

BUSINESS PAPER

General Meeting

Wednesday 26 February 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 21 February 2020

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor J L Chambers
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 **February 26, 2020 at 9.00AM.**



Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
1	Welcome	
2	Attendances	
3	Confirmation of Minutes	
	General 12 February 2020	5
	Special 19 February 2020	60
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	
8.1	Meeting with Big Rig Action Group	66
	Prepared by: Chief Executive Officer	
8.2	Injune Caravan Park Lease Arrangements.....	67
	Prepared by: Councillor Chandler	
9	Reception of notices of motion for next meeting	

Reports

10	Office of the CEO	
11	Corporate, Community & Commercial Services	
11.1	Monthly Financial Report for the month of January 2020.....	69
	Prepared by: Financial Accountant/Team Coordinator Chief Executive Officer	
	Attachment 1: Statement of Financial Position as at 31 January 2020	73
	Attachment 2: Total Council Actual v Budget as at 31 January 2020.....	74
	Attachment 3: Office of the CEO Directorate Actual v Budget as at 31 January 2020	75
	Attachment 4: Corporate & Community Directorate Actual v Budget as at 31 January 2020.....	76
	Attachment 5: Development, Facilities & Environmental Services Directorate Actual v Budget as at 31 January 2020	77
	Attachment 6: Infrastructure Services Directorate Actual v Budget as at 31 January 2020.....	78
11.2	Investment report for the month of January 2020	79

Prepared by:	Financial Accountant/Team Coordinator	
Attachment 1:	Investment Register as at 31 January 2020	85
Attachment 2:	Trading Limit Performance as at 31 January 2020.....	101

12 Infrastructure Services

13 Development, Facilities & Environmental Services

13.1	Wallumbilla Showgrounds - User Agreement	108
	Prepared by: Facility Lease Management & Housing Officer/Team Coordinator	
13.2	Regional Pool Report January 2020	112
	Prepared by: Administration Officer - Council Buildings & Structures	
	Attachment 1: Denise Spencer Memorial Pool January 2020 Monthly Pool Management Report.....	118
	Attachment 2: Injune Swimming Pool January 2020 Monthly Pool Management Report	120
	Attachment 3: Mitchell Memorial Swimming Pool January 2020 Monthly Pool Management Report.....	122
	Attachment 4: Great Artesian Spa January 2020 Monthly Pool Management Report	126
	Attachment 5: Wallumbilla Pool January 2020 Monthly Pool Management Report	134
	Attachment 6: Surat Swimming Pool January 2020 Monthly Pool Management Report	136
13.3	Code of Conduct Council Facilities	142
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
13.4	Regional Pool Diving Review	147
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
	Attachment 1: Regional Pool Risk Register.....	152
	Attachment 2: Royal Life Saving Guidelines for Diving	160
	Attachment 3: Swimming Australia – Dive Entry for Competitive Swimming Policy	170
	Attachment 4: Workplace Health and Safety Queensland - Managing risks at publicly accessible pools	172
13.5	Request for Permission to Paint Mural on Muckadilla Toilets.....	175
	Prepared by: Land Administration Officer	
	Attachment : Letter from Muckadilla Community Association - Request for Permission to Paint Mural	179
13.6	Easter in the Country Additional Support 2020	180
	Prepared by: Regional Tourism Development Coordinator	
	Attachment : Easter in the Country kitchen requirements	184
13.7	Roma Revealed Style Guide	186
	Prepared by: Regional Tourism Development Coordinator	
	Attachment : Roma Revealed_Style Guide FINAL.....	190
13.8	Request for Financial Support from Roma RSL	212

Prepared by: Support Officer - Economic & Community
Development

Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 11 March 2020.

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 Surat Aquarium Management Agreement Renewal

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 December 2019 - Monthly Business Unit Report - Airports

Classification: Closed Access

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

C.3 Survey Costs - Conversion of Tenure - Lot 10 on TM51.

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.4 Amendment to 2019/2020 Capital Work Budget - 18 Stephenson Street, Yuleba - External Painting

Classification: Closed Access

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

C.5 Installation of Virtual Reality (VR) into Injune VIC

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 Response to The Roma Saleyards Advisory Committee

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

Closure

MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 12 FEBRUARY 2020 COMMENCING AT 9.06AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Cr. N H Chandler, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr. D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano, and Minutes Officers Erin Tompkins and Brittany Lafrenais in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Maintenance Delivery & Works – Stephen Scott, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Regional Tourism Development Coordinator – Justine Miller, Regional Sport & Recreation Development Coordinator – Fiona Vincent, Lead Town Planner – Christopher Tickner and Manager Economic & Community Development – Ed Sims.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.06am.

APOLOGIES

Resolution No. GM/02.2020/01

Moved Cr O'Neil

Seconded Cr Scheffe

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

CARRIED

8/0

CONFIRMATION OF MINUTES

Resolution No. GM/02.2020/02

Moved Cr Chandler

Seconded Cr O'Neil

That the minutes of the General Meeting held on 24 January 2020 be confirmed, subject to an amendment to Item 14.1 and Resolution GM/01.2020/24, being that the word 'Beef' be inserted, as follows:

Item 14.1 – Naming of Roma Saleyards **Beef Interpretive Centre**

Resolution No. GM/01.2020/24

That a report be prepared for an upcoming Council meeting with regard to naming the Roma Saleyards **Beef Interpretive Centre which includes a strategy seeking community input through a number of avenues.**

CARRIED

7/1

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. Chandler	Cr. Flynn
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Resolution No. GM/02.2020/03	
Moved Cr O'Neil	Seconded Cr Stanford
That the minutes of the Special Meeting held on 31 January 2020 be confirmed.	
CARRIED	8/0

Resolution No. GM/02.2020/04	
Moved Cr McMullen	Seconded Cr Newman
That the minutes of the Special Meeting held on 4 February 2020 be confirmed.	
CARRIED	8/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Stanford declared a 'Conflict of Interest' with the following items:

- C.16 – Request for fee waiver at Bassett Park
due to an executive of the requesting organisation being a long term personal and family friend.
- 13.4 – Post event report - My Maranoa Street Christmas Party
due to her operating a business in the Roma CBD (McDowall Street, Roma) where the event was held.

Cr. Stanford foreshadowed that she would remove herself from discussions and decisions on the two (2) abovementioned items.

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

- C.3 – November 2019 – Monthly Business Unit Report - Airports
due to him being the owner of a business that has a contract with a major air service provider at the Roma Airport.

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

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

- L.1 – Roma Turf Club – Racing Queensland Funding Application
due to him being Vice President of the Roma Turf Club.

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

Cr. Scheffe declared a 'Conflict of Interest' with the following items:

- 13.4 – Post event report - My Maranoa Street Christmas Party
due to his brother operating a business in the Roma CBD (McDowall Street, Roma) where the event was held.
- L.7 – Request for In-kind Assistance - Sponsorship - Buy from the Bush Qld
due to his brother operating a business that is involved with Buy from the Bush Qld.

Cr. Scheffe foreshadowed that he would remove himself from discussions and decisions on the abovementioned items.

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

- 13.4 – Post event report - My Maranoa Street Christmas Party
due to him operating a business in the Roma CBD (McDowall Street, Roma) where the event was held.

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

ON THE TABLE

There were no items for discussion on the table.

PRESENTATIONS/PETITIONS AND DEPUTATIONS

There were no presentations/petitions or deputations at the meeting.

CONSIDERATION OF NOTICES OF BUSINESS

There were no notices of business for consideration.

CONSIDERATION OF NOTICES OF MOTION

Item Number: 8.1 **File Number:** D20/9398

SUBJECT HEADING: NOONGA COMMUNITY ASSOCIATION - REQUESTING KEY FOR JACKSON TRANSFER STATION

Officer's Title: Associate to the Chief Executive Officer

Resolution No. GM/02.2020/05

Moved Cr McMullen

Seconded Cr O'Neil

That Council rescind Resolution Number GM/12.2019/18 that originally stated:

That Council:

1. Approve for the Noonga Hall Committee to have key access to the Jackson Waste Facility, upon receipt of the applicable application form.
2. Waive all waste fees up to and including the 30 June 2020.
3. Review State Waste Levy costs with particular emphasis on the levy for commercial and industrial waste in line with Council's further budget considerations.
4. Notify the Noonga Hall Committee three (3) months in advance of any changes to points 1 and 2 above.

That Council replace the above resolution with the following:

That Council:

1. Approve for the Noonga Community Association Inc to have key access to the Jackson Waste Facility, upon receipt of the applicable application form.
2. Waive all waste fees up to and including the 30 June 2020.
3. Review State Waste Levy costs with particular emphasis on the levy for commercial and industrial waste in line with Council's further budget considerations.
4. Notify the Noonga Community Association Inc. three (3) months in advance of any changes to points 1 and 2 above.

CARRIED

7/1

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. Chandler	Cr. Flynn
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Associate to the Chief Executive Officer /
 Manager Environment, Health, Waste and
 Rural Land Services

Item Number:

8.2

File Number: D20/9518

SUBJECT HEADING:

COUNCIL CHAMBERS LIVE STREAMING

Councillor's Title:

Cr. Cameron O'Neil

Resolution No. GM/02.2020/06

Moved Cr O'Neil

Seconded Cr Chandler

That Council Rescind Resolution Number GM/12.2019/52 that originally stated:

That:

1. The purchase of the live streaming/video conferencing equipment be referred to the Quarter 2 budget review for consideration.

2. Council develop a plan to implement a trial at a special public interest event, to then be rolled out to all General Meetings of Council thereafter.

And that Council replace the above resolution with the following:

That:

1. The purchase of the live streaming/video conferencing equipment be referred to the Quarter 2 budget review for consideration.
2. Council develop a plan to implement a trial at a special public interest event (i.e. the Special Budget Meeting) and following a review of the trial, further consider the roll out of live streaming at that time.

CARRIED

8/0

Responsible Officer	Manager Information and Communications Technology
---------------------	---

Item Number:

8.3

File Number: D20/9532

SUBJECT HEADING:

CROSSROADS ROAD - REALIGNMENT UPDATE

Officer's Title:

Manager - Program & Contract Management

Resolution No. GM/02.2020/07

Moved Cr O'Neil

Seconded Cr Flynn

That Council rescind Resolution Number GM/12.2019/62 that originally stated:

That Council authorise the Chief Executive Officer (or delegate) to:

1. Enter into a road agreement with the impacted landowner.
2. Complete the required actions with the Department of Natural Resources, Mines and Energy to effect a simultaneous road opening and closing action to formalise the realignment of Crossroads Road.

CARRIED

8/0

Responsible Officer	Deputy Director Infrastructure Services/Strategic Road Management
---------------------	---

BUSINESS

CORPORATE, COMMUNITY & COMMERCIAL SERVICES

Item Number:

11.1

File Number: D20/9417

SUBJECT HEADING:

FINANCIAL REPORTS FOR THE MONTH ENDED 31 DECEMBER 2019

Officer's Title:

Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was 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 December 2019 (including year to date).

Resolution No. GM/02.2020/08
Moved Cr Flynn
Seconded Cr Stanford

That the monthly financial report for the period ending 31 December 2019 be received and noted.

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Contractor - Finance Systems Support
----------------------------	---

Item Number:

11.2

File Number: D20/9625
SUBJECT HEADING:
INVESTMENT REPORT FOR THE MONTH OF DECEMBER 2019
Officer's Title:
Contractor - Finance Systems Support
Executive Summary:

The purpose of this report was to present to Council the Investment Report (including the Trading Limits Report) as at 31 December 2019.

Resolution No. GM/02.2020/09
Moved Cr Flynn
Seconded Cr Newman

That the Investment Report as at 31 December 2019 be received and noted.

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Contractor - Finance Systems Support
----------------------------	---

INFRASTRUCTURE SERVICES

Item Number: 12.1 **File Number:** D20/7804

SUBJECT HEADING: **ASSET MANAGEMENT PLAN SEWERAGE NETWORK, REVISION 1 - JANUARY 2020**

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

Executive Summary:

Council is responsible for the management of 135 kilometres of sewer network and associated infrastructure with a replacement value of \$65,231,660. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision provides more accurate renewal data and updates the capital upgrades required.

Resolution No. GM/02.2020/10

Moved Cr Scheffe

Seconded Cr Newman

That Council:

1. Receive the Sewerage Network Asset Management Plan (AMP) Revision 1 as presented.
2. Endorse the Sewerage Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Sewerage Network AMP in parallel with budget preparation.

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas / Manager Planning and Building Development

Item Number: 12.2 **File Number:** D20/8162

SUBJECT HEADING: **ASSET MANAGEMENT PLAN GAS NETWORK, REVISION 1 - JANUARY 2020**

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

Executive Summary:

Council is responsible for the management of 33 kilometres of gas main and associated infrastructure, with a replacement value of \$8,784,384. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision provides more accurate renewal data and updates the capital upgrades required.

Resolution No. GM/02.2020/11

Moved Cr Scheffe

Seconded Cr Newman

That Council:

1. Receive the Gas Network Asset Management Plan (AMP) Revision 1 as presented.

2. Endorse the Gas Network AMP for inclusion in the Local Government Infrastructure Planning documentation.
3. Consider the Gas Network AMP in parallel with budget preparation

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas / Manager Planning and Building Development

Item Number:

12.3

File Number: D20/8806

SUBJECT HEADING:

2019/20 CAPITAL WORKS PROGRAM AMENDMENT - YULEBA WATER BOOSTER SYSTEM

Officer's Title:

Manager - Water, Sewerage & Gas

Executive Summary:

The 2019/20 capital works program includes an approved project - Water Booster System Yuleba for the construction of a reservoir and booster system. The project has been programmed for delivery in 2019/20 however the recent approval (pending funding confirmation) for drilling of a new bore in Yuleba will impact and potentially delay the completion until after 30 June 2020. Delaying the project until after the drilling of the bore will reduce costs and cause less disruption to residents.

Resolution No. GM/02.2020/12

Moved Cr Scheffé

Seconded Cr Chandler

That Council:

1. Note the contents of the Officer's report.
2. Approve delaying construction of the Water Booster System Yuleba project to allow the construction of the new bore (pending funding confirmation).

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number:

13.1

File Number: D19/123933

SUBJECT HEADING:

USER AGREEMENT RENEWAL - WALLUMBILLA COMMUNITY MENSHEDED INCORPORATED

Officer's Title:

Facility Lease Management & Housing Officer/Team Coordinator

Executive Summary:

Council was asked to consider entering into a formal agreement with the Wallumbilla Community Mensheded Incorporated in respect to the use of the Chadford Hall at the Wallumbilla Showgrounds.

Their current user agreement is due to expire on 17 February 2020.

Resolution No. GM/02.2020/13

Moved Cr Chandler

Seconded Cr Newman

That Council enter into a non-exclusive User Agreement with the Wallumbilla Community Menshed Incorporated for a period of five (5) years for the use of the Wallumbilla Showgrounds.

CARRIED

8/0

Responsible Officer	Facility Lease Management & Housing Officer/Team Coordinator
----------------------------	---

Item Number:

13.2

File Number: D19/128701

SUBJECT HEADING:

WALLUMBILLA SHOWGROUNDS - USER GROUP AGREEMENT RENEWAL

Officer's Title:

Facility Lease Management & Housing Officer/Team Coordinator

Executive Summary:

Council was asked to consider again entering formal agreements with the original Wallumbilla Showgrounds Auxiliary Groups in respect to their use of the Wallumbilla Showgrounds. Their current user agreements are due to expire on 21 February 2020.

Resolution No. GM/02.2020/14

Moved Cr McMullen

Seconded Cr Chandler

That Council:

- 1. Enter into non-exclusive User Agreements with the Wallumbilla Showground Auxiliary Groups - Wallumbilla Show Society, Bendemere Pony Club Incorporated, Wallumbilla Campdraft Association Incorporated and the Wallumbilla Cricket Club for a period of five (5) years for the use of the Wallumbilla Showgrounds.**
- 2. Continue to allow these clubs to use the Wallumbilla Showgrounds facilities free of charge for events or activities relating to the core functions of their clubs and no sub-letting of facilities is allowed.**

CARRIED

8/0

Responsible Officer	Facility Lease Management & Housing Officer/Team Coordinator
----------------------------	---

Item Number: 13.3 **File Number:** D20/2259

SUBJECT HEADING: MARANOA NETBALL ASSOCIATION - REQUEST FOR ASSISTANCE

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Maranoa Netball Association has secured the opportunity to host an Inter-District Netball Carnival in Roma to be held on 25/26 April 2020. This event will bring approximately 400 netballers, plus officials, and parents/family members to Roma for the weekend, in addition to the local netball members. This is a great opportunity to showcase Council's magnificent new netball precinct and provide economic stimulus to local businesses.

To be eligible to host an Inter-District Netball Carnival, the committee must provide a minimum of 10 courts at one venue. Currently there are 8 synthetic courts and the committee are requesting Council assistance to provide 2 grass courts.

Resolution No. GM/02.2020/15

Moved Cr O'Neil

Seconded Cr Schefe

That:

1. Council support Maranoa Netball Association with their request to provide two temporary grass courts for the Inter-District Netball Competition to be held on 25/26 April, as per Option B of the officer's report.
2. Costs associated with the provision of temporary line marking and installation of four sleeves for installation of netball posts estimated at \$6,000 be costed to GL 2887.2248.2001 (in-kind major assistance, \$13,000 remaining).
3. Maranoa Netball Association acknowledge Council's contribution in all advertising for this event and during the Inter-District Netball Competition.

CARRIED

8/0

Responsible Officer

Regional Sport & Recreation Development Coordinator

Mayor Golder, Cr. Schefe and Cr. Stanford, having previously foreshadowed 'Conflicts of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 9.37am, taking no part in discussions and debate on the matter.

Resolution No. GM/02.2020/16

Moved Cr O'Neil

Seconded Cr Newman

That in the absence of the Mayor, Cr. Flynn be nominated 'Acting Chair' for the following item.

CARRIED

5/0

Item Number: 13.4 **File Number:** D20/3279

SUBJECT HEADING: POST EVENT REPORT - MY MARANOA STREET CHRISTMAS PARTY

Officer's Title: Regional Economic Development & Events Attraction Specialist

Executive Summary:

Council in conjunction with the My Maranoa Christmas Street Party working group hosted the My Maranoa Christmas Street Party on Thursday 5 December 2019.

Resolution No. GM/02.2020/17

Moved Cr O'Neil

Seconded Cr Chandler

That Council:

1. Note the report as presented.
2. Continue to encourage and support community groups in the organisation of proposed / future Christmas parties.
3. Consider implementing future shop local and prize draw campaigns for the region.

CARRIED

5/0

Responsible Officer

Regional Economic Development & Events Attraction Specialist

At cessation of discussion and debate on the abovementioned item, Councillors Golder, Scheffe and Stanford entered the chambers at 9.44am.

Item Number: 13.5 **File Number:** D20/8380

SUBJECT HEADING: ARTOUR ROADCASE 2020

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

Executive Summary:

Roadcase is an extension of Queensland Touring Showcase specifically tailored to the programming needs of community presenters, local arts councils, regional councils and local festivals. It is an important connector event exploring shared interests and demand from rural and remote communities.

At Roadcase, attendees would have the chance to meet presenters from our region, discuss local priorities, challenges and discover common opportunities. Along with the arTour team attendees would also discuss programming and audience development strategies; new touring productions for the regional and remote communities and ways in which each community can work with arTour.

Resolution No. GM/02.2020/18

Moved Cr Chandler

Seconded Cr Newman

That Council:

1. Authorise the Chief Executive Officer to sign the Letter of Agreement with arTour to host Roadcase 2020.

2. Provide catering for a light lunch for attendees on 19 February 2020 and allocate this cost to the Roma Local Development budget WO 14825.2539.2001.
3. Provide the Roma Community Hub Training Room and facilities for the meeting.
4. Provide support through distribution of the event invitation to community representatives through the Local Development community channels.

CARRIED

8/0

Responsible Officer	Support Officer - Economic & Community Development
---------------------	--

Item Number: 13.6 File Number: D20/8650

SUBJECT HEADING: BE CONNECTED DIGITAL MENTOR TRAIN-THE-TRAINER & DIGITAL HEALTH LITERACY TRAINING WORKSHOP

Officer's Title: Lead Librarian

Executive Summary:

Council has been offered the opportunity to host and attend a two-day Be Connected Digital Mentor train-the-trainer & Digital Health Literacy training workshop.

The workshop would be presented by State Library of Queensland with catering costs & venue hire fees (if any) to be met by State Library of Queensland.

The proposed dates for the two-day workshop are Thursday 23 & Friday 24 April, respectively.

<https://beconnected.esafety.gov.au/>

<https://www.myhealthrecord.gov.au/>

Resolution No. GM/02.2020/19

Moved Cr Newman

Seconded Cr Chandler

That Council:

1. Commit to supporting and hosting the two-day Be Connected Digital Mentor train-the-trainer & Digital Health Literacy workshop being offered by State Library of Queensland, at no cost to Council.
2. Approve the closure of Surat, Roma, Mitchell & Injune libraries on Thursday, 23 April 2020 so that library staff may attend the Be Connected Digital Mentor Train the Trainer workshop.
3. Approve the attendance of a staff member from each library at the Digital Health Literacy training workshop on Friday, 24 April 2020, which would allow libraries to remain open, with the exception of Wallumbilla Library where only one staff member is available.

CARRIED

8/0

Responsible Officer	Lead Librarian
---------------------	----------------

Item Number: 13.7 **File Number:** D20/9461

SUBJECT HEADING: THE BIG RIG NIGHT SHOW OPERATING HOURS

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

Council resumed direct management of The Big Rig in December 2017. Simultaneously The Night Show reduced operation from 7 nights a week to 3 nights a week, due to limited capacity. However, since Council resumed management annual attraction revenue has increased by over 100% (\$33,686 in 2017 to \$68,607 in 2019). Capacity and income now exists to operate The Big Rig Sunset Experience each week night between 1 April and 31 October. As revenue and capacity increases the ideal aim will be to operate The Big Rig Night Show Sunset Experience seven nights a week during peak visitation.

Resolution No. GM/02.2020/20

Moved Cr Chandler

Seconded Cr McMullen

That:

1. The Big Rig Night Show Sunset Experience operate each week night (Monday – Friday) between 1 April and 31 October and the Big Rig Night Show Sunset Experience continue to operate Monday, Wednesday and Friday between 1 November and 31 March.
2. Council increase hours of employment of the current Visitor Information Centre Officer (Employee Number 11812) from 6 hours a week to 15 hours a week.

CARRIED

8/0

Responsible Officer

Regional Tourism Development Coordinator

Cr. O'Neil declared a potential 'Conflict of Interest' for the following item, due to his father being a director of LJ Hooker Commercial, a company who has in the past acted on behalf of the applicant and may act on their behalf again in the future. Cr. O'Neil left the meeting at 9.53am, taking no part in discussions and debate on the matter.

Item Number: 13.8 **File Number:** D20/144

SUBJECT HEADING: APPLICATION TO VARY THE EFFECT OF THE MARANOA PLANNING SCHEME (VARIATION APPROVAL)

Location: Wormwell Drive, Roma (900SP263036)

Applicant: Ducmar Investments Pty Ltd C/- Property Projects Australia Pty Ltd

Officer's Title: Lead Town Planner

Executive Summary:

Ducmar Investments Pty Ltd C/- Property Projects Australia is seeking approval to vary the effect of the Maranoa Planning Scheme 2017 to provide a development assessment framework that will guide the future assessment and establishment of a rural-residential subdivision at premises located at Wormwell Drive, Roma, being Lot 900 on SP263036. The subject premises is more commonly known as forming part of the approved Roma One Business Park (Roma One).

The development application is subject to impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by the Planning Act 2016 and any matters prescribed by regulation. The Development Assessment Rules set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the Development Assessment Rules and for a period of no less than 30 business days between 7 November, 2019 and 19 December, 2019. There were no properly made submissions received during this period.

The procedural requirements set out by the Development Assessment Rules to enable Council to make a decision on this application have been fulfilled, including compliance with the public notification requirements and receipt of a referral agency response from the State Assessment and Referral Agency (SARA).

Resolution No. GM/02.2020/21

Moved Cr Newman

Seconded Cr Flynn

That Council:

- a) **Approve the development application for a Preliminary Approval for a Variation Request for Lot 900 on SP263036 subject to the following conditions:**

Preliminary Approval Area

- 1. The Preliminary Approval Area is properly described as Lot 900 on SP263036 and is generally shown on approved plan Figure 4 – Preliminary Approval Area prepared by Property Projects Australia.**

Variation Approval

- 2. The level of assessment and applicable codes for any proposed development in the Preliminary Approval Area are identified in the development conditions, on the approved plans and in following variation table:**

Local Planning Instrument	Variation Approved
Maranoa Planning Scheme 2017	<p>Apply Table 1 – Category of Assessment Table – Material Change of Use – Preliminary Approval Area (Lot 900 on SP263036) to the Preliminary Approval Area.</p> <p>Apply Table 2 – Category of Assessment Table – Reconfiguring a Lot – Preliminary Approval Area (Lot 900 on SP263036) to the Preliminary Approval Area.</p> <p>Remove the Industry zone from Lot 900 on SP263036 on the applicable zoning maps and replace it with the Rural residential zone.</p>

General

- 3. Any future related application for a development in the Preliminary Approval Area shall be assessed against the Maranoa Planning Scheme 2017 and the variation table in this decision notice.**

Approved Plans and Documents

4. The approved documents for this variation approval are identified in the following table. Any future development application in the Preliminary Approval Area is to be generally consistent with the approved documents in this table.

Plan/Document Number	Plan/Document Name	Date
	Figure 4 – Preliminary Approval Area prepared by Property Projects Australia	
181368 SD 003 Issue B	Site Structural Plan prepared by Struxi Design Pty Ltd	04/02/19
	Table 1 – Category of Assessment Table – Material Change of Use – Preliminary Approval Area (Lot 900 on SP263036)	
	Table 2 – Category of Assessment Table – Reconfiguring a Lot – Preliminary Approval Area (Lot 900 on SP263036)	

Cancellation of development approvals

5. Prior to the approval of any future related application/s for a development in the Preliminary Approval Area, any current approvals in place over the Preliminary Approval Area are to be cancelled in accordance with the *Planning Act 2016*.

And

- b. Give a decision notice about Councils decision to the applicant and each referral agency;

And

- c. Include a notation about the variation approval in Schedule 4 of the Maranoa Planning Scheme 2017;

And

- d. Give notice of the notation, and the premises to which the note relates, to the chief executive (Department of State Development, Manufacturing, Infrastructure and Planning).

CARRIED

7/0

Responsible Officer

Lead Town Planner

At cessation of discussion and debate on the abovementioned item, Cr. O'Neil entered the chambers at 9.57am.

Cr. Flynn declared a potential 'Conflict of Interest' in the following item, due to him being the Treasurer of the Easter in the Country Committee, as the group uses the facility during Easter in the Country. Cr. Flynn left the meeting at 9.57am, taking no part in discussions and debate on the matter.

Item Number: 13.9 **File Number:** D20/9621

SUBJECT HEADING: AMENDMENT OF 2019/20 CAPITAL WORK BUDGET - BASSETT PARK RODEO ARENA

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

This report sought Council's consideration of reallocating unexpended funds from work order 19822 – Bassett Park Rodeo Arena Project as funded in the 2019/2020 Capital Works Budget to complete other works associated with the rodeo arena.

Resolution No. GM/02.2020/22

Moved Cr McMullen

Seconded Cr Chandler

That Council reallocate unexpended funds from the Bassett Park Rodeo Arena Project – Work Order 19822 to complete other works associated with the rodeo arena including:

1. Removal of old chutes;
2. Connection of new chutes to existing back yards;
3. Removal of the old announcer's box and big screen identified as dangerous and no longer in use.

CARRIED

7/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

At cessation of discussion and debate on the abovementioned item, Cr. Flynn entered the chambers at 9.58am.

Item Number: 13.10 **File Number:** D20/9525

SUBJECT HEADING: CENTRELINK SURVEY RESULTS

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

A large number of concerns have been raised by local service providers with regards to the closure of the Roma Centrelink Office.

Council is asked to take the lead in collating agency feedback for the purpose of advocating with the relevant government ministers, seeking a return of services on behalf of the community. A report was tabled on 24 January 2020 with collated survey questions and responses from 18 local service providers.

Members of Roma Interagency group are keen for Council to proceed with requesting feedback from community members and to continue to advocate to relevant Federal ministers for maintenance and improvements to Centrelink's service standards in the Maranoa.

Resolution No. GM/02.2020/23

Moved Cr Chandler

Seconded Cr O'Neil

That Council:

1. Continue engagement with service providers and the community to gauge perceptions of the effects on service delivery from the removal of the Centrelink office in Roma.

2. Advocate to the Federal Government for the reinstatement of the Centrelink office in Roma.

CARRIED

8/0

Responsible Officer

Regional Sport & Recreation Development
Coordinator

COUNCILLOR BUSINESS

Item Number:

14.1

File Number: D20/9315

SUBJECT HEADING:

PLAQUE ON BULL PLINTH IN MITCHELL

Councillor's Title:

Cr. Jan Chambers

Executive Summary:

The report tables a request for costing for the purchase and installation of a plaque in the bull plinth in front of the gallery in Mitchell.

Resolution No. GM/02.2020/24

Moved Cr Scheffe

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting.

CARRIED

8/0

Responsible Officer

Manager Economic and Community
Development

Item Number:

14.2

File Number: D20/9683

SUBJECT HEADING:

PROPOSE MUCKADILLA HOTEL SUPPORT FROM
COUNCIL

Councillor's Title:

Cr. Tyson Golder

Executive Summary:

Whilst the initial proposal related solely to the Muckadilla Hotel, Council considered that the broader issue of Council infrastructure at Muckadilla should be reviewed.

Resolution No. GM/02.2020/25

Moved Cr Golder

Seconded Cr Chandler

That a report be prepared for an upcoming Council meeting.

CARRIED

8/0

Responsible Officer

Manager, Water, Sewerage and Gas / Deputy
Chief Executive Officer

Item Number: C.1 **File Number:** D19/115752

SUBJECT HEADING: APPLICATION RATES PAYMENT ARRANGEMENT - ASSESSMENT 14507479

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

A ratepayer has verbally requested consideration of a payment arrangement of \$200/fortnight for Assessment 14507479. The timeframes the applicant has 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/02.2020/26

Moved Cr Scheffe

Seconded Cr Newman

That Council accept the applicant's payment arrangement, subject to all rates, charges and arrears accumulated being paid in full by 30 April 2022.

CARRIED

8/0

Responsible Officer

Rates and Utilities Billing Officer

Item Number: C.2 **File Number:** D20/3984

SUBJECT HEADING: WRITE OFF OF LEGAL FEES

Officer's Title: Lead Accounts Processing Officer-System Administrator

Executive Summary:

This report recommended to Council to formally write off a debt.

Resolution No. GM/02.2020/27

Moved Cr Newman

Seconded Cr Chandler

That Council approve the write off as presented.

CARRIED

7/1

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. Chandler	Cr. Stanford
Cr. Flynn	
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer

Lead Accounts Processing Officer-System Administrator

Cr. Flynn, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 10.20am, taking no part in discussions and debate on the matters.

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

- (c) the local government budget;

Resolution No. GM/02.2020/28	
Moved Cr O'Neil	Seconded Cr Scheffe
That Council close the meeting to the public at 10.21am.	
CARRIED	7/0

Resolution No. GM/02.2020/29	
Moved Cr O'Neil	Seconded Cr McMullen
That Council open the meeting to the public at 10.25am.	
CARRIED	7/0

Item Number: C.3 **File Number:** D20/4897

SUBJECT HEADING: NOVEMBER 2019 - MONTHLY BUSINESS UNIT REPORT - AIRPORTS

Officer's Title: Manager – Airports (Roma, Injune, Surat, Mitchell)

Executive Summary:

This monthly report was presented to Council to provide a summary of the performance of Council's Airports (Roma, Injune, Surat & Mitchell) over the past month and year to date. The information in this report aimed to review the month's activities, give an overview of financial performance and bring to Council's attention any emerging issues.

Resolution No. GM/02.2020/30	
Moved Cr O'Neil	Seconded Cr Chandler
That Council receive and note the Officer's report as presented.	
CARRIED	7/0

Responsible Officer	Manager - Airports (Roma, Injune, Surat, Mitchell)
----------------------------	---

At cessation of discussion and debate on the abovementioned item, Cr. Flynn entered the chambers at 10.26am.

Item Number: C.4 File Number: D20/5236

SUBJECT HEADING: EXCESS ANIMAL APPLICATION 2019-73 - EXCESS DOG

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

Executive Summary:

An excess animal application for one additional dog has been 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.

Based on these assessments, officers recommend that the application be approved.

Resolution No. GM/02.2020/31

Moved Cr Chandler

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 2019/73 identified as microchip numbers Dog One 953010002721376, Dog Two 953010002721295 & Excess Dog 900164000166420 on the premises at 38 Twine 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

7/1

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. Chandler	Cr. Flynn
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Community Safety Officer & Local Laws Administration

COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 10.31AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.11AM

Item Number:

C.5

File Number: D20/7327

SUBJECT HEADING:

TENDER 20018 REGISTER OF PRE-QUALIFIED SUPPLIERS FOR VEGETATION MANAGEMENT SERVICES (INCLUDING GROUND MAINTENANCE).

Officer's Title:

Manager - Procurement & Plant

Executive Summary:

This report summarised the evaluation process undertaken for Tender 20018 – Register of Pre-Qualified Suppliers for Vegetation Management Services (including grounds maintenance).

The tender period opened on 22 November 2019 with a closing date of 16 December 2019.

The evaluation panel discussed the submissions and the evaluation report was tabled for Council's consideration.

Resolution No. GM/02.2020/32
Moved Cr Scheffe
Seconded Cr Newman
That Council:

1. Approve the formation of a new Register of Pre-qualified Suppliers for Vegetation Management Services (including Grounds Maintenance), being established in accordance with s 232 of the *Local Government Regulation 2012*, with businesses registered under the proposed sub-panels.
2. Approve that pre-qualification of the businesses on the register remain current until the end of 31 March 2022.
3. Authorise the Chief Executive Officer to enter into a Deed of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft agreement.

Urban Allotments

JFW Enterprises T/A Australian Agricultural and Environmental Solutions	5 Star Local
Bendemere Construction Pty Ltd	5 Star Local
Peak Tractors Pty Ltd	5 Star Local

Urban Public Spaces/Major Facilities

JFW Enterprises T/A Australian Agricultural and Environmental Solutions	5 Star Local
Bendemere Construction Pty Ltd	5 Star Local
Peak Tractors Pty Ltd	5 Star Local

Rural Roadside Slashing

JFW Enterprises T/A Australian Agricultural and Environmental Solutions	5 Star Local
Bendemere Construction Pty Ltd	5 Star Local
Peak Tractors Pty Ltd	5 Star Local

Herbicide Spray

JFW Enterprises T/A Australian Agricultural and Environmental Solutions	5 Star Local
K&S Contracting QLD	0 Star Local

Specialist Arboricultural Services

JFW Enterprises T/A Australian Agricultural and Environmental Solutions	5 Star Local
Cut Above Tree Care (AUST) Pty Ltd	5 Star Local
Trustee for the Rankine Fixed Trust T/A Independent Arboricultural Services	0 Star Local
Total Tree Services Pty Ltd	0 Star Local

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer
Manager - Procurement & Plant

Cr. O'Neil left the chambers at 11.16am. Cr. O'Neil entered the chambers at 11.16am.

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

(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/02.2020/33	
Moved Cr O'Neil	Seconded Cr McMullen
That Council close the meeting to the public at 11.22am.	
CARRIED	8/0

Resolution No. GM/02.2020/34	
Moved Cr O'Neil	Seconded Cr McMullen
That Council open the meeting to the public at 11.37pm.	
CARRIED	8/0

Item Number: C.6 **File Number:** D20/7674

SUBJECT HEADING: INJUNE LETTABLE SPACE - GREASE TRAP

Officer's Title: Land Administration Officer

Executive Summary:

Council currently leases a commercial space in Injune to Keltone Pty Ltd, who operate a café from the site. Issues have been identified concerning management of waste from the site.

Moved Cr Golder	No Seconder
That Council:	
<ol style="list-style-type: none"> 1. Arrange the purchase and installation of a grease trap and associated pump to service the Council owned commercial space located on part of Lot 1 on SP166537. 2. Fund 100 percent of the cost of purchase and installation of the grease trap and associated pump. 3. Provide this assistance on the following conditions: <ol style="list-style-type: none"> (a) Council organise and fund regular cleaning of the grease trap. (b) the grease trap will be a fixture of the facility and will be the property of Council at the expiry of the current lease agreement. 	
NO VOTE TAKEN	

Resolution No. GM/02.2020/35	
Moved Cr O'Neil	
That the matter lay on the table for further consideration at a later point during the meeting.	
CARRIED	8/0

Item Number: C.7 File Number: D20/7953

SUBJECT HEADING: OUTSTANDING RATES AND CHARGES MONTHLY UPDATE - JANUARY 2020

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

The purpose of this report was to provide Council with an update on the progress of debt recovery for overdue rates and charges

Resolution No. GM/02.2020/36

Moved Cr McMullen

Seconded Cr Newman

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

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Rates and Utilities Billing Officer

Item Number:

C.8

File Number: D20/8075

SUBJECT HEADING:

CROSSROADS ROAD - REALIGNMENT UPDATE

Officer's Title:

Deputy Director Infrastructure Services/Strategic Road Management

Executive Summary:

This report provided an update on the Crossroads Road project, including updates to the proposed realignment at Chainage 1.30.

Resolution No. GM/02.2020/37

Moved Cr McMullen

Seconded Cr Newman

That Council authorise the Chief Executive Officer or delegate to:

1. Enter into a road agreement with the landowner of Lot 9 on Plan WV409.
2. Complete the required actions with the Department of Natural Resources, Mines and Energy to effect a road opening action to formalise the realignment of Crossroads Road.

CARRIED

8/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management

Item Number: C.9 **File Number:** D20/8498
SUBJECT HEADING: AMENDMENT TO EASEMENT - LOT 71 ON SP284884
Officer's Title: Administration Officer - Land Administration

Executive Summary:

Ergon Energy is seeking Council's consent to amend the easement conditions over land described as Lot 71 on SP284884. The proposed amendment is to insert a clause that will allow Ergon Energy to use the easement for access to and from Lot 9 on CP868227, being Ergon Energy's Mitchell substation.

Resolution No. GM/02.2020/38

Moved Cr Newman

Seconded Cr Scheffe

That:

1. Council approve the amendment to Easement A on SP271168 for the purpose of allowing Ergon Energy access to and from land described as Lot 9 on CP868227 subject to minor amendments being made to the proposed new clause.
2. All associated costs be borne by Ergon Energy.
3. Council authorise the Chief Executive Officer or delegate to sign the Amendment Form 13.

CARRIED

8/0

Responsible Officer

Administration Officer - Land Administration

Item Number: C.10 **File Number:** D20/8566
SUBJECT HEADING: REQUEST FOR STAIRS - ROMA LIVESTOCK AGENTS ASSOCIATION - ROMA SALEYARDS
Officer's Title: Manager - Saleyards

Executive Summary:

This report was presented to Council to consider a request for stairs from Roma Livestock Agents Association to be installed in the new selling pens that were constructed under Roma Saleyards Improvement Plan Stage 1.

Resolution No. GM/02.2020/39

Moved Cr Flynn

Seconded Cr Newman

That Council:

1. Endorse the Roma Livestock Agents Association request for three sets of stairs.
2. Approve the allocation of \$41,000 from the Roma Saleyards Reserves and allocate the approved budget accordingly.

CARRIED

8/0

Responsible Officer

Manager - Saleyards

Item Number: C.11 File Number: D20/8651

SUBJECT HEADING: TENDER 2016 MINOR WORKS EVALUATION REPORT

Officer's Title: Manager - Procurement & Plant

Executive Summary:

The purpose of this tender was to establish a Register of Pre-Qualified Suppliers for Minor Works - Civil Construction and Maintenance to replace the Minor Works – Road Maintenance & Construction Register when it expires in 31 March 2020. This new register will cover a broader range of Minor Works to include Sewerage, Water & Gas minor works requirements and will commence operation on 1 April 2020.

The register aims to provide Council with resources to supplement its own work teams, either during peak operational times or for defined areas of work within the Maranoa region.

The tender period opened on 22 November 2019 with a closing date of 16 December 2019.

The responses were reviewed by an evaluation panel and this report was submitted for Council's consideration.

Resolution No. GM/02.2020/40

Moved Cr Scheffe

Seconded Cr Newman

That:

1. Council approve the establishment of this new register for Minor Works, (Register of Pre-Qualified Suppliers for Minor Works - Civil Construction and Maintenance), being established in accordance with section 232 of the *Local Government Regulation 2012*, under the proposed subpanels listed below.
2. This Register remain current until 31 March 2022.
3. Council authorise the Chief Executive Officer to enter into a Deed of Agreement with the recommended tenderers formalising the terms and conditions detailed in the draft Deed of Agreement.

Proposed Sub-Panels:

Road Maintenance

BK Hire Pty Ltd	0 Star Local
Downer EDI Works Pty Ltd	0 Star Local
Fulton Hogan Industries Pty Ltd	0 Star Local
Hotshot Transport Queensland Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Stabilised Pavements of Australia Pty Ltd	0 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
T&W Earthmoving (QLD) Pty Ltd	3 Star Local
VE Group AU Pty Ltd	0 Star Local

Road Construction & Rehabilitation Works

BK Hire Pty Ltd	0 Star Local
Downer EDI Works Pty Ltd	0 Star Local
Fulton Hogan Industries Pty Ltd	0 Star Local
Hotshot Transport Queensland Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local

Stabilised Pavements of Australia Pty Ltd	0 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
T&W Earthmoving (QLD) Pty Ltd	3 Star Local
VE Group AU Pty Ltd	0 Star Local
Concrete Construction, Stormwater & Drainage Repair Works	
A1 Earthworks QLD Pty Ltd	0 Star Local
Allwood Building Services Pty Ltd	5 Star Local
D&J's Civil Construction Pty Ltd	0 Star Local
Fulton Hogan Industries Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
VE Group AU Pty Ltd	0 Star Local
Water Construction & Maintenance Works	
A1 Earthworks QLD Pty Ltd	0 Star Local
BK Hire Pty Ltd	0 Star Local
D&J's Civil Construction Pty Ltd	0 Star Local
Fulton Hogan Industries Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
T&W Earthmoving (QLD) Pty Ltd	3 Star Local
Sewerage Network Construction & Maintenance Works	
A1 Earthworks QLD Pty Ltd	0 Star Local
D&J's Civil Construction Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
Gas Network Construction & Maintenance Works	
Allwood Building Services Pty Ltd	5 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
Other Minor Works	
Allwood Building Services Pty Ltd	5 Star Local
Fulton Hogan Industries Pty Ltd	0 Star Local
Joe Wagner Group	0 Star Local
Pumps United Pty Ltd	0 Star Local
Roma Earthmoving Pty. Ltd	5 Star Local
Suffcon Pty. Ltd.	5 Star Local
Swans Earthmoving QLD Pty Ltd	5 Star Local
VE Group AU Pty Ltd	0 Star Local
CARRIED	7/1
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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Manager - Procurement & Plant
----------------------------	--

Item Number: C.12 **File Number:** D20/8789

SUBJECT HEADING: 2019/20 CAPITAL WORKS PROGRAM - AMENDMENT TO GAS ODOURANT SYSTEM PROJECT

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

Executive Summary:

The 2019/20 capital works program includes a project for the installation of a single gas dosing system at the gas gate station to automate the odourant application and a more accurate dosing system. It has been identified that installing a dual dosing system instead of the single system will provide additional benefits of a backup system providing redundancy and also facilities maintenance of the equipment without any loss of supply.

An increase in budget was requested to allow a dual system to be installed.

Resolution No. GM/02.2020/41

Moved Cr Scheffe

Seconded Cr Chandler

That Council approve the following changes to the approved 2019/20 capital works project for a gas odourant system installation:

1. Amend the scope of the project from a single dosing system to a dual dosing system.
2. Increase the budget to \$140,000 with funding from gas reserves.

CARRIED

8/0

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

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

(d) rating concessions.

Resolution No. GM/02.2020/42

Moved Cr O'Neil

Seconded Cr Newman

That Council close the meeting to the public at 11.50am.

CARRIED

8/0

Resolution No. GM/02.2020/43

Moved Cr O'Neil

Seconded Cr Chandler

That Council open the meeting to the public at 12.04pm

CARRIED

8/0

Item Number:

C.13

File Number: D20/8937

SUBJECT HEADING:

**REQUEST FOR RATES CONCESSION - ASSESSMENT
13003405**

Officer's Title:

Rates and Utilities Billing Officer

Executive Summary:

Correspondence was received requesting a six months interest free extension on the payment of overdue rates for Assessment 13003405.

Resolution No. GM/02.2020/44

Moved Cr O'Neil

Seconded Cr Newman

That Council cannot consider this matter at this time as the request has not been made by the owner of the property Assessment 13003405.

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Rates and Utilities Billing Officer

Item Number:

C.14

File Number: D20/8972

SUBJECT HEADING:

INJUNE CARAVAN PARK LEASE ARRANGEMENTS

Officer's Title:

Land Administration Officer

Executive Summary:

The current lease for the Injune Caravan Park terminates on 26 March 2020. Council was asked to consider options to open the park and service visitors to the region while tenders are called to lease the Caravan Park.

Moved Cr McMullen

No Seconder

That Council:

1. **Call for quotes from parties interested in managing the Injune Caravan Park from 26 March 2020 to 31 May 2020.**
2. **Authorise the Chief Executive Officer or delegate, to assess quotations received and engage a suitable contractor.**

NO VOTE TAKEN

Resolution No. GM/02.2020/45

Moved Cr Newman

That the matter lay on the table for further consideration at a later point during the meeting.

CARRIED

7/1

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. Chandler	Cr. McMullen
Cr. Flynn	
Cr. Golder	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Cr. Flynn left the chambers at 12.07pm.

Cr. Flynn entered the chambers at 12.08pm.

Item Number: C.15

File Number: D20/9145

SUBJECT HEADING: TENDER 20015 REGISTER OF PRE-QUALIFIED SUPPLIERS FOR TRAFFIC MANAGEMENT SERVICES

Officer's Title: Manager - Procurement & Plant

Executive Summary:

The purpose of this tender was to establish a new Register of Pre-Qualified Suppliers for Traffic Management Services. Council publically advertised the tender, inviting suitably qualified and experienced contractors to submit a response in accordance with the tender conditions of contract.

The tender opened on 22 November 2019 and closed on 16 December 2019.

The responses were reviewed by an evaluation panel and this report was submitted for Council's consideration.

Resolution No. GM/02.2020/46
Moved Cr Chandler
Seconded Cr Newman
That:

1. Council approve the formation of the Register of Pre-Qualified Suppliers for Traffic Management (being established in accordance with section 232 of the *Local Government Regulation 2012*) with the businesses listed below.

Altus Traffic Pty Ltd	0 Star Local
Builders North Pty Ltd T/A NSEW Traffic Solutions	1 Star Local
East Coast Traffic Controllers Pty Ltd	0 Star Local
Evolution Traffic Controllers Pty Ltd	0 Star Local
Western Downs Traffic Control Pty Ltd	0 Star Local

2. Pre-qualification remain current until 30 November 2021.
3. Council authorise the Chief Executive Officer to enter into Deeds of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft deed.

CARRIED

8/0

Responsible Officer
Manager - Procurement & Plant

Cr. Stanford, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 12.09pm, taking no part in discussions and debate on the matters.

Item Number:
C.16
File Number: D20/7396
SUBJECT HEADING:
REQUEST FOR FEE WAIVER AT BASSETT PARK
Officer's Title:
Administration Officer - Land Administration
Executive Summary:

Council received a request from the Maranoa Equestrian Club to waive the new fees introduced in 2019/20 year for the hire of any area of Bassett Park for equestrian events using a portable arena.

Resolution No. GM/02.2020/47
Moved Cr Golder
Seconded Cr McMullen
That Council:

1. Approve the Maranoa Equestrian Club's request for fee waiver for the hire of the sideshow alley area of Bassett Park for equestrian events using a portable arena.
2. Commence negotiations with the Maranoa Equestrian Club in respect to entering a user agreement for the club's use of Bassett Park.
3. Assign the expenditure to Inkind Assistance (Minor) (GL 2887.2248.2001).

CARRIED

6/1

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. Chandler	Cr. Flynn
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Administration Officer - Land Administration
----------------------------	---

At cessation of discussion and debate on the abovementioned item, Cr. Stanford entered the chambers at 12.16pm.

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

- (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/02.2020/48	
Moved Cr Newman	Seconded Cr Chandler
That Council close the meeting to the public at 12.17pm.	
CARRIED	8/0

Cr. Chandler left the chambers at 12.21pm.

Cr. Chandler entered the chambers at 12.21pm.

Resolution No. GM/02.2020/49	
Moved Cr O'Neil	Seconded Cr Newman
That Council open the meeting to the public at 12.32pm.	
CARRIED	8/0

Item Number: C.17 **File Number:** D20/9488

SUBJECT HEADING: AMENDMENTS TO THE ORGANISATIONAL STRUCTURE

Officer's Title: Manager - Organisational Development & Human Resources

Executive Summary:

The report sought Council approval for amendments to the Organisational Structure.

Resolution No. GM/02.2020/50	
Moved Cr O'Neil	Seconded Cr Newman
That Council approve the amendments to the Organisational Structure as follows:	

- Change the position title of Manager – Community Services (0105) to Manager – Community Safety (0105)
- Change the position title of Lead Animal Control / Community Safety Officer (0629) to Animal Control / Community Safety Investigator (0629)
- Change the position title of Animal Control / Community Safety Officer (0628) to Animal Control / Community Safety Ranger (0628)
- Create a new position of Animal Control / Community Safety Ranger reporting to the position of Manager – Community Services (or as amended) (0105)
- Change position title of Acting Executive Services Officer (1013) to Customer Service Officer – Office of the Mayor and CEO
- Change position title of WH&S / Injury Management Advisor (0601) to Workplace Health & Safety Advisor (0601)
- Change the position title and reporting line of Regional Economic Development and Events Attraction Specialist (1006) to Regional Events Attraction / Local Development (1006) reporting to Regional Grants and Council Events Development Coordinator (0241)
- Remove the position of Local Development Officer (Roma) (0663) from the organisational structure
- Change the position title, FTE and reporting line from Project Officer Tourism (0681) FTE 0.33 reporting to Regional Tourism Development Coordinator (0220) to Project Officer (0681) FTE 0.80 reporting to Manager – Economic and Community Development (0108)
- Change the position title of Director – Corporate, Community and Commercial Services (0002) to Director – Corporate and Community Services (0002)
- Remove the position of Manager – Finance and Governance (0316) from the organisational structure
- Change the position title and reporting line of Financial Accountant / Team Coordinator (0315) reporting to Manager – Finance and Governance (0316) to Operations Manager – Finance (0315) reporting to the Director - Corporate and Community Services (0002)
- Change the reporting line of Governance Officer (0653) from Manager – Finance and Governance (0316) to Director – Corporate and Community Services (0002)
- Change the position title of Operations Manager – Enterprise Risk, Quality, Safety and Environment (0121) to Operations Manager – Enterprise Risk
- Change the position title of Manager – ICT Solutions (0106) to Manager – Information and Communications Technology (ICT) (0106)

CARRIED

8/0

Responsible Officer	Manager - Organisational Development & Human Resources
----------------------------	---

Item Number: C.18 **File Number:** D20/7681

SUBJECT HEADING: MOBILE CONTAINER COLLECTION POINTS

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Maranoa Container Refund recently commenced its contract with Container Exchange to collect eligible containers within the Roma area. The business would like to develop a mobile collection run in the towns of Injune, Surat, Wallumbilla, Yuleba and Jackson and requested approval from Council to park for one hour at the nominated locations in accordance with Council's Local Law No. 1, Schedule 2 Prescribed activities Part 1 – 'Commercial use of local government controlled areas and roads'.

Resolution No. GM/02.2020/51

Moved Cr McMullen

Seconded Cr Newman

That:

1. Council approve Maranoa Container Refund to undertake mobile collection within the following towns at the nominated locations (mobile collection points) for one hour, once a month on a Tuesday:
 - Injune – car park behind the Council office located on the corner of Hutton Street and Second Avenue;
 - Surat – on the street in front of Lions Park – 75 Burrowes Street;
 - Wallumbilla – Calico Cottage carpark area – George Street;
 - Yuleba – on the Street in front of the Yuleba Park – 21-23 Stephenson Street;
 - Jackson – on the Street in front of the park adjacent to the CWA Hall – Railway Street
2. Waive the fee of \$313.25 in accordance with Council's 2019/20 Statutory Fees and Charges for one year.
3. Review this fee waiver in December 2020 by assessing the following:
 - a) How much waste (tonnage) has been diverted from Council landfill in accordance with the State's Waste Recycling Strategy and Council's Waste Management Strategy;
 - b) Number of clients utilising this service per town;
 - c) Complaints received by Council in relation to the mobile pick up site; and
 - d) Inspection reports regarding safety of general public at the mobile pick up area.
4. Implement Council's approval by issuing a Permit in accordance with *Local Law No. 1 (Administration) 2011*, Part 2 Commercial use of local government controlled areas and roads for a period of twelve months.

CARRIED

8/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number:

C.19

File Number: D20/6138

SUBJECT HEADING:

ROMA COMMUNITY HUB - REQUEST TO TENANT

Officer's Title:

Facility Lease Management & Housing Officer/Team Coordinator

Executive Summary:

A request was received from Gateway to Training to tenant a lockable office within the Roma Community Hub. Gateway to Training currently occupies a space in the open plan section and are now wanting to put on another officer that will require a lockable office. At this time Gateway to Training is also wishing to renew their current Serviced Office Agreement with Council which expires on 9 May 2020.

Resolution No. GM/02.2020/52

Moved Cr Newman

Seconded Cr Chandler

That Council:

1. Enter into an arrangement with Gateway to Training for a lockable office within the Roma Community Hub until 30 June 2022.

2. Offer Gateway to Training the opportunity to enter into this arrangement at the agreed rental amount of \$550 per month GST inclusive.
3. Renew the current Serviced Office Agreement for the open plan section of the Roma Community Hub until 30 June 2022.

CARRIED

8/0

Responsible Officer

Facility Lease Management & Housing
Officer/Team Coordinator

Item Number:

C.20

File Number: D20/9563

SUBJECT HEADING:

WATER AND SEWERAGE ADVISORY GROUP MEETING -
29 JANUARY 2020

Councillor's Title:

Cr. David Scheffe

Executive Summary:

This report highlighted the discussions held at the most recent Local Government Association of Queensland's Water and Sewerage Advisory Group Meeting.

Resolution No. GM/02.2020/53

Moved Cr Scheffe

Seconded Cr Flynn

That Council receive and note the report as presented.

CARRIED

8/0

Responsible Officer

Lead Elected Members and Community
Engagement Officer

Item Number:

C.21

File Number: D20/9614

SUBJECT HEADING:

COUNCIL PUBLICATION - EXTENSION OF BOTTLE TREE
BULLETIN CONTRACT

Officer's Title:

Lead Corporate Communications & Design Officer

Executive Summary:

Council currently has a contract with Booringa Action Group to produce, print and distribute the Bottle Tree Bulletin, a 12 page newsletter that delivers community information to all households in the Maranoa region.

With the service continued to be delivered following expiry of the contract (31 August 2019), Council's approval for a contract extension was sought.

Moved Cr Chandler

Seconded Cr Flynn

That Council:

1. Extend the Bottle Tree Bulletin contract until 30 May 2020 with current service provider Booringa Action Group Incorporated.
2. Continue to assign expenditure to GL 2018.2210.2002.

MOTION LOST

3/5

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. Chandler	Cr. Golder
Cr. Flynn	Cr. McMullen
Cr. Stanford	Cr. Newman
	Cr. O'Neil
	Cr. Scheffe

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

Resolution No. GM/02.2020/54

Moved Cr O'Neil

Seconded Cr McMullen

That Council:

1. **Extend the Bottle Tree Bulletin contract with current service provider Booringa Action Group Incorporated until 30 June 2020.**
2. **Continue to assign expenditure to GL 2018.2210.2002.**

CARRIED

6/2

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. Flynn	Cr. Chandler
Cr. Golder	Cr. Stanford
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer

Lead Corporate Communications & Design Officer

Item Number:

C.22

File Number: D20/9027

SUBJECT HEADING:

COMMENCEMENT OF LEGAL PROCEEDINGS - NATURAL GAS

Officer's Title:

Rates & Utilities Billing Officer

Executive Summary:

This report provided Council with an update on two natural gas accounts that remain unpaid and request that legal proceedings commence.

Resolution No. GM/02.2020/55

Moved Cr Chandler

Seconded Cr O'Neil

That Council approve the request to commence with legal proceedings.

CARRIED

7/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Rates & Utilities Billing Officer
----------------------------	--

COUNCIL ADJOURNED THE MEETING
 FOR LUNCH AT 12.50PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 2.04PM

LATE ITEMS

Cr. Flynn, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.05pm, taking no part in discussions and debate on the matters.

Item Number: L.1 **File Number:** D20/9586

SUBJECT HEADING: ROMA TURF CLUB - RACING QUEENSLAND FUNDING APPLICATION

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Roma Turf Club has submitted an application to Racing Queensland under the Country Racing Program (CRP) Round 2 funding program, which closed on 31 January 2020.

The application was for an upgrade to the jockey rooms underneath the Members' Bar area at Bassett Park. An informal request has been made to Council to assist with design and building costs, subject to Racing Queensland's approval of the project.

Resolution No. GM/02.2020/56

Moved Cr McMullen

Seconded Cr O'Neil

That Council:

- 1. Acknowledge Roma Turf Club's financial contribution to a funding application to Racing Queensland Round 2 Country Racing Program for upgrade to the jockey rooms at Bassett Park.**
- 2. Consider an allocation in the 2020/21 budget to support the jockey room project if the Roma Turf Club's funding application through the Country Racing Program is successful.**

CARRIED

7/0

Responsible Officer	Regional Sport & Recreation Development Coordinator
----------------------------	--

At cessation of discussion and debate on the abovementioned item, Cr. Flynn entered the chambers at 2.10pm.

Item Number: L.2 **File Number:** D20/5975

SUBJECT HEADING: BOORINGA COMMUNITY FARM

Officer's Title: Manager - Economic & Community Development

Executive Summary:

Booringa Action Group (BAG) and its partners have developed a project concept entitled "Booringa Community Farm" which is proposed to be located on Council owned land adjacent the Sewerage Treatment works at Mitchell.

The project has been under development for a considerable time and financial support to carry out phases 1 & 2 is about to be released to Gungarri Native Title Aboriginal Corporation (GNTAC) from Government. BAG is currently negotiating a contract to deliver the project with GNTAC.

BAG has only "in principle" support from Council for the project, and no formal permission to use Council land, and therefore cannot commit to the project until arrangements that are more firm are in place. BAG seeks more formal approval to deliver the project as described on Council land.

Resolution No. GM/02.2020/57

Moved Cr McMullen

Seconded Cr O'Neil

That Council:

1. Endorse the plans of Booringa Action Group (BAG) to develop the Mitchell Community Farm.
2. Agree "in principle" to a "nominal lease" of the property in favour of BAG for the duration of the project such terms are to be negotiated to mutual benefit of both Council and BAG in accordance with the contents of this report, and at the discretion of the Chief Executive Officer Maranoa Regional Council.
3. Authorise the Chief Executive Officer to sign the lease.

CARRIED

8/0

Responsible Officer

Manager - Economic & Community Development

Item Number: L.3

File Number: D20/9737

SUBJECT HEADING: SCOPE OF WORKS FOR ENVIRONMENTAL MONITORING - ALEX PARADE AREA

Officer's Title: Lead Town Planner

Executive Summary:

Council officers have obtained quotes from independent third party experts to conduct environmental monitoring in the Alex Parade area.

Resolution No. GM/02.2020/58

Moved Cr McMullen

Seconded Cr Stanford

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

CARRIED

8/0

Responsible Officer

Lead Town Planner

Item Number:

L.4

File Number: D20/9988

SUBJECT HEADING:

INTERNAL REVIEW - WALLUMBILLA ANZAC DAY EXPENSES

Officer's Title:

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

Executive Summary:

Wallumbilla Town Improvement Group (WTIG) entered into discussions with Council in 2019 regarding Anzac Day sponsorship arrangements to cover catering costs for the day. The arrangements were not clearly understood, and as a consequence the WTIG committed themselves to more than Council had advised that they would provide.

WTIG has requested of Council to make up the shortfall as they are certain that Council Officers lead them to believe that the sponsorship funds would be to their understanding.

The matter had been discussed with Officers of both parties to no formal conclusion, and consequently the matter has been escalated to second, internal review in accordance with our customer service engagement policy.

Resolution No. GM/02.2020/59

Moved Cr O'Neil

Seconded Cr Golder

That:

- 1. Council agree to an ex-gratia payment of \$360 in favour of Wallumbilla Town Improvement Group, to cover the additional costs of Anzac Day 2019.**
- 2. Expenses be assigned to GL 02887.2246.2001 In-kind assistance (minor) Materials and Services.**
- 3. Council write and thank the group for the catering that was provided on the day.**

CARRIED

8/0

Responsible Officer

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

Item Number: L.5 **File Number:** D20/10179

SUBJECT HEADING: APPLICATION TO ARTS QUEENSLAND FOR REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM IN 2020/21

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

Executive Summary:

Queensland Councils are invited to apply to Arts Queensland for funding for the 2020/21 Regional Arts Development Fund (RADF) Program.

Resolution No. GM/02.2020/60	
Moved Cr Newman	Seconded Cr Chandler
That Council:	
<ol style="list-style-type: none"> 1. Apply to Arts Queensland for \$30,000 under the Regional Arts Development Fund (RADF) program for 2020/21. 2. Provide the required contribution of \$12,857 from Council's 2020/21 budget allocations. 3. Allocate \$15,000 for "Council RADF Strategic Initiatives" in the budget aspect of the application. 	
CARRIED	8/0

Responsible Officer	Support Officer - Economic & Community Development
----------------------------	---

Item Number: L.6 **File Number:** D20/10364

SUBJECT HEADING: REQUEST FOR SUPPORT - THE LAKE RECREATION ASSOCIATION INC

Officer's Title: Customer Service Officer

Executive Summary:

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

Resolution No. GM/02.2020/61	
Moved Cr O'Neil	Seconded Cr McMullen
That Council endorse:	
<ol style="list-style-type: none"> 1. The Mayor providing a letter of support to the requesting organisation to be used in conjunction with their grant applications. 2. The signing of the 'Company owner's consent to making of a development application under the <i>Planning Act 2016</i>' form by the appropriate Council delegate. 	
CARRIED	8/0

Responsible Officer	Customer Service Officer
----------------------------	---------------------------------

Cr. Schefe, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.25pm, taking no part in discussions and debate on the matters.

Item Number: L.7 **File Number:** D20/11171

SUBJECT HEADING: REQUEST FOR IN-KIND ASSISTANCE - SPONSORSHIP - BUY FROM THE BUSH QLD

Officer's Title: Manager - Economic & Community Development

Executive Summary:

The "Buy from the Bush" campaign founder Kerri Brennan, has approached Council for support for her inland Queensland tour which is commencing 24 February and concluding 21 March 2020. The event is aimed at teaching business owners (targeting women on the land) how to build and run an online business. The events offer free admission.

Local promotions organiser "Maranoa Events" (contact Rhondda Toms-Morgan) is hosting the visit of Buy from the Bush, and organising the events. Council was requested to provide in-kind assistance for venue hire.

At its General Meeting 31 January 2020, Council resolved to waive the security deposit and venue hire for the Earnest Brock Room and the Mitchell Hall for the "Buy from the Bush" business events on 26 & 27 February respectively, to the value of \$1,350.

Subsequent to this Buy from the Bush has approached Council again, in this instance for sponsorship in "cash" in order to host an event in Mitchell. They have also approached Booringa Action Group who are considering a contribution of \$1,000.

Resolution No. GM/02.2020/62

Moved Cr Newman

That the matter lay on the table for further consideration at a later point during the meeting.

CARRIED

7/0

At cessation of discussion and debate on the abovementioned item, Cr. Schefe entered the chambers at 2.26pm.

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

- (c) the local government budget;
- (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;

Resolution No. GM/02.2020/63

Moved Cr O'Neil

Seconded Cr Flynn

That Council close the meeting to the public at 2.27pm.

CARRIED

8/0

Cr. Stanford left the chambers at 3.03pm.

Resolution No. GM/02.2020/64

Moved Cr O'Neil

Seconded Cr McMullen

That Council open the meeting to the public at 3.05pm.

CARRIED

7/0

Cr. Stanford entered the chambers at 3.05pm.

Resolution No. GM/02.2020/65

Moved Cr O'Neil

Seconded Cr McMullen

That Council add the following item to the agenda:

- **Unsealed Urban Street Dust Suppression Trial**

CARRIED

8/0

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

- (c) the local government budget;

Resolution No. GM/02.2020/66

Moved Cr O'Neil

Seconded Cr McMullen

That Council close the meeting to the public at 3.08pm.

CARRIED

8/0

Cr. Chandler left the chambers at 3.08pm.

Cr. Chandler entered the chambers at 3.11pm.

The Chief Executive Officer left the chambers at 3.12pm.

Cr. McMullen left the chambers at 3.17pm.

Cr. Golder left the chambers at 3.18pm.

Cr. McMullen entered the chambers at 3.20pm.

Cr. Flynn left the chambers at 3.21pm.

Cr. Golder entered the chambers at 3.25pm.

Cr. Schefe left the chambers at 3.28pm.

Cr. Golder left the chambers at 3.28pm.

Cr. Golder entered the chambers at 3.31pm.

Cr. Schefe entered the chambers at 3.34pm.

The Chief Executive Officer entered the chambers at 3.37pm.

Cr. Golder left the chambers at 3.38pm.

Cr. Flynn entered the chambers at 3.39pm.

Cr. Newman left the chambers at 3.39pm.

Cr. Golder entered the chambers at 3.40pm.

Cr. Newman entered the chambers at 3.41pm.

Cr. Golder left the chambers at 3.43pm.

Cr. Golder entered the chambers at 3.44pm.

Resolution No. GM/02.2020/67

Moved Cr O'Neil

Seconded Cr McMullen

That Council open the meeting to the public at 3.55pm.

CARRIED

8/0

Cr. Stanford left the chambers at 3.55pm, and did not return for the remainder of the meeting.

Cr. Scheffe, having previously foreshadowed a 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 3.55pm, taking no part in discussions and debate on the matters.

Item Number:

L.7

File Number: D20/11171

SUBJECT HEADING:

**REQUEST FOR IN-KIND ASSISTANCE - SPONSORSHIP -
BUY FROM THE BUSH QLD**

Officer's Title:

Manager - Economic & Community Development

Executive Summary:

The "Buy from the Bush" campaign founder Kerri Brennan, has approached Council for support for her inland Queensland tour which is commencing 24 February and concluding 21 March 2020. The event is aimed at teaching business owners (targeting women on the land) how to build and run an online business. The events offer free admission.

Local promotions organiser "Maranoa Events" (contact Rhondda Toms-Morgan) is hosting the visit of Buy from the Bush, and organising the events. Council is requested to provide in-kind assistance for venue hire.

At its General Meeting 31 January 2020, Council resolved to waive the security deposit and venue hire for the Earnest Brock Room and the Mitchell Hall for the "Buy from the Bush" business events on 26 & 27 February respectively, to the value of \$1,350.

Subsequent to this Buy from the Bush has approached Council again, in this instance for sponsorship in "cash" in order to host an event in Mitchell. They have also approached Booringa Action Group who are considering a contribution of \$1,000.

Resolution No. GM/02.2020/68

Moved Cr O'Neil

That the item lay on the table to be considered at a future Council meeting.

CARRIED

6/0

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

At cessation of discussion and debate on the abovementioned item, Cr. Schefe entered the chambers at 4.02pm.

Item Number: LC.1 **File Number:** D19/122213

SUBJECT HEADING: BIGGER BIG RIG - PROJECT UPDATE

Officer's Title: Deputy Director Infrastructure Services/Strategic Road Management

Executive Summary:

This report provided Council with an overview of the Bigger Big Rig Project, including the Tenders received for the construction of The Bigger Big Rig Observation Tower and Treewalk (Tender 20019), and budget implications. This report also provided Council with options regarding the sequencing of the project and alternative scope options for the Outback Tourism Infrastructure Funding.

Resolution No. GM/02.2020/69	
Moved Cr Chandler	Seconded Cr O'Neil
That Council receive and note the report, which provides an update on the project and tenders received for the construction of the Bigger Big Rig and Treewalk.	
CARRIED	7/0

Responsible Officer	Deputy Director Infrastructure Services/Strategic Road Management
----------------------------	--

Item Number: LC.2 **File Number:** D20/5797

SUBJECT HEADING: APPLICATION TO OCCUPY VACANT COUNCIL OWNED LAND

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council has received correspondence seeking Council's permission to occupy vacant Council land situated at 58-62 Stephenson Street, Yuleba for the purpose of keeping horses.

Resolution No. GM/02.2020/70	
Moved Cr Newman	Seconded Cr Schefe
That Council invite Expressions of Interest from parties interested in entering a licence agreement to use Council owned land, located at 58-62 Stephenson Street, Yuleba, being land described as Lot 1 on Y22137, for a period of one year.	
CARRIED	5/2
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. Flynn	Cr. Chandler

Cr. McMullen	Cr. Golder
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer	Administration Officer - Land Administration
----------------------------	---

Item Number: LC.3 **File Number:** D20/8641

SUBJECT HEADING: ROAD UPGRADE TO FOUR GRID APPROACHES

Officer's Title: Manager - Maintenance Delivery & Works

Executive Summary:

This report provided further information to the report tabled at the Council meeting held on 24 January 2020, in regards to a request for Council to upgrade the approaches to four grids located on the Womblebank Gap Road and Mt Moffatt Road.

Resolution No. GM/02.2020/71

Moved Cr Chandler

Seconded Cr O'Neil

That Council:

1. Undertake removal of existing double grids and installation of double grids at chainage 44.140 on Womblebank Gap Road to the existing road level including maintenance works of the grid approaches for ride ability in accordance with Grids & Gates Policy and Council's standard works practices.
2. Undertake removal of single grids and replacement with double grids at chainage 4.980 on Mt Moffatt Road (Grid 2), chainage 25.360 on Mt Moffatt Road (Grid 3) and chainage 19.000 on Mt Moffatt Road (Grid 4) to the existing road level including maintenance works to the grid approaches for ride-ability, widening of the shoulders to accommodate the installation of the double grids in accordance with Grids & Gates Policy and Council's standard works practices.
3. Undertake maintenance works of road drainage to remove ponding of water at all replacement grids entry and exit points in conjunction with local landholder knowledge and seek written approval from the applicants for any drainage works and erosion controls that may encroach on their private land.
4. Advise the applicants to remove and reinstate any fencing and gates to accommodate the installation of the grids and required side tracks at their own cost.
5. Advise the applicants to respond in writing of their approval to the delivery and scope of works.
6. Advise the applicants that the delivery will be in conjunction when other works are programmed for these roads as per the Grids & Gates Policy.

CARRIED

5/2

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. Chandler	Cr. Golder

Cr. Flynn	Cr. McMullen
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	Manager - Maintenance Delivery & Works
----------------------------	---

Item Number: LC.4 **File Number:** D20/8672

SUBJECT HEADING: 2019/20 CAPITAL WORKS PROGRAM AMENDMENT -
 SPRINGFIELD ROAD GRAVEL RESHEET

Officer's Title: Manager - Construction

Resolution No. GM/02.2020/72	
Moved Cr Golder	Seconded Cr Newman
That Council endorse an amendment to the location of the Springfield Road gravel resheet project as part of the 2019/20 capital works program to chainage 30.00km to 36.00km.	
CARRIED	7/0

Responsible Officer	Manager - Construction
----------------------------	-------------------------------

Item Number: LC.5 **File Number:** D20/9278

SUBJECT HEADING: AIR CONDITIONERS - ROMA COMMUNITY ARTS
 CENTRE

Officer's Title: Land Administration Officer

Executive Summary:

The airconditioner unit that services Studio 5 and Studio 6 at the Roma Community Arts Centre is not operating satisfactorily. The unit has been inspected and maintenance undertaken, but it continues to not work as intended which has caused tenants of these studios to raise the issue with Council.

Resolution No. GM/02.2020/73	
Moved Cr O'Neil	Seconded Cr Chandler
That Council:	
<ol style="list-style-type: none"> 1. Replace and upgrade the air conditioner units in studios 5 and 6 at the Roma Community Arts Centre. 2. Reallocate funds of \$22,560 remaining from the Bassett Park Kitchen Change of Scope to this project. 	
CARRIED	7/0

Responsible Officer	Land Administration Officer
----------------------------	------------------------------------

Item Number: LC.6 **File Number:** D20/9562

SUBJECT HEADING: RE-ALLOCATION OF FUNDS – JUDD’S LAGOON

Officer’s Title: Regional Grants & Council Events Development Coordinator

Executive Summary:

Council has received a request to re-allocate funds within Council’s budget.

Resolution No. GM/02.2020/74	
Moved Cr Chandler	Seconded Cr Schefe
That Council reallocate the funds previously assigned to cleaning out Judd’s Lagoon to Rural Road Maintenance, reflecting the original use in the 2019/20 budget.	
CARRIED	6/1
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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O’Neil	
Cr. Schefe	

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

Item Number: LC.7 **File Number:** D20/9935

SUBJECT HEADING: TENDER 20017 REGISTER OF PRE-QUALIFIED SUPPLIERS FOR ACCOUNTING AND AUDITING SERVICES

Officer’s Title: Manager - Procurement & Plant

Executive Summary:

Council invited businesses to tender for inclusion within the Register of Pre-Qualified Suppliers for Accounting and Internal Audit Services.

The tender period opened on 22 November 2019 and closed on 16 December 2019.

The evaluation panel considered the submissions and the evaluation report was tabled for Council’s consideration.

Resolution No. GM/02.2020/75
Moved Cr McMullen
Seconded Cr Scheffe
That:

1. Council approve the following businesses to Council's Register of Pre-qualified Suppliers for Accounting and Internal Audit Services, being established in accordance with Section 232 of the *Local Government Regulation 2012*, with businesses registered under the proposed sub-panels (under the headings below).
2. Pre-qualification (for the mentioned businesses) remain current until the end of 30 April 2022.
3. Council authorise the Chief Executive Officer to enter into a Deed of Agreement with the selected tenderers formalising the terms and conditions detailed in the draft agreement.

Accounting Services

Arabon Audit & Assurance	0 Star Local
C Alexander & Associates Pty Ltd	0 Star Local
Condon Financial Pty Ltd	3 Star Local
Crowe Horwath	0 Star Local
KPMG	0 Star Local
M C Accounting Services	0 Star Local
Saber Accountants	0 Star Local
Vincent Chartered Accountants	0 Star Local

Internal Audit Services

Clear Logic Solutions	5 Star Local
Condon Financial Pty Ltd	3 Star Local
Crowe Horwath	0 Star Local
KPMG	0 Star Local
National Audits Group Pty Ltd	0 Star Local
O'Connor Marsden	0 Star Local
RSM	0 Star Local
Saber Accountants	0 Star Local
Vincent Chartered Accountants	0 Star Local

CARRIED

6/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer
Manager - Procurement & Plant

Item Number: LC.8 **File Number:** D20/10028
SUBJECT HEADING: USE OF LAND - 2 NEWBON STREET, ROMA
Officer's Title: Land Administration Officer

Executive Summary:

Direction was sought in regard to the use of the recently purchased property at 2 Newbon Street, Roma.

Resolution No. GM/02.2020/76

Moved Cr Schefe

Seconded Cr Newman

That Council publically invite expressions of interest from parties interested in entering a six month licence agreement to keep and graze horses at 2 Newbon Street Roma and consider the expressions received at a future meeting.

CARRIED

7/0

Responsible Officer

Land Administration Officer

Item Number: LC.9 **File Number:** D19/81155
SUBJECT HEADING: GRIDS AND GATES POLICY REVIEW - AMENDMENT TO TECHNICAL SUPPLY STANDARD
Officer's Title: Deputy Director Infrastructure Services/Strategic Road Management

Resolution No. GM/02.2020/77

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Adopt the draft amendment to Council's Grids and Gates Policy [Version 4.0].
2. Be presented with a future draft amendment to the Grids and Gates Policy that considers the inclusion of provisions regarding exclusion/cluster fence arrangements on Council Roads.

CARRIED

7/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management

Cr. O'Neil left the chambers at 4.25pm.

Cr. O'Neil entered the chambers at 4.25pm.

Item Number: LC.10 File Number: D20/10769

SUBJECT HEADING: TENDER 2020 REGISTER OF PRE-QUALIFIED SUPPLIERS FOR MATERIAL PRODUCTION SERVICES (WINNING & CRUSHING)

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Each year, Council's budget includes provision for various works, which sometimes require supplementing with external plant and resources. One such area is the production of material at the Roma Quarry and Council's other regional pits.

Council originally advertised for contractors to submit a response for the formation of a Register of Pre-Qualified Suppliers for Material Production Services (Winning & Crushing) to produce material from these pits for Council works under tender 20003.

This tender was in addition to Tender 20003 to increase the number of contractors on the Register as instructed by Council (GM/11.2019/121).

The tender opened on 17 January 2020 and closed on 10 February 2020.

Responses were assessed by an evaluation panel resulting in four tenderers suitable to provide services upon Council approval of this report.

This report is submitted for Council's consideration.

Resolution No. GM/02.2020/78

Moved Cr Scheffe

Seconded Cr Newman

That:

1. Council approve the addition of the nominated tenderers as listed below to Council's Register of Pre-Qualified Suppliers of Material Production Services (Winning & Crushing) established in accordance with section 232 of the *Local Government Regulation 2012*:
 - MC Group Pty Ltd 0 Star Local
 - Quarry Mining Haulage Pty Ltd 0 Star Local
 - T & W Earthmoving Pty Ltd 3 Star Local
 - T4T Contracting Pty Ltd 5 Star Local
2. Pre-qualification remain current until November 2021.
3. Council authorise the Chief Executive Officer to enter into Deeds of Agreement with the selected tenderers formalising the terms and conditions of the services.

CARRIED

7/0

Responsible Officer

Manager - Procurement & Plant

Item Number: LC.11 **File Number:** D20/10822

SUBJECT HEADING: MANAGEMENT REPORTING (BUDGET) BY FUNCTION

Officer's Title: Lead Infrastructure Program Funding & Budget Coordination Officer

Executive Summary:

The report tables the proposed new format of budget information for reporting to Council. This layout has been trialled as part of the 2018/19 and 2019/20 Operational Plan and Budget Highlights document. Council's financial system has now been configured to be able to implement reporting at this level. It will add more detail to the legislative (budget) financial statements, and streamline quarterly reporting to Council. It will also provide for:

- more timely amendments to the budget (provided that Managers can continue to deliver within their functions' agreed budget);
- improved work continuity – not needing to wait until fortnightly, monthly or quarterly reviews for minor variations between projects;
- additional reporting / explanation at the end of projects.

Resolution No. GM/02.2020/79

Moved Cr Newman

Seconded Cr Flynn

That:

1. Council adopt for reporting purposes (in addition to the legislative reporting) the budget by function – commencing with the budget adopted for Quarter 2.
2. Line items comprise the approved budget by function. Further that prior approval be sought from Council in the event that there is projected to be additional funding required from outside the function, or to vary the mix of funding allocated to operating and capital line items.
3. An explanation of any significant individual line item unders or overs be provided to Council as part of its normal reporting processes.
4. Scope be formally approved for projects as part of the Operational Plan development.

CARRIED

7/0

Responsible Officer

Lead Infrastructure Program Funding & Budget Coordination Officer

Item Number: LC.12 **File Number:** D20/11033

SUBJECT HEADING: INJUNE CARAVAN PARK - LEASE AGREEMENT REQUEST FOR EXTENSION

Officer's Title: Land Administration Officer

Executive Summary:

This report seeks Council's consideration pertaining to a request to extend the current Injune Caravan Park lease to 25 June 2020.

Resolution No. GM/02.2020/80

Moved Cr Chandler

Seconded Cr Newman

That Council not grant the tenant any further lease or other rights to occupy or manage the Injune Caravan Park after the expiry of the current lease term on 25 March 2020 as per resolution GM/01.2019/36.

NO VOTE TAKEN

Resolution No. GM/02.2020/81

Moved Cr O'Neil

That the item lay on the table to be considered at a future Council meeting.

CARRIED

7/0

Item Number:

C.6

File Number: D20/7674

SUBJECT HEADING:

INJUNE LETTABLE SPACE - GREASE TRAP

Officer's Title:

Land Administration Officer

Executive Summary:

Council currently leases a commercial space in Injune to Keltone Pty Ltd, who operate a café from the site. Issues have been identified concerning management of waste from the site.

Moved Cr Golder

Seconded Cr McMullen

That Council:

- 1. Arrange the purchase and installation of a grease trap and associated pump to service the Council owned commercial space located on part of Lot 1 on SP166537.**
- 2. Fund 100 percent of the cost of purchase and installation of the grease trap and associated pump.**
- 3. Provide this assistance on the following conditions:**
 - (a) the tenants organise and fund regular cleaning of the grease trap.**
 - (b) the grease trap will be a fixture of the facility and will be the property of Council at the expiry of the current lease agreement.**

MOTION WITHDRAWN

Moved Cr Golder

No Seconder

That the item lay on the table to be considered at a future Council meeting.

MOTION LOST

1/6

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. Golder	Cr. Chandler
	Cr. Flynn
	Cr. McMullen
	Cr. Newman
	Cr. O'Neil
	Cr. Scheffe

Resolution No. GM/02.2020/82													
Moved Cr Chandler	Seconded Cr O'Neil												
That Council:													
<ol style="list-style-type: none"> 1. Arrange the purchase and installation of a grease trap and associated pump to service the Council owned commercial space located on part of Lot 1 on SP166537. 2. Fund 50 percent of the cost of purchase and installation of the grease trap and associated pump, and invoice Keltone Pty Ltd the remaining 50% of the cost. 3. Provide this assistance on the following conditions: <ol style="list-style-type: none"> (a) the tenants organise and fund regular cleaning of the grease trap. (b) the grease trap will be a fixture of the facility and will be the property of Council at the expiry of the current lease agreement. 													
CARRIED	5/2												
Cr. Golder called for a division of the vote.													
The outcomes were recorded as follows:													
<table border="1"> <thead> <tr> <th>Those in Favour of the Motion</th> <th>Those Against the Motion</th> </tr> </thead> <tbody> <tr> <td>Cr. Chandler</td> <td>Cr. Golder</td> </tr> <tr> <td>Cr. Flynn</td> <td>Cr. McMullen</td> </tr> <tr> <td>Cr. Newman</td> <td></td> </tr> <tr> <td>Cr. O'Neil</td> <td></td> </tr> <tr> <td>Cr. Scheffe</td> <td></td> </tr> </tbody> </table>		Those in Favour of the Motion	Those Against the Motion	Cr. Chandler	Cr. Golder	Cr. Flynn	Cr. McMullen	Cr. Newman		Cr. O'Neil		Cr. Scheffe	
Those in Favour of the Motion	Those Against the Motion												
Cr. Chandler	Cr. Golder												
Cr. Flynn	Cr. McMullen												
Cr. Newman													
Cr. O'Neil													
Cr. Scheffe													

Responsible Officer	Land Administration Officer
----------------------------	------------------------------------

Item Number: C.14 **File Number:** D20/8972

SUBJECT HEADING: INJUNE CARAVAN PARK LEASE ARRANGEMENTS

Officer's Title: Land Administration Officer

Executive Summary:

The current lease for the Injune Caravan Park terminates on 26 March 2020. Council was asked to consider options to open the park and service visitors to the region while tenders are called to lease the Caravan Park.

Resolution No. GM/02.2020/83	
Moved Cr McMullen	Seconded Cr Newman
That the item lay on the table to be considered at a future Council meeting.	

CARRIED

6/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Item Number:

LC.13

File Number: D19/81141

SUBJECT HEADING:

UNSEALED URBAN STREET DUST SUPPRESSION TRIAL

Officer's Title:

Deputy Director Infrastructure Services/Strategic Road Management

Resolution No. GM/02.2020/84

Moved Cr Scheffe

Seconded Cr Newman

That Council not proceed with a trial at this stage and consider a trial as part of the 2020/21 budget deliberations.

CARRIED

4/3

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. Flynn	Cr. Chandler
Cr. Newman	Cr. Golder
Cr. O'Neil	Cr. McMullen
Cr. Scheffe	

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management

Item Number:

L.8

SUBJECT HEADING:

MEETING WITH BIG RIG ACTION GROUP

Councillor's Title:

Cr. Cameron O'Neil

Resolution No. GM/02.2020/85

Moved Cr O'Neil

Seconded Cr Flynn

That Council organise a meeting with the Big Rig Action Group for next Tuesday, preferably at 10.30am, to consult on the Big Rig Action Plan.

CARRIED

6/1

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. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer	Regional Tourism Development Coordinator
----------------------------	---

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 5.06pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 26 February 2020, at Roma Administration Centre.

.....
 Mayor.

.....
 Date.

MINUTES OF THE SPECIAL MEETING OF MARANO REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 19 FEBRUARY 2020 COMMENCING AT 9.50AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor J L Chambers (until 12.15pm by telephone), Cr. N H Chandler (until 12.03pm), Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Scheffe, Cr. J M Stanford and Chief Executive Officer – Julie Reitano in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Regional Tourism Development Coordinator – Justine Miller, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Manager Economic and Community Development – Ed Sims, Project Officer Program and Contract Management – Luci Gunning.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.51am.

APOLOGIES

There were no apologies for the meeting.

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

CONFIDENTIAL ITEMS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C1 and C.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (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. SM/02.2020/86

Moved Cr Newman

Seconded Cr Stanford

That Council close the meeting to the public at 9.52am, moving the order of business to first discuss Items C.1 and C.2 pertaining to the Big Rig Roma.

CARRIED

9/0

Cr. Chandler left at 12.03pm, and did not return for the remainder of the meeting.

Resolution No. SM/02.2020/87

Moved Cr O'Neil

Seconded Cr Flynn

That Council open the meeting to the public at 12.05pm.

CARRIED

8/0

Item Number:

C.1

File Number: D20/13488

SUBJECT HEADING:

TENDER 20019 - EVALUATION REPORT - BIGGER BIG RIG OBSERVATION TOWER AND TREETWALK

Officer's Title:

Deputy Director Infrastructure Services/Strategic Road Management

Executive Summary:

This report provided Council with an overview of Tender 20019, Construction of the Bigger Big Rig Observation Tower and Treetop Walkway.

Resolution No. SM/02.2020/88

Moved Cr O'Neil

Seconded Cr Flynn

That the information be received and noted.

CARRIED

8/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management

Item Number:

C.2

File Number: D20/14044

SUBJECT HEADING:

BIGGER BIG RIG FINANCIAL ANALYSIS

Officer's Title:

Contractor - Strategic Finance

Executive Summary:

The Bigger Big Rig Capital approved budget 2019/20 for Stage 1 is \$2,997,664 comprising:

- Capital grant from Outback Tourism Infrastructure fund of \$1.230 million;*
- Internal loan from gravel pits reserves of \$1.234 million;*
- Non infrastructure agreement reserves of \$246,470;*
- Corporate overhead reserves of \$277,325;*
- Contribution from Visit Roma of \$10,000.*

An overview of the updated financial analysis was presented to Council.

Resolution No. SM/02.2020/89

Moved Cr O'Neil

Seconded Cr Newman

That the information be received and noted.

CARRIED

8/0

Responsible Officer

Contractor - Strategic Finance

Item Number: C.3 **File Number:** D20/13888

SUBJECT HEADING: EXTENSION OF TIME REQUEST FOR SMART CITIES AND SUBURBS PROGRAM - INSTALL SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)

Officer's Title: Manager - Water, Sewerage & Gas Program Funding & Budget Coordinator

Executive Summary:

Council received funding under the Smart Cities and Suburbs Program Round 2 to install supervisory control and data acquisition. The project is required to be delivered before 30 June 2020.

A request was received to propose a unified approach by all funded Councils to submit a co-signed letter to the funding body to extend the funding deadline due to the initial short timeframes for delivery.

Resolution No. SM/02.2020/90

Moved Cr McMullen

Seconded Cr Chambers

That Council:

1. Authorise the Chief Executive Officer or delegate to co-sign a letter to request extension to the deadline to deliver the Smart Cities and Suburbs Program Round.
2. Authorise the Chief Executive Officer or delegate to sign the deed of variation if extension of time is approved.

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: C.4 **File Number:** D20/14031

SUBJECT HEADING: ORGANISATIONAL STRUCTURE

Officer's Title: Manager - Organisational Development & Human Resources

Executive Summary:

The report tabled the updated Organisational Structure for adoption as a whole / complete document.

Resolution No. SM/02.2020/91

Moved Cr O'Neil

Seconded Cr Newman

That the matter lay on the table for further consideration at an upcoming meeting.

CARRIED

8/0

Responsible Officer

Manager - Organisational Development & Human Resources

Item Number: 6.1 **File Number:** D20/13956

SUBJECT HEADING: ACCEPTABLE REQUEST GUIDELINES

Officer's Title: Chief Executive Officer

Executive Summary:

The previous Acceptable Request Guidelines formed part of the Elected Member Request and Assistance Policy.

As part of the Belcarra Reforms there have been changes to S170A of the Local Government 2009. This has necessitated a review of the guidelines. It was also proposed that the guidelines be extracted and published as a separate document.

Item Number: 6.2 **File Number:** D20/14003

SUBJECT HEADING: QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2018/19

Officer's Title: Mayor

Executive Summary:

The 2018/19 financial audit was completed by the Queensland Audit Office (QAO) on 30 September 2019 with the certified Financial Statements forwarded to the Mayor on 1 October 2019. Following some final updates by the Queensland Audit Office, the Final Management Report for 2018/19 was presented to Council by the Mayor.

Item Number: 6.3 **File Number:** D20/14011

SUBJECT HEADING: CORPORATE PLAN

Officer's Title: Chief Executive Officer

Executive Summary:

A copy of the updated Corporate Plan was provided for adoption.

Resolution No. SM/02.2020/95

Moved Cr McMullen

Seconded Cr Newman

That Items 6.1 – 6.3 lay on the table for further consideration at an upcoming meeting.

CARRIED

8/0

Responsible Officer

Mayor / Chief Executive Officer

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss item C.5, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (a) the appointment, dismissal or discipline of employees;
- (b) industrial matters affecting employees;
- (c) the local government budget;

- (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

Resolution No. SM/02.2020/92	
Moved Cr O'Neil	Seconded Cr McMullen
That Council closed the meeting to the public at 12.15pm.	
CARRIED	8/0

Cr. Chambers left the meeting at 12.15pm, and did not return for the remainder of the meeting.

Resolution No. SM/02.2020/93	
Moved Cr O'Neil	Seconded Cr McMullen
That Council open the meeting to the public at 1.05pm.	
CARRIED	7/0

Item Number: C.5 **File Number:** D20/14012

SUBJECT HEADING: EMPLOYMENT DOCUMENTS

Officer's Title: Chief Executive Officer

Executive Summary:

Following the finalisation of the new certified agreement on 4 February 2020, contract documents need to be replaced / updated to reflect in part that the certified agreement no longer applies to senior officers.

A delegation was sought to enable the Chief Executive Officer to finalise the new terms and conditions under delegated authority. The implementation of the delegation will also facilitate sub-delegations for appointment of employees into the future (e.g. to Directors and Manager Organisational Development and Human Resources).

Resolution No. SM/02.2020/94	
Moved Cr Newman	Seconded Cr Golder
That:	
<ol style="list-style-type: none"> 1. Under section 257 of the <i>Local Government Act 2009</i>, Maranoa Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer. These powers must be exercised subject to the limitations contained in Schedule 2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed. 2. Council note that this will include finalisation and signing of the updated employment documentation for senior officers. 	
CARRIED	7/0

Responsible Officer	Chief Executive Officer
----------------------------	--------------------------------

LATE VERBAL ITEM

Item Number: L.1 File Number: N/a

SUBJECT HEADING: SETTING OF A SPECIAL MEETING

Officer's Title: Chief Executive Officer

Executive Summary:

Council considered setting a Special Meeting date for the purpose of further considering those items laid on the table at the meeting, and any other identified emergent matters following the meeting.

Resolution No. SM/02.2020/96

Moved Cr McMullen

Seconded Cr Newman

That Council hold a Special Meeting on 21 February 2020.

CARRIED

7/0

Responsible Officer

Chief Executive Officer

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 1.08pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 26 February 2020, at the Roma Administration Centre.

.....
 Mayor.

.....
 Date.

NOTICE OF RESCISSION

Meeting: General 26 February 2020

Date: 20 February 2020

Item Number: 8.1

File Number: D20/14634

SUBJECT HEADING: Meeting with Big Rig Action Group

Classification: Open Access

Officer's Title: Chief Executive Officer

Original Resolution Meeting Date: 12 February 2020

Resolution Number: GM/02.2020/85

Rescission Recommendation:

That Council Rescind Resolution Number GM/02.2020/85 stating:-

That Council organise a meeting with the Big Rig Action Group for next Tuesday, preferably at 10.30am, to consult on the Big Rig Action Plan.

Background:

At the meeting on 12 February 2020, Council resolved to organise a meeting with the Big Rig Action Group. As a result of further advice received following the Council meeting, the resolution was not able to be enacted.

It is proposed that Council rescind the previous resolution.

Supporting Documentation:

Nil

Notice prepared by: Chief Executive Officer

NOTICE OF RESCISSION

Meeting: General 26 February 2020

Date: 21 February 2020

Item Number: 8.2

File Number: D20/15297

SUBJECT HEADING: Injune Caravan Park Lease Arrangements

Classification: Open Access

Officer's Title: Councillor Chandler

Original Resolution Meeting Date: 24 January 2020

Resolution Number: GM/01.2020/36

Resolution:

That Council:

1. On the basis that the current tenant for the Injune caravan park has not exercised its option to renew the existing lease, not grant to the tenant any further lease or other rights to occupy or manage the Injune Caravan Park after the expiry of the current lease term on 25 March 2020.
2. Delegate to the Chief Executive Officer, under section 257(1)(b) of the Local Government Act 2009, the authority to finalise arrangements with the current Tenant for the vacation of the Injune Caravan Park premises.
3. Invite written tenders for the lease and management of the Injune Caravan Park premises following the expiry of the term of the current lease.

Rescission Recommendation:

That Council Rescind Resolution Number GM/01.2020/36 that originally stated:

That Council:

1. On the basis that the current tenant for the Injune caravan park has not exercised its option to renew the existing lease, not grant to the tenant any further lease or other rights to occupy or manage the Injune Caravan Park after the expiry of the current lease term on 25 March 2020.
2. Delegate to the Chief Executive Officer, under section 257(1)(b) of the Local Government Act 2009, the authority to finalise arrangements with the current Tenant for the vacation of the Injune Caravan Park premises.
3. Invite written tenders for the lease and management of the Injune Caravan Park premises following the expiry of the term of the current lease.

Recommendation:

That Council replace the above resolution with the following:

That:

1. Council grant the current tenant a 3 month extension to occupy and manage the Injune Caravan Park. The new date of expiry would be 25 June 2020.
2. Council delegate to the Chief Executive Officer, under section 257(1)(b) of the *Local Government Act 2009*, the authority to finalise arrangements for this extension and subsequent vacation of the Injune Caravan Park.
3. Invite written tenders for the lease and management of the Injune Caravan Park premises following the expiry of the term lease.
4. Council staff meet with the current lessee onsite to discuss the retention or otherwise of specific services including plumbing and power in the caravan park.

Supporting Documentation:

Nil

Notice prepared by:

Councillor Chandler

OFFICER REPORT

Meeting: General 26 February 2020

Date: 14 February 2020

Item Number: 11.1

File Number: D20/12712

SUBJECT HEADING: Monthly Financial Report for the month of January 2020

Classification: Open Access

Officer's Title: Financial Accountant/Team Coordinator

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 January 2020 (including year to date).

Officer's Recommendation:

That the monthly financial report for the period ending 31 January 2020 be received and 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).

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	

Context:

Why is the matter coming before Council?

To present the financial report for the month of January 2020, in accordance 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 vs budget and balance sheet for the period ended 31 January 2020.

For the seven months ended 31 January 2020 total operating revenue was \$40.3M representing 46.9% of budget and total operating expenses was \$45.2M representing 54.7% of budget with 58.3% of the year elapsed.

Within total operating expenses employee costs were 41.4% of budget with materials & services 39%.

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 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)

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)

This report is for information purposes.

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 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 January 2020 to 31 January 2020.

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)

Interested Parties – Maranoa Community, Department of Local Government, Racing and Multicultural Affairs, Queensland Audit Office.

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
Compliance with <i>Local Government Regulation 2012</i>	The presentation of the financial report is in accordance with the Regulation.

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 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 31 January 2020 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	Statement of Financial Position as at 31 January 2020	D20/13047
2	Total Council Actual v Budget as at 31 January 2020	D20/13045
3	Office of the CEO Directorate Actual v Budget as at 31 January 2020	D20/13048
4	Corporate & Community Directorate Actual v Budget as at 31 January 2020	D20/13049
5	Development, Facilities & Environmental Services Directorate Actual v Budget as at 31 January 2020	D20/13050
6	Infrastructure Services Directorate Actual v Budget as at 31 January 2020	D20/13051

Report authorised by:

Chief Executive Officer



Maranoa Regional Council
Actual as at 31 January 2020

STATEMENT OF FINANCIAL POSITION

	Actual As at 31/01/2020	Actual Audited FY 30/6/2019
Current Assets		
Cash and Cash Equivalents	2,468,669	2,073,000
Investments	70,250,569	82,900,000
Trade & Other Receivables	5,262,676	10,605,000
Inventories - Realisable < 12 Months	1,810,531	1,945,000
	79,792,444	97,523,000
Non Current Assets Held For Sale	0	0
Non-current Assets		
Infrastructure Property Plant Equipment	738,848,416	750,064,000
Projects - capital	68,743,388	38,486,000
	807,591,804	788,550,000
TOTAL ASSETS	887,384,248	886,073,000
Current Liabilities		
Trade & Other Payables	(2,751,770)	(10,207,000)
Short Term Provisions	(7,621,679)	(7,930,000)
Suspense	(247,879)	(198,000)
Borrowings	(1,313,596)	(1,314,000)
	(11,934,924)	(19,649,000)
Non-current Liabilities		
Long Term Provisions	(26,992,022)	(26,992,000)
Long Term Borrowings	(15,436,190)	(16,071,000)
	(42,428,212)	(43,063,000)
TOTAL LIABILITIES	(54,363,136)	(62,712,000)
NET COMMUNITY ASSETS	833,021,112	823,361,000
Community Equity		
Asset Revaluation Reserve	(276,713,606)	(276,715,000)
Accumulated Surplus	(504,685,523)	(502,742,000)
Other Reserves	(51,621,984)	(43,904,000)
	(833,021,112)	(823,361,000)
TOTAL COMMUNITY EQUITY	(833,021,112)	(823,361,000)



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2020

TOTAL COUNCIL

	Current Budget 2019-2020	% of Year Elapsed - 58.3%		Comments
		Actual 31/01/2020	% Variance	
Operating Revenue				
Rates and charges	(35,990,380)	(17,573,862)	48.8%	
Sale of goods and major services	(3,599,367)	(1,726,026)	48.0%	
Fees and charges - commercial	(9,762,843)	(6,085,626)	62.3%	
Fees and charges - statutory	(1,746,497)	(1,766,565)	101.1%	Refer Development Facilities & Environment directorate
Rental and levies	(819,214)	(384,334)	46.9%	
Investment income - interest	(1,867,000)	(893,794)	47.9%	Refer CC Directorate
Sales of contract and recoverable works	(6,329,000)	(2,022,727)	32.0%	Refer Infrastructure Directorate
Other Revenue	(2,102,297)	(1,622,830)	77.2%	Refer CC & Infrastructure Directorates
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(20,822,899)	(6,587,428)	31.6%	
Recovery of indirect expenses - external	(1,717,170)	(502,491)	29.3%	
Internal revenue - water from standpipe	(1,222,000)	(1,116,027)	91.3%	
Total Operating Revenue	(85,978,667)	(40,281,710)	46.9%	
Operating Expenses				
Employee costs	37,159,227	18,727,503	50.4%	
Materials and services	31,081,411	17,610,743	56.7%	
Plant hire internal	(3,144,762)	(1,263,123)	40.2%	
Overhead recovery	(9,129,790)	(3,908,344)	42.8%	
Materials and services - contracts	6,692,558	2,374,237	35.5%	
Finance Costs	696,417	351,194	50.4%	
Depreciation Amortisation and Impairment	19,237,060	11,214,047	58.3%	
Other Expenses	101,168	83,233	82.3%	Refer CC Directorate
Internal expense - rates and charges	(17,280)	13,362	-77.3%	
Indirect expenses - corporate	0	0	0.0%	
Total Operating Expenses	82,676,009	45,202,854	54.7%	
Reserve Transfers				
Transfer to reserves for operational	1,571,627	0	0.0%	
Transfer from reserves for operational	(3,117,706)	0	0.0%	
Transfer to reserves for capital	1,669,148	0	0.0%	
Transfer from reserves for capital	(28,755,448)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(31,935,037)	4,921,144	-15.4%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(7,290,881)	(5,082,869)	69.7%	
Grants and subsidies (capital) - State	(8,038,938)	(2,805,636)	34.9%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(24,881,331)	(6,309,748)	25.4%	
Operating (Surplus)/Deficit After Capital Items	(72,146,187)	(9,277,110)	12.9%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(385,082)	16.4%	
Funded depreciation	(19,237,060)	0	0.0%	
Total Capital Funding Sources Used	(21,590,060)	(385,082)	1.8%	
Capital Funding Applications				
Projects - capital	88,464,205	30,256,849	34.2%	
Loan repayments	1,274,250	634,736	49.8%	
Total Capital Funding Applications	89,738,455	30,891,584	34.4%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2020

OFFICE OF THE CEO DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 58.3%		Comments
		Actual 31/01/2020	% Variance	
Operating Revenue				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(127,000)	(56,531)	44.5%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(23,500)	(51,457)	219.0%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(150,500)	(107,988)	71.8%	
Operating Expenses				
Employee costs	1,613,243	753,486	46.7%	
Materials and services	841,400	837,026	99.5%	Total public liability insurance 2019/20 paid in advance
Plant hire internal	28,954	2,797	9.7%	
Overhead recovery	0	0	0.0%	
Materials and services - 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%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Total Operating Expenses	2,333,616	1,593,309	68.3%	
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	1,485,321	68.0%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,183,116	1,485,321	68.0%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 58.3%		Comments
		Actual 31/01/2020	% Variance	
Operating Revenue				
Rates and charges	(25,277,508)	(11,943,583)	47.2%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,989,818)	(2,429,025)	60.9%	
Fees and charges - statutory	(150,804)	(142,194)	94.3%	
Rental and levies	0	0	0.0%	
Investment income - interest	(1,867,000)	(893,794)	47.9%	Unanticipated drop in short term interest rates
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(253,000)	(295,456)	116.8%	Refund from ATO pre amalgamation not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,693,456)	(4,842,530)	27.4%	
Recovery of indirect expenses - external	(1,717,170)	(502,491)	29.3%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(50,948,756)	(21,049,074)	41.3%	
Operating Expenses				
Employee costs	14,105,856	7,302,578	51.8%	
Materials and services	4,450,741	2,699,774	60.7%	
Plant hire internal	335,111	138,149	41.2%	
Overhead recovery	(9,129,790)	(3,908,344)	42.8%	
Materials and services - contracts	1,595,400	843,856	52.9%	
Finance Costs	155,026	64,710	41.7%	
Depreciation Amortisation and Impairment	402,287	228,831	56.9%	
Other Expenses	86,484	70,299	81.3%	Increased QTC admin fees due to higher than average QTC investments
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(1,306,597)	(653,296)	50.0%	
Total Operating Expenses	10,694,518	6,786,556	63.5%	
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	(1,815,126)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(41,848,697)	(14,262,517)	34.1%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(3,933,627)	(2,804,605)	71.3%	
Grants and subsidies (capital) - State	(1,841,483)	(1,110,000)	60.3%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(47,623,807)	(18,177,122)	38.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(402,287)	0	0.0%	
Total Capital Funding Sources Used	(402,287)	0	0.0%	
Capital Funding Applications				
Projects - capital	7,954,564	6,751,642	84.9%	
Loan repayments	238,714	114,125	47.8%	
Total Capital Funding Applications	8,193,278	6,865,767	83.8%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 58.3%		Comments
		Actual 31/01/2020	% Variance	
Operating Revenue				
Rates and charges	(2,308,574)	(1,153,214)	50.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,581,091)	(786,680)	49.8%	
Fees and charges - statutory	(1,093,621)	(1,328,594)	121.5%	Waste Levy contribution
Rental and levies	(819,214)	(384,334)	46.9%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(160,508)	(314,997)	196.3%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,725,052)	(744,838)	43.2%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(47,000)	(5,375)	11.4%	
Total Operating Revenue	(7,735,060)	(4,718,032)	61.0%	
Operating Expenses				
Employee costs	6,082,735	3,211,378	52.8%	
Materials and services	10,560,533	4,477,112	42.4%	
Plant hire internal	820,055	417,382	50.9%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,314,336	650,176	49.5%	
Finance Costs	31,706	11,417	36.0%	
Depreciation Amortisation and Impairment	2,542,613	1,477,280	58.1%	
Other Expenses	0	973	0.0%	
Internal expense - rates and charges	40,000	13,362	33.4%	
Indirect expenses - corporate	152,385	76,192	50.0%	
Total Operating Expenses	21,544,363	10,335,272	48.0%	
Reserve Transfers				
Transfer to reserves for operational	71,666	0	0.0%	
Transfer from reserves for operational	(1,312,387)	0	0.0%	
Transfer to reserves for capital	130,000	0	0.0%	
Transfer from reserves for capital	(4,865,074)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	7,833,508	5,617,240	71.7%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(500,000)	(500,000)	100.0%	
Grants and subsidies (capital) - State	(1,342,500)	49	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(130,000)	(51,668)	39.7%	
Operating (Surplus)/Deficit After Capital Items	5,861,008	5,065,622	86.4%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	(74,724)	0.0%	
Funded depreciation	(2,542,613)	0	0.0%	
Total Capital Funding Sources Used	(2,542,613)	(74,724)	2.9%	
Capital Funding Applications				
Projects - capital	7,565,255	2,243,829	29.7%	
Loan repayments	286,540	144,479	50.4%	
Total Capital Funding Applications	7,851,795	2,388,309	30.4%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 58.3%		Comments
		Actual	%	
		31/01/2020	Variance	
Operating Revenue				
Rates and charges	(8,404,298)	(4,477,065)	53.3%	
Sale of goods and major services	(3,599,367)	(1,726,026)	48.0%	
Fees and charges - commercial	(4,191,934)	(2,869,920)	68.5%	
Fees and charges - statutory	(502,072)	(295,777)	58.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(6,329,000)	(2,022,727)	32.0%	Majority of MRD works will commence in 2nd half of financial year
Other Revenue	(1,561,789)	(955,847)	61.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,380,891)	(948,603)	68.7%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(1,175,000)	(1,110,652)	94.5%	
Total Operating Revenue	(27,144,351)	(14,406,617)	53.1%	
Operating Expenses				
Employee costs	15,357,393	7,460,061	48.6%	
Materials and services	15,228,737	9,596,831	63.0%	
Plant hire internal	(4,328,882)	(1,821,450)	42.1%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	3,782,822	880,205	23.3%	
Finance Costs	509,685	275,068	54.0%	
Depreciation Amortisation and Impairment	16,292,160	9,507,936	58.4%	
Other Expenses	14,684	11,962	81.5%	
Internal expense - rates and charges	92,701	0	0.0%	
Indirect expenses - corporate	1,154,212	577,104	50.0%	
Total Operating Expenses	48,103,512	26,487,717	55.1%	
Reserve Transfers				
Transfer to reserves for operational	1,262,149	0	0.0%	
Transfer from reserves for operational	(1,788,174)	0	0.0%	
Transfer to reserves for capital	1,539,148	0	0.0%	
Transfer from reserves for capital	(22,075,248)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(102,964)	12,081,100	-11733.3%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(2,857,254)	(1,778,264)	62.2%	
Grants and subsidies (capital) - State	(4,854,955)	(1,695,685)	34.9%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(24,751,331)	(6,258,081)	25.3%	
Operating (Surplus)/Deficit After Capital Items	(32,566,504)	2,349,070	-7.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(310,358)	13.2%	
Funded depreciation	(16,292,160)	0	0.0%	
Total Capital Funding Sources Used	(18,645,160)	(310,358)	1.7%	
Capital Funding Applications				
Projects - capital	72,944,386	21,261,378	29.1%	
Loan repayments	748,996	376,131	50.2%	
Total Capital Funding Applications	73,693,382	21,637,509	29.4%	

OFFICER REPORT

Meeting: General 26 February 2020

Date: 17 February 2020

Item Number: 11.2

File Number: D20/13117

SUBJECT HEADING: Investment report for the month of January 2020

Classification: Open Access

Officer's Title: Financial Accountant/Team Coordinator

Executive Summary:

The purpose of this report is to present to Council the Investment Report (including the Trading Limits Report) as at 31 January 2020.

Officer's Recommendation:

That the Investment Report as at 31 January 2020 be received and 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).

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 31 January 2020.

Background:

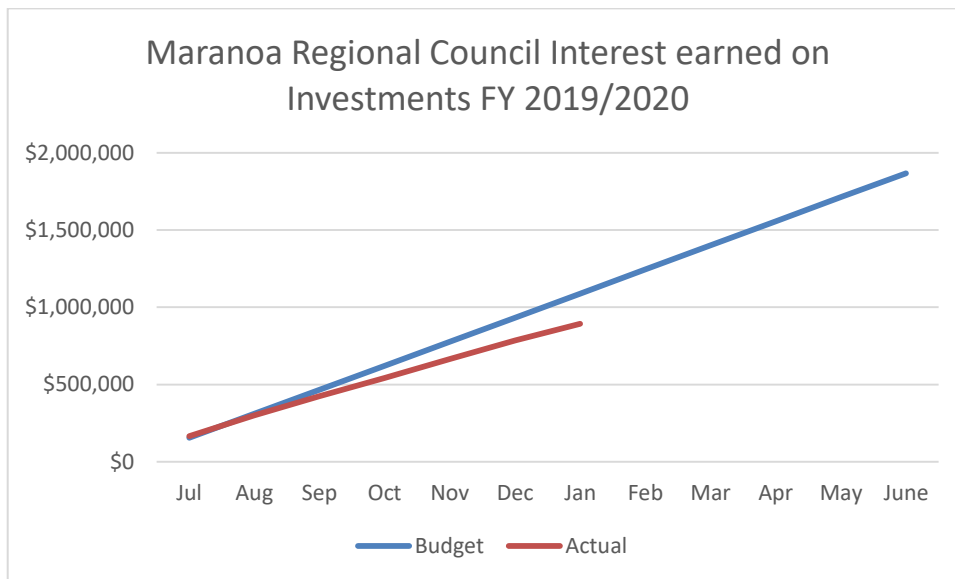
Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report which incorporates an Investment Trading Limits Report as at 31 January 2020.

For the seven months ended 31 January 2020 actual interest earned on investments totaled \$893,794, which represented 47.9% of the annual budget with 58.3% 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	\$543,158
Nov	\$777,915	\$665,039
Dec	\$933,498	\$785,032
Jan	\$1,089,081	\$893,794
Feb	\$1,244,644	
Mar	\$1,400,248	
Apr	\$1,555,831	
May	\$1,714,414	
June	\$1,866,997	



As per the January Trade Limits report, total investments with AMP exceeded Council’s policy limits on individual institutions by \$1.3m due to a crossover of investments 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 AMP in March.

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)

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.)

Maranoa Regional Council

General Meeting - 26 February 2020

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 - \$893,794

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 <i>Statutory Bodies Financial Arrangements Act 1982</i> and the <i>Statutory Bodies Financial Arrangements Regulations 2007</i> .

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 Investment Reports for the period ending 31 January 2020.

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 Register as at 31 January 2020 | D20/13477 |
| 2 | Trading Limit Performance as at 31 January 2020 | D20/13479 |

Report authorised by:
Chief Executive Officer



Investment Report Pack

Maranoa Regional Council

1 January 2020 to 31 January 2020



Contents

1. Securities Held By Trading Book Maturing Post 31 January 2020
2. Interest and Distribution Income Received For 1 January 2020 to 31 January 2020
3. Transactions For Period 1 January 2020 to 31 January 2020
4. Interest Income Accrued As At 31 January 2020
5. Portfolio Valuation As At 31 January 2020
6. Portfolio Valuation By Categories As At 31 January 2020
7. Performance Statistics For Period Ending 31 January 2020



1. Securities Held By Trading Book Maturing Post 31 January 2020

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												
		Queensland Treasury Corporation		1 Feb 2020		0.00	Nil	At Call	S&P AA+	33,148,101.27	33,148,101.27	33,148,101.27
LC78042	18 Sep 2019	Members Equity Bank Ltd		1 Feb 2020		1.75	Nil	At Call	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00
LC78040	10 Sep 2019	MyState Bank Ltd		11 Feb 2020	11 Feb 2020	1.70	Maturity	TD	Moody's ST P-2	750,000.00	750,000.00	754,995.20
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	2,015,583.56
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	2,015,189.04
LC78038	3 Sep 2019	Macquarie Bank		3 Mar 2020	3 Mar 2020	1.75	Maturity	TD	S&P ST A1	4,000,000.00	4,000,000.00	4,028,767.12
LC70012	7 Mar 2019	Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)		5 Mar 2020	5 Mar 2020	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,554.80
LC79233	6 Nov 2019	MyState Bank Ltd		6 Mar 2020	6 Mar 2020	1.72	Maturity	TD	Moody's ST P-2	500,000.00	500,000.00	502,026.30
LC82089	18 Dec 2019	Australian Military Bank Limited		18 Mar 2020	18 Mar 2020	1.75	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,004,219.18
LC78041	17 Sep 2019	AMP Bank Ltd		18 Mar 2020	18 Mar 2020	1.90	Maturity	TD	S&P ST A2	900,000.00	900,000.00	906,371.51
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	255,726.03
LC78140	9 Oct 2019	AMP Bank Ltd		7 Apr 2020	7 Apr 2020	1.70	Maturity	TD	S&P ST A2	2,026,926.03	2,026,926.03	2,037,688.18
LC78163	10 Oct 2019	National Australia Bank Ltd		10 Apr 2020	10 Apr 2020	1.65	Maturity	TD	S&P ST A1+	3,275,542.30	3,275,542.30	3,292,274.49
LC79613	15 Oct 2019	Bank of Sydney Ltd		14 Apr 2020	14 Apr 2020	1.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,257.54
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	255,561.65
LC79614	23 Oct 2019	National Australia Bank Ltd		20 Apr 2020	20 Apr 2020	1.60	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,004,383.56
LC82080	18 Nov 2019	AMP Bank Ltd		19 May 2020	19 May 2020	1.90	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,007,704.10
LC82498	16 Jan 2020	MyState Bank Ltd		21 May 2020	21 May 2020	1.65	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,678.08
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	254,660.28
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	254,332.19
LC82078	27 Nov 2019	AMP Bank Ltd		26 May 2020	26 May 2020	1.90	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,003,383.56
LC82079	26 Nov 2019	AMP Bank Ltd		26 May 2020	26 May 2020	1.90	Maturity	TD	S&P ST A2	600,000.00	600,000.00	602,061.37
LC82085	2 Dec 2019	AMP Bank Ltd		2 Jun 2020	2 Jun 2020	1.90	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,003,123.29
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	2,031,032.88
LC82090	19 Dec 2019	AMP Bank Ltd		16 Jun 2020	16 Jun 2020	1.80	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,002,120.55
LC82088	17 Dec 2019	AMP Bank Ltd		17 Jun 2020	17 Jun 2020	1.80	Maturity	TD	S&P ST A2	800,000.00	800,000.00	801,775.34
LC77559	26 Sep 2019	MyState Bank Ltd		22 Jun 2020	22 Jun 2020	1.72	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,005,984.66
LC81930	8 Jan 2020	BankVic		6 Jul 2020	6 Jul 2020	1.65	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,002,079.46
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	1,011,120.55
LC82275	20 Jan 2020	Australian Unity Bank		20 Jul 2020	20 Jul 2020	1.62	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,488.22
LC79726	14 Nov 2019	ING Bank Australia Limited		14 Aug 2020	14 Aug 2020	1.60	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,003,419.18



Investment Report Pack
Maranoa Regional Council
1 January 2020 to 31 January 2020

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
LC82086	11 Dec 2019	Illawarra Credit Union Ltd		9 Sep 2020	9 Sep 2020	1.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,628.77
LC82087	13 Dec 2019	Defence Bank Ltd		11 Dec 2020	11 Dec 2020	1.70	Maturity	TD	S&P ST A2	500,000.00	500,000.00	501,141.10
										70,250,569.60	70,250,569.60	70,464,432.98
Total										70,250,569.60	70,250,569.60	70,464,432.98

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 January 2020 to 31 January 2020

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	BVIC 2.15 02 Jan 2020 184DAY TD	IEI96805	2 Jan 2020	2,000,000.00	21,676.71	Security Coupon Interest	Maranoa Regional Council
	NAB 1.55 08 Jan 2020 92DAY TD	IEI103021	8 Jan 2020	2,000,000.00	7,813.70	Security Coupon Interest	Maranoa Regional Council
	BVIC 2.8 16 Jan 2020 365DAY TD	IEI86814	16 Jan 2020	250,000.00	7,000.00	Security Coupon Interest	Maranoa Regional Council
	MYS 2.8 16 Jan 2020 365DAY TD	IEI86804	16 Jan 2020	1,000,000.00	28,000.00	Security Coupon Interest	Maranoa Regional Council
	Auswide 2.6 20 Jan 2020 271DAY TD	IEI92334	20 Jan 2020	1,000,000.00	19,304.11	Security Coupon Interest	Maranoa Regional Council
					83,794.52		



3. Transactions For Period 1 January 2020 to 31 January 2020

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
QTC Maranoa CF At Call		LC82501	Disposal	2 Jan 2020	2 Jan 2020	5,000,000.00	5,000,000.00	1.00000000	100.000	0.000	100.000	(\$5,000,000.00)
QTC Maranoa CF At Call		LC82502	Acquisition	6 Jan 2020	6 Jan 2020	7,000,000.00	7,000,000.00	1.00000000	100.000	0.000	100.000	7,000,000.00
BVIC 1.65 06 Jul 2020 180DAY TD		LC81930	Acquisition	8 Jan 2020	8 Jan 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
QTC Maranoa CF At Call		LC82503	Disposal	8 Jan 2020	8 Jan 2020	7,000,000.00	7,000,000.00	1.00000000	100.000	0.000	100.000	(\$7,000,000.00)
QTC Maranoa CF At Call		LC82504	Acquisition	14 Jan 2020	14 Jan 2020	8,000,000.00	8,000,000.00	1.00000000	100.000	0.000	100.000	8,000,000.00
MYS 1.65 21 May 2020 126DAY TD		LC82498	Acquisition	16 Jan 2020	16 Jan 2020	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		LC82505	Disposal	16 Jan 2020	16 Jan 2020	5,000,000.00	5,000,000.00	1.00000000	100.000	0.000	100.000	(\$5,000,000.00)
QTC Maranoa CF At Call		LC82506	Acquisition	17 Jan 2020	17 Jan 2020	5,000,000.00	5,000,000.00	1.00000000	100.000	0.000	100.000	5,000,000.00
AUBANK 1.62 20 Jul 2020 182DAY TD		LC82275	Acquisition	20 Jan 2020	20 Jan 2020	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		LC83356	Disposal	22 Jan 2020	22 Jan 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	(\$500,000.00)
QTC Maranoa CF At Call		LC83357	Disposal	23 Jan 2020	23 Jan 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(\$2,000,000.00)
QTC Maranoa CF At Call		LC83358	Acquisition	28 Jan 2020	28 Jan 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	500,000.00
QTC Maranoa CF At Call		LC83359	Disposal	30 Jan 2020	30 Jan 2020	1,500,000.00	1,500,000.00	1.00000000	100.000	0.000	100.000	(\$1,500,000.00)
												3,500,000.00



4. Interest Income Accrued As At 31 January 2020

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
LC78040	MYS 1.7 11 Feb 2020 154DAY TD	11 Feb 2020	10 Sep 2019		11 Feb 2020	143	1.7000		Maturity	750,000.00	750,000.00	750,000.00	754,995.20	4,995.21
LC76254	MACQ 1.8 19 Feb 2020 177DAY TD	19 Feb 2020	26 Aug 2019		19 Feb 2020	158	1.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,015,583.56	15,583.56
LC76511	MACQ 1.8 26 Feb 2020 180DAY TD	26 Feb 2020	30 Aug 2019		26 Feb 2020	154	1.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,015,189.04	15,189.04
LC78038	MACQ 1.75 03 Mar 2020 182DAY TD	3 Mar 2020	3 Sep 2019		3 Mar 2020	150	1.7500		Maturity	4,000,000.00	4,000,000.00	4,000,000.00	4,028,767.12	28,767.12
LC70012	BCCU 2.9 05 Mar 2020 364DAY TD	5 Mar 2020	7 Mar 2019		5 Mar 2020	330	2.9000		Maturity	250,000.00	250,000.00	250,000.00	258,554.80	6,554.79
LC79233	MYS 1.72 06 Mar 2020 121DAY TD	6 Mar 2020	6 Nov 2019		6 Mar 2020	86	1.7200		Maturity	500,000.00	500,000.00	500,000.00	502,026.30	2,026.30
LC82089	AMB 1.75 18 Mar 2020 91DAY TD	18 Mar 2020	18 Dec 2019		18 Mar 2020	44	1.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,004,219.18	4,219.18
LC78041	AMP 1.9 18 Mar 2020 183DAY TD	18 Mar 2020	17 Sep 2019		18 Mar 2020	136	1.9000		Maturity	900,000.00	900,000.00	900,000.00	906,371.51	6,371.51
LC72725	SWCU 2.75 01 Apr 2020 365DAY TD	1 Apr 2020	2 Apr 2019		1 Apr 2020	304	2.7500		Maturity	250,000.00	250,000.00	250,000.00	255,726.03	5,726.03
LC78140	AMP 1.7 07 Apr 2020 181DAY TD	7 Apr 2020	9 Oct 2019		7 Apr 2020	114	1.7000		Maturity	2,026,926.03	2,026,926.03	2,026,926.03	2,037,688.18	10,762.14
LC78163	NAB 1.65 10 Apr 2020 183DAY TD	10 Apr 2020	10 Oct 2019		10 Apr 2020	113	1.6500		Maturity	3,275,542.30	3,275,542.30	3,275,542.30	3,292,274.49	16,732.19
LC79613	SYD 1.7 14 Apr 2020 182DAY TD	14 Apr 2020	15 Oct 2019		14 Apr 2020	108	1.7000		Maturity	250,000.00	250,000.00	250,000.00	251,257.54	1,257.53
LC72466	ARA 2.8 15 Apr 2020 365DAY TD	15 Apr 2020	16 Apr 2019		15 Apr 2020	290	2.8000		Maturity	250,000.00	250,000.00	250,000.00	255,561.65	5,561.64
LC79614	NAB 1.6 20 Apr 2020 180DAY TD	20 Apr 2020	23 Oct 2019		20 Apr 2020	100	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,383.56	4,383.56
LC82080	AMP 1.9 19 May 2020 183DAY TD	19 May 2020	18 Nov 2019		19 May 2020	74	1.9000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,007,704.10	7,704.11
LC82498	MYS 1.65 21 May 2020 126DAY TD	21 May 2020	16 Jan 2020		21 May 2020	15	1.6500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,678.08	678.08
LC72569	JUDO 2.7 22 May 2020 364DAY TD	22 May 2020	24 May 2019		22 May 2020	252	2.7000		Maturity	250,000.00	250,000.00	250,000.00	254,660.28	4,660.27
LC73215	Warwick CU 2.5 26 May 2020 369DAY TD	26 May 2020	23 May 2019		26 May 2020	253	2.5000		Maturity	250,000.00	250,000.00	250,000.00	254,332.19	4,332.19
LC82078	AMP 1.9 26 May 2020 181DAY TD	26 May 2020	27 Nov 2019		26 May 2020	65	1.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,383.56	3,383.56
LC82079	AMP 1.9 26 May 2020 182DAY TD	26 May 2020	26 Nov 2019		26 May 2020	66	1.9000		Maturity	600,000.00	600,000.00	600,000.00	602,061.37	2,061.37
LC82085	AMP 1.9 02 Jun 2020 183DAY TD	2 Jun 2020	2 Dec 2019		2 Jun 2020	60	1.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,123.29	3,123.29
LC73485	DFB 2.35 03 Jun 2020 365DAY TD	3 Jun 2020	4 Jun 2019		3 Jun 2020	241	2.3500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,031,032.88	31,032.88
LC82090	AMP 1.8 16 Jun 2020 180DAY TD	16 Jun 2020	19 Dec 2019		16 Jun 2020	43	1.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,120.55	2,120.55
LC82088	AMP 1.8 17 Jun 2020 183DAY TD	17 Jun 2020	17 Dec 2019		17 Jun 2020	45	1.8000		Maturity	800,000.00	800,000.00	800,000.00	801,775.34	1,775.34
LC77559	MYS 1.72 22 Jun 2020 270DAY TD	22 Jun 2020	26 Sep 2019		22 Jun 2020	127	1.7200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,005,984.66	5,984.66
LC81930	BVIC 1.65 06 Jul 2020 180DAY TD	6 Jul 2020	8 Jan 2020		6 Jul 2020	23	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,002,079.46	2,079.45
LC76073	Qld Police 2.05 16 Jul 2020 365DAY TD	16 Jul 2020	17 Jul 2019		16 Jul 2020	198	2.0500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,011,120.55	11,120.55
LC82275	AUBANK 1.62 20 Jul 2020 182DAY TD	20 Jul 2020	20 Jan 2020		20 Jul 2020	11	1.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,488.22	488.22
LC79726	ING 1.6 14 Aug 2020 274DAY TD	14 Aug 2020	14 Nov 2019		14 Aug 2020	78	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,419.18	3,419.18
LC82086	CACU 1.8 09 Sep 2020 273DAY TD	9 Sep 2020	11 Dec 2019		9 Sep 2020	51	1.8000		Maturity	250,000.00	250,000.00	250,000.00	250,628.77	628.77
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	49	1.7000		Maturity	500,000.00	500,000.00	500,000.00	501,141.10	1,141.10
										36,102,468.33	36,102,468.33		36,316,331.71	213,863.37



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 31 January 2020

Security	Security Rating	ISIN	Face Value Original	Face Value Current	Fl Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	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	1,000,000.00	100.000		0.000	1,000,000.00	1.42%	1.75%	
QTC Maranoa CF At Call	S&P AA+		33,148,101.27	33,148,101.27	100.000		0.000	33,148,101.27	47.04%		
			34,148,101.27	34,148,101.27				34,148,101.27	48.46%		1.75%
Term Deposit											
AMP 1.9 18 Mar 2020 183DAY TD	S&P ST A2		900,000.00	900,000.00	100.000		0.708	906,371.51	1.29%	1.90%	
AMP 1.7 07 Apr 2020 181DAY TD	S&P ST A2		2,026,926.03	2,026,926.03	100.000		0.531	2,037,688.18	2.89%	1.70%	
AMP 1.9 19 May 2020 183DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.385	2,007,704.10	2.85%	1.90%	
AMP 1.9 26 May 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.338	1,003,383.56	1.42%	1.90%	
AMP 1.9 26 May 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.344	602,061.37	0.85%	1.90%	
AMP 1.9 02 Jun 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.312	1,003,123.29	1.42%	1.90%	
AMP 1.8 16 Jun 2020 180DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.212	1,002,120.55	1.42%	1.80%	
AMP 1.8 17 Jun 2020 183DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.222	801,775.34	1.14%	1.80%	
ARA 2.8 15 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.225	255,561.65	0.36%	2.80%	
AMB 1.75 18 Mar 2020 91DAY TD	Moody's ST P-2		2,000,000.00	2,000,000.00	100.000		0.211	2,004,219.18	2.84%	1.75%	
AUBANK 1.62 20 Jul 2020 182DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.049	1,000,488.22	1.42%	1.62%	
BCCU 2.9 05 Mar 2020 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.622	256,554.80	0.36%	2.90%	
SYD 1.7 14 Apr 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.503	251,257.54	0.36%	1.70%	
BVIC 1.65 06 Jul 2020 180DAY TD	Moody's ST P-2		2,000,000.00	2,000,000.00	100.000		0.104	2,002,079.46	2.84%	1.65%	
DFB 2.35 03 Jun 2020 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		1.552	2,031,032.88	2.88%	2.35%	
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.228	501,141.10	0.71%	1.70%	
CACU 1.8 09 Sep 2020 273DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.252	250,628.77	0.36%	1.80%	
ING 1.6 14 Aug 2020 274DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.342	1,003,419.18	1.42%	1.60%	
JUDO 2.7 22 May 2020 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.864	254,660.28	0.36%	2.70%	
MACQ 1.8 19 Feb 2020 177DAY TD	Moody's ST P-1		2,000,000.00	2,000,000.00	100.000		0.779	2,015,583.56	2.86%	1.80%	
MACQ 1.8 26 Feb 2020 180DAY TD	Moody's ST P-1		2,000,000.00	2,000,000.00	100.000		0.759	2,015,189.04	2.86%	1.80%	
MACQ 1.75 03 Mar 2020 182DAY TD	Moody's ST P-1		4,000,000.00	4,000,000.00	100.000		0.719	4,028,767.12	5.72%	1.75%	
MYS 1.7 11 Feb 2020 154DAY TD	Moody's ST P-2		750,000.00	750,000.00	100.000		0.666	754,995.20	1.07%	1.70%	
MYS 1.72 06 Mar 2020 121DAY TD	Moody's ST P-2		500,000.00	500,000.00	100.000		0.405	502,026.30	0.71%	1.72%	
MYS 1.65 21 May 2020 126DAY TD	Moody's ST P-2		1,000,000.00	1,000,000.00	100.000		0.068	1,000,678.08	1.42%	1.65%	
MYS 1.72 22 Jun 2020 270DAY TD	Moody's ST P-2		1,000,000.00	1,000,000.00	100.000		0.598	1,005,984.66	1.43%	1.72%	
NAB 1.65 10 Apr 2020 183DAY TD	S&P ST A1+		3,275,542.30	3,275,542.30	100.000		0.511	3,292,274.49	4.67%	1.65%	
NAB 1.6 20 Apr 2020 180DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.438	1,004,383.56	1.43%	1.60%	
Qld Police 2.05 16 Jul 2020 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		1.112	1,011,120.55	1.43%	2.05%	



Investment Report Pack
Maranoa Regional Council
1 January 2020 to 31 January 2020

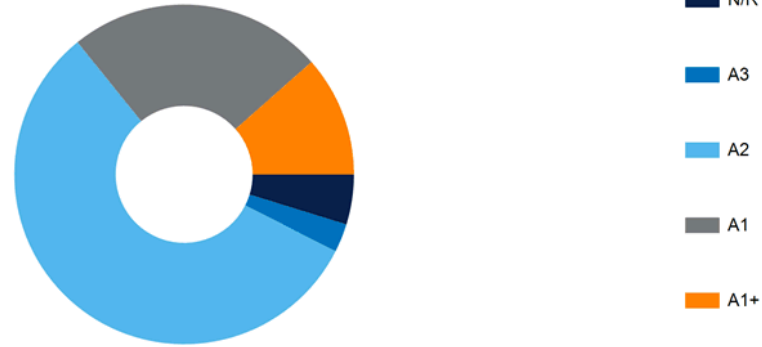
Security	Security Rating	ISIN	Face Value Original	Face Value Current	F1 Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
SWCU 2.75 01 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.290	255,726.03	0.36%	2.75%	
Warwick CU 2.5 26 May 2020 369DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.733	254,332.19	0.36%	2.50%	
			36,102,468.33	36,102,468.33				36,316,331.71	51.54%		1.82%
Total Portfolio			70,250,569.60	70,250,569.60				70,464,432.98	100.00%		1.82%



6. Portfolio Valuation By Categories As At 31 January 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	1,778,721.24	2.52%
A3	1,011,120.55	1.43%
A2	21,166,872.97	30.04%
A1	9,062,958.90	12.86%
A1+	4,296,658.05	6.10%
Portfolio Total	37,316,331.71	52.96%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	33,148,101.27	47.04%
Portfolio Total	33,148,101.27	47.04%

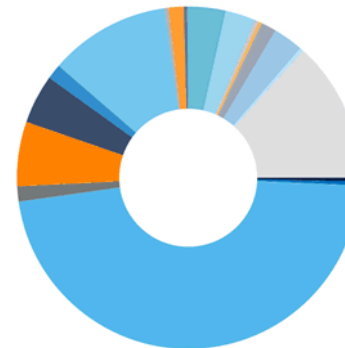
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	9,364,227.90	13.29%
Arab Bank Australia Ltd	255,561.65	0.36%
Australian Military Bank Limited	2,004,219.18	2.84%
Australian Unity Bank	1,000,488.22	1.42%
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	256,554.80	0.36%
Bank of Sydney Ltd	251,257.54	0.36%
BankVic	2,002,079.46	2.84%
Defence Bank Ltd	2,532,173.98	3.59%
Illawarra Credit Union Ltd	250,628.77	0.36%
ING Bank Australia Limited	1,003,419.18	1.42%
Judo Bank	254,660.28	0.36%
Macquarie Bank	8,059,539.72	11.44%
Members Equity Bank Ltd	1,000,000.00	1.42%
MyState Bank Ltd	3,263,684.24	4.63%
National Australia Bank Ltd	4,296,658.05	6.10%
QPCU LTD t/a QBANK	1,011,120.55	1.43%
Queensland Treasury Corporation	33,148,101.27	47.04%
South West Credit Union	255,726.03	0.36%
Warwick Credit Union	254,332.19	0.36%
Portfolio Total	70,464,432.98	100.00%

Market Value by Issuer



- AMP Bank Ltd
- Arab Bank Australia Ltd
- Australian Military Bank Limited
- Australian Unity Bank
- Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)
- Bank of Sydney Ltd
- BankVic
- Defence Bank Ltd
- Illawarra Credit Union Ltd
- ING Bank Australia Limited
- Judo Bank
- Macquarie Bank
- 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	34,148,101.27	48.46%
Term Deposit	36,316,331.71	51.54%
Portfolio Total	70,464,432.98	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	70,464,432.98	100.00%
Portfolio Total	70,464,432.98	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



0 to < 1 Year



7. Performance Statistics For Period Ending 31 January 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.08%	0.23%	1.28%	1.99%
Performance Index (2)	0.08%	0.24%	1.40%	1.68%
Excess Performance (3)	0.00%	-0.01%	-0.12%	0.31%

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	1.82



Investment Report Pack
Maranoa Regional Council
1 January 2020 to 31 January 2020

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 478696), 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-01.76
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



Trading Limit Report 125
Maranoa Regional Council
As At 31 January 2020 using balances as at 10 February 2020

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		9,326,926.03	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	17.00	1,326,926
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		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Australian Unity Bank		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Auswide Bank Limited		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Banana Coast Community Credit Union Ltd (a division of P&N Bank Limited)		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		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
BankVic		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	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		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	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		2,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	63.00	37.00	1,500,000	0.00	0
G&C Mutual Bank Limited		0.00	Book	3,000,000.00	AUD	3,000,000.00	0.00	100.00	3,000,000	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		1,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	13.00	87.00	7,000,000	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		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Members Equity Bank Ltd		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
MyState Bank Ltd		3,250,000.00	Book	4,000,000.00	AUD	4,000,000.00	81.00	19.00	750,000	0.00	0
National Australia Bank Ltd		4,275,542.30	Book	8,000,000.00	AUD	8,000,000.00	53.00	47.00	3,724,458	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		33,148,101.27	Book	100.00 % of 70,250,569.60		70,250,569.60	47.00	53.00	37,102,468	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



Trading Limit Report 125
 Maranoa Regional Council
 As At 31 January 2020 using balances as at 10 February 2020

	70,250,569.60	160,750,569.60	91,826,926	1,326,926
(Excluding Parent Group Duplicates)	70,250,569.60			



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-	33,148,101.27	Book	100.00	% of 70,250,569.60	70,250,569.60	47.00	53.00	37,102,468	0.00	0
A1+	4,275,542.30	Book	100.00	% of 70,250,569.60	70,250,569.60	6.00	94.00	65,975,027	0.00	0
A1	9,000,000.00	Book	50.00	% of 70,250,569.60	35,125,284.80	26.00	74.00	26,125,285	0.00	0
A2	21,076,926.03	Book	30.00	% of 70,250,569.60	21,075,170.88	100.00	0.00	0	0.00	1,755
A3	1,000,000.00	Book	10.00	% of 70,250,569.60	7,025,056.96	14.00	86.00	6,025,057	0.00	0
N/R	1,750,000.00	Book	10.00	% of 70,250,569.60	7,025,056.96	25.00	75.00	5,275,057	0.00	0
	70,250,569.60				210,751,708.80			140,502,894		1,755

Notes

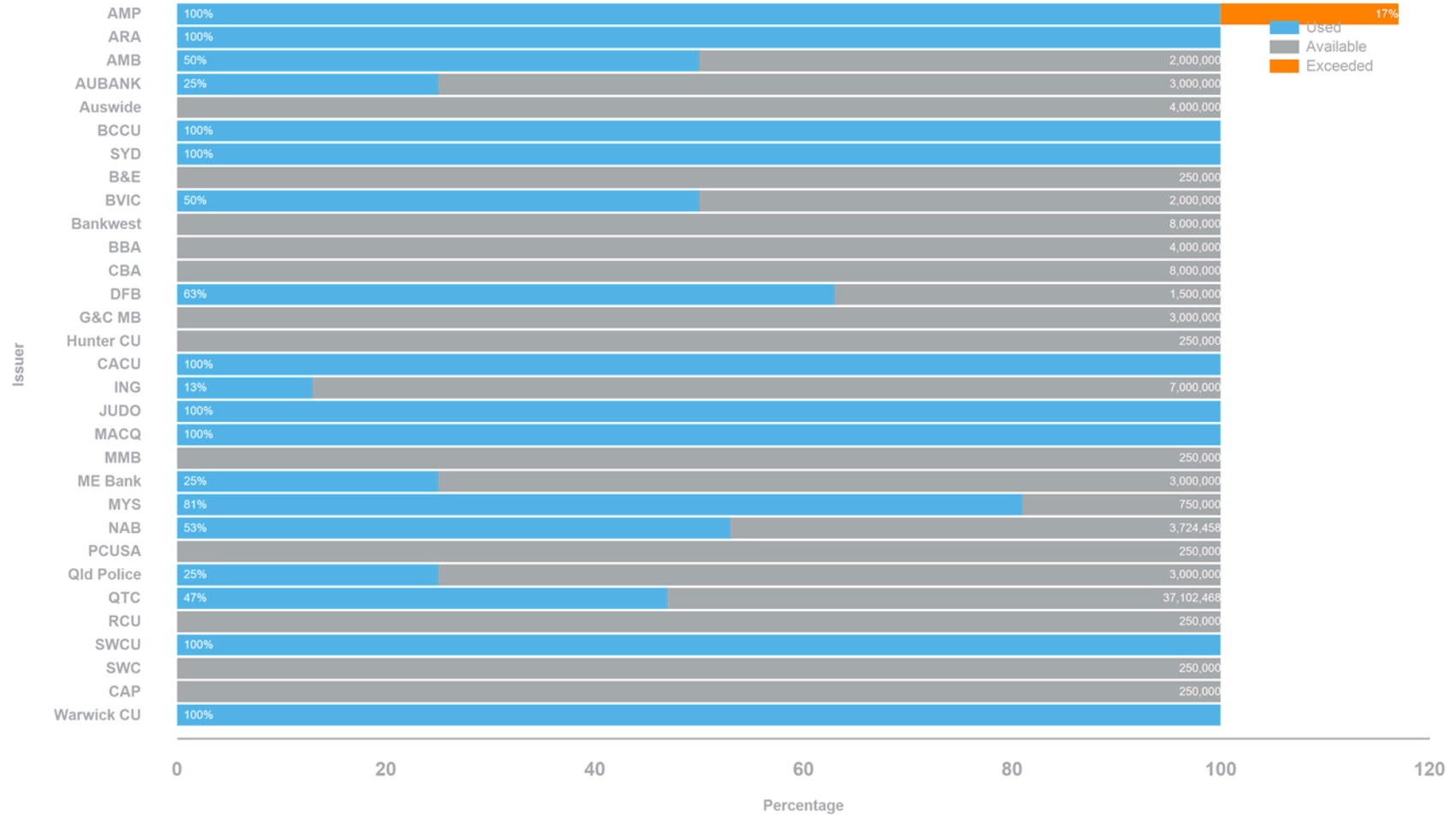
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

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	70,250,569.60	Book	100.00	% of 70,250,569.60	70,250,569.60	100.00	0.00	0	0.00	0
	70,250,569.60				70,250,569.60			0		0



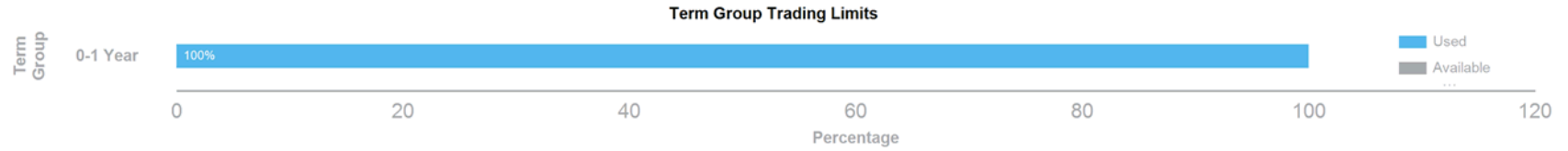
Issuer Trading Limits







Trading Limit Report 125
Maranoa Regional Council
As At 31 January 2020 using balances as at 10 February 2020





Trading Limit Report 125
Maranoa Regional Council
As At 31 January 2020 using balances as at 10 February 2020

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 478696), 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: TBSBP125EXT-00.04
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 January 2020
Balance Date: 10 February 2020
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Report Mode: BalAndScenario
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

OFFICER REPORT

Meeting: General 26 February 2020

Date: 16 December 2019

Item Number: 13.1

File Number: D19/123932

SUBJECT HEADING: Wallumbilla Showgrounds - User Agreement

Classification: Open Access

Officer's Title: Facility Lease Management & Housing
Officer/Team Coordinator

Executive Summary:

Council is asked to consider entering into a formal agreement with the Wallumbilla Community Menshed Incorporated, Wallumbilla Show Society and the Wallumbilla Cattle Dog Trial Committee in respect to their use of the Old SES Shed at the Wallumbilla Showgrounds.

Officer's Recommendation:

That Council

1. Enter into a joint non-exclusive User Agreement with the Wallumbilla Community Menshed Incorporated, Wallumbilla Show Society and the Wallumbilla Cattle Dog Trial Committee for a period of three (3) years for the use of the former SES facility at the Wallumbilla Showgrounds.
 2. Not charge the groups a hire fee for use of the facility but applicable bond to apply.
-

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).

Wallumbilla Community Menshed Incorporated

Wallumbilla Show Society

Wallumbilla Cattle Dog Trial Committee

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 groups listed use the old SES shed at the Wallumbilla Showgrounds to store their respective equipment.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

When the new SES shed was constructed in Wallumbilla, three groups that use the Wallumbilla Showgrounds began to use the old SES shed to store their equipment. As this has come to Council's attention it is now timely to enter into an agreement with these groups.

Two of the user groups stated in this report are connected with the Council resolution listed below:

Council Resolution GM/08.2015/28

That Council:

- 1. Endorse the committee's recommendation for the 2015/16 financial year, that Council not charge current user groups a hire fee for use of the grounds given their voluntary commitment to improving the facility over an extended period of time. Current user groups include – Wallumbilla Campdraft, Wallumbilla Cricket Club, Wallumbilla Pony Club, Wallumbilla Show Society, Wallumbilla State Emergency Service (SES) and Wallumbilla Menshed.***
- 2. The applicable bond will continue to apply.***
- 3. Review this approval as part of the 2016/17 Budget deliberations and fees and charges schedule review.***

However the Wallumbilla Cattle Dog Trial Committee is a new user of the area so I am seeking Council's guidance on whether to charge a hire fee for the use of this building or remain consistent with all other Wallumbilla Showgrounds group's agreements and charge no hire fee but a payment of bond be applicable.

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 (Land, Buildings & Structures)

Wallumbilla Community Menshed Incorporated
Wallumbilla Show Society
Wallumbilla Cattle Dog Trial Committee

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)

Other users of the Wallumbilla Showgrounds. It was agreed at a Wallumbilla Showgrounds User Group meeting that these three groups would use 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
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 an agreement with the Wallumbilla Community Menshed Incorporated, Wallumbilla Show Society and the Wallumbilla Cattle Dog Trial Committee for the use of the facility at the Wallumbilla Showgrounds.

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. Enter into a joint non-exclusive User Agreement with the Wallumbilla Community Menshed Incorporated, Wallumbilla Show Society and the Wallumbilla Cattle Dog Trial Committee for a period of three (3) years for the use of the former SES facility at the Wallumbilla Showgrounds.
2. Not charge the groups a hire fee for use of the facility but applicable bond to apply.

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:

Nil

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

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

INFORMATION REPORT

Meeting: General 26 February 2020

Date: 17 February 2020

Item Number: 13.2

File Number: D20/13255

SUBJECT HEADING: Regional Pool Report January 2020

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 January 2020 include Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool, Roma Pool and The Great Artesian Spa.

Officer's Recommendation:

That Council receive the Regional Swimming Pool reports for the Injune Pool, Wallumbilla Pool, Surat Pool, Mitchell Pool, Roma Pool and the Great Artesian Spa for the month of January 2020.

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:

Roma Pool	Consumables	None Required.
	First Aid	Ordered 10/2/2020 with ERISK delivered to the pool. Request completed.
	Maintenance	Decommissioning of the old LTS pool – Capital works project. Update – funds allocated at December General Council Meeting. Scope

Maranoa Regional Council

General Meeting - 26 February 2020

		generated.
	Maintenance	Non slip coating in both bathrooms is flaking. Waiting on outcome of Roma Pool Feasibility and Upgrade report and future budget allocation.
	Maintenance	Emergency Shower is running hot in the middle of the day. Plumber has insulated piping to reduce heat transfer to the water. Request completed.
	Maintenance	Customer slipped outside the Ladies bathroom – Council painter asked to coat with nonslip coating waiting on completion. Work commenced 18/02/2020.
	Maintenance	Request for wall to be taken out between the last toilet and shower cubicle to allow larger cubicle for mobility impaired access. Contacted builder to provide costing and to see if this proposed work is possible. Works are possible, costing would be approximately \$2,000.00 per bathroom. Future budget consideration.
	Maintenance	Water bubbling up in the middle of the 50m pool. Again this is from air in the return water line, time taken to bleed the air from the filters was 45mins. Plumber engaged to investigate cause.
Injune Pool	Consumables	Ordered. Req 153894 for unleaded fuel.
	First Aid	None Required.
	Maintenance	Water is pooling in both change rooms. Floor is sinking causing the drain to be higher than the floor level. Proposed budget

Maranoa Regional Council

General Meeting - 26 February 2020

		considerations for capital works program.
	Maintenance	Request for hot water showers to be installed at the pool. Proposed budget consideration for capital works program.
Mitchell Pool	Consumables	None Required.
	First Aid	None Required.
	Maintenance	No Diving Sign has been ordered waiting on delivery.
	Maintenance	New concrete path to chemical shed – Budget consideration.
	Maintenance	New tap on eastern side of pool yard – Requested quote from Council plumber. Plumbers have provided an estimate of \$3,000-\$3,500 as it requires vac truck and backhoe, a roll of polly pipe and fitting plus their time, also truckloads of loam to back fill. Complicated process due to all the existing pipework and power for the pool and spa on that side of the complex. Request on hold.
	Maintenance	Gravel/Rocks for behind the new sheds. Job has been completed.
Great Artesian Spa	Consumables	Req 24669 issued. Chemicals Order 4/2/2020.
	First Aid	None Required
	Maintenance	Light needing repair in the hall kitchen. Engaged contractor to repair 3/2/2020.
	Maintenance	4 x 10amp double power points require replacement (faulty switches). Engaged contractor to replace faulty switches 3/2/2020.

Maranoa Regional Council

General Meeting - 26 February 2020

Wallumbilla Pool	Consumables	Ordered through the school waiting on delivery.
	First Aid	None Required.
	Maintenance	Water leak outside the fence on the footpath. CRM sent to Council plumbers to repair leak.
	Maintenance	Gutter cleaning reported to the Wallumbilla School for action.
	Maintenance	Tap handle on pop up sprinklers broken. Referred to school for repair.
	Maintenance	Tap handle broken in the green box that works the sprinkler. Referred to the school for repair.
	Maintenance	Removal of topsoil that is contaminated and top dressing to establish lawns. Referred to the school for consideration.
	Maintenance	Air conditioning of kiosk. Referred to the school for consideration.
	Maintenance	Additional lighting required for night use of the pool. Referred to the school for consideration.
	Request	Contractor has requested the purchase of a thermal pool blanket to help hold the heat in the pool overnight. Referred to the school for budget consideration.
	Request	Pool Hoist for older patrons and disabled entry to the pool as no steps only a ladder access to the pool. Referred to the school for budget consideration..
Surat Pool	Consumables	Chemical ordered 17/2/2020.
	First Aid	None Required.
	Maintenance	Brush cutter head has fallen apart. Defect logged

		with plant to have it replaced.
	Maintenance	Possible broken pipe in the suction line between the skimmer box and filters. Council Plumbers have attended, bled air from filtration system. Further investigation required.
	Maintenance	Leaking seal on sand filter. Repairs to 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 drainpipe 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	Pool blankets are falling apart require replacement. Requested quotes.
	Safety	Concrete BBQ area. Future budget consideration.
	Safety	First aid room. Future budget considerations.
	Safety	Mosquito breeding area requires additional drainage in the recreational oval behind the pool to prevent the water entering the pool

		grounds. Funds included in 2019/20 budget to undertake drainage works.

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 [↓](#) Denise Spencer Memorial Pool January 2020 Monthly Pool Management Report D20/9814
- 2 [↓](#) Injune Swimming Pool January 2020 Monthly Pool Management Report D20/10268
- 3 [↓](#) Mitchell Memorial Swimming Pool January 2020 Monthly Pool Management Report D20/8747
- 4 [↓](#) Great Artesian Spa January 2020 Monthly Pool Management Report D20/8695
- 5 [↓](#) Wallumbilla Pool January 2020 Monthly Pool Management Report D20/10244
- 6 [↓](#) Surat Swimming Pool January 2020 Monthly Pool Management Report D20/10262

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

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

Maranoa Regional Council
Monthly Pool Management Report
For the Month of January 2019

Pool Name – Denise Spencer Memorial Pool

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	SEASON PASS
Adult	1511		25	12	449
Children	1255		45	283	434
Seniors	170				

Comments:

17 patrons for Water Aerobics

55 Squad Entries

32 Vital Health with Tom

Sign in folders for individual groups on front counter for more accurate figures this season. Club nights every family must sign in and out. All school groups, Allied health and vital health will do the same. Season Pass holders still sign in as they enter the pool and hourly head counts continue.

School Swimming starts on Friday 7/02/20

2. Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.0-3.0	7.7	90	40
Week 2	2.0-3.0	7.7	132	40
Week 3	3-4	7.7	106	40
Week 4	4.0-6.0	7.7	116	40

Comments:-

3. Pool Temperature

	Daily Average
Week 1	28
Week 2	28
Week 3	28
Week 4	28

Comments:-

First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

Saline

Eye pad

Version 3. 03/06/15 Maranoa Regional Council

Band aides

4. Consumables

Items required eg. Toilet paper, hand towel, soap (please list):-

5. Maintenance Issues (please list):-

Decommissioned above ground pool is still to be removed.
 Non slip coating is flaking in both bathrooms. Areas do not appear slippery or have sharp edges at this moment.
 One of the patrons who recently slipped at out facility would like to see a hand rail from the ladies bathroom to the closer to the pool.
 Another patron slipped outside ladies toilets.
 Chemical shower at water park shed runs hot water in the middle of the day.
 Wet park is not going again after the electrical storms. Big pump was still running when I came in the morning, but the feature was not turning water over and spraying. Wading pool still is not holding prime.
 Between 20 and 45min bleed time on 50m filters at times
 Could we take the wall out between the shower and the end toilet in both bathrooms and have one door into the larger cubicle so we have better access for our learners with disabilities and our elderly.

+7. Safety Issues (Please list)

8. Safety Issues Resolved

9. Incidents (please ensure all incidents are reported to council the same day they occur on council’s incident form)

7 x Incidents
 As this is a public facility where water is involved could we put a sign at entry saying, “All floor surfaces can become slippery when wet. Keep children under 5 years within arms reach at all time and walk with caution.” Also I probably need to change some signage, No bombing, no Manus, No back flips, no front flips and no helicopters. Feed back from patrons.

10. 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:- Stacey Robertson

Date : 01/02/20

Maranoa Regional Council
Monthly Pool Management Report
For the Month of January 2020
Pool Name – Injune Swimming Pool

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	334	62	8		
Children	362	93	26		

Comments Injune State School held their annual swimming carnival, Injune Swimming Club have started squad training.

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.2	7.7	77	170
Week 2	2.9	7.9	82	160
Week 3	3.1	7.8	95	170
Week 4	2.9	7.8	76	160

Comments:

2. Pool Temperature

	Daily Average
Week 1	30.7
Week 2	31.2
Week 3	29.8
Week 4	30.3

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):**

30 litres unleaded

Safety Issues (Please list) Issues with unruly patrons ect (Drunk, abusive, violation of pool rules
 Water is pooling in the change rooms creating a slippery surface, the floor drains need to be lowered.

6. Safety Issues Resolved incidents (please ensure all incidents are reported to council the same day they occur on council's incident form**7. Any other issues that should be reported to council**

Hot showers required to recover children's body temperature after swim lessons and improve use of the pool.

Name & Signature of Pool Manager

Signed:- K. Wolski

Date : 8/2/20

Maranoa Regional Council
Monthly Pool Management Report
For the Month of January 2020.

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	49	1.8	N/A	N/A	N/A	N/A
Children	143	5.3	N/A	N/A	N/A	N/A
Family (2Adults&2Children)	26	1	N/A	N/A	N/A	N/A

Comments:-

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.09	7.74	130	80
Week 2	3.27	7.80	120	80
Week 3	2.16	7.60	130	90
Week 4	1.79	7.67	130	100

Comments:-

2. Pool Temperature

	Daily Average
Week 1	30.1
Week 2	29.6
Week 3	28.0
Week 4	28.1

Comments:-

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

Version 3. 03/06/15 Maranoa Regional Council

4. Consumables

Items required eg. Toilet paper, hand towel, soap (please list)

5. Maintenance Issues (please list):

January

- 3 x Hazchem Signs

October

- 2 x No Diving 1.4m Signs (ones at pool have turned black due to heat).
- Bunding for Calcium Chloride (wheelie bin).
- Is it possible to get a cement path from the new chemical shed to the cement surrounding the pool to assist with carting chemicals from the new chemical shed to the pool pump shed and unloading from the pallet as the forklift cannot get close enough to the new chemical shed.
- Tap be installed on the Eastern side of the pool for watering.
- Garden bed rocks for behind and the side of the new chemical shed.
- Put steps in place to top dress the pool yard when the pool closes for the season (April 2020)

August

- Old pump needs to be removed from pump shed.

6. Safety Issues (Please list)

7. Safety Issues Resolved

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 :- 1st February 2020

Maranoa Regional Council
Monthly Pool Management Report
For the Month of January 2020

Pool Name – Great Artesian Spa

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	1119				613
Children	Combined with adults				

Comments:-

Friday Morning Tea – 15, Sunday Breakfast – 136,

2. Gymnasium Use :

Comments:

Gym – 265, Yoga – 0, Vital Health – 29

3. Cold Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	7.02	7.58	1.7AF	1.6CF
Week 2	5.79	7.53	2.1AF	1.7CF
Week 3	5.79	7.53	1.9AF	1.4CF
Week 4	4.99	7.42	1.9AF	1.6CF

Comments:-

4. Hot Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	4.10	7.39	1.5AF	2.5CF
Week 2	4.99	7.49	1.6AF	1.0CF
Week 3	4.99	7.49	1.9AF	1.4CF
Week 4	4.01	7.37	1.5AF	1.5CF

Comments: -

5. Cold Pool Temperature

	Daily Average
Week 1	30.7
Week 2	30.8
Week 3	29.8
Week 4	30.6

Comments:-

6. Hot Pool Temperature

	Daily Average
Week 1	38.3
Week 2	38.9
Week 3	39.3
Week 4	38.9

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):-

5 boxes DPD No1 tablets, 5 boxes DPD No3 tablets, 5 boxes Phenol Red (PH) tablets, 2 pallets 20L chlorine drums, Cleaning consumables order (see attached)

9. Maintenance Issues (please list):-

10. Any other Issues Requiring Reporting

Name & Signature of Pool Manager

Signed:-



Jeffrey Watson

Date : 03/02/2020

Consumable Order Form -				
Date: 9.1.20		Requested by: Bryce	Location: Great Artesian Spa	
Stock Code	Store Item	Qty	Facility	
4107	SWEET LU 200GM (CARTON PF 12)			
4152	FACIAL TISSUES KLEENEX			
4159	AIR SCENT REFILL MAXI 6000			
4162	DISPENSER JUMBO ROLLS 57901			
4433	GARBAGE BAG 240L 100/CNT 4 x 25 ROLLS			
5046	ALUMINIUM BROOM HANDLE 1.5M LONG			
5069	GOJO HAND CLEANER FOAMING SOAP POD 1.25LIT	1 box		
5109	GLASS CLEANER HALO 5LTR	1		
5110	GLASS CLEANER HALO 15 LTR			
5158	DISC URINAL HBNIL ULTRA CM			
5304	BIO-GREEN ALL PURPOSE CLEANER			
5307	HAND SANITISER PUMP PACK 1L GERM BUSTER			
5314	GRAFFITI REMOVER WIPES (HOUCCUS POCUS)			
5315	GRAFFITI REMOVER CLINGING GELL (MARK OFF)			
5403	DISPENSER DIGITAL AIR FRESH SPRAY 270ML WHITE			
5419	MORTEIN SURFACE SPRAY			
5432	SRA			
5106	SUDZEE			
	PAPER TOWEL - SINGLE LEAF - SPA ONLY - KC4440G			UNFOLDED (29.5 X 19) - FOLDED (5.5 WIDE X 29.5)
1991	HAND TOWEL OPTIMUM KC #4456 - Roma Store Only			30.5 x 24 mm - Roma Library - Also known as Ultra
1994	HAND TOWEL KLEENEX COMPACT #4440 - Roma Store Only			29.5 x 19 mm - Roma Depot
1997	HAND TOWEL MULTIFOLD - Mitchell Store Only			24 x 23.5 mm - Mitchell Depot

Consumable Order Form -				
Date: 9.1.20	Requested by: Brez	Location: Great Artesian Spa		
Stock Code	Store Item	Qty	Facility	
83	BIN LINER WHITE 27 LT HDPE 20 ROLLS X 50			
551	BROOM HAIR FIBRE POLY BACK 350MM			
571	BUCKET MOP			
742	CHUX WIPES GREEN			
743	CHUX WIPES RED			
771	CLEANER DISINFECTANT BLUE LAZER 15 LT TCBLUL15			
778	CLEANER TOILET 5L BLUE LAZER			
782	CLEANER FLOOR VERSADET CONCENTRATE 25 LT	1		
977	DISPENSER TORK JUMBO ROLL WHITE PLASTIC			
1029	DUST PAN & BRUSH SET			
1775	BIN LINER GARBAGE HEAVY DUTY 82L LDPE	1		
1865	GLOVES VINYL LGE LOW POWDERED EXAMIN 100 PER BOX			
1866	GLOVES VINYL MED LOW POWDERED EXAMIN 100 PER BOX			
1991	HAND TOWEL OPTIMUM KC #4456 - Roma Store Only			
1994	HAND TOWEL KLEENEX COMPACT #4440 - Roma Store Only			
1997	HAND TOWEL MULTIFOLD - Mitchell Store Only			
1996	HAND TOWEL ROLL KC 4419			
1998	HAND TOWEL DISPENSER KC 4980 SUITS 1994			
1999	HANDLE BROOM MOP 1350 X 25MM			
2318	MOP HEAD	2	Red please	
2514	TOILET PAPER 2PLY 4735			
2516	TOILET PAPER JUMBO ROLL MAXI 2 PLY 4782			
2595	PLASTIC CLIPS WHITE 200ML 1000 PER CTN			
4043	DISPENSER ROLL PAPER TOWEL WHITE METAL KC4941			
943	SANITARY CRYSTALS			



Maintenance/Supplies Request

Request No.	116	3/02/2020
-------------	-----	-----------

Booringa Action Group Inc.
 PO Box 149
 Mitchell Qld 4465

Supplier	Comments		
Maranoa Regional Council			
Description			
3 light bulbs in the Hall Kitchen need replacing.			
Authorized By	Jeff Watson		
Company Business Number	21 546 772 092	Phone #	(07) 4624 6923



Maintenance/Supplies Request

Request No.	117	3/02/2020
-------------	-----	-----------

Booringa Action Group Inc.
 PO Box 149
 Mitchell Qld 4465

Supplier	Comments		
Maranoa Regional Council			
Description			
can we please get 4x 10amp double power points replaced in Hall Kitchen as they are becoming sticky and hard to switch on.			
Authorized By	<i>Jeff Watson</i>		
Company Business Number	21 546 772 092	Phone #	(07) 4624 6923

Maranoa Regional Council
WALLUMBILLA POOL MANAGEMENT REPORT
For the Month of January 2020.

1. Pool Entries

	General Entry	Schools	Race Night	Squad	Learn to Swim	AquaFit	Total
Adult	171	0	0	0	0	0	171
Children	248	0	0	0	40	0	288
						Total	459

Comments: I do not know the numbers for school swimming.

2. Pool Chemical Log

Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
Week 1	2 - 4	7.80	115	95	28.5°	5.0	-0.3
Week 2	2 - 4	7.80	115	116	28.5°	5.0	-0.3
Week 3	2 - 4	7.85	120	92	27.5°	5.0	-0.25
Week 4	2 - 4	7.80	150	120	27°	5.0	0.2

Comments:- Water clarity is great.

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

None required

4. Consumables - Items required e.g. Toilet paper, hand towel, soap (please list):-

1000 tablets phenol red tablets

1000 tablets DPD no.1

500 tablets alkaphot

Ordered last month have not received

Cleaning Products

None required

Chemicals

1 x Sodium thiosulphate

5. Maintenance request (please list):-

New maintenance requests

Water leak under ground near tap along front fence – *being repaired*

maintenance requests

- The gutters on roof are full of leaves and sticks from gum trees.
- Under roof insulation and lining for kiosk. On hot days it is cooler outside the kiosk than in it. I have been asking since I have taken on the pool for something to be done. I have told my staff not to stand in there for too long or not to treat first aid casualties in there as they will get heat stroke. It is that hot in there the lollies melt, please make this a priority.

Ongoing maintenance requests

Tap handle for pop up sprinkler (at deep end) is broken. Reported 8/11/19

Tap for pop up sprinkler with green lid on northern side behind shade structure is frozen. Reported 8/11/19

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. Replant other trees like bottle trees.
Top dressing 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 etc (Drunk, abusive, violation of pool rules)

No

11. Any other issues that should be reported to council

Could we please get blankets for the pool? Up until now we haven't been able to do to many lessons at the pool due to the water being so cold.

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 : 04.02.2020

Maranoa Regional Council
SURAT POOL MANAGEMENT REPORT
 Month of January 2020.

- Pool Entries

	General Entry	Schools	Race Night	Squad	Learn to Swim	Aqua Ducks	Total
Adult	205	0	0	-	-	10	215
Children	330	0	0	32	16	-	378
Total							603

Comments:

- Pool Chemical Log

25m Pool	Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
	Week 1	3.5	7.80	100	140	28°	1900	0.1
	Week 2	3.5	7.65	90	150	29°	1900	-0.05
	Week 3	3.5	7.70	70	150	28°	1900	-0.1
	Week 4	3.5	7.60	70	200	30°	1900	-0.1
	Week 5	3.5	7.80	80	180	30°	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 good.

Wading pool is empty waiting to be fixed.

- First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-
None required
- Consumables - Items required *e.g. Toilet paper, hand towel, soap* (please list):-
None required
Cleaning Products
None required
Chemicals
Sodium thiosulphate x 2
Bi carb soda x 2

Maintenance Issues (please list): -New Issues

- Whipper snipper needs replacing, the head fell apart while using it.
- I think there is a broken pipe in the suction line between the skimmer boxes and the filtration shed. Further investigation needs to be done. First reported 3/12/19

Ongoing Maintenance Issues

- Pool blankets are falling apart
- Tiles on pool ledge have popped off (email sent to Facilities 1/12/19 with photo)
- Main circulation pump is corroded. *Update 4/2/2020 Jamie will put spare pump on in off season and recondition one that's there as my spare.*
- 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.
- 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

-

Ongoing Safety Issues

- 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)
- 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 2017 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 overflowing 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.
- 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

I received signs not yet put up

- **Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)**

None to report

- **Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**

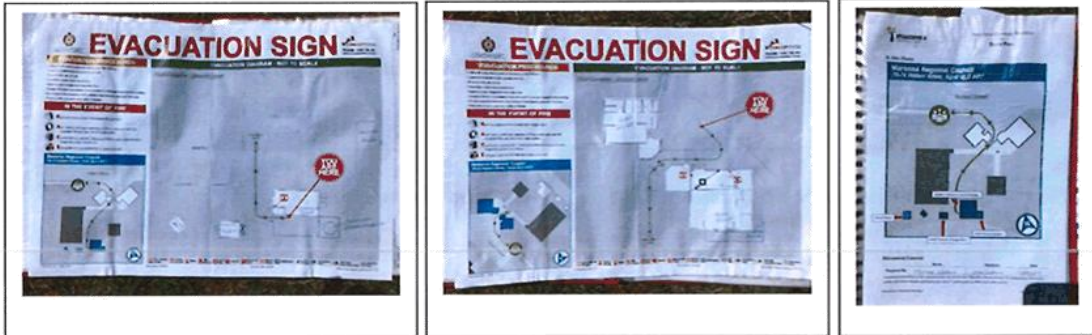
None to report

- **Any other issues or notifications that should be reported to council**

Investigation into the Surat Pool filtration system.

Photos

- Evacuation signs



Tiles on 25m pool ledge have popped. 1/12/19

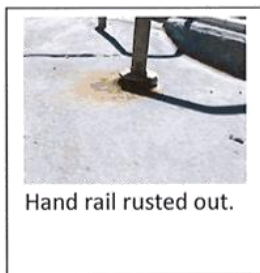
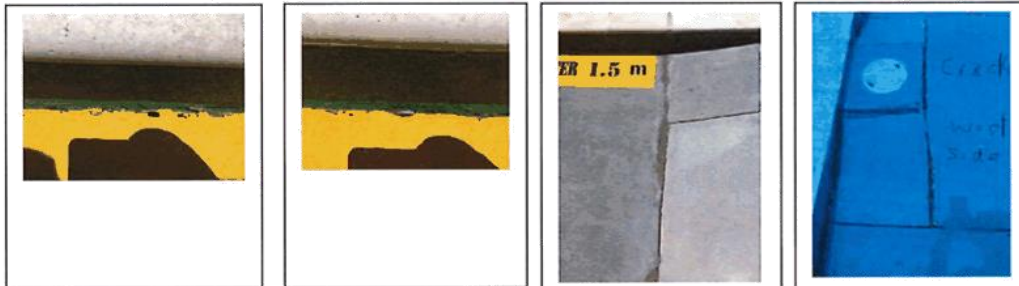


Leaking seal on Sand filter.



Rust coming through at the shallow end of 25m pool

Below - Gaps in concourse



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.



Name & Signature of Pool Manager

Name:- Mel Sutton – Outback Swim School - Manager Surat Pool

Signed:- *Mel Sutton*
M N SUTTON

Date : 04.02.2019

OFFICER REPORT

Meeting: General 26 February 2020

Date: 16 December 2019

Item Number: 13.3

File Number: D19/123415

SUBJECT HEADING: Code of Conduct Council Facilities

Classification: Open Access

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At the General Council Meeting held on 11 December 2019, Council resolved that a report be tabled at a future meeting outlining Council operations in Community Facilities (*Resolution No. GM/12.2019/20*).

Officer's Recommendation:

That Council note the Officers Report as presented.

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).

Regular users of Council facilities.

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?

At the General Council meeting held on 11 December 2019, Council resolved that a report was to be tabled at a future meeting outlining Council operations in Community Facilities (*Resolution No. GM/12.2019/20*).

It is understood that the purpose of this report was to outline the requirements in existing agreements in regard to cooperation and respect between users of Council shared use facilities towards each other and Council staff, and to identify any shortfalls that Council may need to address.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The following agreements entered into by Council already have clauses relating to conduct expected from users of Council Facilities.

Bassett Park Racehorse Trainers Agreement

Schedule 1, Item 15. "Verbal or physical abuse of Maranoa Council staff or other hirers will not be tolerated, eviction of persons and horses from the grounds may occur if this should happen."

Hibernian Hall (Agreements with regular, long term hirers)

Clause 7.3. "The User shall ensure that all persons using the Facility do so in an orderly and well behaved manner, which includes –

- *No alcohol/drugs; and*
- *No smoking within the facility*

The user shall remove, or cause to be removed any person from the Facility whose behavior is inappropriate, disruptive or causes any danger or threat to any other person or property."

Swimming Pool User Agreements (Agreements between Council, Swimming Pool Managers and Swimming Clubs)

User Obligations – Clause 5.8. "The user shall remove, or cause to be removed any person from the Facility whose behavior is inappropriate, disruptive or causes any danger or threat to any other person or property."

Pool Management Agreements (Agreements between Council and contract Pool Managers)

Clause 11.2 "The contractor shall evict any person from the Centre who causes disruption at the centre and to the public by unruly behavior, foul language, dangerous actions or who causes damage to any building or fixture or injury to any persons or fails to comply with any reasonable direction of the contractor in the general and routine operation of the centre".

Licences to Graze (Licences between Council and various parties approving grazing of horses in paddocks on Dargal)

"In grazing the Land, the Licensee agrees that it will not - Cause a nuisance to the Licensor or any other person" (Clause 6.12.).

Leases (Leases between Council and community organisations).

4.4 Standards for Conduct

- (1) The Lessee must conduct the Permitted Use upon the Premises in an orderly, responsible and reputable manner.
- (2) In particular, the Lessee must not do or permit, upon the Premises or any other area of the Land, anything that:
 - (a) might affect adversely, or reflect unfavourably upon, the business or reputation of the Lessor or the Premises;
 - (b) might confuse, mislead, or deceive the public or persons with whom the Lessee deals or might deal;
 - (c) is unlawful; or
 - (d) is annoying, noxious, or offensive to the Lessor, persons lawfully occupying or using the Land, or persons outside or beyond the Land.

4.5 Assumption of Risk by Lessee

- (1) The Lessee will occupy and use the Premises at its own risk, and the Lessor will not be liable for Harm to Lessee Property.
- (2) Further, the Lessor will not be liable for loss of profits resulting from that Harm.
- (3) Clause 4.5(1) does not exclude Lessor liability where the damage results from Lessor default or negligence.

4.6 Improper/Noxious Behaviour

- (1) The Lessee must ensure that nothing illegal, immoral, noxious or offensive is undertaken upon the Premises.
- (2) Without qualifying that obligation, the Lessee must ensure that nothing occurs upon the Premises that might cause, in the Lessor's opinion, nuisance, annoyance, or Cost to any person, particularly:
 - (a) the Lessor;
 - (b) a person lawfully upon or about the Premises;
 - (c) another person lawfully occupying or using the Land; or
 - (d) an owner or occupier of premises neighbouring the Land.

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)

Facility Lease Management & Housing Officer/Team Coordinator has provided details on the clauses included in existing leases and agreements.

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)

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)

Clauses from existing agreements between Council and facility users in regard to expectations for users conduct, are provided for Councillor's information.

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 note the Officers Report as presented.

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:

Nil

Report authorised by:

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

OFFICER REPORT

Meeting: General 26 February 2020

Date: 2 January 2020

Item Number: 13.4

File Number: D20/55

SUBJECT HEADING: Regional Pool Diving Review

Classification: Open Access

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At its General Meeting held on 27 November 2019, Council resolved to undertake a review of the diving restrictions at all pools across the region (*Resolution No. GM/11.2019/69*).

Officer's Recommendation:

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

Background:

Council resolved at the General Council Meeting held on 27 November 2019, that a review be undertaken on diving restrictions at all pools across the region.

Currently diving blocks at our regional pools aren't able to be used outside competition, or training under the guidance of a qualified coach, due to Council imposed diving restrictions.

The restrictions on use of the diving blocks have been enforced at all Council pools since the findings of the 2015 Royal Life Saving Audit. This 2015 audit was undertaken as a result of the Enforceable Undertaking entered under the Work Health and Safety Act 2011 in 2016. In section 3.3 of the Enforceable Undertaking, Council agreed to undertake activities to promote the objects of the safety Acts that will deliver benefits for workers/others.

At 3.5.1 of the Enforceable Undertaking, Council agreed to a Regional Pool Review – Engaging an independent organization (Royal Lifesaving Society of Queensland) to review and further enhance key safety and operational aspects of The Great Artesian Spa and all pools within the region. Royal Lifesaving Society of Queensland - Guide for Safe Pool Operation has specific recommendations in regard to diving.

Body of Report:

Council pools across the Maranoa vary greatly in pool depth.

Pool Depths

	Surat	Wallumbilla	Roma	Mitchell	Injune
Shallow End Depth	1m	0.9m	1.1m	1.2m	1m
Deep End	2.7m	1.6m	3m	1.4m	2m

Depth				
-------	--	--	--	--

As part of this review, four guidelines have been considered being

- Royal Lifesaving Society Australia - Safe Pool Operation Guidelines;
- Swimming Australia – Dive Entry for Competitive Swimming Policy;
- Maranoa Regional Council Risk Assessment;
- Office of Industrial Relations, Workplace Health and Safety Risks - Managing Risks at Publicly Accessible Pools Information Sheet.

This is what each of the guidelines say in regard to diving:-

Royal Lifesaving Society Australia	Swimming Australia – Dive Entry for Competitive Swimming Policy	Council’s Risk Assessment/Office of Industrial Relations
<p>Recreation Diving is permitted only in water:-</p> <ul style="list-style-type: none"> • 2 metres or deeper when diving from starting blocks, or • 1.8 metres when diving from the pool side. <p>Competitive diving (Swimming Club Squads, Carnivals or School Groups) are permitted to dive into water:-</p> <ul style="list-style-type: none"> • 1.2 metres -1.4 metres but only under supervision of a coach or qualified swimming instructor (Aus Swim instructor). <p>Running Dives aren’t permitted at any depth.</p> <p>Signage/Isolation of Dive Blocks Under Section 21 Supervision 5.3 – Isolation part A, Permanent starting block located at water less than 1.8m deep should be isolated to prevent their use during recreational swimming.</p>	<p>This policy only addresses competitive swimming dive entry.</p> <p>The Swimming Australia policy states that:-</p> <p>(a) Swimming dive entry activities into a water depth less than 1.8 metres must be supervised by an accredited ACTA Swimming coach or under the control of an accredited Swimming Technical Officer.</p> <p>(b) A risk assessment must be undertaken prior to the undertaking of dive entry activities at all pool facilities where the coach, technical official or swimmers are unfamiliar with the venue or the current facility condition.</p> <p>(c) Swimmers must be able to consistently demonstrate shallow dive entry technique in water above 1.8 metres in depth and deemed competent in dive technique before undertaking dive entries at</p>	<p>Starting blocks can create a potential user risk if not used properly by patrons and not supervised suitable by lifeguards and/or coaches/ instructors.</p> <p>Starting blocks can create a potential tripping hazard and an associated boom can create a blind spot.</p> <p>The height and installation of diving blocks should be done according to the water depth and in accordance with the GSPO.</p> <p>Diving blocks should have slip resistive surface and be flush with the pool concourse.</p> <p>Starting blocks should be regularly inspected and should be isolated when not in use. They should only be for training, competition, lessons, and teaching purposes.</p> <p>The task of setting up and</p>

<p>The dive blocks at the pools at Council pools are isolated.</p> <p>Where a swimming pool is used for multiple activities, additional signage is required when diving is permitted. Sign should be worded “<i>Warning dive entries permitted by trained swimmers under Coaches supervision only</i>” or similar.</p> <p>Qualified Supervision</p> <p>Under the Royal Lifesaving Society Australia guidelines, the qualified person instructing the diving needs to</p> <ul style="list-style-type: none"> • provide a copy of their current qualification to the pool manager before undertaking the activity. • keep of record of each diver’s competence for safe diving technique. <p>Prior to participating in a swimming event all entrants should be advised of the water depth they are required to dive into. If the event is promoted or advertised the water depth should be clearly visible on all promotional materials.</p> <p>The lane where diving is to occur would need to also be closed to general public use. As a distance of 6 metres is recommended as the forward clearance in front of the diving position and 5 meters of this distance must be at</p>	<p>minimum SAL guideline depths.</p> <p>What does this mean for Maranoa Pools?</p> <p>The Wallumbilla and Mitchell pools don’t meet the minimum recommended depth for learning to dive.</p>	<p>taking down diving blocks should only be completed by a member of staff that does not have supervision responsibilities at that time. Setting up and down of diving blocks can take the pool lifeguard’s focus away from the area that he/she should be supervised.</p> <p>The Office of Industrial Relations – Workplace Health and Safety Queensland</p> <p>Managing Risks at Publicly Accessible Pools (information sheet (attached) includes as a key strategy to manage the health and safety risks – Prohibiting and monitoring activities such as diving and running.</p>
---	--	--

<p>the recommend depth of 1.8 to 2.0 metres.</p> <p>What does this mean for Maranoa Pools?</p> <p>Under the current Royal Lifesaving Society Australia guidelines the Wallumbilla and Mitchell Pools don't meet the minimum depth for recreational diving.</p>		
---	--	--

In 2017 Council sought advice from Royal Lifesaving Queensland in regard to pool patrons practicing diving off the blocks at the Roma Pool. Royal Lifesaving were given the following scenario - *We have a situation where a qualified person is wishing to train their own children in the pool which is over the minimum depth for diving. If they are able to provide a copy of their qualifications to both the pool manager and Council would this be seen to be an acceptable/safe practice?*

Royal Lifesaving responded that they cannot see this being an issue and recommend that Council extend the risk assessment regarding the use of starting blocks for external instructors. Royal Lifesaving also recommended having the qualified person/parent sign a document to agree to the protocols set out.

Summary

Technical evidence available seems to indicate that there is no “safe” depth of water for diving. Whether any particular depth of water is appropriate is dependent upon a series of variables including height and weight of the diver, the angle and trajectory and the style of the dive, the diver’s movement after breaking the surface of the water and the skill level of the diver.

While there are no laws in regard to requirements for water depth for diving, there are guidelines to provide guidance to Council in its decision making.

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 [↓](#) Regional Pool Risk Register D19/124493
- 2 [↓](#) Royal Life Saving Guidelines for Diving D19/124691
- 3 [↓](#) Swimming Australia – Dive Entry for Competitive Swimming Policy D20/14628
- 4 [↓](#) Workplace Health and Safety Queensland - Managing D20/14636

risks at publicly accessible pools

Report authorised by:

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



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

FACILITY NAME:

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
General					
	<i>Signage</i>	<ul style="list-style-type: none"> Incorrect signage will not provide suitable and sufficient information to facility patrons. Unclear or contradictory signage is likely to be ignored or misunderstood. A failure to provide sufficient information on 'shallow water' or the 'no diving' regulation has the potential to lead to diving related injuries. A failure to indicate the terms and conditions of the use of the hot pool will potentially lead to incorrect behaviour and increase the likelihood of a dangerous situation arising. 		<ul style="list-style-type: none"> Depth markers should be installed at the shallow end and the deep end and at regular intervals along the length of the pool. These markers should be provided in metric and should be visible from the water and the concourse. Pictorial and written signage indicating 'shallow water' should be installed in all areas where the water depth is less than 1.2m. Pictorial and written signage indicating 'no diving' should be installed in all areas where water depth is less than 1.8m. The facility terms and conditions of use should be sufficiently detailed and located at an area where they are visible from the entry location to the pool. Pictorial and written signage indicating shallow /deep water' should be installed in all areas. Pictorial and written signage indicating 'drop offs' should be installed. RLSSA Guidelines for Pool Operations provides guidance and National Aquatic and Recreational Signage Manual provides guidance for signage requirements at pools. 	
	<i>Deep Water Signage</i>	<ul style="list-style-type: none"> A failure to provide sufficient information on the deep water found in the pool has a potential to lead to patrons finding themselves out of their depth. Incorrect levels of supervision can lead to insufficient supervision of facility patrons. 		<ul style="list-style-type: none"> Pictorial and written signage indicating 'deep water' should be installed in all areas where water depth is over 1.2m. Depth Markers on edge of water show depth of pool All staff should be appropriately qualified and attend in-service training on a regular basis 	
2.	<i>Lifeguard Patrolling Large Areas.</i>	<ul style="list-style-type: none"> A larger surface area creates a larger area within which an incident may occur. A larger area creates space for a larger number of patrons that require supervision. Detection and response of incidents within a larger area may take an increased amount of time. Providing instruction and enforcing facility rules is often difficult across a larger area. 		<ul style="list-style-type: none"> 'Throw' rescue equipment as well as 'reach' rescue equipment should be available within easy reach of the lifeguards. All staff should be appropriately qualified and should complete in-service training on a regular basis (including scanning and rescue techniques). Appropriate methods of communication should be available to staff (whistle, /PA system, radio, hand signal). Ideally one or two key vantage positions should be established which provides line of sight to all areas that the lifeguard is responsible for. Regular patrols are encouraged to ensure lifeguards are providing adequate supervision and actively enforcing facility rules. Entry and exit locations should be available on both sides of each end of the main pool. Additional entry and exit locations should be 	



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
1.	Lifeguard Supervision	<ul style="list-style-type: none"> Incorrect levels of supervision can lead to insufficient supervision of facility patrons. Unqualified and untrained staff will not be able to provide suitable levels of supervision to facility patrons. Lifeguards not being provided with adequate uniforms, equipment or breaks will increase the likelihood of inappropriate supervision being provided. 		<ul style="list-style-type: none"> available at the midpoint of either side of a 50m pool. When supervising multiple areas (water play park and 50m pool) all barriers including plastic blinds must be removed to provide a direct line of vision. An Aquatic Facility Supervision Risk Assessment provides a risk based means to identify supervision requirements. Lifeguard ratios positions, patrols and rotations should be formally documented and explained to all facility lifeguards. All staff should be appropriately qualified and should complete in-service training on a regular basis.(supervision techniques, behaviour management) All staff should undergo a formal induction process to ensure that they are familiar with policies and procedures associated with the facility and their roles. When supervising multiple areas (water play park and 50m pool) all barriers including plastic blinds must be removed to provide a direct line of vision. Lifeguards have more of a presence if they are roaming rather than standing in one place. Lifeguard uniforms are to be distinctive to allow patrons to recognize them quickly. Ensure good housekeeping and emergency equipment is easily accessible and visible. An Aquatic Facility Supervision Risk Assessment provides a risk based means to identify supervision requirements. Supervision requirements are outlined in the Pool Operating Manual. 	
2.	Behaviour Management	<ul style="list-style-type: none"> Bad Behaviour can distract the lifeguard in charge of supervising the pool. 		<ul style="list-style-type: none"> Pool Operators Manual includes a behaviour management strategy. Signage in place outlining pool rules located where it is visible to all patrons All Staff have in house training on behaviour management and in the Pool Operation Manual 	
3.	Glare from sunlight	<ul style="list-style-type: none"> The effect of glare creates a risk through the disruption of the lifeguard's line of sight to the pool surface and /or the pool floor. 		<ul style="list-style-type: none"> Risk assessments should be completed in order to establish the most suitable lifeguard position and patrol methods. The occurrence of glare is a key criteria item that should be included in this process to ensure there is suitable supervision is in place at all times. Regular patrols are encouraged to ensure lifeguards are providing active supervision and able to manage glare. 	
4.	Sunburn/ heat stress	<ul style="list-style-type: none"> Sunburn and/or heat stress. 		<ul style="list-style-type: none"> Regular patrols are encouraged to ensure lifeguards are providing active supervision and able to manage glare. Encourage the application of sunscreen before entering the park and throughout the day. Encourage the use of hats/shirt/sunglasses. First aid station on site and staff have first aid qualification 	



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
5.	Emergency Controls	<ul style="list-style-type: none"> Emergencies can happen very quickly and have a devastating effect on all everyone involved. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Emergency Action Plan (EAP) In-service training and induction on EAP to staff to ensure they are prepared for all emergencies Rescue practice training (including AED) for all staff on a regular basis. First aid equipment is available on the pool deck for quick access in case of an emergency as well as in the first aid room. AED easily accessible. Staff trained in use of the AED Emergency rescue equipment is easily accessible and not blocked from the lifeguard when needed (good housekeeping). Qualifications register tabled at staff meetings ensures all lifeguards' qualification are reviewed to ensure they remain current. 	
6.	Adverse Weather	<ul style="list-style-type: none"> With such a vast amount of water at swimming pools lightning flashes can result in the Electrocutation, drowning or burning of patrons if not managed appropriately. With the presence of lightning and thunder, patrons could result panic. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> When a lightening flash is seen, count the time until sound arrives. A delay of 10 seconds indicates the storm is 3 kms away. A 10km distance from electrical activity is considered safe. Less than 30seconds between the flash to the bang should activate immediate evacuation of the pool. Ensure adverse weather is part of the Emergency Action Plan (EAP). 	
Hot Pool					
1.	Controls	<ul style="list-style-type: none"> The heated environment found in the facility has the potential; to have adverse effects on the health of some facility patrons. The water temperature within the Hot Pool has the potential to raise the body temperature of patrons and this may cause a risk to some user groups including young people and the elderly. 		<ul style="list-style-type: none"> Signage of literature indicating the minimum age of use and terms and conditions of use displayed at the facility The hire agreement for this area should include information on the terms and conditions of use of this facility and the supervision procedure. 	
2.	Steps to the Hot Pool	<ul style="list-style-type: none"> The Hot Pool facility offers an environment for various patrons. It may not necessarily be suitable for some of these user groups to be using the facility. Physical access into a hot pool has the potential to create a hazard as the turbulent water often does not able the user to see the surface of the steps and/or pool floor. 		<ul style="list-style-type: none"> A hot pool should be a maximum depth of 1.1m with a maximum seated depth of 600mm. Handrails should be provided at all entry / exit steps and should be designed to prevent entrapment. Steps which may be frequented by aged and frail persons should be provided with handrails on both sides. 	
3.	Water	<ul style="list-style-type: none"> The small quantity of water within a Hot Pool along with the high turnover of patrons, has the potential to effect the water quality for more quickly than standard pools and could create a risk. 		<ul style="list-style-type: none"> The quality and frequency of water testing should be in line with the Queensland Health Swimming and Spa Pool Water Quality and Operational Guidelines (October 2004). This includes the required chemical levels, the required pH levels and the maximum temperature. The pool is likely to require higher treatment measures and this should be managed accordingly to ensure compliance. Qualified staff should be available to complete water quality tests 	



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
4.	<i>Rule Signage</i>	<ul style="list-style-type: none"> A failure to indicate the terms and conditions of the use of the hot pool will potentially lead to incorrect behaviour and increase the likelihood of a dangerous situation arising. 		<ul style="list-style-type: none"> Pool Operations Manual provide information regarding quality of and remedial actions. Rules/Conditions of use signage should be displayed that are visible from the access location of the hot pool. These should include but are not limited to <ul style="list-style-type: none"> This hot pool is a heated water environment and if you are concerned that it may adversely affect you, it is your responsibility to seek medical advice. Never put your head under the water. Children must be supervised in the hot pool area at all times. Do not use the hot pool area while under the influence of drugs or alcohol (certain medications may produce adverse effects) It is safer not to use the hot pool alone. It is recommended that you use the hot pool for no longer than 15 minutes at a time. 	
5.	<i>Concourse around Hot Pool</i>	<ul style="list-style-type: none"> Hot pools are often attractive to children and patrons are usually required to pay extra upon admittance to use the Hot pool, usually to limit numbers. Hot pools located close to children's pools are more likely to be difficult to supervise, hence taking lifeguard's attention away from other areas more often. Many children entering the hot pool is also likely to annoy those patrons who did pay extra for entry. The circulation systems in hot pool may offer an entrapment hazard to patrons. 		<ul style="list-style-type: none"> Hot pool is located away from children's pools and are best located away from heavy traffic areas. Installing children's safety gates and appropriate transparent barriers around hot pool can also be an effective measure of preventing use by children. 	
6.	<i>Wet Deck</i>	<ul style="list-style-type: none"> The 'never put your head under water' rule should be clearly displayed at the entry location of the facility. An emergency stop alarm device should be located adjacent to the hot pool which on activation will stop all circulation. This device should have an audible and visual signal. A fitted pressure monitoring device should be fitted that activates and automatic shutdown of all pumps on the detection of any foreign objects 		<ul style="list-style-type: none"> The 'never put your head under water' rule should be clearly displayed at the entry location of the facility. An emergency stop alarm device should be located adjacent to the hot pool which on activation will stop all circulation. This device should have an audible and visual signal. A fitted pressure monitoring device should be fitted that activates and automatic shutdown of all pumps on the detection of any foreign objects 	
Competition Pools					
7	<i>Lap Swimmers</i>	<ul style="list-style-type: none"> Lap swimming can create a hazard to patrons if the pool is etiquette is not adhered to and enforced by facility staff. 		<ul style="list-style-type: none"> Signage on lane swimming should be located where it can be seen from the entry locations into the main pool. Lap lanes speeds and directions should be in place whilst lane swimming is taking place. Appropriate lane widths, pool markings, wall targets and backstroke flags should be all in place to assist swimmers with orientation. The height and installation of diving blocks should be done according to the water depth and in accordance with the GSPO. Diving blocks should have slip resistive surface and be flush with the pool concourse. Starting blocks should be regularly inspected and should be isolated 	
	<i>Starting Blocks</i>	<ul style="list-style-type: none"> Starting blocks can create a potential user risk if not used properly by patrons and not supervised suitable by lifeguards and/or coaches/instructors. Starting blocks can create a potential tripping hazard and an associated boom can create a blind spot. 			



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
		<ul style="list-style-type: none"> Setting up and down of diving blocks can take the pool lifeguard's focus away from the area that he/she should be supervised. 		<ul style="list-style-type: none"> when not in use. They should only be for training, competition, lessons, and teaching purchases. The task of setting up and taking down diving blocks should only be completed by a member of staff that does not have supervision responsibilities at that time. 	
Hydrotherapy/ Elderly and Disabled Patrons					
	Stairs	<ul style="list-style-type: none"> Based on the various user groups that make use of this facility, access into the hydrotherapy pool can cause a risk if not appropriately taken into consideration. 		<ul style="list-style-type: none"> Handrails should be provided at all entry and exit steps. Handrails should be designed to prevent entrapment. Steps which may be frequented by aged and frail persons should be provided with handrails on both sides. 	
	Elderly/Disabled Patrons	<ul style="list-style-type: none"> Elderly and disabled patrons can be vulnerable within an aquatic environment and have the potential to be at risk. Untrained staff or carers can cause harm to disabled users if unsuitable physical assistance is provided. 		<ul style="list-style-type: none"> Disabled access should be provided for facilities All staff should be appropriately qualified and should complete in-service training on a regular basis (including use of equipment) In some circumstances it may be necessary for appropriately trained carers to attend the facility with disabled/elderly patrons. Appropriate rescue, first aid and specialised equipment should be available within easy access to the lifeguards. 	
	Hoist	<ul style="list-style-type: none"> Equipment used to assist in facility entry and exit from the pool is often specialised and will present a risk if not used by appropriately trained personnel. 		<ul style="list-style-type: none"> All staff should be appropriately qualified and should complete in-service training on a regular basis (including equipment training) Sufficient staff should be available if more than one person is required to operate any specialised equipment. Maintenance is carried out on the hoist to ensure it is well maintained 	
	Emergency Controls	<ul style="list-style-type: none"> Patron removal from the hydrotherapy/pool may present challenges to lifeguards. Incident management and evacuation procedures are likely to differ from the other aquatic areas and may take time and/or require specific skills and training. 		<ul style="list-style-type: none"> Sufficient and suitable lifesaving, rescue and first aid equipment should be available and within easy access for the lifeguards. All staff should be appropriately qualified and should complete in-service training on a regular basis (including evacuation training). All staff should undergo a formal induction process to ensure that they are familiar with the policies and procedures associated with the facility and their role. 	
Toddler Pool/Play Park					
	Separation between toddler pool and 50m Pool	<ul style="list-style-type: none"> With limited distance between the toddler pool and the adjacent 50m pool, small children could quite easily gain access to water that is much too deep for their swimming abilities. 		<ul style="list-style-type: none"> Installation of barriers (flash or 'build up') to separate children from 50m pool 	
	Parental Supervision	<ul style="list-style-type: none"> Young babies and children are expected to have limited ability and understanding of water safety. Inappropriate parental supervision of young children will increase the 		<ul style="list-style-type: none"> GPSO Guidelines provide information regarding supervision of younger. This GPSO states that 'Children under 10 should not be allowed entry unless under the active supervision of a person 16 	



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
		<p>likelihood of those children getting into dangerous situations.</p> <ul style="list-style-type: none"> Parents with multiple young children are less likely to be able to provide active supervision to those children. Defecation and vomit are known to occur in and around toddler pools as a result of high energy activities, children eating before swimming and having a tendency to drink pool water. 		<p>years or older’.</p> <ul style="list-style-type: none"> Signage or literature indicating the parental supervision of the facility should be displayed at the facility. Access controls and barriers should be in place between toddler pool and any adjacent areas of deep water that are within close proximity. The EAP provides information regarding the process for managing bodily spills and when pools are required to be closed and what remedial actions are required. 	
	<i>Slopes or stepping areas</i>	<ul style="list-style-type: none"> Running and playing children will be more likely to slip at a sloped or stepping areas of the pool as a result of a change of surface. Sloped entries enable easy access for crawling, walking and running babies and young children. 		<ul style="list-style-type: none"> Signage or literature indicating the importance of parental supervision and actively enforced by facility staff. No running signage should be displayed at the facility and actively enforced by facility staff. Easy access to babies and young children should be taken into consideration when establishing lifeguard patrol and key vantage positions. Sloped entries should be non-slip and should be flush with the pool concourse. They should also be visually distinguishable. Roaming lifeguard has a direct line of vision to the play area at all times when children are present. 	
	<i>Line of Sight</i>	<ul style="list-style-type: none"> Line of sight to Toddlers pools can often be restricted due to barriers, indoor trees, gardens and bulkheads. 		<ul style="list-style-type: none"> Lifeguards should ensure they are mobile as opposed to standing or sitting in one location to supervise the pool. This and details of any particular ‘key danger’ areas within the centre should be stipulated in the Pool Operators Manual. 	
	<i>Running/playing children</i>	<ul style="list-style-type: none"> Running and playing children become excited and do not understand the concept of risk or danger. Running and playing children are more likely to slip on the facility concourse as a result of the nature of the surface. Running and playing children are more likely to slip in shallow water and as result of the nature of the surface. Running and playing children are more likely to collide with other patrons, one another or other objects or barriers. 		<ul style="list-style-type: none"> Signage or literature indicating the parental supervision policy of the facility should be displayed at the facility and actively enforced by facility staff. No running signage should be displayed at the facility and actively enforced by facility staff. Policies and procedures should be in place to ensure that interactive play equipment is appropriately supervised and is not causing a potential risk. 	
Programs					
	<i>Supervision</i>	<ul style="list-style-type: none"> Incorrect levels of supervision can lead to insufficient supervision while programs in progress. Unqualified and untrained staff will not be able to provide suitable levels of supervision to facility patrons. Lifeguards not being provided with adequate uniforms, equipment or breaks will increase the likelihood of inappropriate supervision being provided. 		<ul style="list-style-type: none"> The supervision risk assessment will assist staff to provide adequate supervision to all patrons accessing the facility while a program is in progress. Only qualified persons can facilitate a program (learn to Swim) and cannot supervise other patrons while the program is in progress. Patrons using pool while programs are in progress must have adequate supervision. In some circumstances (swimming club) the club is responsible to 	



WORKPLACE HEALTH AND SAFETY – RISK REGISTER – Swimming Pools

No.	Hazard	Risk	Risk Score Before controls	Controls	Risk Score After Controls
	<i>Individual programs</i>	<ul style="list-style-type: none"> ▪ Each program has individual risks associated depending on participants <ul style="list-style-type: none"> ✓ age group ✓ swimming ability ✓ Special Needs ✓ 		assist with supervision who must be adequately qualified personnel. ▪ Individual risk assessments are completed for each program to ensure the safety of participants.	
		▪		▪	
		▪		▪	
		▪		▪	
		▪		▪	
		▪		▪	

SUPERVISION SU21.

SU21.

1. **TITLE:** SUPERVISION OF DIVING (Recreational Swimming)
2. **DATE ISSUED:** 14 November 2005 **ISSUE:** 2
3. **PURPOSE:** To provide guidance for safer diving (water entry) and methods of supervision during recreational swimming. This Guideline should be read in conjunction with Guideline SU1 Bather Supervision.

Note 1: Diving into water can be a dangerous activity and the following guidelines describe the minimum conditions required.

Note 2: For diving from diving towers and springboards, refer to Guideline SU23 & SU24.

Note 3: For the teaching of diving, refer to Guideline PR 9 (LTS9).

4. **DEFINITION:**

- 4.1 A dive entry is defined as a forward entry from a standing position with arms outstretched and hands held together.
- 4.2 Forward clearance is defined as the distance out from the platform from which the diver departs, for which the water should be unobstructed. Obstructions may be permanent, such as pool walls, or temporary, such as pool equipment or other swimmers.

5. **DESCRIPTION:**5.1 **Depths for Recreational Dives**

- (a) A dive entry should not be permitted into a water depth of less than 1800mm.
- (b) A dive entry from a starting block should not be permitted into water depth less than 2000mm. (see also FD 24 Section 5.2).
- (c) A dive entry from pool sides exceeding 380mm above water level should not be permitted into water depth less than 2000mm.
- (d) Dive entry should only be allowed in pools where there is a forward clearance of 6000mm or greater, the first 5000mm of which should be at the recommended water depth.

5.2 Running dives should not be permitted into any depth of water.

5.3 **Isolation (see also FD 24)**

- (a) Permanent starting blocks located at water less than 1800mm deep should be isolated to prevent their use during recreational swimming.



SUPERVISION SU21.

SU21.

- (b) Isolation should be designed to prevent climbing or misuse of the starting blocks.
- (c) Isolation of starting blocks should not introduce any further risk to facility users.
- (d) Isolation may be in variety of forms e.g. physical barriers or warning signage and supervision.

5.4 Signage

Note: Refer to Guidelines FD3, FD4 and FD24, and Australian Standard AS2416, Design and application of water safety signs.

- (a) All signage relating to diving rules should meet the Australian Standard AS2416 for classification, layouts, size, legend, legibility, colours, and siting.
- (b) All signage relating to diving rules should accurately convey those rules.
- (c) All signage should be maintained in order to remain clear and easily identified.
- (d) All markings should be of a strong contrast against the surrounding areas, as per AS2416.
- (e) Wording and symbols on signage relating to diving rules should be consistent throughout the venue.
- (f) The actions and interventions taken by pool supervising staff to enforce diving rules should be consistent with all signage.

5.5 Leisure Pools and Wave Pools

Note: Refer to Guidelines SU13, SU14, SU15, SU16 and SU17.

- (a) Diving in or into wave pools should be prohibited at all times.
- (b) All practicable measures should be taken to prevent diving from elevated positions arising from design features or equipment used in the pool.
- (c) Jumping into wave pools when the waves are in action should be prohibited.

6. REFERENCES / FURTHER INFORMATION

- AS2416, Design and application of water safety signs
- Guide to Ontario Public Pools Regulation, 2nd Edition, 2004, Lifesaving Society, Toronto
- Managing Health and Safety in Swimming Pools, 3rd Edition, 2003, Sport England Publications, Wetherby.

7. PREVIOUS VERSIONS

- Guideline SU23 Supervision of Diving (Recreational Swimming), Issue 1, January 2001



SUPERVISION SU22.

SU22.

1. TITLE: SAFER WATER ENTRY FOR COMPETITIONS - COMPETITIVE DIVE STARTS

2. DATE ISSUED: 14 November 2005 ISSUE: 1

3. PURPOSE: To provide guidance on safer water entry (Competitive Dive Starts) for competitors during competitions and training for competition.

4. DEFINITION:

4.1 Dive entry is defined as entry into water where the upper body (the hands, arms and head are followed by the torso and lower limbs) enters first during activities, which are conducted under aquatic programming such as:

- swimming and related (triathlon, distance swimming) squad training and competition
- lifesaving classes.

4.2 Competitive dive start is defined as entry into water from the side of the pool (flush or raised) or from a starting block for the purpose of starting a swimming based competition or training for a swimming based competition that may include the following:

- swimming and related (triathlon, distance swimming) squad training;
- swimming competition instruction;
- swimming competitions/meets for swimming clubs, schools and other groups;
- lifesaving classes.

4.3 **Starting blocks (starting platforms)** are defined as raised platforms at the edge of a swimming pool, located in line with the mid point of each swimming lane, for the purpose of competitive swimming water entry and may also be used for housing the backstroke start handgrips.

5. DESCRIPTION:

5.1 Administration

- (a) All coaches/teachers and instructors or club officials should keep a record of competence of safe diving technique, and competitive starts.
- (b) Prior to participating in swimming events swimmers should be advised and warned of the water depth into which they may be required to enter during the course of any competition.

Note : Competition entry forms and promotional material should clearly advise competitors of the water depth in which competition(s) will be held.



SUPERVISION SU22, Page 1 of 3

SUPERVISION SU22.

SU22.

5.2 Instruction in Safer Water Entry (see also Guideline PR 9 in Program section)

- (a) All persons who wish to participate in swimming or like (eg. Lifesaving) competitions should be instructed in the principles of safe water entry and diving techniques, and competitive dive starts in a progressive education program under the instruction of an appropriately qualified Coach or Instructor.
- (b) All participants in swimming or like competition should receive appropriate instruction prior to participating in any swimming or like competitions.

5.3 Water Depths for Starts for Competition Swimming and Training (for trained competitors)

- (a) In water depth less than 900mm dive starts should not be permitted. All events should be commenced in the water.
- (b) In water depths 900mm to 1000mm:
 - competitive dive starts may be permitted from concourse level to a maximum height above water of 200mm
 - if concourse height is greater than 200mm above the surface of the water, starts should be commenced in the water.
- (c) In water depths greater than 1000mm and less than 1200mm:
 - competitive dive starts may be permitted from concourse level to a maximum height above water of 400mm
 - if concourse height is greater than 400mm above the surface of the water, starts should be commenced in the water.
- (d) In water depths 1200mm or greater, competitive dive starts may be permitted from a maximum height of 750mm.

- 5.4** In swimming pools where recreational and competition / training or learn to swim is being conducted side by side, a warning sign should be prominently displayed adjacent to those areas in which dive entries are being performed by trained (in safe dive entry) swimmers; which reads:
 "Warning: Dive Entries Permitted by Trained Swimmers Under Coach's Supervision Only",
 or similar,

Note : A sign is not necessary where the pool is being used solely for competition swimming/training or learn to swim under supervision.

5.5 Use of Starting Blocks (Refer also FD 6 Swimming Lane Design)

- (a) Starting blocks should be inspected prior to each use to ensure they are correctly fitted, sturdy and free of any potential hazards
- (b) Starting blocks should only be available for use by those persons deemed as competent at executing a safe forward dive entry.
- (c) Only a qualified swim coach, lifesaving instructor (excepting beach life saving), or



SUPERVISION SU22.

SU22.

swim instructor (eg. AUSTSWIM) should assess competence.

- (d) In pools where non-complementary activities are being conducted, starting blocks should be isolated from use when not used for competition or instruction.

6. REFERENCES / FURTHER INFORMATION:

- Guideline PR 9 Teaching of Water Entry and Diving
- Guideline FD 6 Swimming Lane Design
- Guideline FD24 Design of Starting Blocks (Starting Platforms)
- Guideline FD 3 Pool Depth Markings
- Dive depth and water depth in competitive swim starts, J Blitvich *et al*, 2000
- FINA Handbook 2002-2005. FINA, Lausanne.
- Safe Diving Practices: Competitive Applications (Keith McElroy), J Blitvich *et al*, 1999.

7. PREVIOUS VERSIONS

- Guideline SU21 Safe Water Entry for Competitions – Competitive Dive Starts, Issue 1, Nov 2002
- Guideline SU21 Supervision of Competitive Events Issue 1, November 1997



SUPERVISION SU23.

SU23.

1. **TITLE:** SUPERVISION OF DIVING TOWERS AND SPRINGBOARDS – Recreational Use
2. **DATE ISSUED:** 14 November 2005 **ISSUE:** 3
3. **PURPOSE:** To provide guidance for the safe recreational use of diving towers and springboards. This Guideline should be read in conjunction with Guideline SU1 Bather Supervision
4. **DESCRIPTION:**
 - 4.1 Risk Assessment is central to establishing a policy on the use and supervision of diving towers and springboards. As part of a risk assessment concerning safer diving, consideration must include all hazards and risks associated with diving. Refer to the general risk management section for further advice on applying a risk management assessment.
 - 4.2 **Maintenance**
 - (a) The diving tower(s), platform(s) and springboard(s) should be inspected and checked as suitable for use prior to being opened on each day of operation.
 - (b) Defective or faulty equipment should be isolated, signposted and reported for repair under normal operating procedures.
 - 4.3 **Height of Springboards and Platforms**
 - (a) It is recommend that recreational users be restricted when diving to a maximum height of 3 metres on either springboards or platforms.
 - (b) It is recommended that recreational users be restricted when entering the water feet first (i.e. jumping or bombing) to a maximum height of 5 metres.
 - (c) Any recreational use at 5 metres or above should only be considered if appropriate risk assessments have been conducted and mechanical surface agitation is installed under the diving facilities; this aids the users in their visual perception and location of the surface of the water, and to break surface tension.
 - 4.4 **Supervision**
 - (a) Diving towers and springboards should be supervised at all times they are open for use.
 - (b) The lifeguard supervising the dive pool when the diving tower or springboards are open should, in no circumstances, have the additional responsibility of supervising any other pool space at that time.
 - (c) The supervising lifeguard must be able to recover a person from the deepest section



SUPERVISION SU23.

SU23.

of the pool. Additional equipment to assist deep water rescue should be provided in close proximity to the pool e.g. Swim fins.

- (d) Access to the diving tower should be restricted except during periods when the tower is in use for diving.
- (e) Queuing and congestion on narrow stairways should be avoided.

4.5 Entry

- (a) Entry to the diving area from poolside should not be allowed when the diving boards are in use, thus minimising the risk of a collision.
- (b) Entry off the tower or spring board should only be allowed when the previous user has exited the pool.

4.6 Signs which encourage safe use of diving towers and springboards should be displayed.

4.7 Notwithstanding 4.8, when a diving tower and springboard, or similar combination, share a dive pool, users of the tower should have the right of way, entering the pool feet first. This is an area of supervision where a lifeguard may need to take direct control of the diving activities of patrons, co-ordinating the order of dives.

4.8 Multiple Springboards/Platforms

- (a) Recreational users should only use one board or platform in any one session.
- (b) Springboards and towers located on opposite sides of a diving pool should not be used at the same time.

4.9 Particular care should be taken in open air pools on windy and busy days to avoid injury.

4.10 Water clarity in diving pools should be regularly monitored.

4.11 Users

- (a) Only one person should be on any board or platform at any one time.
- (b) A maximum of two (2) bounces per dive from a springboard should be allowed.

4.12 The diving pool must be free from any obstruction e.g. lane ropes, polo nets when in use for recreational diving activity.

4.13 Where diving boards are installed at the deep end of a multi-use pool, there must be at least 2.5 metres of clear space on each side of the board.

5. REFERENCES / FURTHER INFORMATION

- FINA Handbook 2002-2005. FINA, Lausanne.
- Guide to Ontario Public Pools Regulation, 2nd Edition, 2004, Lifesaving Society, Toronto



SUPERVISION SU23.

SU23.

- Managing Health and Safety in Swimming Pools, 3rd Edition, 2003, Sport England Publications, Wetherby.
- Swimming Pool Supervision Guidelines and Recommended Standard, 1996, Hillary Commission, Wellington

6. PREVIOUS VERSIONS

- Guideline SU12 Supervision of Diving Towers and Springboards, Issue 2, July 1996
- Guideline RS9 Diving Towers and Springboards, Issue 1, August 1991



SUPERVISION SU24.

SU24.

1. **TITLE:** SUPERVISION OF DIVING TOWERS AND SPRINGBOARDS – Competitive Use
2. **DATE ISSUED:** 14 November 2005 **ISSUE:** 1
3. **PURPOSE:** To provide guidance for the safer use of diving towers and springboards during competition. This guideline should be read in conjunction with the current FINA Handbook (www.fina.org).
4. **DESCRIPTION:**
 - 4.1 **Maintenance**
 - (a) The diving tower(s), platform(s) and springboard(s) should be inspected and checked as suitable for use prior to use on each day of operation.
 - (b) Faulty equipment should be isolated, signposted and reported for repair under normal operating procedures.
 - 4.2 Diving towers and springboards should be supervised at all times they are in use.
 - (a) The supervising lifeguard must be able to recover a person from the deepest section of the pool.
 - (b) The lifeguard supervising the dive pool when the diving tower or springboards are open should, in no circumstances, have the additional responsibility of supervising any other pool space at that time.
 - (c) Additional equipment to assist deep water rescue should be provided in close proximity to the pool e.g. Swim fins
 - (d) Queuing and congestion on narrow stairways should be avoided.
 - 4.3 Mechanical surface agitation shall be installed under the diving facilities to aid the divers in their visual perception and location of the surface of the water, and to break surface tension. In pools equipped with an underwater bubble machine, the machine should only be used for this purpose if it creates sufficient water agitation when working with a very low pressure; otherwise a horizontal water sprinkler system should only be used.
 - 4.4 **Water Entry**
 - (a) Entry to the diving area from poolside should not be allowed when the diving boards are in use, thus minimising the risk of a collision.
 - (b) Entry off the tower or spring board should only be allowed when the previous user has exited the pool.
 - 4.5 Signs which encourage the safe use of diving towers and springboards should be



SUPERVISION SU24.

SU24.

displayed.

- 4.6 Springboards and towers located on opposite sides of a diving pool should not be used at the same time.
- 4.7 Particular care should be taken in open air pools on windy and busy days to avoid injury.
- 4.8 Water clarity in diving pools should be regularly monitored.
- 4.9 The diving pool must be free from any obstruction e.g. lane ropes, polo nets when in use for diving.
- 4.10 Where diving boards are installed at the deep end of a multi use pool, there must be at least 2.5 metres of clear space on each side of the board.

5. REFERENCES / FURTHER INFORMATION

- FINA Handbook 2002-2005. FINA, Lausanne.
- Guide to Ontario Public Pools Regulation, 2nd Edition, 2004, Lifesaving Society, Toronto
- Managing Health and Safety in Swimming Pools, 3rd Edition, 2003, Sport England Publications, Wetherby.
- Pool Operations Manual, 2nd Edition, 2003, Lifesaving Society, Toronto
- Swimming Pool Supervision Guidelines and Recommended Standard, 1996, Hillary Commission, Wellington

6. PREVIOUS VERSIONS

- Guideline SU12 Supervision of Diving Towers and Springboards, Issue 2, July 1996
- Guideline RS9 Diving Towers and Springboards, Issue 1, August 1991





Dive Entry for Competitive Swimming Policy

Policy Context

General dive entry into water bodies is an emotive subject given a history of incidents contributing to personal injury. The dive entry into swimming pools has undergone a number of reviews over the last fifteen years with some risk minimisation changes in the swimming pool depth considered suitable for dive entry. There has also been a clearer 'distinction' between the recommended minimum depths for recreational swimmers as opposed to swimmers in a competition or training environment. The Swimming Australia Pool Depths Guidelines (adopted 2006) confirms Swimming Australia's policy position in relation to dive entries into swimming pools.

Policy Scope

The scope of this policy relates to the conduct of dive entry for swimming competition and swimming training under the supervision of a qualified coach, official or water safety teacher. The policy relates to dive entry into swimming pools that meet all health industry standards for water clarity and visibility. The policy does not relate to: dive entry for novice or recreation swimmers; dive entry without supervision of a coach, official or water safety teacher; or dive entry for open water environments.

Policy Purpose

The purpose of the policy is to inform swimming clubs, swimming facilities and swimming coaches or water safety teachers of Swimming Australia's position in relation to dive entry for swimming competition or swimming training. The policy is to assist Clubs, facilities, coaches and water safety teachers undertaking swimming events and training activities to make decisions and to issue directives to ensure safety of participants.

Policy

1. Preparation Guidelines

The following guidelines must be followed prior to undertaking dive entry for competition or training activities

- a. Swimming dive entry activities into a water depth less than 1.8metres must be supervised by an accredited ASCTA Swimming coach or under the control of an accredited Swimming Technical Official.
- b. A risk assessment checklist must be undertaken prior to the undertaking of dive entry activities at all pool facilities where the coach, technical official or swimmers are unfamiliar with the venue or the current facility condition.
- c. Swimmers must be able to consistently demonstrate shallow dive entry technique in water above 1.8 metres in depth and deemed competent in dive technique before undertaking dive entries at minimum SAL guideline depths.



swimming.org.au
PO Box 3286 Belconnen DC ACT 2617
Unit 12, 7 Beissel St. Belconnen ACT 2617
p. 02 6219 5600
f. 02 6219 5606
country code 61
ABN. 14 109 333 628



2. Dive Entry Depth Guidelines

- a) Less than 1.0 metre - No dives
- b) 1.0 metre to less than 1.2 metre - Concourse dive (providing concourse is not more than 0.4 metre above the water surface)
- c) 1.2 metre to less than 1.35 metre – Concourse dive or Platform dive (As long as the platform is not more than 0.75 metre above the water surface)
- d) 1.35 metre and more - As per FINA Rule FR2.7

3. Shallow water starts in competition

If the water depth at the start end prevents compliance with the rules relating to dive starts, all competitors shall commence the race in the water and shall be positioned in the water with one hand on the wall and shall have both feet on the wall.

In relay races where the water depth is less than 1.0 metre the changeover shall be from the water, with the competitor having one hand and both feet on the wall at the point of changeover

Application

Swimming Australia will utilise this “Dive Entry for Competitive Swimming Policy” to inform clubs, coaches, facility operators, officials and facility owners of the adopted position of the sport. As such the policy will be:

- Displayed on the Swimming Australia website for reference;
- Distributed to state and territory associations, officials networks and club networks;
- Utilised as the reference for responding to all enquiries from clubs, facility operators, swimming officials and facility owners on specific swimming pool dive entry circumstances;&
- Applied to discussions with aquatic industry peak bodies in relation to the application of common standards where SAL is not directly involved.

Consultation

The “Dive Entry for Competitive Swimming Policy 2018” is consistent with the Royal Life Saving Society (RLSS) - “SP8 Starting Blocks (Starting Platforms” and “SD 7.3 Water Depths” which relate to the conduct of dives for competition and training under the supervision of a coach or water safety teacher. The policy incorporates the advice of the Australian Swim Coaches and Teachers Association (ASCTA) and is representative of the industry guidelines. ASCTA, RLSS, the State & Territory Swimming Associations and a number of aquatic facility partners were all engaged in the adoption of the policy.

Policy Review

This policy is due for review by Swimming Australia in June 2020

Managing risks at publicly accessible pools

Information guide for owners, operators and controllers of public swimming pools

This guide provides practical information to help prevent drowning, and manage other health and safety risks associated with publicly accessible swimming pools.

What are the key hazards?

Public swimming pools present a number of hazards that may contribute to the risk of injury, illness or death. These include hazards that increase the risk of drowning, such as:

- large bodies of water with a large number of people using it at any one time
- the presence of children and adults with varying levels of swimming experience
- the presence of personal buoyancy devices (floaties, tubes) or large water-borne inflatable devices permanently or semi-permanently located in pools for common use (slides, bouncing castles, line ropes) which may impair the vision of adults or those supervising pool activities
- design or construction of the pool obstructing the line of sight of supervisors.

Publicly accessible swimming pools may also include other hazards such as:

- slips, trips and falls from wet surfaces, sloping surfaces, uneven pathways, people running, and obstacles around the pool
- hazardous pool chemicals located on site
- unsecured objects such as rescue equipment, umbrellas, sunshades, outdoor furniture which can become projectiles during strong winds

- hazardous manual tasks such as moving and lifting furniture and large inflatable structures
- communicable diseases such as water-borne infections
- an increased risk of electric shock where water is present.

What do I need to do?

You can manage the health and safety risks of operating a public swimming pool by:

- providing supervision of patrons using the pool with adequately trained lifesavers, supervisors and first aid officers
- ensuring young people or people with limited swimming competency such as children, are accompanied by adults who provide supervision
- prohibiting and monitoring activities such as diving and running
- providing information or signage about pool safety (e.g. accompanying adults to supervise their children, prohibited activities, pool depth)
- managing infection risks (e.g. by following recommended pool water quality and operational guidelines, providing people using the pool with information about good hygiene in the water, maintaining facilities such as change rooms in a clean and hygienic condition)
- removing or prohibiting the use of permanent

or semi-permanent flotation devices when there is no supervision over their use

- restricting entry to areas of increased risk, or that require higher levels of swimming competency (e.g. slides, diving boards, deep water).

You can manage the risks of slips, trips and falls and hazardous manual tasks by ensuring the environment is well maintained, including:

- sufficient non-slip surfaces around the pool and wet areas (e.g. high visibility marking at all changes in floor level, repairing worn surfaces, step treads to have slip-resistant surfaces and to be colour contrasted)
- adequate lighting
- effective drainage
- ensuring waste and spills are promptly cleaned up
- controlling the risks of hazardous manual tasks so that pulling and lifting equipment and devices is conducted safely (e.g. using trolleys or other mechanical means).

You can manage the risks of hazardous chemicals by:

- storing and handling hazardous chemicals in a secure place to prevent unauthorised access
- ensuring that hazardous chemicals are labelled and signage is clear
- making staff aware of the relevant safety information provided by the manufacturer regarding use, handling and storage
- using cleaning products according to the manufacturer's directions
- using appropriate personal protective equipment (such as gloves and safety glasses) when handling certain chemicals.

You can manage the risks of electricity in wet environments by ensuring that:

- special requirements for swimming pool electrical installations are in place. These should include bonding metal work within the pool area, safety switch protection, and measures to prevent moisture getting into electrical equipment
- pool wiring and electrical equipment is installed and maintained by a licensed electrical contractor
- extension leads and electrical appliances are connected to a safety switch and kept well clear of wet environments.

Make sure that you have first aid and emergency situations covered by ensuring:

- you have an effective emergency plan in place, which is tested regularly
- resuscitation signage is clearly visible
- appropriate access to first aid equipment and trained first aid officers
- first aid officers are properly trained and can administer an advanced level of first aid and resuscitation (such as administering oxygen or using an automated external defibrillator)
- first aid facilities and equipment are appropriate to the size of the pool facility.

You can manage risk of projectiles by:

- removing or adequately securing objects (such as, furniture, umbrellas and signage) to prevent them from becoming projectiles during strong winds or storms.

You can manage the risks of using water-borne inflatable devices by:

- following manufacturers' instructions and operating procedures
- ensuring supervisors maintain a clear line of sight of people using the structure or within the area of the structure
- ensuring the water-borne inflatable device is secure and will avoid movement, particularly during turbulent weather (these devices can be unstable and difficult to control or anchor)
- ensuring measures are in place to prevent people from inadvertently falling off the inflatable device into the water or being caught between the device and other things (like the pool edge, ladders or ropes)
- ensuring the number of people on the device at one time is safe
- ensuring the people on the structure are a suitable physical size and have suitable ability to safely use the structure.

Why manage risks at pools?

The [Work Health and Safety Act 2011](#) (WHS Act) provides a framework to protect the health and safety of all workers at work. It also provides protection for the general public so that their health and safety is not placed at risk by work activities.

The WHS Act places the primary responsibility of health and safety on a person conducting a business or undertaking (PCBU). The PCBU must ensure, so far as is reasonably practicable, the health and safety of workers at the workplace, as well as other persons at a workplace. In this

context, a PCBU operating a public swimming pool must ensure the health and safety of workers and others (such as the general public), so far as is reasonably practicable.

The WHS Act also sets out the requirements for the following:

- incident notification
- consultation with workers
- issue resolution
- inspector powers and functions
- offences and penalties.

Other resources

Queensland Health

[Queensland Health](#) has further information available regarding pools, spas and other recreational water bodies.

Resources include:

- [Swimming and spa pool quality and operational guidelines](#)
- [Health swimming – good hygiene in the pool](#)
- [Help keep our pool germ-free poster.](#)

OFFICER REPORT

Meeting: General 26 February 2020

Date: 11 February 2020

Item Number: 13.5

File Number: D20/10975

SUBJECT HEADING: Request for Permission to Paint Mural on Muckadilla Toilets

Classification: Open Access

Officer's Title: Land Administration Officer

Executive Summary:

This report seeks Council's consideration of a request for permission to paint a mural on the Muckadilla amenities block.

Officer's Recommendation:

That Council provide in-principle approval to the Muckadilla Community Association Inc. to paint a mural on the Muckadilla amenities block on the following conditions:-

- The mural is appropriate for viewing by all ages and be considerate of the cultural diversity of the community and its visitors;
- The mural must not obstruct or obscure any of Council's signage;
- Council is under no obligation to repaint the mural if it is subject to vandalism or as the paintwork ages.

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).

Muckadilla Community Association Inc.
Mitchell Work Camp Program

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 recently received correspondence from the Muckadilla Community Association seeking permission to have Mitchell Work Camp Program paint a mural

on the Muckadilla Public Toilet block. This project progressing is contingent on the Mitchell Work Camp Program approving and being able to deliver the project.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Muckadilla Public Toilets are of concrete masonry construction and situated on reserve land off the Warrego Highway, described as Lot 5 on M3832.

The building has a floor area of around 25.2m² and a height of 3m, the paint would be considered near new and light in colour, therefore the building shouldn't require any maintenance or undercoats before the mural is applied.

The Muckadilla Community Association Inc. would like permission to coincide with the centenary of the Muckadilla Hall, with an event to be held on 19 September 2020. The community group has requested the assistance of Mitchel Work Camp Program to complete the project.

The community group was unable to provide Council with any plans/preliminary designs in regard to the content of the artwork however they have noted that it will be based on a story of the surrounding history.

Consideration should be made with all public art and it is recommended that it must be appropriate for viewing by all ages, and may not depict illegal activities, violence or threatening images. Images should not glorify or encourage smoking, drug or alcohol consumption. Images should also be considerate of the cultural diversity of the community and its visitors.

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)

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)

Project to be completed by the Mitchell Work 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?

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)

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
Offensive Material	There is a chance that something depicted on the mural may be considered by some to be offensive (justified or not justified).
Long term maintenance	At this time there is a participant in the Mitchell WORK program who has skills and experience as a mural painter. If in time the mural needs maintenance as a result of vandalism or deterioration over time, there is unlikely to be an artist available locally to repaint/repair.

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 supports the painting of the mural on the wall of the Muckadilla Community Toilets subject to conditions. The toilets were last painted circa 2018 and should serve sufficiently as an undercoat for the mural.

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 provide in-principle approval to the Muckadilla Community Association Inc. to paint a mural on the Muckadilla amenities block on the following conditions:-

- The mural is appropriate for viewing by all ages and be considerate of the cultural diversity of the community and its visitors;
- The mural must not obstruct or obscure any of Council's signage;
- Council is under no obligation to repaint the mural if it is subject to vandalism or as the paintwork ages.

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

4.9.1 Provide operation and maintenance, renewal, upgrade and construction of Council's buildings and structures according to the priorities and funding approved by Council, ensuring fit-for-purpose specification development for new and upgraded assets.

Supporting Documentation:

[1](#) Letter from Muckadilla Community Association - Request D20/11590 for Permission to Paint Mural

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

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



Muckadilla Community Association Inc.

President: Shannon Crocker

Secretary: Donna Sutton, Centenary Drive, MUCKADILLA Q 4461

Phone 46227686 dd.sutton79@gmail.com

Treasurer: Glenda Hacker

10 February 2020

Tanya Mansfield
Maranoa Regional Council
Manager Facilities
PO Box 42
MITCHELL Q 4465

The Muckadilla Community Association is seeking a request to have the Mitchell Work Camp Program paint a mural on the Muckadilla Community Public Toilets west & eastern sides. As these toilets are maintained & owned by the Maranoa Regional Council, we seek your approval for this work to be completed.

The Muckadilla Hall will be celebrating a 100 years on the 19 September this year. The committee who are working hard to organise this event would like to have artwork painted on these toilets before this event to give a friendly atmosphere & a story of the surrounding history.

Thanking you for your consideration.

Yours sincerely

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

Donna Sutton
SECRETARY

OFFICER REPORT

Meeting: General 26 February 2020

Date: 19 February 2020

Item Number: 13.6

File Number: D20/14448

SUBJECT HEADING: Easter in the Country Additional Support 2020

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

Council resolved to meet with Easter in the Country to discuss in-kind support for the overall Festival and kitchen logistic solutions for Tucker Under the Stars being held at The Roma Saleyards on Thursday 9 April. It was agreed the deliberations from this meeting would be reported back to Council.

Officer's Recommendation:

- 1) Provide Easter in the Country Committee an additional \$10,285 (inc GST) to enable them to hire a commercial kitchen for Tucker Under The Stars being held at the Roma Saleyards on Thursday 9 April 2020.
- 2) Transfer \$10, 285 from WO 14482.2537.2001 - Support to Regional Events to GL 2887.2249.2001 – Sponsorship, to enable all sponsorship for Easter in the Country to be allocated from a central Work Order number.

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).

Easter in the Country Committee

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
EITC	Easter in the Country

Context:

Why is the matter coming before Council?

Resolution No. GM/01.2020/84 stated Council enter into discussions with the Easter in the Country Committee with regard to their in-kind allocation from Council, and that any deliberations be brought back to Council at the first available opportunity. This report details the specific deliverables.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council has a budget allocation of \$15,000 cash sponsorship and \$15,000 in-kind for the 2020 Easter in the Country Festival.

At its General Meeting on 24 January 2020 Council increased their sponsorship of Easter in the Country from \$15,000 to \$18,340, with the additional \$3,340 being the balance of the 2019/20 sponsorship budget.

Director Rob Hayward met with Easter in the Country President Jenny Flynn to discuss additional kitchen logistics solutions.

In order to cater for 300 people at Tucker Under The Stars a commercial kitchen is required. As there is not one available for use on-site it is necessary to hire a kitchen, which includes:

- 10 tray combi oven
- 6 burner stove
- Double basket deep fryer
- Prep sink
- Wash up sink/dishwasher
- 3 door under bench fridge.

The cost to hire this kitchen is \$3950.00 + GST, and there are the associated costs of grease trap and pump (\$450.00+GST) and the Transport to and from Roma (\$4950.00).

A meeting with Konrad Crawford, Jenny Flynn, Justine Miller and Rob Hayward was held on Thursday 20 February to discuss in-kind requirements for the Easter weekend. Additional in-kind requirements are currently being costed but are thought to be achievable within existing in-kind budget allocation.

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)

Rob Hayward, Deputy CEO/Director

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?

There is sufficient funds WO 14482.2537.2001 Support to Regional Events budget to support this recommendation.

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)

The volunteers of Easter in the Country Committee. Without the hire and set-up of this kitchen the workload of the very small team of volunteers becomes incredibly tiresome and labor intensive.

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
Negative impact on relationship with EITC Committee	If no assistance is provided to directly address the kitchen situation there is a moderate likelihood of this situation have unfavourable impact on the relationship.

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 budget allocation for Support to Regional Events had not been committed for any other events in this financial year.

Therefore, providing Easter in the Country Committee an additional \$10,285 (inc GST) to enable them to hire a commercial kitchen for Tucker Under The Stars being held at the Roma Saleyards on Thursday 9 April 2020 is the recommendation.

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 4: Growing our region

4.3 Attract visitors to our region to bring additional customers to our region's businesses

4.3.2 Research, design and deliver destination marketing initiatives aimed at increasing visitor numbers, duration of stay, repeat visits and visitor spend, in partnership with local tourism and progress associations.

Supporting Documentation:

[1](#) Easter in the Country kitchen requirements

D20/14758

Report authorised by:

Manager - Economic & Community Development

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

Roma Easter in the Country

From: Scott Petersen <scott.petersen@mobilekitchens.com.au>
Sent: Wednesday, 22 January 2020 1:46 PM
To: info@easterinthecountryroma.com.au
Cc: Lindsay Harmer
Subject: Kitchen Estimate

Good Afternoon Jenny,

Please see below estimation for hire of Kitchen. This price is not final and is subject to further information provided by Chef.

We have a one week minimum hire for all our kitchens, plus transport to and from site.

- Kitchen Hire P/W \$3950.00 + GST
- Grease Trap & Pump \$450.00 + GST
- Transport Return \$4950.00 + GST

A standard kitchen includes;

- 10 Tray Combi Oven
- 6 Burner Stove
- Double Basket Deep Fryer
- Prep Sink
- Wash Up Sink/Dishwasher
- 3 Door Under bench Fridge

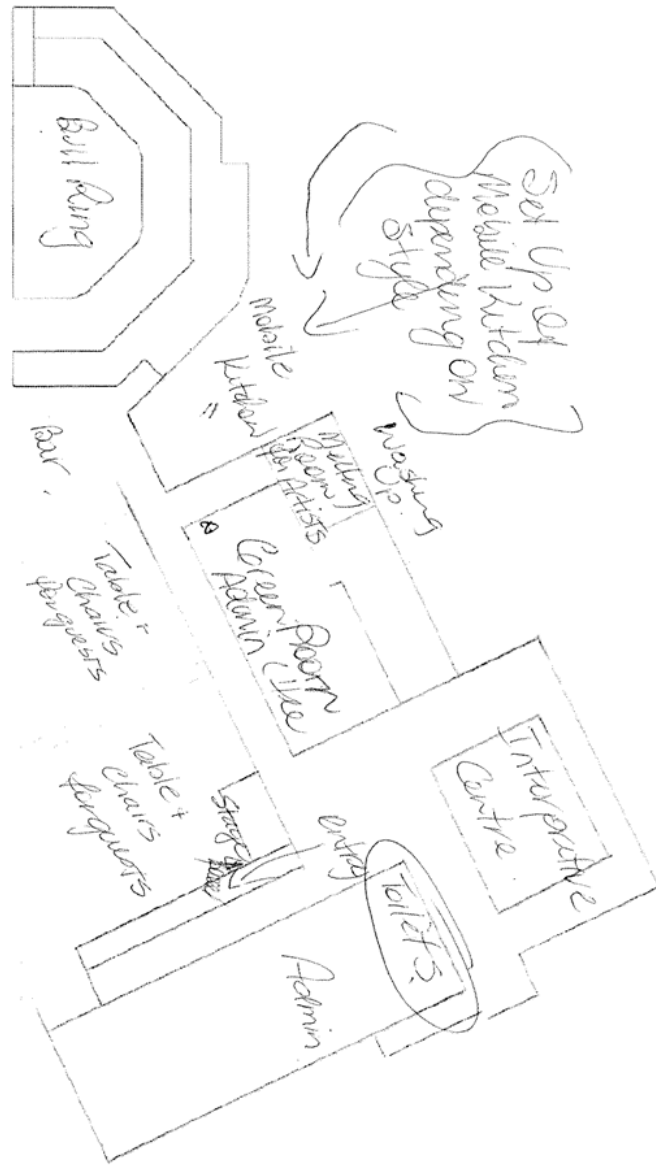
Other equipment can be added at an additional cost, and if more space is required in the kitchen we can remove the wash up sink/dishwasher if not needed.

Included in our price is the cost for a single Mobile Kitchens staff member to attend site to install and then decommission the kitchen.

Any questions feel free to call.

Kind regards,

.....
Scott Petersen | Project Coordinator
+61 (0)466 112 381
scott.petersen@mobilekitchens.com.au
213 Elliot Road - Banyo, QLD, 4014 AUSTRALIA
Ph. (07) 3162 8927 or 1300 626 326
www.mobilekitchens.com.au



Use of One bobbed to add load

creating Wednesdayam & Tuesday to load up with Monday.

Set Up of Table + Chairs
set up of stage.

300 chairs } set up

30/37 Tables } Tables of

14

OFFICER REPORT

Meeting: General 26 February 2020

Date: 19 February 2020

Item Number: 13.7

File Number: D20/14459

SUBJECT HEADING: Roma Revealed Style Guide

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

At its General Meeting on 13 November 2019 Council adopted 'Roma Revealed' as the new Regional Tourism Destination Brand.

The next phase of the project was to develop an agreed style guide to enable the design of the regional tourism brochure, associated social media channels and website and enable tourism businesses across the region to utilise the brand in a cohesive manner.

Officer's Recommendation:

Adopt the Roma Revealed Style Guide as develop by OQ Assist to enable the coordinated implementation of the new tourism brand.

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
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

Council has already adopted the new brand, this report relates to the style guide to ensure correct and appropriate use of the brand.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the General Meeting of Council on 27 March 2019 (GM/03.2019/92) Council appointing OQ Assist to:

- Undertake stakeholder workshops
- Develop a final regional tourism brand
- Develop a strategic content marketing plan
- Develop a style guide for the brand
- Design a destination marketing tourism brochure for the region

On the 13 November 2019, GM/11.2019/10, Council adopted 'Roma Revealed' as the new Regional Tourism Destination Brand.

The Brand Style Guide has been developed to enable all tourism industry groups and businesses across the region to assist in the coordinated implementation of the new tourism brand.

Please see attached style guide. It is important to note the artwork in the style guide for the use of the brand are examples only.

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)

Ed Sims, Manager Community and Economic Development

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)

The was extensive community and stakeholder consultation over a two year period to develop the new brand. Many of whom are waiting to implement and use the new brand on their brochure and other promotional material.

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
Brand is used incorrectly damaging the reputation of the region	Without explicit guidelines regarding brand use and implementation the risk of the brand bring used incorrectly is relatively high.

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)

Adopt the Roma Revealed Style Guide, as attached, to enable the brand to be used throughout 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?

<Provide details>

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.3 Attract visitors to our region to bring additional customers to our region's businesses

4.3.2 Research, design and deliver destination marketing initiatives aimed at increasing visitor numbers, duration of stay, repeat visits and visitor spend, in partnership with local tourism and progress associations.

Supporting Documentation:

[1](#) Roma Revealed_Style Guide FINAL

D20/14460

Report authorised by:

Manager - Economic & Community Development

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

Roma Revealed

Corporate Styleguide



where country meets the outback

INJUNE | MITCHELL | SURAT | WALLUMBILLA | YULEBA | CARNARVON GORGE

STYLE GUIDE

HOW TO USE THIS GUIDE

HOW TO USE THIS GUIDE

The purpose of this guide is to ensure that the visual treatment of the Roma Revealed brand is maintained to the highest standard. The integrity of the brand relies strongly on the consistent and accurate application of its visual elements across all mediums.

The aim of this guide is to make it as easy as possible for you to promote the Roma Revealed brand in your market. It should give you independence and flexibility, so you can appoint designers to utilise the brand in your marketing activities. All design files and templates can be accessed from Maranoa Regional Council Tourism Department, SF14/1177 Tourism Work Unit Documents Marketing and Promotional Material.

To maintain consistency and to uphold the strength of a unified image, Maranoa Regional Council encourages the use of the design elements, in their complete form, in your marketing activity.

KEY USERS OF THE GUIDE

- Maranoa Regional Council staff
- Outback Queensland Tourism Association staff
- Tourism and Events Queensland staff
- Local tourism and development associations and staff
- Community groups
- Designers, creative and advertising agencies
- Tourism industry operators
- Industry and sponsorship partners and other relevant government bodies

FURTHER INFORMATION

The Maranoa Regional Council's Tourism Development Coordinator should be contacted in regards to specialised applications or for any questions regarding the use of the Roma Revealed brand elements.

Phone: Justine Miller on 4624 0204

Email: justine.miller@maranoa.qld.gov.au

PAGE 02



STYLE GUIDE

LOGO

THE LOGO

The Roma Revealed logo features the distinctive Maranoa Bottle Tree from the Maranoa Regional Council master logo.

The tree is a unique symbol which reflects our vibrant community and honours our history, our heroes and our future. The five leaves represent the five former Council shires, and incorporate earthy colours to show our connection to the natural environment.

The Roma Revealed logo provides brand consistency for the Council - creating cohesion between the corporate divisions and tourism promotions and development.

The Roma Revealed logo is only to be used for tourism related promotions.



STYLE GUIDE

CLEAR SPACE AND MINIMUM SIZE

CLEAR SPACE

To maintain clarity and integrity of our logo an area of clear space must be maintained.

This area is to be kept free of any text, graphic device or image. Wherever possible maintain more clear space around the logo than the minimum.

The clear space rule also applies to the logo's relationship with the edge of a page.

Minimum clear space can be calculated by the height of the letter r in roma.

MINIMUM SIZE

It is essential the logo never be reproduced smaller than 10mm in height.

This size constraint applies to all versions of the logo.

The minimum size does not include the clear space measurement as shown above.

Minimum Clear Space



Minimum Size



STYLE GUIDE

LOGO VARIATIONS

LOGO VARIATIONS

The logo is available in variety of alternative formats for use in different applications.

The Primary Logo is the preferred version and should be used wherever suitable.

The logo also comes in full colour, reversed colour, mono and reversed versions. The full colour and reversed colour versions are the preferred versions and should be used wherever suitable.

Master Full Colour Logo



Master Full Logo Reverse



Greyscale



Black and White Reverse



Black and White



STYLE GUIDE

COLOUR PALETTE

COLOUR PALETTE

The Roma Revealed colour palette matches the Maranoa Regional Council colour palette. Wherever possible these colours should be used in marketing and other collateral including internal documents and stationery.

Printing colours

The Pantone (or PMS) colour system is to be used in cases where spot colour reproduction is required.

The CMYK breakdown specifications are to be used for offset printing (four colour process).

Web colours

RGB colours are to be used for screen-only use such as internal documents, powerpoint slides, emails and website applications.

Where a limited colour palette is supplied use the "Web safe" colour option. Where possible use the "Web safe RGB" colour settings for a more accurate colour representation.

Please note: printed colours in this manual are indicative representations and are not to be referenced for colour matching.

ORANGE

CMYK C0 M56 Y100 K8 RGB R227 G172 B28 WEB SAFE FF9900 WEB SAFE RGB E4801C PANTONE® 718

YELLOW

CMYK C0 M32 Y100 K9 RGB R231 G166 B20 WEB SAFE FFCC00 WEB SAFE RGB E8A713 PANTONE® 131

GREEN

CMYK C20 M0 Y100 K19 RGB R178 G187 B30 WEB SAFE 99CC33 WEB SAFE RGB B2BB1C PANTONE® 383

SKY BLUE

CMYK C59 M7 Y0 K0 RGB R84 G188 B235 WEB SAFE 66CCFF WEB SAFE RGB 52BDEC PANTONE® 2915

BLUE

CMYK C100 M10 Y0 K10 RGB R0 G147 B208 WEB SAFE 0099CC WEB SAFE RGB 0093D0 PANTONE® PROCESS BLUE

BLACK

CMYK C0 M0 Y0 K100 RGB R0 G0 B0 WEB SAFE 000000 WEB SAFE RGB 000000

LIGHT GREY

CMYK C0 M0 Y0 K100 RGB R167 G169 B172 WEB SAFE 999999 WEB SAFE RGB A7A9AC

STYLE GUIDE

TYPOGRAPHY

PRIMARY TYPEFACE

Frutiger is the Roma Revealed primary typeface.

Use this font in body copy, headings, subheadings, pull quotes and other scenarios that require the text to stand out.

Frutiger 55 Regular is the preferred font for body copy.

Frutiger 65 Bold is the preferred font for headings and subheadings.

Where Frutiger cannot be made available, Arial may be used as a substitute typeface.

FRUTIGER 65 BOLD

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Frutiger 55 Regular

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

STYLE GUIDE

TYPOGRAPHY

SECONDARY TYPEFACE

Paris Script is the Roma Revealed secondary typeface.

This font is to be used only for the tagline "where country meets the outback", or as a display font for small amounts of text.

Paris Script can be used as:

- The brand tagline
- A subheading to the main Frutiger 65 Bold heading
- A pullout quote

It should never be used as the major headline font or appear as the largest font on the page.

Paris Script

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

STYLE GUIDE

WEB FONTS

Where web fonts are needed the following fonts are recommended:

Open Sans is recommended as an alternative to Frutiger for body copy, headings, subheadings, and pull quotes.

It is available in a variety of weights from Google Fonts at: <https://fonts.google.com/specimen/Open+Sans>

Nothing You Could Do is recommended as an alternative to Paris Script to be used only for the tagline "where country meets the outback", or as a display font for small amounts of text.

It is available from Google Fonts at: <https://fonts.google.com/specimen/Nothing+You+Could+Do>

OPEN SANS

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Nothing You Could Do

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

STYLE GUIDE

TAGLINE

TAGLINE

The key tagline for the Roma Revealed brand is 'where country meets the outback'.

This tagline should be used and included wherever possible to support the Roma Revealed brand. The tagline text should be written in the secondary typeface Paris Script.

The tagline should never be used as a headline, or without the Roma Revealed logo or Bottle Tree Symbol.

The tagline is designed to support the brand name, and position the brand in visitors' minds – not just geographically positioning the destination in a location where the country and outback meet; but also emotively, creating a sense that the region provides visitors with an enticing mix of country charm and character, together with outback style and experiences – providing visitors with the best of both worlds.

If the tagline is used and included in a sentence or general copy, then the appropriate body copy font can be used.



where country meets the outback

STYLE GUIDE

BRAND ELEMENT - LEAF SHAPE

LEAF SHAPE

The leaf shape is used as a branding element to compliment the logo. It can be used as a background shape for the positioning of the logo; or can be used as a general creative element to support the overall design - to position text or as a watermark feature.

USED TO HOUSE LOGO:



USED AS WATERMARK:



STYLE GUIDE

MESSAGING

WRITING STYLE

The core message of the Roma Revealed brand is to convey that the destination has a lot more to offer than what first appears. The destination has many secrets, places, experiences, stories, and characters that are waiting to be uncovered. And it encourages them to stop and experience more! By “revealing” the destination creates surprise and delight for visitors – and creates wonderful experiences and memories they will want to share with their friends and family.

The brand messaging allows and encourages partners and industry operators to ‘share’ and surprise their visitors with their own special stories and experiences – that they can reveal in their own words. Showing visitors the variety and diversity of experiences found throughout the region.

The brand messaging is also a little cheeky and fun, allowing the charm of the destination to be expressed in a uniquely fun way – capitalising on the fun and dry sense of humour often found in individual country and outback characters.

The brand encourages all communications to encapsulate this core message, to create a consistent and unifying voice across the whole region – keeping our visitors surprised and delighted by what they can and do experience in our destination.

TAGLINE & CORE MESSAGES

The brand tagline **‘where country meets the outback’** is supported by the following marketing messages:

- Country charm - Outback style: showing the mix of country meets Outback; Outback experiences available in the Maranoa; experiences that allow visitors to get engaged and “doing” things; hands-on country and Outback experiences. The benefits of having Outback experiences along with some ‘green’ country as well; variety and availability of services, shops and accommodation; quality cafes, restaurants, liveability. The best of both worlds.
- It’s closer than you think: positioning the region as easily accessible, a half-day drive from Brisbane (key target market); an easy “bite size” taste of the Outback that is easily do-able and convenient; giving you a taste of all the things that create an Outback experience – along with the charm and character offered by country life.

These supporting messages can be included in social media posts, websites, brochures, ads, and in destination copy.

TIPS FOR YOUR WRITING STYLE

- Keep writing style fun – but not tacky or rude
- Hint at special ‘surprises’ in store for visitors – things that non-locals would not know about
- Show and tell unique aspects of your product or experience
- Keep a little “hidden” – to show that there is more to reveal when they arrive...
- Keep the text personal, natural and engaging
- Use country and outback words, style & dry sense of humour
- Incorporate local characters & individuals wherever possible
- Focus on the variety and diversity of experiences available
- Images should ‘reveal’ the surprises and diversity of the region... will an element of fun and subtle cheekiness where possible

STYLE GUIDE

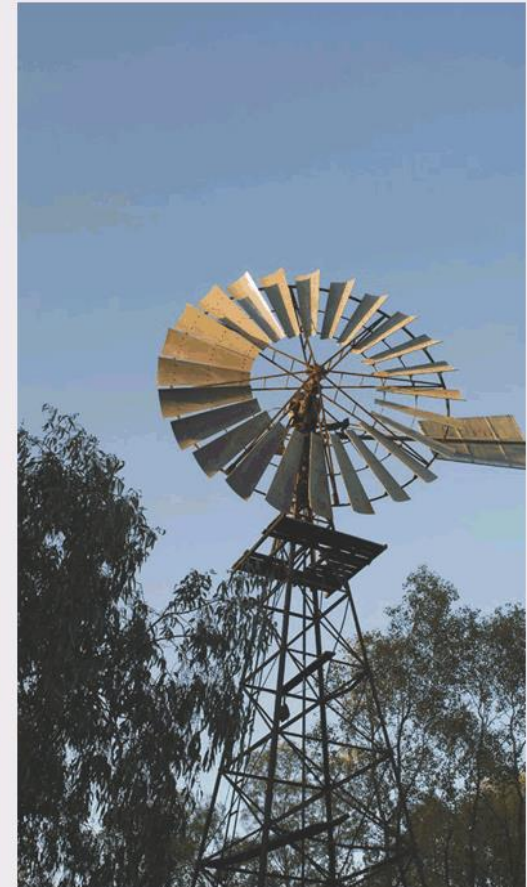
PHOTOGRAPHY

PHOTOGRAPHY

All images selected for use in Roma Revealed material should be of a high resolution.

Photography should:

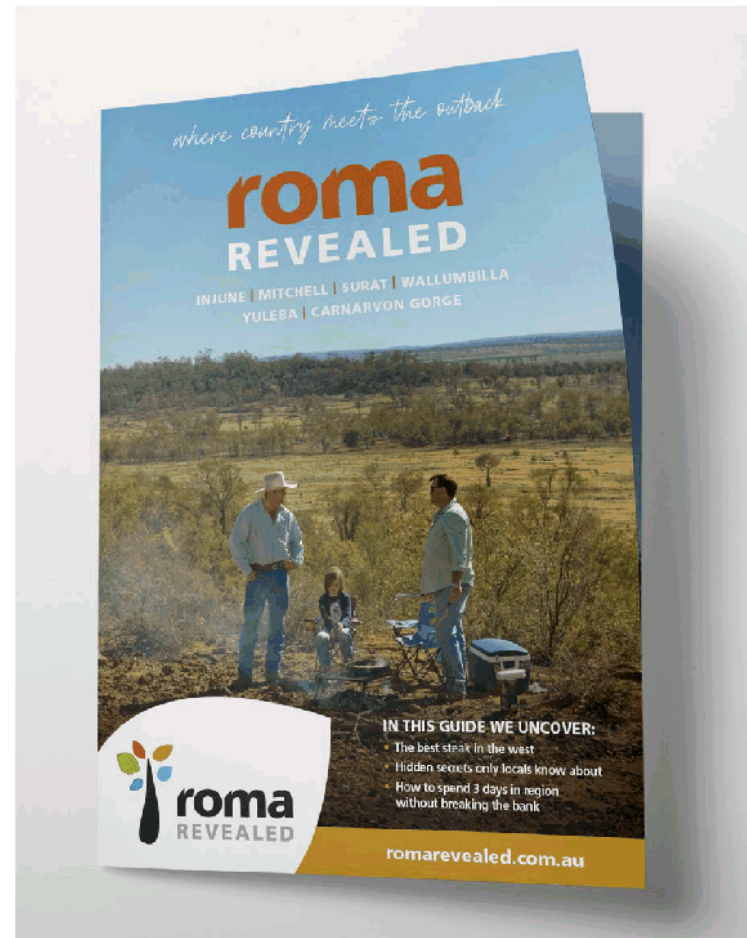
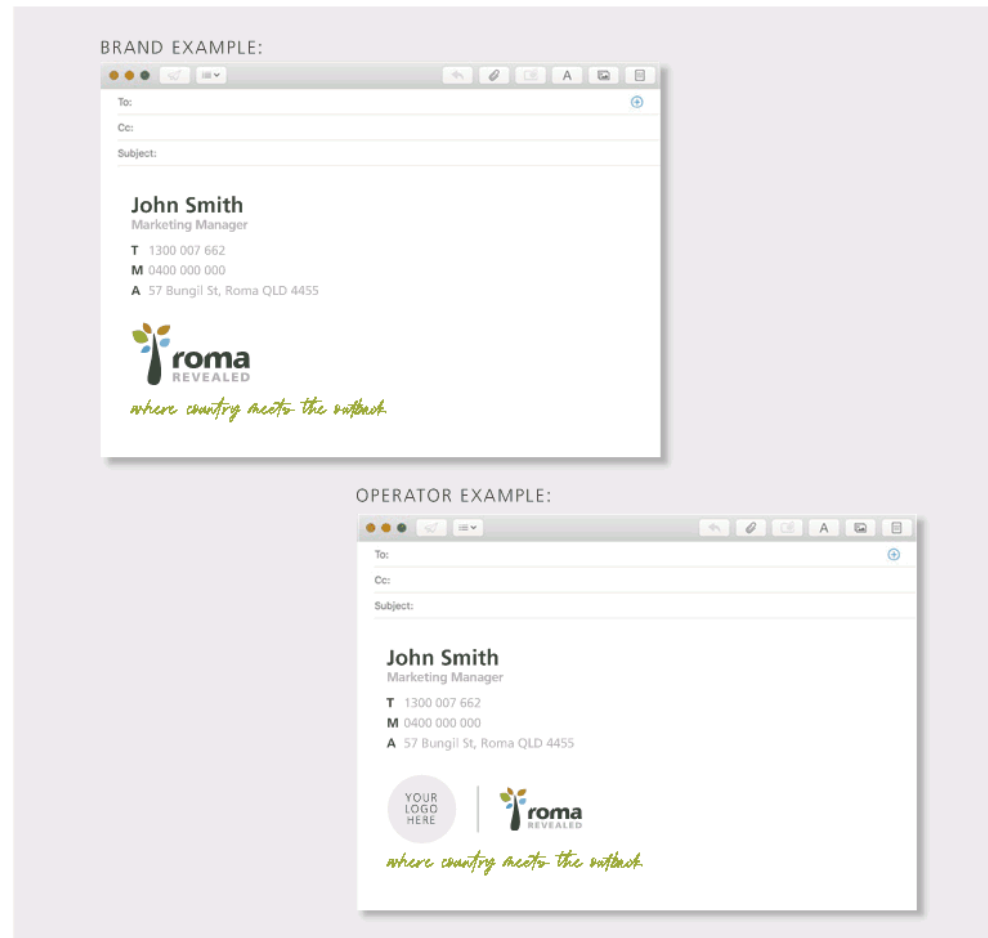
- be unposed and candid
- avoid visual clutter
- feature interesting perspectives and backgrounds
- showcase people, landscapes, experiences and community of the local area
- full colour where possible
- reflect the brand messaging of "revealing" unique and special attributes of the region
- a selection of hero images will be made available to partners and other users shortly





STYLE GUIDE

BRAND EXAMPLES - EMAIL SIGNATURE + BROCHURE COVER



STYLE GUIDE

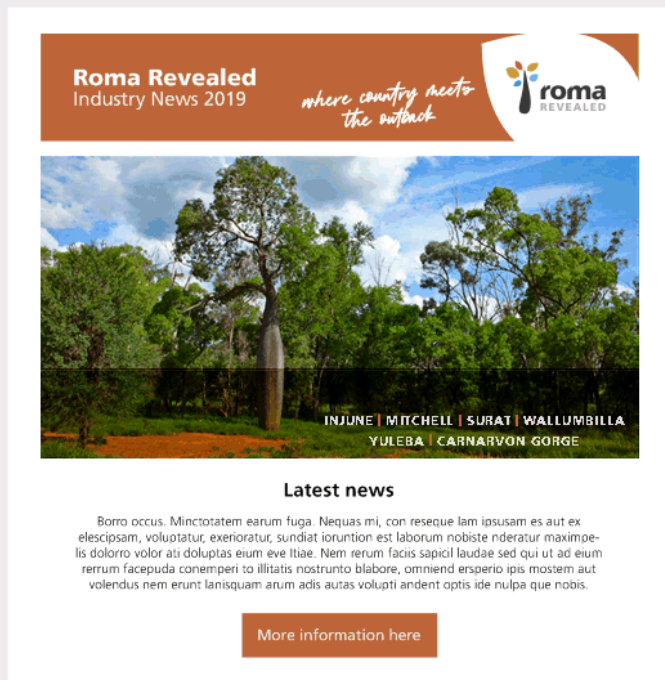
BRAND EXAMPLES - LOCAL TOURISM AREAS BROCHURE COVERS



STYLE GUIDE

BRAND EXAMPLES - EMAIL NEWSLETTER HEADERS

BRAND EXAMPLE:



OPERATOR EXAMPLE:



STYLE GUIDE

BRAND EXAMPLES - DESTINATION BRAND AD EXAMPLES



STYLE GUIDE

BRAND EXAMPLES - LOCAL OPERATOR AD EXAMPLES

**The Roma
Tour Company**

YOUR LOGO
GOES HERE

Your company's offering goes here. Arcipicit que volorum fugit il ipictento blandi tem. Nequodit, ius am estio. Udignatiam, as untis ut reped et ipit volo estotae quiaie sinus.

Us conetur, vendit odit, utem. Nam quamet verum reni ne num susae nis poresenis a abo. Nam num, int lacculpa nam aut quam nobis alit.

Call us today!

where country meets the outback

roma REVEALED

Contact details go here:
3/123 Street Road, Injune
Phone: 1234 5678 romatourcompany.com

Surat Gift Shop

Subheading text to go here

YOUR LOGO
GOES HERE

Your company's offering goes here. Arcipicit que volorum fugit il ipictento blandi tem. Neam estio.

Us conetur, vendit odit, utem. Nam quamet verum reni ne num susae nis poresenis a abora. Anam aut quam nobis alit. Nam quamet verum reni.

where country meets the outback

Contact details go here:
3/123 Street Road, Surat
Phone: 1234 5678

roma REVEALED

STYLE GUIDE

BRAND EXAMPLES - LOGO USE

BANNER ADS



SOCIAL MEDIA



STYLE GUIDE

BRAND EXAMPLES - ONLINE BANNER AND SOCIAL MEDIA BRAND EXAMPLES

BANNER ADS



MRECS OR SOCIAL MEDIA IMAGES





This work is copyright. Apart from any use permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Maranoa Regional Council.

maranoa.qld.gov.au

OFFICER REPORT

Meeting: General 26 February 2020

Date: 20 February 2020

Item Number: 13.8

File Number: D20/14710

SUBJECT HEADING: Request for Financial Support from Roma RSL

Classification: Open Access

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

Executive Summary:

Council has received a request from the Roma RSL Sub-Branch to increase the financial support for their annual ANZAC Day lunch. It is recommended that the support be maintained at the level of previous years.

Officer's Recommendation:

That:

Council decline the request by RSL (Qld) Roma Sub-branch, for an increase in the financial support of Council, for their annual ANZAC Day lunch in 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).

Members of the Roma RSL Sub-branch

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
RSL	Returned and Services League

Context:

Why is the matter coming before Council?

Council is asked to consider the request from the Roma RSL to increase their financial support.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In previous years, Council has provided \$500 in support towards the RSL annual ANZAC Day lunch. Council has received a request from the RSL to increase this amount, and the following is a extract from their email to Council:

“In previous years Council has saw fit to provide a donation towards Anzac Day costs. These funds provide lunch to returned, ex service serving personnel, War Widows and Invited Guests from Roma and surrounding district. We are asking that you allow in your 2020/2021 budget a sum of \$1000.00 to put towards ANZAC Day 2020”.

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)

Email request from Lionel Young, Secretary of the Roma RSL Sub-branch.

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 2019/20 budget for ANZAC Day was \$4,500 to support services across the region. ANZAC budgets for the past four years have been increased due the significance of WWI centenaries.

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 2020/21 budget is maintained at \$4,500, the requested amount represents 22% of the budget for a lunch, which is not open to the public.

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)

Other RSL organisations, and groups involved with the organisation of ANZAC Day events and services across the region could insist that Council maintains equity in its support of each organisation with a similar amount.

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
Risk of setting a precedent.	ANZAC Day services are held across the region in Injune, Wallumbilla/Yuleba, Surat, Mitchell, Amby, Mungallala, Muckadilla, Jackson, and Yuleba Creek. Many of these events are delivered without applying to Council for assistance. Providing this amount for catering to one group may risk setting a precedent.

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 decline the request.

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. Declines the request by RSL (Qld) Roma Sub-branch, for an increase in the financial support of Council, for their annual ANZAC Day lunch.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Control our costs

2.4.3 Critically examine expenditure and identify and implement ways to “Tighten the Belt” having regard to falling external revenue.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

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