should be aware that they will be charged the same fee if they use no water, or they use their entire allocation. Refunds or adjustments are not available to offtake holders if they do not use their full entitlement.

- **Water agreements are renewed every 5 years.**

  Agreements are subject to a periodic review to ensure that the details and stakeholders in the agreement are up to date.

- **Water agreements do not guarantee supply**

  Water agreements allow the offtake holder to take the nominated amount of water if it is available. If the water becomes unavailable, for example due to a failure of the facility, or it is uneconomical to repair, the agreement can simply be cancelled by giving notice in writing.

- **Water must be used for Stock, Domestic or Community Purposes only.**

  Water agreements allow the offtake holder to take water for domestic supply (including the watering of a garden) the watering of livestock, or the operation of a community facility, such as a school, hall or sports club. Water must not be used for intensive agriculture (such as feedlots or piggeries) or irrigation.

3. Offtake Specification

Landholders are responsible for the supply, installation and maintenance of all fittings and hardware as specified in the "Offtake Specifications" below, and the Installation of the offtake must not occur without notice to an authorised Council representative.

Landholders will be required to give at least 2 working days notice prior to the installation of their offtake to ensure an authorised Council representative is available, as an authorised Council representative will need to inspect the offtake installation prior to the offtake being used.

Connection to the main source of supply at a community water facility must be done in consultation with the Maranoa Regional Council Rural Lands Services Team. Landholders should discuss with Council as to where they propose to connect to the facility prior to submission of an application.

Offtake Specifications:

- The sequence of fittings from the offtake must contain the following devices, in the following order of water flow:
  - Tapping band or tee piece
  - Stop cock
  - "Maric" Flow Restriction valve (or Similar) restricted to a predetermined flow rate in litres per second.
  - Water meter manufactured to Australian Standard AS 3565.1
  - Non return valve

- The stop cock, flow restriction valve, water meter and non-return valve shall be located above ground on the boundary of the landholder's property, and shall be covered by a cover to protect it from the elements that can easily be removed to allow for inspection.
- Offtake is to be connected to a closed top storage tank (Note: earthen storages, turkeys nest, dams, open top tanks are NOT PERMITTED)
- Connection must be by one (1) high pressure double acting float valve to one (1) storage tank ONLY
- All pipework and fittings shall have a pressure rating of not less than PN8 (800 Kpa) and consist of new (Not recycled) components

- The Flow restriction valve and water meter must be maintained in good working order at all times

Offtake installation must be inspected by an authorised representative of Maranoa Regional Council, prior to backfilling (prior appointment required). The landholder must produce proof of the flow rate for the flow restriction valve (eg. Copy of documentation accompanying valve, itemised on an invoice etc).

Offtake installation must not occur without the knowledge and consent of an authorised representative of Maranoa Regional Council.

Offtake holders must ensure that their offtake remains compliant with the offtake specifications at all times. Tampering with, or removal of the flow meter or flow restriction valve will result in the termination of the water agreement, and disconnection of water supply to the landholder.

Landholders must also ensure that any leaks in the landholders offtake are repaired immediately. Any leak that has been identified by Council and not repaired immediately may be repaired by Council and all costs incurred will be recovered from the landholder as a liquidated debit.

Council reserves the right to inspect any offtake to ensure the continued compliance of any offtake at any time.

4. What Does the Agreement Cover?

The offtake agreement is an approval to take a specified amount of water from a specific point at the facility.

The agreement covers:

- The operating costs of the facility
- The maintenance of the facility
- The licensing of the facility

The agreement does NOT cover:

- The cost of piping and/or pumping water from the point of offtake to the landholder's property
- Costs associated with the installation of the offtake
- Maintenance of the offtake, including the flow restriction valve and water meter
- Compensation for loss or damage as a result of interruption to supply
- Costs associated with pumping water under a High Usage offtake agreement from a solar equipped water facility

5. How much does an offtake cost? (Previously it was How much does and offtake cost? Not sure if that is the exact wording you wanted. Let me know)

The fee for an offtake agreement is a cost recovery fee. The fee is calculated by determining the costs associated with the supply of the water, and the depreciation of the asset. The fee also assists in funding the ongoing repairs and maintenance of the facility. The fee is generally indexed by CPI and is verified annually by resolution of Council as part of the budget process.

Water agreement fees are an access charge, not a usage charge. No additional fees are levied based on consumption, and the same fee is payable if you use all of your entitlement, or you don't use any of your entitlement.

6. When Can an Agreement Be Terminated?

A water agreement can be terminated in the following circumstances:

1. **Both parties agree to cancel**

   Should, for whatever reason, both parties agree to cancel the agreement, both parties can exchange written notification giving 90 days notice advising that the agreement is to be cancelled. Any portion of the fees paid by the landholder remaining in advance will be refunded.

2. **By one party giving notice that they wish to cancel the agreement**

   Should either party decide at any stage that they no longer wish to have the agreement to draw water from the facility. The party must give the other party a notice in writing giving 90 days notice that they wish to cancel the agreement. Any portion of the fees paid by the landholder remaining in advance will be refunded.

3. **The supply of water diminishes**

   Should the water supply at a facility permanently diminish to a level that excess water is no longer available to offtake holders, Council may cancel the agreement by giving 90 days notice in writing. Any portion of the fees paid by the landholder remaining in advance will be refunded.

4. **Offtake holder breaches their agreement conditions**

   Should the landholder commit a serious breach of the agreement (such as removing the flow restriction valve, or tampering with a water meter) the agreement may be cancelled by Council giving 14 days notice in writing.

5. **The property changes ownership**

   If the offtake holder sells the land, the agreement ceases to have effect, however the agreement includes a clause offering the agreement to the new owner under the same terms.

6. **The offtake fees are not paid**

   Should the water agreement fees remain outstanding for more than 30 days, Council may cancel the agreement by giving 14 days notice in writing.

7. What Happens Next?

Once your application is received, the available excess water from the facility will be assessed, and a determination made regarding the approval of the application. Factors considered when determining the entitlement include:

1. Pumping or recharge capacity of the facility
2. Expected usage by higher needs
3. Operational condition of the facility
4. Other applications for offtake agreements
5. The usage by existing offtake holders
6. Expected future demand

Generally, entitlements are determined by a division of the available excess supply divided by the number of offtake holders.

Should the application be approved, a water agreement will be produced and sent to the applicant for review. Should the applicant be satisfied with the agreement, the applicant must sign the agreement in duplicate, and return it to Council.

The agreement will then be signed by the Maranoa Regional Council Chief Executive Officer, entered into our register of water agreements, and a note of the agreement recorded in the rates database. A copy will be retained by Council, and a copy returned to the applicant.

Invoices are issued annually in July and are payable in advance. Any adjustments from the previous year are carried forward to the current year.

8. Further Information

Interested parties should contact the Maranoa Regional Council Rural Lands Services team on 1300 007 662 or via email land.management@maranoa.qld.gov.au

High Usage Offtake from a Solar Equipped Water Facility

1. Introduction

In order to ensure that Councils community water facilities are run as cost effectively as possible, a number of community water facilities are equipped with solar pumping equipment. The benefits of solar pumping equipment are that the ongoing costs are minimal, the drawbacks are that solar pumping equipment only works during daylight hours.

2. How is the Offtake Allowance Rate Calculated?

As a general rule, solar pumping can expect to deliver 8 hours of power per day. When determining the excess capacity of the facility, the calculations are done on the basis that the water is pumped in an 8 hour period, but delivered to the offtake holder over a 24 hour period. Therefore, the offtake rate is calculated at a rate of one third of the flow rate of the pump.

Example – Regular Offtake

A bore has an excess capacity of 5 litres per second and 4 landholders have requested an offtake.

	Value	Comment
Excess Capacity	5 litres per second	
Number of landholders	4	
Available water (per landholder)	1.25 litres/second	36000 litres in 8 hours
Offtake rate	0.41 litres/second	35,424 litres in 24 hours

3. Additional Extraction Outside of Daylight Hours

A landholder may decide that the amount of water delivered in accordance with the 8 hour calculation is insufficient for their needs, in this case, the offtake holder may elect to enter into an agreement that allows access to the water facility over the 24 hour period (a **High Usage** offtake agreement).

When determining the available water for a High Usage offtake, consideration must be given to the impact on higher ranked usage AND the usage by regular offtake holders at the 8 hour rate.

The exact method of regulating the offtake is determined on a case by case basis, considering factors such as amount of available water, the needs of other users and the infrastructure configuration at the site.

The supply for a High Usage offtake may be regulated by any method determined by Council to ensure equitable access to water by all stakeholders. This may include the following:

- Nominating the height of an offtake from the storage
- Nominating the time over which the water can be taken
- Nominating the maximum flow rate per second of the offtake.
- Nominating the diameter of the offtake pipe

When calculating a High Usage offtake agreement, the method of offtake from the facility is selected to ensure that the total take of water does not negatively impact on other users of the facility.

Where a landholder has sought to obtain a High Usage offtake agreement, the take of water is calculated on the basis that the facility is capable of delivering water for 24 hours per day. In the case of a High Usage offtake, the water can be taken at the rate of which it is available. For example

Example – High Usage Offtake

A bore has an excess capacity of 5 litres per second and 4 landholders have requested an offtake.

	Value	Comment
Excess Capacity	5 litres per second	
Number of landholders	4	
Available water (per landholder)	1.25 litres/second	108,000 litres in 24 hours
Offtake rate	1.25 litres/second	10,8000 litres in 24 hours

High Usage offtakes contain the condition that the offtake holder MUST ensure that the water level in the storage facility at the completion of the period of additional extraction is equal to, or greater than the level of water in the storage at commencement.

Pumping of water extracted outside of regular hours of operation is pumped at the High Usage offtake holders cost.

Should multiple High Usage offtakes be sought, offtake holders may decide to share the additional cost of extraction from the facility. However, such an agreement is a private agreement between the High Usage offtake holders and is separate to the conditions of the offtake agreement with Council.

4. What is Allowed Under a High Usage Offtake?

The offtake agreement is an approval to take a specified amount of water from a specific point at the facility. A High Usage offtake allows for extraction of additional water outside of the regular hours of operation of the facility.

The entitlements and conditions of a High Usage offtake remain largely the same as a Regular offtake agreement, other than an increase in the rate of water that can be extracted and the period of time the extraction can occur.

Landholders are responsible to the provision of the power source (mains power or generator etc.) including the installation, maintenance and operation costs for extracting water outside of the regular hours of operation of the facility.

5. How Much Does a High Usage Offtake Cost?

Given that the access to additional water from the facility is obtained by access to the facility over 24 hours, rather than 8, the Additional Extraction offtake is calculated at three times the Regular offtake agreement rate.

Example

	Value	Comment
Regular offtake	$402	
High Usage offtake	$1206	3 x “regular” rate

This additional fee is calculated on recovering the additional wear and tear on the pumping equipment, and compensating for the reduced life of the equipment as a result.

6. Further Information

Interested parties should contact the Maranoa Regional Council Rural Lands Services team on 1300 007 662 or via email land.management@maranoa.qld.gov.au.

Application Form

This form should not be used for an application for an offtake agreement from a Stock Route water facility.	
Water Facility:	
Applicant Name:	
Trading Name:	
ABN:	
Contact (if different from above):	
Address:	
Phone:	
Mobile:	
Email:	

Real Property Description (Attach additional sheet if required)		
Lot Number:	**Plan Number:**	**Tenure:**

Offtake Type (Please tick all that apply)						
Purpose:	**Stock:**		**Domestic:**		**Community use:**	
Offtake Type:	**Watering at the facility:**		**Regular offtake:**		**High Usage offtake:**	
Proposed point of connection of supply:						

Declaration: *I certify that I have read the Maranoa Regional Council Water Facility Offtake Agreement fact sheet and I am aware of the obligations and limitations relating to an offtake from the water facility listed above, and all information provided above is true and correct.*

Signature:		**Date:**	
Print Name:			
Position:			

Water Facility
Water Agreement

THIS AGREEMENT is made this ___ day of _____ 20____

BETWEEN: **MARANOA REGIONAL COUNCIL**

AND: **PERSON SHOWN IN ITEM 2 OF SCHEDULE 1** ("the Landowner")

RECITALS

A. The Landowner is the owner of the land described in Item 3 of Schedule 1 ("the Benefited Land").

B. Maranoa Regional Council is in control of the Water Facility described in item 4 ("the Water Facility")

C. Maranoa Regional Council is responsible for the control, maintenance and management of the Water Facility.

D. The Landowner has requested and Maranoa Regional Council have agreed to the Landowner's use of the Water Facility for the supply of water for Livestock and Domestic Purposes.

E. The landowner acknowledges that the supply of water does not meet the specifications for potable supply.

F. The Parties wish to record the terms and conditions of their agreement.

IT IS AGREED

1. INTERPRETATION

1.1 In this Agreement:

"Agreement" means this agreement and the attached Schedules;

"Annual Fees" means the fees payable by the Landowner as specified in Schedule 2.

"Authorised Stock" means stock (as defined in the *Stock Route Management Act 2002*):

a. travelling under a Stock Route Travel Permit (as defined in the *Stock Route Management Act 2002*); or

b. agisted under a Stock Route Agistment Permit (as defined in the *Stock Route Management Act 2002*);

"Benefited Land" means the land described in Item 3 of Schedule 1;

"Commencement Date" means the date the Agreement is signed by the Parties and, if not signed on the same date, the later date in the attestation clauses;

"Community Facilities" means any hall, school, sports club or not for profit association approved by Maranoa Regional Council for the purpose of taking water from the Water Facility.

"Domestic Purpose" means a supply of water to a place of residence, including a house, homestead or barracks, for any non-commercial use.

"Emergency Use" means any association department or entity primarily providing response in disaster or emergency situations, including, but not limited to, Rural Fire Brigades or State Emergency Services.

"Livestock Purpose" means a supply of water for the needs of animals naturally depastured on the land. For the purposes of this agreement, "Livestock Purpose" does not include any intensive commercial animal production including (but not limited to) Feedlots or Piggeries.

"Offtake" means the machinery, pipeline, valves and all other associated equipment installed by the Landowner at the Hodgson Community Water Facility with the approval of Maranoa Regional Council for the reticulation of water from the Hodgson Community Water Facility to the Benefited Land;

"Parties" means the Maranoa Regional Council and the Landowner;

"Road Construction and Maintenance" means the construction or maintenance of public roadways and associated infrastructure by Local or State Government, or by contractors engaged by local or State Government to perform such works.

"Water Facility" means the water facility described in Item 4 of Schedule 1;

"Stock Route Network" means the network of stock routes and reserves for travelling stock in Queensland (as defined in the *Stock Route Management Act 2002*).

"Water Supply" means the water supplied under this agreement from the Water Facility;

"Year" means the 12-month period commencing on 1 July and terminating on 30 June.

1.2 In this Agreement, unless a contrary intention appears:

a. Clause headings are inserted for ease of reference only and are not part of or used in the interpretation of this Agreement;

b. Words importing the singular include the plural and vice versa and words importing a gender include other genders;

c. A reference to a person is construed as a reference to an individual, firm, body corporate or other entity (whether incorporated or not) or, where a position is nominated, the individual occupying that position;

d. "Dollars" and "$" are references to the currency of Australia;

e. Any legislation includes any Act of Parliament, any subordinate legislation, rule, regulation, order or instrument made under it and any statutory modification, substitution or re-enactment of such legislation;

f. A Party to this Agreement includes the executors, administrators, successors and permitted assigns of that Party; and

g. If a Party to this Agreement consists of more than one person those persons are jointly and severally bound under this Agreement.

2. USE OF WATER FACILITY AND TERM

2.1 The Parties agree that the Landowner may use the Water Facility to supply non-potable water for Livestock and Domestic Purposes in accordance with the terms and conditions of this Agreement.

2.2 This Agreement will commence on the Commencement Date.

3. AGREEMENT REVIEW

3.1 Maranoa Regional Council will review the Agreement 5 years after the Commencement Date and at the end of every five year period thereafter.

3.2 Either of the Parties may, by written notice to the other Party, request that a review of the Agreement be undertaken at any time.

3.3 If, as a result of any clause 3 review, the Parties agree to a variation, the Agreement may be varied by deed in accordance with clause 13.

4. TERMINATION

4.1 The Parties may terminate the Agreement in the following ways

a. By written consent of all Parties;

b. By one Party giving the other Party written notice that the Agreement will expire 90 days after the date that the notice is given;

c. By Maranoa Regional Council giving written notice to the Landowner following a permanent loss of the Water Supply.

d. By Maranoa Regional Council giving 14 days' written notice to the Landowner following the Landowner's breach of any condition in clauses 9 or 10, or a breach of any of the Special Conditions in clause 16.

4.2 The Landowner is not entitled to any compensation for any direct, indirect or consequential loss or damage arising from any termination under clause 4.1.

4.3 Maranoa Regional Council may, upon termination under clause 4, recover from the Landowner any outstanding Fees or expenses as a liquidated debt.

5. SALE OF BENEFITED LAND

5.1 This Agreement terminates upon the sale or transfer of the Benefited Land.

5.2 The Landowner must notify Maranoa Regional Council within 30 Days of the date of execution of a contract for sale or transfer of all or part of the Benefited Land.

5.3 Maranoa Regional Council will offer an agreement to any subsequent purchaser of the benefited land on the same terms as this agreement.

6. NOTICES

6.1 Any notice given under the provisions of this Agreement must be given to each of the other Parties.

6.2 Notices must be in writing and may be served by personal hand delivery, prepaid postage or certified mail, facsimile transmission or e-mail. Personal service on a Party is sufficient if the notice is left at the address for service with a person over 18 years.

6.3 The addresses for service of Maranoa Regional Council and the Landowner are the addresses in Items 1 and 2 of the First Schedule respectively. Any Party may change its address for service by notice to the other Party.

6.4 Notices are deemed to be given:

a. 5 days after deposit in the mail with postage prepaid;

b. immediately on delivery by hand;

c. if sent by e-mail or facsimile transmission, on completion of transmission.

6.5 If notice is given by either e-mail or facsimile, the original document must be sent by post on the same day as the transmission is sent.

7. BREAKDOWN

7.1 Maranoa Regional Council is not liable for any direct, indirect or consequential loss or damage sustained by the Landowner or any other person as a result of any breakdown of the Water Facility or reduction in the Water Supply arising from any cause.

8. TEMPORARY CESSATION OF SUPPLY

8.1 If at any stage Maranoa Regional Council believes on reasonable grounds that the Water Facility has insufficient capacity for use by the Landowner and Authorised Stock and/or Road Construction and/or Maintenance and/or Community use and/or Emergency use, Maranoa Regional Council may give written notice to the Landowner to temporarily cease using their offtake from the Water Facility until further written notice is given.

8.2 Maranoa Regional Council will give written notice to the Landowner that it may resume use of their offtake from the Water Facility as soon as it has sufficient capacity for use by the Landowner and Authorised Stock and/or Road Construction and/or Maintenance and/or Community use and/or Emergency use.

9. ANNUAL FEES AND PAYMENT

9.1 The Landowner must pay the Annual Fees at the times and in the manner specified in Schedule 2.

9.2 Annual Fees may only be varied in accordance with the methodology specified in Schedule 2.

10. HEIRACHY OF USE OF WATER

10.1 The Landowner must ensure its use of the Water Facility does not prevent the Water Facility from having sufficient capacity for use by higher priority users. Priority in order of use of the water facility is:

a) Community facilities

b) Emergency use

c) Authorised stock

d) Road construction and maintenance

e) Landholder offtakes

10.2 The Landowner must only use water supplied from the Water Facility for Livestock and Domestic Purposes.

11. LANDOWNER'S ACKNOWLEDGEMENTS

11.1 The Landowner acknowledges and agrees:

a. The Landowner uses the Water Facility at the Landowner's own risk. In particular, and without limitation:

i. Maranoa Regional Council give no warranty as to the quantity, condition, quality or fitness of the Water Facility for the Landowner's requirements;

ii. Maranoa Regional Council does not guarantee the continued capacity or operation of the Water Facility and the Landowner

assumes all risk that the Water Facility will not retain sufficient capacity throughout the Agreement for the purposes of both the Landowner and the higher priority uses as defined in clause 10.

b. The Landowner has not, in entering this Agreement, relied on any representations made by the other Party, their officers, employees or agents.

c. Maranoa Regional Council or its officers, employees or agents are in no circumstances liable to the Landowner for any direct, indirect or consequential loss or damage, howsoever caused (including, without limitation, as a result of negligence), sustained by the Landowner in connection with this Agreement.

d. The Landowner must at all times indemnify and keep indemnified the other Party and its officers, employees and agents from and against any loss or liability, including reasonable legal costs and expenses, incurred by any of those indemnified arising from any claim, demand, suit, action or proceeding by any person against any of those indemnified where the loss or liability arose out of the Landowner's connection to, use of and/or maintenance of the Water Facility under this Agreement.

e. Maranoa Regional Council has no obligation to install new equipment at the Water Facility in the event of failure of existing equipment.

f. The water supplied from the Water Facility does not meet the standards for the supply of potable water.

12. REGISTRATION

12.1 Maranoa Regional Council must enter the details of this Agreement on the register of water facility agreements for the Water Facility kept by it.

13. ENTIRE AGREEMENT AND VARIATION

13.1 This Agreement is the entire agreement between the Parties and supersedes all communications, negotiations, arrangements and agreements, oral and written, between the Parties about the subject matter of the Agreement.

13.2 No agreement or understanding varying or extending this Agreement is legally binding on any Party unless in writing and signed by all the Parties.

14. DISPUTE RESOLUTION

14.1 The parties will adhere to the following procedure in relation to disputes arising from this Agreement, prior to the commencement of litigation or other external dispute resolution procedure

14.2 The contact person for a party may notify the other in writing of the occurrence of a dispute (Dispute Notice) and the contact person will try to resolve the dispute through negotiation.

14.3 If the contact persons are unable to resolve the dispute within 15 business days from the receipt of the Dispute Notice, the dispute will be referred to:
a) for the landholder – the name of the person identified in Schedule 1, Item 2 Landowner Name
b) for Maranoa Regional Council, the Chief Executive Officer or preferred delegate of Maranoa Regional Council, for resolution.

14.4 If the dispute is not resolved within 15 business days after its referral to the representatives of each of the Parties listed in clause 14.3, either Party may refer the dispute to a mediator agreed by the Parties and on terms agreed by the Parties, with costs to be shared equally between the Parties.

14.5 If the Parties cannot agree upon a mediator or terms, either Party may request the President of the Queensland Law Society to nominate a mediator or settle terms.

14.6 The parties must accept the directions of the mediator about the convening, organisation and conduct of the mediation.

14.7 Each Party must continue to perform its obligations under this Agreement despite the existence of a dispute or any proceedings under this clause.

14.8 The Parties must comply with this clause before seeking relief in any court or tribunal, but nothing in this clause prevents a Party from seeking interlocutory relief in a court of competent jurisdiction.

14.9 If mediation is not resolved within twenty-one (21) days of its commencement a Party may commence court proceedings or exercise any other rights under this Agreement.

15. JURISDICTION

15.1 This Agreement is governed by and construed in accordance with the laws of the State of Queensland and the Parties must submit to the exclusive jurisdiction of the courts of that State.

16. SPECIAL CONDITIONS

16.1 Limits on Use of the Water Facility

16.1.1 Authorised Stock must always receive priority of supply.

16.1.2 The Landowner must cease using the Water Facility any time the water level in the water storage at the Water Facility falls below half of the storage capacity.

16.1.3 The landholder must not sell, gift, distribute or grant in any way, water sourced from the Water Facility to a third party.

16.2 Method of using the Water Facility

16.2.1 The Water Supply must be taken by an Offtake installed by the Landowner at the point nominated by Maranoa Regional Council in Schedule 1 item 6.

16.2.2 The Offtake must be approved by Maranoa Regional Council prior to its connection to the Water Facility and connected to that Water Facility in a manner satisfactory to Maranoa Regional Council (Item 5 of Schedule 1).

16.2.3 The Landowner must maintain the Offtake and ensure there is no leakage of water. Should any leakage occur, the Landowner must promptly rectify the leakage, in default of which Maranoa Regional Council may rectify the leakage and recover the cost of rectification from the Landowner on demand as a liquidated debt.

16.2.4 Following termination of this Agreement the Landowner must immediately remove the Private Offtake from the Water Facility, in default of which Maranoa Regional Council may remove the Private Offtake from the Water Facility and recover the cost of removal from the Landowner on demand as a liquidated debt.

16.3 Additional Equipment

16.3.1 If Maranoa Regional Council installs additional equipment after the Commencement Date, the parties must negotiate a variation to this Agreement dealing with issues arising from the new equipment, including maintenance.

17. INSURANCE

17.1 The Landowner must effect in connection with the use of the Hodgson Community Water Facility:

a. public liability insurance covering legal liability to third parties for bodily injury or property damage for the amount of twenty million dollars.

17.2 The insurance referred to in clauses 17.1 must be acceptable to Maranoa Regional Council in that it complies with the following requirements:

a. it is effected with an approved insurer;

b. is on suitable terms and conditions; and

c. is maintained for the duration of this Agreement, and the landholder must provide a copy of the policy to Maranoa Regional Council each renewal annum.

The Parties have executed this Agreement as follows:

Signed on behalf of Maranoa Regional Council)
By **Julie Reitano, Chief Executive Officer** this) _____
_____day of _____ 20 __ in the) (Signature)
Presence of:)
Witness: _____)_____
(Signature)

Signed by _____)
this _____ day of _____) _____
20 ___ in the presence of:) (Signature)
Witness: _____) _____
(Signature)

SCHEDULE 1

Item 1 - MARANOA REGIONAL COUNCIL

Name: Maranoa Regional
Contact Person & Position: Coordinator - Rural Lands Services

Postal Address: PO Box 620
Roma QLD 4455
Phone: 1300007662
E-mail Address: land.management@maranoa.qld.gov.au

Item 2 - LANDOWNER

Name:
Postal Address:

Phone:
E-mail Address:

Item 3 - BENEFITED LAND (Recital)

Real Property Description		**Tenure**
Lot Number	**Plan Number**	

Item 4 - WATER FACILITY DETAILS

The Water Facility comprises: (Delete this text and whichever does not apply below)

Begonia

a. The Sub Artesian Bore, all machinery, pumps, pipelines, valves, fences, sheds, solar panels and all other associated equipment owned and installed by Maranoa Regional Council that comprise the Begonia Water Facility located on the Begonia road that intersects Lot 1 on Plan MAR59 and is adjacent to Lot 10 on Plan MAR85.

b. All pipelines, tanks, troughs, valves and associated equipment connected to the Begonia Water Facility that is owned and installed by Maranoa Regional Council, located on reserve land being Lot 10 on Plan MAR85

c. All pipelines connected to the Begonia Water Facility that is owned and installed by Maranoa Regional Council, on the Begonia road that intersects Lot 1 on plan MAR59 and is adjacent to Lot 10 on plan MAR85.

Eumamurrin

d. The sub artesian bore, all machinery, pumps, pipelines, valves, fences, sheds, solar panels and all other associated equipment owned and installed by Maranoa Regional Council that comprises the Eumamurrin Water Facility located on the Eumamurrin reserve being Lot 36 on plan WV1144.

Noonga

e. The sub artesian bore, tanks, all machinery, pumps, pipelines, valves, fences, sheds, solar panels and all other associated equipment owned and installed by Maranoa Regional Council that comprises the Noonga Water Facility located on the Noonga reserve being Lot 376 on plan BWR452.

Teelba

f. The sub artesian bore, all machinery, pumps, pipelines, valves, fences, sheds, solar panels and all other associated equipment owned and installed by Maranoa Regional Council that comprises the Teelba Water Facility located on the Teelba reserve being Lot 9 on plan EG166.

g. All pipelines, tanks, valves fences sheds and all other equipment connected to the Teelba Water Facility that is owned and installed by Maranoa Regional Council, on the Teelba road that adjoins Lot 12 on plan EG283 and Lot 10 on plan SP214974.

Item 5 – APPROVED OFFTAKE SPECIFICATION

5.1. Landholder offtakes from the Water Facility must meet the following specifications:

a. The connection to the water facility must be undertaken at the point specified in Schedule 1 Item 6.
b. The sequence of fittings from the offtake must contain the following devices, in the following order of water flow:
    i. Tapping band
    ii. Stop cock
    iii. Maric flow restriction valve (or Similar) restricted to 0.25 litres per second of water flow
    iv. Water meter manufactured to Australian standard AS 3565.1
    v. Non return valve
c. The stop cock, flow restriction valve, water meter and non return valve shall be located above ground on the boundary of the Benefited Land, and shall be covered to protect it from the elements.
d. Offtake is to be connected to a closed top storage tank (Note: earthen storages, turkeys nest, dams, open top tanks are NOT PERMITTED)
e. Connection must be by one (1) high pressure double acting float valve to one (1) storage tank ONLY
f. All pipework and fittings should have a pressure rating of not less than PN8 (800 Kpa) and consist of new (Not recycled) components
g. The Flow restriction valve and water meter must be maintained in good working order at all times

5.2. Offtake installation must be inspected by an authorised representative of Maranoa Regional Council, prior to backfilling

5.3. The Landholder must produce proof of the flow rate for the flow restriction valve

5.4. Works requiring interference with the flow of water from the Water Facility must not occur without the express knowledge of Maranoa Regional Council.

Item 6 – POINT OF OFFTAKE

6.1. the offtake must be connected by the installation of.

SCHEDULE 2

ANNUAL FEES

Item 1 - Payment of Annual Fee

1.1 Subject to Item 4 of this Schedule, the Annual Fee is payable in advance.

1.2 Maranoa Regional Council must collect the Annual Fee from the Landowner.

1.3 Maranoa Regional Council must issue an invoice to the Landowner for the Annual Fee listed in the Water Agreement Register. An invoice for the Annual Fee must be issued at the Commencement Date of this Agreement and on or within 30 days of the 1 July for each Year thereafter during the term of this Agreement.

1.4 The Landowner must pay the Annual Fee to the Maranoa Regional Council at the Maranoa Regional Council's address in Item 1 of Schedule 1 within thirty (30) days of receipt of an invoice from the Maranoa Regional Council.

Item 2 - Calculating the Annual Fee

2.1 The Annual Fee shall be calculated as at 1 July each Year of the Agreement but if the Commencement Date is not 1 July then the Annual Fee for the first year may be reduced on a pro rata basis as specified in clause 2.3.

2.2 The Annual Fee for subsequent Years of this Agreement is an amount equal to the Annual Fee for the previous Year, increased by the percentage which is the index rate applied to increase State fees for a financial year from 1 July to 30 June.

2.3 Where the Commencement Date is after the 31 July in any Year, the Annual Fee for the first year must be calculated pro rata from the Commencement Date to the end of the Year. Where the Commencement Date is between 1 July and 31 July the Annual Fee will be calculated from the 1 July of that Year.

2.4 Where the Agreement is terminated before the end of the Year, the Landowner may request a pro rata refund from Maranoa Regional Council, of the fees paid for the period from the date of termination to the end of the Year.

2.5 If the Landowner received a Water Supply before the Commencement Date of this Agreement an Annual Fee is payable for that period. The Annual Fee payable must be calculated as if the provisions of this Agreement applied at the date when the Landowner received a Water Supply.

2.6 If Maranoa Regional Council decides to vary the method for calculating the Annual Fee, Maranoa Regional Council must notify the Landholder of the new method. The new method and Annual Fee will apply from the start of the Year specified in the notice.

2.7 The new Annual Fee must be substituted for the fee shown in Item 5 of this Schedule.

Item 3 - Reduction and Waiver of the Annual Fee

Temporary loss of water capacity or water supply

3.1 Maranoa Regional Council must reimburse the Landowner a pro rata portion of the Annual Fee for any period where the Water Supply was diminished or unavailable under clause 7 or 8 of this Agreement (the "Reimbursement").

3.2 Provided this Agreement has not been terminated, Maranoa Regional Council may make the Reimbursement by a reduction of the next Annual Fee payable by the Landowner.

Item 4 - Water Meters

4.2 The Landowner must, at its own expense, install a water meter (the "Water Meter") at the boundary of the Benefited Land and the Water Meter must be of a type approved by the Maranoa Regional Council.

4.3 The Water Meter must be maintained by the Landowner at the Landowner's expense.

Item 5 - Annual Fee

Purpose:	Livestock and Domestic Purpose
Annual Fee	$401.63
(No GST Applicable)	

INFORMATION REPORT

Meeting: General 23 October 2019 **Date:** 14 October 2019

Item Number: 13.3 **File Number:** D19/95216

SUBJECT HEADING: Regional Pool Report September 2019

Classification: Open Access

Officer's Title: Administration Officer - Council Buildings & Structures

Executive Summary:
Across the region, Council maintains five swimming pool complexes and the Great Artesian Spa complex.

Contractors operate the pools under Management Agreements, and provide monthly reports to Council identifying attendance, pool temperatures, chemical levels, maintenance issues and consumables.

Reports presented for the Month of September 2019 include Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool and The Great Artesian Spa. The Injune Pool report for the month of August 2019 is also included. The Roma Pool report for September was not received at the time of preparing this report.

Officer's Recommendation:
That Council receive the Regional Swimming Pool reports for Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool and the Great Artesian Spa for the month of September 2019 and the Injune Pool report for the month of August 2019.

Background:

Due to the risk and nature of public pools, this report is presented to Council to keep Councillors informed of any ongoing issues with our regional pools as reported by Pool contractors.

Body of Report:

Issued maintenance requests and current actions tabled below:

	Maintenance	Leaking seal on sand filter. Repairs will be carried out as part of the capital upgrade.
	Maintenance	Wading pool valve on filter leaking while backwashing. Part of capital upgrade on wading

		pool.
	Maintenance	Wading pool opening and closing valve needs replacing. Part of capital upgrade on wading pool.
	Maintenance	Wading pool drain pipe replacement. Part of capital upgrade on wading pool.
	Maintenance	Rust coming through the wall on the 25m pool. Requires fibre glassing to coping tile to prevent further decay of pool. This will require future capital upgrade. Under investigation.
	Maintenance	Bearing on the Pool Blanket Roller
	Maintenance	Chemical shed Door, contractor engaged to replace the door as it's rotten with age and weather damage.
	Safety	Concrete BBQ area. Budget considerations.
	Safety	First aid room. Future budget considerations.
	Safety	Mosquito breeding area requires additional drainage into the Recreational oval behind the pool to prevent the water entering the pool grounds. Funds included in 2019/20 budget to undertake drainage works.
	Signage	Deep Water Sign ordered
	Signage	4 signs require replacement due to sun damage on the signs ordered 14/10/19
Wallumbilla Pool	**First Aid**	Pediatric Pads sent to Surat via internal mail.
	Consumables	Sent to the school to order testing tablets.
	Maintenance	Water leak eastern side of the pool referred to the school for repair.

	Maintenance	Removal of trees. Referred to the school for action.
	Maintenance	Removal of contaminated dirt and top dressing of lawns. Referred to the school for action.
	Maintenance	Air conditioning of Kiosk. Referred to the school for consideration.
	Maintenance	Leaking taps in ladies bathroom and outside tap on the wall of toilets referred to council plumbers for repair. CRM17213/2019
	Safety	Additional lighting required for night use of the pool. Referred to the school for consideration.
	Safety	Pool hoist required, as there are no steps just a ladder. Referred to school for consideration.
	First Aid	Emailed to ERISK 11/10/19
	Consumables	None Required.
	Maintenance	Gutters need cleaning. Quotes sought via vendor panel.
	Maintenance	Back Stroke Flags Ordered.
	Maintenance	Loam for top dressing. Will investigate how much is required.
	Maintenance	Request for plants. Some plants have been donated. Mitchell Town and Surrounds requested to liaise with pool contractor re: suitable plantings for this environment.
Great Artesian Spa	**First Aid**	None Required.
	Consumables	Chemicals and testing tablets ordered.
	Maintenance	Gum tree requires removal 1 quote received. Calling for second quote. Propose to complete while spa is

		closed for recoating (end November).
	Maintenance	Phones and internet repaired.
	Maintenance	Pool vacuum repaired.
	Maintenance	Gas cylinder required for stove and hot water replaced by Plumbers 14/10/19 Req 148664
Injune Pool	**First Aid**	Emailed Erisk items have been supplied.
September	**Consumables**	Chemical order
	Maintenance	Chlorine leak repaired.
	Maintenance	Wall crack has been sealed
	Maintenance	Chlorine tank gauge under repair.
	Maintenance	Tap on the mushroom feature have stopped working, engaged contract plumber to repair the taps.
August	**First Aid**	None required.
	Consumables	None Required.
	Maintenance	Flat battery in the ride on mower replaced.
	Maintenance	Male and female toilets have been repaired replaced leaking pan seals.

Link to Corporate Plan:
Corporate Plan 2018-2023
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
4.9.4 Manage the region's 6 swimming pools.

Supporting Documentation:

1⇩	Surat Pool Monthly pool report September 2019	D19/92851
2⇩	Wallumbilla Pool Monthly pool report September 2019	D19/93662
3⇩	Mitchell Memorial Swimming Pool Monthly Pool Report September 2019	D19/94526
4⇩	Great Artesian Spa Monthly Pool Management Report September 2019	D19/90596
5⇩	Injune Pool Monthly Pool Management Report September 2019	D19/90595

6⇩	Injune Pool Monthly Pool Management Report August 2019	D19/82920

Report authorised by:
Lead Land Administration Officer
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Maranoa Regional Council

SURAT POOL MANAGEMENT REPORT

Month of September 2019.

- **Pool Entries**

	General Entry	Schools	Race Night	Squad	Learn to Swim	Aqua Ducks	Total
Adult	27	0	-	-	-	-	**27**
Children	76	0	-	-	-	-	**76**
Total							**103**

Comments: Opened at the beginning of the holidays.

- **Pool Chemical Log**

25m Pool	Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
	Week 1	1 - 3	7.90	90	220	17.5°	1900	0.1
	Week 2	1 - 3	7.90	100	210	20°	1900	0.1
	Week 3	1 - 3	7.80	100	170	20°	1900	0
	Week 4	3.5	7.80	100	180	23.5°	1900	0.1
Wading Pool	**Averages**	**Chl PPM**	**PH**	**T/A**	**CaH**	**Temp**		
	Week 1							
	Week 2							
	Week 3							
	Week 4							

Comments:- Water clarity is excellent. Running the pH around the 7.80 to keep my alkalinity above 80 without adding bicarb all the time.

Wading pool is empty waiting to be fixed.

- **First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-**
  Expired First aid -
  Burns Sheet - plastic drape 61x91cm x1
  Gauze Swab - 7.5x7.5cm 5pk x3
  Burns dressing 70 x 75cm

- **Consumables - Items required *e.g. Toilet paper, hand towel, soap* (please list):-**
  Weed and Feed x 6 (ordered August report, have not yet received)
  PPE
  Respirator Mask – expired.

Cleaning Products
Leaf scoop x 1
2 x kitchen broom heads (#551)
1 x straw broom
1 x dustpan and brush (#1029)
Bio Green All Purpose Cleanser
GOJO luxury foam handwash x 6
Red heavy-duty wipes x 5
Green heavy-duty wipes x 5
Heavy duty buckets (not the cheap plastic ones please they last about 2 weeks) x 4
Lovibond testing tablets
Phenol Red Photometer 10 x 100 tablets
DPD 1 tablets 6 x 100
DPD 3 tablets 4 x 100
Triple A batteries bulk pack for Lovibond test kit

Maintenance Issues (please list): -
New Issues
Signs

- Deep water sign (broken)
- Corrosive (broken)
- Danger, Chemical Storage Area (Sun damaged) *
- Sodium hypochlorite (Sun damaged) *
- No Smoking (Sun damaged) *

* Note: Sun damaged signs are readable, took photo so you can decide if it would pass an audit)
Ongoing Maintenance Issues

- Main circulation pump is corroded (Josh Broadhead was ordering parts to replace).
- Leaking seal on Sand filter. (photo below) reported 10/01/18
- Sharp point on handrail. A patron came across it on 1/12/17 and notified me. (have put putty over it)
- Wading pool – opening and closing valve needs replacing.
- Wading pool - valve on the filter leaks after doing a backwash.
- Wading Pool – drainpipe will need to be replaced in the off season.
- Rust coming though in 25m pool – *pictured below.*
- Handrail on ladder located deep end West side is rusted out.
- Blanket roller bearing is damaged and needs replacing.
- There are holes and gaps appearing around the concourse. Some have been there a long time and have been checked and cleared however I think it's time to have them rechecked as there are new holes appearing.

Note: I rang Rob Hayward on the 28/11/18 to explain how the concourse has sagged taking photos of it doesn't really show how bad it has gotten.

Safety Issues (Please list)
New Issues

- 20m extension lead for vacuum needs replacing as the wires are exposed. (photo below)
- Lock on chemical shed door is broken and door is rotten. (have put a Padbolt on door and works well)
- HAZMAT Chem Alert needs to be updated at your end, I have gone through and updated mine and will attach a separate document to this email for you to cross reference. Also, fire

evacuations need updating and putting a site plan in the HAZMAT box putting the 'YOU ARE HERE' from the HAZMAT box on Robert street. (have photos below)

Ongoing Safety Issues

- Shade/ shelter area as identified in the audit. Surat Pool has no shelter for patrons to stand under when it rains.
- HEALTH HAZZARD in October I had problems with the ladies amenities blocking and have discovered that the septic and storm water is all connected. I had faeces coming up in the change room and over flowing in the BBQ area. I have moved the BBQ outside the fenced area until we can make the BBQ area hygienic again. I have suggested concreting the area that way if the drain trap (DT) overflows again we can wash the area down with sanitiser. Emailed Facilities 26/10/17. UPDATE: new toilets and pipes have been put in, can we lay a cement pad down for hygiene?
- Mosquito breeding ground at the back gate every time it rains as there is no drainage between the Rec oval and the pool. *Picture below.*
- First aid room. Identified in the audit.

Safety and Maintenance Issues Resolved this month

1. We have put a padbolt on the chemical room/shed door – I needed it to be lockable prior to opening to the public. Purchased parts from Home Hardware- Roma. (installed photo below)
2. Ride on mower never got serviced this off season and the blades needed replacing badly. We ordered the blades as well as bearings for the blade towers. The plastic height wheels on the mower deck also needed replacing so ordered those as well. The mowing deck is and has been for a long time cracked and out of alignment, Andrew has repaired it. All parts I purchased from Maranoa Mini Motors. *This is not a service, oil and filters have not been changed – it will need a service.*
3. Purchased a garden sprayer for cleaning tiles. – Purchased from Midwest Rural Traders Wallumbilla

---

- **Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)**
  Nothing to report.

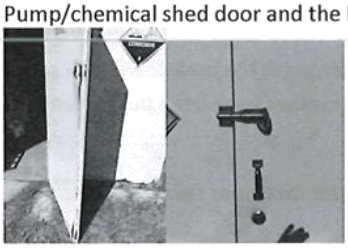
- **Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**
  None to report

- **Any other issues or notifications that should be reported to council**
  - 13, 14 & 15th November Teelba State Schools annual Swim Camp is on between 9:00am and 3:00pm
  - 22nd November - Surat State School Swim carnival 8am to 3pm

- None of the off-season jobs -listed below- got done this year. Keeping the mower (especially the ride on) serviced and in good working order is important as it gets used regularly. The ride on is at least 13 years old so is doing well.

Photos

- Pump/chemical shed door and the Padlock we installed



- Sun damaged signs



- Broken signs



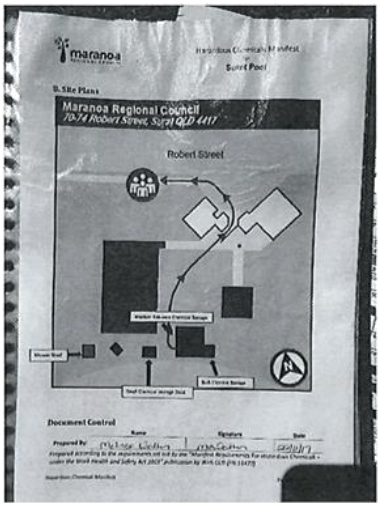
- Extension cord wires are exposed.



- Evacuation signs



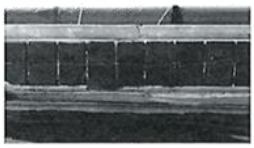




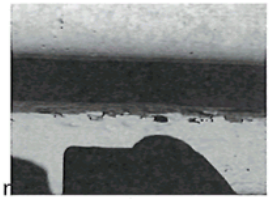
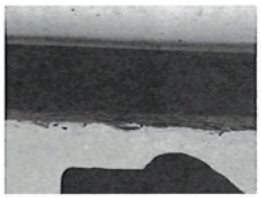
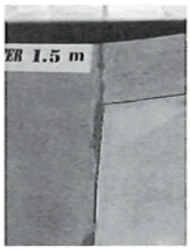
- Leaking seal on Sand filter.



- Rust – there is rust coming through at the shallow end of 25m pool



- Gaps in concourse - Hard to see in the photo.



- Hand rail rusted out.



- Mosquito breeding ground



Off Season Jobs

- Wading Pool – drain pipe will need to be replaced in the off season. April 2018

- Pest control - to spray all buildings and sheds. Sprayed May 2017
- Service mowers, whipper snipper, blower – 1 x ride on, 1 x push mower, 1 x whipper snipper, 1 x blower
- Service dosing pumps – August is a good time to do this. Last serviced 19/09/2017

Wish List

- Covered area for shelter and shade. There is a small area at the entrance of the facility that people can take shelter if it rains. (Patrick measured this up when he was here)
- Tables and chairs for the sheltered area
- Office/first aid room – on Ros Waldron's pool visit (26/10/17) we spoke about my lack of room and how much I am cramming into a small space. I have previously had in my monthly reports about turning the front room (adjacent the kiosk, though the wall of picture 3) into

an office. If we can put a double door through that wall it can be a first aid and office combined ticking off on issues brought up in our audit.
When Ricky Jones was here measuring up the amenities I asked if he could look at the possibility of doing this. Firstly he said it could be done, secondly he said that the brick wall is a load bearing wall and that there will need to be electrical work done as in rerouting wiring and split system air conditioner.

1 2 3



Name & Signature of Pool Manager

Name:- Mel Sutton – Outback Swim School - Manager Surat Pool

Signed:-

M N SUTTON

Date : 04.10.2019

Maranoa Regional Council

WALLUMBILLA POOL MANAGEMENT REPORT

For the Month of September 2019.

1. Pool Entries

	General Entry	Schools	Race Night	Squad	Learn to Swim	AquaFit	Total
Adult	10	0	0	0	0	0	10
Children	20	0	0	0	0	0	20
						Total	**30**

Comments: Off season opened in school holidays

---

2. Pool Chemical Log

Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
Week 1	2 - 4	8.20	100	200	16°	6.0	-0.1
Week 2	2 - 4	8.20	100	200	16°	6.0	-0.1
Week 3	2 - 4	8.20	100	200	18°	6.0	-0.1
Week 4	2 - 4	8.00	180	140	20°	6.0	-0.1

Comments:- Water clarity is great.

---

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-
Paediatric Pads were on backorder have they arrived?

4. Consumables - Items required *e.g. Toilet paper, hand towel, soap* (please list):-
Palentest testing tablets No. 3 x 500

5. Maintenance request (please list):-
2 leaking taps, 1 in the girls toilet hand basin the other on the outside wall of the toilets facing the shallow end of the pool.
Water leak on the eastern side of the pool,
Removal of trees – there are gum trees around the pool that create a huge mess daily and the flowers are hard to get rid of as they float on top of the water.
Removal of contaminated dirt and top dressing with feed lot manure to establish grass. Is there a grant that could help with this?

7. Safety Issues (Please list)

- Pool hoist as there is no steps for older people to enter the water. This was also identified by a patron as their friend couldn't come to the pool as she couldn't enter or exit the pool.
- Extra lighting for night use (photo below)

8. Safety Issues Resolved
NA

---

9. Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)

None to report

---

10. Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

No

11. Any other issues that should be reported to council

The kiosk is not lined and has no air conditioning and really is a hot box. We took the thermometer in there and it was 36 degrees with everything open. Could you approach school and see if they would like to go halves in lining it. Christmas holidays last year Kirsten York (swim club) made mention of wanting to get it done.
Disposal of chemical drums. Where is the nearest depot for disposable chemical drums?

Could we please get blankets for the pool?

Photos

- Needs more lighting for night use.



Off Season Jobs

- Pest control - to spray all buildings and sheds.
- Service mowers, whipper snipper, blower – 1 x ride on, 1 x push mower, 1 x whipper snipper
- Service dosing pumps

Name & Signature of Pool Manager

Signed:- M N SUTTON

Date : 10.10.2019

Maranoa Regional Council

Monthly Pool Management Report

For the Month of September 2019.

Pool Name – Mitchell Memorial Swimming Pool

1. Pool Entries

	General Entry	Average per day pool is open	School Group	Swimming Club	Learn to Swim	Other
Adult	0		N/A	N/A	N/A	N/A
Children	0		N/A	N/A	N/A	N/A
Family (2Adults&2Children)	0		N/A	N/A	N/A	N/A

Comments:-

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	1.55	8.00	157	30
Week 2	2.00	7.90	140	30
Week 3	2.00	8.00	140	30
Week 4	1.90	7.80	130	30

Comments:-

2. Pool Temperature

	Daily Average
Week 1	18.5
Week 2	18.7
Week 3	19.2
Week 4	20.0

Comments:-

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

August Report

Version 3. 03/06/15 Maranoa Regional Council

- 1 x box band aids
- 6 x non adhesive dressings (assorted sizes)
- 3 x sterile saline solution
- 2 x antiseptic solution
- 6 x sting relief cream, gel or spray
- 3 x disposable needle-picks
- 1 x torch or flashlight

4. Consumables

Items required eg. Toilet paper, hand towel, soap (please list)

_____

_____

5. Maintenance Issues (please list):

September

- Gutters need cleaning
- Set of 2 backstroke flags

August

- Old pump needs to be removed from pump shed.
- Loads of dirt and top dress lawn
- New hardy plants for gardens inside the pool grounds (happy to discuss what would fit within the current landscape)
- Freshen up gardens on outside of pool with new plants etc

NOTES

I have been informed by facilities administration staff member that there is "no additional funds in the budget for plants or loam at this stage and that you may have to spread this existing loam out that is onsite".

Following the 2012 floods some of the Mitchell Pool Grounds has had a layer of silt which has proven very difficult to grow grass. I am attempting to improve and enhance the Mitchell Pool grounds and I have spread what I can with a shovel and wheelbarrow in order to plant some new grass.

A very generous member of the Mitchell community has kindly donated some plants for the interior of the Mitchell Pool.

I have cleaned up the gardens outside the pool, hoping some funds may become available in Councils budget for some plants.

6. Safety Issues (Please list)

_____

_____

7. Safety Issues Resolved

Version 3. 03/06/15 Maranoa Regional Council

8. **Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)**

9. **Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**

11. Any other issues that should be reported to Council

Name & Signature of Pool Manager

Signed:- Katrina Mansfield

Date :- 3rd October 2019

Version 3. 03/06/15 Maranoa Regional Council

Maranoa Regional Council

Monthly Pool Management Report

For the Month of September 2019

Pool Name – Great Artesian Spa

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	1929				1440
Children	Combined with adults	56			

Comments:-

Friday Morning Tea – 25, Sunday Breakfast – 97, Wednesday Roast Night - 86

2. Gymnasium Use :

Comments:

Gym – 177, Yoga – 13, Vital Health – 25

3. Cold Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.99	7.20	2.0AF	1.6CF
Week 2	3.08	7.20	2.0AF	2.2CF
Week 3	3.40	7.20	2.0AF	1.8CF
Week 4	4.80	7.40	2.0AF	1.9CF

Comments:-

4. Hot Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	3.70	7.20	1.9AF	1.6CF
Week 2	3.29	7.15	1.9AF	1.0CF
Week 3	3.50	7.20	1.9AF	1.6CF
Week 4	3.40	7.30	2.0AF	1.6CF

Comments: -

5. Cold Pool Temperature

	Daily Average
Week 1	23
Week 2	22.8
Week 3	23
Week 4	20

Comments:-

6. Hot Pool Temperature

	Daily Average
Week 1	39
Week 2	39.9
Week 3	40
Week 4	39

Comments:-

7. First Aid Kit Check

Replacement Supplies Required (please list): -

No items required.

8. Consumables

Items required eg. Toilet paper, hand towel, soap (please list):-

1 Pallet Chlorine 20L Drums, 3 boxes DPD No1 Tablets, 3 boxes DPD No3 Tablets, 3 boxes Phenol Red (PH) Tablets & (Consumables order attached to email)

9. Maintenance Issues (please list):-

Booringa Action Group Inc.
Outstanding Maintenance Report
All Transactions

Date	Num	Description
02/05/2019	83	Gum Tree surrounding pool has been dropping endless amounts of debris into the spa pools, which effects the quality of the water as well

10. Any other Issues Requiring Reporting

We are pleased that our internet and phone line have been fixed at the spa, business can now commence as normal. Customers are very happy with the update in our public access Wi-Fi.

Name & Signature of Pool Manager

Signed:-



Jeffrey Watson

Date : 01/10/2019

great artesian spa

Maintenance/Supplies Request

Request No.	100	1/10/2019

Booringa Action Group Inc.

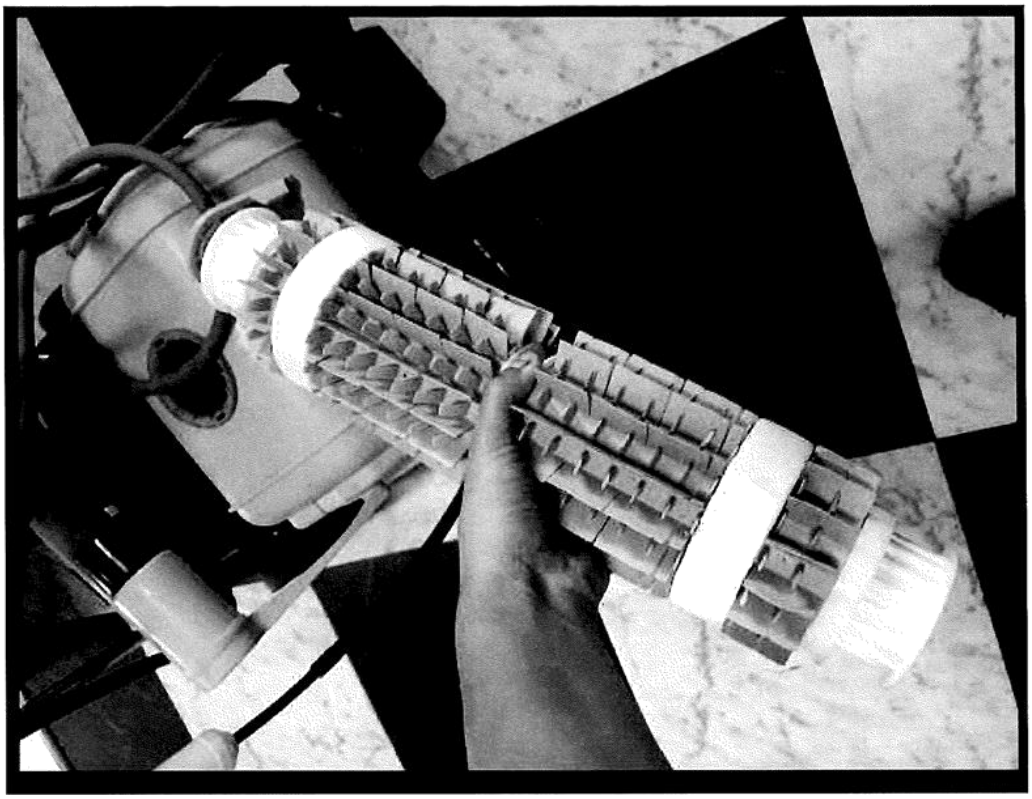
PO Box 149
Mitchell Qld 4465

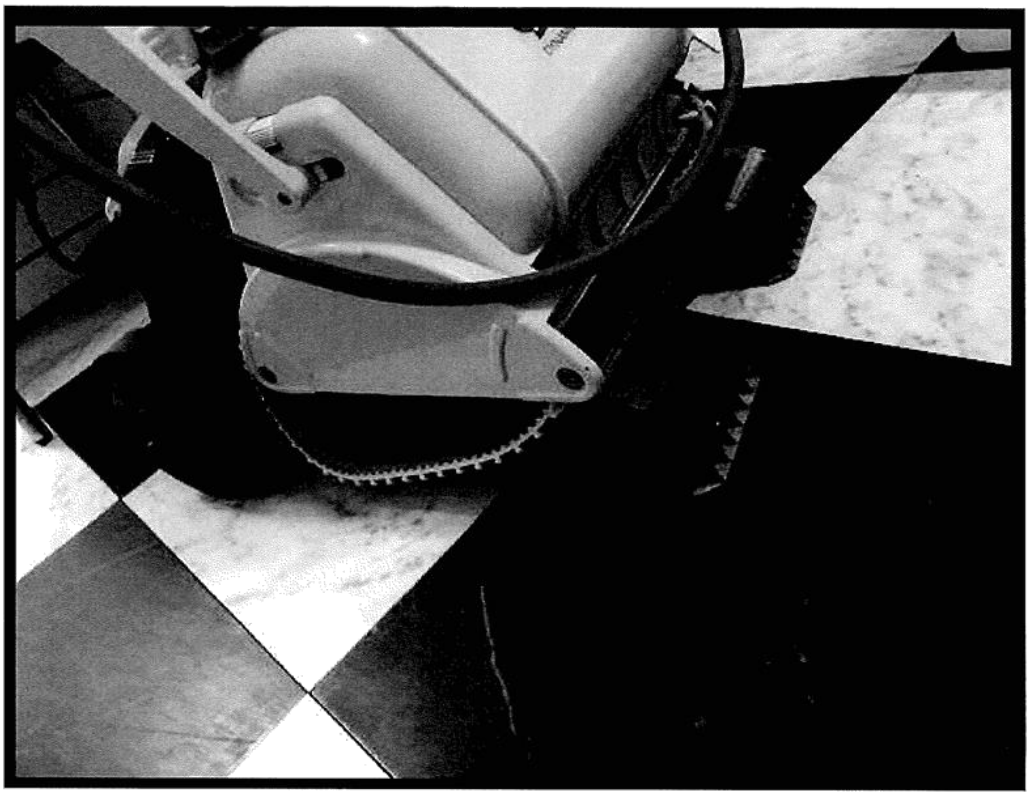
Supplier	Comments
Maranoa Regional Council	

Description
Our second creepy crawly has been accidently dropped on the concrete step and badly damaged. Can we please get this sent away for repairs. Pictures attached to emal.

Authorized By	Jeff Watson		
Company Business Number	21 546 772 092	Phone #	(07) 4624 6923


Dolphin





great artesian spa

Maintenance/Supplies Request

Request No.	101	1/10/2019

Booringa Action Group Inc.

PO Box 149
Mitchell Qld 4465

Supplier	Comments
Maranoa Regional Council	

Description
Gas bottle needs replacing.

Authorized By	Jeff Watson		
Company Business Number	21 546 772 092	Phone #	(07) 4624 6923

Maranoa Regional Council

Monthly Pool Management Report

For the Month of September 2019

Pool Name – Injune Swimming Pool

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	26				
Children	74				

Comments Injune Pool opened for the new season on 25th September. 26 children and 9 adults enjoyed a swim on the last day of the month.

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.1	7.9	67	130
Week 2	2.0	7.8	62	130
Week 3	2.2	7.2	68	150
Week 4	1.6	7.2	76	170

Comments:

2. Pool Temperature

	Daily Average
Week 1	20.2
Week 2	20.9
Week 3	22.1
Week 4	23.8

Comments:-

---

3. First Aid Kit Check/ Oxygen Resuscitation Kit - replacement Supplies Required (please list):-

4. Consumables Items required eg. Toilet paper, hand towel, soap (please list):

Liquid chlorine 4000 litres
Hydrochloric acid one pallet
15 bags bicarbonate soda
Salt half pallet

5. Safety Issues (Please list) Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

6. Safety Issues Resolved incidents (please ensure all incidents are reported to council the same day they occur on council's incident form Chlorine leak repaired, wall crack and tap cover sealed, first aid kit expiry date updated.

7. Any other issues that should be reported to council

Version 3. 03/06/15 Maranoa Regional Council

Chlorine tank gauge has stopped working

Taps for wading pool fountain have stopped working

.

Name & Signature of Pool Manager

Signed:- _K. Wolski_____

Date : 2/10/19

Maranoa Regional Council

Monthly Pool Management Report

For the Month of August 2019

Pool Name – Injune Swimming Pool

1. **Pool Entries**

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult					
Children					

Comments Injune Pool will reopen for the new season on 25th September with the regular hours.

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.4	8.1		280
Week 2	2.6	8.0		250
Week 3	2.3	8.2		270
Week 4	2.5	8.0		280

Comments: Old Lovibond has stopped reading alkalinity

2. **Pool Temperature**

	Daily Average
Week 1	19.2
Week 2	19.7
Week 3	19.4
Week 4	19.8

Comments:-

3. **First Aid Kit Check/ Oxygen Resuscitation Kit - replacement Supplies Required (please list):-**

4. **Consumables Items required eg. Toilet paper, hand towel, soap (please list):**

5. **Safety Issues (Please list) Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**

6. **Safety Issues Resolved incidents (please ensure all incidents are reported to council the same day they occur on council's incident form** Lifeguard and first aid updates were completed on 12/9/19 at Injune

7. **Any other issues that should be reported to council**

Male and female toilet pan seals are leaking & ride on mower needs a battery have both been fixed.

Name & Signature of Pool Manager

Signed:- _K. Wolski_____

Date : 17/9/19

Version 3. 03/06/15 Maranoa Regional Council

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 8 October 2019

Item Number: 13.4 **File Number:** D19/92938

SUBJECT HEADING: Surat Pool - Closure for Swimming Carnival & Swim Camp

Classification: Open Access

Officer's Title: Support Officer - Facilities

Executive Summary:
Council has received a request from the Manager of the Surat Pool seeking permission to close the pool to the public during the Teelba State School Annual Swim Camp and the Surat State School Swimming Carnival.

Officer's Recommendation:
That Council:

1. Approve the request to close the Surat Swimming Pool to the general public on the 13, 14 and 15 November 2019 between the hours of 9.00am -3.00pm for Teelba State School Annual Swim Camp.

2. Approve the request to close the Surat Swimming Pool to the general public on 22 November 2019 from 8.00am – 3.00pm for the Surat State School's Annual Swimming Carnival.

3. Advise the community of these closures through a notice at the pool and a media release.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Teelba State School Students
Surat State School Students

Acronyms:

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Surat Swimming Pool Manager is seeking approval for the closure of the Surat Pool for the two events in November.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council received a request through the monthly pool reports from the Manager of the Surat Swimming Pool seeking approval for the closure of the Surat Swimming Pool for the Surat State School Annual Swimming Carnival and Teelba State School to conduct their Swim Camp.

Council have previously allowed the pool to be closed for these events.

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

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

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

Manager – Facilities
Contract Manager – Surat Swimming Pool – Mel Sutton

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Teelba State School
Surat State School
General Public/Swimmers

Risks:

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

Risk	Description of likelihood & consequences
Political	Members of the public could become disgruntled if the pool is not open for use.
Political	Children train all year round for the annual swimming carnivals.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Approve the closure of the Surat Swimming Pool for the advised dates and times for annual events to be held.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council:

1. Approve the request to close the Surat Swimming Pool to the general public on the 13, 14 and 15 November 2019 between the hours of 9.00am -3.00pm for Teelba State School Annual Swim Camp.

2. Approve the request to close the Surat Swimming Pool to the general public on 22 November 2019 from 8.00am – 3.00pm for the Surat State School's Annual Swimming Carnival.

3. Advise the community of these closures through a notice at the pool and a media release.

Link to Corporate Plan:
Corporate Plan 2018-2023
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
4.9.3 Develop and implement agreements for the long term use of facilities (including leases, management agreements, user agreements).

Supporting Documentation:

1⇩	Monthly Pool Report - Surat Pool Stating Request from Mel Sutton	D19/92851

Report authorised by:
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Maranoa Regional Council

SURAT POOL MANAGEMENT REPORT

Month of September 2019.

- **Pool Entries**

	General Entry	Schools	Race Night	Squad	Learn to Swim	Aqua Ducks	Total
Adult	27	0	-	-	-	-	**27**
Children	76	0	-	-	-	-	**76**
Total							**103**

Comments: Opened at the beginning of the holidays.

- **Pool Chemical Log**

25m Pool	Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
	Week 1	1 - 3	7.90	90	220	17.5°	1900	0.1
	Week 2	1 - 3	7.90	100	210	20°	1900	0.1
	Week 3	1 - 3	7.80	100	170	20°	1900	0
	Week 4	3.5	7.80	100	180	23.5°	1900	0.1
Wading Pool	**Averages**	**Chl PPM**	**PH**	**T/A**	**CaH**	**Temp**		
	Week 1							
	Week 2							
	Week 3							
	Week 4							

Comments:- Water clarity is excellent. Running the pH around the 7.80 to keep my alkalinity above 80 without adding bicarb all the time.

Wading pool is empty waiting to be fixed.

- **First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-**
  Expired First aid -
  Burns Sheet - plastic drape 61x91cm x1
  Gauze Swab - 7.5x7.5cm 5pk x3
  Burns dressing 70 x 75cm

- **Consumables - Items required *e.g. Toilet paper, hand towel, soap* (please list):-**
  Weed and Feed x 6 (ordered August report, have not yet received)
  PPE
  Respirator Mask – expired.

Cleaning Products
Leaf scoop x 1
2 x kitchen broom heads (#551)
1 x straw broom
1 x dustpan and brush (#1029)
Bio Green All Purpose Cleanser
GOJO luxury foam handwash x 6
Red heavy-duty wipes x 5
Green heavy-duty wipes x 5
Heavy duty buckets (not the cheap plastic ones please they last about 2 weeks) x 4
Lovibond testing tablets
Phenol Red Photometer 10 x 100 tablets
DPD 1 tablets 6 x 100
DPD 3 tablets 4 x 100
Triple A batteries bulk pack for Lovibond test kit

Maintenance Issues (please list): -
New Issues
Signs

- Deep water sign (broken)
- Corrosive (broken)
- Danger, Chemical Storage Area (Sun damaged) *
- Sodium hypochlorite (Sun damaged) *
- No Smoking (Sun damaged) *

* Note: Sun damaged signs are readable, took photo so you can decide if it would pass an audit)
Ongoing Maintenance Issues

- Main circulation pump is corroded (Josh Broadhead was ordering parts to replace).
- Leaking seal on Sand filter. (photo below) reported 10/01/18
- Sharp point on handrail. A patron came across it on 1/12/17 and notified me. (have put putty over it)
- Wading pool – opening and closing valve needs replacing.
- Wading pool - valve on the filter leaks after doing a backwash.
- Wading Pool – drainpipe will need to be replaced in the off season.
- Rust coming though in 25m pool – *pictured below.*
- Handrail on ladder located deep end West side is rusted out.
- Blanket roller bearing is damaged and needs replacing.
- There are holes and gaps appearing around the concourse. Some have been there a long time and have been checked and cleared however I think it's time to have them rechecked as there are new holes appearing.

Note: I rang Rob Hayward on the 28/11/18 to explain how the concourse has sagged taking photos of it doesn't really show how bad it has gotten.

Safety Issues (Please list)
New Issues

- 20m extension lead for vacuum needs replacing as the wires are exposed. (photo below)
- Lock on chemical shed door is broken and door is rotten. (have put a Padbolt on door and works well)
- HAZMAT Chem Alert needs to be updated at your end, I have gone through and updated mine and will attach a separate document to this email for you to cross reference. Also, fire

evacuations need updating and putting a site plan in the HAZMAT box putting the 'YOU ARE HERE' from the HAZMAT box on Robert street. (have photos below)

Ongoing Safety Issues

- Shade/ shelter area as identified in the audit. Surat Pool has no shelter for patrons to stand under when it rains.
- HEALTH HAZZARD in October I had problems with the ladies amenities blocking and have discovered that the septic and storm water is all connected. I had faeces coming up in the change room and over flowing in the BBQ area. I have moved the BBQ outside the fenced area until we can make the BBQ area hygienic again. I have suggested concreting the area that way if the drain trap (DT) overflows again we can wash the area down with sanitiser. Emailed Facilities 26/10/17. UPDATE: new toilets and pipes have been put in, can we lay a cement pad down for hygiene?

- Mosquito breeding ground at the back gate every time it rains as there is no drainage between the Rec oval and the pool. *Picture below.*
- First aid room. Identified in the audit.

Safety and Maintenance Issues Resolved this month

1. We have put a padbolt on the chemical room/shed door – I needed it to be lockable prior to opening to the public. Purchased parts from Home Hardware- Roma. (installed photo below)
2. Ride on mower never got serviced this off season and the blades needed replacing badly. We ordered the blades as well as bearings for the blade towers. The plastic height wheels on the mower deck also needed replacing so ordered those as well. The mowing deck is and has been for a long time cracked and out of alignment, Andrew has repaired it. All parts I purchased from Maranoa Mini Motors. *This is not a service, oil and filters have not been changed – it will need a service.*
3. Purchased a garden sprayer for cleaning tiles. – Purchased from Midwest Rural Traders Wallumbilla

---

- **Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)**
  Nothing to report.

- **Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**
  None to report

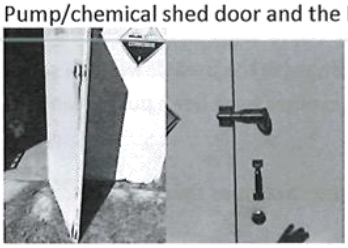
- **Any other issues or notifications that should be reported to council**

  - 13, 14 & 15th November Teelba State Schools annual Swim Camp is on between 9:00am and 3:00pm
  - 22nd November - Surat State School Swim carnival 8am to 3pm

- None of the off-season jobs -listed below- got done this year. Keeping the mower (especially the ride on) serviced and in good working order is important as it gets used regularly. The ride on is at least 13 years old so is doing well.

Photos

- Pump/chemical shed door and the Padlock we installed



- Sun damaged signs



- Broken signs



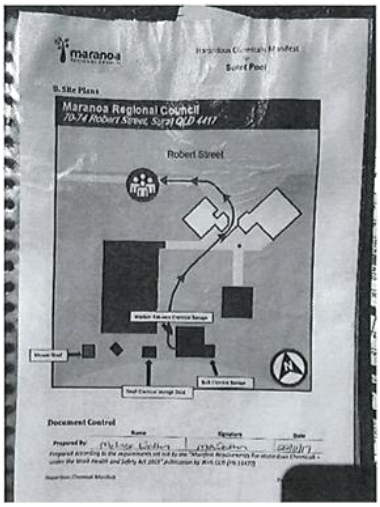
- Extension cord wires are exposed.



- Evacuation signs



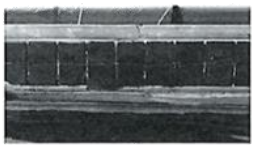




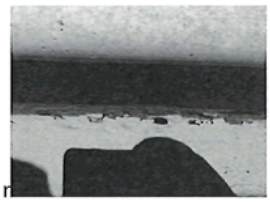
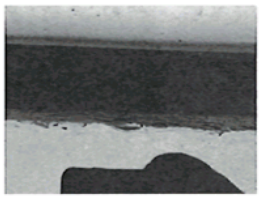
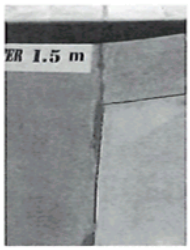
- Leaking seal on Sand filter.



- Rust – there is rust coming through at the shallow end of 25m pool



- Gaps in concourse - Hard to see in the photo.



- Hand rail rusted out.



- Mosquito breeding ground



Off Season Jobs

- Wading Pool – drain pipe will need to be replaced in the off season. April 2018

- Pest control - to spray all buildings and sheds. Sprayed May 2017
- Service mowers, whipper snipper, blower – 1 x ride on, 1 x push mower, 1 x whipper snipper, 1 x blower
- Service dosing pumps – August is a good time to do this. Last serviced 19/09/2017

Wish List

- Covered area for shelter and shade. There is a small area at the entrance of the facility that people can take shelter if it rains. (Patrick measured this up when he was here)
- Tables and chairs for the sheltered area
- Office/first aid room – on Ros Waldron's pool visit (26/10/17) we spoke about my lack of room and how much I am cramming into a small space. I have previously had in my monthly reports about turning the front room (adjacent the kiosk, though the wall of picture 3) into

an office. If we can put a double door through that wall it can be a first aid and office combined ticking off on issues brought up in our audit.
When Ricky Jones was here measuring up the amenities I asked if he could look at the possibility of doing this. Firstly he said it could be done, secondly he said that the brick wall is a load bearing wall and that there will need to be electrical work done as in rerouting wiring and split system air conditioner.

1 2 3



Name & Signature of Pool Manager

Name:- Mel Sutton – Outback Swim School - Manager Surat Pool

Signed:- M N Sutton

M N SUTTON

Date : 04.10.2019

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 14 October 2019

Item Number: 13.5 **File Number:** D19/95272

SUBJECT HEADING: Denise Spencer Pool - Request for closure on Boxing Day

Classification: Open Access

Officer's Title: Facility Lease Management & Housing Officer/Team Coordinator

---

Executive Summary:
Council has received correspondence from the Manager of the Denise Spencer Swimming Pool requesting approval for closure on Boxing Day being 26 December 2019.

Officer's Recommendation:
That Council:-

1. Approve the request for closure of the Denise Spencer Memorial Pool to the general public on Boxing Day, Thursday 26 December 2019;
2. Advise the community of this closure through a notice at the pool and a media release.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Denise Spencer Swimming Pool – Manager
General Public

Acronyms:

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has received correspondence from the Manager of the Denise Spencer Swimming Pool requesting approval for closure on Boxing Day being 26 December 2019.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council has historically has agreed to the closure of the Denise Spencer pool on Boxing Day since 2015.

Council resolved in 2015 the days and hours of operation for the Roma Pool:-

Resolution No. GM/09.2015/31

	Advertised Opening Hours
Monday	5.00 am – 8.00 am 3.00 pm – 6.30 pm
Tuesday	5.00 am – 8.00 am 10.00 am – 6.30 pm
Wednesday	5.00 am – 8.00 am 10.00 am – 6.30 pm
Thursday	5.00 am – 8.00 am 10.00 am – 5.30 pm
Friday	5.00 am – 8.00 am 10.00 am – 6.30 pm
Saturday	10.00 am – 6.00 pm
Sunday	10.00 am – 6.00 pm

The agreement also outlined opening times on public holidays:-

Public Holidays
Open as per days of the week opening, except closed Christmas Day, Good Friday and restricted hours on Anzac Day in accordance with Queensland Prescribed Non-Trading Hours. Opening hours are determined by Council and if the contractor wishes to alter the current opening hours, permission will need to be sought from Council.

The Pool Manager has had conversations with regular users of the Roma pool and has received no negative feedback, with users saying that most of them will be away during the Christmas period or would not be requiring use of the pool.

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

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

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

Manager – Facilities

Contract Manager – Denise Spencer Pool

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

General Public/Swimmers

Risks:

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

Risk	Description of likelihood & consequences
Political	Members of the public could become disgruntled if the pool is not open for use.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Approve the request for closure of the Denise Spencer Memorial Pool to the general public on Boxing Day, Thursday 26 December 2019.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

If so, for what reason?

That Council:-

1. Approve the request for closure of the Denise Spencer Memorial Pool to the general public on Boxing Day, Thursday 26 December 2019;
2. Advise the community of this closure through a notice at the pool and a media release.

Link to Corporate Plan:
Corporate Plan 2018-2023
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
4.9.3 Develop and implement agreements for the long term use of facilities (including leases, management agreements, user agreements).

Supporting Documentation:

1⇩	Correspondence - Stacey Robertson - Request to close pool	D19/95793

Report authorised by:
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Madonna Mole

From: Stacey Robertson <coachstacey7@gmail.com>
Sent: Monday, 14 October 2019 9:12 AM
To: Madonna Mole
Subject: Boxing day closure

Hi Madonna

Could you please put in the request to council to close the pool on Boxing Day and Christmas Day agian this year? Feedback from patrons has been that they do not intend on visit on either day due to travelling away or spending the time with family and friends.

Kind regards
Stacey

----------Safe Stamp----------
Your Anti-virus Service scanned this email. It is safe from known viruses.
For more information regarding this service, please contact your service provider.

1

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 13.6 **File Number:** D19/96054

SUBJECT HEADING: Bassett Park User Agreement - Race Horse Trainers

Classification: Open Access

Officer's Title: Facility Lease Management & Housing Officer/Team Coordinator

---

Executive Summary:
Council is asked to consider entering into formal agreements with the original four Race Horse Trainers in respect to the use of Bassett Park Roma. Their current user agreements expire on the 13 December 2019.

Officer's Recommendation:
That Council enter into a non- exclusive User Agreement with Race Horse Trainers; Craig Smith, Ben Waldron, Scott Rogers and Wayne Baker for a period of three (3) years for the use of the track and relevant facilities at Bassett Park.

Individuals or Organisations to which the report applies:

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

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

- Craig Smith
- Ben Waldron
- Scott Rogers
- Wayne Baker

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The Race Horse Trainers listed use the Bassett Park complex to stable and train their respective race horses. Their current user agreements with Council will expire on 13 December 2019.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

In 2016 four Race Horse Trainers (Craig Smith, Ben Waldron, Wayne Baker and Scott Rogers) entered into user agreements with Council for the use of the track and relevant facilities at Bassett Park.

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

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

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation*:*

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

Race Horse Trainers
Manager – Facilities (Land Buildings & Structures)
Bassett Park Worker/Team Leader

Funding Bodies*:*

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

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Revenue for Bassett Park

- Training fees - $9.00 per horse per week
- Old stables - $11.00 per stable
- New stables - $22.00 per stable

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is recommended that Council enter into agreements with race horse trainers who currently use the Bassett Park venue to train their horses.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council enter into a non- exclusive User Agreement with Race Horse Trainers; Craig Smith, Ben Waldron, Scott Rogers and Wayne Baker for a period of three (3) years for the use of the track and relevant facilities at Bassett Park.

Link to Corporate Plan:

Corporate Plan 2018-2023
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
4.9.3 Develop and implement agreements for the long term use of facilities (including leases, management agreements, user agreements).

Supporting Documentation:

1⇩ Bassett Park User Agreement - Race Horse Trainers D16/102691

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

BASSETT PARK

Racehorse Trainers

User Agreement

108423:7253290_1

FACILITY USER AGREEMENT

BACKGROUND

A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.

B. Council has agreed to grant an access licence to the Hirer on the terms and conditions contained in this document.

OPERATIVE PROVISIONS

1. DEFINITIONS

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

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

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

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

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

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

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

Hire Details means those details specified in Schedule 1.

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

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

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

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

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

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

Responsible Person means:

(a) Council – that person or officer identified in Item 1 of the Hire Details; and

(b) Hirer – that person or officer identified in Item 2 of the Hire Details.

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

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

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

2. HIRE OF VENUE AND FACILITIES

(a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.

(b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.

(c) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms from time to time.

(d) If the licence granted under this document is stipulated in Item 6 of the Hire Details to be:

(i) 'Exclusive' - Hirer may access and use the Venue and Facilities during the Access Times for the duration of the Term without interruption by Council or its Associates; or

(ii) 'Non-Exclusive' – Council reserves the right to grant to third party rights to access and use of the Venue and Facilities concurrent to Hirer's Access Times.

(e) Council reserves its rights to deal with the Venue and Facilities outside of the Access Times in its absolute discretion.

3. CONDITION REPORTING

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of Schedule 1 (Hire Details) and in the format required by Council.

4. RESPONSIBLE PERSON

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

5. MAINTENANCE & CLEANING

(a) Hirer must carry out the Hirer Responsibilities during the Term as well as make good any damage or deliberate act of vandalism caused or committed by Hirer or its Associates.

(b) Council will undertake the Council Responsibilities all other upkeep of the Venue and the Facilities not specified in clause 5(a).

6. SIGNAGE AND ADVERTISING

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

7. HIRER'S WORKS

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

(a) in a proper and workmanlike manner;

(b) by suitably qualified and reputable contractors and tradespeople;

(c) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and

(d) in accordance with any directions, conditions and requirements imposed by Council.

8. HIRER'S WARRANTIES

The Hirer warrants that:

(a) it has the power to enter into and perform its obligations under this document;

(b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it; and

(c) its obligations under this document are valid and binding and are enforceable against it.

9. INDEMNITIES AND RELEASE

(a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of any thing and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.

(b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.

(c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).

10. INSURANCE

Hirer must:

(a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;

(b) give Council evidence of currency on request;

(c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and

(d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.

11. SAFETY, ACCIDENTS AND/OR FIRST AID

(a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.

(b) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.

(c) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aide or the risk of injury to a worker or any other person at the Venue.

(d) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.

(e) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.

(f) Hirer warrants that all information provided to Council by it in accordance with clause 11 is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

12. MISCELLANEOUS

12.1 Amendment

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

12.2 Assignment

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

12.3 Compliance with laws

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

12.4 Costs

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

12.5 Counterparts and facsimile copies

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

12.6 Default

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

12.7 Discretion in exercising rights

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

12.8 Disputes

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

12.9 Entire agreement

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

12.10 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

12.11 GST

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

12.12 Make good

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

12.13 No liability for loss

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

12.14 No merger

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

12.15 No warranty by giving consent

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

12.16 Remedies cumulative

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

12.17 Rights contractual

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

12.18 Severability

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

12.19 Survival of rights and obligations

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

12.20 Waiver

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

Schedule 1

HIRE DETAILS

Item 1	**Council**	**Maranoa Regional Council ABN 99 324 089 164** Responsible Person: Facility Lease Agreements Phone: 1300 007 662 Email: council@maranoa.qld.gov.au Address: P O Box 42 Mitchell Q 4465
Item 2	**Hirer**	**Trainer** Responsible Person: Phone: Email: Address:
Item 3	**Venue**	Bassett Park Show Grounds (Lot 1 on RP 173063 & Lot 7 on RP 173059)
Item 4	**Facilities**	Stables, Track, Equine Pool, Roll Yards, Day Yards, Wash Down Bay
Item 5	**Permitted Use**	Preparing and training of horses.
Item 6	**Licence Type**	~~Exclusive~~ /Non-Exclusive
Item 7	**Term**	3 years
Item 8	**Access Times**	Daily • Track times are restricted to 4am – 9am
Item 9	**Hire Fee**	Council's fees and charges adopted for each financial year in respect of the Venue and Facilities.
Item 10	**Signage**	Prior authorisation from Council must be sought.
Item 11	**Condition Report**	Notify Coordinator of Bassett Park of any damage, malfunction or required maintenance including any damage to the fixtures, fittings, plant, equipment or chattels within 24 hours of detecting an issue.
Item 12	**Safety Reporting**	Any safety Incident or Accident must be reported to Council immediately.
Item 13	**Insurance**	Public Liability - $20,000,000.00 (on a 'claims occurring basis')
Item 14	**Outgoings**	• Council shall be responsible for water and electricity at the premises. • Water and electricity is a major cost item for Council and the usage of both is to be monitored carefully.
Item 15	**Hirer Responsibilities**	• Insurance – property and public liability. • All Persons using the track and /or facilities are deemed to have read these rules and have agreed to be bound by them. • Must be registered with Racing Queensland and hold a current License, proof of this licence may be requested. • Verbal or physical abuse of Maranoa Council staff will not be tolerated. Eviction of persons and horses from the grounds may occur if this should happen. • Trainer/Owners must ensure riders are of a capable

standard to handle the horse they are riding each time.

- Training of horses must be done during the allotted times 4am – 9am, permission must be sought to use track out of nominated track hours.
- Trainers or Owner Trainers are not permitted to use track or associated facilities if the account has been placed on **'Stop Credit'** as per Councils Debt Recovery Policy. If Accounts are placed on stop credit, Invoices will be forwarded to Queensland Racing.
- All Trainers/Owners must report any accident or incident and must complete the Incident Report Forms available from the Coordinator Bassett Park.
- Understanding the limited number of riders available in the region, vehicle led horses on the track will be permitted. Notwithstanding, to ensure the safety of other users of the track there will be:

    - **No** vehicle led horses and rider ridden horses on the track at the same time.
    - Allocated training times are to be adhered to, too help maintain the isolation/separation of these training practices. Training hours will be :

Vehicle Lead Horses	am to am
Rider Ridden Horses	am to am

- No horse is to be exercised on a lead from another horse or pony on any track whilst the main body of horses is working.
- All trainers are to take responsibility and not cause damage to track by working when wet or unsuitable.
- All Trainers, Owner Trainer or any person deemed to be in charge of a horse/s are responsible for ensuring All Trainers, Owner Trainer or any person deemed to be in charge of a horse/s are responsible for ensuring that all riders, strappers, stable hands or any person engaged in the care and or handling of horses in this track are:
    - Registered with Racing Queensland.
    - Acting in accordance with the instruction of the Trainer, Owner, Owner Trainer or person in charge of a horse/s.
    - Insured against all contingencies resulting from any accident, mishap or action of that person which may result in action being taken for compensation expense or any claim under any law or regulation or at common law and that Maranoa Regional Council, Council Staff and the Track Supervisor/Caretaker are indemnified against any such claims by any persons against such Trainer, Owner or Owner Trainer.

		• All work riders must comply with the following dress requirements, as per Racing Queensland Standards
		  ○ Skull caps with approved chin strap properly fastened.
		  ○ Approved safety vests.
		  ○ Shirt with sleeves, long or short.
		  ○ Riding breeched or appropriate trousers.
		  ○ Approved riding boots.
		  ○ Safety irons only to be used.
		  ○ Any and all other steward's requirements.
		• Cleaning of facilities, removal of manure/hay/sawdust and replacement of bedding.
		• All horses being lead, ridden or swimming must have a bit in their mouth.
		• In the event of a 'lock down' due to exotic disease caused by their animals, Owners/Owner Trainers are responsible for all associated costs and any fees lost due to the facility not being available during that period and until the site is cleared by Government Authority.
		• Injured /sick animals must be vet checked and a report provided to Council.
		• Sharps & needles are to be disposed of in the containers provided.
		• Restraint, control, care and all costs associated with stabling an animal is the responsibility of the Owner/Trainer/Owner Trainer.
		• No dogs are permitted on site.
		• All children in the horse area must be supervised and accompanied by an adult.
		• Roll yards are not to be used as day yards.
		• Equine Pool gate is to remain closed at all times.
		• Day yard is only to be used during the day – fines will apply.
		• Stable lights are to be turned off when not in stables.
		• Horses may be required to be removed from part of or the entire complex for Annual Roma Show upon giving three weeks' notice.
		• Council reserves the right to close the track due to special events being held, upon prior notice being given.

Item 16	**Council Responsibilities**	• Annual pest control • Maintenance buildings/inclusions • Maintenance lawns/grassed area/gardens • Maintenance of track – safe condition as per racing regulations • Rates, water, sewerage and refuse charges • Organising bins • Insurances - property and public liability • Supply and cost of sawdust • Inform trainers of events at facility via calendar /whiteboard

Execution

Executed as an agreement.

COUNCIL

SIGNED for **MARANOA REGIONAL COUNCIL**
by its duly authorised officer, in the
presence of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

HIRER

SIGNED by **TRAINER –**
in the presence of:

Signature of trainer

Signature of witness

Name of Trainer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 13.7 **File Number:** D19/95821

SUBJECT HEADING: Temporary Local Planning Instrument (TLPI) 01/2019

Classification: Open Access

Officer's Title: Manager - Planning & Building Development

Executive Summary:

A Temporary Local Planning Instrument (TLPI) has been prepared to enable new development to be assessed having regard to an updated Flood Hazard Map for Roma that reflects the recently completed Stage 2A of the Roma Flood Mitigation Project.

Ministerial approval has been granted for the adoption of the proposed TLPI. This report seeks Council's endorsement to adopt and give effect to the TLPI.

Officer's Recommendation:

That Council:

1. Adopt *Temporary Local Planning Instrument (TLPI) 01/2019 – Maranoa Planning Scheme 2017 – Roma Flood Hazard Overlay – Stage 2A* with a commencement date of 27 September 2019; and

2. Authorize the Chief Executive Officer to complete the administrative actions required to finalise the adoption of the TLPI in accordance with Chapter 3, Part 2 of the *Development Assessment Rules*.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The TLPI will affect the planning considerations and development provisions applicable to new development in Roma. Landowners, developers and prospective purchasers with an interest in land that is affected by the Stage 2A infrastructure (i.e. in terms of its impact on the extent of inundation during major flood events) may benefit by the adoption of the TLPI. These stakeholders will be most interested in Council's decision and may be adversely affected by unnecessary and burdensome development requirements if Council decide not to adopt the TLPI.

Acronyms:

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

Acronym	Description
DFE	Defined Flood Event
MGR	Minister's Guidelines and Rules
TLPI	Temporary Local Planning Instrument

Context:
Why is the matter coming before Council?

In order to give effect to the TLPI, it is required that Council decide to adopt it by resolution at a General Meeting.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Following the completion of Stage 2A of the Roma Flood Mitigation Project, updated flood hazard mapping has been sourced to show the effect of the newly built infrastructure in reducing the level of flood risk to the Roma community.

Stage 2A involved the construction of a diversion drain and extension of the existing town levee (Stage 1 levee). The successful delivery of this project has provided added protection to property and infrastructure in Roma during major flood events. Flood modelling of the Stage 2A infrastructure demonstrates significant reductions in the extent of inundated areas and the level of risk to property in Roma in the Defined Flood Event (DFE).*

The impacts of the Stage 2A infrastructure on property inundation in the Roma town area is reflected in the updated Roma Flood Hazard Map that has been prepared based on hydraulic and hydrologic modelling undertaken by Council's consulting engineers, GHD Pty Ltd. The Post-Stage 2A Flood Hazard Map has formed the basis for a proposed Temporary Local Planning Instrument (TLPI) that seeks to affect the operation of the *Maranoa Planning Scheme 2017* whilst a major amendment to the planning scheme is prepared.

The TLPI proposes to affect the operation of the planning scheme by suspending the effect of the current post-Stage 1 Roma Flood Hazard Map and introducing the updated post-Stage 2A Flood Hazard Map. If adopted, the TLPI will enable new development applications to be considered having regard to the level of flood risk that is anticipated following the completion of Stage 2A.

The proposed TLPI has been prepared in accordance with Section 23 of the *Planning Act 2016* and the *Minister's Guidelines and Rules*. The TLPI was lodged with the Department of State Development, Manufacturing, Infrastructure and Planning for

approval on 19 August 2019. On 8 September 2019, Council received notice of the Minister's approval for Council to adopt the TLPI.

**Note: The DFE is a hypothetical flood event used by local governments to establish the defined flood level for building and planning development. Maranoa Regional Council has adopted a design event similar in magnitude to the record flood event that occurred in 2012 as the DFE for Roma. The flood models from which the mapping is created have evolved over time to more accurately reflect real-word conditions. Both the post Stage 1 and post Stage 2A scenarios displayed in the maps attached to this report, have been created using a model that has been updated since the post Stage 1 Flood Hazard Overlay was first adopted by Council and the Flood Mitigation Project commenced.*

Legislation, Local Laws, State Policies & Other Regulatory Requirements:
What does the legislation and other statutory instruments include about the matter under consideration?(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

A TLPI is a statutory instrument created under the provisions of the *Planning Act 2016*. It may suspend or otherwise affect the operation of another planning instrument (i.e. the Maranoa Planning Scheme) for a period of up to two years from its effective date.

A TLPI is typically an interim response that:

- is put in place quickly to set out planning and development assessment policies to protect all or part of a local government area from adverse impacts in urgent or emergent circumstances;
- prevails over the planning scheme to the extent of any inconsistency; and
- enables longer term planning provisions to be developed while it is in effect.

Whilst the TLPI is in effect it will be necessary for Council to prepare and seek Ministerial approval to amend the planning scheme in order to reflect Stage 2A of the Roma Flood Mitigation Project in the Roma Flood Hazard Overlay Map that forms part of the planning scheme. An amendment to the planning scheme follows a statutory process that can take upwards of 18 months. By adopting the proposed TLPI Council will be able to consider the updated mapping when carrying out planning assessments during this interim period.

After receiving Ministerial approval to adopt a TLPI, Chapter 3, Part 2, Section 9.1. of the MGR states that *the local government must decide to adopt or not to proceed with the proposed TLPI*. Further, the MGR prescribes the actions Council must take after making this decision:

9.2. If the local government decides to adopt the proposed TLPI or TLPI amendment, the local government must publish a public notice in accordance with the requirements in the Act and as prescribed in Schedule 5.

9.3. The local government must, within 10 days of adopting the TLPI or TLPI amendment, give the chief executive—

a) a copy of the public notice; and
b) a certified copy of the TLPI as made or amended, including—
i. an electronic copy of the amendment or instrument; and
ii. a copy of all electronic planning scheme spatial data files (mapping), relevant to the TLPI.

9.4. If the local government decides not to proceed with the proposed TLPI or TLPI amendment, the local government must give the Minister a notice stating—

a) the name of the local government;
b) the title of the proposed TLPI or TLPI amendment;
c) the decision; and
d) the reasons for not proceeding with the proposed TLPI or TLPI amendment.

The TLPI will have effect for a period of 2 years from the date of commencement unless repealed earlier by Council resolution in accordance with s 23 of the *Planning Act 2016*.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

A General Meeting resolution is required to give effect to a document that will affect Council's planning policy (i.e. the Maranoa Planning Scheme).

Input into the Report & Recommendation*:*

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

Department of State Development, Manufacturing, Infrastructure and Planning (external)
GHD Pty Ltd (external)
Director, Development, Facilities and Environmental Services (internal)

Funding Bodies*:*

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

N/A

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Costs associated with the TLPI and proposed future amendment to the planning scheme have been accounted for in this year's budget.

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

The adoption of the TLPI will not directly affect future years' budgets. Council will incur costs associated with making an amendment to the planning scheme in the future and this will need to be given consideration in establishing future years' budgets.

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

The TLPI may affect the development provisions that apply to new development in areas that are shown to be no longer affected by flooding or that are impacted to a lesser extent in the DFE as a result of the Stage 2A infrastructure. Landowners, developers and prospective purchasers of this land will be most interested in Council's decision.

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

Risk	Description of likelihood & consequences
The current adopted Flood Hazard Overlay Map is not an accurate reflection of the current level of risk in the DFE. Council is limited in its ability to consider the impact of the Stage 2A infrastructure in reducing the level of flood risk to the Roma community when assessing new development until such time as an updated flood hazard map is adopted through a TLPI or an amendment to the	Landowners, developers and prospective purchasers of land benefitted by the Stage 2A infrastructure are likely to be frustrated by any delay to adopt the updated flood mapping. Development may be unduly constrained or proponents obliged to undertake unnecessary works due to outdated mapping.

planning scheme.	

Advice to Council:

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

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

Council should decide to adopt the proposed TLPI.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

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

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

That Council adopt proposed *Temporary Local Planning Instrument 01/2019 – Maranoa Planning Scheme 2017 – Roma Flood Hazard Overlay – Stage 2A* and fulfil the administrative actions required to finalise the adoption in accordance with Chapter 3, Part 2, Section 9.3. of the Minister's Guidelines and Rules.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.7 Plan and manage the growth of our towns
4.7.1 Periodically review the approved Maranoa Planning Scheme, provide recommendations to Council and the State Government, and facilitate the Minister's consideration of any changes.

Supporting Documentation:

1⇩	Draft Temporary Local Planning Instrument (TLPI) No.1 of 2019 (Roma Flood Hazard Overlay – Stage 2A)	D19/72486
2⇩	TLPI 01/2019 - Post-Stage 2A Flood Hazard Overlay Mapping	D19/82560
3⇩	Post Stage 1 Roma Flood Hazard Map	D19/96190

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

TEMPORARY LOCAL PLANNING INSTRUMENT No.1 of 2019 (Roma Flood Hazard Overlay – Stage 2A)

Maranoa Planning Scheme 2017

CONTENTS

1. Short title

2. Purpose of the Temporary Local Planning Instrument

3. Duration of the Temporary Local Planning Instrument

4. Application of the Temporary Local Planning Instrument

5. Relationship with the Maranoa Planning Scheme

6. Relationship with the *Building Regulation 2006*

7. Definitions

Attachment 1 – Effect of the TLPI

Attachment 2 – Roma Flood Hazard Overlay Maps

1. Short title

1.1 This temporary local planning instrument (TLPI) may be cited as Temporary Local Planning Instrument 01/2019 – Maranoa Planning Scheme 2017 – Roma Flood Hazard Overlay – Stage 2A.

2. Purpose of the Temporary Local Planning Instrument

2.1 The purpose of this TLPI is to:

a. provide improved flood regulation based on the identification of flood inundation areas in the Maranoa Planning Scheme 2017; and

b. ensure development and development activities appropriately respond to, or are avoided in response to, the risk of flood hazard present on a site to protect life and property throughout the flood plain.

2.2 To achieve this purpose, the TLPI will affect the operation of the Maranoa Planning Scheme 2017 by:

a. Suspending the effect of the Roma Flood Hazard Overlay Map (Map Reference 2.5.8.6); and

b. Introducing Roma Flood Hazard Overlay Map (Stage 2A) (Map Reference: 2.5.8.6, 2.5.8.6a, 2.5.8.6b) to reflect Stage 2A of the Roma Flood Mitigation Project, encompassing an extension of the Stage 1 levee (Western Levee) and construction of a diversion channel (Eastern Diversion Channel).

3. Duration of the Temporary Local Planning Instrument

3.1 This TLPI will have effect in accordance with section 23 of the *Planning Act 2016* for a period not exceeding 2 years from the commencement date of this TLPI.

3.2 The commencement date of this TLPI is 27 September 2019.

4. Application of the Temporary Local Planning Instrument

4.1 This TLPI applies to the Maranoa Regional Council local government area.

4.2 This TLPI suspends or otherwise affects the operation of the Maranoa Planning Scheme 2017.

4.3 The provisions of the Maranoa Planning Scheme 2017 that are affected by this TLPI are identified in Attachment 1.

5. Relationship with Maranoa Planning Scheme 2017

5.1 To the extent of any inconsistency between the Maranoa Planning Scheme 2017 and this TLPI;

a. This TLPI prevails; and

b. has effect in place of the Maranoa Planning Scheme 2017, but only to the extent of the inconsistency.

6. Relationship with the Building Regulation 2006

6.1 For the purposes of Part 3, Section 13 of the *Building Regulation 2006*:

a. The Defined Flood Event on the Flood Hazard Overlay Map constitute a Flood Hazard Area; and

b. The Defined Flood Level is a 1 percent Annual Exceedance Probability (AEP) flood event.

7. Definitions

7.1 Unless otherwise defined in the Maranoa Planning Scheme 2017, the terms used in this TLPI have the meaning as defined in the *Planning Act 2016*.

Attachment 1 - Effect of the TLPI

1. Table 1, Column 1 identifies the provisions of the Maranoa Planning Scheme 2017 that are suspended or otherwise affected by the TLPI; and

2. Table 1, Column 2 states the effect of the TLPI on the provisions of the Maranoa Planning Scheme 2017.

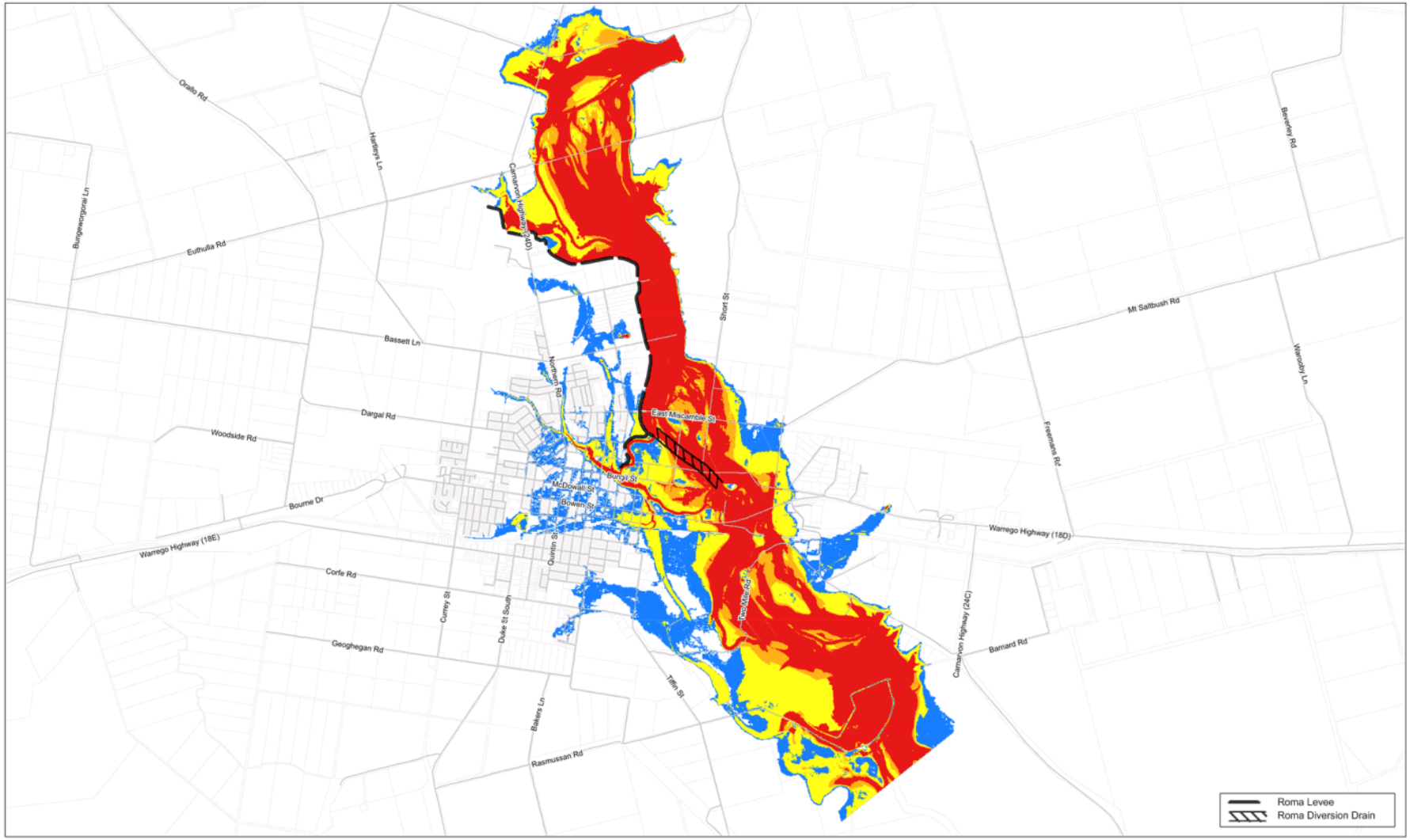
Table 1 – Effect of the TLPI

Column 1	Column 2
Existing Provision	Effect of the TLPI
Schedule 2 – Mapping Map 2.5.8.6 *Roma Flood Hazard Map*	Introduce new Overlay maps in the planning scheme Overlays: • Map 2.5.8.6 Roma Flood Hazard Map • Map 2.5.8.6a Roma Flood Hazard Map (Stage 2A) - North • Map 2.5.8.6b Roma Flood Hazard Map (Stage 2A) - South
Schedule 2 – Mapping Table SC 2.1.1 Map index	Include new map references in Schedule 2 Table SC 2.1.1 Map index: • Map 2.5.8.6a Roma Flood Hazard Map (Stage 2A) - North • Map 2.5.8.6b Roma Flood Hazard Map (Stage 2A) - South Note: Existing map reference 2.5.8.6 remains relevant.

Julie Reitano
Chief Executive Officer
Maranoa Regional Council

Attachment 2 – Roma Flood Hazard Overlay Maps

Map 2.5.8.6 – Roma Flood Hazard Map (Stage 2A)
Map 2.5.8.6a - Roma Flood Hazard Map (Stage 2A) - North
Map 2.5.8.6b - Roma Flood Hazard Map (Stage 2A) - South



maranoa REGIONAL COUNCIL

Hazard categories
- Extreme
- High
- Significant
- Low

N W E S

0 2 kilometres

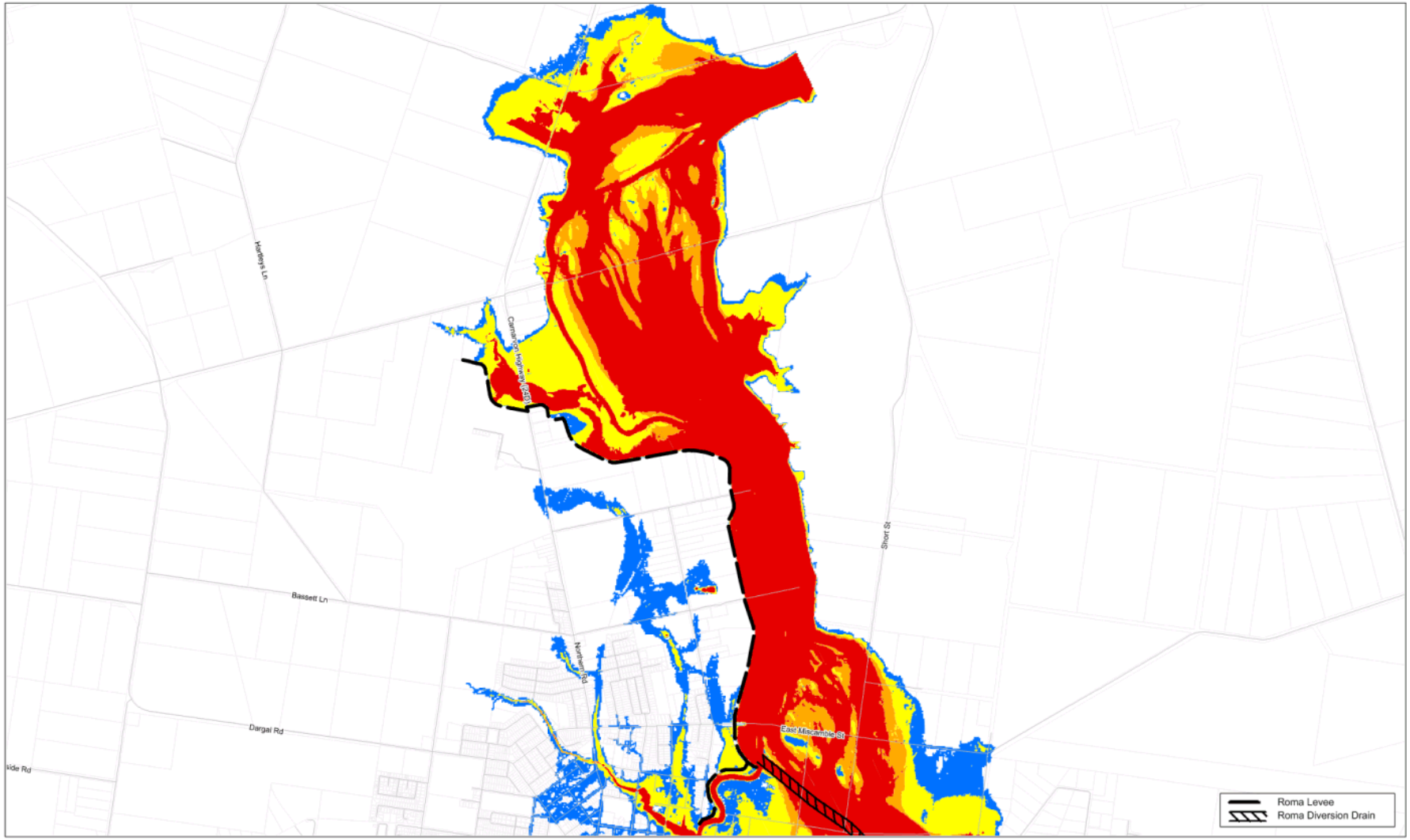
While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability or negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs you may occur as a result of the information being inaccurate or incomplete in any way or for any reason.

Projection: MGA94 Zone 55

Issue Date: 15 August 2019

Maranoa Regional Council
Roma Flood Hazard Map (Stage 2A 2012 DFE)

Map 2.5.8.6 Roma Flood Hazard Map (Stage 2A 2012 DFE)
TLPI No.1 of 2019



maranoa REGIONAL COUNCIL

Hazard categories
- Extreme
- High
- Significant
- Low

N W E S

0 1 kilometres

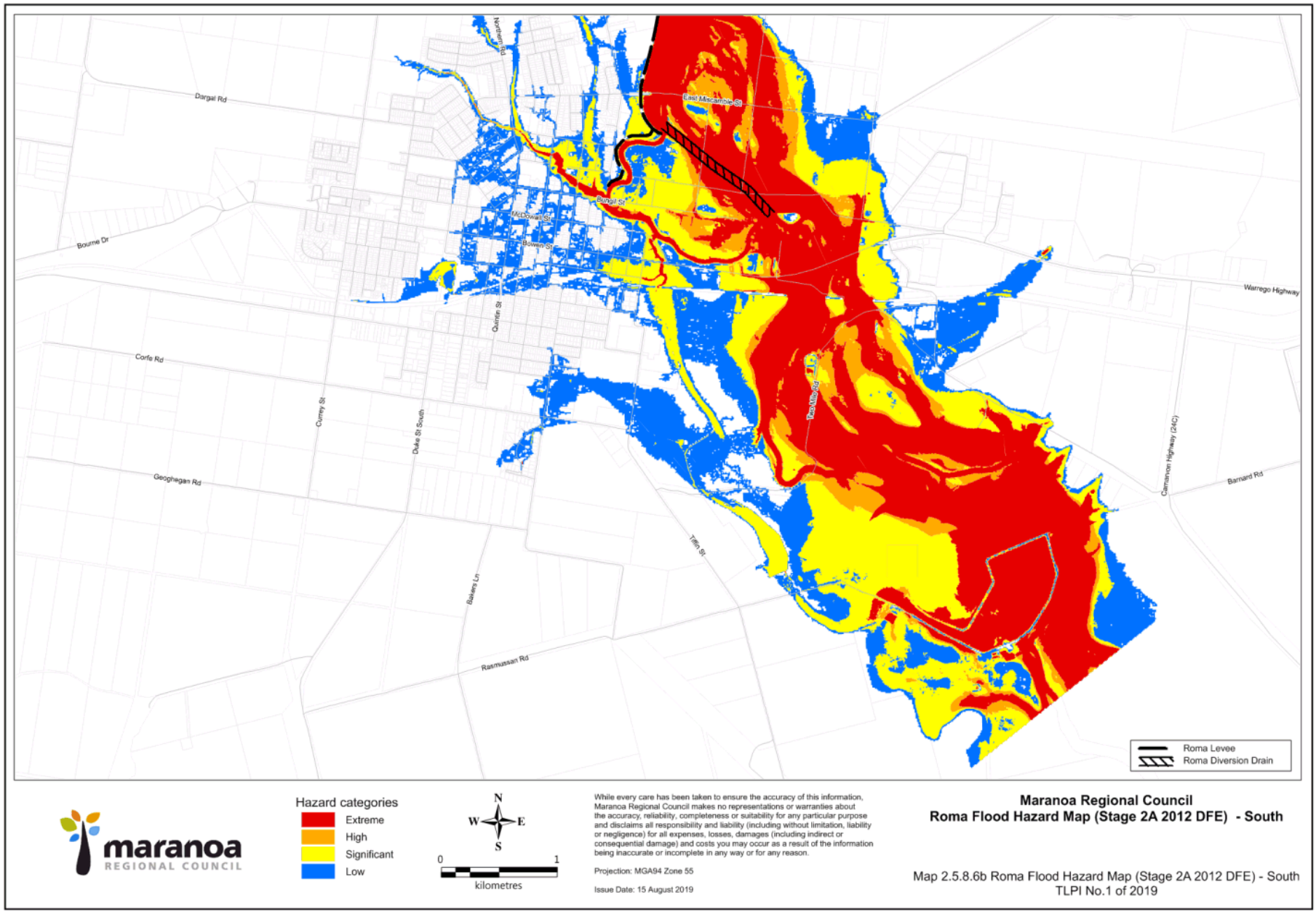
While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability or negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs you may occur as a result of the information being inaccurate or incomplete in any way or for any reason.

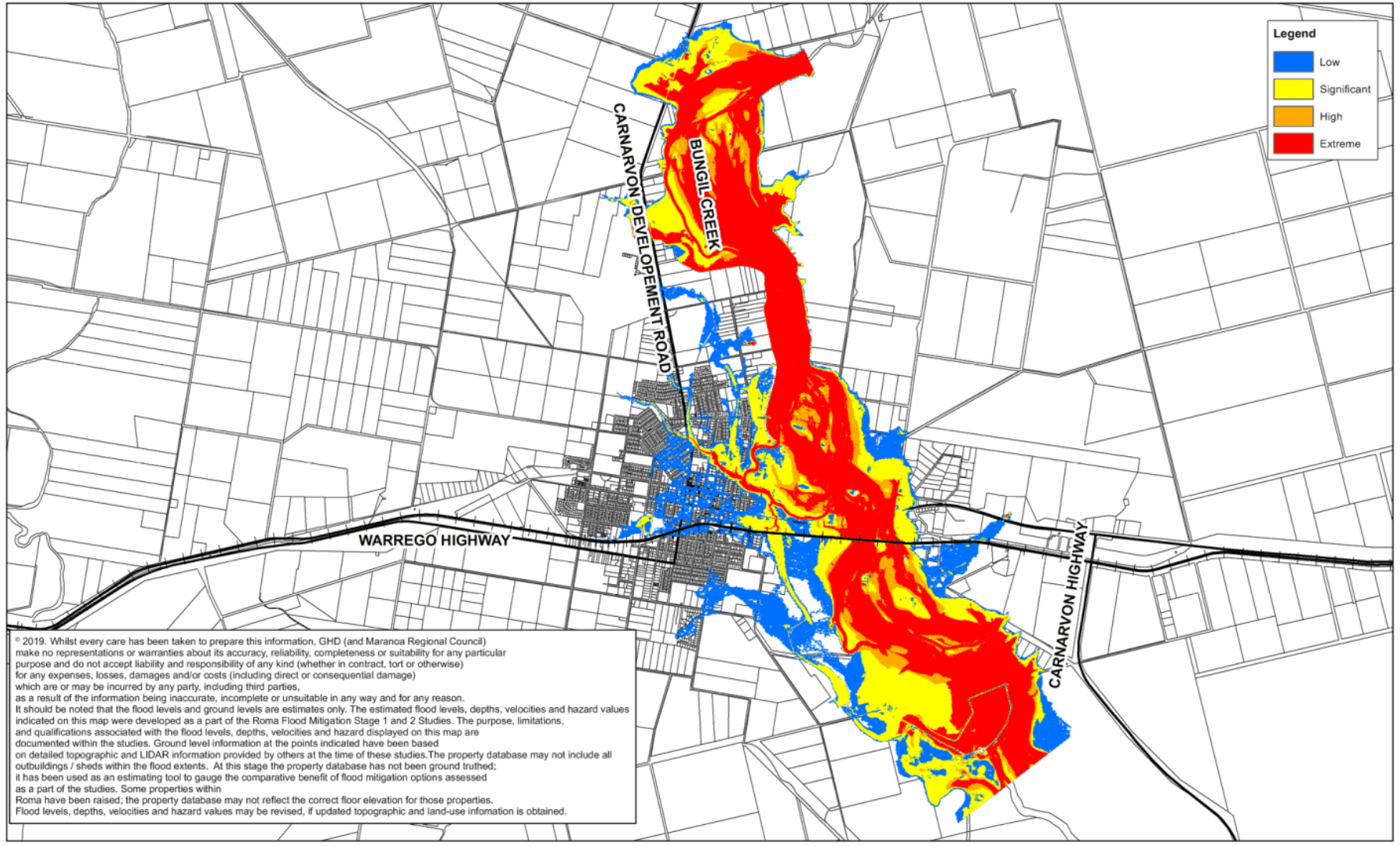
Projection: MGA94 Zone 55

Issue Date: 15 August 2019

Maranoa Regional Council
Roma Flood Hazard Map (Stage 2A 2012 DFE) - North

Map 2.5.8.6a Roma Flood Hazard Map (Stage 2A 2012 DFE) - North
TLPI No.1 of 2019


Dargal Rd
Bourne Dr
Corfe Rd
Geoghegan Rd
Ramsussan Rd
Currey St
Duke St South
Quinlin St
Bowen St
McDowall St
Bungil St
East Miscamble St
Tiffin St
Bakers Ln
Warrego Highway
Carnarvon Highway (24C)
Barnard Rd
Roma Levee
Roma Diversion Drain
maranoa
REGIONAL COUNCIL
Hazard categories
Extreme
High
Significant
Low
N
W
E
S
0
1
kilometres
While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability or negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs you may occur as a result of the information being inaccurate or incomplete in any way or for any reason.
Projection: MGA94 Zone 55
Issue Date: 15 August 2019
Maranoa Regional Council
Roma Flood Hazard Map (Stage 2A 2012 DFE) - South
Map 2.5.8.6b Roma Flood Hazard Map (Stage 2A 2012 DFE) - South
TLPI No.1 of 2019


Legend
Low
Significant
High
Extreme
CARNARVON DEVELOPEMENT ROAD
BUNGIL CREEK
WARREGO HIGHWAY
CARNARVON HIGHWAY
© 2019. Whilst every care has been taken to prepare this information, GHD (and Maranoa Regional Council) make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and do not accept liability and responsibility of any kind (whether in contract, tort or otherwise) for any expenses, losses, damages and/or costs (including direct or consequential damage) which are or may be incurred by any party, including third parties, as a result of the information being inaccurate, incomplete or unsuitable in any way and for any reason.
It should be noted that the flood levels and ground levels are estimates only. The estimated flood levels, depths, velocities and hazard values indicated on this map were developed as a part of the Roma Flood Mitigation Stage 1 and 2 Studies. The purpose, limitations, and qualifications associated with the flood levels, depths, velocities and hazard displayed on this map are documented within the studies. Ground level information at the points indicated have been based on detailed topographic and LIDAR information provided by others at the time of these studies.The property database may not include all outbuildings / sheds within the flood extents. At this stage the property database has not been ground truthed; it has been used as an estimating tool to gauge the comparative benefit of flood mitigation options assessed as a part of the studies. Some properties within Roma have been raised; the property database may not reflect the correct floor elevation for those properties. Flood levels, depths, velocities and hazard values may be revised, if updated topographic and land-use infomation is obtained.
Paper Size A3
0 800 1,600
Metres
Map Projection: Transverse Mercator
Horizontal Datum: GDA 1994
Grid: GDA 1994 MGA Zone 55
N
Legend
RAIL NETWORK
CADASTRAL BOUNDARY
Highway
Road
GHD
maranoa REGIONAL COUNCIL
Maranoa Regional Council
Roma Flood Study
Post Stage 1 Flood Mitigation
2012 DFE Flood Hazard (2014 Planning Scheme)
Job Number 41-29431
Revision A
Date 18 Feb 2019
Figure 1.4
G:\41\29998\GIS\Maps\Deliverables\13022019_Hazard_Map_Comparison\SI1_Hazard_2012.mxd

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 18 October 2019

Item Number: 13.8 **File Number:** D19/96601

SUBJECT HEADING: Funding Application for Injune and Surat Aerodrome Reseal Projects

Classification: Open Access

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

Executive Summary:
Maranoa Regional Council is eligible to apply for funding under the Federal Government's Remote Airstrip Upgrade Program (RAUP). It is recommended that Council apply for reseal works at Injune and Surat Aerodromes.

Officer's Recommendation:
That Council:

1. Submit an application for works on the Injune and Surat aerodromes under the Federal Government's Remote Airstrip Upgrade Program (RAUP)
2. Commit to providing appropriate co-contributions to deliver the project within 18 months of funding being approved.
3. Commit to the management and costs associated with the ongoing operation and maintenance of the infrastructure for any successful project/s.
4. Authorise the Chief Executive Officer to sign the funding agreement with the Department of Industry, Innovation and Science if the application is successful.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

This report proposes entering into an agreement (if successful) between Maranoa Regional Council and the Department of Industry, Innovation and Science, with Council being in receipt of funding as a result.

Acronyms:

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

Acronym	Description
Nil	Nil

Context:
Why is the matter coming before Council?

Reseals of Injune and Surat Aerodromes are included in the FY2020 budget at a total budgeted cost of $870,000. A grant opportunity has been presented through the Remote Airstrip Upgrade Program for a 50% contribution from the Federal Government.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

A tender package has already been released for the 2 projects, and the Author of this report has contacted the AusIndustry Centre to confirm eligibility and timeframes for the grant.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:
What does the legislation and other statutory instruments include about the matter under consideration?(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Local governments with successful projects will receive an offer of financial assistance. If the local government accepts the offer, it will be required to enter into a formal funding agreement with the Department of Infrastructure and Regional Development. An agreement is valid for the duration of the approved project and once signed by both parties forms a legally binding agreement.

Key features of the agreement will include: information about the funding recipient; details of the project; timeframes for completion; how funds will be spent; accountability and acquittal; acknowledgement of government funding.

Council Policies or Asset Management Plans:
Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Nil.

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

Nil.

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

The Remote Airstrip Upgrade Program is administered by the federal Department of Industry, Innovation and Science. Council has previously and successfully undertaken funded works under this program.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Successful receipt of a 50% contribution from this grant opportunity could potentially offset up to $435,000 from this financial years' budget.

Future Years' Budgets:

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

If successful in receiving this funding, up to $430,000 may be available for future years' capital works within Airport Reserves.

Impact on Other Individuals or Interested Parties:

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

<Provide details>

Risks:

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

Risk	Description of likelihood & consequences
Unsuccessful in external funding	Moderate likelihood, low impact due to projects being fully funded internally.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is recommended that Council apply for funding under the Remote Airstrip Upgrade Program for the Injune and Surat Aerodrome reseals. While currently fully funded through airport reserves, any amount funding received would offset those costs.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

It is recommended that Council:

1. Submit an application for works on the Injune and Surat aerodromes under the Federal Government's Remote Airstrip Upgrade Program (RAUP)

2. Commit to providing appropriate co-contributions to deliver the project within 12 months of funding being approved.
3. Commit to the management and costs associated with the ongoing operation and maintenance of the infrastructure for any successful project/s.
4. Authorise the Chief Executive Officer to sign the funding agreement with the Department of Industry, Innovation and Science if the application is successful.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.4 Provide airports that contribute to economic and community development of the region
4.4.11 Use condition assessments and asset management processes to identify major maintenance and renewal projects, external funding sources and opportunities to minimise cost to Council.

Supporting Documentation:

1⇩	Remote Airstrip Upgrade Program Round 7 Funsing Guideline	D19/96600

Report authorised by:
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Australian Government
Department of Industry, Innovation and Science
Department of Infrastructure, Transport, Cities and Regional Development

Business | business.gov.au 13 28 46 Delivered by AusIndustry™

Grant Opportunity Guidelines

Remote Airstrip Upgrade Program

Round 7 grant opportunity

Opening date:	1 October 2019
Closing date and time:	17:00 ADST on 12 November 2019
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	27 September 2019
Type of grant opportunity:	Open competitive

Template Version – September 2019

Contents

1. Regional Aviation Access Program - Remote Airstrip Upgrade Program Round 7: processes 4

2. About the grant program 6

2.1. About the Remote Airstrip Upgrade Program - Round 7 grant opportunity 6

3. Grant amount and grant period 7

3.1. Grants available 7

3.2. Project period 7

4. Eligibility criteria 8

4.1. Who is eligible? 8

4.2. Additional eligibility requirements 8

4.3. Who is not eligible? 8

5. What the grant money can be used for 9

5.1. Eligible activities 9

5.2. Eligible expenditure 9

5.3. Ineligible expenditure 10

6. The assessment criteria 10

6.1. Assessment criterion 1 10

6.2. Assessment criterion 2 11

6.3. Assessment criterion 3 11

7. How to apply 11

7.1. Attachments to the application 11

7.2. Joint applications 12

7.3. Timing of grant opportunity 12

8. The grant selection process 12

8.1. Who will approve grants? 13

9. Notification of application outcomes 13

10. Successful grant applications 14

10.1. Grant agreement 14

10.2. Simple grant agreement 14

10.3. How we pay the grant 14

10.4. Tax obligations 14

11. Announcement of grants 15

12. How we monitor your project 15

12.1. Keeping us informed 15

12.2. Reporting 15

12.2.1. Progress reports 16

12.2.2. End of project report 16

12.2.3. Ad-hoc report 16

12.3. Independent audits 16
12.4. Compliance visits 16
12.5. Grant agreement variations 17
12.6. Evaluation 17
12.7. Grant acknowledgement 17
13. Probity 17
13.1. Conflicts of interest 18
13.2. How we use your information 18
13.2.1. How we handle your confidential information 18
13.2.2. When we may disclose confidential information 19
13.2.3. How we use your personal information 19
13.2.4. Freedom of information 19
13.3. Enquiries and feedback 20
Appendix A. Glossary 21

1. Regional Aviation Access Program - Remote Airstrip Upgrade Program Round 7: processes

The Regional Aviation Access Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to Department of Infrastructure, Transport, Cities and Regional Development's Outcome 2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.

↓

The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.

↓

You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.

↓

We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible.

Where there are assessment criteria. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money if the selection process is competitive and compare it to other eligible applications.

↓

We make grant recommendations to the Assessment Panel

We provide advice to the Assessment Panel on the merits of each application.

↓

Assessment Panel makes grant recommendations to the Minister

We provide advice to the Assessment Panel on the merits of each application.

↓

Grant decisions are made

The Minister decides which applications are successful.

↓

We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

↓

We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.

↓

Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

↓

Evaluation of the Remote Airstrip Upgrade Program

We evaluate the specific grant activity and Remote Airstrip Upgrade Program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Regional Aviation Access Program (RAAP) provides funding for access and safety upgrades to remote aerodromes, as well as subsidised flights to ensure residents of remote communities have access to regional service centres.

The RAAP includes the following initiatives:

- Remote Air Services Subsidy (RASS) Scheme
- Remote Airstrip Upgrade (RAU) Program, and
- Remote Aerodrome Inspection (RAI) Program.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

We may set a future targeted round that will focus on a particular theme, group or sector.

We administer the program according to the *Commonwealth Grants Rules and Guidelines* (CGRGs)[1].

2.1. About the Remote Airstrip Upgrade Program - Round 7 grant opportunity

These guidelines contain information about the Remote Airstrip Upgrade Program – Round 7 grant opportunity.

The objective of the Remote Airstrip Upgrade Program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of this grant opportunity is year round, all weather access that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's RAAP through the RASS Scheme, and/or
- meet operational requirements of the RFDS or operators providing similar aeromedical services.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

[1] https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf

The Department of Industry, Innovation and Science (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We have defined key terms used in these guidelines in the glossary at appendix A.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of $24 million over four years 2017-18 to 2021-22 for the program. For this grant round $8 million is available over two financial years from 2019-20 to 2020-21.

Part of this funding may be used to procure services directly to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

3.1. Grants available

The maximum grant amount is $3 million.

There is no minimum grant amount.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State/Territory or local government, or neighbouring cattle station) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs; or
- where the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated aerodrome, the grant will be up to 100 per cent of eligible project costs

You can fund your contribution from any source including State, Territory and local government. If you are seeking State or Territory Government co-funding, you should follow the appropriate State or Territory Government application process where applicable and advise in your application the status of your application.

Your contribution can be either cash or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. In-kind labour should be estimated at $39/hour. Provision of goods is to be calculated at the retail or market price that the goods would have been purchased for.

An Indigenous Owned and/or Operated Aerodrome is a location where:

- the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth); or
- the aerodrome is owned and/or operated by a designated Aboriginal or Torres Strait Islander Council.

Applicants applying for an Indigenous Owned and/or Operated Aerodrome are still required to meet the eligibility criteria and are assessed against other applications.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to 7.2.

3.2. Project period

The maximum project period is two years.

You must complete your project by 30 June 2022.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia

and be one of the following entities:

- a company, incorporated in Australia
- an incorporated trustee on behalf of a trust
- an Australian local government agency or body as defined in appendix A
- an Australian State/Territory Government agency or body.
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. See section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome is identified as "remote or very remote" as defined by the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area
- you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:
  - sealing and/or re-sealing and re-sheeting of aircraft pavements
  - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
  - airstrip drainage works
- works to enhance aerodrome safety for aircraft operations including:
  - installation or restoration of animal fencing
  - provision of markers and navigational aids
  - works to reduce safety hazards at an aerodrome
  - provision of safety related operational and/or training manuals and training for key operational personnel
- works to better enable night time operations including:
  - installation of runway and taxiway lighting
  - provision of power for aerodrome lighting
  - installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- costs associated with contractors who undertake project activities
- the portion of employee costs directly related to undertaking core elements of the project
- aviation-safety related staff training costs
- capital expenditure for the purchase of assets including power provisions, lighting and control systems, markers and navigational aids, training materials
- materials for airstrip sealing, re-sealing and sheeting, repair, restoration and reconstruction or drainage works
- fencing materials
- the cost of an independent audit of project expenditure (mandatory for grants over $500,000 or where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- tender design and process costs.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

5.3. Ineligible expenditure

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings
- purchase of motor vehicles, heavy plant and equipment
- planning and design costs
- construction costs of new development proposals
- research or feasibility costs
- costs associated with the introduction, maintenance or expansion of commercial air services to the aerodrome, including fuel storage facilities
- contingency costs
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- ongoing routine maintenance activities such as slashing and mowing.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly (at least 50%) against all assessment criteria, as these represent best value for money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points)

You should demonstrate this through:

a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community.

b. the extent to which upgrades are required to support the operation of the RFDS or operators providing similar aero-medical services to the community.

c. the extent to which the project cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this through:

a. your track record managing similar projects.

b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including work health and safety).

c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (20 points)

a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for).

b. total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

7. How to apply

Before applying, you should read and understand these guidelines, and the sample grant agreement published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online program application form via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, contact us at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	the date we notify you that your application has been successful
End date of grant commitment	Two years from project start date, and no later than 30 June 2022

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria

- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

In consultation with the Department of Infrastructure, Transport, Cities and Regional Development, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

We will refer your application to an Assessment Panel with representatives from the Department of Infrastructure, Transport, Cities and Regional Development and the Royal Flying Doctors Service for assessment. The Assessment Panel will also be used for out of round applications where the project is urgent due to emergency circumstances.

The Assessment Panel will assess your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

For out of round applications where the project is urgent to emergency circumstances, the Assessment Panel will first consider your justification for urgency of the project. Where the Assessment Panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and merit criteria within these guidelines.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the Assessment Panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You may start your project from the date we notify you that your application has been successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

Technical advice may also be made available by the Department of Infrastructure, Transport, Cities and Regional Development to successful applicants, and be part of the design, project management and works certification process. This scenario would especially apply to larger/complex projects (in both scope and/or cost) and projects at challenging delivery locations.

If you enter an agreement under the Remote Airstrip Upgrade Program, you cannot receive other grants for this project for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify

us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities[2].

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your project

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

[2] See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- include details of the completion of the agreed project activities
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines year period
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant be compliant with our signage guidelines.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))[3] of the *Public Service Act 1999* (Cth)[4]. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's website[5].

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive

---

[3] https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

[4] https://www.legislation.gov.au/Details/C2017C00270

[5] https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf

- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Assessment Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Assessment Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our Privacy Policy[6] on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the

[6] https://www.industry.gov.au/data-and-publications/privacy-policy

exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by web chat or through our online enquiry form on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our Customer Service Charter is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the Commonwealth Ombudsman[7] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

[7] http://www.ombudsman.gov.au/

Appendix A. Glossary

Term	Definition
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science.
Assessment Panel	A panel made up of members of the Department of Infrastructure, Transport, Cities and Regional Development and the Royal Flying Doctor Service that considers eligible applications and makes recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant agreement End Date	The date or event specified in the grant details section of the grant agreement. This date is after the activity completion date providing sufficient time for all outstanding activities under the agreement, including final payment and any post project reporting.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Local government agency or body	A local governing body as defined in the *Local Government (Financial Assistance) Act 1995* (Cth).

Term	Definition
Minister	The Commonwealth Minister for Infrastructure, Transport, Cities and Regional Development and delegate.
Personal information	Has the same meaning as in the *Privacy Act 1988* (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program delegate	An AusIndustry general manager or manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Indigenous Owned and/or Operated Aerodrome	An aerodrome where: ▪ the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth); or ▪ the aerodrome is owned and/or operated by a designated Aboriginal or Torres Strait Islander Council.
Remote and very remote	Localities classified as *Remote* or *Very Remote* using the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. A map of the remoteness area can be found at http://stat.abs.gov.au/itt/r.jsp?ABSMaps and selecting 2016 Remoteness Area from the dropdown menu.

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 10 October 2019

Item Number: 13.9 **File Number:** D19/93967

SUBJECT HEADING:	Request for grant extension
Classification:	Open Access
Officer's Title:	Support Officer - Economic & Community Development

Executive Summary:
Council received a request from Zonta Club of Roma Inc. requesting a date change on the Small Community Grant they received in Round 2 of the Community Grant funding program 2018/2019. **(Council Resolution GM/04.2019/73)**

It was participated that the event planned by Zonta 'Edge of the Outback' was to take place in September 2019. Unfortunately, the event has been postponed until 2020 due to unforeseen circumstances.

Zonta have requested to change the date on the funded activity for the Small Community Grant received with the expectation that the event will be held before 30 June 2020.

Zonta was also successful in being granted $500 from the WQPHN 'Empowering our Communities' funding on 22 May 2019 **(Council Resolution GM/05.2019/41),** however as this is an externally funded grant they understand that this amount will need to be returned to Council as it will not be expended in time to meet the acquittal deadline outlined by WQPHN.

Officer's Recommendation:
That Council

1. Grant Zonta a date change on their Community Grant funded activity to no later than 30 June 2020.

2. Request Zonta complete an amended Grant Acceptance Agreement stating the change in date.

3. Request the return of the WQPHN 'Empowering our Communities' Grant funding via a debtor invoice.

Individuals or Organisations to which the report applies:
Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Zonta

Acronyms:

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

Acronym	Description
WQPHN	Western Queensland Primary Health Network

Context:

Why is the matter coming before Council?

As stated in the Community Grant Acceptance Agreement under general terms and conditions,

ii. No Changes: The recipient understands that no change can be made to the funding without a proposed variation being submitted to Council in writing and such variation approved by Council. The recipient must seek the approval of Council for any material changes to the project.

Zonta have submitted in writing to Council requesting a change of date to their project 'Edge of the Outback' that was participated to take place in September 2019. However due to unforeseen circumstances, Zonta have had to postpone their event to 2020.

Zonta was also successful in being granted $500 from the WQPHN 'Empowering our Communities' funding, however as this is an externally funded grant they understand that this amount will need to be returned to Council.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Zonta applied for a Small Community Grant during the 2018/2019 Round Two Community Grant program and were successful in receiving funds of $2990.00. **(Council Resolution GM/04.2019/73)**

The Grant Acceptance Agreement was received from Zonta on the 17 May 2019 the release of funds were approved.

As stated on the agreement and Grant Application, the project was to take place on the 14 September 2019 with an acquittal date 1 November 2019.

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

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

N/A

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

N/A

Input into the Report & Recommendation*:*

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

Edward Sims – Manager Economic and Community Development.
Susan Sands - Executive member of ZONTA.

Funding Bodies*:*

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

N/A

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

N/A

Risks:

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

Risk	Description of likelihood & consequences
Project may not take place	If Council does not approve to this change, Zonta may be forces to cancel their project and return the funds to Council.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is recommended that Council approve this change to Zonta's Grant Acceptance Agreement.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council:

1. Grant Zonta a date change on their Community Grant funded activity to no later than 30 June 2020.

2. Request Zonta to complete an amended Grant Acceptance Agreement stating the change in date.

3. Request the return of the WQPHN 'Empowering our Communities' Grant funding via a debtor invoice from Council.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.11 Support development of our local communities through planning, programs and events
4.11.1 Coordinate Council's grant programs and other funding to community groups.

Supporting Documentation:

1⇩	Letter from Zonta Club of Roma - Request Change to Community Grant agreement - 10.10.19	D19/93959
2⇩	Zonta Club of Roma - Grant Acceptance Agreement - Grant Round 2 - 2018-19	D19/38130

Report authorised by:

Manager - Economic & Community Development
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

ZONTA
CLUB OF
ROMA INC
MEMBER OF ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Club Number 1432 Chartered 26 August 1993
PO Box 1003, ROMA, Qld, 4455
ABN: 4920 4470 569

18 September 2019

Mr Ed Sims
Manager – Economic Development
Maranoa Regional Council
PO Box 620
Roma Qld 4455

Via email: Edward.sims@maranoa.qld.gov.au

Dear Mr. Sims

Re: Grant funding provided to Zonta Club of Roma

As part of our activities for the 2019, Zonta Club of Roma have been planning an 'Edge of the Outback' event to be held in September 2019. Unfortunately, due to unforeseen circumstances, the event has been postponed until 2020.

Zonta has been fortunate to secure the following funding from Council:

- $2,990 from the Maranoa Regional Council Community Small Grants
- $500 from Council via the WQPHN Empowering Communities funding.

We understand that the $500 will have to be returned, as the event will not take place in time to meet the acquittal deadlines of the external funding provider (WQPHN). However, we seek Council's permission to change the date of the funded activity for the Community Small Grant, with the expectation that the event will be held before 30 June, 2020.

Your assistance in this matter would be greatly appreciated. If you have any further queries, please contact me on 0429898446 or email heatherhall8@bigpond.com

Yours sincerely,

Heather Hall
Correspondence Secretary

Grant Acceptance Agreement

maranoa REGIONAL COUNCIL

Maranoa Regional Council is pleased to provide your organisation with funding as outlined below. Should you wish to accept Council's offer of funding please ensure you complete, sign and return this Grant Acceptance Agreement to Maranoa Regional Council within fourteen (14) days from the date of this agreement.

Please note that grant monies will not be dispersed until the Grant Acceptance Agreement has been received by Council and all other outstanding grants have been fully acquitted.

Recipient or Auspicing Organisation's Details – please complete			
Recipient's Name			
Auspicing Organisation	ZONTA CLUB OF ROMA		
Postal Address	P.O. BOX 1003		
Contact Person	Megan Devlin	Position: PRESIDENT	
Contact Numbers	Phone (Business hours)	Phone (After hours)	Mobile
			0414 744 132
Email Address: mdevlin@emanatelegal.com		ABN:	

Grant Details		
Grant Round: 2	Grant Year: 18/19	Grant Category: Small grants
Project Name: Edge of the Outback		
Purpose of Grant: 100 YEAR ZONTA FUNCTION		
Project Start Date: 14.09.19	Project Completion Date: 15.09.19	
Grant Payment Details - To expedite the release of fund, Council's preferred payment option is EFT		
Grant Amount Offered: $ 2,990 —	Total Cost of Project: $ 7,776	

Please specify your preferred grant payment option.

☐ Cheque Payee Details: ZONTA CLUB OF ROMA

☑ EFT Account Name: ZONTA FUNDRAISING Bank: SUNCORP

Account Number: 015142067 BSB: 484 799

Grant Acquittal Report Due Date:

RECEIVED
17 MAY 2019
MARANOA REGIONAL COUNCIL MITCHELL OFFICE

Grant Acceptance Agreement

General Terms & Conditions of Grant

The following conditions apply to all grants allocated through the Community Grants Program –

i. Acknowledgement of grant: The grant recipient agrees to acknowledge Council's contribution to the project in promotional and/or marketing materials, publications or media releases.
ii. Outstanding Grant Acquittals: All previous grants received from Maranoa Regional Council have been fully expended and acquitted.
iii. No Changes: The grant recipient understands that no change can be made to the grant without a proposed variation being submitted to Council in writing and such variation approved by Council. The grant recipient must seek the approval of Council for any material changes to the project.
iv. Grant Acquittal: The grant recipient will provide Council with a report detailing the expenditure and outcomes achieved by the project either within two (2) months of the project's completion or the specified grant acquittal due date (whichever is earlier).
v. The grant recipient agrees to return, in full, to Council any unexpended funds where the value of these funds exceeds $100.00.
vi. Council Indemnity: The grant recipient agrees to indemnify Maranoa Regional Council from any responsibility or liability arising from or associated with the proposed project.
vii. Permits and Approvals: The grant recipient agrees to obtain all necessary permits and approval necessary to undertake the project.

Special Terms & Conditions of Grant

Agreement Certification

Agreement certification must be signed by the Chairperson, President or Chief Executive of the organisation.

I / We hereby accept the funding approved by Maranoa Regional Council under the Community Grants Program and confirm that the funding will be utilized for the purpose as approved by Council and agree to the terms and conditions of such funding as specified herein.

Name: MEGAN DEVLIN Position: PRESIDENT

Signature: M Devlin Date (DD/MM/YY): 15.05.19

Witness Name: Rachel Farndon Witness Signature: R. Farndon

LODGMENT OF AGREEMENT

Post to:	Grants Program Maranoa Regional Council PO Box 42 Mitchell Q 4465
Or email to:	grants@maranoa.qld.gov.au

Deliver to Council Customer Service Centres

Roma – Cnr Bungil & Quintin Strs	**Mitchell** – 100 Cambridge St	**Surat** – 73 Burrowes St
Injune – 32 Hutton St	**Yuleba** – 20 Stephenson St	

OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 13.10 **File Number:** D19/95681

SUBJECT HEADING: Asia Pacific Incentive Meetings Event February 2020 Event Attraction opportunity.

Classification: Open Access

Officer's Title: Local Development Officer - Roma

Executive Summary:

The Asia Pacific Incentive Meetings event is hosted at the Melbourne Convention Centre from 17 -19 February. This is the leading trade event for the meetings and event industry in the Asia Pacific region. Across three days, the event delivers the forum for industry leaders to connect with a wide range of exhibitors, and offers an opportunity for Maranoa Regional Council to showcase and brand the Maranoa Region as a meeting and events destination. Exhibitor fees for the event total $13,475.00. Travel, accommodation and shipping charges are estimated to be an additional $6,000.00 for two representatives to attend. Total cost to Maranoa Regional Council to exhibit is an estimated $19,475.00.

Officer's Recommendation:

That Council

1. Accept the proposal and exhibit the Maranoa Region at the 2020 Asia Pacific Incentive and Meetings event at the Melbourne Convention Centre from 17 - 19 February 2020.
2. Allocate funds up to $19,475.00 from the Economic Development Management Support material and services budget GL 2880.2001.2001 for exhibition, travel and shipping charges.

Individuals or Organisations to which the report applies:

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

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

Economic Development Maranoa Regional Council
Maranoa Region businesses
Asia Pacific Incentive and Meetings Event

Acronyms:

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

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

Acronym	Description

AIME	Asia Pacific Incentive and Meetings Event
PCO	Personal Conference Organiser

Context:

Why is the matter coming before Council?

Maranoa Regional Council resolved to create a new position to attract events to the Maranoa Region ***Resolution GM/10.2018/86.*** The AIME conference is an ideal opportunity to showcase the Maranoa Region as a viable destination option for industry leaders and decision makers in the corporate event market. Positive results from attendance will stimulate the local economy and drive more money into the region and local businesses. It is a platform to build solid working relationships with key investors using face to face tailored meetings over the 3 day event.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

The Asia Pacific Incentives and Meetings Event (AIME) is the leading trade event for the meetings and incentives industry in the Asia Pacific region. It is when key industry decision makers connect, exchange ideas, and create business opportunities across Asia Pacific and the rest of the globe.

AIME 2019 attracted 331 hosted buyers, 70% of these identified their region of interest as Australia. 71% of the attending buyers fall into a suitable target market for the Maranoa Region. These business comprise of corporate event managers, PCO firms, travel agencies and incentive based corporate travel, who are engaged by companies to coordinate their conference and event's needs. Post event statistics from AIME 2019 shows that 86.2% of exhibitors had a positive return on their investment.

AIME will deliver pre-scheduled appointments that are coordinated to buyer's needs, desired destination and budgets against exhibitor's unique products, services and capacity. As an exhibitor, the Maranoa Region would supply details on what we can provide as a destination / venue and are then matched with suitable potential buyers. Included in the package:

- 32 Appointments
- 9 sqm suite – furnished with 1 table, 4 chairs, 1 lockable cabinet, power, lighting and company name in top corner of stand
- 2 registered attendees with access to all
    - 4 catered networking breaks
    - Knowledge Program on Monday
    - Welcome event Monday evening
    - Networking Evening Tuesday

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

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

Not applicable

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

Corporate Plan 4.2
Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population.
Corporate Plan 4.2.2
Promote the regional locational advantages of "Investing, living, visiting" the Maranoa through Council publications and initiatives, including representations a key industry events, forums and advocacy opportunities.

Input into the Report & Recommendation*:*

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

Edward Sims – Manager Economic Development Maranoa Regional Council supports the initiative.
Tracey Pascoe - Business Development Manager Destination Wollongong has confirmed that their attendance at the 2018 & 2019 forum resulted positively with an increase in incentive based travel and tourism opportunities. They will also be attending the 2020 event.

Funding Bodies*:*

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

No

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

Funds up to $19,475.00 to be allocated from the existing Economic Development Management Material and Support services budget GL 2880.2001.2001.
The current available budget for the 2020/2021 financial year is $44,831.00 This will leave a remaining available total of $25,356.00.

Future Years' Budgets:

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

No

Impact on Other Individuals or Interested Parties:

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

Maranoa Region businesses
Maranoa Regional Council
Asia Pacific Incentive and Meetings event

Risks:

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

Risk	Description of likelihood & consequences
Not attending	Certain. Lost opportunity to brand the Maranoa Region as a viable destination for meetings, events and tourism to the Asia Pacific Region.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Attendance at AIME is a unique occasion to establish relationships and build a network of potential buyers into the Maranoa Region. Maranoa Regional Council will gain insight into the types of businesses and the correct contacts for future prospecting opportunities. A successful sales pitch will be established in conjunction with the coordinated appointments. Delivery of this face to face as opposed to other sale methods is an invaluable chance to generate more money into the region.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council

1. Accept the proposal and exhibit the Maranoa Region at the 2020 Asia Pacific Incentive and Meetings event at the Melbourne Convention Centre from 17 -19 February 2020.
2. Allocate funds up to $19,475.00 from the Economic Development Management Support material and services budget GL 2880.2001.2001 for exhibition, travel and shipping charges.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region

4.2 Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population
4.2.2 Promote the regional locational advantages of "Investing, Living, Visiting" the Maranoa through Council publications and initiatives, including representations at key industry events, forums and advocacy opportunities.

Supporting Documentation:
1⇩ V8_AIME Sponsorship_PostShowStats (002).pdf D19/96229

Report authorised by:
Manager - Economic & Community Development
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



AIME 2019 KEY RESULTS

AIME Knowledge Program

3 Days
600+ Attendees
25 Sessions

Networking Opportunities

2 Premium evening events
4 Catered networking breaks on the show floor

Pre-Scheduled Meetings

8,400 Formal meetings over **2** days
Many more informal connections and meetings

297
Exhibiting Companies

331
Hosted Buyers

2,524
Unique Visitors

AIME 2019 HOSTED BUYERS KEY STATISTICS

Key Statistics

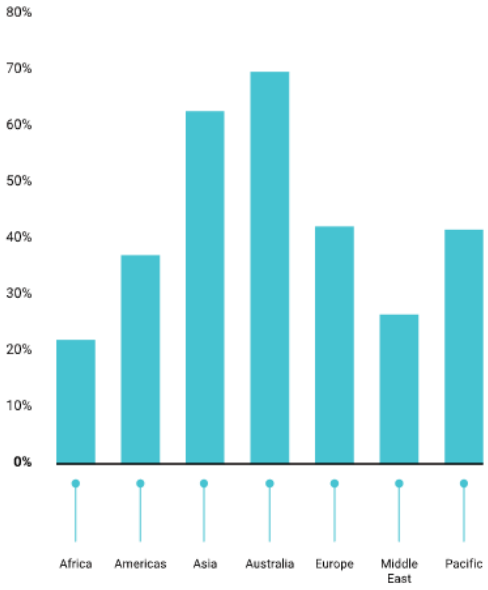
331 Hosted Buyers

49% New Hosted Buyers

38 Different Countries of Origin

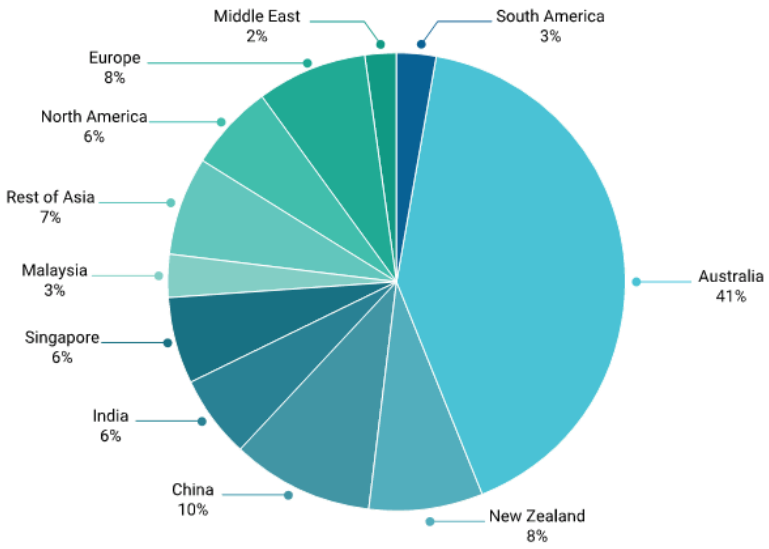
59% From Outside Australia

Hosted Buyer Regions of Interest

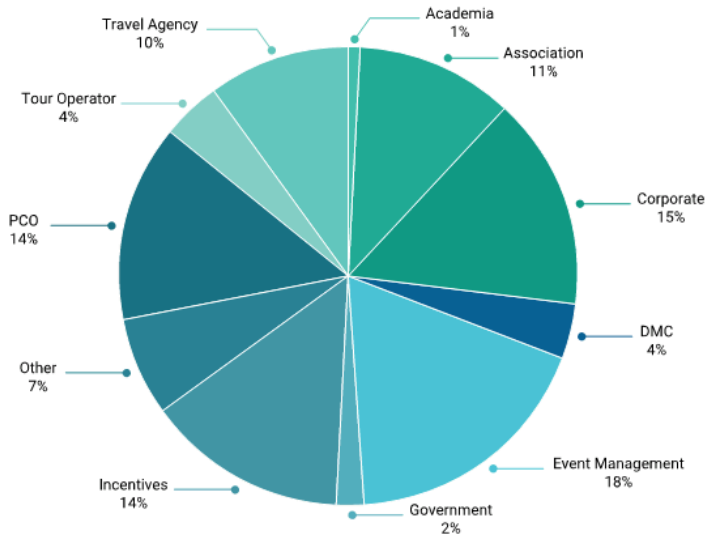


AIME 2019 HOSTED BUYERS

Hosted Buyer Country of Origin



Hosted Buyer Type




AIME 2019 HOSTED BUYERS LOOKED TO MEET...
100%
80%
60%
40%
20%
0%
Airlines
Audio Vis, Production, Technology & Innovation
Catering Specialists
Conference, Convention Centres & Exhibition Venues
Convention
Entertainment Specialists
Destination Management Companies
Event Services
Exhibition Services
Gala Dinner & Event Venues
Hotels
Industry Associations
Media & Trade Publications
Meeting & Conferences Organisers
Promo Products & Suppliers
Speakers Bureaux
Styling & Theming Companies
Tour Atractions & Operators
Transport & Travel Operators
Venue Finders
Venues & Operators with a Difference
2019 POST SHOW REPORT
AIME 2019

AIME 2019 EXHIBITOR KEY STATISTICS

88.8%
Overall positive satisfaction

86.2%
Positive return on investment

83.6%
Exhibitors expect sales from AIME

94.7%
Find AIME is important to their business

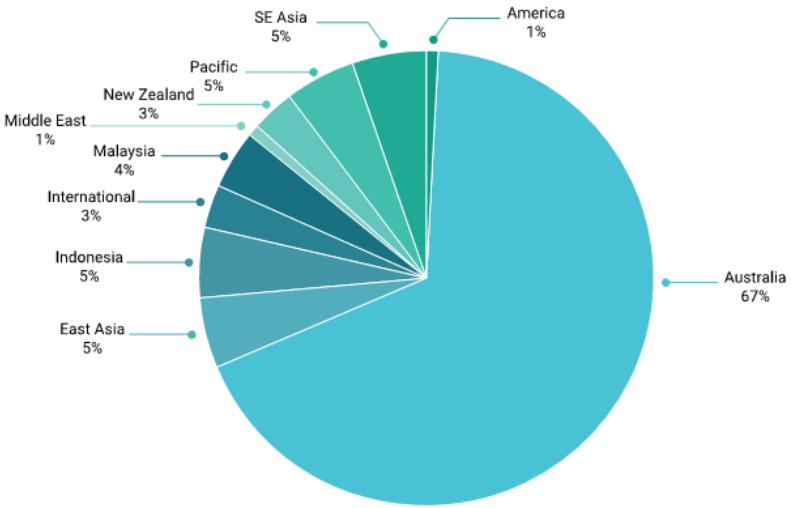
67.8%
Surveyed Exhibitors indicate they will book at AIME 2020



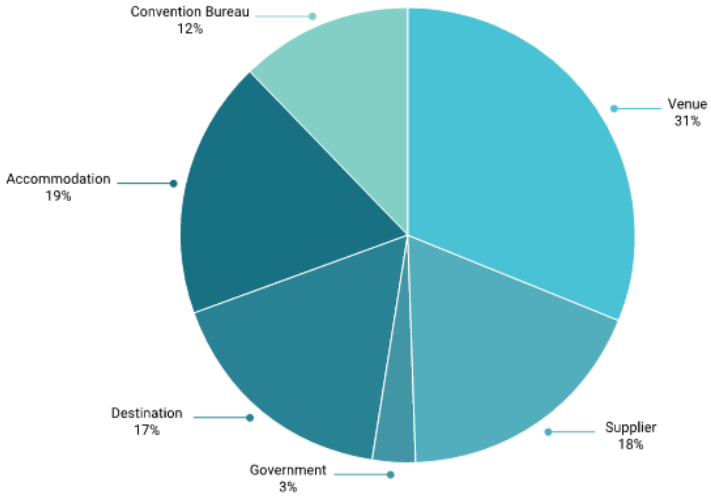


AIME 2019 EXHIBITORS

Exhibitor Origins



Exhibitor Industry Type



OFFICER REPORT

Meeting: General 23 October 2019 **Date:** 12 September 2019

Item Number: 13.11 **File Number:** D19/81520

SUBJECT HEADING: Performance agreement with Jally Entertainment

Classification: Open Access

Officer's Title: Regional Grants & Council Events Development Coordinator

Executive Summary:
Following on from previous years performances, Council has received a proposal from Jally Entertainment to present a children's show across the region in August 2019.
It is recommended that Council accept the proposal.

Officer's Recommendation:
That Council:

1. Authorise the Chief Executive Officer to sign the Performance Agreement with Jally Entertainment for five performances in the region in August 2020.
2. Allocate the cost of the five performances totalling $4,500 to Healthy Maranoa Operations budget GL 2842.2022.2001.
3. Provide the halls in each town free of charge.
4. Provide entrance to each show free of charge to attendees.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

N/a.

Acronyms:

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

Acronym	Description

Context:

Why is the matter coming before Council?
Council has received a proposal from Jally Entertainment to perform the children's show '*Snow White and the Seven Cool Dudes*' across the region in August 2020. This is a special offer for venues that have previously supported Jally Entertainment, as dates are limited for 2020. Council approval is sought to engage the performers, and sign the performance agreement.

Background:

Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Jally Entertainment is a progressive professional touring company, established in 2004 and based on the Sunshine Coast in Queensland, Australia. Their aim to provide a high quality of popular choice theatre is rapidly gaining the company a fine reputation for delivering extremely successful productions to theatre-goers and venue managers alike.

Jally Entertainment has toured our region (Roma, Surat and Mitchell) previously in 2016, 2017 and 2018, with the cost normally $2,500 per performance. However, in 2019, a special cost of $4,500 for 5 performances was negotiated to include Injune and Wallumbilla as well. This cost is being offered again in 2020, subject to early confirmation. The dates available are 5-7 August, 2020.

The performance, '*Snow White and the Seven Cool Dudes*' is touring in 2020 and is an interactive and educational production for children aged 3 – 11 years. The production is a *timely piece of live theatre for all children about making better food choices, while keeping themselves fit and healthy.* The show runs for approximately 50 minutes with a "meet and greet" afterwards, with all the characters. The performers travel with a full production set, costumes, props and technical equipment.

Staff will again work closely with the 5 towns pre-schools and schools to ensure all have the chance to see the performance.

Previously, Council has provided the halls free of charge, and not imposed an entrance fee – it is recommended this continues.

In 2019, the following attendance numbers were recorded:
Roma 250
Mitchell 100 -120
Surat 80-100 (whole school)
Injune 80 (whole school)
Wallumbilla 40-50 (whole school)

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

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

N/a.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

N/a.

Input into the Report & Recommendation*:*

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

Jally Entertainment
Local Development Officers – supported the proposal.
Regional Sport & Recreation Coordinator – supported funding the proposal as a way to disseminate the message of healthy eating and activity to a wider and younger demographic.

Funding Bodies*:*

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

There is no external funding applicable to this proposal.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? *(Include the account number and description)* ***What will not be done as a result?***

There is funding available in this year's Healthy Maranoa Operations budget GL 2842.2022.2001 to cover the performances.

Future Years' Budgets:

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

N/a.

Impact on Other Individuals or Interested Parties:

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

N/a.

Risks:

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

Risk	Description of likelihood & consequences
Cancellation	If the presenter (Council) cancels the performance after the agreement is signed, Council will be liable for the full performance fee. Risk – Low.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?
(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Jally Entertainment have toured the region for the past 4 years, and have provided professional and entertaining performances for young children. This year, a cost has been negotiated with Jally to extend the performances to 5 towns in the region. This is an opportunity to provide an arts and culture (theatre) experience for an increased audience at little extra cost, while providing the subliminal message of healthy eating and activity. It is recommended that the proposal be accepted, and Council continue to provide the venues and attendance at no cost.

Recommendation:

What is the 'draft decision' based on the advice to Council?
Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?
(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council:

1. Authorise the Chief Executive Officer to sign the Performance Agreement with Jally Entertainment for performances in the region in August 2020.
2. Allocate the cost of the performances of $4,500 to Healthy Maranoa Operations budget GL 2842.2022.2001.
3. Provide the halls in each town free of charge.
4. Provide entrance to each show free of charge to attendees.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.10 Foster arts and culture within our communities and help preserve our local history
4.10.4 Source and coordinate arts and cultural events and programs within the Maranoa.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

INFORMATION REPORT

Meeting: General 23 October 2019 **Date:** 10 October 2019

Item Number: 13.12 **File Number:** D19/94212

SUBJECT HEADING: Parkrun Roma request

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:
Roxanne Wichlacz, Parkrun Event Director Roma and Gabrielle Barron, Parkrun Run Director met with Council staff recently to request that a permanent meeting point be installed on Adungadoo Pathway near the railway bridge over Bungil Creek to mark the start/finish point for Roma Parkrun participants each Saturday morning. The coordinators advised that participants (local and visiting) do not often know where the start/finish line is for registration to participate on Saturday mornings.

Officer's Recommendation:
That Council considers the provision of park furniture in support of Parkrun as part of an upcoming budget review.

Background:
Parkrun has been operating in Roma for 5 years and the group are wishing to formalise a start/finish area with a covered seat and table for use by officials for registration and to mark the spot for participants who actively enjoy the activity every Saturday morning.

There is no budget to allow this request to progress during this financial year. There is currently no used park furniture available that Council has removed from use. Team Coordinator - Roma Parks & Gardens, Konrad Crawford has suggested that if equipment is purchased it match the current park shelters and furniture along Adungadoo Pathway for consistency and heightened visual appearance.

An estimate for the request was sought from Landmark Products and is as follows (less delivery to Roma):

- 4m x 4m aluminium shade shelter $10 500
- 5m x 5m-100 mm concrete slab $1 000
- Aluminium picnic setting comprising table and 2 benches $2 500
- Sign $500
- TOTAL $14 500

The Officer believes that follow up discussion with the Parkrun coordinators about fundraising under a separate banner to Parkrun, would allow some commitment from Roma Parkrun towards their request or a co-contribution under a funding/grant application.

Body of Report:

The following information has been provided by Roma Parkrun coordinators for review by Councillors.

ROMA PARKRUN

We are writing in regards to our previous discussion for a permanent meeting point for our Parkrun which is held each Saturday along the Adungadoo Pathway. Roma Parkrun has recently celebrated its 5th birthday. We have held 255 events with 1014 local registered Parkrunners from our community. We have an average of 27 people from a wide area of the community join us each week for parkrun. Visitors from all over Australia and even from Overseas have travelled and participated in our Parkrun.

Parkrun is a free weekly timed 5 km event for people of all abilities, which takes place every Saturday at 7 am at the Big Rig Train Bridge. We encourage people of every ability – walkers, joggers and runners to take part and we rely solely on volunteers to manage our events. We are one of 360 Parkruns held every Saturday in Australia, attracting Parkrun tourists every week.

Our local Parkrun has a reputation for being a friendly Parkrun as many of the participants head on down to Bakearoma for a well-earned coffee or breakfast on completion of the run. Parkrun not only improves the physical health of its participants it also helps with mental health and loneliness in the community. We feel this is a vital event each Saturday and would love to see it grow. If we have better exposure via a great meeting place and signage, we feel this can easily be achieved.

By having a permanent meeting point that is obvious to not only tourists but our locals as well, we hope to involve more in the community. We are hoping that Council will agree to help out with a covered picnic table and seating where we meet each week and also a permanent sign.

As we are a not for profit organisation we have no funds of our own, and Parkrun rules dictate that we cannot apply for any grants in our own name. We appreciate any help that Council can provide and look forward to your favourable response.

Link to Corporate Plan:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.12 Develop healthy and connected communities through sport and recreation activities and facilities
4.12.4 Deliver sport and recreation facilities and infrastructure projects for the community as funding is approved, including engagement with key stakeholders.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 23 October 2019 **Date:** 16 October 2019

Item Number: 14.1 **File Number:** D19/95739

SUBJECT HEADING:	Request for installation of stairs at new selling pens at the Roma Saleyards
Classification:	Open Access
Councillor's Title:	Cr Tyson Golder

Executive Summary:
A request has been revived from the Roma Livestock Agents Association for Council's consideration.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
The Roma Livestock Agent's Association wrote to Council requesting that stairs be installed at the eastern end of the new selling pens. A copy of the correspondence is attached to this report.

Manager – Saleyards forwarded a copy of this request to Councillors on 1 October 2019.

CRM 16591/2019 has been logged. Manager – Saleyards is currently investigating this request.

Supporting Documentation:

1⇩	Roma Livestock Agents Association - Request for stairs at new selling pens	D19/89078

ROMA LIVESTOCK AGENTS ASSOCIATION INCORP
P.O. BOX 71
ROMA QLD 4455

20th September 2019

Saleyards Manager
Maranoa Regional Council
P.O. Box 42
Mitchell QLD 4465

Attention: Paul Klar

Dear Paul

Re: Stairs End of New Selling Pens

With reference to the above the Roma Livestock Agents Association would like to bring to Council's attention the desperate need for stairs on the Eastern end of the new selling pens. Whether it is for the use of the Agents and Buyers especially when repenning is taking place as an urgent safety issue.

If you would like any further discussion on the above please contact me on 0427 697 527.

Yours faithfully,

Geoff Maslen
President
Roma Livestock Agents Assoc Incorp.

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 23 October 2019 **Date:** 17 October 2019

Item Number: 14.2 **File Number:** D19/96199

SUBJECT HEADING: Live Streaming of Council Meetings

Classification: Open Access

Councillor's Title: Cr Cameron O'Neil

Executive Summary:
Proposal to further investigate live streaming of Council meetings.

Councillor's Recommendation:
That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:
We have a commitment as Councillors in local government to ensure our meeting processes are open and transparent. Live streaming of meetings is another way this could be achieved, and I'd like further investigation undertaken into the required infrastructure and associated costs that would accompany this approach.

Supporting Documentation:
Nil