



# BUSINESS PAPER

## Ordinary Meeting

Wednesday 8 July 2020

Ernest Brock Room (Roma Cultural Centre)

### NOTICE OF MEETING

Date: 29 June 2020

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

Councillor G B McMullen  
Councillor J R P Birkett  
Councillor M C Edwards  
Councillor J L Guthrie  
Councillor J M Hancock  
Councillor W L Ladbrook  
Councillor C J O'Neil  
Councillor W M Taylor

Chief Executive Officer:

Ms Julie Reitano

Executive Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Development, Facilities & Environmental Services)  
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Ernest Brock Room (Roma Cultural Centre) on **8 July, 2020 at 9.00AM.**

Julie Reitano  
Chief Executive Officer

## TABLE OF CONTENTS

Item No	Subject	
<b>1</b>	<b>Welcome</b>	
<b>2</b>	<b>Attendances</b>	
<b>3</b>	<b>Confirmation of Minutes</b>	
	Ordinary 24 June 2020.....	6
<b>4</b>	<b>Declaration of Conflicts of Interest</b>	
<b>5</b>	<b>On the Table</b>	
<b>6</b>	<b>Presentations/Petitions and Deputations</b>	
<b>7</b>	<b>Consideration of notices of business</b>	
<b>8</b>	<b>Consideration of notices of motion</b>	
	<b>8.1 Roma Neighbourhood Centre.....</b>	<b>42</b>
	Prepared by: Mayor	
<b>9</b>	<b>Reception of notices of motion for next meeting</b>	
<b>Reports</b>		
<b>10</b>	<b>Office of the CEO</b>	
<b>11</b>	<b>Corporate &amp; Community Services</b>	
<b>11.1</b>	<b>Delegation of Council Powers to the Chief Executive Officer under the Disaster Management Act 2003 (Qld) DIMA).....</b>	<b>45</b>
	Prepared by: Governance Officer	
	Attachment : Draft Instrument of Delegation - Chief Executive Officer - Disaster Management Act 2003 - 8 July 2020 .....	50
<b>11.2</b>	<b>Delegation of Council Powers to the Chief Executive Officer under the Water Regulation 2016 (Qld) (WATR) .....</b>	<b>54</b>
	Prepared by: Governance Officer	
	Attachment : Draft Instrument of Delegation to CEO Water Regulation 2016 (Qld) ("WATR") - 8 July 2020 .....	59
<b>12</b>	<b>Infrastructure Services</b>	
<b>12.1</b>	<b>Request from Assessment 13004544 for Extension to Council's Regional Water Supply Zone Boundary .....</b>	<b>63</b>
	Prepared by: Manager - Water, Sewerage & Gas	

<b>12.2</b>	<b>Queensland Resilience and Risk Reduction Fund 2019-20 - nomination of projects</b> .....	<b>67</b>
	Prepared by: Program Funding & Budget Coordinator	
	Attachment 1: Queensland Reconstruction Authority Resilience and Risk Reduction Funding Guidelines 2019-20 .....	75
	Attachment 2: Queensland Reconstruction Authority 2019-20 Resilience and Risk Reduction Funding Application Form.....	89

### **13 Development, Facilities & Environmental Services**

<b>13.1</b>	<b>Closure of Library Services for staff to attend training 2020</b> .....	<b>95</b>
	Prepared by: Lead Librarian	
<b>13.2</b>	<b>West QLD Echo Newspaper</b> .....	<b>99</b>
	Prepared by: Support Officer - Economic & Community Development	
	Attachment : West QLD Echo flyer - 2020.....	103
<b>13.3</b>	<b>Proposed User Guide - Roma Cultural Centre Auditorium and Ernest Brock Room</b> .....	<b>104</b>
	Prepared by: Administration Officer - Land Administration	
	Attachment : User Manual Auditorium & Ernest Brock Rooms.....	108
<b>13.4</b>	<b>Electoral Commission of Queensland (ECQ) Pre-Poll Assistance Required - Queensland State Election - October 2020</b> .....	<b>134</b>
	Prepared by: Lead Librarian	
<b>13.5</b>	<b>Request for Letter of Approval to Operate a Flying School at Roma Airport</b> .....	<b>138</b>
	Prepared by: Manager - Airports (Roma, Injune, Surat, Mitchell)	
	Attachment 1: Letter requesting approval to operate flying school at Roma Airport .....	142
	Attachment 2: Draft letter of approval for establishing a flying school at Roma Airport .....	145

### **Status Reports**

#### **Next General Meeting**

- To be held at the Ernest Brock Room (Roma Cultural Centre) on 22 July 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 Options assessment of light aircraft fees**  
**Classification:** Closed Access

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

**C.2 Minor Amendments to the Organisational Structure & Current Vacancies**

**Classification:** Closed Access

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

**C.3 Alteration to Capital Works Budget - Community Housing**

**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 Roma Saleyards Bull Sales**

**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.5 Girl Guides Roma**

**Classification:** Closed Access

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

**C.6 Application for Permit to Occupy - Lot 7 on EG124**

**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.7 Request for Rental Fee Waiver - Roma Turf Club Inc**

**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.8 Request to Purchase New Drag Broom - Bassett Park**

**Classification:** Closed Access

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

**C.9 Request to remain on 14 day 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.10 Request for a Variation in 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.11 Council News - July edition**

**Classification:** Closed Access

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

**C.12 Regulated Parking - Roma Central Business District**

**Classification:** Closed Access

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

**Councillor Business**

**14 Councillor Business**

**14.1 Liveability attraction for prospective new residents of Surat..... 146**

Prepared by: Mayor

**Closure**

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 24 JUNE 2020 SCHEDULED TO COMMENCE AT 9.00AM**

**ATTENDANCE**

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. G B McMullen, Cr. J R P Birkett, Cr. M C Edwards, Cr. J L Guthrie, Cr. J M Hancock, Cr. W L Ladbrook, Cr. C J O'Neil, Cr. W M Taylor, 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 Community Safety – Samantha Thrupp, Manager Economic & Community Development – Ed Sims, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Associate to the Director / Directorate Budget & Emergency Management Coordination – Gemma Lines.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.14am, and immediately adjourned the meeting to allow for all attendees to be present for its commencement, and to finalise technical requirements for the meeting to begin. The meeting resumed at 10.14am.

**CONFIRMATION OF MINUTES**

Cr. O'Neil asked the Mayor in relation to the opening of the Council meetings to the general public, and to the media, and anyone else that wants to be at the meetings, as to if the Mayor had an idea of when he may approve for that to happen.

In response, the Mayor indicated this would be on advice, and that he was happy to seek advice on when the meetings should be open to the public, and confirmed that he was happy to request that and get back to Council next week.

Cr. O'Neil suggested that as Council had a long agenda before them, if there was a way of seeking that advice this morning, Council could potentially have the doors open at this (today's) meeting of Council.

The Mayor advised he was happy to find out how long it takes to get written advice on that, and as soon as this was available this would be circulated.

**Resolution No. OM/06.2020/57**

**Moved Cr Birkett**

**Seconded Cr Guthrie**

**I move [to] confirm the minutes of the Ordinary Meeting held on 10 June 2020 with that change [clarified below] be true and accurate:**

***Page 6 of the minutes - which refers to Cr Birkett's Conflict of Interest in regard to Item C.21 - Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement, Cr Birkett advised that this conflict pertained to his father, who is a member of the Booringa Heritage Group Incorporated, not himself [Cr Birkett].***

**CARRIED**

**9/0**

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

[Confirmation of the Budget Submissions & Financial Planning Standing Committee minutes of 17 & 23 June 2020 occurred immediately following **GM/06.2020/58** and prior to the Declarations of Conflicts of Interest]

**Resolution No. OM/06.2020/59**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That the minutes of the Budget Submissions & Financial Planning Standing [Committee] Meeting minutes 17 & 23 June 2020 be accepted as true and correct, with an amendment to Resolution No. BUD/06.2020/14, and just request that the Item number and subject heading be placed above that resolution (located on page 5).**

CARRIED

9/0

[Confirmation of the Special Meeting Minutes was considered by Council at 10.45am, following resumption of 'Standing Orders' at that time. Council had adjourned the meeting in order for all Councillors to review the minutes previously circulated, and provided in hardcopy at the meeting].

**Resolution No. OM/06.2020/60**

**Moved Cr Hancock**

**Seconded Cr Guthrie**

**That the minutes of the Special Meeting held on 17 June 2020 are true and correct [be confirmed].**

CARRIED

9/0

**DECLARATIONS OF CONFLICTS OF INTEREST**

**Cr Taylor**

Item	Subject Heading
C.3	Request to Waive Water Charges – Assessment 14030183
C.11	Hibernian Hall – Request Fee Relief – COVID-19

**C.11 - Hibernian Hall – Request Fee Relief – COVID-19**

Cr Taylor advised:

I, Cr Wendy Taylor, declare that I have a 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E with agenda item C.11, with the subject heading – Hibernian Hall – Request Fee Relief – COVID-19. The name of the other person is Jodi Noon, the nature of my relationship with this person is personal friend, the nature of the other persons interest in the matter is [she] owns a dance school that operates out of the Hibernian Hall.

I will be dealing with the matter by leaving the room while the matter is discussed and voted on.

**C.3 - Request to Waive Water Charges – Assessment 14030183**

Cr Taylor advised:

**Maranoa Regional Council**

**Ordinary Meeting - 8 July 2020**

I, Cr Wendy Taylor, declare that I have a 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E with agenda item C.3, with the subject heading – Request to Waive Water Charges – Assessment 14030183, I am the Treasurer of Roma Clay Target Club.

I will be dealing with the matter by leaving the room while the matter is discussed and voted [upon].

**Cr Guthrie**

Item	Subject Heading
13.6	Noosa Film Academy – Maranoa School Tour

Cr Guthrie advised:

I, Cr Julie Guthrie, declare that I have a perceived 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for the agenda Item 13.6, with the subject heading - Noosa Film Academy – Maranoa School Tour, because I was an Acting Principal of Wallumbilla State School until the 3<sup>rd</sup> of April 2020 and my name is actually listed in the attached email as a school contact person and this is no longer the case.

I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including by voting on the matter.

Cr. O'Neil apologised and requested that Cr Guthrie re-state what the conflict was as he was considering his own conflict.

In response, Cr. Guthrie re-confirmed that her perceived 'Conflict of Interest' was in relation to the Noosa Film Academy - Maranoa School Tour, and further explained that she was surprised to see her name listed as the email contact for a school that was identified, and as previously said, she was no longer in that school. Cr Birkett suggested there were 2 additional people listed in the report which were also not current. The Chief Executive Officer suggested that Council may be able to be help by mentioning it to them so that the group can update their listing.

**Resolution No. OM/06.2020/61**

**Moved Cr Taylor**

**Seconded Cr O'Neil**

**That Cr Guthrie does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

CARRIED

8/0

Cr Guthrie did not vote on this motion as she was the declaring Councillor under consideration in this matter.

**Maranoa Regional Council**

**Ordinary Meeting - 8 July 2020**

**Cr McMullen**

<b>Item</b>	<b>Subject Heading</b>
C.5	Request to Occupy Lot 3 on SP230317

Cr McMullen advised:

I Cr Geoff McMullen declare that I have a perceived 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for the agenda Item C.5, with the subject heading - Request to Occupy Lot 3 on SP230317, because I was previously a financial sponsor of the club and my grandchildren still ride at the track.

I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including by voting on the matter.

**Resolution No. OM/06.2020/62**

**Moved Cr Hancock**

**Seconded Cr Guthrie**

**That Cr McMullen does not have either a real conflict of interest or perceived conflict of interest in this matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

CARRIED

8/0

Cr McMullen did not vote on this motion as he was the declaring Councillor under consideration in this matter.

**Cr O'Neil**

<b>Item</b>	<b>Subject Heading</b>
C.4	Request for rebate of water usage charges – Assessment 14014641

Cr O'Neil advised:

I, Cr Cameron O'Neil, declare that I have a perceived 'Conflict of Interest' [*then corrected*] a 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for agenda Item C.4, with the subject heading - Request for rebate of water usage charges – Assessment 14014641.

The conflict relates because I have had previous non-conclusive commercial discussions with the entity which is the subject of the report, this matter is unrelated to today's report and the decision before Council.

**Maranoa Regional Council**

**Ordinary Meeting - 8 July 2020**

I have determined this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including voting on the matter.

**Resolution No. OM/06.2020/63**

**Moved Cr Hancock**

**Seconded Cr Guthrie**

**That Cr O'Neil does not have either a real conflict of interest or perceived conflict of interest in this matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

CARRIED

8/0

Cr O'Neil did not vote on this motion as he was the declaring Councillor under consideration in this matter.

**Cr Edwards**

Item	Subject Heading
13.3	Mandandanji Airport Sign Request from Santos

Cr Edwards advised:

I, Cr Mark Edwards, declare that I have a perceived 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for agenda Item 13.3, with the subject heading - Mandandanji Airport Sign Request from Santos, because I am a member of Roma Aero Club Incorporated and whilst I don't own a plane I remain friends with members of the club.

I have determined this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including voting on the matter.

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Resolution No. OM/06.2020/64**

**Moved Cr Birkett**

**Seconded Cr Guthrie**

**That Cr Edwards does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

CARRIED

8/0

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

**COUNCIL ADJOURNED THE MEETING**  
**FOR A BRIEF RECESS AT 10.30AM**

This adjournment was for Council to receive and review copies of the Special Meeting Minutes held on 17 June 2020

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
**COUNCIL RESUMED THE MEETING AT 10.45AM**

**DECLARATION OF CONFLICTS OF INTEREST - CONTINUED**

**Cr Edwards**

Item	Subject Heading
L.1	Register of General Cost – Recovery and Commercial Charges effective from 1 July 2020

Cr Edwards advised:

I, Cr Mark Edwards, declare that I have a 'Conflict of Interest' for agenda item (late business papers) L.1, [with the subject heading - *Register of General Cost – Recovery and Commercial Charges* effective from 1 July 2020], because I am a member of Roma Aero Club Incorporated and whilst I no longer own a plane I remain friends with members of the club. I will be dealing with the matter by leaving the room while the matter is discussed and voted on.

**Item Number:**

**C.10**

**File Number: D20/53691**

**SUBJECT HEADING:**

**INJUNE CARAVAN PARK - AMENDMENT TO FEES AND CHARGES AND OTHER TEMPORARY ARRANGEMENTS**

**Officer's Title:**

**Council Buildings & Structures Maintenance Officer / Team Coordination**

---

***Executive Summary:***

*Management of the Injune Caravan Park will be temporarily undertaken by Council while a suitable Lessee is being engaged. Council was asked to include site fees in the 2019/20 Fees and Charges to be charged while the new Lease or Management Agreement for the Injune Caravan Park is finalised.*

---

**Resolution No. OM/06.2020/65**

**Moved Cr McMullen**

**Seconded Cr O'Neil**

**That C.10 be taken out of confidential.**

<p><i>[Cr McMullen explained that the matter had been made public in Injune, or had been discussed in Injune, and that he was made aware of this having received a phone call from a resident who gave information in relation to the report].</i></p> <p>CARRIED <span style="float: right;">9/0</span></p>
--

Responsible Officer	Lead Officer – Elected Members & Community Engagement
---------------------	---

## ON THE TABLE

Item LC.3 – Organisational Structure Proposed Amendment was laid on the table at the Special Meeting on 17 June 2020.

**COUNCIL ADJOURNED THE MEETING**  
FOR A BRIEF RECESS AT 10.51AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 10.52AM

## BUSINESS

### CORPORATE & COMMUNITY SERVICES

Item Number: 11.1 File Number: D20/45684

SUBJECT HEADING: **AMENDMENT TO LOCAL LAW NO 2 (ANIMAL MANAGEMENT) AND SUBORDINATE LOCAL LAW NO 2 (ANIMAL MANAGEMENT) - CAT REGISTRATION**

Officer's Title: **Manager - Community Safety**

#### ***Executive Summary:***

*A report was prepared for Council to consider the commencement of the local law making process to amend Local Law No.2 (Animal Management) 2011 and Subordinate Local Law No.2 (Animal Management) 2011, to remove mandatory cat registration.*

<b>Resolution No. OM/06.2020/66</b>	
<b>Moved Cr Golder</b>	<b>Seconded Cr Edwards</b>
<p><b>That Council commence the local law making process to amend <i>Local Law No 2 (Animal Management) 2011</i> and <i>Subordinate Local Law No 2 (Animal Management) 2011</i> to remove mandatory cat registration.</b></p>	
MOTION LOST	3/6
Cr. Golder called for a division of the vote.	
The outcomes were recorded as follows:	
<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Edwards	Cr. Birkett
Cr. Golder	Cr. Guthrie



<b>Maranoa Regional Council</b>
<b>Ordinary Meeting - 8 July 2020</b>

Cr. Ladbrook	Cr. Hancock
	Cr. McMullen
	Cr. O'Neil
	Cr. Taylor

<b>Responsible Officer</b>	<b>Manager - Community Safety</b>
----------------------------	-----------------------------------

<b>Resolution No. OM/06.2020/67</b>															
<b>Moved Cr O'Neil</b>	<b>Seconded Cr Taylor</b>														
<p><b>That Council do not commence the local law making process to amend <i>Local Law No 2 (Animal Management) 2011</i> and <i>Subordinate Local Law No 2 (Animal Management) 2011</i> to remove mandatory cat registration.</b></p>															
CARRIED	6/3														
Cr. Golder called for a division of the vote.															
The outcomes were recorded as follows:															
<table border="1" style="width: 100%;"> <tr> <th style="text-align: left;">Those in Favour of the Motion</th><th style="text-align: left;">Those Against the Motion</th></tr> <tr> <td>Cr. Birkett</td><td>Cr. Edwards</td></tr> <tr> <td>Cr. Guthrie</td><td>Cr. Golder</td></tr> <tr> <td>Cr. Hancock</td><td>Cr. Ladbrook</td></tr> <tr> <td>Cr. McMullen</td><td></td></tr> <tr> <td>Cr. O'Neil</td><td></td></tr> <tr> <td>Cr. Taylor</td><td></td></tr> </table>	Those in Favour of the Motion	Those Against the Motion	Cr. Birkett	Cr. Edwards	Cr. Guthrie	Cr. Golder	Cr. Hancock	Cr. Ladbrook	Cr. McMullen		Cr. O'Neil		Cr. Taylor		
Those in Favour of the Motion	Those Against the Motion														
Cr. Birkett	Cr. Edwards														
Cr. Guthrie	Cr. Golder														
Cr. Hancock	Cr. Ladbrook														
Cr. McMullen															
Cr. O'Neil															
Cr. Taylor															

<b>Responsible Officer</b>	<b>Manager - Community Safety</b>
----------------------------	-----------------------------------

**Item Number:** 11.2 **File Number: D20/55980**

**SUBJECT HEADING:** INVESTMENT REGISTER AS AT 31 MAY 2020

**Officer's Title:** Contractor - Finance Systems Support

***Executive Summary:***

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

<b>Resolution No. OM/06.2020/68</b>	
<b>Moved Cr Hancock</b>	<b>Seconded Cr Guthrie</b>
<p><b>That the Investment Report as at 31 May 2020 be received and noted.</b></p>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Contractor - Finance Systems Support</b>
----------------------------	---

Item Number: 11.3 File Number: D20/56194

SUBJECT HEADING: FINANCIAL REPORT FOR THE MONTH OF MAY 2020

Officer's Title: Contractor - Finance Systems Support  
Chief Executive Officer

---

**Executive Summary:**

*The purpose of this report was for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the Local Government Regulation 2012 for the month of May 2020 (including year to date).*

<b>Resolution No. OM/06.2020/69</b>	
<b>Moved Cr Birkett</b>	<b>Seconded Cr Edwards</b>
<b>That the monthly financial report for the period ending 31 May 2020 be received and noted.</b>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Contractor - Finance Systems Support</b>
----------------------------	---

Item Number: 11.4 File Number: D20/55780

SUBJECT HEADING: REVENUE POLICY 2020/21

Officer's Title: Director - Corporate & Community Services

---

**Executive Summary:**

*The purpose of this Revenue Policy is to set out the principles used by Council for:*

- *Levying rates and charges;*
- *Granting concessions for rates and charges;*
- *The recovery of unpaid rates and charges; and*
- *Cost recovery fees and methods.*

<b>Resolution No. OM/06.2020/70</b>	
<b>Moved Cr Edwards</b>	<b>Seconded Cr Ladbrook</b>
<b>That Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Receive and note the document titled "Revenue Policy 2020/21".</b></li> <li><b>2. In accordance with Section 193 of <i>Local Government Regulation 2012</i> adopt the 2020/21 Revenue Policy.</b></li> </ol>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Director - Corporate &amp; Community Services</b>
----------------------------	--

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1

File Number: D20/55783

SUBJECT HEADING: GROWING TOURISM INFRASTRUCTURE (GTI) FUND  
2020/21

Officer's Title: Regional Tourism Development Coordinator

**Executive Summary:**

*The \$25 million Growing Tourism Infrastructure Fund 2020/21 is a key element of the Queensland Economic Recovery Strategy: Unite and Recover for Queensland Jobs which has been implemented to help accelerate the State's recovery from COVID-19.*

*The Fund aims to fast-track new and enhanced tourism infrastructure projects that will strengthen Queensland's tourism industry and deliver economic benefits across the State. The Department of Innovation and Tourism Industry Development is now accepting project registrations.*

**Resolution No. OM/06.2020/71**

Moved Cr Guthrie

We lay this one on the table until later in the day.

[Cr Guthrie suggested this approach so that Council could first consider Item LC.2 as Council's consideration of this item may be influenced by the determination of LC.2]

CARRIED

9/0

Item Number: 13.2

File Number: D20/55912

SUBJECT HEADING: QUEENSLAND GOVERNMENT AGENCY PROGRAM  
(QGAP) LEAD AGENCY AGREEMENT 2020/2021 FOR  
SURAT AND INJUNE

Officer's Title: Lead Librarian

**Executive Summary:**

*Council currently provides Lead Agency services to the Injune and Surat communities through the Queensland Government Agency Program (QGAP) under the banner of Smart Service Queensland. The term of the current agreement expires on 30 June 2020.*

**Resolution No. OM/06.2020/72**

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

1. Endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2020/2021.
2. Authorise the Chief Executive Officer (CEO) to sign the agreement.

CARRIED

9/0

Responsible Officer

Lead Librarian

<b>Maranoa Regional Council</b>
<b>Ordinary Meeting - 8 July 2020</b>

**Item Number:** 13.3 **File Number:** D20/53591

**SUBJECT HEADING:** MANDANDANJI AIRPORT SIGN REQUEST FROM SANTOS

**Officer's Title:** Project Officer

---

**Executive Summary:**

*A request was received from Santos (GLNG) to construct an 11.7m long x 2.3m high sign behind the luggage carousel in the arrival area of the Roma Airport.*

*The sign will welcome visitors to MandandANJI land, acknowledge the traditional owners and tell a local indigenous story through the use of aboriginal artwork.*

**Resolution No. OM/06.2020/73**

**Moved Cr McMullen**

**No Seconder**

**That Council provide "in principal" support to Santos to construct the sign in the arrival hall of the Roma Airport subject to Council approving final artwork.**

**NO VOTE TAKEN**

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

**Resolution No. OM/06.2020/74**

**Moved Cr O'Neil**

**That this matter lays on the table until the next Ordinary Meeting of Council where the final artwork should be provided.**

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. Birkett	Cr. Edwards
Cr. Guthrie	Cr. Golder
Cr. Hancock	Cr. McMullen
Cr. Ladbrook	
Cr. O'Neil	
Cr. Taylor	

**Responsible Officer**

**Project Officer / Lead Officer Elected Members & Community Engagement**

**Item Number:** 13.4 **File Number:** D20/56049

**SUBJECT HEADING:** REMOVAL OF OUTDOOR FITNESS EQUIPMENT

**Officer's Title:** Regional Sport & Recreation Development Coordinator

---

**Executive Summary:**

*Three pieces of outdoor fitness equipment with rubberised softfall, were removed from Shadys Lagoon*

**Maranoa Regional Council**

**Ordinary Meeting - 8 July 2020**

*in Roma, to allow construction of the off leash dog park.*

*A small number of residents, who used the equipment on a regular basis, have enquired about the reinstatement of the equipment at this location or an alternative location along Adungadoo Pathway.*

*Council was consulted, and resolved to consider budget to replace the item under Resolution No. GM/08.2019/98. Following consultation with a group of local park users, an appropriate piece of equipment was purchased from Forpark Australia and a suitable location chosen near Shadys Lagoon.*

*This report sought the approval of Council to use unspent budget from GL 2888.2253.2201 (Australia Day Operational) to install the equipment and softball.*

**Resolution No. OM/06.2020/75**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council approve use of unspent budget from GL 2888.2253.2201 (Australia Day Operational) to install the equipment and softfall at an estimated cost of \$6,000 ex GST.**

**CARRIED**

**9/0**

**Responsible Officer**

**Regional Sport & Recreation Development  
Coordinator**

**Item Number:**

**13.5**

**File Number: D20/54824**

**SUBJECT HEADING:**

**2020-2021 GET READY QUEENSLAND FUNDING  
AVAILABLE**

**Officer's Title:**

**Associate to the Director / Directorate Budget &  
Emergency Management Coordination**

***Executive Summary:***

*Council has been allocated funding under the Queensland Government's 2020-2021 Get Ready Queensland grants program to encourage community participation in preparedness and resilience building activities.*

**Resolution No. OM/06.2020/76**

**Moved Cr Hancock**

**Seconded Cr Ladbrook**

**That Council:**

- 1. Accept the allocation of \$11,640 from the Queensland Government under the 2020/2021 Get Ready Queensland program.**
- 2. Authorise the Chief Executive Officer (CEO) or delegate to sign the sub-agreement.**
- 3. Submit the completed Plan of Activities by 26 June 2020.**

**CARRIED**

**9/0**

**Responsible Officer**

**Associate to the Director / Directorate Budget  
& Emergency Management Coordination**

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Item Number:** 13.6 **File Number:** D20/22726

**SUBJECT HEADING:** NOOSA FILM ACADEMY - MARANOA SCHOOL TOUR

**Officer's Title:** Specialist - Arts & Culture

**Executive Summary:**

*The immediate past (Roma) Local Development Officer, has been working with the Noosa Film Academy to develop an exciting outreach to Maranoa's school community (year 7 and up) to expose them to the opportunities inherent in the Film Industry.*

*As a result, Council has received a proposal from the Noosa Film Academy to host 5 individual full day film making workshops and career advice sessions to schools throughout the region. At the conclusion of the workshops, and depending on the COVID-19 restrictions, they propose to host a community screening.*

*This will occur from 21 August 2020 to 28 August 2020. It was requested that Council fund the 5 consecutive workshops at a total cost of \$11,000 including GST and an in-kind sponsorship for the use of the Roma Cultural Centre.*

*Please note: This project was recommended to the RADF committee as a strategic initiative in the latest round of funding, however was declined on the basis that the Education System should fund this type of project.*

**Resolution No. OM/06.2020/77**

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That:**

- 1. Council accept the proposal from Noosa Film Academy.**
- 2. Council provide the Roma Cultural Centre as in kind sponsorship to host the community screening.**
- 3. The cost of \$11,000 including GST to be allocated in the 2020-21 budget (Work Order 02885.2304 - Arts & Culture Operations : Arts & Culture Projects).**
- 4. Council authorise the Chief Executive Officer (CEO) to sign the agreement with Noosa Film Academy, on behalf of Maranoa Regional Council.**

***[The Chief Executive Officer requested her name be removed from the original point 4 as the responsibility falls with the position of Chief Executive Officer rather than a named person]***

**NO VOTE TAKEN**

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

**Resolution No. OM/06.2020/78**

**Moved Cr O'Neil**

**That this lays on the table until later in the meeting, to allow potentially an appropriate set of words be formulated for a resolution.**

**CARRIED**

**9/0**

**Maranoa Regional Council**

**Ordinary Meeting - 8 July 2020**

**Item Number:** 13.7 **File Number:** D20/54305

**SUBJECT HEADING:** DEVELOPMENT APPLICATION FOR A MATERIAL  
CHANGE OF USE "INDOOR SPORT AND RECREATION"  
(SNAP FITNESS)

**Officer's Title:** Lead Town Planner

---

**Executive Summary:**

*Coogar Pty Ltd has submitted a development application seeking approval to relocate the Snap Fitness Gym from its current location at 25 Quintin Street, Roma to the currently vacant building located at 35 Hawthorne Street, Roma (Lot 2 RP41286 & Lot 2 RP94533) (previously occupied by Blackwoods Roma).*

---

**Resolution No. OM/06.2020/79**

**Moved Cr Golder**

**Seconded Cr McMullen**

That this item be dealt with in [Item] L.2 in the late agenda as more information is coming about this matter.

CARRIED

9/0

**Initial Item Number:** C.10 **File Number:** D20/53691

**Updated to Item Number:** 13.8

**SUBJECT HEADING:** INJUNE CARAVAN PARK - AMENDMENT TO FEES AND  
CHARGES AND OTHER TEMPORARY ARRANGEMENTS

**Officer's Title:** Council Buildings & Structures Maintenance Officer /  
Team Coordination

---

**Executive Summary:**

*Management of the Injune Caravan Park will be temporary undertaken by Council while a suitable Lessee is being engaged. Council was asked to include site fees in the 2019/20 Fees and Charges to be charged while the new Lease or Management Agreement for the Injune Caravan Park is finalised.*

*Earlier during the meeting, Council approved for this matter to be considered as part of the open segment of the agenda. This Item number was initially C.10 of the confidential agenda, and subsequently updated to 13.8. Refer to Resolution Number: OM/06.2020/80.*

**Resolution No. OM/06.2020/81**

**Moved Cr McMullen**

**Seconded Cr Guthrie**

**That Council:**

1. Temporarily operate the Injune Caravan Park, from the Injune Visitor Information Centre, while the new management arrangement is finalised.
2. Amend the 2019/20 Fees & Charges Register to reflect the following additional information [fees]:
  - a. Powered Site - \$30.00 GST Inclusive per site per night.
  - b. Unpowered Site - \$25.00 GST Inclusive per site per night.

- 3. Temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area.**

CARRIED

9/0

<b>Responsible Officer</b>	<b>Council Buildings &amp; Structures Maintenance Officer / Team Coordination</b>
----------------------------	---

**COUNCIL ADJOURNED THE MEETING**  
FOR A MORNING TEA AT 11.38AM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING AT 12.04PM

**CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.9 and C.11 and LC.1 – LC.4, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (b) industrial matters affecting employees.
- (c) the local government budget;
- (d) rating concessions;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

**Resolution No. OM/06.2020/82**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**I move we go into committee [close the meeting to the public] (12.04pm).**

CARRIED

9/0

Cr Taylor, having previously foreshadowed a 'Conflict of Interest' in Item C.3, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 12.08pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Taylor returned to the meeting at 12.21pm.

**COUNCIL ADJOURNED THE MEETING**  
FOR A LUNCH AT 1.22PM

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.18PM

Cr. Edwards was not present at the resumption of Standing Orders.



**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Resolution No. OM/06.2020/83**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council open the meeting [to the public] (3.42pm).**

**CARRIED**

**8/0**

Cr. Edwards returned to the meeting at 3.43pm.

**LATE CONFIDENTIAL ITEMS**

**Item Number:**

**LC.1**

**File Number: D20/57750**

**SUBJECT HEADING:**

**DISASTER RECOVERY FUNDING ARRANGEMENTS -  
RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS -  
PROJECT FUNDING AGREEMENT**

**Officer's Title:**

**Program Funding & Budget Coordinator**

---

***Executive Summary:***

*Maranoa Regional Council's submission for Disaster Recovery Funding Arrangements (DRFA) grant assistance for restoration works associated with damage received as a result of the Southern Queensland Upper Level Trough, 22-25 April 2019 – Event 11 Roads Damage has been assessed as eligible under the joint Commonwealth and Queensland Government DRFA program.*

**Resolution No. OM/06.2020/84**

**Moved Cr Guthrie**

**Seconded Cr McMullen**

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

- 1. To sign the Project Funding Agreement for the Queensland Reconstruction Program Project MaRC.0005.1819J.REC for Reconstruction of Essential Public Assets – Southern Queensland Upper Level Trough, 22-25<sup>th</sup> April 2019 – Event 11 Roads Damage.**
- 2. To sign any future project funding agreements to be formed in accordance with the Disaster Recovery Funding Arrangements Head of Agreement entered into between the Queensland Reconstruction Authority and the Maranoa Regional Council on the 31<sup>st</sup> of July 2018 as required.**

**CARRIED**

**9/0**

**Responsible Officer**

**Program Funding & Budget Coordinator**

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Item Number:** LC.2 **File Number:** D20/58291

**SUBJECT HEADING:** BIGGER BIG RIG AND TREEWALK - PROJECT UPDATE

**Officer's Title:** Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management

---

**Executive Summary:**

*This report provided Council with an update following recent discussions with current Bigger Big Rig Project funding partners, being Outback Tourism Infrastructure (OTI) and Building our Regions (BOR) programs.*

**Resolution No. OM/06.2020/85**

**Moved Cr Golder**

**That we lay this on the table for the last item on the agenda to receive further information.**

**CARRIED**

9/0

**Item Number:** LC.3 **File Number:** D20/58996

**SUBJECT HEADING:** ORGANISATIONAL STRUCTURE PROPOSED  
AMENDMENT

**Officer's Title:** Deputy Chief Executive Officer/Acting Director  
Infrastructure Services  
Manager - Organisational Development & Human  
Resources

---

**Executive Summary:**

*The report initially tabled information on behalf of the Mayor for Council's formal consideration.*

*The attached proposal builds on key concepts outlined by the Mayor as well as incorporating feedback from all Councillors at the special briefing on 15 June 2020 and the Special Meeting on 17 June 2020.*

**Resolution No. OM/06.2020/86**

**Moved Cr Golder**

**Seconded Cr Edwards**

**That:**

1. Council authorise the [Chief Executive Officer] (CEO) and Executive Team to draft changes to the organisational structure based on the Mayor's strategic view of staff delivering locally or staff delivering regionally, and incorporating the extra five (5) positions, and also the model to include no compulsory retrenchments, and for this model to come back to Council for further consideration at a future meeting.
2. Prior to that occurring, the Mayor provide an indication of what may comprise delivering locally under the draft and which functions may be delivered regionally.

**[Wording amended by Mayor Golder from his original motion following further discussion]**

**CARRIED**

7/2

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	
Cr. Guthrie	
Cr. Ladbroke	
Cr. McMullen	
Cr. Taylor	

<b>Responsible Officer</b>	<b>Deputy Chief Executive Officer/Acting Director Infrastructure Services</b>
----------------------------	---

Mayor Golder left the meeting at 3.57pm to meet with a visiting State Government Minister. The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

**Item Number:** LC.4 **File Number:** D20/59679

**SUBJECT HEADING:** TELSTRA BUSINESS SERVICES AGREEMENT PRICING  
UPDATE

**Officer's Title:** Manager - Information & Communications Technology  
(ICT)

***Executive Summary:***

*A New Telstra Business service agreement contract is available for Council to take advantage of, which will provide a significant saving based on current telecommunication and data usage.*

**Resolution No. OM/06.2020/87**

**Moved Cr Guthrie**

**Seconded Cr Taylor**

**That Council:**

1. Pursuant to section 234 of the *Local Government Regulation 2012*, enter into a 36 month Telstra Business service agreement contract: LGA Arrangement NPN 1.18 through Local Buy Pty Ltd.
2. Authorise the Chief Executive Officer (CEO) to sign the order for service letter for access to the three (3) year pricing arrangement offered in the Contract for the Supply of Telecommunications Services LGA Arrangement NPN 1.18.

CARRIED

8/0

<b>Responsible Officer</b>	<b>Manager - Information &amp; Communications Technology (ICT)</b>
----------------------------	--

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**CONFIDENTIAL ITEMS**

**Item Number:** C.1 **File Number:** D20/52929

**SUBJECT HEADING:** APPLICATIONS THROUGH REGIONAL ARTS  
DEVELOPMENT FUND (RADF) PROGRAM

**Officer's Title:** Specialist - Arts & Culture

---

***Executive Summary:***

*Council's Regional Arts Development Fund (RADF) Committee has reviewed two funding applications for arts and cultural projects, from Round 1, 2019/20, which closed on 30 April 2020.*

**Resolution No. OM/06.2020/88**

**Moved Cr Taylor**

**Seconded Cr Hancock**

**That Council endorse the [Regional Arts Development Fund] (RADF) Committee's grant assessment recommendations for applications received under Round 1, 2019/20.**

**CARRIED**

**8/0**

---

<b>Responsible Officer</b>
----------------------------

<b>Specialist - Arts &amp; Culture</b>
--

**Item Number:** C.2 **File Number:** D20/55199

**SUBJECT HEADING:** WRITE OFF OF NATURAL GAS BILLING ACCOUNTS

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

---

***Executive Summary:***

*This sought Council's consideration of the formal write off of Natural Gas account debts that have been deemed to be irrecoverable or uneconomical to pursue further recovery action.*

**Resolution No. OM/06.2020/89**

**Moved Cr Birkett**

**Seconded Cr Guthrie**

**That Council approve the write off of Natural Gas account debts as presented owing to the current status of being irrecoverable or uneconomical to pursue further recovery action.**

***[A wording correction was made by Cr Birkett from his original motion following a clarification request by Councillors]***

**CARRIED**

**8/0**

---

<b>Responsible Officer</b>
----------------------------

<b>Rates &amp; Utilities Billing Officer</b>
--

Cr Taylor, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.02pm, taking no part in discussion or debate on the matter.

<p style="text-align: center;"><b>Maranoa Regional Council</b> <b>Ordinary Meeting - 8 July 2020</b></p>
--

**Item Number:** C.3 **File Number:** D20/52181

**SUBJECT HEADING:** REQUEST TO WAIVE WATER CHARGES - ASSESSMENT 14030183

**Applicant:** Roma Clay Target Club Inc

**Officer's Title:** Lead Rates and Utilities Billing Officer / Systems Administrator

---

**Executive Summary:**

*The applicant requested Council to assess and consider waiving the water usage charges.*

Resolution No. OM/06.2020/90	
Moved Cr O'Neil	Seconded Cr Hancock
That Council <u>not</u> waive or grant a concession of the water usage charges.	
CARRIED	7/0

Responsible Officer	Lead Rates and Utilities Billing Officer / Systems Administrator
---------------------	--

At cessation of discussion and debate on the abovementioned item, Cr Taylor returned to the meeting at 4.03pm.

**Item Number:** C.4 **File Number:** D20/55724

**SUBJECT HEADING:** REQUEST FOR REBATE OF WATER USAGE CHARGES - ASSESSMENT 14014641

**Officer's Title:** Lead Rates and Utilities Billing Officer / Systems Administrator

---

**Executive Summary:**

*The applicant requested a rebate of the water usage charges.*

Resolution No. OM/06.2020/91	
Moved Cr O'Neil	Seconded Cr Guthrie
That Council <u>not</u> subsidise or rebate the water usage charges.	
CARRIED	8/0

Responsible Officer	Lead Rates and Utilities Billing Officer / Systems Administrator
---------------------	--

<p style="text-align: center;"><b>Maranoa Regional Council</b> <b>Ordinary Meeting - 8 July 2020</b></p>
--

**Item Number:** C.5 **File Number:** D20/43950

**SUBJECT HEADING:** REQUEST TO OCCUPY LOT 3 ON SP230317 – KIMBLER ROAD, ROMA

**Applicant:** Roma and District Motorcycle Club

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

---

**Executive Summary:**

*Council received correspondence from the Roma and District Motorcycle Club seeking permission to occupy and hold events on Council owned land on Kimbler Road Roma, described as Lot 3 on SP230317.*

**Resolution No. OM/06.2020/92**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council:**

1. Receive and note the correspondence from the applicant.
2. Call for Expressions of Interest in the lease of Kimbler Road Roma, described as Lot 3 on SP230317.

CARRIED

8/0

<b>Responsible Officer</b>	<b>Lead Land Administration Officer</b>
----------------------------	---

**Item Number:** C.6 **File Number:** D20/51430

**SUBJECT HEADING:** AERIS ACTIVE COVID-19 CLEANING PRODUCT

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

---

**Executive Summary:**

*This report was presented for Council's information regarding Aeris Active, a cleaning product that is claimed to kill Coronavirus.*

**Resolution No. OM/06.2020/93**

**Moved Cr Hancock**

**Seconded Cr Taylor**

**That Council:**

1. Receive and note the Officer's report as presented.
2. Provide a copy of the report to the Local Disaster Management Group (LDMG).

*[Wording amended by Cr Hancock from her original motion with the addition of point 2]*

CARRIED

8/0

<b>Responsible Officer</b>	<b>Lead Land Administration Officer</b>
----------------------------	---

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Item Number:** C.7 **File Number:** D20/54727  
**SUBJECT HEADING:** REQUEST FOR A REDUCTION IN TRADING TERMS  
**Officer's Title:** Manager - Procurement & Plant

**Executive Summary:**

*Council received correspondence from a supplier requesting a reduction in trading terms from twenty-eight (28) Days to fourteen (14) days. The Request was tabled for Council's Consideration.*

**Resolution No. OM/06.2020/94**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council approve the requested reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 15375.**

**CARRIED**

**8/0**

**Responsible Officer**

**Manager - Procurement & Plant**

**Item Number:** C.8 **File Number:** D20/53700  
**SUBJECT HEADING:** REGISTERED TRADE MARK RENEWAL  
**Officer's Title:** Administration Officer - Land Administration

**Executive Summary:**

*Council received correspondence from HWL Ebsworth Lawyers advising the Trade Mark Registration Nos. 1394267 '(Device Only)' and 1394458 'Maranoa Regional Council' (Logo) are due for renewal on 12 November 2020.*

**Resolution No. OM/06.2020/95**

**Moved Cr O'Neil**

**That the this lays on the table until the next Ordinary Meeting of Council until we receive the information from the relevant member of staff.**

**CARRIED**

**8/0**

**Responsible Officer**

**Administration Officer - Land Administration**

**Item Number:** C.9 **File Number:** D20/52846  
**SUBJECT HEADING:** REQUEST FOR FEE WAIVER FROM QUEENSLAND SYMPHONY ORCHESTRA  
**Officer's Title:** Support Officer - Economic & Community Development

**Executive Summary:**

*Queensland Symphony Orchestra will be presenting a community concert at the Roma Cultural Centre on the 1 September 2020, and have asked for a fee waiver for set-up and AV fees - as there is potential for community benefit.*

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

**Resolution No. OM/06.2020/96**

**Moved Cr Guthrie**

**Seconded Cr Edwards**

**That Council:**

- 1. Charge the set-up and audio-visual fees for the Queensland Symphony Orchestra to hold a community concert in the Roma Cultural Centre on the 1<sup>st</sup> of September (estimated to be \$297.50) to the In Kind Minor budget General Ledger 2887.2246.2001.**
- 2. Request Queensland Symphony Orchestra to include an acknowledgement of Council in their promotional material.**
- 3. Approval being subject to further COVID-19 advice at that particular time.**

**CARRIED**

**8/0**

**Responsible Officer**

**Support Officer - Economic & Community  
Development**

Cr Taylor, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.09pm, taking no part in discussion or debate on the matter.

**Item Number:**

**C.11**

**File Number: D20/55595**

**SUBJECT HEADING:**

**HIBERNIAN HALL - REQUEST FEE RELIEF - COVID-19**

**Officer's Title:**

**Facility Lease Management & Housing Officer / Team  
Coordinator**

***Executive Summary:***

*A letter was received by Council from Jodie Noon, the Principal/Creative Director Dance wEST03, requesting a waiver of all outstanding invoices for hire of the Hibernian Hall and a reduction in the current hire fee for the use of the Hibernian Hall in Roma.*

**Resolution No. OM/06.2020/97**

**Moved Cr Edwards**

**Seconded Cr Birkett**

**That Council:**

- 1. Provide Dance wEST03 a 50% waiver of hire fees payable under their Hibernian Hall User Agreement backdated to 23 March 2020 for a period of six (6) months.**
- 2. Provide Wot's on Gymnastic a 50% waiver of hire fees payable under their Hibernian Hall User Agreement backdated to 23 March 2020 for a period of six (6) months.**
- 3. Review the fee waivers again in three (3) months' time.**

**CARRIED**

**7/0**

**Responsible Officer**

**Facility Lease Management & Housing Officer  
/ Team Coordinator**

At cessation of discussion and debate on the abovementioned item, Cr. Taylor returned to the meeting at 4.12pm.



**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

Cr Edwards, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.12pm, taking no part in discussion or debate on the matter.

**Item Number:** L.1 **File Number:** D20/58507

**SUBJECT HEADING:** REGISTER OF GENERAL COST - RECOVERY FEES AND COMMERCIAL CHARGES EFFECTIVE FROM 1 JULY 2020

**Officer's Title:** Program Funding & Budget Coordinator

---

**Executive Summary:**

*Fees and charges for the following functions were reported previously to Council:*

- *Airport fees and charges adopted on 10 June 2020*
- *Animal control fees adopted on 13 May 2020*
- *Saleyards fees and charges adopted on 13 May 2020*
- *Agreement for licence fee Mitchell Workshop on 13 May 2020*

*This report provided the consolidation of the General Cost – Recovery Fees and Commercial Charges effective from 1 July 2020.*

**Resolution No. OM/06.2020/98**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council:**

1. **Receive and note the report.**
2. **Adopt the fees in the Register of General Cost-Recovery Fees and Commercial Charges effective from 1 July 2020.**
3. **Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:**
  - (i) **the applicant is the person liable to pay these fees; and**
  - (ii) **the fee must be paid at or before the time the application is lodged.**
4. **Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.**
5. **Further review General Cost – Recovery Fees and Commercial Charges as part of the budget deliberations for 2020/21.**

CARRIED

7/0

---

**Responsible Officer**

**Program Funding & Budget Coordinator**

At cessation of discussion and debate on the abovementioned item, Cr. Edwards returned to the meeting at 4.14pm.

Council further discussed the abovementioned resolution, and its potential impact to Item (C.10 – Injune Caravan Park – Amendment to Fees and Charges and other Temporary Arrangements), in the

instance that management arrangements are not finalised until the 2020/21 financial year, given the amended fee structure resolved for the Injune Caravan Park.

Cr. Taylor left the meeting at 4.15pm when this matter was discussed again (having identified a potential conflict in relation to Item C.10 after it had initially been discussed).

As consideration of the next step was a continuation of Item L.1, Cr Edwards, having previously foreshadowed a 'Conflict of Interest' in Item L.1, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' again left the meeting at 4.17pm, taking no part in discussion or debate on the matter.

Cr. Ladbrook left the meeting at 4.21pm.

**Resolution No. OM/06.2020/99**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That the resolution from C.10 will continue to apply from 1<sup>st</sup> July 2020 until management arrangements are finalised.**

***[Wording slightly amended by Cr Hancock from her original motion following further discussion]***

**CARRIED**

**5/0**

**Responsible Officer**

**Director Corporate & Community Services**

Cr Ladbrook returned to the meeting at 4.22pm.

At cessation of discussion and debate on the abovementioned resolution, Councillors Edwards and Taylor returned to the meeting at 4.23pm.

**Item Number:**

**L.2**

**File Number: D20/58875**

**SUBJECT HEADING:**

**DEVELOPMENT APPLICATION FOR A MATERIAL  
CHANGE OF USE "INDOOR SPORT AND RECREATION"  
(SNAP FITNESS) - 2020/20088**

**Location:**

**35 Hawthorne Street, Roma Qld 4455**

**Applicant:**

**Coogar Pty Ltd**

**Author Title:**

**Lead Town Planner**

***Executive Summary:***

*Coogar Pty. Ltd. has submitted a development application seeking approval to relocate Roma Snap Fitness from its current location at 25 Quintin Street, Roma to the premises located at 35 Hawthorne Street, Roma (being Lot 2 RP41286 & Lot 2 RP94533). The premises are occupied by a vacant, commercial-warehouse that was previously used as a hardware/tool-supply shop (Blackwoods Roma).*

*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 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 29 May*

2020 and 19 June 2020. There were no properly made submissions received about the application during this period; however, assessing officers did receive written comments from the adjoining land owner (Cinema Roma) supporting the proposal (comments attached).

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 and any residual inconsistency with the assessment benchmarks can be appropriately addressed by way of conditions of development approval. Assessing officers have also identified a number of relevant matters that support approval of the application, including; the absence of any adverse impacts resulting from the development; and that the proposal provides for the efficient utilisation of existing infrastructure and promotes reinvestment in an area that is targeted for growth and services.

This item provided Council further detail than that provided in the report included in the initial agenda (Item 13.7). Earlier during the meeting Council resolved to lay Item 13.7 on the table for consideration in conjunction with this item (L.2). Council resumed its deliberations.

**Resolution No. OM/06.2020/100**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**The application for a Material Change of Use for “Indoor sport and recreation” (gymnasium) located at 35 Hawthorne Street, Roma, being Lot 2 on RP41286 and Lot 2 on R94533, be approved subject to the following conditions:**

- (a) Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).**
- (b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.**
- (c) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the ‘Planning Scheme’ and ‘Planning Scheme Schedules’ within these conditions refer to this Planning Scheme.**
- (d) Under the Planning Scheme “Indoor sport and recreation” means the use of premises for a leisure, sport or recreation activity conducted wholly or mainly indoors.**
- (e) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their ‘general environmental duty’ to minimise the risk of causing environmental harm to adjoining premises.**
- (f) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.**
- (g) The development site is identified as being partly affected by Low Flood Hazard in the**

**Roma Flood Hazard Overlay.**

Refer: <http://www.maranoa.qld.gov.au/development/planning-scheme>

- (h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved development.
- (i) The development will not increase demand on any of Council's trunk infrastructure networks and therefore a nil infrastructure charge is payable.
- (j) The land use rating category may change upon commencement of any new approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).
- (k) 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 - "Indoor sport and recreation" as defined in the Planning Scheme and as shown on the approved plans.

**Amalgamation of lots**

- 2. The lots comprising the development site (Lot: 2 RP: 41286 & Lot 2: RP: 94533) must be amalgamated within 3 months of the commencement of the use.

**Compliance inspection**

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

**Approved plans and documents**

- 5. The approved development is to be carried out generally in accordance with the following approved plans/documents and subject to approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number	Plan/Document Name	Date
205584 V1	Project Plan	21.05.2020
001	Parking and Access plan	

#### Detailed plans

6. Detailed design plans, generally in accordance with the approved plans, must be submitted to and approved by Council prior to the commencement of use. The detailed plans must include elevation/s and site plan/s, drawn to scale, and clearly identifying any improvements proposed as part of the development.

The approved design plans shall form part of the approved documents for the development.

#### Parking and manoeuvring

7. A designated onsite car parking area with provision for 10 carparking spaces, including one carpark for persons with disabilities, is to be provided within the development site area. The onsite car parking area shall provide exclusive access from Hawthorne Street.
8. Development plans showing swept paths for vehicles accessing the car parking area and demonstrating that the car park achieves compliance with the requirements listed below, must be submitted to, and approved by Council prior to the commencing of use:
- a. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890 Part 1: Off-street car parking;
  - b. A disabled car parking bay is to be provided in accordance with Australian Standard AS/NZS 2890.6:2009 Parking Facilities - Off-street car parking for people with disabilities (minimum 2 PWD spaces);
  - c. Appropriate vehicle barriers are to be provided to prevent vehicles from travelling into existing/proposed structures and buildings;
  - d. Vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments;
  - e. Vehicle parking bays must not encroach into swept paths for vehicle movements;
  - f. Vehicles accessing the designated onsite parking area must be able to enter and leave in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent road way;
  - g. Sufficient manoeuvring areas are to be provided to facilitate the turnaround of vehicles within the site ensuring vehicles can exit to Hawthorne Street in forward direction;

The approved development plans required by 8.a. to 8.g. (inclusive) above shall form part of the approved documents for the development.

#### Access

9. Vehicle access to the development site is to be provided from Hawthorne Street,

generally in the location shown on approved drawing 001 Parking and Access Plan. Signage shall be erected internal to the development site, generally in the location of the proposed on-site car park, advising customers that they are prohibited from entering or leaving the development site from the access easement from Quintin Street.

10. Signage is to be erected internally within the development site generally in the location of the driveway from the proposed on-site car park, providing clear instruction to vehicles exiting the site that they must give way to vehicles entering the development site from Hawthorne Street.
11. Signage/line-marking and/or other warning devices are to be erected internally within the proposed on-site car parking area making pedestrians and vehicles aware of the potential of vehicles entering/exiting the site.
12. The landowner shall be responsible for the maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

**No external building works**

13. No external building works are permitted to be carried out at the premises without the prior written consent of Council, unless otherwise permitted by the Planning Scheme or as prescribed by the *Planning Regulation 2017*.

Note: all other permits and licences required to carry out works on the building, including, but not limited to, any building or plumbing works, must be obtained prior to the commencement of works.

**Works in road reserve**

14. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, line- marking, signage, footpath or cutting work, kerb and channel and site access/crossovers. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
15. An Operational Works application must be submitted to and approved by Council for infrastructure works external to the development site prior to any works taking place, where works are undertaken by private contractor/entity.

**Development works**

16. 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.
17. 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

18. 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.

#### Avoiding nuisance

19. No unreasonable nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

Note: In most instances, Council is responsible for investigating complaints and enforcing the controls for nuisances. When investigating a complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the nuisance, as well as the sensitivity of the receptor and the potential impact of the nuisance on adjacent properties.

20. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.

21. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances. Council is responsible for investigating light pollution complaints and enforcing the controls for light nuisances. When investigating a lighting complaint, Council will consider amongst other matters, the amount, duration, characteristics and qualities of the lighting, as well as the sensitivity of the receptor and the potential impact of lighting on adjacent properties.

22. 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.
23. Any dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.

#### Footpath lighting

24. The development is to incorporate lighting on the Hawthorne Street building elevation to illuminate the footpath and building access outside of daylight hours. Lighting is to accord with Australian Standard AS/NZ1158 – Lighting for roads and public spaces.

#### Refuse storage

25. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and shall be emptied and the waste removed

from the site on a regular basis.

26. Refuse storage areas are to be located behind the front building line and screened from view from the street.

**Screening mechanical equipment**

27. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

**Stormwater and drainage**

28. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed.
29. 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.
30. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

**Services**

31. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication and the CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.
32. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.
33. Any connection to, or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council.
34. The premises is to be connected to Council's reticulated gas network prior to the commencement of the use.
35. Connection of the development to a telecommunication service must be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.
36. The development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.

**Note:** Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

37. All services installation, including sewer, water, gas, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such



designs exist (iv) the Capricorn Municipal Development Guidelines (CMDG) where it applies (v) any relevant Australian Standard that applies to that type of work and (vi) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

38. 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.

**Construction activities and erosion control**

39. During the course of any construction activities, soil erosion and sediment must be managed in accordance with the CMDG Design Guidelines D-7 'Erosion and Control and Stormwater Management'.
40. 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.
41. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
42. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
43. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.
44. Temporary fencing must be erected and maintained around the perimeter of the development site whilst construction activities are carried out.

**Bicycle parking**

45. A dedicated area for bicycle parking with a minimum of four spaces, is to be provided internally within the development site area. Bicycle parking areas must be well-lit, sheltered and protected from other use areas and traffic (including vehicle and pedestrian access ways, delivery activities, waste collection etc.). Pedestrian linkages are to be provided between the bicycle parking area and the building entrance.

**Advertising signage**

46. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless complaint with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
47. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach adjoining properties or roads.

**Emergency events**

48. A flood evacuation management plan, having regard to the site characteristics and management procedures in the event of flood, shall be prepared prior to the commencement of the use. The owner and/or operator and all staff shall be made aware of the flood evacuation management plan, its content, and the procedures that need to be followed in the case of a major flood event.

**Building materials**

49. Building materials and surface treatments used below the Defined flood level must be resistant to water damage and shall not include wall cavities that would collect water and sediment during a flood event.

**No cost to Council**

50. 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**

51. 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**

52. 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'.

CARRIED

8/0

Responsible Officer

Lead Town Planner

Item Number:

L.3

File Number: D20/58491

SUBJECT HEADING:

**AUSTRALIAN GOVERNMENT BRIDGES RENEWAL  
PROGRAM ROUND 5 - REPLACE THE EXISTING TIMBER  
BRIDGE ON MUGGINS LANE, YULEBA**

Officer's Title:

**Program Funding & Budget Coordinator**

***Executive Summary:***

*Council submitted an application on 29 May 2020 under the Australian Government Round 5 of the Bridges Renewal Program to replace the existing timber bridge on Muggins Lane Yuleba.*

*The project is currently under assessment by the Department of Infrastructure, Transport, Regional Development and Communications and have requested that a letter be provided by Council, confirming agreement to match the Australian Government funding as required under the funding guidelines.*

**Resolution No. OM/06.2020/101**

**Moved Cr Birkett**

**Seconded Cr Ladbrook**

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

- 1. To provide a letter to the Department of Infrastructure, Transport, Regional Development and Communications confirming Council's agreement to match the Australian Government funding as required under Section 3.3 of Round 5 of the Bridges Renewal Program Guidelines for the application to replace the existing timber bridge on Muggins Lane, Yuleba.**
- 2. To sign any further agreements with the Australian Government in relation to the application to replace the existing timber bridge on Muggins Lane, Yuleba as required.**

**CARRIED**

**8/0**

**Responsible Officer**

**Program Funding & Budget Coordinator**

**Item Number:**

**13.6**

**File Number: D20/22726**

**SUBJECT HEADING:**

**NOOSA FILM ACADEMY - MARANOA SCHOOL TOUR**

**Officer's Title:**

**Specialist - Arts & Culture**

***Executive Summary:***

*The immediate past (Roma) Local Development Officer, has been working with the Noosa Film Academy to develop an exciting outreach to Maranoa's school community (year 7 and above) to expose them to the opportunities inherent in the Film Industry.*

*As a result, Council has received a proposal from the Noosa Film Academy to host 5 individual full day film making workshops and career advice sessions to schools throughout the region. At the conclusion of the workshops, and depending on the COVID-19 restrictions, they propose to host a community screening.*

*This will occur from the 21 August 2020 to 28 August 2020. Council is requested to fund the 5 consecutive workshops at a total cost of \$11,000 including GST and an in-kind sponsorship for the use of the Roma Cultural Centre.*

*Please note: This project was recommended to the RADF committee as a strategic initiative in the latest round of funding, however was declined on the basis that the Education System should fund this type of project.*

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

*The following motion was put forward by Cr McMullen, who elected to withdraw the motion. Cr Ladbrook as 'Seconder' of the motion also indicated his agreement with this approach.*

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That:**

- 1. Council accept the proposal from Noosa Film Academy.**
- 2. Provide the Roma Cultural Centre as in kind sponsorship to host the community screening.**
- 3. The cost of \$11,000 including GST to be allocated in the 2020-21 budget Work Order 02885.2304 - Arts & Culture Operations : Arts & Culture Projects.**

**Maranoa Regional Council**  
**Ordinary Meeting - 8 July 2020**

- 4. Council authorise the Chief Executive Officer (CEO) to sign the agreement with Noosa Film Academy, on behalf of Maranoa Regional Council.**

MOTION WITHDRAWN

<b>Responsible Officer</b>	<b>Specialist - Arts &amp; Culture</b>
----------------------------	--

**Resolution No. OM/06.2020/102**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

**That Council declines the proposal from Noosa Film Academy Project and suggests the Noosa Film Academy to approach the Maranoa schools for sponsorship.**

**CARRIED**

**8/0**

<b>Responsible Officer</b>	<b>Specialist - Arts &amp; Culture</b>
----------------------------	--

**COUNCIL ADJOURNED THE MEETING**  
**FOR A RECESS AT 4.30PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS**  
**COUNCIL RESUMED THE MEETING AT 5.52PM**

Mayor Golder returned to the meeting during recess, and was therefore present at the resumption of Standing Orders.

**Item Number: LC.2 File Number: D20/58291**

**SUBJECT HEADING: BIGGER BIG RIG AND TREEWALK - PROJECT UPDATE**

**Officer's Title: Deputy Director / Strategic Road Management**  
**Project Officer - Program & Contract Management**

---

***Executive Summary:***

*This report provided Council with an update following recent discussions with current Bigger Big Rig Project funding partners, being Outback Tourism Infrastructure (OTI) and Building our Regions (BOR).*

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

**Resolution No. OM/06.2020/103**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

- 1. Authorise the Chief Executive Officer to submit a project variation request, and sign any associated documentation, that seeks to maintain the current Building Our Regions funding contribution and remove the carpark construction scope from the Building Our Regions Funding Agreement.**
- 2. Advocate for support of Council's variation request by formally writing to the Minister for State Development, Tourism and Innovation outlining a statement of reasons for such request.**

3. Note the update to the Debt (Borrowing) Policy 2019/20 including:
  - a) removing the proposed internal loan of \$1,233,869 from the gravel pits reserves;
  - b) amending the total 2019/20 QTC Borrowings for the Bigger Big Rig Project to a single amount (project) of \$2,824,987.
4. Authorise the Chief Executive Officer to draw down \$2,824,987 (noting that only part of the approved borrowing amount is now required).
5. Award the contract (subject to written confirmation from the funding bodies in respect to point 1 and 2 of the resolution), to J Hutchinson Pty Ltd for the construction of the Bigger Big Rig Observation Tower and Treewalk:
  - a) noting the updated scope and negotiated value of \$4,674,150 inclusive of GST); and
  - b) subject to execution of the contract on terms acceptable to the Chief Executive Officer.
6. Continue to work with the contractor (post contract award) with the view of maximising use of local contractors and suppliers where possible.
7. Formally update the Big Rig Action Group regarding the Bigger Big Rig Observation Tower and Treewalk Project.
8. Adopt the revised 2019/20 budget in accordance with Section 169 of the *Local Government Regulation 2012*, incorporating the following documents as presented at the meeting (reflecting the revised figures for the Bigger Big Rig Observation Tower and Treewalk Project) and removing the estimates pertaining to the unsuccessful Building Better Regions application for the subsequent stage:
  - Updated Budget Financial Statements (and following two (2) years);
  - Updated Long Term Forecast;
  - Revised Revenue Statement;
  - Revised Total Value of Rates & Charges;
  - Revised Revenue Policy;
  - Revised Sustainability Ratios;
  - Revised Borrowing Policy.

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. Birkett	Cr. Edwards
Cr. Guthrie	Cr. Golder
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. O'Neil	
Cr. Taylor	

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

Item Number:

13.1

File Number: D20/55783

SUBJECT HEADING:

GROWING TOURISM INFRASTRUCTURE (GTI) FUND

**2020/21**

**Officer's Title:** **Regional Tourism Development Coordinator**

**Executive Summary:**  
*The \$25 million Growing Tourism Infrastructure Fund 2020/21 is a key element of the Queensland Economic Recovery Strategy: Unite and Recover for Queensland Jobs which has been implemented to help accelerate the State's recovery from COVID-19.*

*The Fund aims to fast-track new and enhanced tourism infrastructure projects that will strengthen Queensland's tourism industry and deliver economic benefits across the State. The Department of Innovation and Tourism Industry Development is now accepting project registrations.*

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

<b>Resolution No. OM/06.2020/104</b>	
<b>Moved Cr Golder</b>	<b>Seconded Cr Guthrie</b>
<b>That Council registers the Peter Keegan Project for Growing Tourism Infrastructure funding in 2020/21.</b>	
CARRIED	9/0

<b>Responsible Officer</b>	<b>Regional Tourism Development Coordinator</b>
----------------------------	---

**CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.11pm.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 8 July 2020, at Ernest Brock Room (Roma Cultural Centre).**

.....  
Mayor.

.....  
Date.

.....  
Deputy Mayor.

.....  
Date.

**NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION**

**Meeting:** Ordinary 8 July 2020

**Date:** 29 June 2020

**Item Number:** 8.1

**File Number:** D20/62077

**SUBJECT HEADING:** Roma Neighbourhood Centre

**Classification:** Open Access

**Officer's Title:** Mayor

**Original Resolution Meeting Date:** 23 May 2018

**Resolution Number:** GM/05.2018/72

**Original Resolution:**

That Council:

1. Not accept any of the submissions obtained for Tender 18037, pursuant to Clause 13.2(e) of the Conditions of Tender.
2. Include a budget amount for the cost to demolish and remove all structures on the sites, estimated at approximately \$120,000 for consideration as part of the 2018/19 budget deliberations.
3. Include a budget amount for construction of a Car Park, as outlined in Option 2 of the Officer's report, estimated at approximately \$150,000 for consideration as part of the 2018/19 budget deliberations.

**Amendment Recommendation:**

That Council Amend Resolution Number **GM/05.2018/72** stating:-

That Council:

1. Not accept any of the submissions obtained for Tender 18037, pursuant to Clause 13.2(e) of the Conditions of Tender.
2. Include a budget amount for the cost to demolish and remove ~~all structures on the sites, estimated at approximately \$120,000 for consideration as part of the 2018/19 budget deliberations~~ the house located on part of Lot 1 on SP276517 at a cost of \$47,887.
3. ~~Include a budget amount for construction of a Car Park, as outlined in Option 2 of the Officer's report, estimated at approximately \$150,000 for consideration as part of the 2018/19 budget deliberations.~~

**Proposed Amended Resolution:**

That Council:

1. Not accept any of the submissions obtained for Tender 18037, pursuant to Clause 13.2(e) of the Conditions of Tender.
2. Include a budget amount for the cost to demolish and remove the house located on part of Lot 1 on SP276517 at a cost of \$47,887.
3. Put the Roma Neighbourhood Centre up for rent for not for profit organisations and for Council to set the fee at \$50/week per room, and the funding be used to cover maintenance costs.

**Background:**

I have been approached by a not for profit organisation that has asked about the availability to lease the Roma Neighbourhood Centre for office space. Whilst they have found somewhere else to lease, it highlights the community need for such options. I believe this is a great opportunity for Council to be able to utilise this unused space and to support extra not for profit services in the Maranoa.

**Supporting Documentation:**

Nil

**Notice prepared by:**

Mayor



## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 10 June 2020

**Item Number:** 11.1

**File Number:** D20/54468

**SUBJECT HEADING:** Delegation of Council Powers to the Chief Executive Officer under the Disaster Management Act 2003 (Qld) DIMA)

**Classification:** Open Access

**Officer's Title:** Governance Officer

---

### **Executive Summary:**

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report seeks Council's approval for the delegation of Council powers under the *Disaster Management Act 2003 (Qld) (DIMA)* to the position of Chief Executive Officer.

### **Officer's Recommendation:**

That Council:

1. under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the *Disaster Management Act 2003 (Qld) (DIMA)*.
2. all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

---

### **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?***

MacDonnell's Law provides monthly updates to Maranoa Regional Council as part of the Monthly Delegation Update service. The *Disaster Management Act 2003 (Qld)* (*DIMA*) has a slight amendment which does not require repealing current delegation, as it is given directly to the Chief Executive Officer under the Act.

Officers did identify that a small amendment is recommended to align with current (prior) legislative update. The amendment is the re-categorisation of *Part 1* to *Part 2* and its subdivisions.

Instrument of Delegation has been drafted accordingly (as attached).

**Background to the Delegation of Powers**

Council is vested with the power to make a range of decision and various actions under legislation and other statutory instruments. Council derives those powers from State law, such as the *Local Government Act 2009*, and under its local laws and planning scheme.

Section 257 of the *Local Government Act 2009* allows Council, by resolution, to delegate its powers under State and other laws, to one or more individuals or standing committees, including to the Chief Executive Officer.

The delegation of a Council's power does not involve Council parting with or surrendering those powers. Council continues to retain all powers which are the subject of delegation. A delegation involves the "sharing" of power, so that both Council and the Chief Executive Officer can exercise the same power.

Other important legal principles which apply to the delegation proposal set out in the report are:

- a) Council at all times retains the power to revoke the delegation. Accordingly Council retains ultimate control.
- b) Council, as the delegator, still has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- c) A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, as with any vesting power, the delegated power cannot be unduly fettered.
- d) The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.
- e) A local government must not delegate a power that an Act states must be exercised by resolution.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

Nil

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

This report has been provided in compliance with section 257 of the *Local Government Act 2009*, which allows for the Local Government, by resolution, to delegate power under the *Disaster Management Act 2003 (Qld) (DIMA)* and any other act to the Chief Executive Officer.

**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)

MacDonnell's Law

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.***

(Please do not just include names)

Nil

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

The delegation update service is funded in the current financial years' budget.

**Future Years' Budgets:**

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

Nil

### Impact on Other Individuals or Interested Parties:

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

Chief Executive Officer

### Risks:

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

Risk	Description of likelihood & consequences
If Council were to not delegate powers	The delegation of Local Government powers plays a vital part of the effective operation of Council.

### Advice to Council:

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

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

Delegation of Council powers to the Chief Executive Officer as per the Instrument of Delegation.

### Recommendation:

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

That Council:

1. under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the *Disaster Management Act 2003 (Qld) (DIMA)*.
2. all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

*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 5: Managing our operations well

5.2 Business planning, governance and performance reporting

10.4.1 Defining expectations and boundaries

**Supporting Documentation:**



Draft Instrument of Delegation - Chief Executive Officer - D15/5399



Disaster Management Act 2003 - 8 July 2020

**Report authorised by:**

Director - Corporate & Community Services

## **INSTRUMENT OF DELEGATION**

### **Maranoa Regional Council *Disaster Management Act 2003 ("DIMA")***

Under section 257 of the *Local Government Act 2009*, Maranoa Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

**Disaster Management Act 2003 ("DIMA")****Part 2 – Disaster management groups and committees****Division 3 – Local government disaster management groups****Subdivision 1 – Establishment and functions**

Entity power given to	Section of DIMA	Description
Local Government	29	Power to establish a Local Disaster Management Group for the local government's area.

**Subdivision 2 – Application of sections 29 and 30 in particular circumstances**

Entity power given to	Section of DIMA	Description
Local Government	31	Power to, with the approval of the Minister and the district disaster coordinator for the disaster district in which the local government is situated, to agree to unite with other local governments, for the purpose of establishing a local group.

**Subdivision 3 – Membership**

Entity power given to	Section of DIMA	Description
Local Government	37	Power to give written notice of the members of a local group to: <ul style="list-style-type: none"> <li>(a) the chief executive; and</li> <li>(b) the chairperson for the disaster district in which the local group is situated.</li> </ul>

**Part 3 – Disaster management plans and guidelines****Division 3 – Disaster management plans for local governments****Subdivision 1 – Disaster management plans**

Entity power given to	Section of DIMA	Description
Local Government	57(1)	Power to prepare a plan (a local disaster management plan) for disaster management in the local government's area.
Local Government	57(2)(g)	Power to consider other matters that are appropriate for inclusion in the local disaster management plan.
Local Government	59(1)	Power to review or renew a local disaster management plan when considered appropriate, subject to sub-section 2.
Chief Executive Officer	60(1)(c)	Power to consider the places where a copy of the local disaster management plan should be available for inspection, free of charge, by members of the public.
Chief Executive Officer	60(3)	Power to decide the fee for provision of a copy of the local disaster management plan.

***Subdivision 2 – Application of Subdivision 1 in particular circumstances***

Entity power given to	Section of DIMA	Description
Local Government	61	Power to, with the approval of the Minister and the district group for the disaster district in which the local government is situated, to agree to unite with other local governments for the purpose of preparing a local disaster management plan.



## **LIMITATIONS TO THE EXERCISE OF POWER**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2018 12 01 - DIMA - Delegation Instrument]

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 27 May 2020

**Item Number:** 11.2

**File Number:** D20/46252

**SUBJECT HEADING:** Delegation of Council Powers to the Chief Executive Officer under the Water Regulation 2016 (Qld) (WATR)

**Classification:** Open Access

**Officer's Title:** Governance Officer

---

### **Executive Summary:**

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report seeks Council's approval for the delegation of Council powers under the Water Regulation 2016 (Qld) (WATR) to the position of Chief Executive Officer.

### **Officer's Recommendation:**

That Council:

- 1) under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the *Water Regulation 2016 (Qld) (WATR)*.
- 2) all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

---

### **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?***

MacDonnell's Law provides monthly updates to Maranoa Regional Council as part of the Monthly Delegation Update service. Legislative changes to the *Water Regulation 2016 (Qld) (WATR)* has subsequently changed local government powers.

On the 24 April 2020, the applicable piece of legislation was amended by the Water Amendment Regulation (No.1) 2020 (Qld) resulting in a change to remove redundant drainage rates in areas transitioned to the local management arrangements, align the terminology for seasonal water assignments and provide for correction of legislative errors.

Instrument of Delegation has been updated accordingly (as attached).

**Background to the Delegation of Powers**

Council is vested with the power to make a range of decision and various actions under legislation and other statutory instruments. Council derives those powers from State law, such as the *Local Government Act 2009*, and under its local laws and planning scheme.

Section 257 of the *Local Government Act 2009* allows Council, by resolution, to delegate its powers under State and other laws, to one or more individuals or standing committees, including to the Chief Executive Officer.

The delegation of a Council's power does not involve Council parting with or surrendering those powers. Council continues to retain all powers which are the subject of delegation. A delegation involves the "sharing" of power, so that both Council and the Chief Executive Officer can exercise the same power.

Other important legal principles which apply to the delegation proposal set out in the report are:

- a) Council at all times retains the power to revoke the delegation. Accordingly Council retains ultimate control.
- b) Council, as the delegator, still has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- c) A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, as with any vesting power, the delegated power cannot be unduly fettered.
- d) The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.
- e) A local government must not delegate a power that an Act states must be exercised by resolution.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

Nil

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

This report has been provided in compliance with section 257 of the *Local Government Act 2009*, which allows for the Local Government, by resolution, to delegate power under the *Water Regulation 2016 (Qld) (WATR)* and any other act to the Chief Executive Officer.

**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)

MacDonnell's Law

**Funding Bodies:**

***Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.***

(Please do not just include names)

Nil

**This Financial Year's Budget:**

***Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).***

***If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?***

The delegation update service is funded in the current financial years' budget.

**Future Years' Budgets:**

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

Nil

**Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?*

(Interested Parties Analysis - IS9001:2015)

Chief Executive Officer

**Risks:**

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

Risk	Description of likelihood & consequences
If Council were to not delegate powers	The delegation of Local Government powers plays a vital part of the effective operation of Council.

**Advice to Council:**

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

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

Delegation of Council powers to the Chief Executive Officer as per the draft Instrument of Delegation.

**Recommendation:**

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

That Council:

- 1) under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the *Water Regulation 2016 (Qld)* (WATR).
- 2) all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

*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 5: Managing our operations well

5.2 Business planning, governance and performance reporting

10.4.1 Defining expectations and boundaries

**Supporting Documentation:**

- 1  Draft Instrument of Delegation to CEO Water Regulation D20/42503  
 2016 (Qld) ("WATR") - 8 July 2020

**Report authorised by:**

Director - Corporate & Community Services

## **INSTRUMENT OF DELEGATION**

### **Maranoa Regional Council *Water Regulation 2016 ("WATR")***

Under section 257 of the *Local Government Act 2009*, Maranoa Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

## Schedule 1

**Water Regulation 2016 ("WATR")****Part 4 – Matters relating to water licenses****Division 3 – Transfer, amendment or amalgamation of water licenses – Act, section 126*****Subdivision 2 – Process for dealing with application***

Entity power given to	Section of WATR	Description
Person	34(1)	Power to apply to the Chief Executive for a transfer, amendment or amalgamation of an original license.
Holder of original license	34(3)(b)(i)	Power to give a statutory declaration in the manner required.
An interested entity	34(3)(b)(ii)	Power to give written consent to proposed transfer, amendment or amalgamation.
Applicant	37(2)	Power to give the Chief Executive notice in the approved form (a transfer notice).

**Part 5 – Water allocation****Division 2 – Seasonal water assignments*****Subdivision 1 – Seasonal water assignments for water allocations not managed under resource operations licence***

Entity power given to	Section of WATR	Description
Holder of a Water Allocation	58(1)	Power to apply to the Chief Executive for a seasonal water assignment for the water allocation for the water year, or a shorter period prescribed by a water management protocol in which the application is made.

***Subdivision 2 – Seasonal water assignments for water allocations managed under resource operations licence***

Holder of a Water Allocation	61(2)	In certain circumstances, power to enter into an arrangement for a seasonal water assignment in relation to the allocation.
------------------------------	-------	---

**Division 3 – Water allocation dealing rules applying to the whole of the State*****Subdivision 2 – Process for applying for and deciding particular water allocation dealings***

Entity power given to	Section of WATR	Description
Applicant for a water allocation	63	Power to apply for a water allocation in the approved form.



**Part 11 –****Metering****Division 3 – Validation of meters**

Entity power given to	Section of WATR	Description
Relevant Person	110A	Power to give the Chief Executive a written notice stating the meter is a faulty meter and information about water taken through the works.

**Division 4 – Reading meters**

Entity power given to	Section of WATR	Description
Relevant Person	113(1)(a)	Power to give a notice to the Chief Executive of the reading of the meter.
Relevant Person	113(1)(b)	Power to give a notice to the Chief Executive of the reading of the meter and notify the Chief Executive about whether or not the meter is a faulty meter.
Holder of the metered entitlement	114(a)	Power to make an application to the Chief Executive to read a meter.
Owner of the works	114(b)	Power to give the Chief Executive notice that the owner has decided to stop using the works.

**Division 6 – Ownership**

Entity power given to	Section of WATR	Description
Holder or Owner	119(3)	Power to give written notice to the Chief Executive of refusal to accept the transfer.

## **LIMITATIONS TO THE EXERCISE OF POWER**

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2020 04 24 - WATR - Delegation Instrument]

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 22 June 2020

**Item Number:** 12.1

**File Number:** D20/59034

**SUBJECT HEADING:** Request from Assessment 13004544 for  
Extension to Council's Regional Water Supply  
Zone Boundary

**Classification:** Open Access

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

---

### **Executive Summary:**

The applicants wish to develop their lots and have requested a connection to the Council water reticulation network. There is a water main across the road from these lots but they are outside of the Regional Water Supply Zone. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network

### **Officer's Recommendation:**

That Council

- Approve this request to expand the Regional Water Supply Zone
- Inform the applicant of this decision

---

### **Individuals or Organisations to which the report applies:**

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

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

The Applicant on lots 1, 2 & 3 on Plan RP844175 is requesting the extension of the Regional Water Supply Zone boundary, to enable them to connect to the water supply

### **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	N/A

### **Context:**

***Why is the matter coming before Council?***

There is a request to extend the boundary of the Regional Water Supply Zone. This requires Council approval to implement.

## Background:

### ***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The applicant wishes to develop their lots and have requested a connection to the Council water reticulation network. There is a water main across the road from these lots but they are outside of the Regional Water Supply Zone. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network.



## 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)

The Regional Domestic Water Services Policy sets out the conditions of the connection should this request be approved.

## 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)

Team Coordinator - Projects & Compliance WSG. He supports the recommendation to accept this request.

### 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)

The applicant would be charged an access charge as well as usage charge for the water connection, which would go towards the ongoing cost for maintenance and operations.

### 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 Roma water supply has been modeled assuming growth in the urban area. Allowing the Regional Water Supply Zone to expand, places an additional burden on the system that could impact on existing and future users in the Urban Supply Zone. It is recommended that the Regional Water Supply Zones only be expanded in exceptional circumstances.

This expansion would include 3 blocks that are adjacent to the existing water main and other lots with water connections and would not create lots with an expectation that can apply for connections in the future.

### 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
Pressure and supply issues to other consumers	The expansion of the Regional Water Supply Zone places an additional burden on the system with a high probability of affecting other consumers. This can result in other consumers experiencing pressure problems and other supply issues such as poor flow. If bores are used for excessive hours this can also create taste problems.

**Advice to Council:**

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

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

It is recommended that Council approve this request and approve the expansion of the Regional Water Supply Zone. The expansion of this zone will have a very minor negative impact on other consumers.

**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

- Approve this request to expand the Regional Water Supply Zone
- Inform the applicant of this decision

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

**Supporting Documentation:**

Nil

**Report authorised by:**

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

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 16 June 2020

**Item Number:** 12.2

**File Number:** D20/56758

**SUBJECT HEADING:** Queensland Resilience and Risk Reduction Fund  
2019-20 - nomination of projects

**Classification:** Open Access

**Officer's Title:** Program Funding & Budget Coordinator

---

### **Executive Summary:**

Maranoa Regional Council is eligible to apply for funding under the Queensland Resilience and Risk Reduction Fund 2019-20.

This report provides an overview of the program and recommends projects to be submitted under the program.

### **Officer's Recommendation:**

That Council:

1. Submit applications for the following projects under the Queensland Resilience and Risk Reduction Fund 2019-20
  - a. Supply & Installation - Rain/River Station Bungil Creek, Roma - \$65,000 (Priority 1)
  - b. Supply & Installation – Entry Level Flood Camera – Ashburn Road, Roma - \$30,000 (Priority 2)
  - c. Online Information Tool - FloodInform Report - \$40,000 (Priority 3)
2. Authorise the Chief Executive Officer to sign the submission forms, and any further agreements as required.

---

### **Individuals or Organisations to which the report applies:**

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

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

N/a

### **Acronyms:**

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

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

Acronym	Description
QRRRF	Queensland Resilience and Risk Reduction Fund 2019-20
QRA	Queensland Reconstruction Authority

**Context:**

***Why is the matter coming before Council?***

Maranoa Regional Council is eligible to apply funding under the Queensland Resilience and Risk Reduction Fund 2019-20.

This report seeks Council's consideration of projects to be submitted under the program.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

**Program Overview and Eligibility**

The QRRRF builds on the former Queensland Disaster Resilience Fund with a total of \$13.1 million available in this round, comprising \$4.8 million from the Commonwealth Government and \$8.3 million from the Queensland Government.

The objectives of this funding is to support delivery of disaster resilience and mitigation projects that:

- Align with the Queensland Strategy for Disaster Resilience objectives:
  - o Queenslanders understand their disaster risk
  - o Strengthened disaster risk management
  - o Queenslanders are invested in disaster risk reduction
  - o Continuous improvement in disaster preparedness, response and recovery
- Are cost effective and evidence based
- Address state-risk priorities such as those identified in the Queensland State Natural Hazard Risk Assessment 2017

Applications close: 22 July 2020

All projects completed: By 30 June 2022

Lodgment of acquittal documentation: by 30 September 2022

Council may submit one or more funding applications with a maximum funding of \$2 million per project as a subsidy towards eligible projects costs.

Applicants are expected to make a financial contribution towards the eligible project costs. The percentage of applicant contribution will be taken into consideration in the assessment of projects for funding.

**Examples** of the types of projects that may be considered under these Guidelines are listed below:

Infrastructure projects:

Projects that improve resilience and functionality of at-risk infrastructure or communities, may include but are not limited to:



- Upgrading existing assets such as:
  - o Transport assets including roads, bridges, culverts, floodways and causeways
  - o Drainage management pump stations, stormwater systems and major drains
  - o Weather warning and monitoring systems (e.g. weather stations in high risk bushfire areas, storm tide warning systems, river height monitoring, flood and rain gauges).
- Planning and designing infrastructure for the primary purpose of community resilience or disaster risk reduction
- Constructing new, or upgrading existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- Constructing new natural hazard mitigation, infrastructure that reduces/mitigates against disaster risk (e.g. detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- Constructing new or upgrading existing fire trails and associated measures

Non-Infrastructure projects:

- Natural hazard risk assessment studies
- Research and/or development projects
- Development of evacuation and emergency action plans
- Development of regional-scale resilience/risk reduction strategies to address/mitigate natural hazard risk in this area
- Community preparedness, education and training programs
- Appointment of community or regional resilience officers to address the identified need
- Capacity building programs for local volunteers
- Research/studies to identify and address bushfire mitigation priorities across the state
- Flood modelling and mapping, and flood risk management studies and plans
- Purchase of disaster management equipment (e.g. generators, portable communications kits, lighting towers and frequency radios)
- Bushfire related fuel reduction activities (e.g. slashing and burning)
- Recover capability and/or resilience building programs

Ineligible projects:

- Projects that have already commenced or are already complete
- Project not undertaken in Queensland and not benefitting Queensland communities
- Purchase of an asset or work to an asset that will not be owned and/or controlled by an eligible applicant
- Purchase of land or buildings (e.g. land buy-back schemes)
- Works constructed on land that is not owned or controlled by an eligible applicant except where it has permission to construct on government-owned land and where the applicant has demonstrated that it has tenure over the land
- Projects of a commercial nature for the applicant or any partner applicant

Council may submit one or more funding applications with a maximum funding of \$2 million per project as a subsidy towards eligible projects costs.

Applicants are expected to make a financial contribution towards the eligible project costs. The percentage of applicant contribution will be taken into consideration in the assessment of projects for funding.

Previous funding round applications submitted:

1. Minor Local Drainage Mitchell \$750,000 – successful
2. Roma Golf Links Remedial Works – construction of an earth bund \$235,000 – unsuccessful

### **Potential Projects for nomination to the QRRRF 2019-20**

Potential projects that meet the eligibility criteria have been prepared for Council's consideration:

## **Rain/River Station**

### **Project Title**

Supply & Installation - Rain/River Station Bungil Creek, Roma

### **Project Description**

Supply and installation of rain/river station gauge on the Bungil Creek, Roma behind Cities RLFC. This station will be situated on the creek below the diversion channel.

**Project Schedule** To be completed March 2021

**Estimated cost** \$65,000 ex GST



## Entry Level Flood Camera

### Project Title

Supply & Installation – Entry Level Flood Camera – Ashburn Road, Roma

### Project Description

Supply and installation of an entry level flood camera at the diversion channel causeway on Ashburn Road, Roma. This causeway requires closure during a flood event. Images are updated every 15 minutes from the camera which will allow monitoring of the diversion channel. Remote monitoring will allow Council to act swiftly in closing the causeway before the flood level reaches the invert of the causeway.

**Project Schedule** To be completed March 2021

**Estimated cost** \$30,000 ex GST



## Online Information Report

### Project Title

FloodInform Report

### Project Description

This report will collate Maranoa Regional Council's various flood studies and associated datasets identifying flood risk across the Local Government Area into an online information report showing information such as elevation details, flood extent, flood depth, flood velocity, stormwater inundation at a property/ lot base level to the public. This tool will be free for the public to use and will eliminate the need for the public to apply to Council and pay consultant and administration fees for this information.

This Flood Inform Report will compliment Council's other online mapping tools such as the Individual Property Report that provides development information for each property/lot and plan and the emerging Online Mapping tool that is currently being developed to establish an internal and public GIS platform with four interfaces (Planning, Infrastructure, Flood Hazard Mapping and Community Services)

**Estimated cost:** \$40,000 ex GST

Note: Council contribution may include inkind contribution with internal staff time associated with planning and delivery of projects.

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

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

N/a

### Council Policies or Asset Management Plans:

***Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?***

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

N/a

### Input into the Report & Recommendation:

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

Associate to the Director / Budget & Emergency Management – Gemma Lines  
Deputy CEO / Director, Development, Facilities & Environmental Services – Robert Hayward

### 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)

If successful, Council will be required to:

- Complete project/s within two years, by no later than 30 June 2022
- Complete project acquittal documentation to QRA within three months of completion, and not later than 30 September 2022.

### **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 – funding not likely to impact the 2019/20 financial year, with successful announcements likely to be made in 2020/21.

### **Future Years' Budgets:**

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

If successful, the 2020/21 budget will be revised to include the successful projects.

### **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)*

Community

### **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
Projects not completed within agreed timeframes as required under the funding agreements	If successful, projects will be programmed to ensure delivery is completed within the agreed timeframes.

### **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 QRRRF provides Council with the opportunity to prepare and submit a funding application for eligible projects up to a maximum of \$2M.

This funding program provides Council with the opportunity to partner with the Queensland Government, and reduce the amount of funding Council would be required to assign to have these project delivered.

Council is expected to make a financial contribution towards the eligible project costs. The percentage of applicant contribution will be taken into consideration in the assessment of projects for funding.

**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. Submit applications for the following projects under the Queensland Resilience and Risk Reduction Fund 2019-20
  - a. Supply & Installation - Rain/River Station Bungil Creek, Roma - \$65,000 (Priority 1)
  - b. Supply & Installation – Entry Level Flood Camera – Ashburn Road, Roma - \$30,000 (Priority 2)
  - c. Online Information Tool - FloodInform Report - \$40,000 (Priority 3)
2. Authorise the Chief Executive Officer to sign the submission forms, and any further agreements as required.



**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

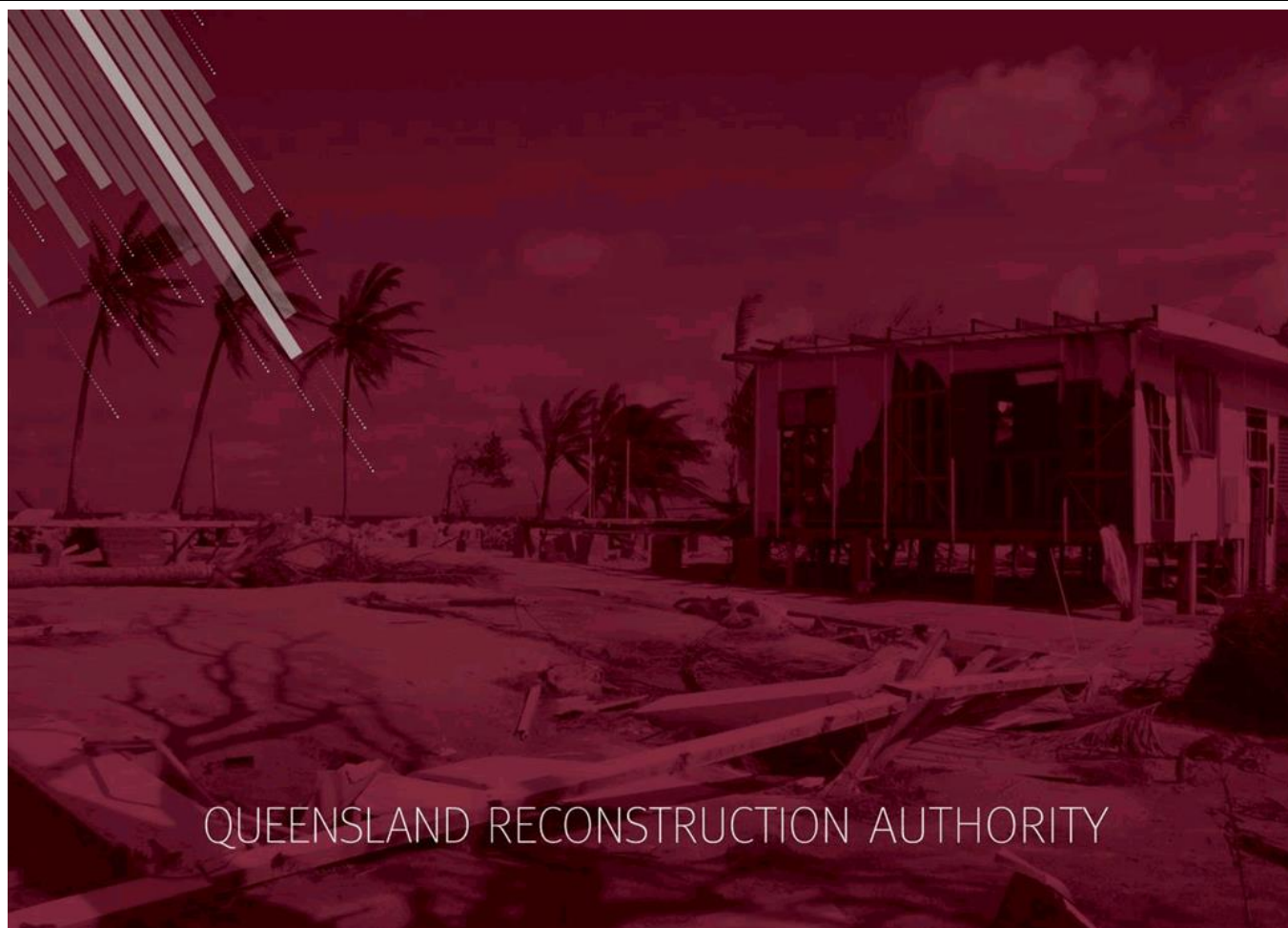
3.4 Emergency management and flood mitigation

**Supporting Documentation:**

- |   |   |  |           |
|---|---|--|-----------|
| 1 |  | Queensland Reconstruction Authority Resilience and Risk Reduction Funding Guidelines 2019-20       | D20/61100 |
| 2 |  | Queensland Reconstruction Authority 2019-20 Resilience and Risk Reduction Funding Application Form | D20/61101 |

**Report authorised by:**

Deputy Director / Strategic Road Management



## Resilience and Risk Reduction Funding Guidelines 2019-20



**Document details**

Security classification	Public
Date of review of security classification	May 2020
Authority	Queensland Reconstruction Authority
Document status	Final
Version	1.1

**Copyright**

This publication is protected by the *Copyright Act 1968*.

© The State of Queensland (Queensland Reconstruction Authority)

**Licence**

This work is licensed by State of Queensland (Queensland Reconstruction Authority) under a Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit: <http://www.creativecommons.org/licenses/by/4.0/>

In essence, you are free to copy, communicate and adapt this publication, as long as you attribute the work to the State of Queensland (Queensland Reconstruction Authority).

**Interpreter**

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via [www.qld.gov.au/languages](http://www.qld.gov.au/languages) or by phoning 13 14 50.

**Disclaimer**

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

**Copies**

Copies of this publication are available on our website at [www.qra.qld.gov.au](http://www.qra.qld.gov.au)

Further copies are available upon request to:

Queensland Reconstruction Authority  
PO Box 15428  
City East QLD 4002  
Phone (07) 3008 7200  
[QRRR@qra.qld.gov.au](mailto:QRRR@qra.qld.gov.au)  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)

**Contact for enquiries:**

All enquiries regarding this document should be directed to:

Queensland Reconstruction Authority  
Phone (07) 3008 7200  
Email [QRRR@qra.qld.gov.au](mailto:QRRR@qra.qld.gov.au)



## Contents

1.	Introduction.....	3
2.	Objectives.....	3
3.	Key dates for the 2019–20 fund .....	3
4.	Funding .....	3
5.	Eligible timeframes .....	4
6.	Eligible applicants.....	4
7.	Eligible initiatives .....	4
	Infrastructure projects.....	4
	Non-infrastructure projects .....	5
8.	Ineligible projects.....	5
9.	Eligible costs.....	6
10.	Ineligible costs .....	6
11.	Project budget .....	7
12.	Project plan .....	7
13.	Evidence based applications .....	7
14.	Applying for funding.....	8
15.	Assessment criteria .....	8
	i) Need identification (s. 3.1 of the application form) .....	9
	ii) Socio-economic benefits (s.3.2 of the application form) .....	9
	iii) Collaboration/regional approach (s.3.3 of the application form).....	10
	iv) Financial soundness and value for money (s.4.1 of the application form) ....	10
16.	Assessment outcome .....	10
17.	Progress reporting and payments .....	10
18.	Project acquittal.....	10
19.	Governance .....	11
	i) Acknowledgement of Queensland Government assistance .....	11
	ii) Certification .....	11
	iii) Goods and Services Tax (GST).....	11
	iv) Funding Agreements.....	11
	v) Procurement .....	12
	vi) Program reporting .....	12
	vii) Record keeping.....	12
	viii) Assurance activities .....	12

## 1. Introduction

The *Resilience and Risk Reduction Funding Guidelines 2019-20* (Guidelines) provide state agencies, local governments, non-government organisations and not-for-profit groups with information required to apply for funding administered by the QRA to deliver resilience and disaster risk reduction initiatives.

In May 2018 the Queensland Government made a commitment of \$38 million to be distributed in equal instalments over four (4) consecutive annual funding rounds for resilience. The first funding round was administered in 2018-19 by the Queensland Reconstruction Authority (QRA) under the Resilience Funding Guidelines 2018-19.

The Resilience and Risk Reduction Guidelines 2019-20 have been developed in line with the [Queensland Disaster Resilience and Mitigation Investment Framework \(QDRMIF\)](#) and the [National Guidance on Prioritisation](#), and should be read in conjunction with the:

- [Queensland Strategy for Disaster Resilience](#)
- [Queensland State Natural Hazards Risk Assessment](#)
- [National Disaster Risk Reduction Framework](#)

## 2. Objectives

The objectives are to support projects that deliver disaster resilience and risk reduction outcomes for Queensland communities that:

- align with the [Queensland Strategy for Disaster Resilience \(QSDR\)](#) objectives:
  - Queenslanders understand their disaster risk
  - Strengthened disaster risk management
  - Queenslanders are invested in disaster risk reduction
  - Continuous improvement in disaster preparedness, response and recovery
- address identified risk priorities (including those assessed in the [Queensland State Natural Hazard Risk Assessment 2017](#))
- align with the priorities of the *National Disaster Risk Reduction Framework*

## 3. Key dates for the 2019–20 fund

Applications close	22 July 2020
All projects completed	By 30 June 2022
Lodgement of complete acquittal documentation	By 30 September 2022

## 4. Funding

Queensland Government funding is available under the second round of the fund in 2019-20. If additional funding becomes available, including from the Australian government to support disaster resilience and risk reduction, this may be administered in line with these Guidelines.

Eligible applicants may submit one or more funding applications under these Guidelines.

Approved projects under these Guidelines will be allocated funding up to a maximum funding limit of \$2 million per project, as a subsidy towards eligible project costs.

All applicants are expected to make a financial contribution towards the eligible project costs. Eligible applicants demonstrating a limited capacity to self-fund the project may seek an exemption from this requirement for consideration during assessment of the project proposal.

**Note:** The percentage of applicant contribution, as well as the ability or limitations of the applicant to self-fund the project, will be taken into consideration in the assessment and prioritisation of projects for funding.

## 5. Eligible timeframes

All projects approved under these Guidelines:

- must be completed within two (2) years, by no later than 30 June 2022
- must have complete acquittal documentation lodged to QRA within three (3) months of completion, and not later than 30 September 2022.

Where unforeseen circumstances result in a delay to the delivery of the approved project, the applicant may request an extension of time, outlining the actions taken to minimise the impact of the unforeseen circumstance as well as a proposed adjusted project plan and milestones.

Extensions of time are only considered in exceptional circumstances.

## 6. Eligible applicants

Eligible projects must deliver outcomes to Queensland communities. Priority will be given to Queensland-based applicants, including Queensland-based branches of national organisations. Eligible applicants include, but are not limited to:

- local government bodies constituted under the *Local Government Act 2009*; or the *City of Brisbane Act 2010*, and the Weipa Town Authority
- Regional Organisations of Councils
- Regional Natural Resource Management bodies
- River Improvement Trusts
- Water authorities and local water boards (Category 2 only)
- Queensland Government departments and agencies
- incorporated non-government organisations (including volunteer groups)
- Not-for-profit organisations.

Collaborative projects are encouraged and may be lodged as a joint application between eligible applicants. An eligible applicant may also submit a joint application with an ineligible applicant.

Joint applications require one applicant to nominate as the lead applicant.

The lead applicant must be an eligible applicant, and will be responsible for the project from lodgement through delivery, reporting and acquittal.

## 7. Eligible initiatives

To be considered for assessment, project applications must:

- be certified by an eligible applicant (see Section 6);
- include a project plan to a level that supports delivery of the proposed project (see Section 12); and
- identify initiatives that support the objectives of the program, noting that the definition of disaster is outlined under the *Queensland Disaster Management Act 2003*.

Examples of the types of projects that may be considered under these Guidelines are listed below:

### Infrastructure projects

Projects that improve resilience and functionality of at-risk infrastructure or communities, may include but are not limited to:

- upgrading existing assets such as:

## QUEENSLAND RECONSTRUCTION AUTHORITY

- transport assets including roads, bridges, culverts, floodways and causeways
- drainage management pump stations, stormwater systems and major drains
- weather warning and monitoring systems (e.g. weather stations in high risk bushfire areas, storm tide warning systems, river height monitoring, flood and rain gauges).
- planning and designing infrastructure for the primary purpose of community resilience or disaster risk reduction
- constructing new, or upgrading existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- constructing new natural hazard mitigation infrastructure that reduces/mitigates against disaster risk (e.g. detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- constructing new or upgrading existing fire trails and associated measures.

All funding applications for infrastructure projects need to consider ongoing operation and maintenance after completion (i.e. instalment or construction) of the proposed project.

## Non-infrastructure projects

Examples of non-infrastructure projects aimed at improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery, include but are not limited to:

- natural hazard risk assessments and studies
- research and/or development projects
- development of evacuation and emergency action plans
- development of regional-scale resilience/risk reduction strategies to address/mitigate natural hazard risk in the area
- community preparedness, education and training programs
- appointment of community or regional resilience officers to address the identified need
- capacity building programs for local volunteers
- research/studies to identify and address bushfire mitigation priorities across the state
- flood modelling and mapping, and flood risk management studies and plans
- purchase of disaster management equipment (e.g. generators, portable communications kits, lighting towers and frequency radios)
- bushfire related fuel reduction activities (e.g. slashing and burning)
- recovery capability and/or resilience building programs.

## 8. Ineligible projects

Examples of ineligible projects include, but are not limited to:

- projects that have already commenced or are already complete
- project not undertaken in Queensland and not benefitting Queensland communities
- purchase of an asset or works to an asset that will not be owned and/or controlled by an eligible applicant
- purchase of land or buildings (e.g. land buy-back schemes)
- works constructed on land that is not owned or controlled by an eligible applicant, except where it has permission to construct on government-owned land and where the applicant has demonstrated that it has tenure over the land
- projects of a commercial nature for the applicant or any partner applicant.



## 9. Eligible costs

Eligible project costs are those costs directly associated with delivery of the project, for example:

- costs associated with the delivery of training and education programs, such as:
  - facilities hire
  - planning and facilitation
  - design and publication of materials
  - advertising such as radio, print media and billboard space
- construction costs including:
  - all site works required as part of the construction
  - construction-related labour, materials and equipment hire
- detailed design, e.g. production of Final or Tender Design drawings and/or specifications
- costs of conducting a tender for the proposed project
- project management costs including remuneration of additional technical and professional staff for time directly related to managing the construction or delivery of the proposed project (does not include ordinary wages).

## 10. Ineligible costs

Examples of ineligible project costs are:

- in-kind contributions
- core business of the applicant/joint applicant
- legal costs
- house raising or relocation
- land acquisition costs
- catering and official opening expenses (excluding permanent signage)
- purchase of core business capital equipment such as motor vehicles and office equipment
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers
- remuneration of existing employees for work not directly related to the project
- costs of pre-planning activities, including application preparation, pre-construction costs, and costs that commence prior to the execution of an approved project funding schedule, unless prior agreement has been reached with QRA to incur such costs
- duplication of existing initiatives, for example costs already approved through other funding streams
- statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals
- costs of internal furnishings and supplies
- costs of temporary works, other than works required to enable completion of the proposed project
- ongoing costs for administration, operation, maintenance or management
- unsupported costs, including on-cost charges.

The above lists identify the most common examples and are not intended to be prescriptive or comprehensive. Please contact QRA for eligibility advice.

## 11. Project budget

Funding applications must include a project budget detailing the Estimated Total Project Cost made up of eligible and ineligible costs, and other in-kind and financial contributions.

Eligible project costs are the total project costs of the project as detailed in the application, less any ineligible project costs and other in-kind and financial contributions. Successful applicants will be responsible for all ineligible costs, and any actual costs incurred over and above the approved funding.

## 12. Project plan

All applications must include a project plan.

The project plan should include at a minimum:

- a. Project title
- b. Project description, including objectives and resilience/disaster risk reduction outcomes
- c. Scope of works
- d. Project schedule – Project timeframes, clear milestones and deliverables
- e. Detailed project budget
- f. Project risks
- g. How project outcomes will be evaluated.

The level of detail required within the project plan is contingent on the complexity of the project. For example, a project plan for the purchase of a generator may only detail purchase, delivery and commissioning dates, whereas a schedule for the construction of new infrastructure may include multiple milestones through procurement, delivery and commissioning.

Successful applicants will be required to report against the project plan throughout delivery.

## 13. Evidence based applications

All projects must be evidenced based, and applications must detail the investigation, research and/or consultation used to identify the need for this project.

Evidence may include:

- risk assessments
- flood risk management study or plan
- flood study
- research on number of affected people, properties, households, essential public assets, evacuation routes
- community consultation (e.g. survey results and letters of support)
- partnership or cross-agency/organisation collaboration or consultation
- regional or catchment-based considerations, research or consultation
- visual evidence supporting the need for the proposed project (e.g. photos)
- preliminary designs, drawings, etc. (for infrastructure projects)
- other research, evidence and consultation outcomes and reports
- reference to relevant sections or recommendations following a review

All flood mitigation infrastructure project applications must demonstrate a regional or catchment-based approach and must be supported by a flood study and/or a flood risk management study.

## 14. Applying for funding

To apply for resilience and risk reduction funding:

### (a) Local governments and Queensland Government departments and agencies with access to MARS:

- Ensure your [MARS Portal](#) access has been set up. Refer to the [MARS Portal user access form](#) to request if access is needed.
- Select event - Queensland Resilience and Risk Reduction Funding, 2019-2020 and select submission type – QRRRF 2019-20
- Please include whether projects are “infrastructure” or “non-infrastructure” in the submission description.
- Manually add new line items including:
  - program expenditure
  - project start/end dates
- Lodge the submission and all supporting documents via the [MARS Portal](#)
- List of supporting documents includes:
  - 2019-20 QRRRF application form (this cannot be uploaded into MARS)
  - Project budget
  - Project plan
  - Evidence outlining the need for the project (refer Section 13 Resilience and Risk Reduction Funding Guidelines 2019-20)
- For assistance in completing the submission please contact your Regional Liaison Officer (RLO)
- Alternatively detailed submissions can be sent to the submissions inbox: [submissions@gra.qld.gov.au](mailto:submissions@gra.qld.gov.au) using the 2019-20 QRRRF application form, along with supporting documents.

Learn more about the MARS Portal and how to request access on the [MARS information page](#).

### (b) Not-for-profit organisations, Regional Organisations of Councils, River Improvement Trusts, Water authorities and local water boards (Category 2 only) and incorporated non-government organisations (including volunteer groups)

- Download a copy of the 2019-20 Resilience and Risk Reduction Funding application form on the QRA website (<https://www.qra.qld.gov.au/QRRRF>) or contact your RLO for a copy of the application form to complete.
- Send the completed application form, along with supporting documentation to [submissions@gra.qld.gov.au](mailto:submissions@gra.qld.gov.au).

**Note:** Maximum file size able to be received by e-mail is 25Mb. If application is over 25Mb, please send applications and/or supporting documents in more than one e-mail. For assistance with the Application Form or lodging applications with large supporting documents:

- email [QRRR@gra.qld.gov.au](mailto:QRRR@gra.qld.gov.au) or contact your RLO
- phone (07) 3008 7200

## 15. Assessment criteria

A funding application will only be assessed if:

- the application form is certified by an eligible applicant (see Section 6);
- the proposed project is eligible (see Section 7);
- the proposed project is evidence based (see Section 13)

## QUEENSLAND RECONSTRUCTION AUTHORITY

- a project plan is included, which supports the delivery of the proposed project (see Section 12).

All funding applications that adhere to the four points above will be assessed against the following criteria using the Application Form and the Project Plan:

### i) Need identification (s. 3.1 of the application form)

Applications must detail:

- the identified need including how the project addresses;
  - socio-economic disruption (e.g. employment, commercial opportunities and community cohesion); and
  - environment and heritage disruption (e.g. impacts to flora, fauna and habitat and/or water, soil, air quality, cultural heritage or historical significance).
- how the need was identified, e.g. state and local plans or appropriate independent research
- how the project will address the hazard risk, need or vulnerability to either:
  - improve resilience and functionality of at-risk infrastructure or communities; and/or
  - improve Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery, and/or
  - reduce/mitigate disaster risk to Queensland communities or public infrastructure

### ii) Socio-economic benefits (s.3.2 of the application form)

Applications must articulate the immediate and ongoing benefits and value of the project to the community in building disaster resilience and/or improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery.

Benefits include:

- Community resilience:
  - Confidence in income stability enhances preparedness to consume and invest;
  - Increase in property and business values resulting from reduced damage and/or disruption; and
  - Physical and psychological benefit of living in a safe and stable environment, enabling positive long term planning
- Disaster risk reduction/mitigation:
  - improving public awareness of, and engagement on disaster risks and impacts
  - considering potential avoided loss (tangible and intangible) and broader benefits
  - establishing proactive incentives, and addressing disincentives and barriers to reducing disaster risk
- Direct and indirect economic benefits:
  - Attractiveness for investment in immediate vicinity – government and private sector
  - Increase in commercial and industrial activity in the vicinity.
  - Increase in jobs created from new investment and/or average incomes from nature of new employment
  - Improved capacity of services in the area



### iii) Collaboration/regional approach (s.3.3 of the application form)

Where relevant, applications should demonstrate;

- **Regional approach** - how the proposed project demonstrates a partnership approach and/or collaboration and engagement with other organisations and the community; and/or
- **Holistic approach** – demonstration of a holistic approach to resilience and/or risk reduction (e.g. catchment approach and/or multi-disciplinary involvement).

### iv) Financial soundness and value for money (s.4.1 of the application form)

Applicants must include a project budget detailing the project costs and benefits (qualitative and quantitative). This includes an appropriate cost benefit analysis which may include consideration of the following:

- whole-of-life costs, if applicable (e.g. ongoing operation and maintenance);
- return on investment in mitigation, risk reduction and resilience; and
- qualitative consideration (e.g. social, environmental and health impact and benefits).

## 16. Assessment outcome

Applications are assessed by the QRA and then progressed to the Minister for endorsement. Following Ministerial endorsement, the QRA CEO approves successful projects and advises all applicants of outcomes.

2019/20 fund allocations are approved as a capped amount, and successful applicants are responsible for any expenditure over and above the approved eligible amount. Unspent funds will be returned to the State and may be reallocated to other resilience and risk reduction projects.

## 17. Progress reporting and payments

It is a condition of funding that all successful applicants provide monthly reports to QRA, with reporting on progress against the Project Plan milestones until the project is acquitted. Progress reports should provide reasons for variances to milestones, timeframes and deliverables that were outlined in the applicant's project plan.

Progress reports are to be prepared in the template that will be supplied, and lodged via email or through QRA's reporting portal.

Once actual expenditure has exceeded the initial advance, applicants can progressively claim expenditure incurred up to 90 per cent of the approved capped funding amount. Claims for payment must be lodged with a progress report and a detailed general ledger / transaction report, demonstrating the actual expenditure reported against the total approved project amount.

## 18. Project acquittal

All projects must be completed and lodged to QRA within the eligible timeframes.

Project acquittal reports must be provided in the template that will be supplied, and include:

- final project report, which includes the requirement to report on how the project has achieved community resilience and risk reduction outcomes.
- detailed general ledger / detailed transaction report supporting the total eligible project cost:
  - expenditure claimed against the approved funding amount
  - the applicant's contribution.

Where final actual expenditure is less than the approved eligible amount, the final funding amount and applicant's contribution will be adjusted proportionately to reflect the original funding split.

Following assessment and approval, the final eligible expenditure up to the capped approved amount will be paid to the applicant.

## 19. Governance

### i) Acknowledgement of Queensland Government assistance

Funding recipients must acknowledge the relevant funding contributions. This must be undertaken by applicants and includes, but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project
- plaques and signage at construction sites, or completed works

To comply with this requirement, all public advice and media releases should refer to the relevant approved funding assistance, as detailed in the approved project funding schedule.

Contact QRA for assistance and approval for any media releases via [media@qra.qld.gov.au](mailto:media@qra.qld.gov.au) or phone 1800 110 841.

**Note:** If Australian government funding becomes available and is administered under these Guidelines, acknowledgement must include the Queensland and Commonwealth governments.

### ii) Certification

All applications and documentation, including progress and acquittal reports, must be certified by the applicant's accountable officer in line with delegations.

### iii) Goods and Services Tax (GST)

All amounts must be GST exclusive.

For consistency and reporting purposes, all amounts provided in applications are requested in a GST exclusive format. This does not mean that GST portions of eligible project costs will not be funded. Generally, payments to successful applicants include GST components (where GST is applicable).

### iv) Funding Agreements

It is a requirement that all recipients of funding administered by QRA enter into a head agreement with QRA. The head agreement is an overarching agreement covering all funding approved under QRA programs.

Where an applicant is successful in its application for funding, QRA will issue a project funding schedule which, when executed by both parties, will be considered a binding project funding agreement under the terms and conditions of the head agreement.

The project funding schedule will detail the terms and conditions specific to the approved funding, including reference to the Guidelines, funding type and amount, key date and milestone schedules, payment claim and reporting requirements, as per these Guidelines.

**Note:** successful projects will receive an initial cash advance and, once actual expenditure exceeds this advance, applicants can progressively claim incurred expenditure up to 90 percent of the approved capped funding amount. Claims for additional expenditure are aligned to the monthly progress reports that the applicant provides to QRA. Generally, a proportion of 10 percent of the value of the approved capped funding amount will be provided upon final acquittal.

## v) Procurement

The procurement of goods or services must be in accordance with the applicant's relevant purchasing or procurement policy. If expenditure is in breach of the applicant's policy, associated costs will be considered ineligible, and must be met by the applicant.

## vi) Program reporting

In addition to monthly progress reporting on delivery of approved projects, all successful applicants are required to provide program level reporting to QRA, at regular intervals (up to four times per year), on estimated or actual expenditure by financial year through the duration of the applicant's program. Data is to be provided to QRA using the template that will be supplied, within the requested timeframe.

## vii) Record keeping

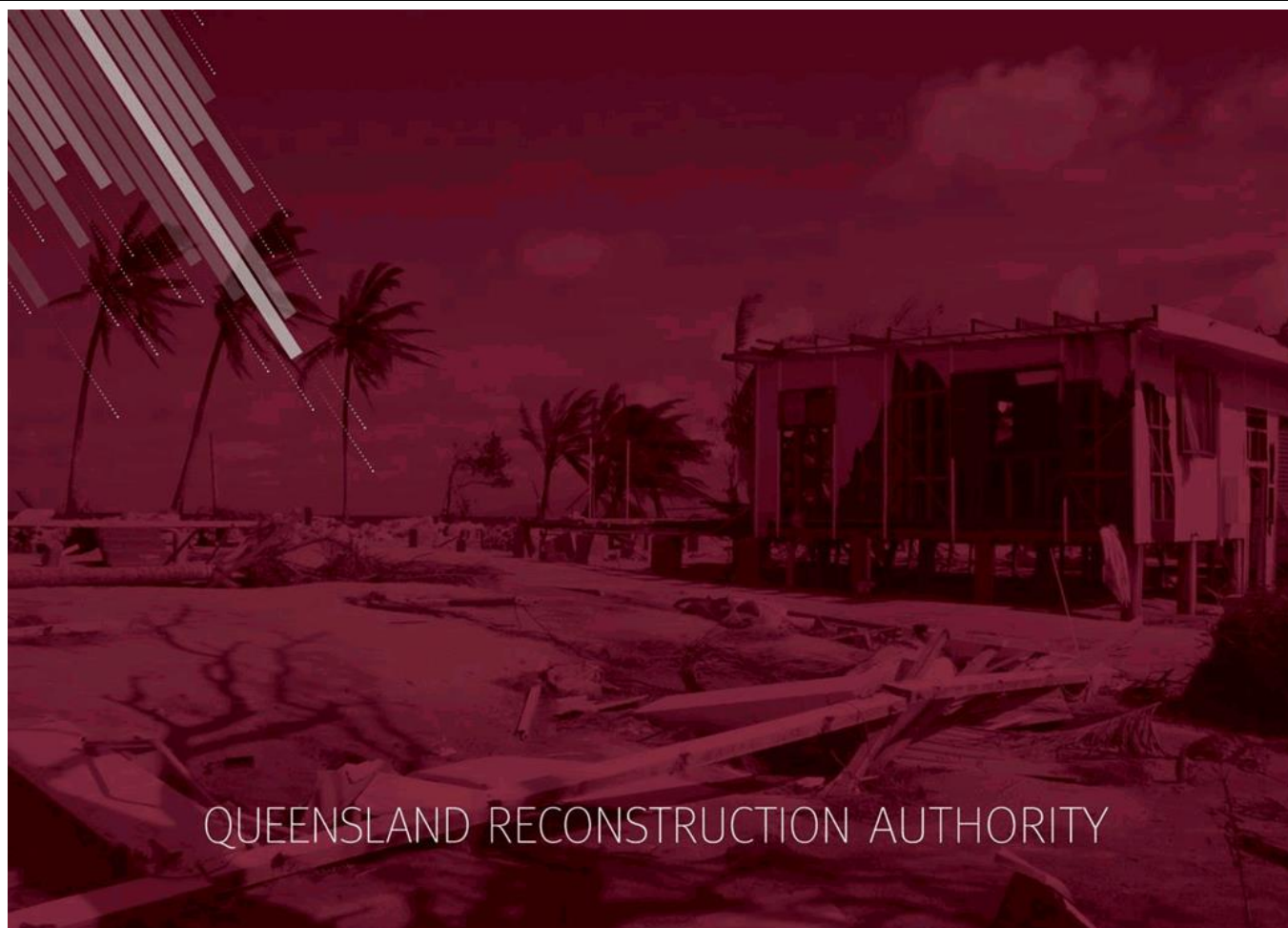
All applicants must keep an accurate audit trail for seven years from the end of the financial year in which the approved project and expenditure is acquitted by the State and/or Commonwealth.

For assurance purposes, the State and/or Commonwealth may at any time, via QRA, request documentation from applicants to evidence the State's compliance with these Guidelines. This may include, but is not limited to access to project information, to confirm acquittal in accordance with these Guidelines.

## viii) Assurance activities

Applicants may be required to provide documentation to support assurance activities, including, but not limited to:

- audit
- site inspections
- obtaining relevant documentary evidence to support assessment
- verification reviews on project outcomes.



**Queensland Reconstruction Authority**  
PO Box 15428  
City East QLD 4002  
Phone (07) 3008 7200  
[info@gra.qld.gov.au](mailto:info@gra.qld.gov.au)  
[www.qra.qld.gov.au](http://www.qra.qld.gov.au)



The logo for the Queensland Reconstruction Authority is a dark red rectangular banner. On the left side of the banner, the text "Queensland Reconstruction Authority" is written in white. The right side of the banner features a series of white diagonal lines that create a sense of motion or a stylized landscape.

**Queensland Reconstruction Authority**

**2019-20 Resilience and Risk Reduction Funding**

**Application Form**

Version: May 2020



## Instructions

### To apply for Resilience and Risk Reduction Funding:

- (a) Local governments and Queensland Government departments and agencies with access to MARS:

[Access the 2019-20 Resilience and Risk Reduction Funding Guidelines](#)

on the QRA website to familiarise yourself with the information that will be required.

Ensure your MARS access is in place prior to applications opening.

When applications open, submissions can be prepared and lodged via the

[MARS Portal](#)

Learn more about the MARS Portal and how to request access on the

[MARS information page](#)

For assistance in completing the submission form, please contact your Regional Liaison Officer.

- (b) Not-for-profit organisations, Regional Organisations of Councils, River Improvement Trusts, Water authorities and local water boards (Category 2 only) and incorporated non-government organisations (including volunteer groups)

[Access the 2019-20 Resilience and Risk Reduction Funding Guidelines](#)

When applications open send the completed submission form, along

with supporting documentation to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au)

For assistance with the Application Form or lodging applications within large supporting documents:

- email [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au)
- phone (07) 3008 7200 or
- contact your QRA Regional Liaison Officer (RLO) where applicable

## Section 1 – Applicant details

<b>1.1 Organisation details of lead applicant</b>				
Organisation type				
Organisation name				
Organisation ABN				
Physical address	Street Address / PO Box	City / Suburb	State	Postcode
Postal address				
<b>Project contact person</b>				
Given name				
Surname				
Role				
Phone				
Email				
<b>Accountable officer</b>				
Given name				
Surname				
Role				
Phone				
Email				
<b>1.2 Joint applications – partner organisation details</b>				
Is this a partnership application?				
Partner 1	Partner 1 Organisation			
Partner 1	Street Address / PO Box	City / Suburb	State	Postcode
Physical address				
Partner 2	Partner 2			
Partner 2	Street Address / PO Box	City / Suburb	State	Postcode
Physical address				
Partner 3	Partner 3 Organisation		Regional Natural Resource Management	
Partner 3	Street Address / PO Box	City / Suburb	State	Postcode
Physical address				
<b>1.3 Other applications for 2019-20 Resilience and Risk Reduction Funding</b>				
Total number of applications being lodged by the lead applicant?				
Priority number for this application (priority 1 being the highest priority)				

## Section 2 – Project details

<b>2.1 Project summary</b>					
Project title maximum 10 words to be used in project plan and all correspondence					
Project category					
Infrastructure project type?					
Asset type					
If other, please specify:					
Non-infrastructure project type?					
If other, please specify:					
<b>2.2 Project description</b>					
Summarise the project scope, activities and key outcomes (use dotpoints if possible), maximum 80 words					
<b>2.3 Project location</b>					
For regional, non-infrastructure projects detail one central location, such as the applicant's central office.					
Physical project address	Street Address / PO Box		City / Suburb	State	Postcode
GPS Coordinates (If the proposed infrastructure project involves multiple sites on one asset, clearly list the start and end coordinates of each site)	Start x-coordinate:	End x-coordinate:	Start y-coordinate:	End y-coordinate:	
Site 1					
Site 2					
Site 3					
Site 4					
Site 5					
Site 6					
Please enter 5 decimal places for greater asset location. X values must be between 132.00001 and 155.00001 Y values must be between -9.00001 and -30.00001					
If any cell highlights in the coordinates, please ensure that a minimum of 5 decimal places has been entered.					
<b>2.4 Project timeframes</b>					
Is the project ready to commence?					
Proposed project commencement date. (dd/mm/yyyy)					
Estimated project duration (# weeks)?					
Project Plan	File Name	Attached?			

## Section 3 – Assessment Criteria

3.1 What is the identified issue, how was it identified and how will the issue be addressed?	
Where the project has supporting evidence, please complete the below table	
<p>(a) Describe the identified need including how to project addresses:</p> <ul style="list-style-type: none"> <li>* socio-economic disruption (e.g. employment, commercial opportunities and community cohesions); and</li> <li>* environment and heritage disruption (e.g. impacts to flora, fauna and habitat and/or water, soil, air quality, cultural heritage or historical significance).</li> </ul> <p>Maximum 80 words</p>	
<p>(b) How was the need identified? (e.g. state and local plans or appropriate independent research)</p> <p>Maximum 80 words</p>	
<p>(c) Explain how and the extent to which the project will address the hazard, risk, need or</p> <ul style="list-style-type: none"> <li>* improve resilience and functionality of at-risk infrastructure and communities; and</li> <li>* improve Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery</li> <li>* reduces/mitigates disaster risk to communities or public infrastructure</li> </ul> <p>Maximum 80 words</p>	

Supporting evidence for 3.1			
a) Flood/fire risk management study	File Name	Attached?	
Summary maximum 40 words			
b) Fire/flood/vegetation management plan/s, or other assessments/reviews that provide recommendations to mitigate/reduce natural hazard risks	File Name	Attached?	
Summary maximum 40 words			
c) Report recommendations	File Name	Attached?	
Provide a summary of any recommendations from published reports, e.g. IGEM/Commission of Inquiry reports/academic studies. Please detail the report title, publication details, report web address and relevant recommendation reference. Do not attach the whole document. Maximum 80 words.			
d) Research	File Name	Attached?	
Provide a summary of research on number of affected people, properties, households, essential public assets, evacuation routes, etc. Maximum 80 words. Maximum 80 words.			
e) Visual supporting evidence	File Name	Attached?	
Provide any visual evidence supporting the need for the proposed project (e.g. photos). Maximum 80 words.			
f) Preliminary designs	File Name	Attached?	
For infrastructure projects, please attached any preliminary designs, drawings, etc. Maximum 80 words.			
g) Community consultation	File Name	Attached?	
Provide a summary of any community consultation, and attach any supporting evidence, e.g. survey results and letters of support. Maximum 80 words.			
h) Other relevant evidence	File Name/s	Attached?	
Maximum 80 words.			



**3.2 Financial soundness and value for money**

Applicants must include a project budget detailing the project costs and benefits (qualitative and quantitative). This includes an appropriate cost benefit analysis which may include consideration of the following:

- \* whole-of-life costs, if applicable (e.g. ongoing operation and maintenance);
- \* return on investment in mitigation and resilience; and
- \* qualitative considerations (e.g. social, environmental and health impacts and benefits)

a) Option analysis	File Name		Attached?	
b) Cost Benefit analysis	File Name		Attached?	

**3.3 Socio-economic benefits and outcomes**

Describe the immediate and ongoing benefits and outcomes of the project to the community in building disaster resilience and/or improving Queensland communities' disaster risk understanding, preparedness, resilience, response and recovery including:

- \* **Community Resilience:**
  - confidence in income stability enhances preparedness to consume and invest;
  - increase in property and business values resulting from reduced damage and/or disruption; and
  - physical and psychological benefit of living in a safe and stable environment, enabling positive long term planning
- \* **Disaster Risk Reduction/Mitigation:**
  - improving public awareness of, and engagement on disaster risks and impacts;
  - considering potential avoided loss (tangible and intangible) and broader benefits
  - establishing proactive incentives, and addressing disincentives and barriers to reducing disaster risk
- \* **Direct and indirect economic benefits:**
  - attractiveness for investment in immediate vicinity - government and private sector
  - increase in commercial and industrial activity in the vicinity
  - increase in jobs created from new investment and/or average incomes from nature of new employment

Maximum 80 words.

**3.4 Collaboration / regional approach**

Where relevant, applications should explain how the project shows;

- \* **Regional approach** - how the proposed project demonstrates a partnership approach and/or collaboration and engagement with other organisations and the community; and/or
- \* **Holistic approach** - demonstration of a holistic approach to resilience (e.g. catchment approach and/or multi-disciplinary involvement).

Maximum 80 words.

a) Partnerships and collaboration	File Name		Attached?	
Provide a summary of partnership or cross-agency / organisation collaboration or consultation. Maximum 80 words				
b) Regional or catchment considerations	File Name		Attached?	
Provide a summary of regional or catchment-based considerations, research or consultation. Maximum 80 words				

**3.5 Does this project propose an innovative approach to disaster resilience, risk reduction or mitigation, e.g. new methods, approaches or technologies? If yes, please describe.** Maximum 80 words.

## Section 4 – Proposed Project Budget

4.1 Proposed project budget – to include all funding sources	
Breakdown of project costs	Amount (excluding GST)
A Estimated total project cost	\$0.00
B Ineligible costs	\$0.00
C Total other financial contributions (please specify in Table 4.2 below)	\$0.00
<b>D Total eligible project costs (A-B-C)</b>	<b>\$0.00</b>
E Applicant contribution	\$0.00
<b>F 2019-20 Resilience and Risk Reduction Funding requested (D-E)</b>	<b>\$0.00</b>

4.2 Other financial contributions (excluding in-kind contributions)			
Funding source	Contribution description	Status	Amount
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total other financial contributions</b>			<b>\$0.00</b>

4.3 How have costs been determined for this project?			
Detailed Cost Estimate	Benchmark Rates	Tender/Quotation	Not Selected
Similar projects	Other (provide details at right)		
Cost determination	File Name	Attached?	

## 4.4 Provide information on any limitations for your organisation to self-fund the project.

Maximum 80 words.

## 4.5 Has the lead applicant or any joint applicant sought funding towards 4.1 D 'Total eligible project costs' from any other funding program?

If Yes, please answer the three questions below.

Name funding or grants program	
Amount of funding requested / allocated	\$ -
Status of this application	

## Section 5 – Supporting Documents Checklist

5.1 List of supporting documents			
Section	Attachment category as per	File name (auto populated)	Attached?
2.4	Project Plan		
3.1 a	Flood risk management study or plan		
3.1 b	Risk Assessment or flood study		
3.1 c	Report recommendations		
3.1 d	Research		
3.1 e	Visual supporting evidence		
3.1 f	Preliminary designs		
3.1 g	Community consultation		
3.4 h	Other		
3.2 a	Options Analysis		
3.2 b	Cost Benefit Analysis		
3.4 a	Partnerships and collaboration		
3.4 b	Regional catchment considerations		
4.3	Cost determination		

## Section 6 – Certification

To be completed by the Accountable Officer.

<b>I certify that:</b>			
<ul style="list-style-type: none"> <li>The proposed project complies with the 2019-20 Resilience and Risk Reduction Funding Guidelines</li> <li>All supporting documentation is true and accurate</li> <li>I have sighted all supporting documentation</li> <li>The approved funding will only be used for the specified activities of this project</li> <li>Funding sought excludes costs that are ineligible under the 2019-20 Resilience and Risk Reduction Funding Guidelines</li> <li>All the amounts specified are exclusive of GST</li> <li>The proposed project will deliver disaster resilience outcomes in alignment with the Queensland Strategy for Disaster Resilience and/or the National Disaster Risk Reduction Framework</li> </ul>			
Name accountable officer (auto populated)	Given Name	Surname	
Role accountable officer (auto populated)			
Signature accountable officer			
Date signed			

Privacy statement: This information is being collected for the purposes of funding, management and reporting of resilience activities. This information is collected pursuant to Part 2, Division 2 of the Queensland Reconstruction Authority Act 2011. The information may be disclosed to Queensland Government agencies and departments, and Commonwealth Government as required.

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 16 June 2020

**Item Number:** 13.1

**File Number:** D20/56598

**SUBJECT HEADING:** Closure of Library Services for staff to attend training 2020

**Classification:** Open Access

**Officer's Title:** Lead Librarian

---

### **Executive Summary:**

Request for the closure of library services to conduct a staff training workshop on Friday, 27 November 2020.

### **Officer's Recommendation:**

That Council endorse the closure of all Council Library Services to allow all staff to attend a staff training workshop on Friday, 27 November 2020.

---

### **Individuals or Organisations to which the report applies:**

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

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

N/A

### **Acronyms:**

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

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

<b>Acronym</b>	<b>Description</b>
QGAP	Queensland Government Agent Program

### **Context:**

***Why is the matter coming before Council?***

This matter has been brought to council to seek resolution to close all Council Libraries within the region to allow for Library staff to attend their first staff training workshop for 2020.

This day will include topics that will improve library services through:

- Strategic planning
- Library procedure
- Service level agreement
- Improving Customer Service procedures
- Public Programming – New Trends, Future Ideas

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

In the past, Council has endorsed the closure of Libraries on two separate occasions throughout the year to allow staff to attend training days.

Due to COVID-19 restrictions being in place, staff have been unable to attend training days as per normal this year.

November 27 has been chosen as the tentative date for an all staff-training day, subject to Council approval.

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

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

N/A

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

N/A

**Input into the Report & Recommendation:**

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

Maranoa Regional Council Library Staff  
Ed Sims – Manager, Economic & Community 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?***

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)

The closure of Library facilities for the day will affect community members wishing to access Library, QGAP & Centrelink services across the region.

### Risks:

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

Risk	Description of likelihood & consequences
Negative feedback due to the unavailability of services during closure	Limited chance – we don't usually receive negative feedback due to these closures. <ul style="list-style-type: none"> <li>Community members wishing to access Library services in each community, QGAP services in Surat &amp; Injune and Centrelink services in Surat.</li> </ul>

### 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)

Library staff have been attending training days for a number of years, allowing them the opportunity to come together in one place and benefit from being able to update skills, refresh their knowledge, problem solve and plan a regional approach to Library services.

**Internal networking ensures staff work together more often**, giving them a chance to speak with co-workers and learn about how they can be of value to one another. When they know what resources are available, or how others can make their work easier, they can be more productive and effective.

With plenty of time to advertise the closure of Libraries throughout the region, the impact would be minimal to the community.

### 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 closure of all Council Library Services to allow all staff to attend a staff-training workshop on Friday, 27 November 2020.

### Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.4 Human resources and leadership

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Economic & Community Development

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

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 17 June 2020

**Item Number:** 13.2

**File Number:** D20/57343

**SUBJECT HEADING:** West QLD Echo Newspaper

**Classification:** Open Access

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

---

### **Executive Summary:**

The newly created West QLD Echo newspaper has been created to replace the Western Star and other similar small regional newspapers. The creator of the West QLD Echo is aiming to have this publication in local newsagencies and corner stores from Oakey to Quilpie and all towns in between, including towns in the Maranoa.

The creator is aiming to have the first publication of the West QLD Echo in stores by 10 July 2020 and is seeking Council support and feedback on this publication.

### **Officer's Recommendation:**

That Council

1. Offer in principle support to the publication of the West QLD Echo.
2. Consider advertising within the West QLD Echo on a case-by-case basis.

### **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).

Petrus Van Boven Creator of West QLD Echo  
Bottle Tree Bulletin

### **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?***

Council has been approached by Mr. Van Boven, creator of the West QLD Echo newspaper, seeking support for the idea of this publication and whether Council would be interested in advertising within the newspaper.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

With the recent announcement from News Corp to discontinue printing the Western Star and other small newspapers, Mr Van Boven started his own newspaper called the West QLD Echo. Mr Van Boven has set a release date of the first publication for 10 July 2020.

Mr Van Boven's background shows that he has worked in the newspaper industry for a number of years, so this new adventure is not new to him.

Mr Van Boven plans to provide Western Queensland communities with this printed newspaper filled with local news stories. He has developed a flyer and has distributed it to a number of newsagencies throughout Western Queensland to gauge what interest there would be in a printed newspaper with positive feedback received throughout the West. The Roma Newsagency has agreed to sell up to 50 copies to begin with, with the possibility of increase if the paper is a success within the community.

The publication will be about everyday stories and positive community news and written by local community members where possible. Within the flyer, Mr Van Boven is seeking local community members to submit their stories, interesting photos, craft creations, fictional stories, drawings, planned events, good news stories, advertising and anything that the community may be interested in.

The publication will be at a cost of \$1.40 and the first edition will be approximately 24 pages. Advertising costs will range in price starting at \$700 ex GST for a full page, \$500 ex GST for a half page, \$300 ex GST for a quarter page. These pricing are approximate costs and negotiated through a sales representative.

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

N/A

**Input into the Report & Recommendation:**

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

Economic and Community Development Manager – Ed Sims

Lead Corporate Communications & Design Officer, Communications – Jane Firth



### 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)

Community members of the Maranoa  
The Bottle Tree Bulletin.

### Risks:

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

Risk	Description of likelihood & consequences
Nil	Council is not actually making a business commitment at this time, it is merely demonstrating it goodwill.

### 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)

With the impending loss of the Western Star from 30 June 2020, this is a welcomed alternative for residents. The Maranoa community has a large population who still purchase a local newspaper to stay in touch. This would be a great opportunity to continue seeing a local newspaper within our community and would provide Council a new option to advertise or provide good news stories to the community. Although we are living in a new age of digital publication, a printed-paper would also be a option for our community.

**Recommendation:**

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

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

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

That Council

1. Offer in principle support to the publication of the West QLD Echo.
2. Consider advertising within the West QLD Echo on a case-by-case basis.

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

No.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

**Supporting Documentation:**

1  West QLD Echo flyer - 2020

D20/57348



**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

# West Qld Echo

01/06/2020 INTRODUCTORY FLYER *The local paper for West Queensland voices.*

## PRINT IS DEAD? NOT BLOODY LIKELY!

Back around 1987 Joe van Boven and his family packed up and headed east. Joe and Marg had been running the Wallumbilla Family Fare Store for about three years. Maybe some of you will remember their names, I hope some of you remember them personally.

Both were active in the community, Joe was an avid sporting shooter on the local range about the time it was built, and sometimes far and wide to Muckadilla, Emerald and Toowoomba for competition. While Marg was busy running the Store and minding the kids Joe was often found golfing, if you could call it that, spending time on the Yuleba course with his copper mate, the local police sergeant Alan Lane.

Joe immigrated to Australia in the early 70's on a skill based visa as a printing machinist (a white shirt, black-tie trade in Europe at the time). He was always fascinated with Australian life, using Donald Duck cartoons, beer and bar conversation to learn Aussie English with far too many escapades to recount here. He was naturalised as an Australian around 1985.

After a few years settling into the town and keeping the business running the mortgage proved an insurmountable obstacle, the bills were stacking up and it was time to leave. Some offers came in to buy the Store but all too late, it fell to bankruptcy. The business was defunct and the family had little option but to start driving toward their extended family without much more than fuel in the tank and a trailer towed from the back of an old Chrysler Valiant.

The fuel ran out close to Crows Nest, not far north of Toowoomba, and there they stayed for a long while. The local Lions club helped Joe & Marg stay upright as the family made do, Joe landed a job at Braeside Press in Toowoomba, and Marg started an administration career with QPS which went on to last over 30 years.

Then in 1993 lightning struck. Joe decided there was a need for a good community focussed newspaper to service Crows Nest and surrounds. The bug had bit. The Crows Nest Advertiser was born. Somehow Joe and Marg kept their day jobs while organising and then finally publishing the first edition on 17 November 1993.

By early 1994 The Crows Nest Advertiser was a regular fortnightly newspaper. It focussed on local stories, local business, with both Marg & Joe writing and serving as local photographers with the help of another local wordsmith, Barry Miller. Business had picked up so Joe offered his capable-yet-go-nowhere son a job. The boy was highly capable with computer operation and already an accurate touch typist (though this skill was only acquired for an easy elective grade at school). The boy said, "yeah alright", and behold! A new compositor was born!

### The Compositor

It's an old trade, now almost lost to the digital age as time marches on. The compositor is responsible for typesetting, artwork design, proofreading, image scanning, colour correction, film exposure and plate making amongst many other tasks thrown at them. The trade is, for the most part, producing print-ready art for the machinist working the press. Sometime around the early 1990s it became a Certificate course through TAFE called Graphic Pre-Press and started to focus more on desktop publishing.

Well folks, that is my trade. Graphic Pre-Press was the start of my career and the beginning of my adulthood. I was the boy who became a comp, and I'm forever that machinist's son. Joe passed on in 2007 and I can never pay him back for the opportunity he provided me. However I can honour his legacy, I can uphold the very highest standard of print production, and I can provide my skill to someone else who may benefit from it.

Since those early days of the 90s I completed my trade, a few years at The Advertiser and then the remainder in commercial print in Toowoomba and Brisbane. After that I spent seven years developing my skills working as a comp for Toowoomba Newspapers. I was a gun at the keyboard and eager to learn, taking on any task I could handle. I was one of many comps typesetting ads for the Toowoomba Chronicle. I set classifieds for the Dalby Herald. I proofread film for the Western Star. I helped produce the Downs Star (remember that one?).

My career in newspapers continued as I was called in to help set up new advertising and editorial systems around 2005. I had the pleasure of mastering a markup language for the CCI NewsDesk editorial system and single-handedly migrated over 100 of APN's newspapers to the new layout software. After that role I became the administrator for the Atex ClassPage system which was used to produce the classifieds pages for all APN publications.

Eighteen years in print is a long time. Whether it's helping a small town newspaper lay out stories, producing brochures for commercial real estate, setting ads for the daily newspaper, or project and information technology roles to keep those papers churning. It was a long time in the same industry and so I moved on.

### 2020 Vision

And now here we are. How was that for a yarn? This is the kind of story I need from you, dear reader, this is what your community needs from you, because I want to publish your stories.

News Corp has decided your regional newspapers aren't worth printing. Well much like my dad, a lightbulb lit up last week and I am now focussed on providing Western Queensland communities with a printed newspaper filled with local news stories.

This paper is about you. It's about where you live, where you shop, where you work, and where you play. It's about your life, your history, your relatives, your hobbies, and your future. Your stories.

Do you have a current news story or would you like to write about an event? Please do submit it to us. If you've only a tip on a story please send it in and we'll look into it where possible. Are you a writer or a columnist and want a regular spot? That sounds great, let's talk about it! Please send in your open letters as well.

This isn't just about budding journalists and traditional news articles however, it's about everyday stories and everywhere possible it should be about positive community news. Would you like to do in a local do-gooder? Do it! Do you have

a great photo of your succulent or herb garden miraculously flourishing through winter, we'll publish it. If you have an opinion on local Council developments, we'll publish it. If you're a tradesman or a maker and have a story about your work or a picture of your latest creation, we'll publish it.

Would you like your fiction or poetry published locally? Are you a clever cartoonist, illustrious illustrator or a promising portrait artist? Please do send us an image in email if you'd like to share it. If you're a musician and have a local gathering or a live stream coming up, we'll let everyone know about it. I would be so happy to receive pictures of your beloved dogs, cats and other pets for pictures of the week!

If you have outrageous claims we'll call to verify them! Please include your name and contact number where appropriate.

### This Ain't No Rag

At the outset this is a one man band relying on community submissions and a few friendly helpers. I am walking a tightrope to manage printing costs and I need to garner community interest and participation and let the dust settle a little. For ease of publication the Echo may be printed in an A4 format. I would like to have a tabloid newspaper in circulation and I continue to investigate the possibility of such.

### Contact Info

If you have a story or pictures you'd like to see published, or any questions about the road ahead please email them to [westqldecho@gmail.com](mailto:westqldecho@gmail.com)

It is early days for us, there will soon be a 1300 number and PO box to write to, until then please direct phone enquiries to 0492 973 026.

### Deadline

The first edition will be published on Wednesday 1 July 2020. I am beginning to arrange distribution and hope to have the papers available at your local newsagent or general store. The number of pages and the ongoing success of the publication will depend on your submissions, so please do send them in.

Petrus vB



Help everyone keep a quality newspaper alive in your community, please send in your stories and images to us now! Email: [westqldecho@gmail.com](mailto:westqldecho@gmail.com) Phone: 0492 973 026

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 23 June 2020

**Item Number:** 13.3

**File Number:** D20/59472

**SUBJECT HEADING:** Proposed User Guide - Roma Cultural Centre Auditorium and Ernest Brock Room

**Classification:** Open Access

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

---

### **Executive Summary:**

A venue hire guide to assist in the coordination and conduct of a function or event in the Roma Cultural Centre Auditorium and Ernest Brock Room has been completed. This guide has been put together as a requirement of Council's 2019/2020 Operational Plan requirements. Council is asked to consider the guide.

### **Officer's Recommendation:**

That Council:-

1. Adopt the User Guide for the Roma Cultural Centre Auditorium and Ernest Brock Room as presented;
2. Authorise the Chief Executive Officer or delegate, to undertake ongoing amendments to User Guide as required.

---

### **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).*

<b>Acronym</b>	<b>Description</b>
Nil	Nil

### **Context:**

***Why is the matter coming before Council?***

A venue hire guide to assist in the coordination and conduct of a function or event in the Roma Cultural Centre Auditorium and Ernest Brock Room has been completed.

This guide has been put together as a requirement of Council's 2019/2020 Operational Plan –

The Operational Plans includes the following action:-  
HIRERS GUIDE – ROMA CULTURAL CENTRE

- Develop and implement a hirers guide for the Roma Cultural Centre.

Council is asked to consider the manual as presented.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

This developed User Guide will be available in the venue for use by all hirers of the Roma Cultural Centre Auditorium and Ernest Brock Room to assist them in conducting their events.

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

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

Nil

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

Nil

**Input into the Report & Recommendation:**

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

Tanya Mansfield – Manager Facilities (Land, Buildings and Structures)  
Dale Waldron - Manager, Communication, Information & Administration Services  
Monique Light – Support Officer Facilities  
Roslyn Waldron – Administration Officer Building and Structure Maintenance  
Leesa Chandler – Project Officer (Facilities Planning & Delivery)

A copy of the guide was forwarded to the following regular users for their review and comment:-

Dance West – Jodie Noon  
Edrine Keegan School of Ballet  
Roma Highland Dancers

Red Cross Chelsea Flower Show  
Roma and District Eisteddfod  
Future Farmers Network  
St Johns School  
Roma State College  
Endeavour Foundation  
South West Hospital and Health Service

### Funding Bodies:

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

Nil

### This Financial Year's Budget:

*Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).*

*If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?*

Nil

### Future Years' Budgets:

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

Nil

### Impact on Other Individuals or Interested Parties:

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

Council's Customer Service Team (who traditionally have often fielded questions from hirers) and the Facilities Team.

Any potential hirer of the Cultural Centre Auditorium and Ernest Brock Room

Regular users of the Roma Cultural Centre Auditorium and Ernest Brock Room

### 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
Incorrect/missed information	Incorrect or missed information may cause confusion with potential hirers of the facilities. This risk has been reduced by widely consulting with regular users on the content of the guide.

### 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 consider the manual as presented.

### Recommendation:

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

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

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

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

That Council:-

1. Adopt the User Guide for the Roma Cultural Centre Auditorium and Ernest Brock Room as presented;
2. Authorise the Chief Executive Officer or delegate, to undertake ongoing amendments to User Guide as required.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**



User Manual Auditorium & Ernest Brock Rooms

D20/59534



**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

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





## User Guide for Auditorium & Ernest Brock Room



## User Manual for Auditorium &amp; Ernest Brock Room



## Contents

1	FACILITY HIRE & SUPPORT .....	4
1.1	Bookings .....	4
1.2	Capacities & Configurations .....	4
1.3	Suggested Layouts .....	4
1.4	Venue Equipment .....	5
1.5	After Hours Access .....	5
1.6	Staffing/Support .....	5
1.7	Use of additional Communal Areas .....	6
2	GENERAL HIRE INFORMATION .....	6
2.1	Animals .....	6
2.2	Camping .....	6
2.3	Decorations .....	6
2.4	Smoke Machines & Candles .....	6
2.5	Disturbance and Noise .....	6
2.6	Floor Surfaces .....	7
2.7	Chairs .....	7
2.8	Loading Dock .....	7
2.9	Marketing & Promotional Material .....	7
2.10	Parking & Transport .....	7
2.11	Smoking .....	7
2.12	Evacuation Routes must not be obstructed .....	7
2.13	Telephone .....	8
2.14	WIFI .....	8
2.15	Ticketing Service .....	8
2.16	Toilets .....	8
2.17	Air-conditioning & Heating .....	8
3	PRESENTATIONS & PERFORMANCES .....	8
3.1	Presentation & Performance Equipment .....	8
3.2	Piano .....	9
3.3	Special Effects .....	9
3.4	Lights / Performing Arts .....	9
3.5	Copyright & Public Performance of Music .....	9
4	KITCHEN, CATERING & BAR .....	9
4.1	Liquor .....	9
4.2	Catering .....	10
4.3	Kitchen/Catering/Bar Equipment .....	10

## User Manual for Auditorium &amp; Ernest Brock Room



4.4	<b>Oven &amp; Cooktop</b> .....	11
5	<b>CLEANING &amp; WASTE</b> .....	11
5.1	<b>Cleaning Equipment</b> .....	11
5.2	<b>Toilets</b> .....	11
5.3	<b>Refuse/Rubbish/Waste</b> .....	11
5.4	<b>Recycling</b> .....	12
6	<b>IN CASE OF AN EMERGENCY</b> .....	12
6.1	<b>First Aid</b> .....	12
6.2	<b>Automated External Defibrillator (AED)</b> .....	13
6.3	<b>Plumbing Emergency</b> .....	13
6.4	<b>Gas Emergency</b> .....	13
6.5	<b>Fire Emergency</b> .....	14
6.6	<b>Fire Emergency Equipment Usage</b> .....	14
6.7	<b>Emergency Evacuation</b> .....	14
	Annexure A - Auditorium – Index on where to go and how to? .....	15
	Annexure B – - Ernest Brock Room - Index on where to go and how to? .....	20
	Annexure C – Check list - Accountabilities .....	26

## User Manual for Auditorium &amp; Ernest Brock Room

**AT A GLANCE (SUMMARY)**

Maranoa Regional Council has put together this venue hire guide to assist in the coordination and conduct of a function or event in the Roma Cultural Centre Auditorium and Ernest Brock Room.

The Auditorium and Ernest Brock Rooms are the ideal venues for a range of community and corporate events. The Auditorium and Ernest Brock Rooms can be hired separately, or as one large space, as a concertina door can be closed or opened between the two spaces.

Hirers need to be aware that another event may be held in the adjoining room to where their event is being held with both events sharing the same bathroom amenities.

The Ernest Brock Room and Auditorium are hired on a “dry hire” basis. This means that the hirer hires the venue space only, with food and beverage, staffing, decorations and theming and additional required furniture and audio-visual equipment being organised externally by the hirer rather than by Council.

Refer to Annexure A – Auditorium points of interest index/plan and Annexure B for Ernest Brock points of interest index/plan. These plans provide guidance on where to find items in each room.

**1 FACILITY HIRE & SUPPORT****1.1 Bookings**

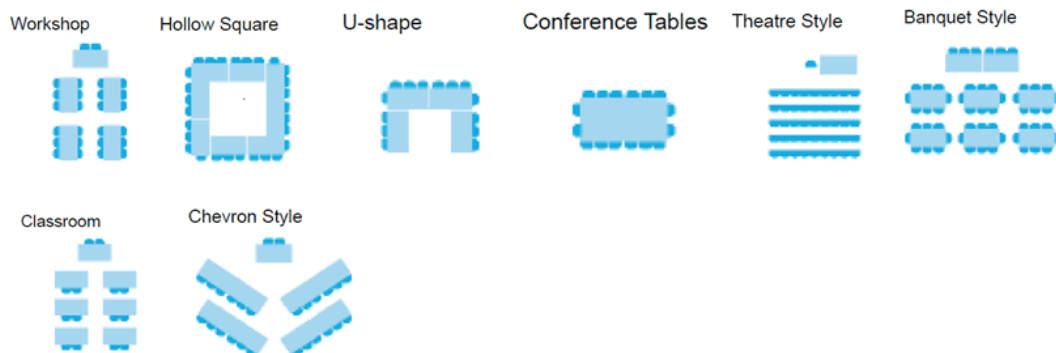
For all booking related enquires contact Customer Service on 1300 007 662.

**1.2 Capacities & Configurations**

	Area Metres <sup>2</sup>	Seating/Standing
<b>Auditorium</b>	462.5m <sup>2</sup>	462
<b>Ernest Brock Room</b>	291.3m <sup>2</sup>	291

(Source: BCA 2019 – D1.13 Number of persons accommodated)

All capacities are a guide only and individual capacities for function and meeting rooms may vary.

**1.3 Suggested Layouts**

If required, Council provides set up of tables and chairs for functions where hirers are paying the commercial hire fee and the required set up has been requested on the hire agreement.

## User Manual for Auditorium &amp; Ernest Brock Room

**1.4 Venue Equipment**

	Size	Number
<b>Tables</b>	1,500mm x 750 mm	60
<b>Chairs</b>		Total 420 90 single chairs 330 interlocking chairs
<b>Chairs Multi Sets</b>		36 sets of 4 chairs 40 sets of 6 chairs

Please note that the venue equipment (tables and chairs) are shared between both the Auditorium and Ernest Brock Room. These tables and chairs are also available for external hire and use, and if they have been hired for another event, they will not be available for use in the Auditorium or Ernest Brock Room.

At the time of booking it is important that you advise of the number of tables and chairs you require for your event.

**1.5 After Hours Access**

**Refer to point 1 on either Annexure A or B for location**

It is preferable that the keys are collected during council office hours between 8.20am – 5.00pm Monday to Friday.

If it is not possible to collect or drop keys off during office hours, a key box has been installed outside the building, located outside the access doors on the brick wall.



The pin code to access the key box will need to be obtained from Council's Facilities Department prior to the day of booking.

**1.6 Staffing/Support**

Maranoa Regional Council Customer Service is open 8:20am to 5:00pm Monday to Friday. Please ensure you have everything you need for your booking including having asked any questions, as there is no after-hours customer service available.

Council has an emergency contact number available on weekends and after hours – 1300 007 662.

An emergency is classified as:-

Hirer cannot gain access to or lock the premises i.e. key will not work or door lock is broken.

Property or building damage that requires immediate repair i.e. Window broken which prevents the building from being secured.

An emergency situation where the fire brigade has been contacted.

## User Manual for Auditorium &amp; Ernest Brock Room

**1.7 Use of additional Communal Areas**

The Hirers activities are to be contained within the space that has been hired. Any proposal to use the foyer of the Roma Cultural Centre, or the front circular drive area must be recorded on the booking sheet and approved by Council prior to the commencement of the event.

Use of the foyer and front circular drive area as gathering places during functions and events will only be considered if its use does not unduly impact on other hirers and the provision of customer service by the Maranoa Regional Council's Administration Office that shares this foyer area.

**2 GENERAL HIRE INFORMATION****2.1 Animals**

No animals except service dogs are permitted in the Auditorium and Ernest Brock Room, unless prior arrangement has been made.

Council has facilities available at Bassett Park that are more suitable for events involving animals.

**2.2 Camping**

No camping/sleeping in the facility or grounds is permitted.

**2.3 Decorations**

The floors, walls or any other parts of the facility must not be broken or pierced by nails, screws or other contrivances, nor by any writing, printing, painting or other decorations made on the walls.

No proscenium, scenery, fittings, decorations, posters, are to be fixed, hung or displayed in or upon the building without the previous consent of Council.

In the foyer, common area furniture and fixtures including plants must not be moved without prior permission of Council.

The Hirer shall at their own expense provide such protective apparatus and appliances as may be directed by the Council, in order to comply with any relevant statutory requirement or those of the Council insurers.

**2.4 Smoke Machines & Candles**

The use of smoke machines and candles are prohibited, as they may set the smoke alarms off.

Any Queensland Fire and Emergency Services call out fee associated with a false alarm caused by smoking, will be the responsibility of the Hirer.

**2.5 Disturbance and Noise**

The Hirer is responsible for ensuring any event or activity being held at the venue does not unduly impact on adjoining Hirers, other occupants of the building and nearby residents, for example excessive noise and/or invasion of privacy.

Failure to comply with any official request to reduce noise, will result in immediate cessation of the Hire.

For night time events, an announcement should be made to guests at the end of the event to remind them to leave the venue quietly.



## User Manual for Auditorium &amp; Ernest Brock Room

**2.6 Floor Surfaces**

No substance is to be placed on any floor that may alter the surface.

Furniture and equipment must be carried and not dragged.

**2.7 Chairs**

A trolley is available to assist with the moving and packing up of the chairs after an event. The chair trolley is located behind the mobile partitions on the right hand side in the Auditorium, near the front stage.



If the Hirer is paying a commercial fee to hire the facilities, council will arrange the set up and put away of tables and chairs.

**2.8 Loading Dock**

There is a loading dock located at the rear of the Ernest Brock Room. The dock has the capacity to deal with a maximum of one vehicle at any one time. The loading dock is for the receiving of goods and services only.

**2.9 Marketing & Promotional Material**

The Hirer is to ensure that any marketing or promotional material that contains the name of the Venue and or Council's name are printed and distributed in a responsible manner and that any information contained in this material is consistent with Council's General Conditions of Hire. The Hirer is to seek special approval before using the Council name/logos in its promotional material.

**2.10 Parking & Transport**

During the hire no vehicles are to obstruct access to the venue and all parking must comply with parking sign requirements. Hirers are encouraged to park on Quintin Street (Carnarvon Highway) Roma.

An event management plan including a traffic management plan may be required to be submitted for larger events, particularly where the flow of traffic on the Carnarvon Highway may be affected.

**2.11 Smoking**

No smoking is permitted within the building or within 4 metres of the entrance of the building. Any Queensland Fire and Emergency Services call out fee associated with a false alarm caused by smoking will be the responsibility of the Hirer.

**2.12 Evacuation Routes must not be obstructed**

Evacuation routes ensure that occupants of a building are able to move to a place of safety outside the building, before they are threatened by heat or smoke. Each hirer must have a designated person responsible for evacuation in case of an emergency situation. This person is also responsible for calling triple zero 000.

## User Manual for Auditorium &amp; Ernest Brock Room



There needs to be a clear unobstructed path to all designated exits marked on the evacuation diagrams located onsite. The minimum width of an evacuation route is 1 metre wide and hirers must comply with this requirement when setting out tables and chairs.

Refer to Item 6 for in case of emergency information.

**2.13 Telephone**

There is no provision for a landline telephone in the Auditorium or Ernest Brock Room. Mobile telephone coverage only.

**2.14 WIFI**

WiFi is available to the Hirer. Contact customer service during office hours to obtain password.

**2.15 Ticketing Service**

Council does not provide ticketing services.

**2.16 Toilets**

The toilets in the cultural centre foyer are shared between hirers of the Auditorium, Ernest Brock Room, customers and staff of Maranoa Regional Council and other visitors to the facility. Toilet facilities are cleaned once per day in the morning. Any additional cleaning that is required in addition to this once per day clean is the responsibility of the hirer.

The toilets must be left in a neat and tidy condition after hire. Hirers are responsible for any additional cleaning of the toilets necessitated by their guest's use of the facilities. Council will inspect the toilet facilities and any additional cleaning that it is required will be deducted from the bond.

Council will supply toilet paper, paper towel and soap for the dispensers.

**2.17 Air-conditioning & Heating**

The temperature settings for heating and air conditioning cannot be changed by hirers. Changes to the temperature settings need to be completed manually by an electrician.

If the room becomes too cold or too hot, the air-conditioning/heating can be switched on or off as needed.

### 3 PRESENTATIONS & PERFORMANCES

**3.1 Presentation & Performance Equipment**

There is sound and audio-visual equipment at the facility that can be hired. The equipment is shared between the Ernest Brock Room and Auditorium. Hire of this equipment needs to be requested on the Facility Hire booking form.

If anything in addition to the below list of equipment is required, it will need to be sourced from a hire company. All breakages must be reported to Council and the cost of breakages will be deducted from the bond. In particular please ensure all leads, microphones and other portable equipment remain in the facility at the end of the hire.

**Sound/Audio Equipment**

- Portable PA System with cordless microphone
- Data Projector/Screen
- Auditorium microphone

## User Manual for Auditorium &amp; Ernest Brock Room



- Black lectern microphone
- Cables for laptop
- Microphone stand

**Other Equipment**

- Small Screen
- White Board
- Lectern
- Grand Piano (available in Auditorium and on stage only)
- Upright Piano (available in Ernest Brock Room or Auditorium)
- Mobile Partitions (16 – 6 blue & 10 cream)
- Welcome to Roma Banner (2,000mm x 4,000mm)
- Ladder

**3.2 Piano**

If the piano is booked as part of the hire, the hirer must position the piano on stage (with direction provided by Council). If necessary, it is the responsibility of the Hirer to engage a piano tuner to tune the instrument prior to use.

**3.3 Special Effects**

Smoke machines, sparklers or any other smoke producing item may not be used in the building under any circumstances. Should any smoke detector or alarm be activated during your hire, the bond may be forfeited and additional charges may be incurred for the call out of the Queensland Fire Brigade.

**3.4 Lights / Performing Arts**

Hirers of the Auditorium are only permitted to use the stage lighting installed, if prior approval has been arranged. In order to operate the lighting, the hirer must have the knowledge and experience using theatre lighting. Any breakages must be reported to Council and the cost of breakages will be deducted from the bond or invoiced if the damage is greater than bond held.

**3.5 Copyright & Public Performance of Music**

Council holds a licence with One Music. Council Events (and events held by an Authorised Third-Party hiring a Council Facility) are covered by this Council licence scheme as long as:

- If there is no entry fee, the Gross Expenditure on Live Artist Performers is \$4,000 or under;
- If there is an entry fee, the advertised price is \$40 or under;
- Whether or not there is an Entry Fee the Gross Expenditure on Live Artist Performers is \$50,000 or less.

If the Event falls outside these limitations, the Hirer will be required to seek a separate events licence.

**4 KITCHEN, CATERING & BAR****4.1 Liquor**

The consumption of alcoholic beverages is limited to within the Auditorium/Ernest Brock Room (area hired). No alcohol is to be consumed in the foyer, circular driveway or outside the building. No guest is authorised to leave the event with an open container of drink.



## User Manual for Auditorium &amp; Ernest Brock Room



Liquor cannot be sold in this space without the appropriate temporary licence being acquired by the hirer. Support for the "liquor permit" application can be provided by Council upon request.

#### **4.2 Catering**

An in-house catering service is not available for events held at the centre. Self-catering is permitted or alternatively the Maranoa Region has a range of catering companies available to accommodate both large and small events.

All activities involving food handling and/or preparation must comply with the Food Act 2006. All licensable food businesses must hold and display a current Food Licence under the Food Act 2006 and the Food Safety Standards.

For further information or advice regarding licencing requirements and food safety matters please contact Council's Environmental Health officers on 1300 007 662.

#### **4.3 Kitchen/Catering/Bar Equipment**

There is a quantity of kitchen, catering and service of alcohol equipment at the facility that can be used by hirers. The equipment is shared between the Ernest Brock Room and Auditorium. If anything in addition to the below list of equipment is required, it will need to be sourced from a hire company. All breakages must be reported to Council and the cost of breakages will be deducted from the bond.

##### ***Kitchen Equipment***

- Mugs and Saucers (50)
- White Cups & Saucers (50)
- Teapots (3)
- Electric Urn (2 – 1 Small & 1 Large)
- Oven Trays (3 – 1 Large & 2 Small)
- Stoves
- Ovens
- Dishwasher
- Cold Room
- Microwaves
- Small fridges

##### ***Bar Equipment***

- Glasses (200ml x 350 – including trays)
- Glass Trays (16 –without glasses)
- Jugs (24)
- Bar Towels (10)
- Cold Room with shelving and display windows
- Beer Taps. (Hirer is responsible for attaching beer kegs and cleaning of the lines once event is finished)

NB. The hirer is responsible for the supply of gas required to operate the beer keg system.

## User Manual for Auditorium &amp; Ernest Brock Room



#### 4.4 Oven & Cooktop

##### **Auditorium**

- Electric Oven with 5 element electric cooktop.

##### **Ernest Brook Kitchen**

- Electric oven with 5 element gas cooktop.

## 5 CLEANING & WASTE

The room will be cleaned prior to the hirer taking possession. It is the hirer's responsibility to clean the room during the hire and at the end of the hire. Where the room is hired for consecutive days, Council staff will not clean the room during the period the room is hired.

The hirer must ensure the room is cleaned at the end of the hire. Council will inspect the room and any additional cleaning that it is required will be deducted from the bond.

Negotiations with any commercial cleaning services used are the responsibility of the Hirer.

It is the responsibility of all hirers to remove sets, props, equipment and other items brought into the venue at the conclusion of events. Council is not responsible for any items that are left at the facility after hire concludes.

#### 5.1 Cleaning Equipment

Cleaning equipment (mop, bucket and brooms) are stored in the kitchens. Cleaning products are not provided, and hirers are required to bring their own. No substance is to be placed on any floor that may alter the surface.

As a condition of hire, *non-commercial* hirers are required to:-

- Wipe all tables and chairs. Stack away tables and chairs neatly. The chair trolley is to be used to avoid marking the floor;
- If you have used a portable urn, wait until it has cooled, then empty and leave upside down on the sink to dry;
- Ensure that the stove, oven and any appliances (excluding refrigerator) are turned off;
- Wipe down all bench tops, refrigerator, sink, stove and oven;
- Mop up any spills, sweep the floors and put all rubbish in the bins;
- Close/lock all windows and interior doors (as you found them);  
Turn off all lights, air-conditioning or heating.

If the Hirer is paying a commercial fee to hire the facilities, council will arrange the set up and put away of tables and chairs.

#### 5.2 Toilets

Refer to item 2.15.

#### 5.3 Refuse/Rubbish/Waste

An industrial bin is located at the rear of the Cultural Centre near the loading bay. Rubbish, refuse and waste must be bagged and placed in the industrial bin by the hirer.

- 1x Industrial Bin (outside) located at back of the Cultural Centre;
- 1x Wheelie bin in each kitchen;
- 2x Medium sized wheelie bins inside kitchen;
- 6x 82 litre bins in Auditorium;

## User Manual for Auditorium &amp; Ernest Brock Room



- 3x 82 litre bins in Ernest Brock Room.

Except for the industrial bin and the 2 large wheelie bins (located in each kitchen), the rest of the bins must be emptied and waste placed in the industrial bin.

Any excess rubbish, refuse and waste that cannot be accommodated by the industrial bin, must be removed from site and disposed of by the Hirer in a responsible manner.

#### **5.4 Recycling**

All Hirers are encouraged to collect and return eligible drink and beverage containers for recycling. A containers for change site is available in Roma where containers can be returned for a cash refund.

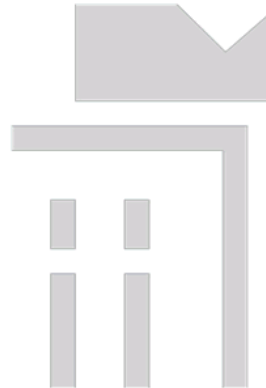
If Hirers prefer, a number of local community organisations are collecting and returning eligible containers as a fundraising initiative and hirers may wish to make arrangements with one of these groups in regard to their containers.

Additional information on the containers for change program can be obtained at [www.containersforchange.com.au](http://www.containersforchange.com.au).

## **6 IN CASE OF AN EMERGENCY**

### **6.1 First Aid**

First Aid Kits available for use by hirers. There is one first aid kit available in each kitchen. If any first aid items are used, an incident report must be completed and submitted to Council. All items taken from the first aid kit must be recorded on the first aid register located with the kit.



## User Manual for Auditorium &amp; Ernest Brock Room

**6.2 Automated External Defibrillator (AED)**

**Refer to point 2 on either Annexure A or B for location**

An automated external defibrillator (AED) is available in the foyer of the Cultural Centre. An AED is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and is able to treat them through defibrillation.

If the AED is used, Council must be notified as the defibrillator unit will require urgent maintenance.

**6.3 Plumbing Emergency**

If any plumbing emergency arises, please call 1300 007 662 and press 6 for facilities which will direct your call to the on call facilities employee. You will be required to provide information as to the nature of the plumbing emergency. A plumber will then be engaged to inspect and repair the issue.

**6.4 Gas Emergency**

**Refer to point 6 on Annexure B for location**

If any gas issue arises, turn the emergency gas shut off valve off (as pictured below). This valve is located in the kitchen in the Ernest Brock Room

Then call 1300 007 662 and press 6 for facilities which will direct your call to the on call facilities employee. You will be required to provide information as to the nature of the gas emergency. An appropriately qualified person will then be engaged to inspect and repair the issue.



## User Manual for Auditorium &amp; Ernest Brock Room

**6.5 Fire Emergency**

**Refer to Annexure A and Annexure B for locations of fire extinguishers**

If fire/smoke alarms are set off, QFES are automatically notified and will respond to the call out.

As a requirement of hire, the Hirer must:

- know where all safe exits and exit paths are located and designate a safe external assembly point;
- keep all exits and exit paths clear during use of the venue and know where emergency equipment is located (eg. fire extinguishers);
- Ensure that highly flammable materials are not permitted within the premises;
- Not allow gas heaters, lamps or fires either inside the facility or its grounds or surrounding public open space without prior approval of Council;
- Ensure activities to be undertaken by the Hirer and the Hirer's guests are not dangerous;
- Not interfere with any emergency equipment or notices;
- Meet the cost of replacement or repair of such emergency equipment caused by any improper use.

Ensure an exclusion zone of one metre around all firefighting equipment is maintained. An exclusion zone of 2 metres, must be maintained free of any obstacles (inc. people), from the final exit from the building to outside.

All Hirers must consider placement of tables, chairs, furniture and decorations in relation to exit paths.

**6.6 Fire Emergency Equipment Usage**

The Hirer must:

- Call the Fire Brigade (by dialling 000) before attempting to fight any fire;
- Only attempt to fight a fire with the equipment provided and if it is safe to do so;
- 
- Only use the firefighting equipment if you have read and understood the instructions or are familiar with the equipment and its specific application and advise Council if emergency equipment is used.
- 

**6.7 Emergency Evacuation**

The Hirer must:

- Identify exact nature and location of the emergency;
- Remain calm and leave in an orderly manner;
- Remember to search all areas of the venue (including toilets) for anyone remaining (only if safe to do so)
- Report to the emergency authority (e.g. Fire Brigade) on status of all persons;
- Only re-enter the venue when authorised by the emergency authority.

**SAFETY of the Hirer and the Hirer's guests is the Hirer's responsibility whilst under the Hirer's care and control.**

## User Manual for Auditorium &amp; Ernest Brock Room



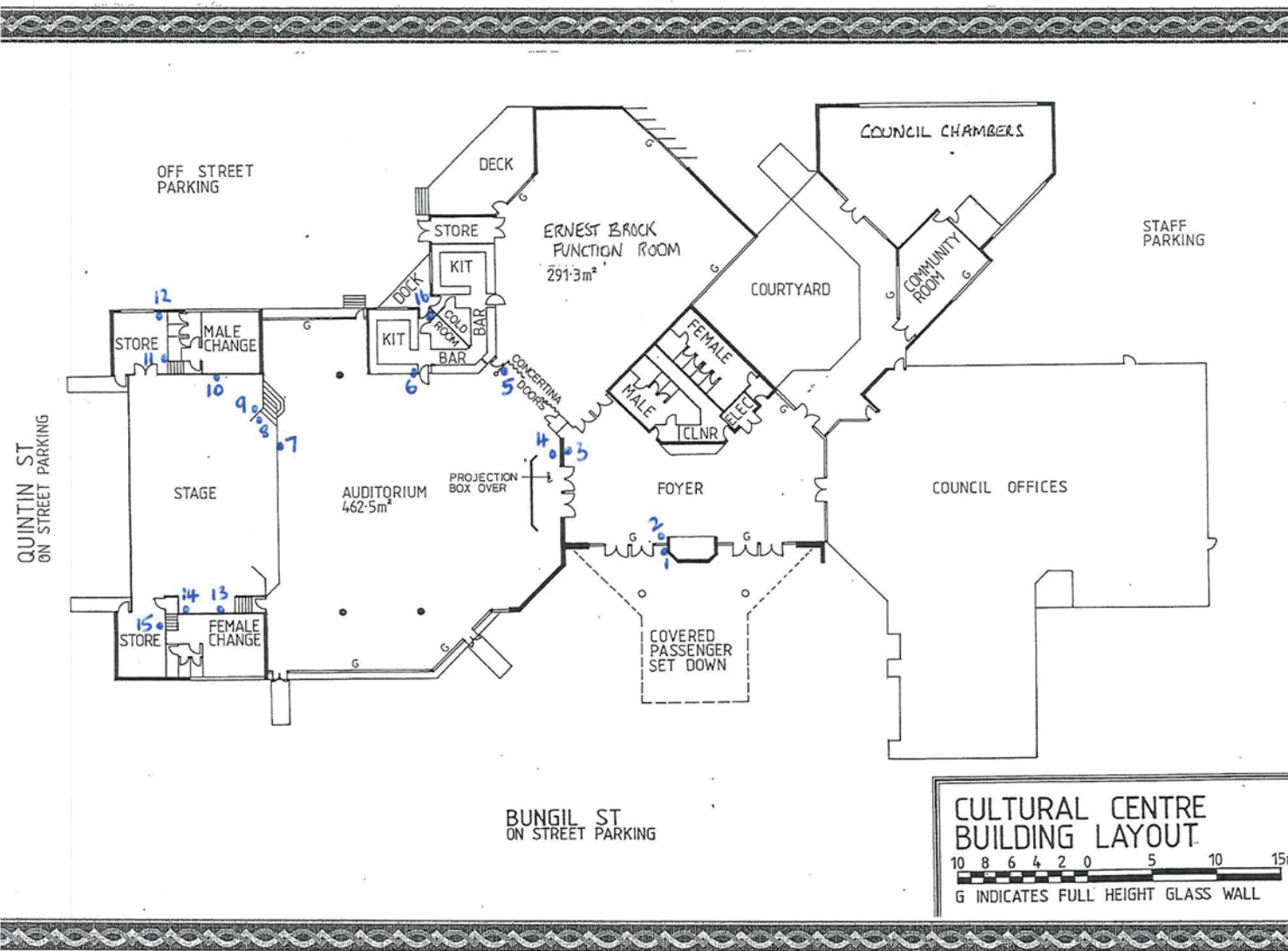
## Annexure A - Auditorium – Index on where to go and how to?

Index Number	Item
1	After Hours Access
2	Defibrillator
3	Fire Extinguisher
4	Heater
5	Lights Air-conditioning
6	Lights for Kitchen & Bar
7	Computer input for projector Projector
8	Microphone plug in
9	Lights for stage Projector drop down Speakers
10	Fire Extinguisher
11	Store room light
12	Fire Extinguisher
13	Fire reel
14	Fire Extinguisher Stage fan
15	Store room light
16	<b>Mains Switch –</b> Power, cold room, hot water system, lighting, air-conditioning, stove





## User Manual for Auditorium &amp; Ernest Brock Room



## User Manual for Auditorium &amp; Ernest Brock Room

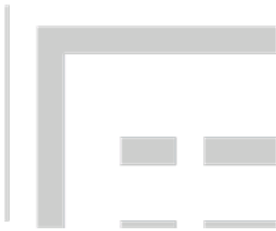
**Index 16 - Mains Switch**

To ensure all electrical components are working and the hot water is operational, go to the mains switch and flick all switches to on.

When you are finished hiring the facility, please ensure the mains are switched off.

**Index 4 – Heater****Heating Instructions Auditorium**

The Heater control panel (pictured below) in the Auditorium is located on the right on the brick wall as soon as you walk through the main entrance from the foyer.



The heating temperature is pre-set and cannot be adjusted by hirers

1. To turn the heating system on flick the switch to on and turn the key to on, as the temperature cannot be adjusted if the facility becomes too hot then turn them both onto Off;
2. Make sure the heater is switched off before leaving the facility.

**Index 5 – Lights****Building Light Switches Auditorium**

The general light switches in the Auditorium are located on the right hand side wall near the bar area in a silver box.



1. Turn the 4 switches on with Full On written above the switch.
2. Make sure lights are switched off before leaving the facility.



## User Manual for Auditorium &amp; Ernest Brock Room

**Index 5 – Air-conditioning**

The Air conditioner control panel in the Auditorium is located on the right hand side wall near the bar area in the box pictured below.



The air conditioner temperature is pre-set and will not require adjustment. The air conditioner can only be adjusted to high or low speeds.

1. Flick the cool and air switches to on.
2. Change the speed settings from low too high to what best suits.
3. Make sure the air-conditioners are switched off before leaving the facility.

**Oven & Stove Operation**

Ensure the mains switch board has been turned on, refer to Index 16 for location.

**Before using the stove or oven.**

1. Turn on the switch located under the exhaust fan on the left above the stove.

**To light the electric stove top**

1. Locate the front, rear and middle control knob corresponding to the hot plate required for use. (these are pictured on front of the stove).



2. Turn the knob and adjust to the desired temperature by turning the knob from clockwise to anti-clockwise.

## User Manual for Auditorium &amp; Ernest Brock Room

**To light the electric oven**

1. Locate the oven knob (3<sup>rd</sup> from left)
2. Set the oven thermostat to the desired temperature, by turning the knob clockwise or anticlockwise respectively.
3. Oven will then heat to the desired temperature.

**Index 9 – Speakers****Equipment Guide – Wireless Microphone**

To turn the wireless microphones and sound on:

1. Go up into the lighting room
2. Turn the black box (sitting on the floor on the left hand side) on at the wall and on at the box
3. On the control panel (on the left hand side) move the 1L Main 2R switch control (2 red controls) up to zero
4. On the same control panel move switch 5 (wireless mic 1 switch) up to zero and adjust the knob at the top to adjust the sound
5. Go to the cage on the stage (Index 9) and turn the speakers switch on
6. Test the sound is working

To turn the wireless microphones and sound off:

1. Go to the cage on the stage (Index 9) and turn the speakers switch off
2. Go up into the lighting room
3. On the control panel (on the left hand side) move switch 5 (wireless mic 1 switch) down and off and adjust the knob at the top to a neutral position
4. On the same control panel move the 1L Main 2R (2 red controls) down and off
5. Turn the black box (sitting on the floor on the left hand side) off at the box and at the wall

**Index 9 – Stage Lights & Projector****Stage Equipment****To Turn On**

1. Switch on control on floor in lighting room
2. Sound system on bench in lighting room
3. Switch speakers on last
4. If screen is to be used turn the knob under the speakers switch to down

**To Turn Off**

1. Turn the knob for screen to up
2. Turn off the speakers switch
3. Turn down sound system, turn off
4. Switch off control on floor in lighting room



## User Manual for Auditorium &amp; Ernest Brock Room

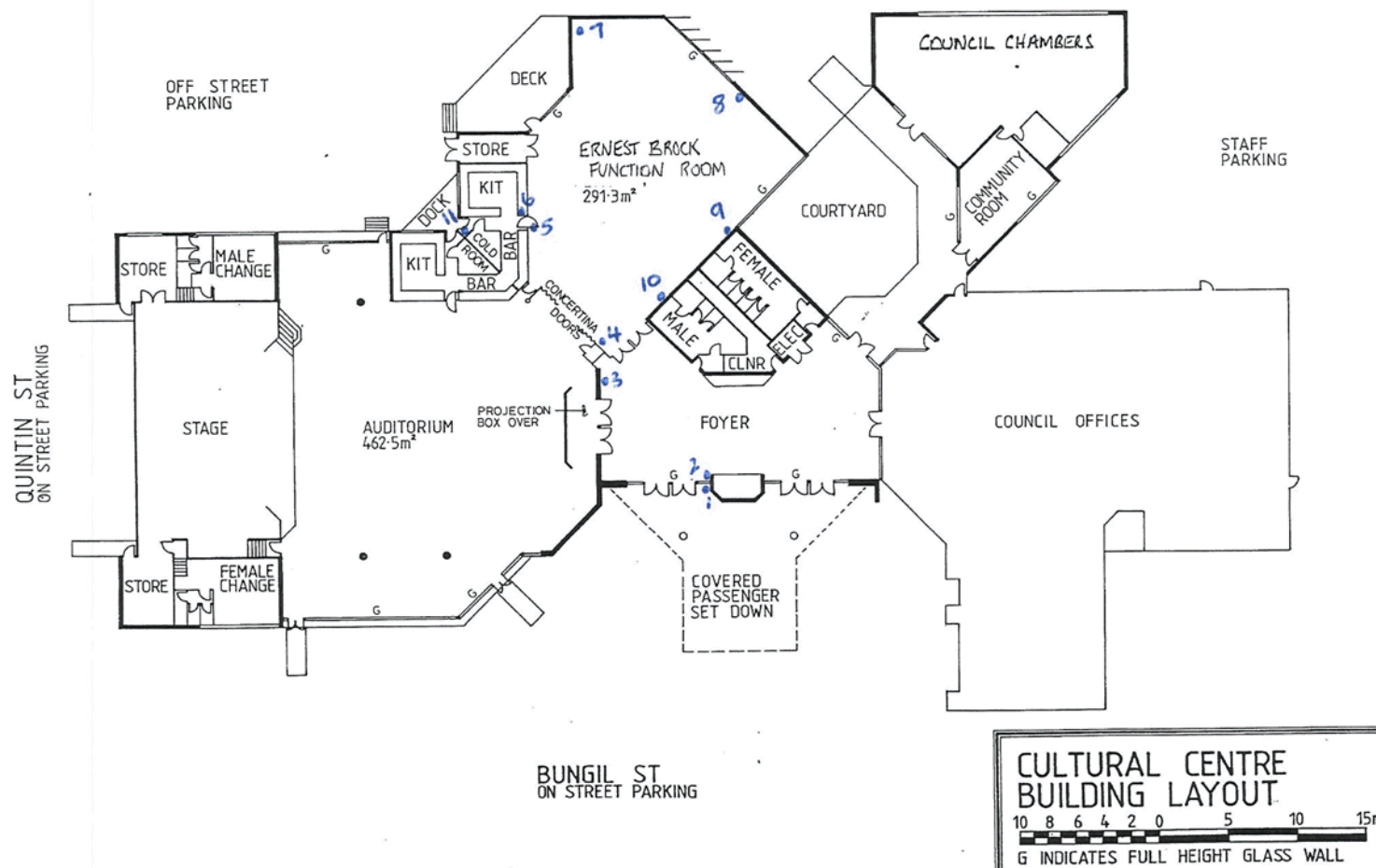


## Annexure B – - Ernest Brock Room - Index on where to go and how to?

Index Number	Item
1	After Hours Access
2	Defibrillator
3	Fire Extinguisher
4	Lights
5	Air-conditioning
6	Gas
7	Blue cupboard – P/A System
8	Projector on/off Computer plug in
9	Heating
10	Fire Extinguisher
11	<b>Mains Switch –</b> Power, cold room, hot water system, lighting, air-conditioning



## User Manual for Auditorium &amp; Ernest Brock Room



## User Manual for Auditorium &amp; Ernest Brock Room

**Index 11 - Mains Switch**

To ensure all electrical components are working and the hot water is operational, go to the mains switch and flick all switches to on.

When you are finished hiring the facility, please ensure the mains are switched off.

**Index 9 – Heater****Heating Instructions Auditorium**

The Heater control panel in the Ernest Brock Room is located on the right on the brick wall about half way down when you walk through the main door way.



The heating temperature is pre-set and cannot be adjusted by hirers.

1. To turn the heating system on turn the key to on, if the room becomes too hot you will need to turn the key to off.
2. Make sure the heater is switched off before leaving the facility.

## User Manual for Auditorium &amp; Ernest Brock Room

**Index 4 – Lights****Building Light Switches Auditorium**

The general light switches in the Ernest Brock Room are located on the left hand side as soon as you walk through the main door in the silver box stating "Arts & Craft Control Panel".



1. Turn on the 3 switches located at the top with Full On written above the switch.
2. Make sure lights are switched off before leaving the facility.

**Index 5 – Air-conditioning**

The Air conditioner control panel in the Ernest Brock Room is located on the right hand side as soon as you walk through the door to enter into the Kitchen in the box pictured below.



The Air conditioner temperature is pre-set and will not require adjustment. The air conditioner can only be adjusted to high or low speeds.

1. Flick the cool and air switches to on.
2. Change the speed settings from low too high to what best suits.
3. Make sure the air conditioners are switched off before leaving the facility.

## User Manual for Auditorium &amp; Ernest Brock Room

**Oven & Stove Operation**

Ensure the mains switch board has been turned on, refer to Index 11 for location.

**Before using the stove or oven.**

The Stove located in the Ernest Brock Room is a gas stovetop with large gas oven on the left and small electric oven on the right.

**Before using the stove or oven.**

1. Make sure the gas shut off valve (Index 6) (yellow lever) is turned to on (press down lever)



2. Allow time for the gas to go through the line before trying to light the oven or stove.
3. Turn on the switch located under the exhaust fan on right of the stove.



## User Manual for Auditorium &amp; Ernest Brock Room

**To light the stove top.**

1. Locate the front, rear and middle control knob corresponding to the open burner required for use (these are pictured on front of stove)



1. Depress the knob slightly and turn to pilot position.
2. Push the knob in and hold until burner is lit. Hold for a few seconds afterwards to make sure it remains lit.
3. Set the burner at the desired flame by turning the knob clockwise or anti-clockwise to high or low flame.
4. Repeat steps for any burners needed.

**To light the gas oven.**

1. Locate the knob with gas oven above it.
2. Turn the knob and press down until the gas oven lights.
3. Set the thermostat to the desired temperature, by turning the knob clockwise or anticlockwise respectively.
4. Oven will then heat to the desired temperature and the red light will go off when the oven reaches the desired temperature.

**To light the electric oven.**

1. Locate the knob with electric oven above it.
2. Set the oven thermostat to the desired temperature, by turning the knob clockwise or anticlockwise respectively.
3. Oven will then heat to the desired temperature.



**Ensure all knobs on the oven and burners are off and turn off the gas valve when finished.**



## User Manual for Auditorium &amp; Ernest Brock Room



## Annexure C – Check list - Accountabilities

Actions	Responsible Party	
	Event Organiser	Council
<b>Prior to Event</b>		
Arrange room set up requirements in accordance with event plan (unless arranged with Council on the hire form)	X	
Arrangement additional AV/IT if required	X	
Familiarise operation of equipment.		
Arrange Security if required	X	
Arrange Catering if required	X	
Hire of additional furniture/equipment not available in room.	X	
Oversee any contractors or volunteers that are assisting with set up of event.	X	
<b>During Event</b>		
Cleaning of venue	X	
Oversee any contractors or volunteers that are assisting in the delivery of the event.	X	
Ensure adequate provisions of toilet paper, paper hand towel and liquid soap are available at the venue for hirers to refill dispensers.		X
Clean shared toilets in foyer daily.		X
Supervise events and patrons behaviour.	X	
<b>After Event</b>		
Undertake closure procedures. <ul style="list-style-type: none"> <li>All taps are turned to off position.</li> <li>All lights, urns, air conditioning/heating are turned off.</li> <li>Gas tap is turned off if using Ernest Brock kitchen</li> <li>Ensure all doors and windows are closed properly and locked.</li> </ul> NB. Failure to follow these procedures may incur security call out fees to secure the Venue and these will be charged to the Hirer.	X	
Cleaning <ul style="list-style-type: none"> <li>Hirers are required to leave the venue in a clean state at the conclusion of the booking.</li> <li>All garbage is to be bagged and placed in the industrial bin.</li> <li>All equipment returned to the designated area.</li> <li>Tables and chairs are to be cleaned and stored as found.</li> <li>Kitchen to be clean. Ovens and refrigerators to be wiped out.</li> <li>Mopping of any spillages.</li> <li>Hirers must incorporate cleaning requirements within the booked times.</li> </ul> NB. Further details on cleaning requirements outlined in sections 5 of document.	X	

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 26 June 2020

**Item Number:** 13.4

**File Number:** D20/61136

**SUBJECT HEADING:** Electoral Commission of Queensland (ECQ) Pre-Poll Assistance Required - Queensland State Election - October 2020

**Classification:** Open Access

**Officer's Title:** Lead Librarian

---

### **Executive Summary:**

Council has been approached by Smart Service Queensland, on behalf of ECQ, regarding the possibility of our Surat & Injune QGAP offices assisting with pre-poll voting for the 2020 Queensland State Election to be held on 30<sup>th</sup> October.

### **Officer's Recommendation:**

That Council approve the support of the Surat & Injune QGAP offices as pre-poll voting sites for the 2020 Queensland State Election to be held on 30<sup>th</sup> October.

---

### **Individuals or Organisations to which the report applies:**

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

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

N/A

### **Acronyms:**

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

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

Acronym	Description
QGAP	Queensland Government Agent Program
ECQ	Electoral Commission of Queensland

### **Context:**

***Why is the matter coming before Council?***

ECQ have advised Smart Service Queensland that they are looking to utilise additional QGAP sites to undertake Pre-Poll voting activities for the 2020 Queensland State Election to be held on 30<sup>th</sup> October.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

Both Injune & Surat QGAP offices have been involved in Pre-poll voting previously, so are familiar with the processes involved. Pre-poll voting has been well supported in the past, particularly at Injune QGAP.

**Likely Dates:** Monday 19 to Friday 30 October (including likely 6pm finish on Friday 30<sup>th</sup>)

Smart Service Queensland on behalf of ECQ have advised in regard to staffing requirements, that it is up to Maranoa Regional Council to advise if existing staffing levels are able to resource a pre-poll site.

**Fees Payable (subject to final agreement) by ECQ to Council-**

- 1 x Site Usage Fee: \$233.22
- Per Vote: \$8.16
- Overtime re-imbursement if required for 6pm finish on 30<sup>th</sup>.
- Use of premises only (i.e cannot assist but have a room/space ECQ can utilise) fees will be negotiated on a case by case basis

Based on responses some sites may not end up being required, and if this is the case Council would be further advised closer to date.

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

N/A

**Input into the Report & Recommendation:**

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

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

Ed Sims – Manager Economic & Community Development

Sue Laycock – Injune QGAP

Surat QGAP staff

### 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)

### Fees Payable (subject to final agreement) to Council

- 1 x Site Usage Fee: \$233.22
- Per Vote: \$8.16
- Overtime re-imbursement if required for 6pm finish on 30<sup>th</sup>.
- Use of premises only (i.e cannot assist but have a room/space ECQ can utilise) fees will be negotiated on a case by case basis

### Impact on Other Individuals or Interested Parties:

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

N/A

### Risks:

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

Risk	Description of likelihood & consequences
Community perception	Potential negative community perception if Council chose not to support this request, and pre-polling activities did not proceed in the identified towns based on received responses.

### 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)

Both Injune & Surat QGAP have been involved in Pre-poll voting in the past, so are familiar with the processes involved. I am confident that we would be able to assist with this process again.

Pre-poll voting in both QGAP offices would be manageable with existing staff levels and would offer a valuable service to the community.

I am happy to recommend that we offer the support of our QGAP offices for pre-poll voting.

**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 approve the support of the Surat & Injune QGAP offices as pre-poll voting sites for the 2020 Queensland State Election to be held on 30<sup>th</sup> October.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

**Supporting Documentation:**

Nil

**Report authorised by:**

Chief Executive Officer

## **OFFICER REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 25 June 2020

**Item Number:** 13.5

**File Number:** D20/60412

**SUBJECT HEADING:** Request for Letter of Approval to Operate a Flying School at Roma Airport

**Classification:** Open Access

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

---

### **Executive Summary:**

Skyeast Aviation Pty Ltd has written to Maranoa Regional Council seeking approval to establish a flying school at Roma Airport. Approval of the aerodrome owner and operator is required by RAAus (the administering body) as part of the approvals process in order for the flying school to be covered by their insurance policy.

This report seeks Councils' approval for the establishment of a flying school at Roma Airport.

### **Officer's Recommendation:**

That Council;

- 1) Approve the establishment and operation of a flying school at Roma Airport by Skyeast Aviation Pty Ltd, ensuring that:
  - a. Adequate insurance is maintained by Skyeast Aviation Pty Ltd for the operation of the flying school; and
  - b. That all safety and security procedures of Roma Airport are adhered to in the operation of the flying school.

---

### **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).

Skyeast Aviation Pty Ltd  
Roma Aeroclub  
Maranoa Regional Council  
Aspiring aviators within the region

### **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
RAAus	Recreational Aviation Australia

**Context:**

*Why is the matter coming before Council?*

RAAus, as the self-administering body for recreational aviation in Australia supports recreational aviators across a number of aspects, including the systems and group insurance of flying schools. Part of their approval process for the establishment of a flying school under their banner is to ensure that proponents have the written approval of the owner/operator of the aerodrome they are proposing to use for the flying school.

Maranoa Regional Council is the owner and operator of the Roma Airport under the Civil Aviation Safety Regulations and therefore must make the decision as to whether they approve the proposed use of Roma Airport for the flying school.

**Background:**

*Has anything already happened in relation to this matter?*

(Succinct overview of the relevant facts, without interpretation)

This written request was received on the 24<sup>th</sup> of June, following a discussion between Skyeast Aviation and Council's Manager – Airports to discuss the specific requirements of establishing a flying school at Roma Airport.

A draft letter of approval is attached to this report for Council's consideration.

**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)

No specific aerodromes based legislative impacts.

**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)

Col Vaughan – Skyeast Aviation Pty Ltd, as the proponent is applying for this approval. Col is also a member of the Roma Aeroclub.

**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?*

No impact.

### **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.

### **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 re-establishment of a flying school based at Roma Airport is likely to have a beneficial impact to the region, allowing aspiring aviators the opportunity to learn the skills necessary in the Maranoa, instead of travelling to other regions. It is also likely to benefit the Roma Aeroclub membership.

### **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
Safety and Security	There is the potential that persons attending the flying school, without sufficient background in aviation safety and security could cause a breach of the aerodrome legislative requirements. This could be managed through effective communication and systems development.

### **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)

In the Author's opinion, Council should approve the operation of a flying school at Roma Airport and provide technical safety support to Skyeast Aviation to assist in getting the school up and running. A draft letter of approval is attached to this report for Council's consideration.

### **Recommendation:**

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

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

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



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

This draft recommendation does not conflict with any existing Council policy:  
That Council;

- 1) Approve the establishment and operation of a flying school at Roma Airport by Skyeast Aviation Pty Ltd, ensuring that:
  - a. Adequate insurance is maintained by Skyeast Aviation Pty Ltd for the operation of the flying school; and
  - b. That all safety and security procedures of Roma Airport are adhered to in the operation of the flying school.



**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

**Supporting Documentation:**

- |   |  |           |
|---|--|-----------|
| 1   | Letter requesting approval to operate flying school at       | D20/60390 |
|    | Roma Airport   |           |
| 2   | Draft letter of approval for establishing a flying school at | D20/60404 |
|  | Roma Airport   |           |

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## Skyeast Aviation Pty Ltd

---

ABN 50 156 632 941

ACN 156 632 941

PO Box 498

Roma Qld 4455

Email: [skyeastaviation@bigpond.com](mailto:skyeastaviation@bigpond.com)

Mobile: 0412 971 888

Maranoa Regional Council

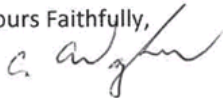
Attention: Ben Stewart

Airport Manager

### Request for Permission to operate a Flying School at Roma Airport

1. I wish to request permission to operate a Recreation Aviation Australia (RAAus) Flying School from Roma Airport. RAAus require this written approval before approving a Flying School
2. I have previously worked at Roma Airport for 5 years as a Instructor and Senior Instructor with the previous RAAus Flying School, which closed January 2019.
3. I have recently completed my Chief Flying Instructor rating. My training aircraft, Tecnam 24 8228, which I have operated for 8 years, is in the Aero Club hangar.
4. Theory lessons will be carried out in the Roma Aero Club clubhouse, which the Aero Club is allowing me to use Free of Charge, as they are hoping the Flying School will encourage more members to join.
5. A Certificate of Insurance for Public Liability, under which RAAus cover all their members and Pilots is attached. RAAus also require me to complete a Safety Management System, which I expect to submit to RAAus nex week.
6. Thank you for your assistance

Yours Faithfully,



Colin Anthony Vaughan

RAAus 001784

Director

Skyeast Aviation Pty Ltd

24 June 2020



# CERTIFICATE OF INSURANCE

**THIS IS TO CERTIFY** the undernoted Insurance is current for the period specified and is issued in accordance with the terms, conditions, definitions, limitations and exceptions of the policy.

POLICY TYPE:	Recreational Aviation Australia Ltd. Member's Liability Policy		
NAMED INSURED:	Recreational Aviation Australia Ltd And the Members of Recreational Aviation Australia Ltd. who hold a current Student Pilot &/or Pilot Certificate and Affiliated Clubs.		
POLICY NUMBER:	03I01 0049367 / 101B 0153717J		
CURRENCY:	Australian Dollars		
PERIOD OF INSURANCE:	From: 31 <sup>st</sup> October 2019	To: 31 <sup>st</sup> October 2020 at 1600hrs AEST	
COVERAGE:	Legal liability to Third Parties and Passengers (including Student Pilots) for accidental bodily injury, including death, and accidental damage to property arising out of a Recreational Aviation Australia Ltd. activity.		
SUMS INSURED:	Third Party Liability	\$10,000,000 including the following sub-limits:	Deductible \$500 in respect of property damage
	Passenger Legal Liability:	\$250,000	
	Operation of registered and unregistered motor vehicles airside:	\$100,000	
	Tenants Liability	\$1,000,000	

## ENDORSEMENTS INCLUDED:

As per the Policy Document

Signed at Melbourne on: 31 October 2019  
For and on behalf of the Lead Insurer (50%  
ppn): QBE Insurance (Australia) Limited  
ABN 78 003 191 035  
AFS Licence No. 239545

  
For and on behalf of  
QBE INSURANCE (AUSTRALIA) LIMITED - Aviation  
ABN 78 003 191 035

Signed at Melbourne on: 31 October 2019  
For and on behalf of the Co-Insurer (50%  
ppn): Agile Underwriting Services Pty Ltd  
(Security: Certain Underwriters At Lloyds  
& Aspen Insurance UK Ltd)  
ABN 48 607 908 243  
AFS Licence No. 483374

  
AGILE UNDERWRITING SERVICES PTY LTD  
ABN 48 607 908 243 AFS 483374

This Certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the Policy/ Policies listed. It is provided as a summary only of the cover provided and is current only on the date of issue.

The Insurance granted by this Certificate is subject to the terms, exceptions, conditions and warranties of the policy held by QBE Insurance (Australia) Limited and Agile Underwriting Service Pty Ltd as shown above. This insurance is also subject to any modifications made by endorsement to the above mentioned policy at any time during the period of insurance as detailed above.

## PSB Insurance Brokers Pty Ltd

*For all your insurance needs*

RA Registered | GA Registered Aviation Insurance |  
Retail | Business | Commercial | Industrial Insurance  
Personal | Domestic Insurance

Phone Geoff 08 8361 8872 or Ben 03 8841 3303

Email: [insurance@psbgroup.com.au](mailto:insurance@psbgroup.com.au) web: [www.psbgroup.com.au](http://www.psbgroup.com.au)



**Business Name Holder - Organisation**

Extracted from ASIC's database at AEST 15:04:02 on 24/06/2020

Name: SKYEAST AVIATION PTY LTD
ACN/ARBN: 156 632 941
ABN: 50 156 632 941
Regulator: Australian Securities and Investments Commission
Business name(s): Skyeast Aviation

**Enquiries:** Benjamin Stewart  
**Phone:** 07 4624 0706 (Direct) or  
1300 007 662 (via Customer Service)  
**Our Refs:** D20/60412; D20/60404; D20/60390

08 July 2020

Mr Col Vaughan  
Director  
Skyeast Aviation Pty Ltd  
PO Box 498  
Roma Qld 4455

Via email: [skyeastaviation@bigpond.com](mailto:skyeastaviation@bigpond.com)

Dear Mr Vaughan

**Approval to operate a flying school at Roma Airport**

At a recent Council meeting, Council considered your request received on June 24, 2020 seeking written approval to establish and operate a flying school at Roma Airport.

The outcome from the meeting was that Council resolved as follows:

***Resolution No. OM/XX.2020/XX***

***That Council:***

- 1) Approve the establishment and operation of a flying school at Roma Airport by Skyeast Aviation Pty Ltd, ensuring that:***
  - a. Adequate insurance is maintained by Skyeast Aviation Pty Ltd for the operation of a flying school; and***
  - b. That all safety and security procedures of Roma Airport are adhered to in the operation of the flying school.***

Council would also like to extend its in-kind technical safety support to Skyeast Aviation Pty Ltd in establishing its safety management systems, should it be required.

If you have any queries regarding this matter, please do not hesitate to contact Council's Manager – Airports (Roma, Injune, Surat & Mitchell), Benjamin Stewart, on one of the numbers provided above.

Yours sincerely

Julie Reitano  
**Chief Executive Officer**

**COUNCILLOR REQUEST FOR AN AGENDA REPORT**

**Meeting:** Ordinary 8 July 2020

**Date:** 29 June 2020

**Item Number:** 14.1

**File Number:** D20/61955

**SUBJECT HEADING:** Liveability attraction for prospective new residents of Surat

**Classification:** Open Access

**Officer's Title:** Mayor

---

**Executive Summary:**

A Surat resident has requested for Council to consider the use of land around the Surat region to split up for horse paddocks.

**Councillor's Recommendation:**

That a report be prepared for an upcoming Council meeting.

**Details of Requested Agenda Report:**

I would like Council to consider supporting the use of land around Surat to be divided up into horse paddocks for residents of Surat.

**Supporting Documentation:**

Nil