



LATE ITEMS BUSINESS PAPER

General Meeting

Wednesday 13 November 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 13 November 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
November 13, 2019 at 9.00AM.

Julie Reitano
Chief Executive Officer

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Classification: Closed Access

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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.

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Classification: Closed Access

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Classification: Closed Access

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Classification: Closed Access

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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.

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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.

OFFICER REPORT

Meeting: General 13 November 2019

Date: 13 November 2019

Item Number: L.1

File Number: D19/105753

SUBJECT HEADING: Annual Report Update

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

The report provides an update to Council.

Officer's Recommendation:

That the revised timeframe be noted.

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?

The Special Meeting resolution on 31 October 2019 previously anticipated that the completed document would be available for today's meeting. Some additional time is required as another agenda item for today, has consumed a significant part of the last week.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Special Meeting on 31 October 2019 it was resolved in part that:

3. Council seek relevant funding bodies' approval of the content prior to release to the website.

4. *The updated copy (summary and detail) be printed for all Councillors within 7 days and tabled at the General Meeting on 13 November 2019.*
5. *Publish the report on Council's website within two (2) weeks.*

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)

The date for completion of the annual report moves each year as it is linked to the date of receipt of the final audit report. As Council is aware, this year there have been a number of factors coinciding with and impacting the annual report timeframes.

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 approval of all the funding bodies for the printed material is still required.

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)

- Minister for Local Government, Multicultural Affairs and Racing.

Point 8 of the Special Meeting on 31 October 2019:

8. The Minister be provided with an update on the annual report status by the Chief Executive Officer.

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
Legislative	Any applications for additional time is subject to Ministerial consideration.

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 revised timeframe be noted.

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 the revised timeframe be noted.

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:

Nil

Report authorised by:

Chief Executive Officer

OFFICER REPORT

Meeting: General 13 November 2019

Date: 11 November 2019

Item Number: L.2

File Number: D19/105030

SUBJECT HEADING: Annual Pool Safety Campaign

Classification: Open Access

Officer's Title: Administration Officer – Building Services

Executive Summary:

Queensland's pool safety legislation requires all pool owners to have their pool registered with the Queensland Building Construction Commission (QBCC) and ensure their pool complies with safety standards.

Local governments play a key role in enforcing compliance with pool safety standards.

To promote the importance of swimming pool safety and encourage compliance, it is recommended that Council offer residents free pool safety inspections throughout summer.

Officer's Recommendation:

That Council waive domestic pool safety inspection fees associated with all domestic pool inspections carried out by Council throughout the region during December 2019, January 2020 and February 2020.

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 program is beneficial to domestic pool owners in the region, and also the broader community in that it seeks to increase compliance and enhance community safety.

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
QBCC	Queensland Building Construction Commission

Context:

Why is the matter coming before Council?

In recent years, Council's annual pool safety campaign has proven highly successful with a notable increase in swimming pool compliance achieved each year. Traditionally the campaign has included a free pool inspection program run during December and January.

To continue to promote and encourage swimming pool compliance, this year it is proposed that Council consider extending the program throughout summer, and offer free pool inspections from 1 December 2019 to 28 February 2020.

As the program will affect Council's budget, it is necessary for the matter to be considered by the elected Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has continued to take a proactive approach to swimming pool compliance by conducting an annual pool safety campaign. The campaign is intended to raise awareness and promote the importance of swimming pool safety, as well as encourage compliance with pool safety laws.

For the past three years, the campaign has been supported by Council waiving domestic pool safety inspection fees for inspections conducted during the months of December and January. This initiative has proved a great success with the uptake resulting in a significant number of inspections being completed, and corresponding rise in compliance certificates being issued during the amnesty period.

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)

Queensland's pool safety legislation requires all pool owners to have their pools registered with the Queensland Building Construction Commission (QBCC) and ensure their pool is compliant with safety standards.

The current pool safety laws aim to reduce the incidences of drowning and serious immersion injuries of young children in swimming pools. Local governments play a critical role in supporting swimming pool safety and enforcing Queensland's pool safety laws.

Local governments are required to provide an inspection service by a licensed Pool Safety Inspector and enforce the State's pool safety laws. The role of the Pool Safety Inspector includes providing advisory information to pool owners, responding to public enquiries and supplying mandatory information regarding existing pools to the QBCC.

Council currently has two licensed pool safety inspectors on staff to undertake inspections, issue pool safety certificates and update the pool safety register.

The pool safety campaign aligns with Council's statutory obligations under the *Building Act 1975* and *Queensland Development Code (QDC) Mandatory Part (MP) 3.4*.

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)

The proposed pool safety campaign and fee waiver program is consistent with Council's proactive approach to managing swimming pool safety in the community.

Corporate Plan 2018/2023

3.2 Assist in maintaining building standards and pool safety for current and future residents:

Contribute to public safety (and amenity) through building control and pool safety services.

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)

- *MRC Pool Safety Inspectors (internal)*
- *Department Planning & Building Development (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)

Not applicable – the program is not externally funded.

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?

If Council resolves to offer pool safety inspections free of charge, it will forfeit \$289.70 in revenue per inspection booked during the period of 1 December 2019 to 28 February 2020, as applicable in the adopted Schedule of Fees and Charges.

Pool inspection services provided during the amnesty period will be funded from the 2019/20 budget for Community Service Obligations (GL2887.2412.2132).

Costs associated with media advertisements for the program will also be incurred.

Pool owners who request a Compliance Certificate upon completion of an inspection, will be responsible for payment of the applicable fee to the QBCC (\$40.35).

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)

Future years' budgets will not be affected by the 2019/20 campaign.

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 campaign is aimed at enhancing community safety. Pool owners will benefit by Council offering pool safety inspections free of charge during the amnesty period.

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	Depending on the uptake of the free inspection service, there is potential for Council's Community Services Obligations budget to be exhausted. Should this occur, it will be necessary for Council to source funds from elsewhere to cover any shortfall.

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 demonstrate its commitment to helping keep our communities safe by supporting the pool safety campaign and free inspection program, and meet its legal obligation to enforce Queensland's pool safety laws.

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 waive domestic pool safety inspection fees associated with all domestic pool inspections carried out by Council throughout the region during December 2019 January 2020 and February 2020.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.2 Assist in maintaining building standards and pool safety for current and future residents

3.2.1 Provide a building and pool inspection and certification service.

Supporting Documentation:

Nil

Report authorised by:

Manager - Planning & Building Development

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

OFFICER REPORT

Meeting: General 13 November 2019

Date: 11 November 2019

Item Number: L.3

File Number: D19/105031

SUBJECT HEADING: Request for Participation - Zonta Club of Roma - Nov/Dec 2019

Classification: Open Access

Officer's Title: Assets Officer - Transport Network

Executive Summary:

The Zonta Club of Roma has invited Council to participate in one of the planned activities for 16 Days of Activism, 2019. From 25 November, the International Day for the Elimination of Violence against Women through to 10 December, Human Rights Day. The Zonta Club request Council to consider supporting the event through switching the lighting in the Roma CBD to the colour orange to indicate support for the elimination of all forms of gender-based violence.

Officer's Recommendation:

That Council:

1. Note the letter from the Zonta Club of Roma requesting Council's participation in 16 Days of Activism 2019; and
 2. Support and participate in 16 Days of Activism 2019 by amending the variable street tree lighting in McDowall Street Roma to display the colour orange throughout the 16 day period from 25 November to 10 December 2019.
-

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 Zonta Club of Roma

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
ILO	International Labour Organisation
GBV	Gender-Based Violence
CBD	Central Business District

Context:

Why is the matter coming before Council?

Council has received a request from the Zonta Club of Roma, to participate in one of the planned activities to raise public awareness.

The 16 Days of Activism against Gender-Based Violence is an annual international campaign that kicks off on 25 November, the International Day for the Elimination of Violence against Women, and runs until 10 December, Human Rights Day

This report provides Council with details of the initial request for Council to consider as a way of showing support to the annual event.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The 16 Days of Activism Against Gender-Based Violence is an international campaign coordinated by the Center for Women's Global Leadership and used by activists around the world as an organising strategy to call for the elimination of all forms of gender-based violence and that establishes global standards to end gender-based violence and harassment in the world of work.

The core 16 Days campaign takes place every year between November 25 and December 10 and is run by more than 6,000 organisations in 187 countries.

The 16 Days community organises year-round, currently focused on ratification and implementation of the new International Labour Organization (ILO) Convention 190 and Recommendation 206 to end gender-based violence GBV in the world of work.

A key goal of this year's Global 16 Days Campaign is to influence a wave of ratifications for C190, which is an important first step towards the implementation of these standards at the national level.

The group believe, supporting, amplifying the leadership and diverse realities of women at the grassroots level worldwide; and will best ensure these instruments are implemented in a way that will lead to a world of work free from violence for all women, regardless of identity or circumstance and across all spheres of work, whether paid or unpaid, formal or informal.

The Zonta Club of Roma has invited Council to participate in a plan where the colour orange is used in our CBD street scape, indicating support for the elimination of all forms of gender-based violence. It has been requested that Council consider changing the street, tree lights in McDowall Street Roma to support this cause.

The colour orange is used as an organising strategy by individuals and organisations around the world to call for the prevention and elimination of violence against women and girls.

This is only one of the many activities planned by the group to promote and raise awareness within the community. This will be supported by 'Zonta Says NO' promotions and other activities with CBD businesses during this time.

Request Options

Council officers have previously investigated requests similar to this and the impacts associated with the request and key findings are detailed below.

Street Lighting

Previously Council resolved not to amend the street lighting given the prime function of the lights and officers recommended against using these lights as a way of supporting the event.

Festoon Lighting

Previously Council resolved not to consider this option given the costs associated with amending the lighting colours, it was recommended that lower cost alternatives be considered as a preference.

Street Tree Lighting

Street Tree Lighting system installed at the base of the trees in the Roma CBD allows the multi coloured LED lighting to cycle. One of the lights in the colour cycle is Orange. Council staff can alter the lighting to a number of different configurations, including maintain a single colour for a set duration. Investigations considered this action as achievable, low cost and currently able to be implemented without any future budget allocation.

Council has previously resolved to amend the colour of the tree lighting in support of community groups and their respective causes

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)

Manager – Program & Contract Management

Manager – Maintenance Delivery and Works

Team Coordinator - Roma Parks & Gardens and Bassett Park

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?

As presented, there will be no financial impact from the recommendation. The staff time required to make the adjustment of the light cycle on the street trees is likely to be minimal and it would be the intention that this time would be completed as part of day-to-day operations.

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)

Previous reports noted that it was recommended should Council consider participating in this annual calendar event in future years and extend the scope of support, such as festoon light replacement, future budget allocation be made at the time of annual budget development.

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 Zonta Club of Roma – seeking Council's participation in what is a key annual event for the organisation.

General Community – likely to be some interest from the community. It would be recommended that if a motion to support the event is carried, a media release mid-late November be issued to inform the community of the changes and the reason behind them.

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
Decline to participate in the event altogether	Likely – as the local government of the regional, Council may find that declining to participate in the event altogether may result in a negative reputational impact.
Offer of support excludes the	Unlikely - there may be some initial disappointment from the group, as it does not address the request for the

replacement of the street and festoon light bulbs	street and festoon lighting, however the recommendation as drafted still provides support and allows Council participation in the event.
Support the event through the replacement of the festoon light bulbs	Possible - there is a number of other community awareness days/months throughout the annual calendar. There is currently no specific budget allocation to complete the replacement of the festoon lighting for a month. Providing a specific budget allocation to this particular event may create an expectation or situation where Council is approached to provide financial commitments to be involvement in other such events. The recommendation as drafted provides a form of support and allows Council's participation in the event.

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)

Based on the request, it is clear that the Zonta Club of Roma regard 16 Days of Activism as a major annual calendar event for the organisation.

Investigations considered changing the tree lighting as achievable, low cost and currently able to be implemented without any future budget allocation. Council has previously resolved to amend the colour of the tree lighting in support of community groups and their respective causes it is recommended that consideration is given to the option that has been investigated and presented.

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. Note the letter from the Zonta Club of Roma requesting Council's participation in 16 Days of Activism 2019; and
2. Support and participate in 16 Days of Activism 2019 by amending the variable street tree lighting in McDowall Street Roma to display the colour orange throughout the 16 day period from 25 November to 10 December 2019.

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

4.11.5 Provide support to community festivals and events through access to opportunities for financial and in kind assistance.

Supporting Documentation:

[1](#) Letter from Zonta Club of Roma - Secretary Ms Heather D19/105028
Hall - Request for Orange Lights in the CBD are for 16
days Nov/Dec 2019

Report authorised by:

Deputy Director Infrastructure Services/Strategic Road Management
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

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
Roma Qld 4455

30 October 2019

Dear Ms Reitano

Re: Request for Orange Lights in CBD for 16 Days of Activism

Following our Zonta meeting on 29 October, I have been asked to approach Council to show support for the international '16 Days of Activism' in late November.

The 16 Days of Activism is marked from 25 November, the International Day for the Elimination of Violence against Women, to 10 December, Human Rights Day.

Zonta Clubs around the world support the event which aims to raise public awareness of gender based violence and mobilise people to bring about change.

The Zonta Club of Roma are requesting that Maranoa Regional Council show support for the initiative by displaying orange lighting in the Roma CBD from the period Monday, 25 November until Tuesday, 10 December. This will be supported by 'Zonta Says NO' promotions and other activities with CBD businesses during this time.

Thank you for your consideration of this request.

Yours sincerely

Heather Hall
Correspondence Secretary

OFFICER REPORT

Meeting: General 13 November 2019

Date: 12 November 2019

Item Number: L.4

File Number: D19/105628

SUBJECT HEADING: Request for fee waiver - Hall Hire- ZONTA

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

The Zonta Club of Roma have requested a fee waiver for hire of the Wool Pavilion at Bassett Park. This request is under the threshold of \$500.00 (once only per year) for automatic approval for a non-for-profit group.

Under Councils' policy framework, this matter would normally be able to be dealt with under Council's Minor Non-financial-assistance policy. This policy authorises the delegated officer to approve these types of assistance as received, however the officer has declared a conflict of interest in this matter. Accordingly, the matter has been brought to Council's agenda for approval.

Officer's Recommendation:

That Council approve a fee waiver for the hire of Bassett Park pavilion for Zonta Club of Roma for 23 November.

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 International (Roma Chapter)

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 Zonta Club of Roma have requested a fee waiver for hire of the pavilion at Bassett Park. This request is under the threshold of \$500.00 (once only per year) for automatic approval for a non-for-profit group.

Under Councils' policy framework, this matter would normally be able to be dealt with under Council's Minor Non-financial-assistance policy. This policy authorises the delegated officer to approve these types of assistance as received, however the officer has declared a conflict of interest in this matter. Accordingly, the matter has been brought to Council's agenda for approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Letter received by email to the Chief Executive Officer Maranoa regional Council.

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)

This is consistent with Councils' Non-financial assistance policy.

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)

Minor Non-Financial-Assistance Policy Ref N° ST.13.1

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)

Zonta a not-for-profit entity request a fee waiver for the hire of the Wool Pavilion at Bassett Park on Saturday the 23rd of November from 1pm to 5pm

The Zonta Club of Roma is holding a function "Bloomin' Women" that afternoon as our Centennial Celebrations for Zonta International. The workshop will be conducted by local businessperson, Janelle Burns, and they have received funding from the South West Hospital Health Service to enable us to offer the event free of charge to local women.

Zonta will be providing the catering for the event and they expect around 50 women to attend, following on from the recent successful events in Jackson, Injune and Mitchell. The event is meant to also contribute to the support of women from our area who are battling drought and the associated issues.

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)

Zonta have received funding to run their event from the South West Hospital Health Service

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?*

This expenditure will fall under the minor non-financial assistance program.

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)

Regional Grants Coordinator, Susan Sands has declared a conflict of interest as she is on the executive of Zonta.

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	N/A

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)

Granting of this request is entirely consistent with Council's Non-financial community assistance policy as follows:

6.1.2 Value of Category 1 – Minor Non-Financial Assistance

The maximum fees and charges waiver amount, which can be requested under Category 1 – Minor Non-Financial Assistance, is \$500.00.

6.1.3 Application Rounds

Applications under Council's Minor Non-Financial Assistance Category will be accepted throughout the year on an ongoing basis and will be processed as received. Applications must be –

- (i) Submitted on the approved Minor Non-Financial Assistance Application Form*
- (ii) Received at least five (5) working days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer.*

Eligible applicants shall only be entitled to receive one (1) Minor Non-Financial Assistance per financial year period, unless otherwise approved by the Chief Executive Officer or delegated officer.

Under said policy Council has delegated an authority for the Grants coordinator to approve this application under the guidelines, and since Council's delegated officer is our Grants Coordinator who has declared a conflict of interest, then the request has come to Council for approval in the absence of another delegated authority.

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?

Council should approve the request.

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 | Community - Non-Financial Community Assistance Policy | D16/5206 |
| 2 | ZONTA request for fee waiver - Wool Pavilion 12 Nov 2019 | D19/105626 |

Report authorised by:

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



POLICY STATEMENT

TITLE: NON-FINANCIAL COMMUNITY ASSISTANCE

Category: Strategic

Endorsed by Council on: 13 April 2011

Responsible Department: *Community Services*

Reference No.: ST.13.1

1. PURPOSE

This policy provides the framework for Council to provide non-financial assistance including the waiver of fees and charges as prescribed by the fees and charges register for eligible community groups and organisations.

2. PRINCIPLES

Maranoa Regional Council values and recognises the role of community groups and organisations. Council acknowledges the important ongoing contribution that they make to the enhancement, enrichment and liveability of communities within the Maranoa Region.

Maranoa Regional Council is committed to supporting local and regional initiatives that provide opportunities for the community to access and participate in a wide range of recreation, cultural, environmental, community and economic development projects and activities. The provision of a non-financial assistance will be based on the applicant's ability to meet eligibility criteria.

This policy is based on the following principles of good governance:

- (i) Timely, open and transparent decision making;
- (ii) Accessibility;
- (iii) An equitable framework for assessing requests for non-financial assistance including the waiver of fees and charges.

3. OBJECTIVES

To support community groups and organisations to:

- (i) Provide opportunities for community members to meaningfully participate in community life;
- (ii) Achieve additional social, cultural, recreational, environmental and economic benefits within the Maranoa Region;

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- (iii) Provide a diverse range of events, activities and projects through recreation, sport, cultural, community, economic and environmental opportunities;
- (iv) Establish initiatives which have innovative, learning and / or sustainable outcomes;
- (v) Promoting economic vitality and positively building the region's profile.

4. RELATED LEGISLATION, POLICIES & GUIDELINES

- Local Government Act 2009
- Local Government (Finance, Plans and Reporting) Regulation 2010
- Guidelines for local government administration of community grants October 2009
- Grants Policy

5. DEFINITIONS

5.1 Organisation - Under the terms of this policy, an eligible organisation must operate within the Maranoa Region and meet one of the following organisational status requirements –

- (a) Be a not-for-profit legal entity; or
- (b) Auspiced by a not-for-profit legal entity; or
- (c) Be able to demonstrate it is a not-for-profit organisation and has had a minimum of five (5) years continuous operation.

5.2 Not-For-Profit Entity – For the purpose of this policy, a not-for-profit legal entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community.

6. NON-FINANCIAL ASSISTANCE CATEGORIES

Non-Financial Assistance includes three categories of assistance –

- Category 1 - Minor Non-Financial Assistance
- Category 2 - Major Non-Financial Assistance
- Category 3 - Ongoing Non-Financial Assistance

6.1 Category 1 - Minor Non-Financial Assistance

6.1.1 Type of Non-Financial Assistance.

This category relates to applications for one-off waivers of fees and charges as prescribed in Council's Fees and Charges Register provided that such assistance does not have any direct financial cost implications for Council e.g. staff wages, consumable items, downtime of plant etc.

Applications for one-off fees and charges waivers for the hire of items such as halls or facilities, chairs and small plant and equipment etc would be considered under this category.

6.1.2 Value of Category 1 – Minor Non-Financial Assistance

The maximum fees and charges waiver amount which can be requested under Category 1 – Minor Non-Financial Assistance is \$500.00.

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6.1.3 Application Rounds

Applications under Council's Minor Non-Financial Assistance Category will be accepted throughout the year on an ongoing basis and will be processed as received. Applications must be –

- (i) Submitted on the approved Minor Non-Financial Assistance Application Form
- (ii) Received at least five (5) working days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer.

Eligible applicants shall only be entitled to receive one (1) Minor Non-Financial Assistance per financial year period, unless otherwise approved by the Chief Executive Officer or delegated officer.

6.2 Category 2 – Major Non-Financial Assistance

6.2.1 Type of Non-Financial Assistance.

This category relates to applications for one-off non-financial assistance including waivers of fees and charges as prescribed in Council's Fees and Charges Register where such assistance exceeds \$500.00 or has direct financial cost implications for Council e.g. staff wages, consumable items, plant downtime etc.

Applications for one-off Major Non-Financial Assistance may include waivers on Council equipment, plant and operator hire rates, grounds maintenance work, road closures and assistance for community events, etc.

6.2.2 Value of Category 2 – Major Non-Financial Assistance

Applications for one-off non-financial assistance which have a value in excess of \$500.00 or require the use of Council equipment, plant and operators shall be categorised as Major Non-Financial Assistance.

6.2.3 Application Rounds

Applications under Council's Major Non-Financial Assistance Category will be accepted throughout the year on an ongoing basis and will be processed as received. Applications must be –

- (i) Submitted on the approved Major Non-Financial Assistance Application Form
- (ii) Received at least twenty (20) working days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer.

Eligible applicants shall only be entitled to receive one (1) Major Non-Financial Assistance per financial year period, unless otherwise approved by the Chief Executive Officer or delegated officer.

6.3 Category 3 – Ongoing Non-Financial Assistance

6.3.1 Type of Non-Financial Assistance.

This category relates to applications by eligible organisations for ongoing or recurrent non-financial assistance from Council including requests for any ongoing non-financial assistance regardless of value.

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Applications for ongoing non-financial assistance may include ongoing waivers of Council's fees and charges and hire of equipment, plant and operator hire rates, grounds maintenance work, road closures and assistance for community events, etc.

6.3.2 Value of Category 3 – Ongoing Non-Financial Assistance

Applications for ongoing non-financial assistance regardless of value shall be categorised as Ongoing Non-Financial Assistance.

6.3.3 Application Rounds

Applications under Council's Ongoing Non-Financial Assistance Category will be accepted throughout the term of the sitting Council and will be processed quarterly at the end of March, June, September, December each year. Applications must be –

- (i) Submitted on the approved Ongoing Non-Financial Assistance Application Form
- (ii) Received by the last day of March, June, September or December each year.

Eligible applicants shall only be entitled to receive one (1) Ongoing Non-Financial Assistance per term of Council or unless otherwise approved by Council.

7. ELIGIBILITY

7.1 Eligible Applicants

(i) Eligible Applicants

To be eligible for non-financial assistance of any type applicants will need to meet one (1) of the following eligibility criteria –

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

(ii) Ineligible Applicants

Ineligible applicants will include, but are not restricted to –

- (a) Commercial entities or businesses where the event or activity is for financial gain;

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(b) Private individuals where the event, function or activity is of a private or personal nature;

(c) Organisations formed under the umbrella of a political party or that may have an affiliation with a political party;

7.2 Project / Activity

(i) Eligible Activities / Events

Eligible activities and events will include, but are not restricted to –

- (a) One off events and activities;
- (b) Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region;
- (c) Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities;
- (d) Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the Maranoa Region.

(ii) Ineligible Activities / Events

Ineligible activities and events will include, but are not restricted to –

- (a) Events, programs or activities run solely for commercial profit;
- (b) An activity, event or program that contravenes Council's existing policies or does not align with Council's strategic direction;
- (c) Private event, celebratory function or party;
- (d) Events or activities which do not directly benefit the residents of the Maranoa Region;
- (e) Activities or events promoting political parties or that may have an affiliation with a political party;

7.3 Ineligible Non-Financial Assistance

Non-financial assistance will not be provided for –

- (i) Requests for the waiver of fees and charges for Council rates, service charges, and building and development application fees;
- (ii) The waiver of facility / equipment hire bonds, cleaning fees, breakages etc and other associated terms and conditions of hire of Council facilities and equipment.
- (iii) Applications lodged retrospectively or requests for reimbursement or refunds;

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- (iv) Hire or use of facilities which are not owned and operated by Council without prior agreement and prior arrangement with the lessee / management organisation.

8. ASSESSMENT PROCESS

8.1 Equity & Transparency

Maranoa Regional Council is committed to ensuring that the assessment of all applications for non-financial assistance is coordinated in a fair and transparent manner.

8.2 Assessment & Applicant Notification Process

The following procedures will be implemented to receive and assess applications and notify applicants:

- (i) Applicants must apply for non-financial assistance on the approved application form.
- (ii) On receipt all applications will be registered in Council's record management system and forwarded to the relevant delegated Officer for assessment.
- (iii) Applicants will be advised in writing within ten (10) working days of the approval status of their application.

8.3 Assessment Criteria

Applications for non-financial assistance will be assessed against the eligibility criteria details in Section 7 and include –

- Eligibility status of the applicant;
- Nature of the event or activity;
- Availability of the event or activity to the community;
- Alignment of event or activity with Council's strategic direction and objectives;
- Adherence to all policies, procedures and guidelines relating to the use of the facility, services and equipment;
- Benefit to the community and residents of the Maranoa Region;
- Council's ability to legally support the event or activity pursuant to the Local Government Act 2009;
- Commitment to acknowledge the support of Maranoa Regional Council in media and promotional activities.

8.4 Responsibility & Approval Authority

Applications will be assessed and approved by the assessor with the delegated level of responsibility and authority as specified in the program guidelines and detailed in Figure 1 – Non-Financial Community Assistance Assessment Responsibility and Approval Authority.

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Non-Financial Assistance Category	Assessment Responsibility	Approval Authority
Category 1 – Minor Non-Financial Assistance	Customer Service Officer or Delegated Officer	Coordinator Manager, Director or Chief Executive Officer
Category 2 – Major Non-Financial Assistance	Coordinator	Director, or Chief Executive Officer
Category 3 – Ongoing Non-Financial Assistance	Coordinator	Council

Details of applications for non-financial assistance received, processed and approval status shall be reported to Council on a monthly basis.

9.0 CONDITIONS

9.1 Number of Entitlements for Non-Financial Assistance

Only one (1) eligible application per category of non-financial assistance per eligible organisation shall be approved during a financial year period or unless otherwise approved by Council, Chief Executive Officer or other delegated officer.

9.2 Condition of Facilities & Equipment

Council reserves the right to charge a cleaning or maintenance fees in instances where a facility and/or equipment is not returned to Council in the same condition in which it was hired.

9.3 Council Plant & Equipment

Limited use of Council's plant and equipment may be available subject to the strict adherence to the following terms and conditions –

- (i) Equipment is operated by a Council employee accredited to operate the equipment;
- (ii) Where possible no equipment / plant operator or labour costs are incurred by Council;
- (iii) Equipment is available and in the area;
- (iv) Public liability insurance and personal workers insurance is held. Copies of insurance policies must be provided to Council;
- (v) Where practicable, equipment is utilised outside of Council operating hours.
- (vi) Council reserves the right to charge at the normal Council plant and equipment hire rate for the hours utilised;
- (vii) Prior approval must be sought from Council prior to any equipment being used with the provision of twenty (20) working days notice;

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(viii) The plant and equipment must be used for the purpose as stated on the appropriate application form.

9.4 Partnership Acknowledgement

Successful applicants are required to acknowledge Maranoa Regional Council's support in all promotional material for the event, activity or program for which the non-financial assistance has been provided.

10.0 APPEAL PROCESS

An unsuccessful applicant may appeal the determination of their application under this policy. Applicant appeals are required to be submitted in writing and detail basis for the appeal. Appeals are to be forward to

Chief Executive Officer
Maranoa Regional Council
PO Box 42
Mitchell Qld 4465

A general meeting of Council will consider such appeals with each case being considered on its merits without precedent.

11.0 BUDGET ALLOCATIONS

Council will determine the allocation of non-financial assistance annually as part of its budget process and reserves the right to change the level of non-financial assistance provided to eligible applicants as is deemed appropriate.

14.0 POLICY EXEMPTIONS

This policy does not relinquish Council's discretionary powers to consider requests for the non-financial assistance on a case by case basis as it determines relevant.

This policy does not apply to requests for non-financial assistance relating to funeral services within town boundaries.

Signatures

Mayor

Date: 21 April 2011

A handwritten signature in black ink, appearing to be "D. L.", written over a horizontal line.

Chief Executive Officer

Date: 26 April 2011

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Grace Pobar
Governance Officer,
Finance & Governance

D: (07) 4624 0668 F: (07) 4624 6990
From: Heather Hall [<mailto:heather.hall@wqphn.com.au>]
Sent: Thursday, 17 October 2019 3:09 PM
To: Office of the CEO <ceo@maranoa.qld.gov.au>
Subject: Workshop for Women.

Good afternoon Julie,

I am writing to request a fee waiver for a not-for-profit group for the hire of the Wool Pavilion at Bassett Park on Saturday the 23rd of November from 1pm to 5pm

The Zonta Club of Roma is holding a function "Bloomin' Women" that afternoon as our Centennial Celebrations for Zonta International.

The workshop will be conducted by Janelle Burns, and we have received funding from the SWHHS to enable us to offer the event free of charge to local women.

Zonta will be providing the catering for the event- we expect around 50 women to attend, following on from the recent successful events in Jackson, Injune and Mitchell.

This will also in some small way provide support women from our area who are battling drought and the associated issues from this devastating event.

I should also note that Sue Sands, current interim President of Zonta Club of Roma, has declared a conflict of interest regarding this request

Kind regards,
Heather Hall
Zonta Club of Roma



Heather Hall
MHR and Commissioned Services Program Manager
P: 07 4573 1902 | M: 0476 555 223
E: heather.hall@wqphn.com.au | W: www.wqphn.com.au
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