

BUSINESS PAPER

General Meeting

Wednesday 18 March 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 13 March 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
March 18, 2020 at 9.00AM.



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 4 April 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 | Update of Outstanding Rates - Assessment 14000459 |
| | Classification: Closed Access |
| | Local Government Regulation 2012 Section 275(d) rating concessions. |
| C.2 | Review of Decision: Request to waive debt recovery legal fees - Assessment 13001193 & 14005151 |

Classification: Closed Access

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

C.3 Request for reduced trading terms.

Classification: Closed Access

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

C.4 Request for Waiver of Water Access Infrastructure Charge - Assessment 13002738

Classification: Closed Access

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

C.5 Roaming Dogs in Yuleba

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 11 MARCH 2020 COMMENCING AT 9.00AM

ATTENDANCE

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

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Saleyards – Paul Klar, Manager Economic & Community Development – Ed Sims, Regional Economic & Events Attraction Specialist – Malinda Moreton, Lead Town Planner – Christopher Tickner, Support Officer Economic & Community Development – Tennielle Limpus.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.09am.

APOLOGIES

There were no apologies for the meeting.

CONFIRMATION OF MINUTES

Resolution No. GM/03.2020/01

Moved Cr Chambers

Seconded Cr Stanford

That the minutes of the General Meeting held on 26 February 2020 be confirmed, incorporating an amendment to Resolution No. GM/02.2020/117 as follows:

That Council sponsor the Connect Ag 'Decision Making' Workshop by way of use of the Roma Saleyards Facility areas as requested, for the event. ~~on 2 April 2020.~~

CARRIED

9/0

Resolution No. GM/03.2020/02

Moved Cr Chambers

Seconded Cr Stanford

That the minutes of the Special Meeting held on 3 March 2020 be confirmed.

CARRIED

9/0

DECLARATION OF CONFLICTS OF INTEREST

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

- 13.5 – Roma Historical Precincts Inc. request for in kind assistance

due to him being a former President of Roma Historical Precincts Inc., the applicant under Council's consideration in this matter.

Mayor Golder foreshadowed that he would remove himself from discussions and decisions on this matter.

ON THE TABLE

- Item L.4 – Roma Revealed Style Guide - was laid on the table at the General Meeting on 26 February 2020.

CONSIDERATION OF NOTICES OF MOTION

Item Number: 8.1 **File Number:** D20/19413

SUBJECT HEADING: FEES AND CHARGES REGISTER - ANNUAL REPORT

Officer's Title: Chief Executive Officer

Executive Summary:

Proposal to amend Resolution No. SM/01.2020/13 originally stating:

That the annual report be adopted inclusive of the three updated pages, and that the cost be confirmed as the cost of printing internally and the fees and charges be updated to reflect this.

Resolution No. GM/03.2020/03

Moved Cr Chambers

Seconded Cr Newman

That:

Resolution No. SM/01.2020/13 stating:

That the annual report be adopted inclusive of the three updated pages, and that the cost be confirmed as the cost of printing internally and the fees and charges be updated to reflect this.

be amended to state:

That the annual report be adopted inclusive of the three updated pages, and that Council provide printed copies free of charge upon request.

CARRIED

9/0

Responsible Officer

Chief Executive Officer

BUSINESS

INFRASTRUCTURE SERVICES

Item Number: 12.1 **File Number:** D20/19950

SUBJECT HEADING: TRANSPORT NETWORK ROAD REGISTER REVIEW

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

Executive Summary:

A review of Council's Urban and Rural Road Registers has been completed. The review focused on updating the road register to reflect Council's current network as well as reviewing the roads on the register currently listed under the Minor Access category. A draft amendment/update to the road register was prepared and attached for Council's consideration and endorsement.

Resolution No. GM/03.2020/04

Moved Cr Chambers

Seconded Cr McMullen

That this item be moved to the Confidential segment of the agenda, in accordance with *Local Government Regulation 2012* Section 275(h). (This item is subsequently re-numbered C.13)

(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.*

CARRIED

9/0

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1

File Number: D20/17020

SUBJECT HEADING: MUCKADILLA WATER SUPPLY REVIEW

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

Executive Summary:

At its meeting in February, Council requested a report on the Muckadilla water supply. This report provided the detail requested.

Resolution No. GM/03.2020/05

Moved Cr Schefe

Seconded Cr Stanford

That Council:

1. Note the contents of this report.
2. Be provided a further report on this matter, once the duty pumps have been replaced.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: 13.2

File Number: D20/18436

SUBJECT HEADING: LARRIKIN PUPPETS - FIRST 5 FOREVER LIBRARY PROGRAM

Officer's Title: Lead Librarian

Executive Summary:

Children's Entertainers Brett Hansen and Elissa Jenkins from Larrikin Puppets provide some very colourful and engaging library activities for kids with Trogg the blue monster and his furry puppet friends! Their library program includes puppetry performances suitable for under 5s, as well as puppet shows and activities for children of all ages and their families.

<https://www.larrikinpuppets.com.au/>

Council has the opportunity to bring the Larrikin Puppets show to our Maranoa Region between the 13 and 17 July and would like to confirm the booking with them.

A cost of \$3,610 was provided by Larrikin Puppets, and includes the cost of travel, accommodation and five performances. It was proposed that the cost be covered by First 5 Forever Funding received from State Library of Queensland.

Resolution No. GM/03.2020/06

Moved Cr Chandler

Seconded Cr Newman

That Council:

1. Note the endorsement received by State Library of Queensland for Larrikin Puppets.
2. Agree to host the Larrikin Puppet show at Roma, Injune, Mitchell, Yuleba & Surat Libraries from 13 to 17 July 2020, and authorise the Lead Librarian to confirm the booking for this period.
3. Fund the cost of \$3,610 through 'First 5 Forever Funding', received from State Library of Qld. using WO # 16366.2542.2001.

CARRIED

9/0

Responsible Officer

Lead Librarian

Item Number:

13.3

File Number: D20/18500

SUBJECT HEADING:

MARANOA LIVEABILITY STRATEGY

Officer's Title:

Manager - Economic & Community Development

Executive Summary:

Council has invested in a Liveability Strategy for the region, which informs and justifies recommended actions that will lead to population sustainability and growth. The responsibility to deliver the strategy does not rest on any one individual, corporation or service, moreover is dependant of the collaboration of all of community. Accordingly, it is necessary for Council to receive the strategy in order to make it public, and to empower further work to develop partnerships and attract resources and assistance for its implementation. This report sought resolution from Council to receive the strategy.

Resolution No. GM/03.2020/07

Moved Cr Schefe

Seconded Cr O'Neil

That Council receive the Maranoa Liveability Strategy 2020 as attached to the officer's report.

CARRIED

9/0

Responsible Officer

Manager Economic & Community Development

Item Number:

13.4

File Number: D20/16431

SUBJECT HEADING:

REQUEST FOR COUNCIL TO PARTICIPATE IN WORLD TUBERCULOSIS DAY

Officer's Title:

Regional Economic Development & Events Attraction Specialist

Executive Summary:

RESULTS International (Australia) is an international non-partisan advocacy organisation working towards ending poverty, and one of the priority campaigns is to eradicate Tuberculosis. RESULTS requested Council participate in World Tuberculosis Day on 24 March 2020. Participation involves lighting a Council asset, building or public area in red.

Resolution No. GM/03.2020/08

Moved Cr Newman

Seconded Cr McMullen

That Council:

1. Accept the request to participate in World Tuberculosis Day 24 March 2020.
2. Use the existing street lighting in McDowall St to light the main shopping precinct red.
3. Provide information to residents about the program and significance of the lighting arrangements throughout its communication channels.

CARRIED

9/0

Responsible Officer	Regional Economic Development & Events Attraction Specialist
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Mayor Golder, having previously foreshadowed a perceived 'Conflict of Interest' in the following item for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 9.22am, taking no part in discussions on the matter.

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

Item Number: 13.5 **File Number:** D20/18069

SUBJECT HEADING: ROMA HISTORICAL PRECINCTS INC. REQUEST FOR IN KIND ASSISTANCE

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

Executive Summary:

Council received a request for in-kind assistance for the use of the portable toilet block located at Bassett Park from the Roma Historical Precincts committee for the Plough Day, which will be hosted on 3 May 2020 at the Polocrosse grounds.

The committee has agreed to organise and cover the cost of transportation and associated plumbing fees. In addition, Roma Historical Precincts asked for sponsorship of the event to cover the cost of printing 1,000 colour flyers.

Resolution No. GM/03.2020/09

Moved Cr Chandler

Seconded Cr Stanford

That Council:

1. Approve the request for in kind assistance for the use of the portable toilet block located at Bassett Park.
2. Acknowledge the Roma Historical Precincts' agreement to arrange transportation and pay for all costs associated with the relocation and return of the portable toilet block.
3. Approve the sponsorship request for printing of 1,000 flyers.
4. Allocate funds up to \$550 from the sponsorship budget (General Ledger reference L2887.2249.2001).

5. Require that Roma Historical Precincts reflect Council's contribution in all advertising for the event.

CARRIED

8/0

Responsible Officer

**Regional Economic Development & Events
Attraction Specialist**

At cessation of discussion on the abovementioned Item, Mayor Golder returned to the Chamber, assuming the Chair at 9.24am.

Item Number:

13.6

File Number: D20/19626

SUBJECT HEADING:

**ASIA PACIFIC INCENTIVE AND MEETINGS
CONFERENCE POST EVENT REPORT**

Officer's Title:

**Regional Economic Development & Events Attraction
Specialist**

Executive Summary:

The Asia Pacific Incentive Meetings event was hosted at the Melbourne Convention Centre from 17 -19 February 2020. This is the leading trade event for the meetings and events industry in the Asia Pacific region. Over 2 days Council representatives hosted 32 pre-arranged meetings and engaged a further 7 potential buyers throughout the conference. The buyer response to our region was extremely positive with many expressing a desire to support regional areas affected by bushfires and drought. The purpose behind attending the event was to actively promote the region and attract business events to generate more income into the local economy.

Resolution No. GM/03.2020/10

Moved Cr O'Neil

Seconded Cr Newman

That Council:

- 1. Note the report as presented.**
- 2. Consider future opportunities to attend tradeshow events to encourage and increase tourism and events within the region.**

CARRIED

9/0

Responsible Officer

**Regional Economic Development & Events
Attraction Specialist**

LATE ITEMS

Item Number:

L.1

File Number: D20/17462

SUBJECT HEADING:

**DEVELOPMENT PERMIT FOR A MATERIAL CHANGE OF
USE "DWELLING HOUSE" (DOMESTIC OUTBUILDING)**

Location:

30 William Street, Roma (Lot 1 on RP4415)

Officer's Title:

Lead Town Planner

Executive Summary:

Barry S Reid has submitted a development application seeking approval for a Material Change of Use for a "Dwelling house" (domestic outbuilding) at 30 William Street, Roma, being Lot 1 on RP4415 (the subject premises).

The development application is subject to impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the Planning Act 2016 and any relevant 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 15 business days between 4 February 2020 and 25 February 2020. There were three (3) properly made submissions objecting to the proposal received during this period. Matters raised in the submissions have been fully considered by Council's assessing officers, and where appropriate, conditions of development approval have been recommended to overcome potential impacts on the submitters as a result of the development.

The procedural requirements set out by the Development Assessment Rules to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the Planning Act 2016, or can otherwise be conditioned to achieve compliance. As part of the assessment of the application Council assessing officers have also identified a number of relevant matters that support the approval of the application, including that the proposed domestic outbuilding will be co-located and ancillary to an existing residential dwelling located at the subject premises.

Moved Cr O'Neil

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

NO VOTE TAKEN

No vote was taken on the draft motion at that time, and Cr. O'Neil subsequently withdrew the procedural motion to give Cr. Newman an opportunity to ask a question of the reporting officer.

Further discussion ensued on the matter, and again Cr. O'Neil put forward the following procedural motion to allow for further discussion and investigation to be undertaken with parties interested in this application.

Resolution No. GM/03.2020/11

Moved Cr O'Neil

That the matter lay on the table for further consideration at the next General Meeting on 18 March 2020.

CARRIED

8/1

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. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

Lead Town Planner

Item Number: L.2 File Number: D20/19784

SUBJECT HEADING: REQUEST FOR APPROVAL TO PAINT MURAL AT THE WALLUMBILLA SHOWGROUNDS

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council received correspondence from the Wallumbilla Town Improvement Group seeking approval for the creation of a future artwork on one or several of the existing Wallumbilla Showground facilities.

Resolution No. GM/03.2020/12

Moved Cr McMullen

Seconded Cr Chandler

That Council approve in-principle for the Wallumbilla Town Improvement Group to paint mural/s on existing Wallumbilla Showground facilities on the following conditions:

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

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: L.3 File Number: D20/20239

SUBJECT HEADING: MITCHELL ON MARANOA FRIENDS OF THE GALLERY - REQUEST FOR LETTER OF SUPPORT AND APPROVAL FOR LIGHTING UPGRADES

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council received a request from the Mitchell on Maranoa Friends of the Gallery seeking a letter of support and permission for lighting upgrades in the gallery and in the function area in the courtyard at the back of the building.

Resolution No. GM/03.2020/13

Moved Cr Newman

Seconded Cr Schefe

That Council:

1. Grant permission for the lighting upgrades at the Mitchell on Maranoa Gallery.
2. Approve for Cr. O'Neil, Portfolio Chair Facilities, to provide a letter of support on behalf of Council, for the Friends of the Gallery to include with their funding application.

CARRIED

9/0

Responsible Officer

**Administration Officer - Land Administration
/ Lead Officer – Elected Members &
Community Engagement**

Item Number: L.4 **File Number:** D20/20907
SUBJECT HEADING: ROMA REVEALED STYLE GUIDE
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 use the brand in a cohesive manner.

Resolution No. GM/03.2020/14

Moved Cr Chandler

Seconded Cr Newman

That Council adopt the Roma Revealed Style Guide as developed by OQ Assist to enable the coordinated implementation of the new tourism brand.

CARRIED

9/0

Responsible Officer

Regional Tourism Development Coordinator

CONFIDENTIAL ITEMS

Item Number: C.1 **File Number:** D20/15646
SUBJECT HEADING: REQUEST FOR FINANCIAL ASSISTANCE FROM ROMA RETURNED AND SERVICES LEAGUE (RSL)
Officer's Title: Regional Economic Development & Events Attraction Specialist

Executive Summary:

Council received a request from the Roma Returned and Services League (RSL) Sub-branch for financial assistance for the 2020 Anzac Day services.

Resolution No. GM/03.2020/15

Moved Cr Chandler

Seconded Cr Newman

That Council decline the request from the Roma RSL for financial assistance for the hire of speakers on Anzac Day 2020.

MOTION LOST

2/7

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. Chambers
Cr. Newman	Cr. Flynn
	Cr. Golder
	Cr. McMullen
	Cr. O'Neil
	Cr. Schefe
	Cr. Stanford

Responsible Officer

Regional Economic Development & Events Attraction Specialist

Cr. Chambers suggested that a review of arrangements in regard to sound systems for ANZAC Day ceremonies across the region be undertaken. Cr. O'Neil indicated he was happy to include this suggestion in his draft motion:

Resolution No. GM/03.2020/16

Moved Cr O'Neil

Seconded Cr Golder

That Council:

1. **Accept the quotation for the hire and set up of a sound system for the amount of \$800 for 2020 ANZAC Day in Roma.**
2. **Draw the required funds from General Ledger 2888.2252.2001.**
3. **Consider the installation of permanent speakers at the Roma Cenotaph through consultation with RSL Roma Sub Branch, for consideration as part of the 2020/21 budget deliberations.**
4. **Review requirements of sound systems for all commemorative ANZAC Day Services held across the region.**

CARRIED

8/1

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. Chambers	Cr. Chandler
Cr. Flynn	
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

Manager – Community & Economic Development

Item Number:

C.2

File Number: D20/15445

SUBJECT HEADING:

REQUEST FOR IN KIND SUPPORT FOR THE 2020 WATPAC MYSTERY CHARITY BALL

Officer's Title:

Regional Economic Development & Events Attraction Specialist

Executive Summary:

Council received a request for in-kind assistance for the use of the portable toilet block located at Bassett Park from the committee for the Watpac Mystery Charity Ball. which will be hosted on 30 May 2020. The committee has agreed to organise and cover the cost of transportation and associated plumbing fees.

Resolution No. GM/03.2020/17
Moved Cr O'Neil

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

CARRIED

9/0

Item Number:
C.3
File Number: D20/16366
SUBJECT HEADING:
**AMENDMENT TO 2019/20 CAPITAL WORK BUDGET -
COBB & CO PAINTING**
Officer's Title:
Administration Officer - Land Administration
Executive Summary:

This report sought Council's consideration of reallocating funds from the scope of Work Order 20357 – Cobb & Co Painting to repair the damaged western wall of the building.

Resolution No. GM/03.2020/18
Moved Cr Newman
Seconded Cr Chandler

That Council amend the 2019/20 Capital Works Budget to change the scope of project for the Cobb & Co Painting to reflect that painting will not be undertaken in the current financial year and funds will instead be directed to undertaking the repair of the Western Wall of the Cobb & Co Changing Station.

CARRIED

9/0

Responsible Officer
Administration Officer - Land Administration
Item Number:
C.4
File Number: D20/17781
SUBJECT HEADING:
INJUNE CARAVAN PARK - LEASE ARRANGEMENTS
Officer's Title:
Land Administration Officer
Executive Summary:

Council resolved at its meeting on 26 February 2020 to hold over the current Injune Caravan Park Lease pursuant to clause 15.8 of the agreement, until the date of 25 June 2020 (Resolution No. GM/02.2020/119). This report provided information on discussions held in regard to the lessee's demobilisation from the site at the expiration of the lease.

Resolution No. GM/03.2020/19
Moved Cr McMullen

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

CARRIED

9/0

Item Number: C.5 File Number: D20/16644

SUBJECT HEADING: COMMENCEMENT OF LEGAL PROCEEDINGS

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

Executive Summary:

This report provided Council with an update on accounts that remain unpaid and requested that legal proceedings be commenced.

Resolution No. GM/03.2020/20

Moved Cr Chambers

Seconded Cr Chandler

That Council approve the request to commence with legal proceedings.

CARRIED

7/2

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

Responsible Officer

Lead Accounts Processing Officer-System Administrator

Item Number: C.6 File Number: D20/17566

SUBJECT HEADING: OUTSTANDING RATES AND CHARGES MONTHLY UPDATE - FEBRUARY 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/03.2020/21

Moved Cr Newman

Seconded Cr Chambers

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

CARRIED

9/0

Responsible Officer

Rates and Utilities Billing Officer

Item Number: C.7 File Number: D20/18365

SUBJECT HEADING: APPLICATIONS FOR RATE PAYMENT ARRANGEMENTS
– ASSESSMENT NUMBERS 13012208, 14018386,
14032445

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

Applications for rate payment arrangements have been received from various ratepayers. The timeframes the applicants have 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/03.2020/22

Moved Cr Chambers

Seconded Cr Stanford

That Council accept the applicant's payment arrangements as set out in Table A and as follows, subject to all rates, charges and arrears accumulated being paid in full by 30 June 2021:

Assessment Number	Agreed Payment Plan
13012208	\$323/fortnight
14018386	\$496/month
14032445	\$275/month

CARRIED

9/0

Responsible Officer

Rates and Utilities Billing Officer

Item Number: C.8 File Number: D20/19585

SUBJECT HEADING: APPLICATION FOR REFUND OF INTEREST PAID ON
RATES PAYMENT ARRANGEMENT - ASSESSMENT
13005079

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

The ratepayer requested a refund of interest charged during the rates payment arrangement.

Resolution No. GM/03.2020/23

Moved Cr Newman

Seconded Cr Flynn

That Council grant the refund of \$24.05 being interest charged during the rates payment arrangement.

CARRIED

9/0

Responsible Officer

Rates and Utilities Billing Officer

The Director of Corporate & Community Services left the Chamber at 10.02am.

Item Number: C.9 **File Number:** D20/19653
SUBJECT HEADING: COMMERCIAL ADVERTISING - ROMA SALEYARDS
Officer's Title: Manager - Saleyards

Executive Summary:

The applicant advised they had paid for and installed a billboard in the Roma Saleyards with the approval of the Roma Bungil Showgrounds and Saleyards Board.

The applicant has received the draft licence agreement and provided feedback.

Resolution No. GM/03.2020/24

Moved Cr Flynn

Seconded Cr Newman

That Council:

1. **Accept the offer to enter into a five (5) year licence with Signasaurus, for one 3000mm x 1800mm single sided sign (an existing sign onsite installed by applicant) at a rate of \$200 per annum.**
2. **Authorise the Chief Executive Officer or delegate to finalise and sign the Licence Agreement and any other documentation related to the Licence.**

CARRIED

9/0

Responsible Officer

Manager - Saleyards

The Director of Corporate & Community Services returned to the Chamber at 10.04am.

Cr. O'Neil raised for Council's consideration a potential 'Conflict of Interest' in the follow item, with regard to a publication attached to the officer's report being issued by MLA (Meat & Livestock Australia). Cr. O'Neil's wife is employed by MLA, however, he indicated that he was not sure that this potential conflict was relevant to consideration of the matter.

Item Number: C.10 **File Number:** D20/16962
SUBJECT HEADING: ROMA SALEYARDS PRIME SALES
Officer's Title: Manager - Saleyards

Executive Summary:

Roma Livestock Agents Association held a meeting on Thursday 27 February 2020, to discuss the scheduled fortnightly prime sales.

Cr. Newman proposed the matter be laid on the table to allow additional time for Cr. O'Neil's potential 'Conflict of Interest' to be further investigated.

Resolution No. GM/03.2020/25

Moved Cr Newman

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

CARRIED

9/0

Item Number: C.11 **File Number:** D20/19853
SUBJECT HEADING: MARANOA LIVEABILITY STUDY 2018
Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:
Proposed release of the Maranoa Liveability Study 2018.

Resolution No. GM/03.2020/26

Moved Cr Scheffe

No Seconder

That Council:

1. Confirm that it is in receipt of the Maranoa Liveability Study 2018, as provided by Origin Energy and prepared by Red Sun Land Consulting.
2. Authorise the Chief Executive Officer to release the study to individuals, organisations and community groups upon receipt of a request.
3. Upon release of the study, acknowledge that the Maranoa Liveability Study 2018 was funded by Origin Energy.

NO VOTE TAKEN

A 'Seconder' for the draft motion was not taken at that time, with Council further discussing potential requirements surrounding release of the document.

Resolution No. GM/03.2020/27

Moved Cr Flynn

That the matter lay on the table for further consideration at the next General Meeting on 18 March 2020.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Manager Economic & Community Development / Lead Officer – Elected Members & Community Engagement

Item Number: C.12 **File Number:** D20/19056

SUBJECT HEADING: UNNAMED SECTION OF 'HUMPHREYS ROAD'

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Correspondence was received through the Office of the Mayor relating to an unnamed section of Humphreys Road.

Resolution No. GM/03.2020/28

Moved Cr McMullen

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

CARRIED

9/0

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 **File Number:** D20/17159

SUBJECT HEADING: RENEWAL OF LEASE - TERM LEASE 0/239001 OVER LOT 53 ON WV1629

Officer's Title: Administration Officer - Land Administration

Executive Summary:

The Department of Natural Resources, Mines and Energy sought Council's views on the renewal of Term Lease 0/239001 over Lot 53 on WV1629. The term of the lease expires on 25 February 2021.

Resolution No. GM/03.2020/29

Moved Cr Chambers

Seconded Cr Newman

That Council advise the Department of Natural Resources, Mines and Energy that the land is still required for its gazetted purpose and that Council offers no objection to the renewal of Term Lease 0/239001 over Lot 53 on WV1629.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number: LC.2 **File Number:** D20/21172

SUBJECT HEADING: REQUEST FROM PINAROO ROMA INC.

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

A request was received from Pinaroo Roma Inc. dated 9 March 2020, regarding the aged care facility in Roma.

Resolution No. GM/03.2020/30

Moved Cr Newman

Seconded Cr Stanford

That Council:

1. Receive and note the letter of request.
2. Undertake preliminary investigations in relation to the request, with a report to be presented to Council at an upcoming meeting.

CARRIED

9/0

Responsible Officer

Manager Facilities ((Land, Buildings & Structures))

CONFIDENTIAL ITEMS (discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.13 (formerly 12.1), C.2 and C.4, which 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/03.2020/31

Moved Cr Chambers

Seconded Cr Stanford

That Council close the meeting to the public at 10.14am.

CARRIED

9/0

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 10.15AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 10.23AM

The Chief Executive Officer entered the Chamber at 10.26am.

Cr. O'Neil left the Chamber at 10.50am, and returned at 10.59am.

COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 11.04AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.41AM

Mayor Golder declared a 'Conflict of Interest' in relation to Item C.2 – Request for In Kind assistance for the 2020 Watpac Mystery Charity Ball. This was due to potential discussion being undertaken in relation to the use and availability of the portable toilets at Bassett Park. The Roma Historical Precincts Inc. had been approved use of the portable toilet block earlier during the meeting (Item 13.5). This is a time period in close proximity to the request under consideration for item C.2. Mayor Golder is a former President of the Roma Historical Precincts Inc.

Mayor Golder left the Chamber at 11.52am taking no part in discussion relating to this matter.

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

At cessation of discussion on the abovementioned item, Mayor Golder returned to the Chamber at 11.54am assuming the Chair.

Resolution No. GM/03.2020/32

Moved Cr O'Neil

Seconded Cr Chambers

That Council open the meeting at 12.07pm.

CARRIED

9/0

Earlier during the meeting Cr. O'Neil had brought to Council's attention that he was unsure as to whether a potential 'Conflict of Interest' needed to be declared by him in regard to Item C.10 – Roma Saleyards Prime Sales, due to an attachment to that report being a publication issued by MLA, an organisation that Cr. O'Neil's wife is employed by.

The matter had been laid on the table at that time to allow additional time for consideration to be given as to the relevance of the attachment.

Council considered the following approach:

Resolution No. GM/03.2020/33

Moved Cr Newman

Seconded Cr Flynn

That the attachment (publication produced by MLA) be removed from the officer's report – Item C.10 – Roma Saleyards Prime Sales.

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

CONFIDENTIAL ITEMS CONTINUED (discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.10 and C.12, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

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

Resolution No. GM/03.2020/34

Moved Cr Chambers

Seconded Cr Newman

That Council close the meeting to the public at 12.09pm.

CARRIED

9/0

Cr. McMullen left the Chamber at 12.37pm, and returned 12.40pm.

Resolution No. GM/03.2020/35
Moved Cr Newman
Seconded Cr O'Neil
That Council open the meeting to the public at 12.41pm.
CARRIED
9/0

As the attachment to the officer's report was removed previously (Resolution No. GM/03.2020/33), no conflict existed for Cr. O'Neil in consideration of the following item.

Item Number:
C.10
File Number: D20/16962
SUBJECT HEADING:
ROMA SALEYARDS PRIME SALES
Officer's Title:
Manager - Saleyards
Executive Summary:

Roma Livestock Agents Association held a meeting on Thursday 27 February 2020, to discuss the scheduled fortnightly prime sales.

This matter had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. GM/03.2020/36
Moved Cr Flynn
Seconded Cr Newman
That Council:

1. **Accept the agents' recommendation to suspend Thursday prime sales due to low numbers at present until 30 June 2020, and advise producers that prime cattle may be yarded during the Tuesday sales.**
2. **Undertake a review in May 2020 with the Roma Livestock Agents Association, bringing a report back to Council for further consideration.**
3. **Approve the temporary use of the selling pens adjacent to the loading ramps, only where cattle numbers exceed 6,000 head or at the Manager Saleyards discretion until 30 June 2020. The auctioneer walkways are scheduled to be dismantled as the pens are for receival and delivery yards.**

CARRIED
9/0
Responsible Officer
Manager - Saleyards
Item Number: C.13 (formerly Item 12.1)
File Number: D20/19950
SUBJECT HEADING:
TRANSPORT NETWORK ROAD REGISTER REVIEW
Officer's Title:
Deputy Director Infrastructure Services/Strategic Road Management
Executive Summary:

A review of Council's Urban and Rural Road Registers has been completed. The review focused on updating the road register to reflect Council's current network as well as reviewing the roads on the register currently listed under the Minor Access category. A draft amendment/update to the road register has been prepared and was attached for Council's consideration and endorsement.

Resolution No. GM/03.2020/37
Moved Cr Stanford
Seconded Cr McMullen
That Council:

1. Adopt the draft amendments to Council's Urban and Rural Road Registers.
2. Undertake a detailed review of rural roads categorised as Rural Access – Secondary, with a follow up report summarising the key findings and any recommendations to be presented to Council within the next 12 months.
3. Remove reference(s) to Minor Access Roads when completing the next review and update of the Transport Network Asset Management Plans and any applicable road-related policies.

CARRIED
9/0
Responsible Officer
**Deputy Director Infrastructure
Services/Strategic Road Management**

Discussion pertaining to this matter was undertaken in closed session, with Mayor Golder removing himself from those discussions. It was subsequently determined that no conflict existed with consideration of the request.

Item Number:
C.2
File Number: D20/15445
SUBJECT HEADING:
**REQUEST FOR IN KIND SUPPORT FOR THE 2020
WATPAC MYSTERY CHARITY BALL**
Officer's Title:
**Regional Economic Development & Events Attraction
Specialist**
Executive Summary:

Maranoa Regional Council has received a request for in-kind assistance for the use of the portable toilet block located at Bassett Park from the committee for the Watpac Mystery Charity Ball, which will be hosted 30 May 2020. The committee has agreed to organise and cover the cost of transportation and associated plumbing fees.

Resolution No. GM/03.2020/38
Moved Cr O'Neil
Seconded Cr Stanford
That Council:

1. Approve the request for in kind assistance for the use of the portable toilet block located at Bassett Park.
2. Acknowledge the Mystery Ball Committee's agreement to arrange transportation and pay for all costs associated with the relocation and return of the portable toilet block.
3. Request that the committee reflect Council's contribution in all advertising for the event.

CARRIED
9/0
Responsible Officer
**Regional Economic Development & Events
Attraction Specialist**

Item Number: C.4 **File Number:** D20/17781
SUBJECT HEADING: INJUNE CARAVAN PARK - LEASE ARRANGEMENTS
Officer's Title: Land Administration Officer

Executive Summary:

Council resolved at its meeting on 26 February 2020 to hold over the current Injune Caravan Park Lease pursuant to clause 15.8 of the agreement, until the date of 25 June 2020 (Resolution No. GM/02.2020/119). This report provided information on discussions held in regard to the lessee's demobilisation from the site at the expiration of the lease.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

Resolution No. GM/03.2020/39

Moved Cr Chandler

Seconded Cr Flynn

That Council:

1. Accept the offer from Picnic Point Development Venture Pty Ltd t/a Gardener and Sons Pty Ltd to leave on site identified plumbing, electrical, landscaping, building and signage assets at the expiration of the lease agreement.
2. Authorise the Chief Executive Officer, or delegate, to negotiate the final inventory of assets to be left onsite (including two transportable buildings if possible).
3. Authorise the Chief Executive Officer to sign documentation relating to this transfer of assets.

CARRIED

9/0

Responsible Officer

Land Administration Officer

Item Number: C.12 **File Number:** D20/19056
SUBJECT HEADING: UNNAMED SECTION OF 'HUMPHREYS ROAD'
Councillor's Title: Cr. Tyson Golder

Executive Summary:

Correspondence was received through the Office of the Mayor relating to an unnamed section of Humphreys Road.

Resolution No. GM/03.2020/40

Moved Cr Golder

Seconded Cr Stanford

That a report be prepared for an upcoming meeting.

CARRIED

9/0

Responsible Officer

**Deputy Director Infrastructure Services /
Strategic Road Management**

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 12.50pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 18 March 2020, at Roma Administration Centre.

.....
Mayor.

.....
Date.

OFFICER REPORT

Meeting: General 18 March 2020

Date: 5 March 2020

Item Number: 11.1

File Number: D20/19108

SUBJECT HEADING: Review Procurement Policy

Classification: Open Access

Officer's Title: Director - Corporate & Community Services

Executive Summary:

Maranoa Regional Council's Procurement Policy outlines the key principles and framework for procurement and contracting activities. Council is required to review its Procurement Policy annually (Section 198(3) *Local Government Regulation 2012*).

A copy of the Procurement Policy is attached for Council's consideration. It is proposed that minor changes be adopted to reference relevant legislation and applying consistent thresholds for pre-qualified supplier panels.

Officer's Recommendation:

That Council endorse the Procurement Policy as tabled.

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
LGA	Local Government Act
LGR	Local Government Regulation

Context:

Why is the matter coming before Council?

Councils are required to review the Procurement Policy annually (Section 198(3) *Local Government Regulation 2012*).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council's Procurement Policy outlines the key principles and framework for procurement and contracting activities.

Review of Procurement Policy:

It is proposed that minor changes be made to the Procurement Policy to align with the *Local Government Regulation 2012* and reference relevant Workplace Safety legislation.

Suggested Amendments:

A copy of the proposed Procurement Policy is attached for Council's consideration. Extracts of the Procurement Policy are listed below (yellow highlighter below denotes suggested amendments):

1. The definition for Large-Value Contractual Arrangement has been updated to reference the definition in the *Local Government Regulation 2012* which includes a contract with a term of more than one financial year.

Large-Value Contractual Arrangement	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.</p> <p><i>Note: The expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all Council's contracts with the supplier for goods and services of a similar type under the arrangement – rather than an individual transaction.</i></p>
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2. The definition for Medium-Value Contractual Arrangement has been updated to reference the definition in the *Local Government Regulation 2012* which includes a contract with a term of more than one financial year.

Medium-Value Contractual Arrangement	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year or over the proposed term of the contractual arrangement.</p> <p><i>Note: The expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all Council's contracts, with the supplier for goods and services of a similar type under the arrangement – rather than an individual transaction.</i></p>
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3. Procurement Principle 4 *Environmental Protection (Local Government Act 2009, s. 104(3)) and Workplace Safety* has been updated to include reference to work health and safety legislation.

Council will seek to complement its broader environmental and safety commitments and initiatives through its Procurement and Contracting Activities.

Whilst conducting Procurement and Contracting Activities, Council will:

- i. *promote the purchase of environmentally friendly and safe goods and services that satisfy the value for money criteria; and*
- ii. *foster the development of products and processes of low environmental impact; and*
- iii. *consider the safety record of prospective Suppliers and their ongoing commitment to a safe workplace in meeting the requirements of the following:*
 - (a) *Work Health and safety Act 2011*
 - (b) *Work Health and Safety Regulation 2011*
 - (c) *Work Health and Safety (Codes of Practice) Notice 2011.*

4. Update wording to be consistent with *Local Government Regulation 2012* (can not rather than will not) and include reference to *LGR 2012 s 228* (Tender process for large-sized contractual arrangements:

Medium-Sized Contractual Arrangements <i>\$15,000 to \$200,000 (GST exclusive)</i> <i>LGR 2012, s. 225.</i>	Council can not enter into a medium-sized contractual arrangement, without first inviting written quotes for the Contract from at least 3 persons the Council considers can meet the Council's requirements at competitive prices. ...
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Large-Sized Contractual Arrangements <i>\$200,000 + (GST exclusive)</i> <i>LGR 2012, s. 226.</i> LGR 2012 s. 228	Council can not enter into a large-sized contractual arrangement without first: (a) inviting written tenders; or ...
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Contract for Disposal of a Valuable Non-Current Asset <i>All land (regardless of value), plant and equipment - \$5,000, or any other non-current valuable asset - \$10,000</i>	Council can not enter into a Contract for the disposal of a Valuable Non-Current Asset without first: (a) inviting written tenders; or (b) inviting expressions of interest (EOI) before considering whether to invite written tenders; or (c) offering the Valuable Non-Current Asset for sale by auction.
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5. Updated so that all panel members will be invited to quote via vendor panel if the contract will exceed the estimated value of \$3,000 (GST exclusive):

<p>Low-Value Contractual Arrangements <i>Worth less than \$15,000 (GST exclusive)</i></p>	<p>Council has implemented an appropriate and effective internal procurement process, having appropriate regard to the procurement principles, for contractual arrangements worth less than the \$15,000 (GST exclusive) threshold:</p> <ul style="list-style-type: none"> (a) One verbal quote for goods/services valued at less than \$100 (GST exclusive) (b) At least one written quote for goods/services valued between \$100 and \$1000 (GST exclusive) (c) Inviting at least three written quotes for goods/services valued between \$1,000 and \$15,000 (GST exclusive). <p>Exceptions exist for the use of pre-qualified suppliers or the My Maranoa Business Local Purchasing Card.</p> <p>My Maranoa Business Local Purchasing Card Delegated staff may use the <i>My Maranoa Business Local Purchasing Card</i> to acquire goods/services valued at less than \$500 (GST exclusive) per transaction. Eligible businesses are listed on the back of each card. A written quote is not required.</p> <p>Pre-Qualified Supplier Panels The following thresholds apply to contractual arrangements that are formed through Council's Registers of Pre-Qualified Suppliers:</p> <ul style="list-style-type: none"> (a) Trades & Associated Services – minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel. (b) Wet & Dry Hire of Equipment – minimum of one written quote (from a panel supplier) for an engagement period of less than 50 hours (5 days' work). If the engagement will exceed 50 hours (or 5 days' work), all panel members will be invited to quote via Vendor Panel. (c) Other Registers – minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.
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<p>Approved Contractor List</p> <p><i>LGR 2012, s. 231</i></p> <p>[Two Step Process – Expressions of Interest to establish an approved contractor list, then for each contract, a decision on who will be invited to provide a price]</p>	<p>An approved contractor list is a list of persons who Council considers to be appropriately qualified to provide the services (including professionals).</p> <p><i>Council must put together the approved contractor list by inviting expressions of interest advertised in the local newspaper giving suitably qualified persons at least 21 days to respond and making a selection having regard to sound contracting principles.</i></p> <p>For each project, and having regard to the sound contracting principles, Council may place a purchase order directly with a supplier on a register of pre-qualified suppliers without first inviting quotes from other persons on the register of pre-qualified suppliers.</p> <p>A minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.</p>
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<p>Register of Pre-Qualified Suppliers (RPQS)</p> <p><i>LGR 2012, s. 232.</i></p> <p>[Capability Established by Tender]</p>	<p>Council may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ul style="list-style-type: none"> (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or (b) the capability or financial capacity of the supplier of the goods or services is critical; or (c) the supply of the goods or services involves significant (d) security considerations; or (e) a precondition of an offer to contract for the goods or (f) services is compliance with particular standards or (g) conditions set by the local government; or (h) the ability of local business to supply the goods or services needs to be discovered or developed. <p>A pre-qualified supplier is a supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.</p> <p><i>Council must invite tenders to be on a RPQS, advertised in the local newspaper for at least 21 days and make a selection having regard to sound contracting principles.</i></p> <p>For each project, and having regard to the sound contracting principles, Council may place a purchase order directly with a supplier on a register of pre-qualified suppliers without first inviting quotes from other persons on the register of pre-qualified suppliers.</p>
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	A minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.
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6. Include reference to *Local Government Regulation 2012* regarding section

4.8.3 Procurement Policy Maintenance and Review

It is the responsibility of the CEO to monitor the adequacy of this policy. This policy will be formally reviewed by Council annually to ensure continued suitability (LGR 2012 s.198).

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 198 Procurement policy

- (1) A local government must prepare and adopt a policy about procurement (a procurement policy).*
- (2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.*
- (3) A local government must review its procurement policy annually.*

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)

Procurement Policy - previously reviewed and adopted by Council 12 September 2018.

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 Procurement & Plant

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?

This is an annual review of Council's Procurement Policy.

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)

The procurement policy is the framework for procurement and contracting activities based on the sound contracting principles outlined in section 104 of the *Local Government Act 2009*. Interested parties include:

- Queensland State Government - Department of Local Government
- Queensland Audit Office
- Business/Industry/Suppliers
- Maranoa Community/Ratepayers

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
Non compliance with legislative requirements	An annual review of Council's procurement policy is required. This report recommends minor updates.

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 proposed updates to the Procurement Policy are minor enhancements in reference to legislation.

Recommendation:

What is the 'draft decision' based on the advice to Council?

That Council endorse the Procurement Policy as tabled.

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

2.5.5 Facilitate audits of Council's financial statements and internal control framework.

Supporting Documentation:

[1](#) [↓](#) Maranoa Regional Council - Procurement Policy (Draft Version - March 2020) D20/19220

Report authorised by:

Chief Executive Officer

1. Purpose and Objective

The purpose of the Maranoa Regional Council's (Council) Procurement Policy is to set down key principles and outline Council's framework for conducting Procurement and Contracting Activities in a manner that complies with the applicable laws, including *Local Government Act 2009* (QLD) (LGA 2009) and *Local Government Regulations 2012* (QLD) (LGR 2012).

Council's procurement activities aim to deliver excellence in procurement outcomes for Council and the community by:

- promoting value for money with probity and accountability; and
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- facilitating the procurement of goods and services in the most timely and cost effective manner; and
- ensuring that all procurement activities are carried out in a professional manner and that all Council officers responsible for purchasing goods and services are adequately trained and have a clear understanding of the procurement processes, as well as their meaning and intent.

2. Scope

This policy and associated documents apply to the procurement of all goods, equipment, and related services, building and civil construction contracts and services contracts (including maintenance) and the disposal of assets by Council as defined in the LGA 2009 and LGR 2012.

3. Definitions

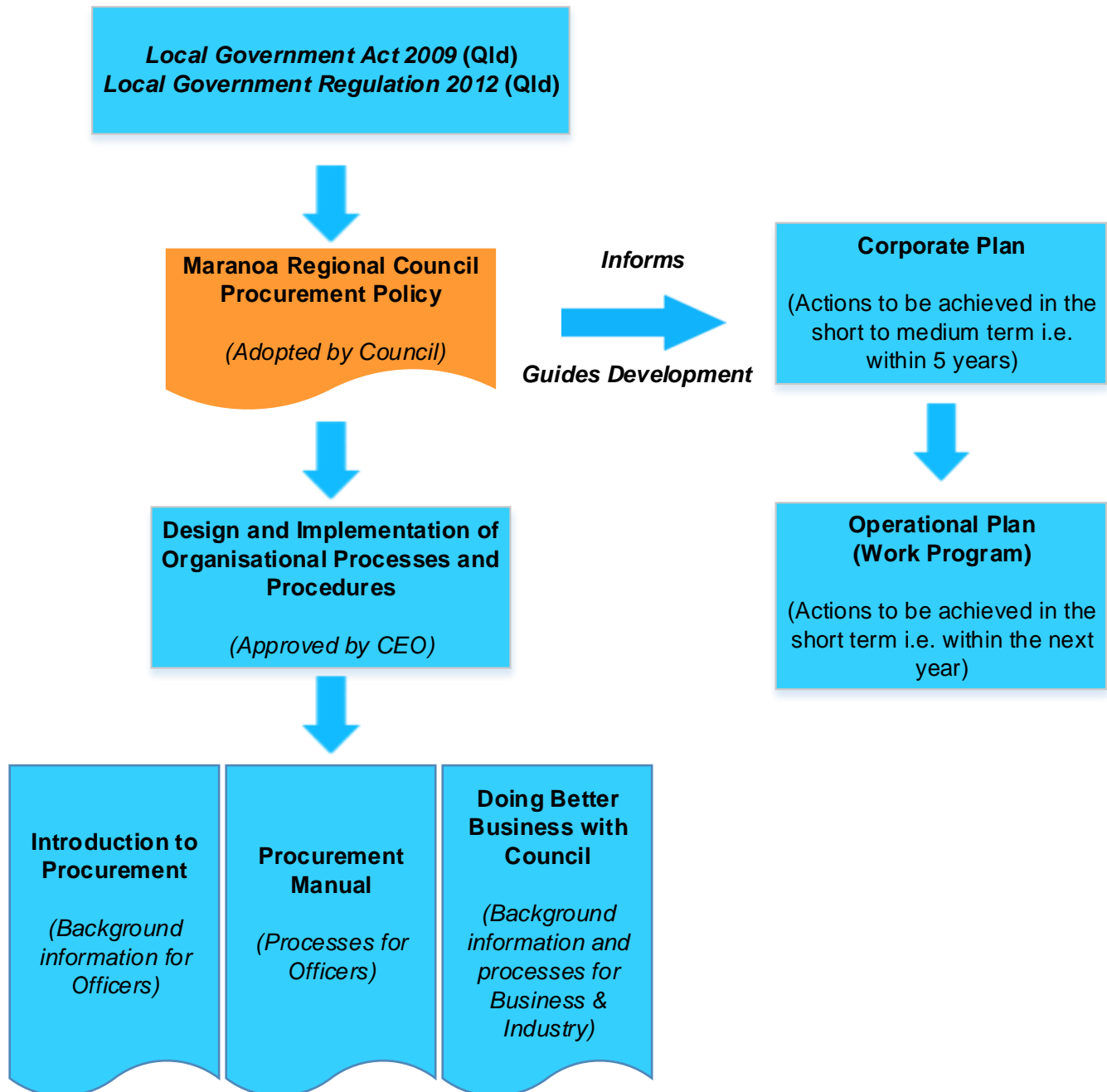
Contract	means a contract (including purchase order and purchase card transactions) for: (a) the supply of goods or services; or (b) the carrying out of work; or (c) the disposal of valuable non-current assets. In this instance, the term does not include a contract of employment between Council and a Local Government Employee.
Genuine Emergency	includes: (a) any time that the Local Disaster Coordinator is performing a function under the <i>Disaster Management Act 2003</i> ; or (b) any time an event occurs resulting in actual or likely loss of life or serious injury to person/s and where action from Council may prevent or reduce the actual or likely loss of life or serious injury to person/s, or aid and assist in response to the event; or (c) any time an event occurs resulting in actual or likely serious damage to property and where action from Council may prevent or reduce the actual or likely serious damage, or aid and assist in response to the event.
Government Agency	means: (a) the State, a government entity, a corporatised business entity or another local government; or (b) another Australian government or an entity of another Australian government; or (c) a local government of another State.
Low-Value Contractual Arrangement	is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, less than \$15,000 in a financial year.

Large-Value Contractual Arrangement	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.</p> <p><i>Note: The expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all Council's contracts with the supplier for goods and services of a similar type under the arrangement – rather than an individual transaction.</i></p>
LGA Arrangement	<p>means an arrangement that has been entered into by LGAQ Ltd or Local Buy Pty Ltd and would otherwise be either a contract with an independent supplier under s232 of the LGR 2012 or a contract with an independent supplier under a preferred supplier arrangement under s233 of the LGR 2012.</p>
Medium-Value Contractual Arrangement (LGR 2012 S224)	<p>is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year .</p> <p><i>Note: The expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all Council's contracts, with the supplier for goods and services of a similar type under the arrangement – rather than an individual transaction.</i></p>
Probity	<p>is the evidence of ethical behaviour in a particular process.</p>
Procurement	<p>is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.</p>
Purchasing	<p>is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing.</p>
Supplier	<p>means an enterprise capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.</p>
Valuable Non-Current Asset	<p>means land or another non-current asset that has a value equal to or more than the limit set by Council. The limit set by Council cannot be more than \$5,000 for plant and equipment; and \$10,000 for other non-current assets.</p>

4. Details

4.1 Key Document Relationships

The Procurement Policy has the following relationships to other key strategic and administrative Financial Management documents:



4.2 Procurement Principles

Council will conduct its Procurement and Contracting Activities in a manner that ensures its financial sustainability by establishing a procurement management system based on the following “*sound contracting principles*”:

4.2.1 Value for Money (*Local Government Act 2009, s. 104(3)*)

PRINCIPLE 1:

“We drive value for money in our procurement of goods and services including construction contracts”

The concept of value for money is not restricted to the price of the goods, services or works. Council will consider a number of factors when assessing value for money including but not limited to:

- i. **Availability** - including lead-times for current and future supply;
- ii. **Fitness for purpose** - whether the good/service will ‘do the job’ and meet the quality/standard required;
- iii. **Whole of life costs** - costs of acquiring, using, maintaining (spare-parts, accessories etc. if applicable) and disposing of the item;
- iv. **Service standards** - after-sales support, service frequency required;
- v. **Sustainability** – ability to ensure continuity of supply.
- vi. **Benefits of engaging local suppliers** - reduced transportation costs and lead times, and improved service responsiveness.
- vii. **Risks** - if the good or service exposes Council or the community to potential financial, operational, safety, legal, contractual or other issues;
- viii. **Administration costs** – the Council resources associated with acquisition or management of the ongoing supply of the good or service;
- ix. **Advancement of Council priorities** – if the good or service assists in achieving or addressing multiple Council goals, or remedying important issues identified by Council.

4.2.2 Open and Effective Competition (*Local Government Act 2009, s. 104(3)*)

PRINCIPLE 2:

“We use organisational [procurement] process and work together as ‘one Council’, across Directorate and Department boundaries, to achieve savings and benefits through open and effective competition”

All Procurement and Contracting Activities will be conducted by Council using an open and competitive process. Open and effective competition will be achieved by ensuring that:

- i. procurement procedures and processes are transparent and minimise subjectivity;
- ii. prospective suppliers are given fair and equitable consideration; and
- iii. evaluation of offers is undertaken in accordance with legislation, procedures and evaluation criteria applicable to the quote or tender document.

4.2.3 Development of Competitive Local Business and Industry (*Local Government Act 2009, s. 104(3)*)

PRINCIPLE 3:

“We seek and implement identified opportunities to achieve ‘more with less’ through the development of competitive local business and industry, innovative service delivery and enhanced capability and performance”

Council encourages the development of competitive local businesses within the Maranoa Region, and will endeavour to promote and support competitive local industry in its Procurement and Contracting Activities.

When price, performance, quality and suitability and other evaluation criteria are comparable, Council may also consider the following factors when conducting its Procurement and Contracting Activities:

- i. creation of local employment opportunities;
- ii. economic growth within the local area; and
- iii. readily available servicing support.

4.2.4 Environmental Protection (Local Government Act 2009, s. 104(3)) and Workplace Safety

PRINCIPLE 4:

“We use organisational [procurement] processes to advance Council’s environmental and safety objectives and support long-term wellbeing of our employees and community”

Council will seek to complement its broader environmental and safety commitments and initiatives through its Procurement and Contracting Activities.

Whilst conducting Procurement and Contracting Activities, Council will:

- i. promote the purchase of environmentally friendly and safe goods and services that satisfy the value for money criteria; and
- ii. foster the development of products and processes of low environmental impact.; and
- iii. consider the safety record of prospective Suppliers and their ongoing commitment to a safe workplace in meeting the requirements of the following:
 - (a) Work Health and safety Act 2011
 - (b) Work Health and Safety Regulation 2011
 - (c) Work Health and Safety (Codes of Practice) Notice 2011.

4.2.5 Ethical Behaviour and Fair Dealing ((Local Government Act 2009, s. 104(3))

PRINCIPLE 5:

“We build the confidence of stakeholders and the community in Council’s [procurement] management through integrity, accountability, ethical behaviour and fair dealing”

Council will conduct its Procurement and Contracting Activities with impartiality, fairness, independence, openness, and integrity to ensure probity, transparency and accountability for its procurement outcomes. Council will promote ethical and fair dealing by:

- i. ensuring legislative and policy compliance in Procurement and Contracting Activities;

- ii. ensuring compliance with Employee and Councillor Codes of Conduct and the *Public Sector Ethics Act 1994*;
- iii. creating and maintaining a robust and effective procurement process that operates in a fair and ethical environment; and
- iv. identifying and managing possible, real or perceived conflicts of interest between Council, its Local Government Employees and prospective or existing Suppliers.

4.3 Responsibility

This policy applies to all Local Government Employees or elected members of Council, who undertake any part of the Procurement and Contracting Activities on behalf of Council. It is the responsibility of the Local Government Employee or elected member of Council to understand the meaning and intent of this policy.

4.3.1 Limitation on Non-Council Employees involved in Procurement Activities

Persons engaged in contracts for services with Council, such as consultants and project managers are not authorised to initiate any procurement process, or contract on behalf of Council.

However, persons engaged by Council on Service Contracts or Consultancy Agreements, or particular external subject matter experts, may be invited to form part of evaluation panels and provide advice and expertise during the procurement process - they cannot initiate or undertake any activity that binds Council in contract.

4.4 Entering into Contracts - Procurement and Contracting Activities

4.4.1 Application to Council Contracting

Council adopts the contracting procedures contained in Chapter 6, Part 3 of the LGR 2012. Unless one of the exceptions outlined in 4.5 applies, Council will conduct its Procurement and Contracting Activities, having regard to the procurement principles (Section 4.2), in the following manner:

Contract Type	Legislative Requirement / Commentary
Low-Value Contractual Arrangements <i>Worth less than \$15,000 (GST exclusive)</i>	<p>Council has implemented an appropriate and effective internal procurement process, having appropriate regard to the procurement principles, for contractual arrangements worth less than the \$15,000 (GST exclusive) threshold:</p> <ul style="list-style-type: none"> (a) One verbal quote for goods/services valued at less than \$100 (GST exclusive) (b) At least one written quote for goods/services valued between \$100 and \$1000 (GST exclusive) (c) Inviting at least three written quotes for goods/services valued between \$1,000 and \$15,000 (GST exclusive). <p>Exceptions exist for the use of pre-qualified suppliers or the My Maranoa Business Local Purchasing Card.</p>

Contract Type	Legislative Requirement / Commentary
	<p>My Maranoa Business Local Purchasing Card Delegated staff may use the <i>My Maranoa Business</i> Local Purchasing Card to acquire goods/services valued at less than \$500 (GST exclusive) per transaction. Eligible businesses are listed on the back of each card. A written quote is not required.</p> <p>Pre-Qualified Supplier Panels The following thresholds apply to contractual arrangements that are formed through Council's Registers of Pre-Qualified Suppliers:</p> <ul style="list-style-type: none"> (a) Trades & Associated Services – minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel. (b) Wet & Dry Hire of Equipment – minimum of one written quote (from a panel supplier) for an engagement period of less than 50 hours (5 days' work). If the engagement will exceed 50 hours (or 5 days' work), all panel members will be invited to quote via Vendor Panel. (c) Other Registers – minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.
<p>Medium-Sized Contractual Arrangements \$15,000 to \$200,000 (GST exclusive) LGR 2012, s. 225.</p>	<p>Council can not enter into a medium-sized contractual arrangement, without first inviting written quotes for the Contract from at least 3 persons the Council considers can meet the Council's requirements at competitive prices.</p> <p>Council may decide not to accept any of the quotes it receives.</p> <p>Council may decide to invite written tenders for medium sized contractual arrangements if the contract is high risk or complex in nature.</p> <p>Council will accept the quote most advantageous to it having regard to the sound contracting principles.</p>
<p>Large-Sized Contractual Arrangements \$200,000 + (GST exclusive) LGR 2012, s. 226.</p>	<p>Council can not enter into a large-sized contractual arrangement without first:</p> <ul style="list-style-type: none"> (a) inviting written tenders; or

Contract Type	Legislative Requirement / Commentary
<p><i>LGR 2012 s. 228</i></p>	<p>(b) inviting expressions of interest (EOI) before considering whether to invite written tenders, where Council decides (by resolution) that it would be in the public interest to invite expressions of interest before inviting written tenders.</p> <p>Where Council invites an EOI before considering whether to invite written tenders, Council may prepare a short-list from respondents to the invitation to EOI and invite written tenders from the shortlist.</p> <p>Council may decide not to accept any of the tenders it receives.</p> <p>Council will accept the tender most advantageous to it, having regard to the sound contracting principles.</p>
<p>Contract for Disposal of a Valuable Non-Current Asset</p> <p><i>All land (regardless of value), plant and equipment - \$5,000, or any other non-current valuable asset - \$10,000</i></p>	<p>Council can not enter into a Contract for the disposal of a Valuable Non-Current Asset without first:</p> <p>(a) inviting written tenders; or (b) inviting expressions of interest (EOI) before considering whether to invite written tenders; or (c) offering the Valuable Non-Current Asset for sale by auction.</p>

4.5 Exceptions for Medium-Sized and Large-Sized Contractual Arrangements

Exceptions for Medium-Sized and Large-Sized Contractual Arrangements	
<p>Quote or Tender Consideration Plan</p> <p><i>LGR 2012, s. 230</i></p>	<p>Council decides by resolution to prepare a Quote or Tender Consideration Plan and then later adopts the plan.</p> <p>A quote or tender consideration plan is a document stating—</p> <p>(a) the objectives of the plan; and (b) how the objectives are to be achieved; and (c) how the achievement of the objectives will be measured; and (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and (e) the proposed terms of the contract for the goods or services; and (f) a risk analysis of the market from which the goods or services are to be obtained.</p> <p>Contract will be made in accordance with adopted plan.</p>

Exceptions for Medium-Sized and Large-Sized Contractual Arrangements	
<p>Approved Contractor List</p> <p><i>LGR 2012, s. 231</i></p> <p>[Two Step Process – Expressions of Interest to establish an approved contractor list, then for each contract, a decision on who will be invited to provide a price]</p>	<p>An approved contractor list is a list of persons who Council considers to be appropriately qualified to provide the services (including professionals).</p> <p><i>Council must put together the approved contractor list by inviting expressions of interest advertised in the local newspaper giving suitably qualified persons at least 21 days to respond and making a selection having regard to sound contracting principles.</i></p> <p>A minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.</p>
<p>Register of Pre-Qualified Suppliers (RPQS)</p> <p><i>LGR 2012, s. 232.</i></p> <p>[Capability Established by Tender]</p>	<p>Council may establish a register of pre-qualified suppliers of particular goods or services only if—</p> <ul style="list-style-type: none"> (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or (b) the capability or financial capacity of the supplier of the goods or services is critical; or (c) the supply of the goods or services involves significant (d) security considerations; or (e) a precondition of an offer to contract for the goods or (f) services is compliance with particular standards or (g) conditions set by the local government; or (h) the ability of local business to supply the goods or services needs to be discovered or developed. <p>A pre-qualified supplier is a supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.</p> <p><i>Council must invite tenders to be on a RPQS, advertised in the local newspaper for at least 21 days and make a selection having regard to sound contracting principles.</i></p> <p>A minimum of one written quote (from a panel supplier) for goods/services valued at less than \$3,000 (GST exclusive). If the contract will exceed the estimated value of \$3,000 (GST exclusive), all panel members will be invited to quote via Vendor Panel.</p>
<p>Preferred Supplier Arrangement (PSA)</p> <p><i>LGR 2012, s. 233.</i></p>	<p>Council may enter into a Preferred Supplier Arrangement for goods or services with a preferred supplier if Council—</p> <ul style="list-style-type: none"> (a) needs the goods or services— <ul style="list-style-type: none"> (i) in large volumes; or (ii) frequently; and (b) is able to obtain better value for money by accumulating the demand for the goods or services; and (c) is able to describe the goods or services in terms that would be well understood in the relevant industry.

Exceptions for Medium-Sized and Large-Sized Contractual Arrangements	
	<p><i>Council must call tenders for a preferred supplier arrangement, advertised in the local newspaper for at least 21 days, advise the terms of the arrangement (including ability to cancel in the case of poor performance of the supplier) and make a selection having regard to sound contracting principles.</i></p> <p>A Preferred Supplier Arrangement may be entered into for a term of more than 2 years (including extensions) only if Council is satisfied the longer term will result in better value for Council.</p>
Local Government Association Arrangement <i>LGR 2012, s. 234.</i>	The Contract entered into under an LGA Arrangement.
Sole Supplier <i>LGR 2012, s. 235(a).</i>	Council resolves it is satisfied that there is only one supplier who is reasonably available.
Specialised Supplier <i>LGR 2012, s. 235(b).</i>	Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders.
Genuine Emergency <i>LGR 2012, s. 235(c).</i>	Where a genuine emergency exists (see Section 3).
Auction Purchase <i>LGR 2012, s. 235(d).</i>	The Contract is for the purchase of goods and is made by auction.
Second-Hand Goods <i>LGR 2012, s. 235(e).</i>	The Contract is for the purchase of second-hand goods.
Government Agency <i>LGR 2012, s. 235(f).</i>	The Contract is made with, or under an arrangement with a government agency.

4.6 Evaluation of Quotes and Tenders

Council will allow a 5 Star Local Business a price or scoring premium to help them to compete with out of town businesses or those with less local content (e.g. 1, 2, 3, 4 stars). The 'helping hand' will be a maximum of:

- **Public Tenders or Quotations for Specialised Goods / Services** – 15 point benefit for a 5 Star local business
- **Quotations for Standardised Goods / Services** – 10% price premium for a 5 star local business. Council will not consider suppliers' experience, qualifications, or the quality of the good, as it is considered uniform between submissions. Council will evaluate based purely on price and the application of the local content price premium (if applicable).

The pricing / scoring premium for local businesses with less than 5 stars will be on a sliding scale – the calculation based on 3 points per star for specialised quotes and public tenders and 2% per star for standardised good/service quotations. This will provide a fair and transparent process, for instance, if there is a 5 star local business competing with a 4 star local business.

For the acquisition of specialised goods / services, by way of public tender or quotation, Council will conduct a broader evaluation of suppliers' experience and capability before awarding the contract. An example of this evaluation framework can be seen below:

Criteria	Points	Considerations
Capability	Max 35 points	<ul style="list-style-type: none"> Supplier must have necessary knowledge, systems & experience to complete the project Prospective suppliers must articulate their plans for a particular project (project methodology, milestones etc.) to minimise risk
Price/Whole of Life Cost	Max 50 points	<ul style="list-style-type: none"> Affordability Repair and maintenance costs will also be considered before procuring long-term assets
Contribution to Local Economy / Local Content	Max 15 points	<ul style="list-style-type: none"> Affordability Helping hand for local business, not a hand out. Value/cost of retaining money in the local community Subjectivity removed / Calculation of points can be done outside a formal quotation / tender process – Certainty for business and tender evaluation panels
Total	100 points	

4.7 Exceptions for Disposal of Valuable Non-Current Assets

Exceptions for valuable non-current asset disposal other than by tender or auction can only be exercised if the valuable non-current asset:

- (a) was previously offered for sale by tender or auction and was not sold; and
- (b) is sold for more than the highest tender or auction bid that was received;
or
- (c) is disposed of to a government agency; or
- (d) is disposed of to a community organisation;

and Council has resolved that the exception may apply.

Further details on exceptions for disposal of valuable non-current assets are contained in section 236 of the LGR 2012.

4.8 Other Legislative Obligations

4.8.1 Powers to Delegate

Council may delegate, by resolution, a power under the LGA 2009 or another Act to the Chief Executive Officer (CEO). The Council may not delegate a power that an Act states must be exercised by resolution.

Under section 257 of the LGA 2009, Council can delegate to the CEO power to make, amend or discharge a contract for Council.

Under section 238 of the LGR 2012, the CEO may exercise this power:

- (a) where the expenditure has been provided for in Council's budget for that financial year (or for the financial year in which the delegation was made, provided the expenditure is within the limits set); or
- (b) the contractual action is taken because of a genuine emergency or hardship.

4.8.2 Procurement and Contracting Activity Delegation

The CEO is authorised to enter into contractual arrangements on behalf of Council within the expenditure delegation. Delegations are recorded in the Register of Delegations contained electronically in Authority.

Other Local Government Employees can only enter into contracts (including Purchase Orders) on behalf of Council if the employee has been granted financial delegation by the CEO and either:

- (a) it is in accordance with the delegation threshold granted by the CEO; or
- (b) the contractual action is taken because of a genuine emergency or hardship.

4.8.3 Procurement Policy Maintenance and Review

It is the responsibility of the CEO to monitor the adequacy of this policy. This policy will be formally reviewed by Council annually to ensure continued suitability (LGR 2012 s.198).

5. Related Policies and Legislation

This policy complements existing documentation and should be read in conjunction with the following:

- *My Maranoa: Doing Better Business with Council Guide*
- *Introduction to Procurement*
- *Procurement Manual*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Statutory Bodies Financial Arrangements Act 1982 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Disaster Management Act 2003 (Qld)*
- *Quality Management Policy*
- *Workplace Health and Safety Policy*
- *Environmental Management Policy*

6. Associated Documents

Maranoa Regional Council's Corporate Plan

Annual Operational Plan (Work Program)
Employees' Code of Conduct
Councillors' Code of Conduct
Council's Delegation Register
Quality, Safety & Environment Management System Documents
Queensland Procurement Policy

OFFICER REPORT

Meeting: General 18 March 2020

Date: 11 March 2020

Item Number: 11.2

File Number: D20/21436

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

Classification: Open Access

Officer's Title: Operations Manager Finance

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 February 2020 (including year to date).

Officer's Recommendation:

That the monthly financial report for the period ending 29 February 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
Nil	

Context:

Why is the matter coming before Council?

To present the financial report for the month of February 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 29 February 2020.

For the eight months ended 29 February 2020 total operating revenue was \$63M representing 73% of budget and total operating expenses was \$52.4M representing 63% of budget with 66.7% of the year elapsed.

Within total operating expenses employee costs were 40.7% of budget with materials & services 39.3%.

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 February 2020 to 29 February 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 29 February 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 29 February 2020	D20/21389
2	Total Council Actual v Budget as at 29 February 2020	D20/21406
3	Office of the CEO Directorate Actual v Budget as at 29 February 2020	D20/21412
4	Corporate & Community Directorate Actual v Budget as at 29 February 2020	D20/21413
5	Development, Facilities & Environmental Services Directorate Actual v Budget as at 29 February 2020	D20/21414
6	Infrastructure Services Directorate Actual v Budget as at 29 February 2020	D20/21415

Report authorised by:

Director - Corporate & Community Services



Maranoa Regional Council
Actual as at 29 February 2020

STATEMENT OF FINANCIAL POSITION

	Actual As at 29/02/2020	Actual Audited FY 30/6/2019
Current Assets		
Cash and Cash Equivalents	1,951,653	2,073,000
Investments	69,500,569	82,900,000
Trade & Other Receivables	20,573,826	10,605,000
Inventories - Realisable < 12 Months	1,691,846	1,945,000
	93,717,894	97,523,000
Non Current Assets Held For Sale	0	0
Non-current Assets		
Infrastructure Property Plant Equipment	737,249,580	750,064,000
Projects - capital	71,953,357	38,486,000
	809,202,936	788,550,000
TOTAL ASSETS	902,920,830	886,073,000
Current Liabilities		
Trade & Other Payables	(2,820,049)	(10,207,000)
Short Term Provisions	(7,572,186)	(7,930,000)
Suspense	(244,009)	(198,000)
Borrowings	(1,313,596)	(1,314,000)
	(11,949,839)	(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	(54,378,052)	(62,712,000)
NET COMMUNITY ASSETS	848,542,778	823,361,000
Community Equity		
Asset Revaluation Reserve	(276,713,606)	(276,715,000)
Accumulated Surplus	(520,207,189)	(502,742,000)
Other Reserves	(51,621,984)	(43,904,000)
TOTAL COMMUNITY EQUITY	(848,542,778)	(823,361,000)



Maranoa Regional Council
Actual vs. Budget for seven months ended
29 February 2020

TOTAL COUNCIL				
	Current Budget 2019-2020	% of Year Elapsed - 66.7%		Comments
		Actual	%	
		29/02/2020	Variance	
Operating Revenue				
Rates and charges	(35,990,380)	(36,238,654)	100.7%	Second half year rates levied
Sale of goods and major services	(3,599,367)	(2,260,610)	62.8%	
Fees and charges - commercial	(9,762,843)	(6,669,531)	68.3%	Refer Development Facilities & Environment directorate
Fees and charges - statutory	(1,746,497)	(1,939,207)	111.0%	
Rental and levies	(819,214)	(438,235)	53.5%	Refer CC Directorate
Investment income - interest	(1,867,000)	(992,705)	53.2%	
Sales of contract and recoverable works	(6,329,000)	(2,057,026)	32.5%	Refer Infrastructure Directorate
Other Revenue	(2,466,108)	(1,811,607)	73.5%	Refer CC & Infrastructure Directorates
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(20,822,899)	(8,782,982)	42.2%	
Recovery of indirect expenses - external	(1,717,170)	(502,491)	29.3%	
Internal revenue - water from standpipe	(1,222,000)	(1,306,266)	106.9%	
Total Operating Revenue	(86,342,478)	(62,999,314)	73.0%	
Operating Expenses				
Employee costs	37,140,317	21,332,898	57.4%	Refer CC Directorate
Materials and services	31,575,631	20,559,956	65.1%	
Plant hire internal	(3,144,762)	(1,431,645)	45.5%	
Overhead recovery	(9,129,790)	(4,469,898)	49.0%	
Materials and services - contracts	6,692,558	3,036,100	45.4%	
Finance Costs	696,417	397,638	57.1%	
Depreciation Amortisation and Impairment	19,237,060	12,812,884	66.6%	
Other Expenses	101,168	91,418	90.4%	
Internal expense - rates and charges	(17,280)	23,777	-137.6%	
Indirect expenses - corporate	0	0	0.0%	
Total Operating Expenses	83,151,319	52,353,128	63.0%	
Reserve Transfers				
Transfer to reserves for operational	1,441,627	0	0.0%	
Transfer from reserves for operational	(3,167,706)	0	0.0%	
Transfer to reserves for capital	1,669,148	0	0.0%	
Transfer from reserves for capital	(28,410,330)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(31,658,420)	(10,646,186)	33.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(9,156,658)	(5,082,869)	55.5%	
Grants and subsidies (capital) - State	(8,267,698)	(2,804,652)	33.9%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(14,204,543)	(6,261,774)	44.1%	
Operating (Surplus)/Deficit After Capital Items	(63,287,319)	(24,795,482)	39.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(1,700,000)	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	(23,290,060)	(385,082)	1.7%	
Capital Funding Applications				
Projects - capital	81,406,112	33,466,817	41.1%	
Loan repayments	1,274,250	634,736	49.8%	
Total Capital Funding Applications	82,680,362	34,101,553	41.2%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
29 February 2020

OFFICE OF THE CEO DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 66.7%		Comments
		Actual 29/02/2020	% 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)	(64,357)	50.7%	
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)	(115,814)	77.0%	
Operating Expenses				
Employee costs	1,613,243	863,480	53.5%	
Materials and services	841,400	942,866	112.1%	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	1,809,143	77.5%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,183,116	1,693,328	77.6%	
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	1,693,328	77.6%	
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
29 February 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 66.7%		Comments
		Actual 29/02/2020	% Variance	
Operating Revenue				
Rates and charges	(25,277,508)	(25,252,049)	99.9%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,989,818)	(2,585,021)	64.8%	
Fees and charges - statutory	(150,804)	(150,449)	99.8%	
Rental and levies	0	0	0.0%	
Investment income - interest	(1,867,000)	(992,705)	53.2%	Unanticipated drop in short term interest rates
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(428,800)	(300,467)	70.1%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,693,456)	(6,410,285)	36.2%	
Recovery of indirect expenses - external	(1,717,170)	(502,491)	29.3%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(51,124,556)	(36,193,467)	70.8%	
Operating Expenses				
Employee costs	14,105,856	8,247,186	58.5%	
Materials and services	4,555,141	3,035,253	66.6%	
Plant hire internal	335,111	158,572	47.3%	
Overhead recovery	(9,129,790)	(4,469,898)	49.0%	
Materials and services - contracts	1,595,400	907,064	56.9%	
Finance Costs	155,026	73,327	47.3%	
Depreciation Amortisation and Impairment	402,287	261,521	65.0%	
Other Expenses	86,484	77,329	89.4%	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	10,798,918	7,637,059	70.7%	
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	(1,961,961)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(42,066,932)	(28,556,408)	67.9%	
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	(47,842,042)	(32,471,013)	67.9%	
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	8,128,399	6,945,882	85.5%	
Loan repayments	238,714	114,125	47.8%	
Total Capital Funding Applications	8,367,113	7,060,007	84.4%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
29 February 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 66.7%		Comments
		Actual 29/02/2020	% Variance	
Operating Revenue				
Rates and charges	(2,308,574)	(2,298,392)	99.6%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,581,091)	(861,860)	54.5%	
Fees and charges - statutory	(1,093,621)	(1,400,513)	128.1%	Waste Levy contribution
Rental and levies	(819,214)	(438,235)	53.5%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(337,311)	(385,257)	114.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,725,052)	(782,827)	45.4%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(47,000)	(6,002)	12.8%	
Total Operating Revenue	(7,911,863)	(6,173,086)	78.0%	
Operating Expenses				
Employee costs	6,063,825	3,650,401	60.2%	
Materials and services	10,762,074	5,417,045	50.3%	
Plant hire internal	820,055	476,711	58.1%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,314,336	877,105	66.7%	
Finance Costs	31,706	12,874	40.6%	
Depreciation Amortisation and Impairment	2,542,613	1,688,319	66.4%	
Other Expenses	0	1,097	0.0%	
Internal expense - rates and charges	40,000	23,777	59.4%	
Indirect expenses - corporate	152,385	76,192	50.0%	
Total Operating Expenses	21,726,994	12,223,521	56.3%	
Reserve Transfers				
Transfer to reserves for operational	71,666	0	0.0%	
Transfer from reserves for operational	(1,382,387)	0	0.0%	
Transfer to reserves for capital	130,000	0	0.0%	
Transfer from reserves for capital	(5,142,875)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	7,491,535	6,050,434	80.8%	
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)	(56,195)	43.2%	
Operating (Surplus)/Deficit After Capital Items	5,519,035	5,494,289	99.6%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(1,700,000)	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	(4,242,613)	(74,724)	1.8%	
Capital Funding Applications				
Projects - capital	10,024,319	2,619,256	26.1%	
Loan repayments	286,540	144,479	50.4%	
Total Capital Funding Applications	10,310,859	2,763,735	26.8%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
29 February 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Current Budget 2019-2020	% of Year Elapsed - 66.7%		Comments
		Actual 29/02/2020	% Variance	
Operating Revenue				
Rates and charges	(8,404,298)	(8,688,214)	103.4%	
Sale of goods and major services	(3,599,367)	(2,260,610)	62.8%	
Fees and charges - commercial	(4,191,934)	(3,222,650)	76.9%	
Fees and charges - statutory	(502,072)	(388,245)	77.3%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(6,329,000)	(2,057,026)	32.5%	Majority of MRD works will commence in 2nd half of financial year
Other Revenue	(1,572,997)	(1,061,526)	67.5%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,380,891)	(1,538,412)	111.4%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(1,175,000)	(1,300,264)	110.7%	
Total Operating Revenue	(27,155,559)	(20,516,947)	75.6%	
Operating Expenses				
Employee costs	15,357,393	8,571,832	55.8%	
Materials and services	15,417,016	11,164,791	72.4%	
Plant hire internal	(4,328,882)	(2,069,724)	47.8%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	3,782,822	1,251,931	33.1%	
Finance Costs	509,685	311,436	61.1%	
Depreciation Amortisation and Impairment	16,292,160	10,863,044	66.7%	
Other Expenses	14,684	12,992	88.5%	
Internal expense - rates and charges	92,701	0	0.0%	
Indirect expenses - corporate	1,154,212	577,104	50.0%	
Total Operating Expenses	48,291,791	30,683,406	63.5%	
Reserve Transfers				
Transfer to reserves for operational	1,132,149	0	0.0%	
Transfer from reserves for operational	(1,768,174)	0	0.0%	
Transfer to reserves for capital	1,539,148	0	0.0%	
Transfer from reserves for capital	(21,305,494)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	733,861	10,166,459	1385.3%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(4,723,031)	(1,778,264)	37.7%	
Grants and subsidies (capital) - State	(5,083,715)	(1,694,701)	33.3%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(14,074,543)	(6,205,580)	44.1%	
Operating (Surplus)/Deficit After Capital Items	(23,147,428)	487,914	-2.1%	
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	63,253,394	23,901,679	37.8%	
Loan repayments	748,996	376,131	50.2%	
Total Capital Funding Applications	64,002,390	24,277,811	37.9%	

OFFICER REPORT

Meeting: General 18 March 2020

Date: 11 March 2020

Item Number: 11.3

File Number: D20/21471

SUBJECT HEADING: Investment Report for the month of February 2020

Classification: Open Access

Officer's Title: Operations Manager Finance

Executive Summary:

The purpose of this report is to present to Council the Investment Report (including the Trading Limits Report) as at 29 February 2020.

Officer's Recommendation:

That the Investment Report as at 29 February 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 29 February 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

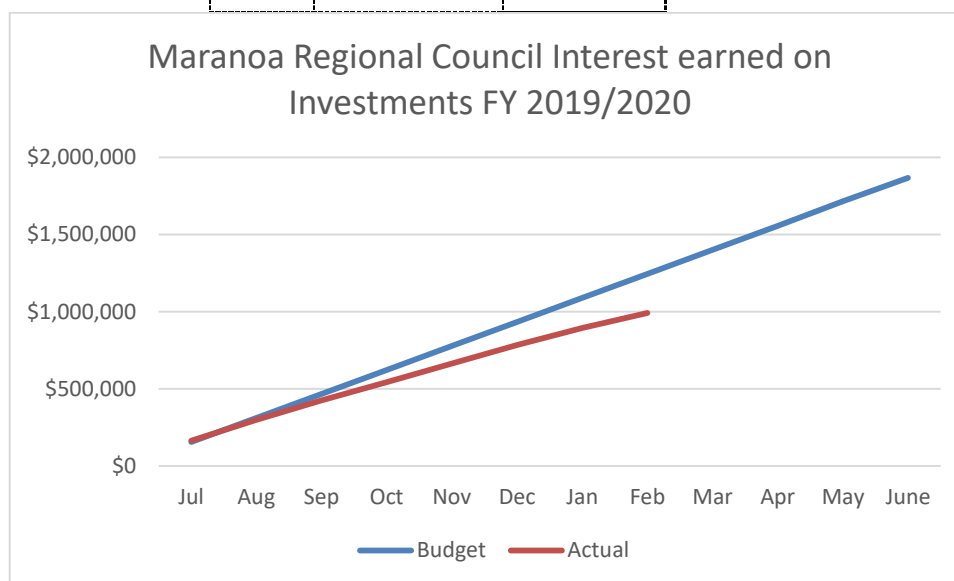
This report tables the Investment Report which incorporates an Investment Trading Limits Report as at 29 February 2020.

Maranoa Regional Council

General Meeting - 18 March 2020

For the eight months ended 29 February 2020 actual interest earned on investments totaled \$992,705, which represented 53.2% of the annual budget with 66.7% 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	\$992,705
Mar	\$1,400,248	
Apr	\$1,555,831	
May	\$1,714,414	
June	\$1,866,997	



As per the February 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 - 18 March 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 - \$992,705

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 third 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 29 February 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 29 February 2020	D20/21476
2	Trading Limit Performance as at 29 February 2020	D20/21477

Report authorised by:

Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 February 2020 to 29 February 2020



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1. Securities Held By Trading Book Maturing Post 29 February 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												
LC84712	27 Feb 2020	Queensland Treasury Corporation		1 Mar 2020		1.59	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 Mar 2020		1.75	Nil	At Call	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00
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	4,034,328.76
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	257,130.82
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	502,709.59
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	907,730.14
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	2,007,000.00
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	256,272.26
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	2,040,425.90
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	3,296,568.60
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	251,595.21
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	256,117.81
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	1,005,654.79
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	2,010,723.28
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	1,001,989.04
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	255,196.58
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	1,004,893.15
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	602,967.13
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	254,828.77
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	1,004,632.88
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	2,034,767.12
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	1,003,550.68
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	802,919.46
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	1,007,351.23
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	2,004,701.36
LC83617	19 Feb 2020	Macquarie Bank		8 Jul 2020	8 Jul 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,000,876.72
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	1,012,749.32
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	1,001,775.34
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	1,004,690.41
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	250,986.30
LC84003	26 Feb 2020	Macquarie Bank		11 Sep 2020	11 Sep 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,000,263.02



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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
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	501,816.44
										69,500,569.60	69,500,569.60	69,725,313.36
Total										69,500,569.60	69,500,569.60	69,725,313.36
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 February 2020 to 29 February 2020

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	MYS 1.7 11 Feb 2020 154DAY TD	IEI102949	11 Feb 2020	750,000.00	5,379.45	Security Coupon Interest	Maranoa Regional Council
	MACQ 1.8 19 Feb 2020 177DAY TD	IEI113297	19 Feb 2020	2,000,000.00	17,457.53	Security Coupon Interest	Maranoa Regional Council
	MACQ 1.8 26 Feb 2020 180DAY TD	IEI100526	26 Feb 2020	2,000,000.00	17,753.42	Security Coupon Interest	Maranoa Regional Council
	QTC Maranoa CF At Call	IEI115071	29 Feb 2020		41,747.00	Bank Interest	Maranoa Regional Council
					82,337.40		



3. Acquisitions, Disposals and Maturities Between 1 February 2020 and 29 February 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		LC84707	Disposal	6 Feb 2020	6 Feb 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
MYS 1.7 11 Feb 2020 154DAY TD		LC78040	Maturity	11 Feb 2020		750,000.00	750,000.00	1.00000000	100.000	0.000	100.000	(750,000.00)
QTC Maranoa CF At Call		LC84708	Acquisition	14 Feb 2020	14 Feb 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	500,000.00
QTC Maranoa CF At Call		LC84709	Acquisition	17 Feb 2020	17 Feb 2020	1,500,000.00	1,500,000.00	1.00000000	100.000	0.000	100.000	1,500,000.00
MACQ 1.8 19 Feb 2020 177DAY TD		LC78254	Maturity	19 Feb 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(2,000,000.00)
MACQ 1.6 08 Jul 2020 140DAY TD		LC83617	Acquisition	19 Feb 2020	19 Feb 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		LC84710	Disposal	19 Feb 2020	19 Feb 2020	1,200,000.00	1,200,000.00	1.00000000	100.000	0.000	100.000	(1,200,000.00)
QTC Maranoa CF At Call		LC84711	Acquisition	21 Feb 2020	21 Feb 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
MACQ 1.8 26 Feb 2020 180DAY TD		LC78511	Maturity	26 Feb 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(2,000,000.00)
MACQ 1.6 11 Sep 2020 198DAY TD		LC84003	Acquisition	26 Feb 2020	26 Feb 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		LC84712	Disposal	27 Feb 2020	27 Feb 2020	800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	(800,000.00)
												(750,000.00)

Notes

1. The maturity of 'MBS' type securities are excluded from the above list
2. At maturity, securities are assumed to be priced at capital price = 100, accrued interest = 0
3. To avoid misleading maturity data, the reporting period should start immediately after a month end and the reporting period should be kept small (e.g. 1 month).



4. Interest Income Accrued As At 29 February 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
LC78038	MACQ 1.75 03 Mar 2020 182DAY TD	3 Mar 2020	3 Sep 2019		3 Mar 2020	179	1.7500		Maturity	4,000,000.00	4,000,000.00	4,000,000.00	4,034,328.76	34,328.77
LC70012	BCCU 2.9 05 Mar 2020 364DAY TD	5 Mar 2020	7 Mar 2019		5 Mar 2020	359	2.9000		Maturity	250,000.00	250,000.00	250,000.00	257,130.82	7,130.82
LC79233	MYS 1.72 06 Mar 2020 121DAY TD	6 Mar 2020	6 Nov 2019		6 Mar 2020	115	1.7200		Maturity	500,000.00	500,000.00	500,000.00	502,709.59	2,709.59
LC78041	AMP 1.9 18 Mar 2020 183DAY TD	18 Mar 2020	17 Sep 2019		18 Mar 2020	165	1.9000		Maturity	900,000.00	900,000.00	900,000.00	907,730.14	7,730.14
LC82089	AMB 1.75 18 Mar 2020 91DAY TD	18 Mar 2020	18 Dec 2019		18 Mar 2020	73	1.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,007,000.00	7,000.00
LC72725	SWCU 2.75 01 Apr 2020 365DAY TD	1 Apr 2020	2 Apr 2019		1 Apr 2020	333	2.7500		Maturity	250,000.00	250,000.00	250,000.00	256,272.26	6,272.26
LC78140	AMP 1.7 07 Apr 2020 181DAY TD	7 Apr 2020	9 Oct 2019		7 Apr 2020	143	1.7000		Maturity	2,026,926.03	2,026,926.03	2,026,926.03	2,040,425.90	13,499.88
LC78163	NAB 1.65 10 Apr 2020 183DAY TD	10 Apr 2020	10 Oct 2019		10 Apr 2020	142	1.6500		Maturity	3,275,542.30	3,275,542.30	3,275,542.30	3,296,568.60	21,026.29
LC79613	SYD 1.7 14 Apr 2020 182DAY TD	14 Apr 2020	15 Oct 2019		14 Apr 2020	137	1.7000		Maturity	250,000.00	250,000.00	250,000.00	251,595.21	1,595.21
LC72466	ARA 2.8 15 Apr 2020 365DAY TD	15 Apr 2020	16 Apr 2019		15 Apr 2020	319	2.8000		Maturity	250,000.00	250,000.00	250,000.00	258,117.81	6,117.81
LC79614	NAB 1.6 20 Apr 2020 180DAY TD	20 Apr 2020	23 Oct 2019		20 Apr 2020	129	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,005,654.79	5,654.79
LC82080	AMP 1.9 19 May 2020 183DAY TD	19 May 2020	18 Nov 2019		19 May 2020	103	1.9000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,010,723.28	10,723.29
LC82498	MYS 1.65 21 May 2020 126DAY TD	21 May 2020	16 Jan 2020		21 May 2020	44	1.6500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,989.04	1,989.04
LC72569	JUDO 2.7 22 May 2020 364DAY TD	22 May 2020	24 May 2019		22 May 2020	281	2.7000		Maturity	250,000.00	250,000.00	250,000.00	255,196.58	5,196.58
LC82078	AMP 1.9 26 May 2020 181DAY TD	26 May 2020	27 Nov 2019		26 May 2020	94	1.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,893.15	4,893.15
LC82079	AMP 1.9 26 May 2020 182DAY TD	26 May 2020	26 Nov 2019		26 May 2020	95	1.9000		Maturity	600,000.00	600,000.00	600,000.00	602,967.13	2,967.12
LC73215	Warwick CU 2.5 26 May 2020 369DAY TD	26 May 2020	23 May 2019		26 May 2020	282	2.5000		Maturity	250,000.00	250,000.00	250,000.00	254,828.77	4,828.77
LC82085	AMP 1.9 02 Jun 2020 183DAY TD	2 Jun 2020	2 Dec 2019		2 Jun 2020	89	1.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,632.88	4,632.88
LC73485	DFB 2.35 03 Jun 2020 365DAY TD	3 Jun 2020	4 Jun 2019		3 Jun 2020	270	2.3500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,034,767.12	34,767.12
LC82090	AMP 1.8 16 Jun 2020 180DAY TD	16 Jun 2020	19 Dec 2019		16 Jun 2020	72	1.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,550.68	3,550.68
LC82086	AMP 1.8 17 Jun 2020 183DAY TD	17 Jun 2020	17 Dec 2019		17 Jun 2020	74	1.8000		Maturity	800,000.00	800,000.00	800,000.00	802,919.46	2,919.45
LC77559	MYS 1.72 22 Jun 2020 270DAY TD	22 Jun 2020	26 Sep 2019		22 Jun 2020	156	1.7200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,007,351.23	7,351.23
LC81930	BVIC 1.65 06 Jul 2020 180DAY TD	6 Jul 2020	8 Jan 2020		6 Jul 2020	52	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,004,701.36	4,701.37
LC83617	MACQ 1.6 08 Jul 2020 140DAY TD	8 Jul 2020	19 Feb 2020		8 Jul 2020	10	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,000,876.72	876.71
LC76073	Qld Police 2.05 16 Jul 2020 365DAY TD	16 Jul 2020	17 Jul 2019		16 Jul 2020	227	2.0500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,012,749.32	12,749.32
LC82275	AUBANK 1.62 20 Jul 2020 182DAY TD	20 Jul 2020	20 Jan 2020		20 Jul 2020	40	1.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,775.34	1,775.34
LC79726	ING 1.6 14 Aug 2020 274DAY TD	14 Aug 2020	14 Nov 2019		14 Aug 2020	107	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,690.41	4,690.41
LC82086	CACU 1.8 09 Sep 2020 273DAY TD	9 Sep 2020	11 Dec 2019		9 Sep 2020	80	1.8000		Maturity	250,000.00	250,000.00	250,000.00	250,986.30	986.30
LC84003	MACQ 1.6 11 Sep 2020 198DAY TD	11 Sep 2020	26 Feb 2020		11 Sep 2020	3	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,000,263.02	263.01
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	78	1.7000		Maturity	500,000.00	500,000.00	500,000.00	501,816.44	1,816.44
										35,352,468.33	35,352,468.33		35,577,212.09	224,743.77



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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 29 February 2020

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI 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	1.43%		
QTC Maranoa CF At Call	S&P AA+		33,148,101.27	33,148,101.27	100.000		0.000	33,148,101.27	47.54%		
			34,148,101.27	34,148,101.27				34,148,101.27	48.98%		
Term Deposit											
AMP 1.9 18 Mar 2020 183DAY TD	S&P ST A2		900,000.00	900,000.00	100.000		0.859	907,730.14	1.30%		
AMP 1.7 07 Apr 2020 181DAY TD	S&P ST A2		2,026,926.03	2,026,926.03	100.000		0.666	2,040,425.90	2.93%		
AMP 1.9 19 May 2020 183DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.536	2,010,723.28	2.88%		
AMP 1.9 26 May 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.489	1,004,893.15	1.44%		
AMP 1.9 26 May 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.495	602,967.13	0.86%		
AMP 1.9 02 Jun 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.463	1,004,632.88	1.44%		
AMP 1.8 16 Jun 2020 180DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.355	1,003,550.68	1.44%		
AMP 1.8 17 Jun 2020 183DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.365	802,919.46	1.15%		
ARA 2.8 15 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.447	256,117.81	0.37%		
AMB 1.75 18 Mar 2020 91DAY TD	Moodys ST P-2		2,000,000.00	2,000,000.00	100.000		0.350	2,007,000.00	2.88%		
AUBANK 1.62 20 Jul 2020 182DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.178	1,001,775.34	1.44%		
BCCU 2.9 05 Mar 2020 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.852	257,130.82	0.37%		
SYD 1.7 14 Apr 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.638	251,595.21	0.36%		
BVIC 1.65 06 Jul 2020 180DAY TD	Moodys ST P-2		2,000,000.00	2,000,000.00	100.000		0.235	2,004,701.36	2.88%		
DFB 2.35 03 Jun 2020 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		1.738	2,034,767.12	2.92%		
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.363	501,816.44	0.72%		
CACU 1.8 09 Sep 2020 273DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.395	250,986.30	0.36%		
ING 1.6 14 Aug 2020 274DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.469	1,004,690.41	1.44%		
JUDO 2.7 22 May 2020 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.079	255,196.58	0.37%		
MACQ 1.75 03 Mar 2020 182DAY TD	Moodys ST P-1		4,000,000.00	4,000,000.00	100.000		0.858	4,034,328.76	5.79%		
MACQ 1.6 08 Jul 2020 140DAY TD	Moodys ST P-1		2,000,000.00	2,000,000.00	100.000		0.044	2,000,876.72	2.87%		
MACQ 1.6 11 Sep 2020 198DAY TD	Moodys ST P-1		2,000,000.00	2,000,000.00	100.000		0.013	2,000,263.02	2.87%		
MYS 1.72 06 Mar 2020 121DAY TD	Moodys ST P-2		500,000.00	500,000.00	100.000		0.542	502,709.59	0.72%		
MYS 1.65 21 May 2020 126DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.199	1,001,989.04	1.44%		
MYS 1.72 22 Jun 2020 270DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.735	1,007,351.23	1.44%		
NAB 1.65 10 Apr 2020 183DAY TD	S&P ST A1+		3,275,542.30	3,275,542.30	100.000		0.642	3,296,568.60	4.73%		
NAB 1.6 20 Apr 2020 180DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.565	1,005,654.79	1.44%		
Qld Police 2.05 16 Jul 2020 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		1.275	1,012,749.32	1.45%		
SWCU 2.75 01 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		2.509	256,272.26	0.37%		



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Maranoa Regional Council
1 February 2020 to 29 February 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
Warwick CU 2.5 26 May 2020 369DAY TD	Unrated	ST UR	250,000.00	250,000.00	100.000		1.932	254,828.77	0.37%		
			35,352,468.33	35,352,468.33				35,577,212.09	51.02%		
Total Portfolio			69,500,569.60	69,500,569.60				69,725,313.36	100.00%		NaN



6. Portfolio Valuation By Categories As At 29 February 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	1,782,127.74	2.56%
A3	1,012,749.32	1.45%
A2	20,439,952.73	29.31%
A1	9,040,158.91	12.97%
A1+	4,302,223.39	6.17%
Portfolio Total	36,577,212.09	52.46%

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	47.54%
Portfolio Total	33,148,101.27	47.54%

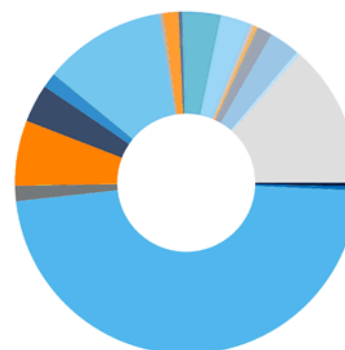
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	9,377,842.61	13.45%
Arab Bank Australia Ltd	256,117.81	0.37%
Australian Military Bank Limited	2,007,000.00	2.88%
Australian Unity Bank	1,001,775.34	1.44%
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	257,130.82	0.37%
Bank of Sydney Ltd	251,595.21	0.36%
BankVic	2,004,701.36	2.88%
Defence Bank Ltd	2,536,583.56	3.64%
Illawarra Credit Union Ltd	250,986.30	0.36%
ING Bank Australia Limited	1,004,690.41	1.44%
Judo Bank	255,196.58	0.37%
Macquarie Bank	8,035,468.50	11.52%
Members Equity Bank Ltd	1,000,000.00	1.43%
MyState Bank Ltd	2,512,049.86	3.60%
National Australia Bank Ltd	4,302,223.39	6.17%
QPCU LTD t/a QBANK	1,012,749.32	1.45%
Queensland Treasury Corporation	33,148,101.27	47.54%
South West Credit Union	256,272.26	0.37%
Warwick Credit Union	254,828.77	0.37%
Portfolio Total	69,725,313.36	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	34,148,101.27	48.98%
Term Deposit	35,577,212.09	51.02%
Portfolio Total	69,725,313.36	100.00%

Market Value by Security Type



■ At Call Deposit

■ Term Deposit



Term Remaining	Market Value	% Total Value
0 to < 1 Year	69,725,313.36	100.00%
Portfolio Total	69,725,313.36	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 29 February 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.07%	0.41%	1.69%	2.20%
Performance Index (2)	0.08%	0.23%	1.33%	1.65%
Excess Performance (3)	-0.01%	0.18%	0.36%	0.55%

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

Running yields not available for selected criteria.



Investment Report Pack
Maranoa Regional Council
1 February 2020 to 29 February 2020

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Report Code: TEPACK020EXT-01.77
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 29 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
Bananacoast 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		2,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	63.00	37.00	1,500,000	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 69,500,569.60		69,500,569.60	48.00	52.00	36,352,468	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 29 February 2020

	69,500,569.60	160,000,569.60	91,826,926	1,326,926
(Excluding Parent Group Duplicates)	69,500,569.60			



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 69,500,569.60	69,500,569.60	48.00	52.00	36,352,468	0.00	0
A1+	4,275,542.30	Book	100.00	% of 69,500,569.60	69,500,569.60	6.00	94.00	65,225,027	0.00	0
A1	9,000,000.00	Book	50.00	% of 69,500,569.60	34,750,284.80	26.00	74.00	25,750,285	0.00	0
A2	20,326,926.03	Book	30.00	% of 69,500,569.60	20,850,170.88	98.00	2.00	523,245	0.00	0
A3	1,000,000.00	Book	10.00	% of 69,500,569.60	6,950,056.96	14.00	86.00	5,950,057	0.00	0
N/R	1,750,000.00	Book	10.00	% of 69,500,569.60	6,950,056.96	25.00	75.00	5,200,057	0.00	0
	69,500,569.60				208,501,708.80			139,001,139		0

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.

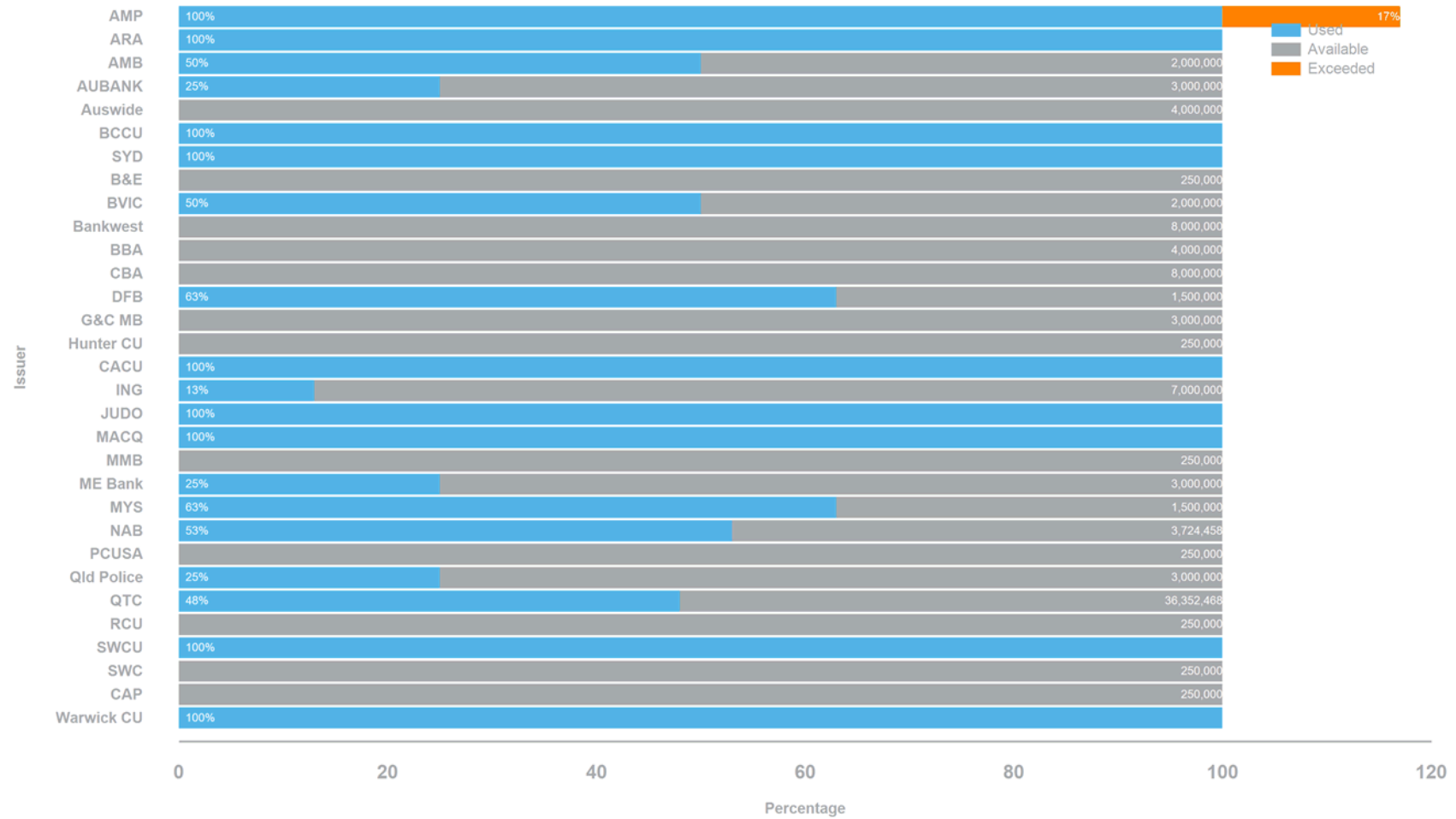
3 Term Group Trading Limits

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	69,500,569.60	Book	100.00	% of 69,500,569.60	69,500,569.60	100.00	0.00	0	0.00	0
	69,500,569.60				69,500,569.60			0		0



Trading Limit Report 125
Maranoa Regional Council
As At 29 February 2020

Issuer Trading Limits



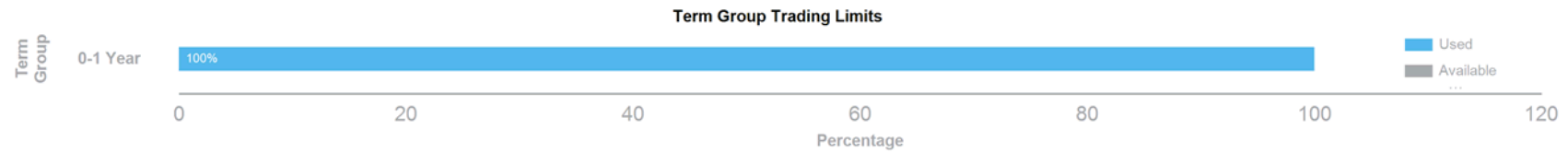


Trading Limit Report 125
Maranoa Regional Council
As At 29 February 2020





Trading Limit Report 125
Maranoa Regional Council
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Maranoa Regional Council
As At 29 February 2020

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Report Code: TBSBP125EXT-00.05
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 29 February 2020
Balance Date: 9 March 2020 (but 29 Feb 2020 used instead)
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 18 March 2020

Date: 26 February 2020

Item Number: 13.1

File Number: D20/16482

SUBJECT HEADING: Request to host Opera Eagle Nest - A Touch of Andrew Lloyd-Webber, A Taste of Tim Rice

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

Council has been approached by Opera Eagles Nest to perform A Touch of Andrew Lloyd-Webber, A Taste of Tim Rice at the Roma Cultural Centre Saturday 23 May 2020. They are a fully self-sufficient touring company that will provide a 90 minute concert featuring hits from 9 of the world's best loved musicals. The cost to Council for this performance is \$3500. The proposed cost of tickets that would go on sale would be \$20 per adult and \$10 concession pricing.

Officer's Recommendation:

That Council

1. Accept the proposal from Opera Eagles Nest to perform A Touch of Andrew Lloyd-Webber, A Taste of Tim Rice at the Roma Cultural Centre Saturday 23 May 2020
2. Allocate funds of up to \$3500 from the Arts and Cultural Budget GL2885.2001.2001
3. Provide the Roma Cultural Centre as in kind sponsorship
4. Agree to the proposed ticket pricing of \$20 per adult and \$10 concession
5. Authorise CEO Julie Reitano to sign the agreement on behalf of Maranoa Regional Council

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
Opera Eagles Nest
Community Members and Organisations

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 been approached by Opera Eagles Nest to perform A Touch of Andrew Lloyd-Webber, A Taste of Tim Rice at the Roma Cultural Centre Saturday 23 May 2020. They are a fully self-sufficient touring company that will provide a 90 minute concert featuring hits from 9 of the world's best loved musicals. The cost to Council for this performance is \$3500. The proposed cost of tickets that would go on sale would be \$20 per adult and \$10 concession pricing.

Council will coordinate tickets sales via Customer Service and our online account with Eventbrite.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In February 2019, Howard Edmunds from Opera Eagles Nest visited the Maranoa Regional Council and met with Susan Sands and Cr Puddy Chandler to discuss the proposed tour. Mr. Edmunds has supplied letters of support from Cr Puddy Chandler and Mrs. Carmel Treasure, which are attached to this report.

In addition, the Balonne Shire Council have accepted a similar proposal for Friday 22 May 2020 that has resulted in a reduction in tour fees.

The Roma Cultural Centre auditorium has been tentatively booked for the Saturday 23 May 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)

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Cr Puddy Chandler – Letter of Support
Mrs. Carmel Treasure – Letter of Support
Ed Sims, Manager - 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)

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?

If adopted there will be a financial impact on the Arts and Cultural Budget GL2885.2001.2001 of \$3500 if no ticket sales are achieved.

Future Years' Budgets:

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

No impact, one off event

Impact on Other Individuals or Interested Parties:

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

Maranoa Regional Council
Opera Eagles Nest
Community Members and Organisations

Risks:

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

Risk	Description of likelihood & consequences
Decline proposal from Opera eagles Nest	May be seen unfavorably by the Community as a missed opportunity to attend an entertaining and social event

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

The recommendation to Council would be to approve the proposal from Opera Eagles nest, it is an opportunity to promote arts and culture within the region and provide a social setting for the community to come together.

Recommendation:

What is the 'draft decision' based on the advice to Council?

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

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy?

If so, for what reason?

That Council

1. Accept the proposal from Opera Eagles Nest to perform A Touch of Andrew Lloyd-Webber, A Taste of Tim Rice at the Roma Cultural Centre Saturday 23 May 2020
2. Allocate funds of up to \$3500 from the Arts and Cultural Budget GL2885.2001.2001
3. Provide the Roma Cultural Centre as in kind sponsorship
4. Agree to the proposed ticket pricing of \$20 per adult and \$10 concession
5. Authorise CEO Julie Reitano to sign the agreement on behalf of Maranoa Regional Council

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Letter of Support - Opera Eagles Nest Performance - Cr. Puddy Chandler | D19/16247 |
| 2 | Opera Eagles Nest - Carmel Treasure St Johns Roma support letter 2019 | D20/21113 |
| 3 | A TOUCH OF WEBBER A TASTE OF RICE 2020 PRESENTER PACK | D20/21115 |

Report authorised by:

Manager - Economic & Community Development

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

Our reference: D19/16247
Enquiries: Sue Sands
Phone: 0746 240304 (Direct) or
1300 007 662 (via Customer Service)

6 March 2019

Howard and Tania Edmunds
Opera Eagles Nest

Via email: ht.edmunds@bigpond.com

Re: Letter of Support for Opera Eagles Nest Performance

Dear Howard and Tania,

Thank you for your recent visit to Roma, and consequent proposal to deliver a regional tour through South West Queensland in August 2020 with the performance 'A Touch of Webber, A Taste of Rice'.

This production has the endorsement of local primary music teachers, and the Roma & District Eisteddfod, and I am pleased to add my in-principle support for the project. Volunteers in our region spend many hours organising performances including theatre productions, school musicals, dance and band concerts, and both the volunteers and performers actively seek opportunities to work with and learn from professional performers.

The 'Touch of Webber' production will enable a collaboration between the artists, and community and youth engagement across our region, with workshops and rehearsals resulting in a combined concert.

I welcome the proposal from Opera Eagles Nest to hold a production and coordinate community engagement sessions across the Maranoa region. If you require any further information, please contact Council's Regional Grants, Local Development and Council Events Coordinator – Sue Sands on susan.sands@maranoa.qld.gov.au or one of the numbers listed above.

Yours sincerely



Councillor Puddy Chandler

4 Feb 2019,

Carmel Treasure
Primary Performing Arts Teacher
St John's School
Roma Q 4455

To Whom it May Concern,

I write in support of Opera Eagles Nest proposed project "A Touch of Webber, A Taste of Rice". There are a number of young (and not so young) performers in the Maranoa region who would gain so much via participation in such a program.

I have personally been involved with the youth of our town in my role as performing arts teacher at St John's School. I work directly with primary aged students, and with secondary students involved in school musical productions and performances. I have also been the president of the Roma and District Eisteddfod for the last six years, and this has brought me into contact with both students and teachers from the surrounding towns (Mitchell, Surat, Injune, Wallumbilla, Yuleba, Bymount East). I feel very qualified to assert that there is a desire felt by our young people to be involved in quality performances, and that the local community values any group that endeavours to encourage local adults and children to perform and engage with the arts.

There are many people with the talent to perform and sing in our community, but we are lacking when it comes to people with the vision and necessary experience to support and guide these performers. This is due partly to our geographical isolation. It would be wonderful to offer locals access to direction from skilled musical professionals.

I feel there would also be a significant 'follow-on' effect, with community members involved in the project going on to take part in local groups such as the Roma Performing Arts or events such as the local eisteddfod. Community members who participate in this production will build on their own skill set during the course of the show, and this will enable them to take leading roles in future community events such as musicals and concerts. This will ensure that the benefits gained during the running of "A Touch of Weber, A Taste of Rice" are felt far beyond the production presented in 2020.

I can see real social and cultural benefits in supporting this project, which will not only encourage, guide and teach local community members, but will also provide a night of quality entertainment for our region.

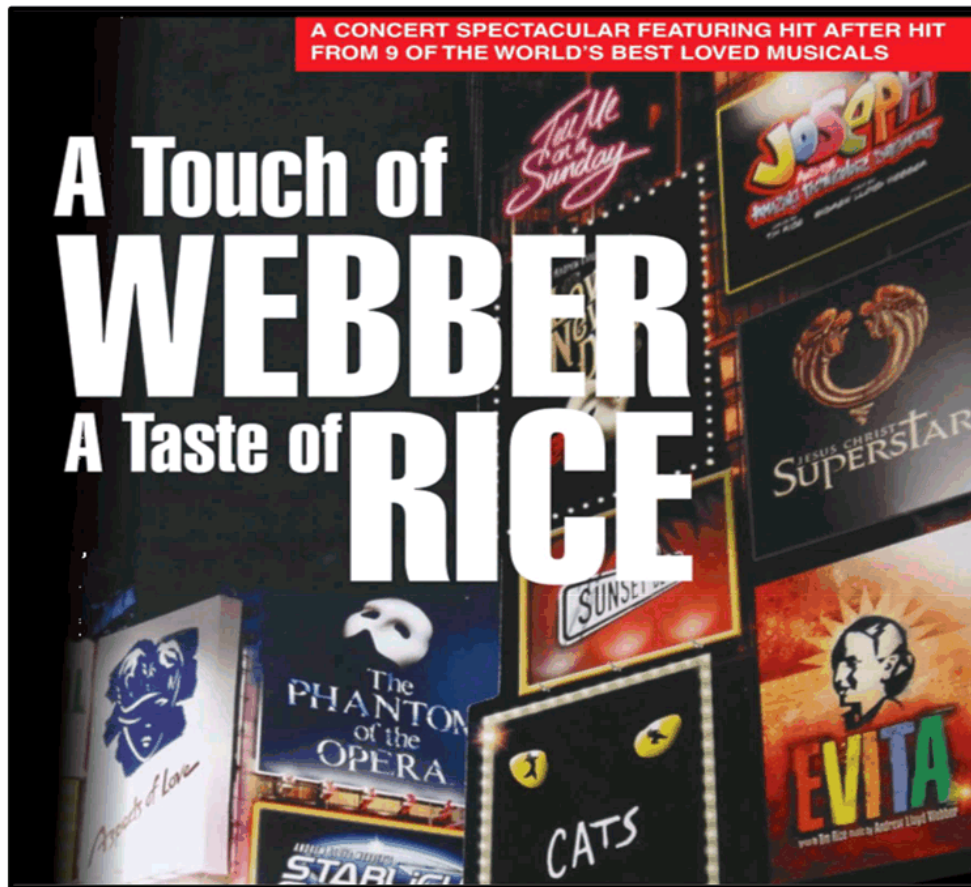
I commend this project to you, and ask that you give it your consideration,

Yours faithfully,



Carmel Treasure
Primary Performing Arts
St John's School Roma.

Opera Eagle's Nest presents



Proposal for Presenters, Regional Councils, Community and School Choirs, and Singers

Available to tour May – December 2020

Opera Eagle's Nest presents hit after hit from the most famous music collaboration of modern times - **Andrew Lloyd Webber** and **Tim Rice**, who, together and individually, produced many of the most popular shows, and enduring songs, in the last 40 years, including:-

Phantom of the Opera ~ Jesus Christ Superstar ~ The Lion King ~ Aladdin ~ Evita ~ Requiem for a Dream ~ Chess ~ Joseph and the Amazing Technicolor Dreamcoat ~ Aspects of Love ~ and more!

Spanning Music Theatre, Disney, Pop and Opera, to suit all voices, all ages, levels of ability and experience, the show is also a perfect vehicle for **Community and Youth Engagement** – comprising workshops and rehearsals with OEN professionals - resulting in a combined concert, and a lasting legacy for regional singers.

ACCESSIBLE! INSPIRING! AN ABSOLUTE JOY!



SWQ
REGIONAL ARTS



DELIVERY MODES:

STAND-ALONE CONCERT - delivered by Opera Eagle's Nest professional artists

COMMUNITY ENGAGEMENT PERFORMANCE PROJECT - a collaboration between the artists, and community and youth engagement; workshops and rehearsals resulting in a combined concert

POP-UP PERFORMANCES – *by negotiation for Nursing Homes or Aged Care facilities where residents are unable to attend a theatre performance.*

TARGET AUDIENCE:

AUDIENCE suitable for the whole family; classical/music theatre lovers; school and community choristers; singing hobbyists; emerging artists

AGE GROUP all ages - suitable for everyone

PERFORMANCE SPECIFICS:

DURATION - Full version: 90 mins with optional interval; Pop-up: max 35-40 mins

SUITABLE VENUES - Theatre, Halls, Outdoor/Ampitheatre

BUMP IN/OUT - Stand-alone - same day open; Community Engagement performance project – tbc

MAX NUMBER OF VENUES PER WEEK - 3 - dependant on delivery mode, venue type and/or distance between venues

MAX NUMBER OF PERFORMANCES PER WEEK - 3 performances - dependent on delivery mode and/or distance between venues

MINIMUM BREAK BETWEEN PERFORMANCES (in same venue) - 2+ hours (dependent on delivery mode)

TOURING PERSONNEL - Touring party of 4, comprising 3 performers + 1 technician

COMMUNITY ENGAGEMENT PERFORMANCE PROJECT

Opera Eagle's Nest offers Primary/Secondary/Adult Choristers and singers the opportunity to participate in a production of A Touch of Webber, A Taste of Rice; learning music, workshoping and rehearsing, then performing with experienced professionals in a format that may not normally be accessible.

DRAFT OUTLINE – DATES TBC

- The target participants will be reached through specific promotion to school and community choirs, music teachers, choral/music societies, and the local community, with the assistance of local Regional Council and Arts Councils
- Opera Eagle's Nest liaise with interested Choirs/Individuals to ascertain appropriate level of participation and music.
- Allocation of songs for optimum outcomes.
- Participants supplied with relevant learning tools (sheet music, guide piano/vocal tracks as appropriate)
- Follow up rehearsals facilitated by Skype or similar or local facilitator
- Workshops/rehearsals with OEN held in the week/weekend leading up to the performance

COSTINGS, FEES AND CHARGES:-

COST RANGE \$3,500 - \$5,000 dependant on whether stand alone performance by Opera Eagle's nest, or incorporating Community Engagement Performance Project

Cost per performance includes show fees and community engagement workshop-rehearsal/s in the week of performance; and remount and royalties split over the number of venues in tour

ABOUT OPERA EAGLE'S NEST

Opera Eagle's Nest (OEN) is an independent SE QLD based company that creates cheeky, interactive and irreverent works that traverse opera, music theatre, popular classics and comedy. We are passionate about providing high quality live theatrical musical experiences with appeal to a wide demographic, and engaging audiences with performers of International and National standing.

We are committed to providing Regional and emerging artists with opportunities to work with, and learn from arts professionals, and gain vital performance experience – leaving a legacy of inspiration and knowledge, lighting a fire within that encourages them to follow their dream. In creating A Touch of Webber, A Taste of Rice, with its wide range of vocal genres and suitability for all ages and range of ability, OEN has the perfect vehicle for collaborations and opportunities that will enrich audiences, and engage schools and community singers.

Over the past twenty years, Opera Eagle's Nest has performed over 500 concerts and shows in an array of settings – from intimate opera-cabaret in their home venue 'Eagle's Nest Restaurant'; open air concerts with orchestra in wineries; on lakes to a backdrop of fireworks; Theatres and Cultural Centers from Logan City to Byron Bay, and west to Boonah, regional community venues, and corporate engagements, captivating audiences with their alternate take on Broadway and Opera in fabulous feel-good shows.

PERFORMANCE HISTORY A TOUCH OF WEBBER, A TASTE OF RICE

Year	Venue	Number of performances
2017	Boonah Civic Centre	1
2016	Eagles Nest Theatre Restaurant	2
2016	Robina Aveo Performance Centre	1
2016	Helensvale Cultural Centre	2
2015	Helensvale Cultural Centre	2

LEGACY

OVERVIEW

Opera Eagle's Nest is committed to providing regional and emerging artists with opportunities to work with, and learn from arts professionals, and gain vital performance experience – leaving a legacy of inspiration and knowledge, lighting a fire within that encourages them to follow their dream.

WORKSHOPS

The Community and Youth engagement workshops associated with this touring production will

- connect participants with other singers through the region,
- Improve the individual vocal skills of young, amateur and community singers
- engage regional singers and choristers in a format and with experienced professionals that may not normally be accessible.
- strengthen the local music community, including involvement in choirs, musical societies and school groups.
- work with, and learn from, arts professionals in a professional theatre environment.
- learn from, and work alongside industry professionals in Technical Production

PERFORMANCES

The Community and Youth engagement performance opportunities associated with this touring production will

- Improve the individual performance skills of young, amateur and community singers
- Inspire regional singers and choristers in a format and with experienced professionals that may not normally be accessible.
- encourage audiences to become more invested with the artists and work.
- build a stronger relationship between artist and audiences
- strengthen the local music community, including involvement in choirs, musical societies and school groups.
- Build the capacity of regional technical production

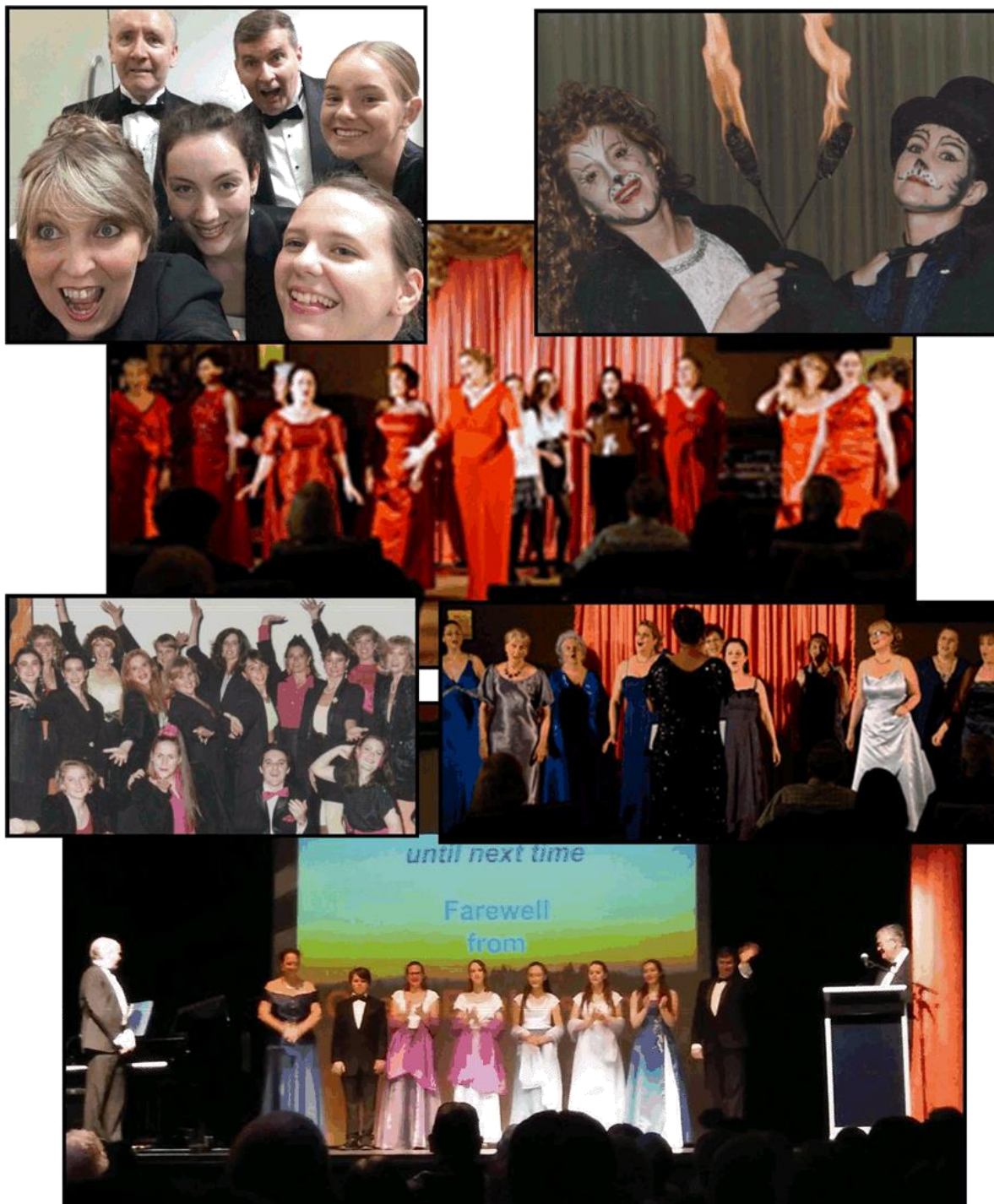
A TOUCH OF WEBBER, A TASTE OF RICE

3

2015 – 2017**A Touch of Webber, A Taste of Rice**

The production delivered 8 performances over 4 regional Queensland communities to over 2000 attendees;

Community engagement delivered a series of workshops incorporating music history, vocal and performance skills, engaging regional singers and musicians to perform alongside professionals in the productions.



A TOUCH OF WEBBER, A TASTE OF RICE

TESTIMONIALS

"A delightful celebration of beauty and community . . . the soaring melodies and exquisite harmonies of Opera Eagle's Nest. Shining talent and generosity of spirit. . . a rare and precious ensemble." **Dame Quentin Bryce AD, CVO former Governor-General of Australia**

"Delightful evening! Best voices on the Gold Coast – a sold out evening, and rapturous applause from an appreciative audience" **Gold Coast Bulletin**

"Opera Eagle's Nest are very professional, and a pleasure to work with" **Ann-Marie Cianti, Operations Manager, Sanctuary Cove Country Club**

CONTACTS

All artistic, programming, publicity and technical enquiries to:

Howard Edmunds

Director

Opera Eagle's Nest

e| ht.edmunds@bigpond.com

w| www.operaeaglesnest.com.au

m| +61 439 452 541

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: General 18 March 2020

Date: 10 March 2020

Item Number: 13.2

File Number: D20/21175

SUBJECT HEADING: Material Change of Use - Dwelling House

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: Fyfe Pty Ltd C/- Out of the Woods Planning have submitted a properly made development application to Council seeking approval to construct a "Dwelling house" on the property located at 56 and 58 May Street, Wallumbilla (Lot 12 and 13 on W4091). The development application is subject to impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the *Planning Act 2016*. 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 15 business days between 28 January, 2020 and 18 February, 2020. 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 matter have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016* and any perceived conflict with the assessment benchmarks can be addressed by way of conditions of development approval. Council assessing officers have also identified several relevant matters that support the approval of the application, including the absence of any significant impacts that result from the development.

Officer's Recommendation: The application for a Development Permit for a Material Change of Use for a "Dwelling house" at 56 and 58 May Street, Wallumbilla (Lot 12 and 13 on W4091) be approved subject to the following conditions;

Preamble

- i. The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- ii. Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- iii. The relevant planning scheme for this development is the *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.

- iv. Under the Planning Scheme a **“Dwelling house”** means a residential use of premises involving –
 - (a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or
 - (b) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.
- v. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their ‘general environmental duty’ to minimise the risk of causing environmental harm to adjoining premises.
- vi. All Aboriginal Cultural Heritage in Queensland is protected under the (*Aboriginal Cultural Heritage Act 2003*) and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- vii. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- viii. An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m³.
- ix. All persons involved in the operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- x. Refer to Attachment 2 – Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- xi. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

Use

1. The approved development is a Material Change of Use - "Dwelling house" as defined in the Planning Scheme and as shown on the approved plans. It does not authorise any other activity or building on the premises or the use of the approved development for any other purpose.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
3. Prior to the commencement of use the applicant shall contact Council's Planning Department and arrange a development compliance inspection.

Approved plans and documents

4. All works and operations are to be carried out generally in accordance with the approved plan listed in the following table. Where the approved plan is in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
208/13 Rev F Sheet 1 of 15	Site Plan	11-12-19
208/13 Rev F Sheet 2 of 15	Floor Plan	11-12-19
208/13 Rev F Sheet 3 of 15	Elevations	11-12-19
208/13 Rev F Sheet 4 of 15	Sections and Framing	11-12-19

Development works

5. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

Applicable Standards

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

Amalgamation of lots

8. The lots comprising the approved development (Lot 12 and Lot 13 on W4091) must be amalgamated prior to the commencement of use.

Building materials

9. Building materials and surface finishes must be predominantly within the colour range of the local landscape to blend with the surrounding environment. The approved development is not to be constructed with reflective cladding material.

Building standards

10. The finished floor level of the approved development shall be a minimum of 1450 millimetres above the existing ground level.

Note: The existing ground level is taken to be the level of the ground prior to any works being carried out on the site.

Emergency events

11. A flood management plan shall be prepared prior to the commencement of use. The plan shall have regard to the site characteristics and include management procedures that shall be implemented in the event of a flood event. All occupiers shall be made aware of the flood management plan, its content, and the procedures that need to be followed in the case of a flood event.

Safe storage of equipment and materials

12. All stored goods with the potential to cause harm by way of floating debris or potential contamination of waterways during a flood event must be stored in flood proof containers, adequately secured or located safely at 1450mm above the existing ground level. Any goods, material or machinery with the potential to cause harm or contamination that is not located 1450mm above

the existing ground level or in flood proofed containers shall be stored in such a manner to be easily accessed and relocated off-site before a flood event.

Building design

13. The building must be designed and constructed so that, in the event of a flood event, at a minimum, it-
 - a) Resists collapse or significant permanent movements, resulting from –
 - i) hydrostatic action
 - ii) hydrodynamic action;
 - iii) erosion and scouring;
 - iv) wind; and
 - v) any other action; and
 - b) safeguards occupants and other people against illness and injury caused by flood water affecting the building.
14. Building materials and surface treatments under the finished floor level of the approved development must be resistant to water damage and must not include wall cavities that would collect water and sediment during a flood event.

Refuse storage

15. Waste containers must be provided on site for the exclusive use of the “Dwelling house” and must be maintained in a clean and tidy state at all times while the use continues. The waste containers shall be emptied and the waste removed from the site on a regular basis.

Access and Manoeuvring

16. A vehicle crossover providing access to the approved development is to be constructed in accordance with Capricorn Municipal Design Guidelines Standard Drawing – Urban Residential Driveway CMDG-R-041A. The crossover shall be generally in the location shown on approved Site Plan 208/13 Rev F Sheet 1 of 15 dated 11-12-19.
17. The vehicle crossover must be located a minimum distance of one metre from any street signage, street lights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.
18. The landowner is responsible for maintaining the vehicle crossover from the road carriageway to the property boundary. Should any damage be caused to May Street at the access location, it is the landowner’s responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner’s expense.
19. All internal vehicle access and manoeuvring areas (i.e. driveways, parking areas) are to be constructed with an all-weather surface and must be

maintained throughout the duration of the approved use.

Avoiding Nuisance

20. No unreasonable and sustained nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
21. Lighting, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
22. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
23. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
24. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Stormwater drainage and Erosion control

25. Stormwater from the roof of the approved development is to be collected internally in a rainwater tank/s with sufficient capacity to store water generated during a normal rain event. Overflow from the rainwater tank shall be directed away from adjoining properties and managed generally in accordance with the *Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5*.
26. Post-development stormwater runoff flows from the development site are not to exceed pre-development stormwater runoff flows to adjoining properties and roads.
27. Stormwater is collected and discharged so as to:
 - (a) protect the stability of buildings and the use of adjacent land;
 - (b) prevent water-logging of nearby land;
 - (c) protect and maintain environmental values; and
 - (d) maintain access to reticulated infrastructure for maintenance and replacement purposes.
28. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed. All stormwater from the approved development is to be collected onsite using appropriate pollution control

devices or methods to ensure no contamination or silting of creeks or other waterways.

If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.

29. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
30. Stockpiles of material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
31. Runoff from premises ensures the quality of surface water is suitable for:
 - (a) the biological integrity of aquatic ecosystems;
 - (b) recreational use;
 - (c) supply as drinking water after minimal treatment; and
 - (d) agricultural use or industrial use.

Services

32. The proposed development is to be provided with a water connection, up to and including a path cock, to Council's reticulated water supply system in accordance with the CMDG and specifically the Water Services Association of Australia (WSAA) publication WSA03-2002 Water Reticulation Code of Australia (version 2.3).
33. The approved development must be connected to an on-site sewerage treatment system adequate for the proposed use. A development permit for plumbing and drainage works must be obtained from Council for the on-site sewerage system.
34. The removal and disposal of any effluent from the site must be performed by a suitably licensed contractor.

Note: The landowner/operator is responsible for obtaining any permits required to achieve compliance with environmental laws relevant to the provision of onsite sewerage treatment and/or disposal.

35. In the event that the "Dwelling house" cannot be supplied with an adequate supply of electricity through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be provided in accordance with the relevant service provider's standards and requirements.
36. If the "Dwelling house" is connected to a telecommunication service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building

standards requirements and specifications.

37. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

No Cost to Council

38. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

39. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

Application Documentation

40. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

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).

Council's decision regarding this matter is likely to affect;

- AGL Energy Limited

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
N/A	

Context:

Why is the matter coming before Council?

This development application is subject to impact assessment. Determination of an impact assessable application sits outside the scope of officer delegations and a decision about the application is required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A properly made development application has been submitted to Council by Fyfe Pty Ltd C/- Out of the Woods Planning seeking approval to construct a 'Dwelling house' on a residential zoned property located at 56 and 58 May Street in Wallumbilla. The house is intended to be used by AGL Energy employees who work at the Wallumbilla Gas Hub located approximately 10 kilometers south of the subject premises.

A 'Dwelling house' is a use that is typically contemplated and generally consistent with the outcomes sought by the land use zoning in this location, and ordinarily a planning approval would not be required. In this instance, the requirement for a planning approval is triggered because the site is identified on Council flood mapping as containing areas of "low" and "significant" flooding, and therefore before the development can proceed Council needs to be satisfied that the flood risk to people and property can be mitigated to an acceptable or tolerable level.

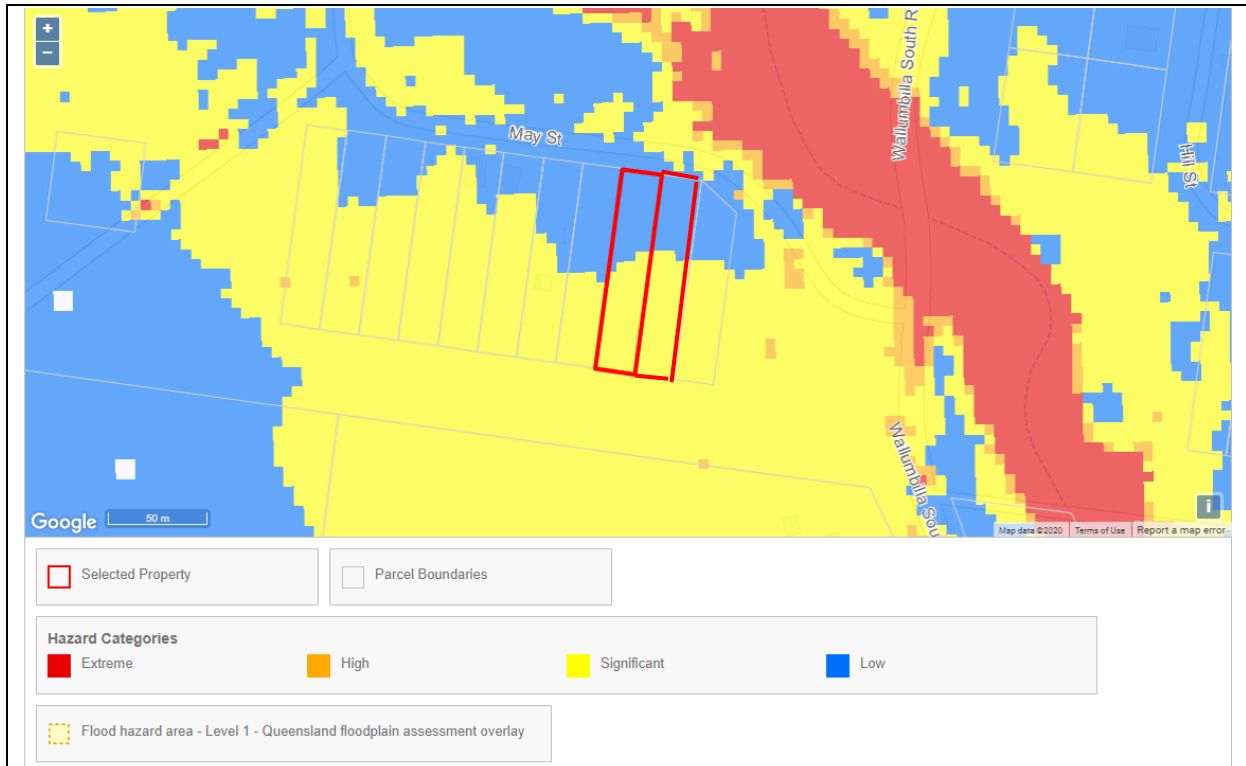
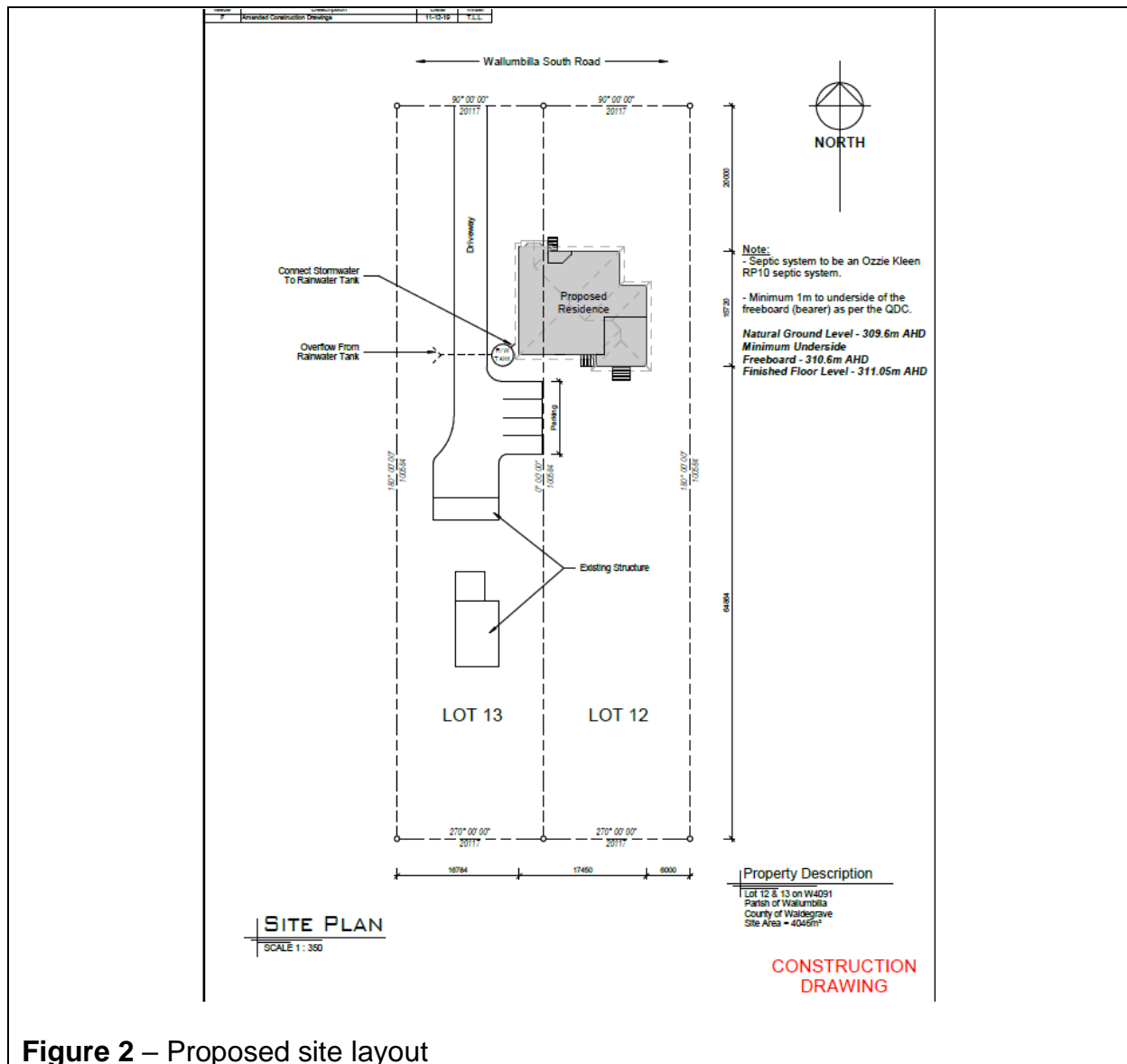


Figure 1 – Extent of flood mapping over the premises

The applicant is proposing to construct the house within the area of the site that is mapped as containing low flood hazard (see Figure 1 and Figure 2). This is the lowest flood hazard category in the Planning Scheme, and in these areas houses are contemplated provided habitable rooms are elevated above the defined flood level and other measures are implemented in order to mitigate flood risks to people and property.



To achieve compliance with the Planning Scheme, the applicant has undertaken detailed survey work over the site and established a defined flood level from which a minimum floor height has then been determined. Based on the survey work, the proposed house has been designed so that the bearers of the floors of all habitable rooms in the house are elevated 300mm above the defined flood level (see Figure 3).

Also, should Council resolve to approve the application, assessing officers have recommended conditions to further mitigate potential flood risks, including the safe

storage of equipment on the premises, the use of flood tolerant building materials and the preparation and implementation of a flood management plan.

A full assessment of the application against the applicable assessment benchmarks prescribed by Regulation, including an assessment against the flood hazard assessment benchmarks is attached in the Supporting materials.

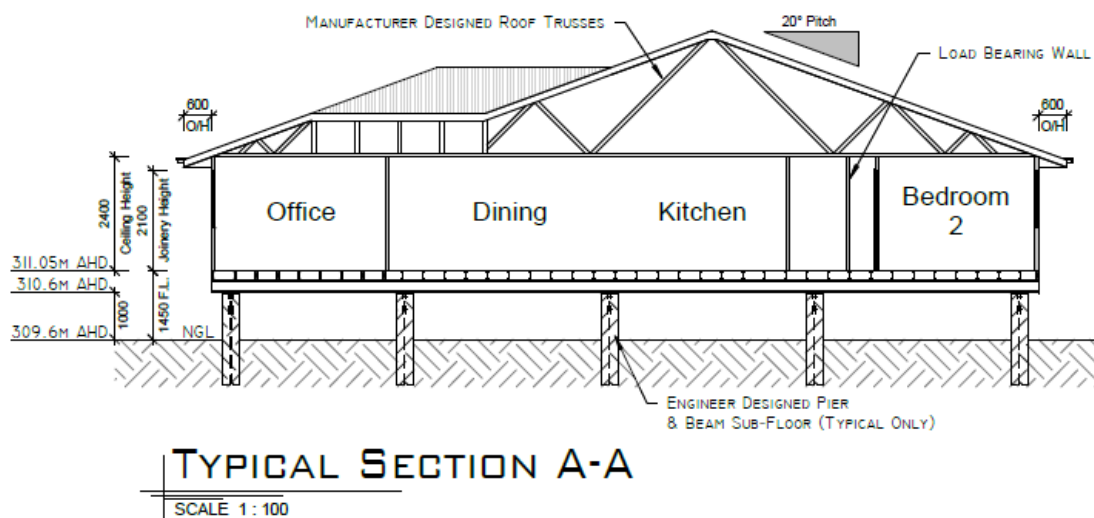


Figure 3 – Proposed section of the house

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

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

The proposal constitutes a *material change of use* as defined in the *Planning Act 2017* (being *the start of a new use of the premises*) and requires a development permit to be issued by Council prior the commencement of use.

Provisions of the *Maranoa Planning Scheme 2017* make the required development application subject to impact assessment. An impact assessment is an assessment that must be carried out against the assessment benchmarks prescribed by the *Planning Regulation 2017*, in this case being;

- the Darling Downs Regional Plan;
- the State Planning Policy;
- the Maranoa Planning Scheme; and
- the Maranoa Regional Council LGIP.

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

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

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

The *Maranoa Planning Scheme 2017* and the Maranoa Regional Council Local Government Infrastructure Plan are applicable to the assessment of the application (the Local Government Infrastructure Plan forms part of the Planning Scheme).

The relevant sections of the *Maranoa Regional Planning Scheme 2017* are;

- Part 3 Strategic Framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of Assessment
- Part 6 Zones
 - Part 6.2.3 General residential zone
- Part 8 Overlays
 - Part 8.2.1 Agricultural Land Overlay Code
 - Part 8.2.5 Flood Hazard Overlay Code
- Part 9 Development codes
 - Part 9.3.1 Accommodation Activities Code

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)

Consultation about this application has occurred with:

- Manager Planning & Building Development (internal)
- Director, Development Facilities and Environmental Services (internal)

The Officer's recommendation has been informed by feedback received from the persons consulted.

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 – The project is a private development that will be funded by an external party.

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 costs of fulfilling any development approval obligations, financial or otherwise, remains the sole responsibility of the developer and land owner/s. There is potential for Council to incur costs only in the event that its decision regarding the application is appealed to the Court.

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)

As above.

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)

There were no properly made submissions received during public notification about the application and there were no referral agencies for the application. As such, it is unlikely that any other individual or party, other than owner (AGL Energy Limited) that would be interested or impacted by Council's decision.

Risks:

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

Risk	Description of likelihood & consequences
See below	

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

As with any planning decision reached by Council, there is a risk that the applicant can appeal aspects of the decision to the Planning and Environment Court (the Court). In this instance, the risk of submitter appeal is considered high only if Council resolve to refuse the application.

Note: The likelihood of an appeal is not a valid planning consideration and must not be used to inform Council's decision on any planning application.

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 considered that on balance, the proposal presents no significant inconsistency with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of various relevant matters including:

- the subject premises has access to the sealed road network; and
- the bearers of the floor of all habitable rooms in the dwelling house are elevated 300mm above the defined flood level;
- flood risk to people and property can be mitigated to an acceptable or tolerable level through the use of building design and materials and the preparation and implementation of a flood management plan; and
- there is an absence of any significant impacts that result from the development; and
- the proposed use is consistent with the zoning of the premises and is considered to be a use that is ordinarily expected and accepted in a residential area.

Based on the above, Council should endorse the officer recommendation and approve the development application for a *Material change of use* for a "Dwelling house" subject to reasonable, relevant and enforceable conditions.

Recommendation:

What is the 'draft decision' based on the advice to Council?

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

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council endorse the Officer recommendation to approve the Material change of use for a "Dwelling house" at 56 and 58 May Street, Wallumbilla (Lot 12 and 13 on W4091) subject to reasonable, relevant and enforceable conditions. This recommendation is consistent with existing Council policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

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

4.2.3 Create an environment that is conducive to growth through progressive integration of Council's Planning Scheme, Economic & Community Development Plan and Business & Industry Strategy.

Supporting Documentation:

1 [↓](#) Planning assessment

D20/21967

2 [↓](#) Development Plans

D20/22067

Report authorised by:

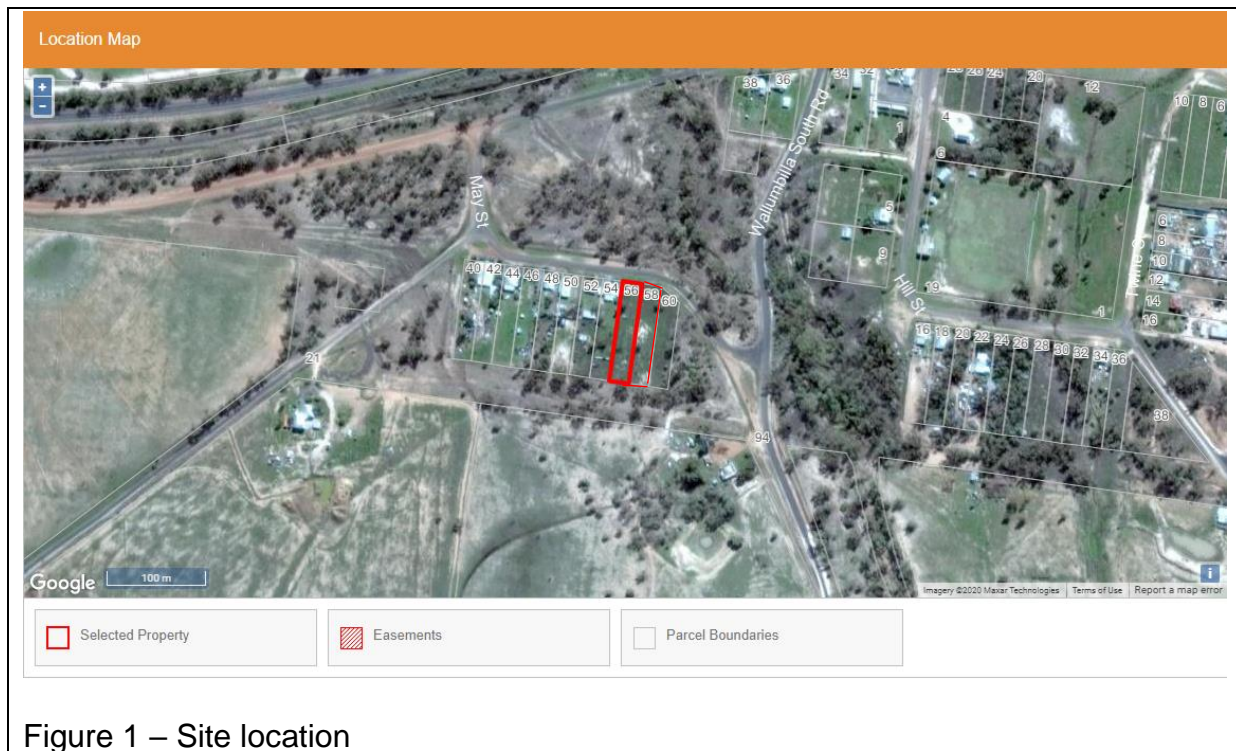
Manager - Planning & Building Development

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

Attachment 2 – Planning Assessment

Introduction

Fyfe Pty Ltd C/- Out of the Woods Planning have submitted a development application for a Material Change of Use for a “Dwelling house” at 56-58 May Street, Wallumbilla.



The development site consists two vacant residential zoned lots that have a combined site area of 0.4 hectares. The size and zoning of the premises is reflective of adjoining and surrounding properties.

The proposed dwelling is intended to be used by AGL Energy employees who work at the Wallumbilla Gas Hub located approximately 10 kilometers south of the subject premises. Plans of the proposed dwelling, including its location on the site in the context of existing development, are included in the Supporting Materials as Attachment 2.

The *Maranoa Planning Scheme 2017* makes the proposed development subject to impact assessment and an assessment of the application must be carried out against the assessment benchmarks prescribed by the *Planning Act 2016*.

The applicable assessment benchmarks are;

- Darling Downs Regional Plan;
- State Planning Policy (to the extent that the applicable sections have not been appropriately integrated in the Planning Scheme);

- Maranoa Planning Scheme; and
- Maranoa Regional Council LGIP.

An assessment against the assessment benchmarks is provided below.

The Darling Downs Regional Plan

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

The intent of the Darling Downs Regional Plan is to provide direction to resolve competing state interests relating to the agricultural and resources sectors, and to enable the growth potential of the region's towns.

The intent of the Darling Downs Regional Plan will not be compromised by the proposed development. The proposal is for a dwelling on a residential zoned block. It will not compete or impact on the resource sector in the region nor will it lead to the fragmentation or loss of good quality agricultural land.

The State Planning Policy

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

The Maranoa Planning Scheme 2017

The following sections of the Planning Scheme are applicable;

- Part 3 Strategic Framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of Assessment
- Part 6 Zones
 - Part 6.2.3 General residential zone code
- Part 8 Overlays
 - Part 8.2.1 Agricultural Land Overlay Code
 - Part 8.2.5 Flood Hazard Overlay Code
- Part 9 Development codes
 - Part 9.3.1 Accommodation Activities Code

Part 3 – Strategic framework

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

The Strategic framework is structured in the following way;

The Maranoa region including:

- (i) the region and the Darling Downs Regional Plan;
- (ii) the region and the Maranoa Community Plan 2020

The themes and key policies:

- (i) livable communities and housing;
- (ii) economic growth;
- (iii) environment and heritage;
- (iv) hazards and safety; and
- (v) infrastructure.

An assessment of the proposed development against the applicable key aspects of the Strategic framework is provided in the table below;

Policy Direction	Response
Darling Downs Regional Plan	The proposed development will not compromise the intent of the Darling Downs Regional Plan because it is for a dwelling on a residential zoned premises that will not compete or impact on resource or agricultural activity in the region.
Maranoa Community Plan 2020	The proposed development will not compromise the intent of the <i>Maranoa Community Plan 2020</i> . The application is for a dwelling on a residential block/s that is intended to be used for accommodation activities. The development will not compromise the “principles for the community” or the “development of uses” as outlined in the <i>Maranoa Community Plan 2020</i> .
The themes and key policies	<p>The proposed development is consistent with the applicable themes and key policies of the Strategic framework because;</p> <ul style="list-style-type: none"> • the proposed dwelling is sited outside the

	<p>significant, high and extreme flood hazard areas;</p> <ul style="list-style-type: none"> • it is compatible with and reflective of existing and surrounding land uses; • it will not prejudice or compete with agricultural uses, retail and commercial uses in traditional centres, mining and extractive resources or tourism; and • it will not impact negatively on any significant natural features or areas of cultural significance.
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Part 4 - Local Government Infrastructure Plan

The Maranoa Regional Council Local Government Infrastructure Plan (LGIP) was adopted by Council in 2018. The purpose of the LGIP is, amongst other things, to provide a basis for the imposition of conditions about infrastructure on development approvals. The proposed development is located within the PFTI and the applicant will be required to pay contributions for the trunk networks that are accessed and where added demand is placed.

Part 6.2.3 The General Residential Zone Code

The purpose of the General residential zone is to:

- (a) provide for predominantly detached dwelling houses supported by community uses and small-scale services and facilities that cater for the needs of local residents;
- (b) encourage higher residential densities where appropriate by providing for multiple dwellings and smaller lot housing nearer the Principal centre (within the Central living precinct); and,
- (c) ensure that residential development is protected from natural hazards and from development types that would adversely impact upon existing amenity.
- (d) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment.
- (e) maximise the use of existing infrastructure and transport networks.

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

- (f) a range of housing, predominantly detached dwelling houses, on a range of lot sizes;
- (g) development results in an efficient land-use pattern that is well connected to other parts of the local government area;

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

The proposed development complies with the Purpose and Overall Outcomes of the General Residential Zone because;

- It will maintain the integrity and water quality of the Murray-Darling Basin Catchment through the implementation of appropriate stormwater management techniques;
- It will maximise the use of existing infrastructure and transport networks;
- results in an efficient land-use pattern that is well connected to other parts of the local government area; and
- it is reflective and responsive to the environmental constraints of the land through design and construction methods.

Assessment against the design criteria of General Residential Zone Code is provided in the table below.

THE GENERAL RESIDENTIAL ZONE CODE	
for all the General residential zone (including the Central living precinct):	
Performance outcomes	Acceptable outcomes
PLANNING	
Use, density and built form	
PO 1 Scale Uses other than <i>Accommodation activities</i> : <ul style="list-style-type: none"> (a) are of a small-scale and low intensity; (b) directly support the day to day needs of the immediate residential community; (c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones; (d) have all car parking needs met on site; (e) may occur on residential zoned lots contiguous with land that is not zoned residential, where the use is similar to the non-residential land use on the contiguous parcel; (f) include mitigation measures such as acoustic fencing, landscaping and appropriate setbacks in instances where there is a potential for land use conflict between the use and adjoining and nearby accommodation activities; and (g) have access to reticulated sewer, 	N/A – The proposal is for <i>Accommodation activities</i> .

water and stormwater.	
<p>PO 2 Location Residential living is conveniently connected to the Principal, Major or District centres.</p> <p>Uses other than <i>Accommodation activities (general residential)</i> are located so as:</p> <ul style="list-style-type: none"> (a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas; (b) to be co-located with other non-residential uses wherever possible; (c) to be accessible for, and provide a service to, the immediate local population; and (d) to be located on the major road network rather than local residential streets. <p>Note: non-residential uses are any uses that are not associated with a Dwelling use.</p>	<p style="text-align: center;">✓</p> <p>The proposed development is located in a residential precinct with good connectivity to the district centre.</p>
<p>PO 3 Density and site coverage Development provides for an attractive, open and relatively low density form of urban residential settlement that maintains a high level of residential amenity.</p>	<p style="text-align: center;">✓</p> <p>The proposed dwelling is a low density form of urban residential development.</p>
<p>PO 4 Setbacks Building setbacks:</p> <ul style="list-style-type: none"> (a) enhance the appearance and character of streets and buildings; (b) are appropriate to the scale of the development and the intended character of the General Residential Zone; (c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site; (d) are sufficient to minimise loss of privacy, overshadowing and overlooking of adjoining premises; and (e) provide adequate separation and buffering between residential and non-residential premises. 	<p style="text-align: center;">✓</p> <p>The proposed dwelling meets minimum building setbacks as prescribed by the Planning Scheme.</p>
<p>PO 5 Height The height of buildings is compatible with and complementary to the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.</p>	<p style="text-align: center;">✓</p> <p>The maximum building height will not exceed 4.2 metres.</p>

<p>PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses.</p> <p>Residential amenity is not compromised by the storage of domestic goods. Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.</p>	N/A – the development is not for a residential outbuilding.
<p>PO 7 Separation from incompatible land uses Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure:</p> <ul style="list-style-type: none"> (a) the future viability of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity and public safety; and (d) conflict arising from incompatible uses is minimised. 	<p style="text-align: center;">✓</p> <p>The proposed development will be conditioned to provide adequate setbacks to ensure the future viability of surrounding uses and to avoid conflict with adjoining and surrounding land uses.</p>
<p>PO 8 Buffers Adequate buffers are provided to protect general residential uses from agricultural, transport and industrial activities. Note: a 'General residential use' has a level of assessment other than Impact Assessable in the General Residential zone.</p> <p>Note: Refer to <i>SC6.2 Planning scheme policy – Landscaping</i> for guidance on designing and establishing landscape buffers.</p>	Not applicable – the proposal does not involve agricultural, transport or industrial activities.
Amenity	
Advertising signage – refer to the Operational works advertising devices code	
Heritage places – in addition, refer to the Heritage overlay code	
where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
<p>PO 9 General amenity Uses other than <i>Accommodation activities</i> established in the General Residential Zone: do not impact adversely on the residential amenity of the General Residential Zone; and do not prejudice the landscape values of the</p>	<p style="text-align: center;">✓</p> <p>The bulk, scale and height of the proposed building reflects the prevailing built character anticipated</p>

town.	by the Planning Scheme.
PO 10 Building appearance Buildings are designed to a high aesthetic standard. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	✓ Should Council approve the application, conditions of development approval will require that mechanical equipment and service areas are appropriately screened from adjoining properties.
PO 11 Neighbourhood character The design of development recognises and responds to the surrounding area or neighbourhood.	✓ The development footprint responds to the site constraints and configuration and is reflective of the size, scale and orientation of development anticipated by the Planning Scheme.
PO 12 Footpaths Footpaths are provided for pedestrian comfort.	N/A – The premises does not adjoin the existing footpath network.
PO 13 Streetscape Buildings in the General Residential Zone: address the street frontage; have a clearly defined front entry or entry path that is visible from the street; and provide opportunities for informal surveillance of streets and other public spaces from habitable rooms.	✓ The proposed dwelling will be located to address the street frontage.
PO 14 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non- indigenous cultural heritage.	There are no known areas of cultural heritage on the site.
Landscaping, privacy and fencing	
Landscaping – refer to the Operational works landscaping code	

<p>PO 15 Landscaping Street trees and landscaping at the site shall: contribute positively to the built form and the street; be visually pleasing and create an attractive environment; be located to take account of the direction of the breezes and sun; be located to give privacy and buffering from or for any incompatible uses, be located to avoid interference with electricity lines and other infrastructure; and maintain sight lines at intersections for traffic.</p>	<p>N/A – it is neither reasonable or relevant to enforce conditions stipulating how private home owners shall landscape their private residences.</p>
<p>PO 16 Privacy and screening Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.</p>	<p>N/A – The use is for an accommodation activity.</p>
<p>PO 17 Fencing Where uses other than <i>Accommodation activities</i> adjoin <i>Accommodation activities</i>, fencing provides separation for privacy.</p>	<p>N/A – The use is for an accommodation activity.</p>
Avoiding nuisance	
<p>PO 18 Operating hours Uses are operated in a manner that ensures the local amenity is protected.</p>	<p>N/A – The use is for an accommodation activity.</p>
<p>PO 19 Delivery of goods The loading and unloading of goods occurs at the appropriate times to protect the amenity of the area and surrounding areas.</p>	<p>N/A – The use is for an accommodation activity.</p>
<p>PO 20 Noise emissions Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.</p>	<p>N/A – The use is for an accommodation activity.</p>
<p>PO 21 Lighting Lighting is designed in a manner that ensures ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.</p>	<p>Should the application be approved, conditions of development approval will require all lighting not exceed 8.0 lux at 1.5 metres beyond any site boundary adjoining sensitive land uses.</p>
<p>PO 22 Refuse storage Refuse storage areas are: <i>located in convenient and unobtrusive positions;</i> <i>screened from the street and adjoining uses;</i></p>	<p>N/A – The use is for an accommodation activity.</p>

and capable of being serviced by a waste collector if required to be emptied on site.	
ENGINEERING	
Earthworks – refer to the Operational works excavation or filling code	
Infrastructure – refer to the Operational works infrastructure code	
Erosion Control	
PO 23 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	Should the application be approved, conditions of development approval will require that during construction, soil erosion and sediment is managed in accordance with the <i>Capricorn Municipal Development Guidelines</i> .
Provision of services	
PO 24 Electricity supply Premises are provided with a supply of electricity adequate for the activity.	✓ Premises have access to the reticulated electricity infrastructure.
PO 25 Gas supply Where a reticulated gas supply is available: premises are provided with a supply of reticulated gas adequate for the activity; and access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	Not applicable - premises are not able to connect to Council's reticulated gas system.
PO 26 Water supply To ensure the provision of a potable and fire-fighting water supply: premises are provided with a supply and volume of water adequate for the activity; and access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.	✓ Premises will be connected to Council's reticulated water system.
PO 27 Effluent disposal To ensure that public health and environmental values are preserved: all premises provide for the effective treatment and disposal of effluent and other waste water; and access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	✓ Premises will be conditioned to provide effective treatment and disposal of effluent and other waste water
Stormwater and drainage	

<p>PO 28 Stormwater and inter-allotment drainage Stormwater is collected and discharged so as to: protect the stability of buildings and the use of adjacent land; prevent water-logging of nearby land; protect and maintain environmental values; and maintain access to reticulated infrastructure for maintenance and replacement purposes</p>	<p style="text-align: right;">✓</p> <p>Stormwater and inter-allotment drainage will be collected and discharged in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p>
Roads and rail	
Infrastructure – refer to the Infrastructure overlay code for development in the proximity of, or potentially affecting State infrastructure.	
<p>PO 29 Protection of State controlled roads Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.</p>	<p style="text-align: right;">✓</p> <p>The lot provides access from a local road.</p>
<p>PO 30 Roads A sealed road is provided between the premises and the existing sealed road network.</p>	<p>N/A – No new roads are proposed.</p>
Access, parking and manoeuvring	
<p>PO 31 Vehicle access Vehicle access is provided to a standard appropriate for the use.</p>	<p>N/A – No new access is proposed.</p>
<p>PO 32 Parking and manoeuvring Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.</p>	<p>N/A – The use is for an accommodation activity.</p>
ENVIRONMENTAL	
Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.	
<p>PO 33 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.</p>	<p style="text-align: right;">✓</p> <p>Air emissions from the proposed use will be minimal and should not cause nuisance to adjoining properties. Should the application be approved, conditions of development approval will require that no nuisance be caused by way of air emissions from the</p>

	development.
PO 34 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	✓ Building design and orientation provide opportunities for the incorporation of alternative energy technologies.
PO 35 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for: the biological integrity of aquatic ecosystems; recreational use; supply as drinking water after minimal treatment; agricultural use or industrial use; and minimises nuisance or harm to adjoining land owners.	Should the application be approved, conditions of development approval will require appropriate stormwater treatment practices are implemented.
SAFETY AND RESILIENCE TO HAZARDS	
<i>Airport environs – refer to the Airport and aviation facilities overlay code</i>	
Refer response to code below	
<i>Flooding – refer to the Flood hazard overlay code</i>	
Refer response to code below	

THE AGRICULTURAL LAND OVERLAY CODE

for agricultural land classification Class A and Class B land identified in the SPP agricultural land mapping

Performance outcomes

Acceptable outcomes

PLANNING

Use and density

PO 1 Use

Development on ALC Class A and Class B land is limited to:-

- (a) rural uses that make use of and rely upon the quality of the agricultural land resource;
- (b) complementary uses that are essential to on-site farming practice.

✓

The proposed development is for a complementary use in the form of dwelling house.

PO 2 Separation – residential uses

✓

<p>Development for residential activities and other sensitive land uses does not adversely impact on the ongoing operational efficiency and productive agricultural use of ALC Class A and Class B land.</p> <p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p>The proposal is for a small scale, low intensity accommodation activity that will occupy less than 40% of the total land holding. It will not compromise the continued use of the lot or adjacent lots for agricultural pursuits.</p>
<p>PO 3 Fragmentation - subdivision Reconfiguring a lot involving ALC Class A and Class B land does not result in lot sizes or lot configurations that lead to:-</p> <ul style="list-style-type: none"> (a) fragmentation of rural land and loss of land for viable rural production; (b) proposed lots intended for general residential or rural residential use; (c) loss of flexibility in the way landholdings are used for agricultural production. 	<p>N/A – The proposal is not for a ROL.</p>
<p>PO4 Fragmentation – boundary realignment The boundaries of existing lots containing ALC Class A and Class B land are not rearranged, unless it can be demonstrated that a rearrangement of lot boundaries would:-</p> <ul style="list-style-type: none"> (a) aggregate ALC Class A and Class B land resources and maximise the utility of the land for agricultural purposes; (b) provide for better land management; and (c) not give rise to, or worsen, land use conflicts between agricultural and residential land uses. 	<p>N/A – The proposal is not for a boundary realignment.</p>
ENGINEERING	
Stormwater and Drainage	
<p>PO5 Stormwater and Drainage Development for non-agricultural purposes is located, designed and constructed to minimise the impact of sediment and stormwater run-off on ALC Class A and Class B land.</p>	<p style="text-align: center;">✓</p> <p>Stormwater collection and discharge will be managed in accordance with Council's adopted standards.</p>

8.2.5 Flood hazard overlay code

The purpose of the Flood hazard overlay code is to ensure that development (carried out under all categories of development or assessment) successfully mitigates the potential impacts of riparian flooding on property, and ensures the safety of people during flood events to the greatest extent possible. 'Property' includes all adjoining and all potentially affected property. The code, through the control of further development in known flood affected areas, also seeks to:

- preserve the existing levels of economic activity during and after flood events in affected towns;
- protect the environment from flood related erosion and pollution; and
- protect emergency services personnel from unnecessary risk during flood events.

The purpose of the code will be achieved through the following overall outcomes:-

Development in the Significant, High and Extreme flood hazard areas shown on the Flood hazard overlay maps:

- maintains and enhances the hydrological function of the land;
- does not involve filling (earthworks) or changes to existing landform or drainage lines that results in a loss of the flood conveyance and flood storage capacity of the land;
- does not include further subdivision,
- is limited to:
 - (a) flood proofed *Recreation activities*;
 - (b) rural activities where for *Animal husbandry, Cropping, and Permanent plantation*;
 - (c) flood proofed local *Utility installations*;
 - (d) conservation and natural area management; and
 - (e) replacement of existing lawful development, including *Accommodation activities* where habitable rooms are elevated above the *Defined flood level*.

Development in the Low flood hazard areas shown on the Flood hazard overlay maps:

- minimises risk to life and property;
- elevates habitable rooms for all *Accommodation activities* above the *Defined flood level*; and
- elevates the minimum floor level for all buildings housing uses other than *Accommodation activities* above the *Defined flood level*.

The proposed development complies with the Purpose and Overall Outcomes of the Flood hazard overlay code because;

- The footprint of the proposed development is located in the low flood hazard area.

THE FLOOD HAZARD OVERLAY CODE	
for areas within the defined flood area, or mapped as flood prone by QRA online mapping:	
Performance outcomes	Acceptable outcomes
PLANNING	
Use, density and built form	
PO 1 Scale The scale of development within the Defined flood area does not increase.	✓ <ul style="list-style-type: none"> The scale of development is consistent with the zoning of the premises. The premises will be located in the low flood hazard area; and There will be no increase in the off-property flood impacts as a result of the development.
PO 2 Location Premises are located to: <ul style="list-style-type: none"> (a) avoid flooding; (b) protect life and property; and (c) avoid changing the extent and magnitude of flooding. Note: Where no flood hazard map is available, assessment of potential flooding impacts will take account of the QRA online mapping that shows the likely extent of floodplains in the 'Interim Floodplain Assessment Overlay'. This is consistent with the Queensland Reconstruction Authority (QRA) model code within the document: Planning for stronger, more resilient floodplains guidelines.	✓ <ul style="list-style-type: none"> The premises has been designed above the defined flood level; and The proposed development will not increase any off-property flooding impacts.
PO 3 Density and site coverage The number of people requiring assistance during flood events is minimised.	✓ The increase in population at the site is minimal, and uses are of a low density and consistent with the intent of the General Residential Zone.
Amenity	
PO 4 General amenity	✓

Surrounding land does not suffer a reduction in use value as a result of development within the floodplain.	<ul style="list-style-type: none"> • Works do not involve any physical alteration to a watercourse or floodway, including vegetation clearing, and involve no net filling exceeding 100 cubic metres of fill; • The proposed development will not reduce on site flood storage capacity within the subject site; and • The proposed development will not change the flood characteristics of the Defined flood event flood level outside the subject site.
PO 5 Building standards Buildings are designed to be resilient to flooding.	✓ The proposed building will be required to meet the requirements of Queensland Development Code MP 3.5 – Construction of buildings in flood hazard areas as part of the Building certification process.
PO 6 Building materials and techniques Where construction is below the Defined flood level, materials and building techniques are used that minimise the need for repair after a flood event.	Not applicable – construction is not below the defined flood event level.
PO 7 Essential community infrastructure Essential community infrastructure maintains functionality during and after a Defined flood event.	N/A – The development is not for essential community infrastructure.
ENGINEERING	
Floodwater	

<p>PO 8 Flood storage capacity and the Defined flood area Development does not directly, indirectly or cumulatively change flood characteristics in a manner that may cause adverse impacts external to the development site.</p> <p>Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.</p>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> The development has been designed to ensure there will be no reduction in flood storage capacity on site or increase the duration of flooding or the depth and velocity of floodwaters external to the development site.
<p>Access and parking</p>	
<p>PO 9 Access An escape / safety route is identified and maintained for all development within the Defined flood area.</p>	<p style="text-align: center;">✓</p> <p>The development has a direct access route passing only through areas of lower hazard ratings.</p>
<p>PO 10 Parking and manoeuvring Vehicle parking and service vehicle provision may be provided within the Defined flood area where the vehicles can be removed before flooding occurs.</p>	<p style="text-align: center;">✓</p> <p>Should the application be approved, all car parking, access and manoeuvring areas will be conditioned to be constructed of an all-weather surface to ensure access and egress during wet/inclement weather conditions.</p>
<p>ENVIRONMENTAL</p>	
<p>PO 11 Water quality The environment and so too public safety are not affected by the detrimental impacts of hazardous materials released to the environment during a flood event.</p>	<p>N/A – The development does not involve the manufacture, storage and use of hazardous materials.</p>
<p>SAFETY AND RESILIENCE TO HAZARDS</p>	
<p>PO 12 Personal safety Development maintains the safety of people during all floods up to and including a Defined Flood Event.</p> <p>Note: A Defined flood event (DFE) is identified first in an adopted flood hazard map under the planning scheme or, in the absence of an adopted flood hazard map, flood mapping prepared and maintained by the Queensland Reconstruction Authority or other Queensland Government Agency.</p>	<p style="text-align: center;">✓</p> <p>The development has been designed above the Defined flood event level.</p>

<p>PO 13 Temporary or movable structures</p> <p>For development involving temporary or movable residential structures, clear escape from flooding is available, identified and maintained.</p>	<p>N/A – The development is not for a temporary or moveable structure/s.</p>
<p>PO 14 Protection of essential services</p> <p>Essential services infrastructure maintains functionality during and after a Defined flood event.</p> <p>Note: Essential services infrastructure includes, but is not limited to, on-site electricity, gas, water supply, sewerage and telecommunications services.</p>	<p>N/A – The development is not for essential service infrastructure.</p>

9.3.1 Accommodation activities code

The purpose of the Accommodation activities code is to ensure that *Accommodation activities* are designed, located and operated to achieve an appropriate standard of amenity for residents and to maintain the amenity of surrounding neighbourhoods.

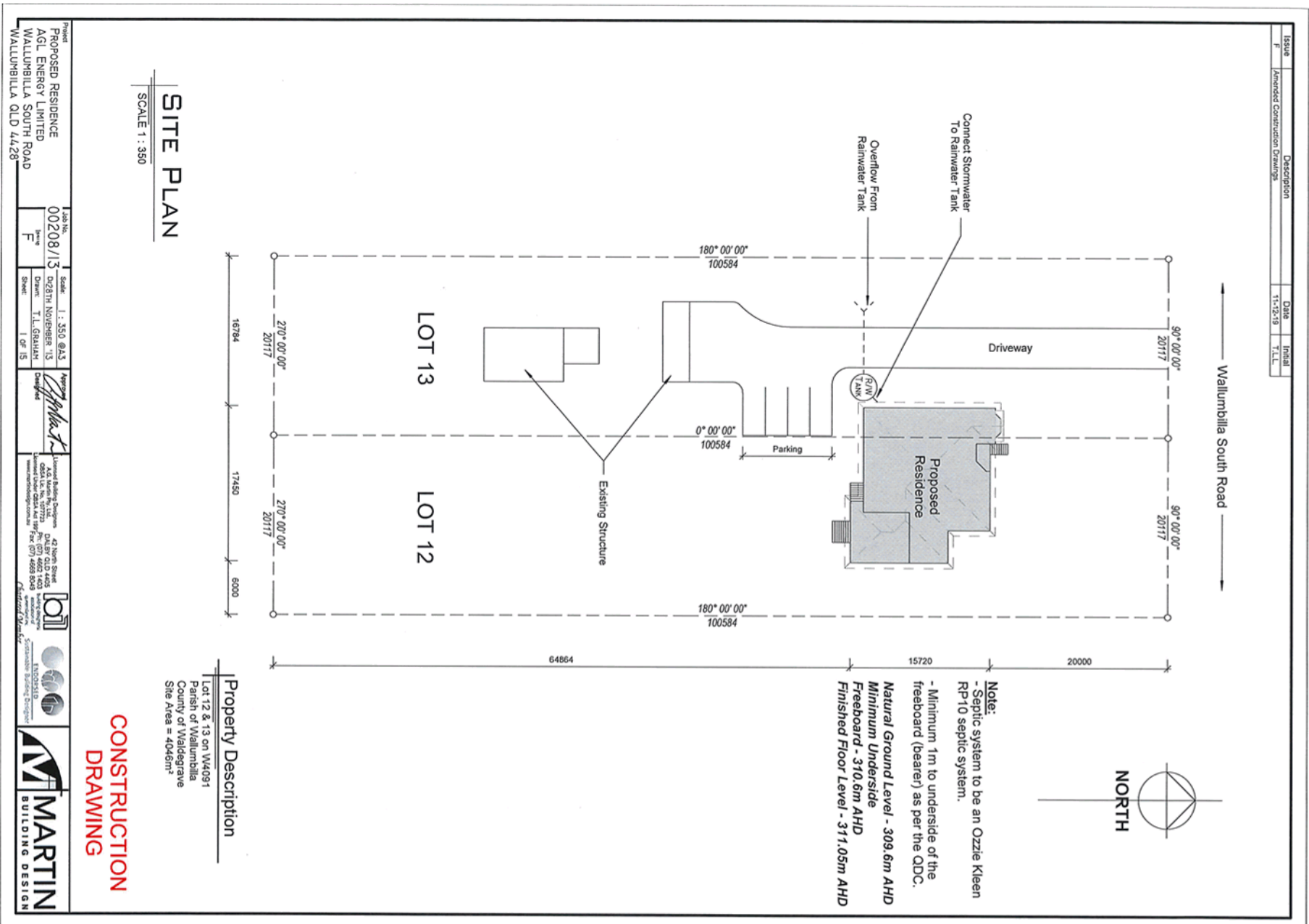
The purpose of the code will be achieved through the following overall outcomes:-

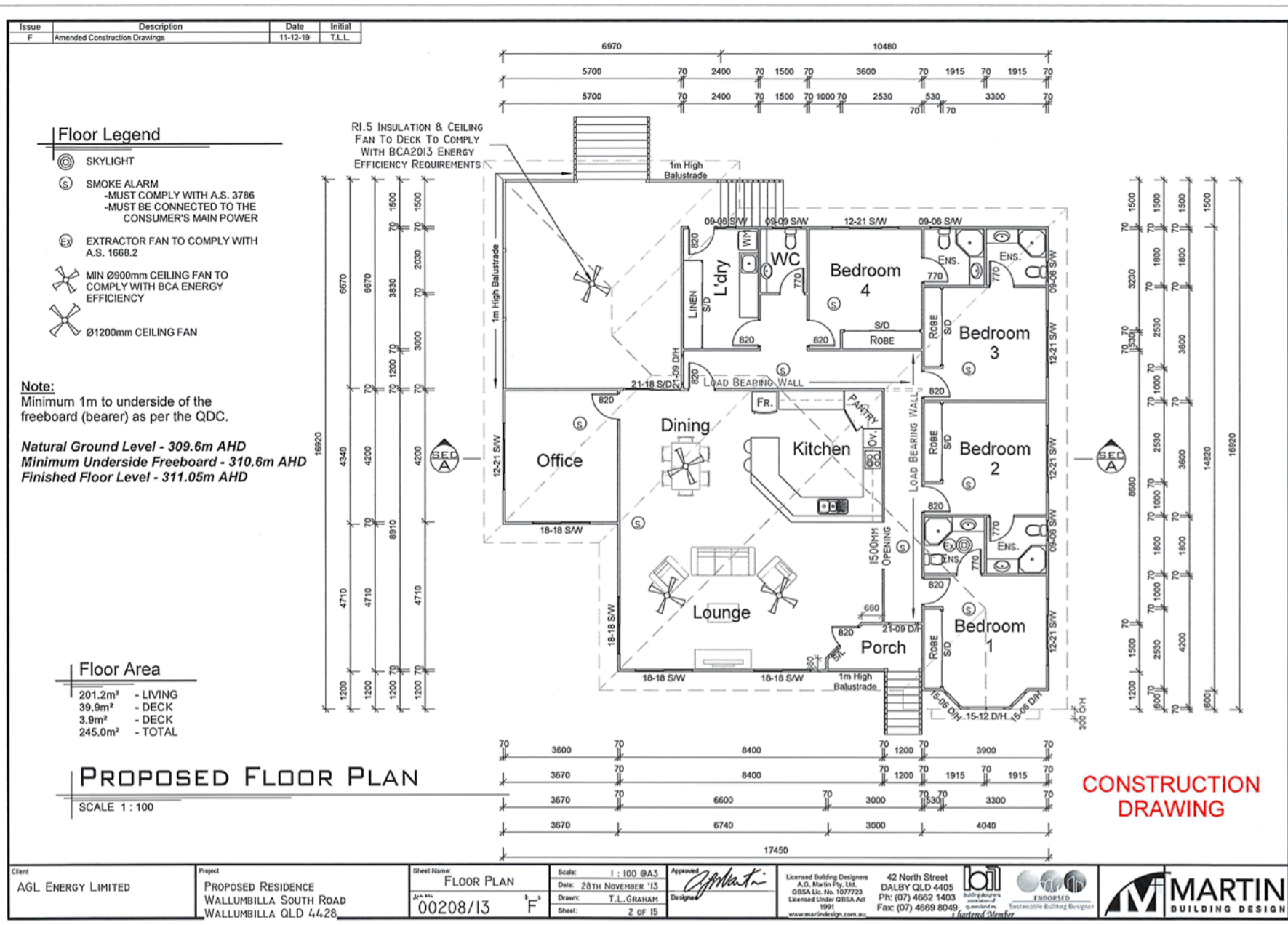
- (a) the type, location, scale, density and setbacks of *Accommodation activities* is consistent with the character and amenity of the applicable zone/s;
- (b) the design of buildings and structures is compatible with surrounding development in terms of built form and scale;
- (c) *Accommodation activities* are provided with appropriate service areas to undertake daily activities;
- (d) *Accommodation activities* are provided with appropriate levels of landscaping, private open spaces and/or communal open space;
- (e) *Accommodation activities* incorporate crime prevention through environmental design principles and promote casual surveillance of the street;

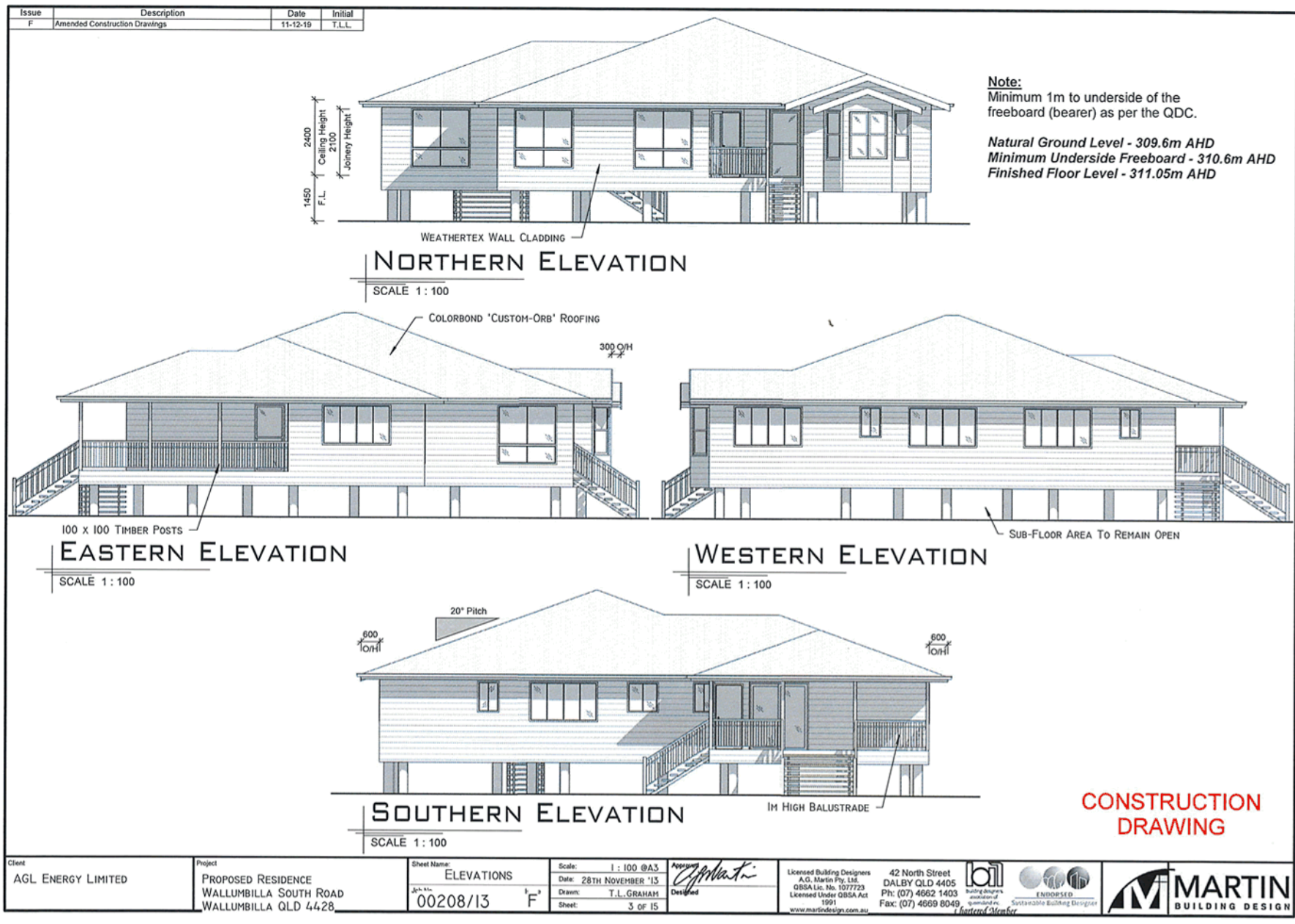
The proposed development complies with the Purpose and Overall Outcomes of the Accommodation activities code because:

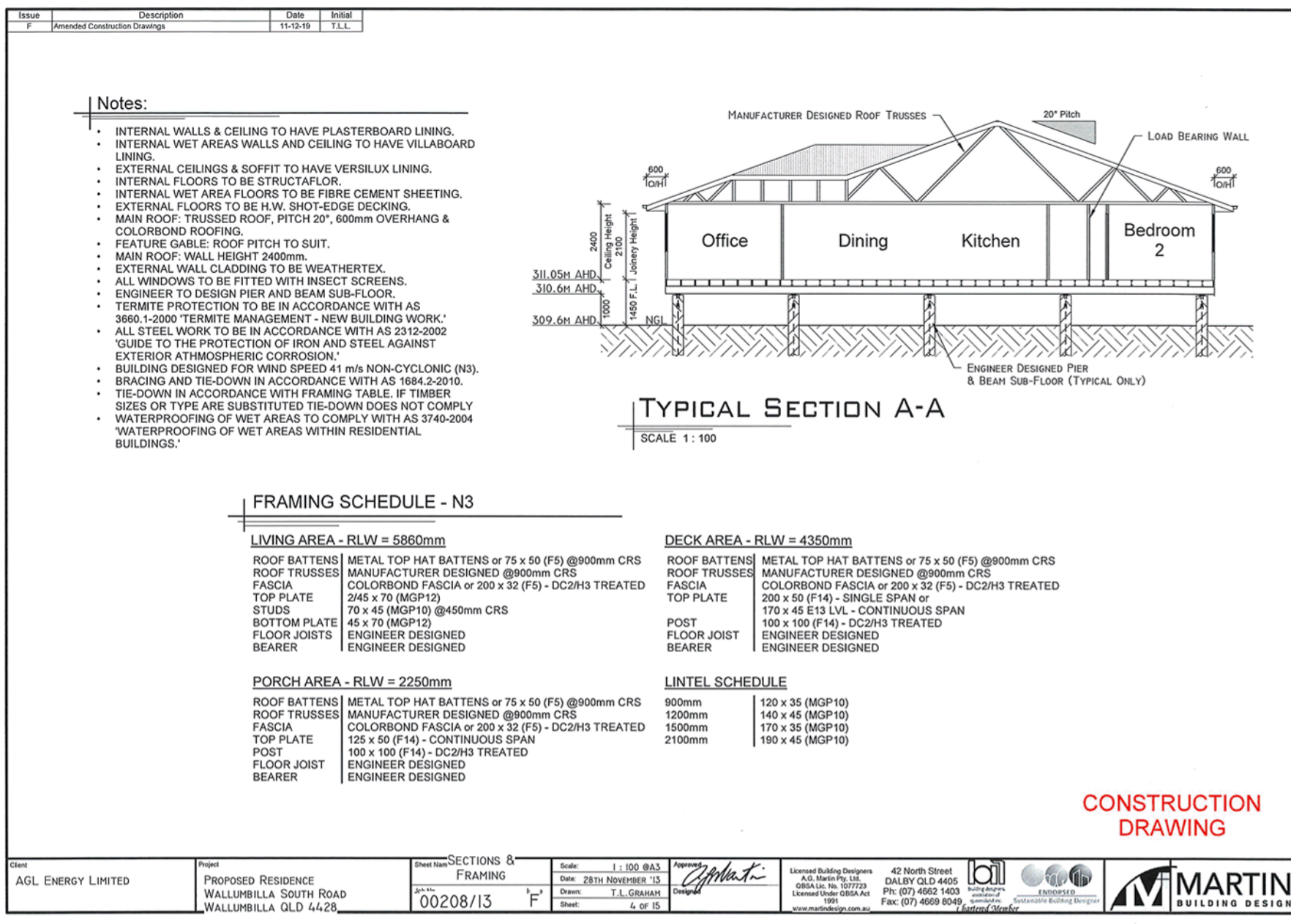
- It is consistent with the scale, character and intensity of accommodation activities in the locality;
- it will not compromise the amenity of adjoining properties; and
- it will be provided with appropriate services, facilities and open space to accommodate the use.

THE ACCOMMODATION ACTIVITIES CODE	
Performance outcomes	Acceptable outcomes
DWELLING HOUSE	
PLANNING	
Use, density and built form	
PO 1 Density and site coverage The density, scale and built form of the <i>Dwelling house</i> : <ul style="list-style-type: none"> (a) does not compromise the predominate scale and character of the locality; (b) maintains an acceptable level of amenity for occupants of the <i>Dwelling house</i> and adjoining residential premises; and (c) integrates with any existing <i>Dwelling house</i> on the same allotment. 	<div style="text-align: right;">✓</div> The proposed dwelling house will not compromise the scale and character of the locality because; <ul style="list-style-type: none"> • It is a small scale, low intensity use; • Significant setbacks are provided between the proposed dwelling house and surrounding development and road frontages; and • The proposed dwelling is consistent with the prevailing built character.
Amenity	
PO 2 Building appearance The <i>Dwelling house</i> is oriented to the street to: <ul style="list-style-type: none"> (a) provide visual interest and ensure the streetscape is not dominated by garages, bathrooms, toilets and laundries; and (b) facilitate casual surveillance of the surrounding neighbourhood. 	<div style="text-align: right;">✓</div> The dwelling will be oriented toward the street.









OFFICER REPORT

Meeting: General 18 March 2020

Date: 11 March 2020

Item Number: 13.3

File Number: D20/21244

SUBJECT HEADING: Request from RSL Roma Sub branch for the indefinite use of council mannequins.

Classification: Open Access

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

Executive Summary:

Council has received a verbal request from the RSL Roma sub-branch for the indefinite use of 4 council owned mannequins. These mannequins will be used for a public display of war uniforms in the RSL Hall. Council currently own 12 mannequins located in the storage facility underneath Hibernian Hall.

Officer's Recommendation:

That Council

1. Approve the request for the indefinite use of 4 council owned mannequins for the war uniform public display project at the RSL Hall.
2. Request that the RSL Roma sub-branch acknowledge the contribution from council, on signage, which will be on display in the hall.

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).

RSL Roma sub-branch
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
RSL	Returned and Services League

Context:

Why is the matter coming before Council?

Council has received a verbal request from the RSL Roma sub-branch for the indefinite use of 4 council owned mannequins. These mannequins will be used for a public display of war uniforms in the RSL Hall. Council currently own 12 mannequins

located in the storage facility underneath Hibernian Hall. The RSL have advised that they would like to install the display prior to ANZAC Day 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Local development officer has confirmed the availability of 12 mannequins stored in the Hibernian Hall storage.

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)

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Foster arts and culture within our communities and help preserve our local history

4.10.5 Identify and implement approved Council or joint projects to preserve our heritage and local history for current and future generations, identifying opportunities to secure external funding and support.

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)

Arts and Culture Specialist

RSL Roma 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?

N.A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

RSL Roma Sub-branch

Risks:

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

Risk	Description of likelihood & consequences
Decline request	The mannequins remain unused in storage and declining the request would be a missed opportunity to support our local history and would be viewed negatively.

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 mannequins remain in storage unused. There is no financial impact on council to supply the mannequins, there would be 8 remaining for council use. The display is open to the public and provides an opportunity to attract tourist to the RSL hall. It is an opportunity for council to support a project within our community preserving our local history.

Recommendation:

What is the 'draft decision' based on the advice to Council?

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

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

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

That Council

1. Approve the request for the indefinite use of 4 council owned mannequins for the war uniform public display project at the RSL Hall.
2. Request that the RSL Roma sub-branch acknowledge the contribution from council, on signage, which will be on display in the hall.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Foster arts and culture within our communities and help preserve our local history

4.10.5 Identify and implement approved Council or joint projects to preserve our heritage and local history for current and future generations, identifying opportunities to secure external funding and support.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

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

OFFICER REPORT

Meeting: General 18 March 2020

Date: 11 March 2020

Item Number: 13.4

File Number: D20/21365

SUBJECT HEADING: Community use of The Big Rig Screen Venue

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

At its General Meeting on 11 September 2019 Council resolved to develop a Policy for Conditions of Use, and a Venue Use Application form, for Not-for-Profit Community Groups to access The Big Rig screen venue. Council already has an approved Community Halls and Rooms Conditions of Hire Policy and a Casual Hall and Room Hire Agreement that can be adjusted to incorporate The Big Rig screen venue.

Officer's Recommendation:

- 1) Add The Big Rig Screen Venue to the existing Casual Hall and Room Hire Agreement
- 2) Utilise the existing Community Halls & Rooms Conditions of Hire
- 3) Set the hire fee at a minimum \$215 for the first 3 hours plus \$70 per hour for every additional hour
- 4) A fully refundable bond of \$250 be paid by hirer prior to hiring the facility
- 5) The new hire fee and bond be added to Council's annual Fees and Charges.

Individuals or Organisations to which the report applies:

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

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

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?

Resolution No. GM/09.2019/29

That:

- 1. Council develop an Interim Policy and Conditions of Use for not-for-profit community groups to access The Big Rig Night Show screen venue.**
- 2. Council develop a Venue Use Application Form to be completed by the hirer and submitted at The Big Rig and set a venue use payment (fee).**
- 3. The draft Interim Policy, Conditions of Use and Application Form be considered at the Policy Development Workshop, with the final policy to be presented at an upcoming Council meeting**

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In 2019 Council invested in the installation of the new LED screen to improve the visitor experience and enable The Big Rig Night Show Sunset Experience to be introduced. The screen has been a great addition to The Big Rig product offering.

The Big Rig Night Show Sunset Experience will always be the priority. The venue will only be available for hire if not required by The Big Rig for tours or functions.

Broadening the use of this new asset is a rational objective and has the potential to increase revenue at The Big Rig, improving the bottom line of the operation to the benefit of the ratepayers and enhancing the livability of Roma and the broader community.

Due to the specialised nature, and expense, of the new equipment and the existing Night Show set it is imperative that a trained Maranoa Regional Council tourism staff member is in attendance when the screen is being used. The cost of staff is to be covered with the hire fee to ensure there is no negative implications on Council's budget.

The justification for the hire fee is based on the following scenarios.

Scenario 1 Friday night after 6pm:

Current tourism staff pay rates range from Level 1.1 - Level 4.4. Council has a minimum engagement of 3 hours at Ordinary time plus 50% overtime.

Scenario 2 Saturday night after 6pm:

Current tourism staff pay rates range from Level 1.1 - Level 4.4. Council has a minimum engagement of 3 hours at Ordinary time plus 100% overtime.

No other allowances are payable unless if the officers is rostered that day and works continuously or more than 5 hours then a \$25 meal allowance is payable.

The community group hiring the venue will also be required to obtain a copyright license to screen a film, which can be obtained from Roadshow or Amalgamated Movies. The fee varies for each movie. If the community group charges an admission fee the terms are 35% of the door takings or the guarantee fee to be paid to the distributor, whichever is greater.

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)

Copyright laws govern that community group hiring the venue will be responsible to obtain a copyright license to screen a film on The Big Rig screen.

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)

Ollie Dowd, Human Resources & Training Advisor

Ed Sims, Manager Economic and Community Development Manager

Leesa Chandler, Project Officer (Facilities Planning & Delivery)

Madonna Mole, Facility Lease Management & Housing Officer/Team Coordinator

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?

Hire of the screen does require extra tourism staff hours. The cost of these additional hours is covered in the hire fee.

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)

Hire of the screen does require extra tourism staff hours. The cost of these additional hours is covered in the hire fee.

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
The Night Show set or equipment could be damaged by hirer	The likelihood is low as trained tourism staff will be present to operate the equipment and supervise the set. A bond is also paid to cover the cost of cleaning or minor damage if required.

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)

To ensure Council is well prepared if/when an enquiry is made by a community group to hire the screen it is necessary to have an effective process in place. Therefore I recommend Council add The Big Rig Screen Venue to the existing Casual Hall and Room Hire Agreement and utilise the existing Community Halls & Rooms Conditions of Hire. Establishing the hire fee of a minimum \$215 for first 3 hours plus \$70 per hour for every additional hour with fully refundable bond of \$250 be paid by hirer prior to hiring the facility, will ensure there is not a negative impact on Council's budget.

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?

Nil

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](#)  Big Rig Screen forms draft

D20/22201

Report authorised by:

Manager - Economic & Community Development

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

COMMUNITY HALLS & ROOMS CONDITIONS OF HIRE



1. **Agreement** - Hiring of the hall/room is subject to Council receiving a completed Casual Hall & Room Hire Agreement form signed by the proposed hirer undertaking to comply with the conditions outlined herein. The Hirer must be at least 18 years of age – proof of age may be required.

Only the specific room(s) booked may be used and only for the day(s) and time period detailed on the Agreement. Any time required for setting up the venue or for cleaning up at the end of the event must be included in the period booked. The venue must be vacated by the time stated on the Agreement.
2. **Assignment** - Hirers that are granted permission to use a venue shall not assign the right of use to any person, organisation or body.
3. **Permission to Occupy**
 - (a) The hirer shall only be entitled to the use of the particular part or parts of the building hired on the date set out in the Casual Hall Hire & Room Agreement and Council reserves the right to permit any other portion of the building to be hired for any other purpose at the same time.
 - (b) The right conferred on the hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and Council may at its discretion allow other individuals and groups to have casual use of the premises.
4. **Hire Fees** - Hire Fees shall be in accordance with the current Maranoa Regional Council Fees and Charges Schedule.
5. **Security Bond** - The Fees and Charges Schedule details the amount of the security bond applicable to the venue and hirer. Where applicable, a bond is required to be paid by the hirer as security against damage to the building or any fittings and furniture contained therein, and for any cleaning arranged by the Council resulting from the hirer's use of the premises. The hirer shall be liable to pay any further amount in excess of such bond to meet the full cost of such damage or cleaning.
6. **Refusal to Grant Hire** - At the discretion of the Chief Executive Officer, or delegated Council officer, permission to hire the venue may be refused. If an agreement has been signed and the fees and bond paid, the Chief Executive Officer, or delegated Council Officer, will direct the return of the fees and bond paid. The hirer hereby agrees in such case to accept the same and to have no claim at law or in equity for any loss or damage sustained as a result.
7. **Booking Confirmation** - A booking is not confirmed until payment of the applicable fees and charges have been received and receipted by Council or a purchase order presented. This provision shall not apply to those Hire Categories determined by Council as being exempt from the payment of fees and charges.
8. **Cancellation of booking** - Failure to notify Council in writing of a cancellation or amendment of a booking at least seven (7) days prior to the booked date may result in a forfeiture of hire fees. In the event of extenuating circumstances Council will consider a refund of hire fees on receipt of a written request.
9. **Opening and Closing the Venue** - Hirers will be responsible to open and close the venue unless otherwise agreed.
10. **Key Collection** - Unless alternative arrangements for the collection of keys have been agreed to by Council, hirers can collect keys during Council business hours from the Customer Service Centre located closest to the venue prior to their function. Persons collecting keys will be required to complete Council's Key Register.

Key Return - Hirers are required to return the keys to the Customer Services Centre from which the keys were issued after the event or the following working day whichever is practicable, unless an alternative prior arrangement has been made with Council. Persons returning keys will be required to complete Council's Key Register.
11. **Sound, Electrical & Lighting Equipment** - There must be no connection of or interference with the electrical installation, lighting, spotlights or any other electrical property without authorisation by the Chief Executive Officer, or delegated Council Officer. This includes all specialty equipment, such as sound, DVD and projectors.
12. **Decoration & Signage** - No notice, sign, advertisement, scenery, fittings or decoration of any kind shall be erected on or in the venue or attached or affixed to the wall, doors or any other portion of the venue, fittings or furniture, without prior consent of the Chief Executive Officer or delegated officer.

The hirer shall not cause any nails, tacks, adhesives, or other articles to be driven into the floor, walls or ceilings. The hirer shall immediately after the function remove all decorations from the venue to the satisfaction of Council.
13. **Subject of Entertainment** - Council may require the hirer to submit for approval, the subject and program for any entertainment or lecture prior to the use of the premises.
14. **Performing Rights** - In the case of a dramatic or other performance or concert, the hirer shall not produce, or permit to be produced or performed, any dramatic or musical work in infringement of the copyright or performing right of any owner of such right or rights, and the hirer agrees to indemnify the Maranoa Regional Council against any claim for breach of copyright or any other action herewith.
15. **Licensed Functions** - A licensed function is defined as a function where alcohol is offered for sale. The sale of liquor at the venue is forbidden unless the hirer obtains a permit from the appropriate authority. The hirer is responsible for ensuring compliance with all liquor licensing requirements.
16. **Gambling** - No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the venue, with the exception that this provision shall not prevent the hirer using the venue for games of bingo or equivalent, providing that the relevant permits have been obtained.
17. **No Smoking** - In accordance with legislation, smoking inside all areas of the venue is prohibited. Areas designated for smoking are located outside the venue and are identified with appropriate signage.

COMMUNITY HALLS & ROOMS CONDITIONS OF HIRE



- 18. Obstructions** - The hirer shall comply in every respect with legislation, Codes or Australian Standards with regard to public buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors, or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.
- 19. Acts and Regulations** - The hirer shall conform to the requirements of the Health Act, Local Government Act, any Local Law or Regulation made thereunder, and shall be liable for any breach of such Acts, Local Law or Regulation. All other statutory rules, provision and regulations of the Commonwealth of Australia or State of Queensland for the time being in force must be complied with by the user and the notices give to the proper officers.
- 20. Good Order & Conduct** - The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the venue throughout the whole duration of the period of use.
- (a) No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in any part of the venue.
 - (b) The hirer shall be responsible for the conduct of each and every person in attendance at the function and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the venue during the function he/she must nominate a responsible person to act on his/her behalf.
 - (c) Children must be supervised at all times by a responsible adult.
- 21. Security** - The Chief Executive Officer may direct that security be organised to ensure crowd control.
- 22. Vacating the Venue** - Where practicable, the hirer shall immediately after the function vacate the venue or in the event of an evening function ensure that the venue is vacated by 7.00 am the following day, unless otherwise agreed by Council. If the venue is not vacated by the nominated time, Council can elect to retain all or part of the bond held. Every consideration must be given by people using and vacating the venue to the residents who live nearby in regards to minimising noise and unruly behaviour.
- 23. Cleanliness** - The hirer is responsible for leaving the venue in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter from the venue. Removal of garbage is included in the hiring fee, provided that garbage is left in the bins provided ready for collection. No loose garbage or litter is to be left in the venue. Any cost incurred by Council in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.
- 24. Insurance - Casual Hire Liability Insurance Cover** - Where a hirer is eligible and elects to access Casual Hire Liability Insurance Cover, the hirer must complete and provide a Council Casual Hirer of Council Facilities Liability Insurance Acknowledgement & Declaration Form.
- Hirer's Liability Cover** - Where a hirer has existing liability insurance cover and is able to access such coverage for the purpose of the function, the hirer shall provide Council with a copy of the Certificate of Currency confirming liability insurance cover status.
- 25. Damages**
- (a) Any damage caused to the venue and equipment arising out of, and in the course of, the function will be restored by Council and the cost of such repairs or replacements will be charged to the hirer. Council retains the right to determine the cost of any damage or cleaning required and to retain this amount from the bond if held. Where damage exceeds the amount of the bond, the hirer will be charged the balance.
 - (b) Council is not liable or responsible for the loss, theft or damage to any property belonging to either the hirer or any person attending the function.
- 26. Free Access** - Any officer, employee or representative of Council whom the Chief Executive Officer may appoint shall at all times be entitled to free access to any and every part of the venue.
- 27. Indemnity** - The hirer agrees to indemnify, and keep indemnified, and to hold harmless Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring arrangement.
- 28. Failure to Comply** - If the hirer commits, permits or allows any breach or default in the performance and observance of any terms and conditions herein, the Chief Executive Officer or delegated officer, may terminate permission to use the premises and the hirer and patrons shall immediately vacate the premises. Council shall have the right to recover any amount due in respect of any such breach and/or cancel any future bookings.
- 29. Disputes** - In the event of any dispute or difference arising as to the interpretation of these terms and conditions or any matter contained therein the decision of the Chief Executive Officer thereon shall be final and conclusive.
- I HAVE READ THE CONDITIONS OF HIRE AND UNDERSTAND THE ABOVE GUIDELINES, ACKNOWLEDGING THAT I CAN ONLY USE THE FACILITY FOR THE STATED PURPOSE AND TIMES SPECIFIED IN THE HIRE AGREEMENT.

Hirer's Signature
Date / /
Hirer's Name (Please Print)
Venue
Date of Event / /

Please sign one copy and return with your Hire Agreement and retain one copy for your records.

FORM: CASUAL HALL & ROOM HIRE AGREEMENT



HIRER'S DETAILS:

Hirer's Name <small>(If a Community Organisation, Business or Company please nominate a Contact Person)</small>	Contact Person (if applicable): _____		
Postal Address			
Phone	Daytime Phone	Mobile	
Email			
Hirer Category	<input type="checkbox"/> Non Profit Organisation <input type="checkbox"/> Maranoa Resident <input type="checkbox"/> Commercial <input type="checkbox"/> Council Internal Use		

VENUE DETAILS

If you require a hall, kitchen and/or speciality equipment please tick each facility required.
 (Hire fee includes use of hall, kitchen facilities, tables & chairs, air-conditioning, catering equipment and tableware where provided)
 (Hire fee excludes speciality technical equipment e.g. audio visual and sound equipment)

Roma Community Arts Precinct <input type="checkbox"/> Hibernian Hall <input type="checkbox"/> Community Lounge Roma Cultural Centre <input type="checkbox"/> Ernest Brock Room <input type="checkbox"/> Kitchenette (Ernest Brock Room) <input type="checkbox"/> Roma Auditorium <input type="checkbox"/> Auditorium Kitchen <input type="checkbox"/> Auditorium Speciality Visual/Sound Equipment <input checked="" type="checkbox"/> Big Rig	Injune & Surrounds <input type="checkbox"/> Visiting Professional's Room <input type="checkbox"/> RSL Room Injune Hall <input type="checkbox"/> Injune Hall Kitchen / Supper Room <input type="checkbox"/> Injune Hall Mitchell & Surrounds <input type="checkbox"/> Council Chambers Meeting Room <input type="checkbox"/> Mitchell Hall <input type="checkbox"/> Hall Speciality Visual/Sound Equipment <input type="checkbox"/> Mitchell Hall Kitchen	Surat & Surrounds <input type="checkbox"/> Council Chambers Meeting Room <input type="checkbox"/> Surat RSL Hall <input type="checkbox"/> Surat Hall <input type="checkbox"/> Surat Supper Room Yuleba & Surrounds <input type="checkbox"/> Yuleba Services Centre Meeting Room Other <input type="checkbox"/> _____
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FUNCTION DETAILS

Date/s Required	Access Times
Function Type	<input type="checkbox"/> Meeting <input type="checkbox"/> Fundraising Event <input type="checkbox"/> Private Function <input type="checkbox"/> Business / Commercial Activity <input type="checkbox"/> Other (Please specify) _____
Licensing Status	<input type="checkbox"/> Unlicensed <input type="checkbox"/> Licensed (If licensed Council will need to endorse the licensing permit)
Insurance Details	<input type="checkbox"/> Casual Hire Liability Insurance Cover (Please complete and attach a Casual Hirer of Council Facilities Liability Insurance Acknowledgement & Declaration Form available from Council to access this cover which is available at no cost to eligible applicants) <input type="checkbox"/> Other Liability Insurance Cover (Please attach copy of Certificate of Currency) <input checked="" type="checkbox"/> Copy Right licence of production

DECLARATION

I _____ of _____
 Hereby make application for hire of the premises set out in this Agreement for the day/s and times specified and I acknowledge having received and understood a copy of the Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with said Conditions. I have inspected the premises and acknowledge that they are suitable for the intended purpose of use.

Name	(PRINT IN BLOCK LETTERS)		
Signature		Date	

Fees Payable - \$200 minimum 3 hour hire
 - each Additional hour \$60.

FORM: CASUAL HALL & ROOM HIRE AGREEMENT



OFFICE USE ONLY:			
PRE EVENT – Receipt and Payment Details			
Date Application Received		Process By	Customer Request ID Number
Amount Due			
Hire Fees	\$		
Speciality Visual/Sound Equipment	\$		
Other Miscellaneous/Equipment Hire Fees	\$		
Total Amount Hire Fees Due	\$	Receipt Number	
Bond (if applicable)	\$	Receipt Number	
		Trust ID Number	
Invoicing Details (if applicable)			
Invoice Required	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Purchase Order Number (if provided)	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Debtor Invoice Request Completed	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Name & Address Register (NAR) Completed	<input type="checkbox"/> No <input type="checkbox"/> Existing <input type="checkbox"/> Yes – NAR Number: _____		
Comments / Special Conditions			
Venue Access			
Facility Induction:	<input type="checkbox"/> No <input type="checkbox"/> N/A (e.g. induction not required, hirer previously inducted) <input type="checkbox"/> Yes Date: _____ By: _____ Inductee: _____		
Key Collection	<input type="checkbox"/> N/A <input type="checkbox"/> Yes Date: _____ By: _____ Phone: _____		
POST EVENT – Inspection and Bond Release			
Key Return	<input type="checkbox"/> N/A <input type="checkbox"/> Yes Date: _____ By: _____		
Post Event Inspection	<input type="checkbox"/> N/A <input type="checkbox"/> Yes Date: _____ By: _____		
Bond Released	<input type="checkbox"/> N/A (Bond not required) <input type="checkbox"/> No (If bond is to be withheld please provide details) <input type="checkbox"/> Yes Date: _____ Bond comments:		