

BUSINESS PAPER

Ordinary Meeting

Wednesday 22 July 2020

Ernest Brock Room (Roma Cultural Centre)

NOTICE OF MEETING

Date: 21 July 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 **22 July, 2020 at 9.00AM.**

A handwritten signature in black ink, appearing to read 'Julie Reitano'.

Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Ernest Brock Room (Roma Cultural Centre) on 12 August 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 Bigger Big Rig Project - Financial Deed**
Classification: Closed Access

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

C.2 Raslie Road Upgrade - Gravel Re-sheet & Minor Realignment - Landowner Compensation Agreement

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 Council Vacant Land - Lot 17 on M3831

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 Registered Trade Mark Renewal

Classification: Closed Access

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

C.5 Council Asset - Aged Pensioner Cottages, Mitchell

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 Audit Committee Terms of Reference

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 to waive water charges - Assessment 12008967

Classification: Closed Access

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

C.8 Surat Bore 1 Drilling and Construction.

Classification: Closed Access

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

C.9 Tender 20027: Supply, Storage and Delivery of Chemicals for Swimming Pool Treatment, Drinking Water Treatment and Sewerage Treatment.

Classification: Closed Access

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

C.10 Debt Management and Recovery Services

Classification: Closed Access

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

C.11 Tender 20023: Register of Pre-Qualified Suppliers for Dry Hire of Equipment

Classification: Closed Access

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

C.12 Tender 20024 Register of Pre-Qualified Suppliers for Wet Hire of Equipment.

Classification: Closed Access

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

C.13 Funding opportunity under the Domestic Aviation Route Restart Program

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.14 Programmed maintenance contract for security screening equipment at Roma Airport

Classification: Closed Access

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

C.15 Update to Regular Public Transport Flight Fee Deferral

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.16 Local Roads and Community Infrastructure Program

Classification: Closed Access

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

C.17 Request to Waive Roma Saleyards Fees and Charges - Nutrien Ag Solutions Fundraiser - Royal Flying Doctor Service

Classification: Closed Access

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

C.18 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.19 Tender Specifications - Production & Distribution of the Bottle Tree Bulletin

Classification: Closed Access

Local Government Regulation 2012 Section 275(c) (e) (h) the local government budget; AND contracts proposed to be made by it; 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.20 Approval of water storage - Hay Roma Dam

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.21 Roma Saleyards & Multi-Purpose Facility

Classification: Closed Access

Local Government Regulation 2012 Section 275(c) (e) the local government budget; AND contracts proposed to be made by it.

C.22 Tender 20029 Yuleba Bore 2 Drilling and Construction

Classification: Closed Access

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

C.23 LGAQ Master Data Sharing Agreement

Classification: Closed Access

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

Councillor Business

14 Councillor Business

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 8 JULY 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 Economic & Community Development – Ed Sims, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Saleyards – Paul Klar, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Water, Sewerage & Gas – Graham Sweetlove, Support Officer Economic & Community Development – Tennielle Limpus.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.08pm [Mayor intended am].

CONFIRMATION OF MINUTES

Resolution No. OM/07.2020/01

Moved Cr Guthrie

Seconded Cr Taylor

That the minutes of the Ordinary Meeting held on 24 June 2020 be confirmed.

CARRIED

9/0

**COUNCIL ADJOURNED THE MEETING
FOR A RECESS AT 9.10AM**

(For Mayor Golder to review copies of all prior unconfirmed meeting minutes to be considered at the meeting).

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 9.23AM**

Resolution No. OM/07.2020/02

Moved Cr McMullen

Seconded Cr Edwards

That the minutes of the Budget Submissions & Final [*corrected from Financial*] Planning Standing Committee Meeting held on 1 July 2020 be confirmed.

CARRIED

9/0

Resolution No. OM/07.2020/03
Moved Cr Hancock
Seconded Cr Birkett

That the minutes of the Budget Submissions & Financial Planning Standing Committee Meeting held on 7th July 2020 be confirmed.

CARRIED
9/0
Resolution No. OM/07.2020/04
Moved Cr McMullen
Seconded Cr O'Neil

That the minutes of the Special Meeting held on 2nd of July 2020 be confirmed.

CARRIED
9/0
DECLARATION OF CONFLICTS OF INTEREST
Cr Golder

Item	Subject Heading
C.12	Regulated Parking – Roma Central Business District

Cr Golder advised:

I'd like to declare, that I - Cr Tyson Golder declare that I have a 'Material Personal Interest' (as defined by the *Local Government Act 2009*, section 175B) for agenda item C.12 with the subject heading Regulated Parking – Roma Central Business District. The particulars of the interest are as follows, that I Tyson Golder stand to suffer a loss if regulated is adopted by Council as I have a business 'Golders' in the CBD and I will be dealing with this matter in C.12 by leaving the room in accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while the matter is discussed and voted on.

Cr Ladbrook

Item	Subject Heading
C.7	Request for Rental Fee Waiver – Roma Turf Club Inc
C.8	Request to Purchase New Drag Broom – Bassett Park
C.12	Regulated Parking – Roma Central Business District

C.8 - Hibernian Hall – Request to Purchase New Drag Broom – Bassett Park

Cr Ladbrook advised:

I, Cr George Ladbrook, declare that I have a 'Conflict of Interest' as defined by the *Local Government [Act] 2009*, section 175D & E for the agenda item C.8, with the subject heading – Purchase New Drag Broom for the Roma Turf Club, because I am a committee member of the Roma Turf Club. I will be dealing with this matter by leaving the room while the matter is discussed and voted on.

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

Cr Ladbrook advised:

I, Cr George Ladbrook, declare that I have a 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E agenda item number C.7, with the subject heading – Request of Waiver of Rental Fee – the Roma Turf Club Inc, because I am a committee member of the Roma Turf Club, and I will be dealing with this matter by leaving the room while the matter is being discussed and voted on.

C.12 - Regulated Parking – Roma Central Business District

Cr Ladbrook advised:

I - Cr Ladbrook declare that I have a 'Material Personal Interest' (as defined by the *Local Government Act 2009*, section 175B) for the agenda number C.9 [then corrected C.12] with the subject heading Regulated Parking in Roma CBD business district [updated]; and then Item C.12, I have a business 'Ladbrooks Butchery' in the CBD and could suffer a loss with regulated parking in accordance with Section 175C (2)(b) and of the *Local Government Act 2009*, I will leave the room while the matter is being discussed and voted on.

Cr Edwards

Item	Subject Heading
C.12	Regulated Parking – Roma Central Business District
13.5	Request for Letter of Approval to Operate a Flying School at Roma Airport
C.1	Options Assessment of Light Aircraft Fees

C.12 - Regulated Parking – Roma Central Business District

Cr Edwards advised:

I, Cr Mark Edwards declare that I have a 'Material Personal Interest' (as defined by the *Local Government Act 2009*, section 175B) for agenda item C.12 with the subject heading Regulated Parking – Roma Central Business District. I, Mark Edwards, it relates to me, I am employed by Leichardt Group. Leichardt Group leases an office at 63 McDowall Street Roma. I stand to gain a benefit or loss depending on the outcome of the Council consideration of this matter.

In accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while the matter is discussed and voted on [Cr. Edwards confirmed this action related to Item C.12].

13.5 - Request for Letter of Approval to Operate a Flying School at Roma Airport

Cr Edwards advised:

I, Cr Mark Edwards, declare that I have a 'Material Personal Interest' as defined by the *Local Government Act 2009*, section 175B for agenda item number 13.5, subject heading – Request for Letter of Approval to Operate a Flying School at Roma Airport, the name of the person who stands to gain a benefit or loss either directly or indirectly depending on the outcome of consideration of the matter at the meeting is Paanthida Otto, this person is my partner. Paanthida Otto is the niece of Colin Vaughan who is the owner of the company that is applying to operate a flying school.

Ms Pan Otto may stand to gain a benefit or suffer a loss either indirectly or directly through the Council's decision to approve or not approve the operation of the flying school, and in accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while the matter is discussed and voted on.

C.1 - Options Assessment of Light Aircraft Fees

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 C.1, with the subject heading - Options Assessment of Light Aircraft Fees, because I am a past member of the Roma Aero Club, not currently a paid member / a paid up member. I don't own a plane and remain friends with members of the Roma Aero Club Inc.

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 relation to the matter, including by voting on the matter.

Resolution No. OM/07.2020/05

Moved Cr O'Neil

Seconded Cr McMullen

That Cr Edwards has a perceived conflict of interest in the matter and notwithstanding the conflict, Cr Edwards may participate in the matter, discuss and vote upon it.

CARRIED

8/0

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

Cr Hancock

Item	Subject Heading
13.2	West QLD Echo Newspaper

Cr Hancock advised:

I, Cr Johanne Hancock, declare that I have a 'Material Personal Interest' (as defined by the *Local Government Act 2009*, section 175D & E [corrected as indicated below to section 175B] the agenda item 13.2 with the subject heading West Queensland (QLD) Echo Newspaper. The personal interest arises because of my relationship with another person. The name of the other person is Graham Hancock. The nature of my relationship with this person is he is my husband. The nature of the other person's interest in the matter is my husband owns the Surat Post & News.

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

[Cr. O'Neil raised a question, indicating that Cr. Hancock in stating her conflict had used the form referencing the Act [*Local Government Act 2009*] pertaining to declaring a Conflict of Interest and/or perceived Conflict of Interest, rather than the reference cited in the Act when declaring a Material Personal Interest. Further discussion ensued, with Cr. Hancock amending her statement, advising:

As defined by the *Local Government Act 2009* section 175B [rather than section 175D & E].

The Mayor then re-confirmed that Cr. Hancock would be dealing with this conflict by leaving the room.

Cr O'Neil

Item	Subject Heading
13.4	Electoral Commission of Queensland (ECQ) Pre-Poll Assistance Required – Queensland State Election – October 2020

Cr O'Neil advised:

I, Cr Cameron O'Neil, declare that I have a perceived corrected 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for the agenda item 13.4, with the subject heading – Electoral Commission of Queensland (ECQ) Pre-Poll Assistance Regulated [corrected to Required] – Queensland State Election – October 2020, the conflict relates because I am the Vice President of the Queensland Liberal National Party (LNP) and I will be dealing with the matter by leaving the room while the matter is discussed and voted on.

The Chief Executive Officer (CEO) sought to confirm Cr. Hancock's declared conflict [pertaining to Item 13.2.] In response, Cr. Hancock advised that her husband owns the Surat Post & News, which is an outlet for newspapers.

Item 12.1 – Request from Assessment 13004544 for Extension to Council's Regional Water Supply Zone Boundary

Cr. McMullen raised a point for discussion in regard to Item 12.1, found on page 62 of the agenda, advising that the name of the applicant was not contained in the report, and therefore individual Councillors were unable to identify if a conflict existed for the applicant under consideration in this matter. Further discussion ensued, from which the Mayor adjourned the meeting, so as to further confirm the name of the applicant under consideration for this item.

COUNCIL ADJOURNED THE MEETING
FOR A RECESS AT 9.38AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 9.42AM

CONSIDERATION OF NOTICES OF MOTION**Item Number:** 8.1**File Number:** D20/62077**SUBJECT HEADING:** ROMA NEIGHBOURHOOD CENTRE**Author Title:** Mayor

Moved Cr Golder**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...

[Mayor Golder then queried the inclusion of the cost and further discussion ensued as to the fact that the said house had been demolished, and therefore the previous resolution had in part been enacted]

[Following further discussion and with further comment from the Chief Executive Officer (CEO), it was suggested that for the benefit of those viewing that the Mayor read out what the original resolution was, and then what he proposed it be] Mayor Golder then stated:

Original Resolution - 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.
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.

Mayor Golder then proposed the following amendment:**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 non for profit organisations and for Council to set the fee at \$50/week per room, and the funding be used to cover maintenance costs on the facility.

[Wording amended by Mayor Golder from his amended motion]

NO VOTE TAKEN

Cr. O'Neil then proposed the following procedural motion:

Resolution No. OM/07.2020/07

Moved Cr O'Neil

That this lays on the table until an opportunity when a full briefing is provided to the new councillors about the history as to all the decisions that have come before Council in relation to the Neighbourhood Centre.

[Council also agreed to undertake a site inspection]

CARRIED

9/0

Responsible Officer	Manager Facilities (Land, Buildings & Structures) / Lead Officer Elected Members & Community Engagement
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BUSINESS

CORPORATE & COMMUNITY SERVICES

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)**

Officer's Title: **Governance Officer**

Executive Summary:

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

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

Resolution No. OM/07.2020/08

Moved Cr Guthrie

Seconded Cr O'Neil

That the 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.**

CARRIED

9/0

Responsible Officer	Governance Officer
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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)

Officer's Title: Governance Officer

Executive Summary:

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

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

Resolution No. OM/07.2020/09

Moved Cr O'Neil

Seconded Cr Edwards

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 (CEO). 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.

CARRIED

9/0

Responsible Officer

Governance Officer

INFRASTRUCTURE SERVICES

Item Number: 12.1 File Number: D20/59034

SUBJECT HEADING: REQUEST FROM ASSESSMENT 13004544 FOR EXTENSION TO COUNCIL'S REGIONAL WATER SUPPLY ZONE BOUNDARY

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.

Resolution No. OM/07.2020/10

Moved Cr McMullen

Seconded Cr Birkett

That Council:

1. Approve this request to expand the Regional Water Supply Zone.
2. Inform the applicant of this decision.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: 12.2 File Number: D20/56758

SUBJECT HEADING: QUEENSLAND RESILIENCE AND RISK REDUCTION FUND 2019-20 - NOMINATION OF PROJECTS

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

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

This report provided an overview of the program and recommended projects to be submitted under the program.

Resolution No. OM/07.2020/11

Moved Cr McMullen

Seconded Cr Edwards

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 (CEO) to sign the submission forms, and any further agreements as required.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1 File Number: D20/56598

SUBJECT HEADING: CLOSURE OF LIBRARY SERVICES FOR STAFF TO ATTEND TRAINING 2020

Officer's Title: Lead Librarian

Executive Summary:

The report tabled a request for the closure of library services to conduct a staff training workshop on Friday, 27 November 2020.

Resolution No. OM/07.2020/12

Moved Cr O'Neil

Seconded Cr Hancock

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

CARRIED

9/0

Responsible Officer

Lead Librarian

Cr. Hancock, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 9.59am, taking no part in discussion or debate on the matter.

Item Number: 13.2 **File Number:** D20/57343

SUBJECT HEADING: WEST QLD ECHO NEWSPAPER

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 news agencies 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.

Resolution No. OM/07.2020/13

Moved Cr Golder

We lay this on the table to a future meeting to get more information about what's happening in the newspaper world.

CARRIED

8/0

Responsible Officer

Support Officer - Economic & Community Development / (Acting) Lead Corporate Communications & Design Officer

At cessation of discussion and debate on the abovementioned item, Cr. Hancock returned to the meeting at 10.02am.

Item Number: 13.3 **File Number:** D20/59472

SUBJECT HEADING: PROPOSED USER GUIDE - ROMA CULTURAL CENTRE AUDITORIUM AND ERNEST BROCK ROOM

Officer's Title: Administration Officer - Land Administration

Executive Summary:

A venue hire guide was proposed 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.

Resolution No. OM/07.2020/14

Moved Cr Golder

Seconded Cr Hancock

That we [Council]:

1. Adopt the User Guide for the Roma Cultural Centre Auditorium and Ernest Brock Room as presented.
2. Authorise the Chief Executive Officer (CEO) or delegate, to undertake ongoing amendments to the User Guide as required.

CARRIED

8/0

Responsible Officer

Administration Officer - Land Administration

Cr. O'Neil, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 10.04am, taking no part in discussion or debate on the matter.

Item Number: 13.4 **File Number:** D20/61136

SUBJECT HEADING: ELECTORAL COMMISSION OF QUEENSLAND (ECQ)
 PRE-POLL ASSISTANCE REQUIRED - QUEENSLAND
 STATE ELECTION - OCTOBER 2020

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 and Injune Queensland Government Agency Program (QGAP) offices assisting with pre-poll voting for the 2020 Queensland State Election to be held on 30th October 2020.

Resolution No. OM/07.2020/15

Moved Cr Birkett

Seconded Cr Taylor

That Council approve the support of the Surat and Injune QGAP offices as pre-poll voting sites for the Queensland State Election to be held on the 30th October 2020.

CARRIED

8/0

Responsible Officer

Lead Librarian

At cessation of discussion and debate on the abovementioned item, Cr O'Neil returned to the meeting at 10.06am.

Cr. Edwards, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 10.06am, taking no part in discussion or debate on the matter.

Item Number: 13.5 **File Number:** D20/60412

SUBJECT HEADING: REQUEST FOR LETTER OF APPROVAL TO OPERATE A
 FLYING SCHOOL AT ROMA AIRPORT

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

Executive Summary:

Skyeast Aviation Pty Ltd has written to 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 sought Council's approval for the establishment of a flying school at Roma Airport.

Resolution No. OM/07.2020/16

Moved Cr McMullen

Seconded Cr O'Neil

That Council 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.

CARRIED

8/0

Responsible Officer

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

At cessation of discussion and debate on the abovementioned item, Cr Edwards returned to the meeting at 10.08am.

Cr. Birkett left the meeting at 10.08am.

Item Number: 14.1 **File Number:** D20/61955

SUBJECT HEADING: LIVEABILITY ATTRACTION FOR PROSPECTIVE NEW & EXISTING RESIDENTS OF SURAT

Councillor's Title: Mayor

Executive Summary:

A Surat resident requested for Council to consider the use of land around the Surat region to split up for horse paddocks.

Resolution No. OM/07.2020/17

Moved Cr Golder

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting.

CARRIED

8/0

Responsible Officer

Manager Facilities (Land, Buildings & Structures)

Cr. Birkett returned to the meeting at 10.09am.

LATE ITEMS

Item Number: L.1 **File Number:** D20/64789

SUBJECT HEADING: CONSIDERATION OF DELEGATION FOR THE WESTERN QUEENSLAND ALLIANCE OF COUNCILS INAUGURAL ASSEMBLY

Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

The report sought to formalise Councillor attendance at an upcoming Inaugural Assembly of the Western Queensland Alliance of Councils (WQAC).

Resolution No. OM/07.2020/18

Moved Cr Golder

I move we lay this on the table until later in the meeting for more information [relating to a draft charter if available]

CARRIED

9/0

CONFIDENTIAL ITEMS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.12 and LC.1 – LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

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

Resolution No. OM/07.2020/19

Moved Cr O'Neil

Seconded Cr McMullen

I move that we go into committee [*close the meeting to the public*] (10.14am).

CARRIED

9/0

Cr. O'Neil left the meeting at 10.26am, and returned at 10.30am.

**COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.50AM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.22AM**

Mayor Golder was not present at the resumption of Standing Orders. The Deputy Mayor took the role of 'Acting Chair' in his absence.

Cr. Ladbroke, having previously foreshadowed a 'Conflict of Interest' in items C.7 and C.8, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 11.21am, taking no part in discussion on these items.

Mayor Golder returned to the meeting at 11.24am, assuming the chair.

At cessation of discussion of items C.7 and C.8, Cr. Ladbroke returned to the meeting at 11.28am. when discussions on C.7 & C.8 finished.

Mayor Golder and Councillors Edwards and Ladbroke, having previously foreshadowed a 'Conflict of Interest' for item C.12, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 11.21am, taking no part in discussion on these items.

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

At cessation of discussion on item C.12, Mayor Golder and Councillors Edwards and Ladbroke returned to the meeting at 12.10pm.

Cr. Ladbroke left the meeting at 12.53pm, and returned at 12.55pm.

Cr. O'Neil left the meeting at 12.57pm, and returned at 1.01pm.

Cr Birkett left the meeting at 1.22pm, and returned at 1.26pm.

Resolution No. OM/07.2020/20

Moved Cr O'Neil

Seconded Cr McMullen

That we move out of committee [open the meeting to the public] (1.34pm)

CARRIED

9/0

**COUNCIL ADJOURNED THE MEETING
FOR A LUNCH AT 1.34PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 2.36PM**

Item Number:

C.1

File Number: D20/57290

SUBJECT HEADING:

OPTIONS ASSESSMENT OF LIGHT AIRCRAFT FEES

Officer's Title:

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

Executive Summary:

At its Ordinary Meeting on 10 June 2020, Council resolved that a report be provided around the implications and methodology for waiving fees for light aircraft less than 1,500kg (OM/06.2020/50).

This report provided background information, the options and implications as requested for Council's review.

Resolution No. OM/07.2020/21

Moved Cr Golder

Seconded Cr Edwards

That Council:

1. Endorse the following fee structure through Maranoa Regional Council controlled aerodromes with the aircraft MTOW (Maximum Take Off Weight):
 - <1,500kg – set at Nil (excluding GST)
 - 1,501kg – 5,700 kg – set at \$10 (excluding GST)
 - 5,701kg plus – set at \$15.81 (excluding GST)
2. Endorse an implementation date from the 2020/21 financial year.

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

CARRIED

9/0

Responsible Officer

Manager - Airports (Roma, Injune, Surat, Mitchell) / Program Funding & Budget Coordinator

Item Number: C.2 File Number: D20/39183

SUBJECT HEADING: MINOR AMENDMENTS TO THE ORGANISATIONAL STRUCTURE & CURRENT VACANCIES

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

Executive Summary:

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

Resolution No. OM/07.2020/22

Moved Cr O'Neil

Seconded Cr Taylor

That Council endorse the proposed amendment to the Organisational Structure as follows:

- Change position title of Community Based Suicide Prevention Specialist (1014) to Project Officer - Suicide Prevention (1014);
- Change position title of Administration Officer – Organisational Development and Human Resources (0984) to Human Resources Officer (0984);
- Create a new fixed term position of Project Officer – Funded Programs reporting to Deputy Director / Strategic Road Management (0100);
- Create a new fixed term position of Feral Animal Control Officer reporting to Rural Land Services & Funding Officer / Team Coordinator (0109);
- Increase the Elected Members & Community Engagement Officer (0506) position from 0.60 FTE to 1.0 FTE, and that this be offset by removing the vacant position of Relief Administration (Admin) Officer (casual) which is currently an FTE of 0.41.

[FTE = Full Time Equivalent]

CARRIED

9/0

Responsible Officer

Manager - Organisational Development & Human Resources

Item Number: C.3 File Number: D20/51952

SUBJECT HEADING: ALTERATION TO CAPITAL WORKS BUDGET - COMMUNITY HOUSING

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

Executive Summary:

Council was asked to consider allocating funds from the Community Housing Operating Reserve to complete necessary capital works upgrades on two Community Housing properties.

Resolution No. OM/07.2020/23

Moved Cr Birkett

Seconded Cr Guthrie

That the Council allocate funds from the Community Housing Operating Reserve for the identified upgrades at number 1/unit 1 Liverpool Street Mitchell and 107 Miscamble Street Roma.

[Wording amended by Cr Birkett from his original motion following further discussion]

CARRIED

9/0

Responsible Officer

Facility Lease Management & Housing
Officer / Team Coordinator / Program
Funding & Budget Coordinator

Item Number:

C.4

File Number: D20/54618

SUBJECT HEADING:

ROMA SALEYARDS BULL SALES

Officer's Title:

Manager - Saleyards

Executive Summary:

Roma Livestock Agents Association held a meeting on Wednesday 3 June 2020. An outcome from this meeting was to recommend to Council that, from 2021, bull sales are not scheduled or conducted on Monday prior to the Tuesday store sale.

Resolution No. OM/07.2020/24

Moved Cr O'Neil

This matter lay on the table until the next ordinary meeting of Council to allow us to have our meeting with the Roma Livestock Agents scheduled for tomorrow.

CARRIED

3/6 [corrected to 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

Manager - Saleyards

Item Number:

C.5

File Number: D20/56031

SUBJECT HEADING:

GIRL GUIDES ROMA

Officer's Title:

Lead Land Administration Officer

Executive Summary:

At the Council meeting held 10 June 2020, Council resolved that a report be submitted on the relationship arrangements between Girl Guides Roma and Council (Resolution GM/06.2020/35).

Resolution No. OM/07.2020/25

Moved Cr Golder

Seconded Cr Guthrie

That Council:

1. Receive and note the Officer's report as presented.
2. Allow a period of twelve (12) months to see if there is interest in the future from the same organisation wanting to take up use in the future.

CARRIED

9/0

Responsible Officer

Lead Land Administration Officer

Item Number:

C.6

File Number: D20/59231

SUBJECT HEADING:

APPLICATION FOR PERMIT TO OCCUPY - LOT 7 ON EG124

Officer's Title:

Administration Officer - Land Administration

Executive Summary:

Council received an application for permission to occupy over State land described as Lot 7 on EG124, Reserve for Camping and Water, for grazing purposes.

Resolution No. OM/07.2020/26

Moved Cr Hancock

Seconded Cr Taylor

That Council:

1. Offer no objection to the application for a Permit to Occupy over land described as Lot 7 on EG124 for the purpose of grazing on the condition that the application is submitted to the Department of Natural Resources, Mines and Energy within 12 months of the applicant receiving Council's response.
2. As Trustee of the Reserve, authorise the use of the land be dealt with under the *Land Act 1994* by the Department of Natural Resources, Mines and Energy.
3. Authorise the Chief Executive Officer, or delegate, to sign Part C 'Statement in relation to an application under the *Land Act 1994* over State land' in respect to this application.

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Cr. Ladbroke, having previously foreshadowed a 'Conflict of Interest' in items C.7 and C.8, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.49pm, taking no part in discussion and debate on both of these items.

Item Number:

C.7

File Number: D20/59320

SUBJECT HEADING:

REQUEST FOR RENTAL FEE WAIVER - ROMA TURF CLUB INC

Officer's Title:

Support Officer - Economic & Community Development
Regional Sport & Recreation Development Coordinator

Executive Summary:

The Roma Turf Club Inc. approached Council to consider an extension to their original request for a rental fee waiver for use of Bassett Park for race meetings, which expired in May 2020. With COVID-19 restrictions still in place, the Roma Turf Club Inc. is continuing to host race meets without spectators.

Racing Queensland has advised the Roma Turf Club Inc. that this restriction could remain in place until the end of August 2020.

Resolution No. OM/07.2020/27

Moved Cr McMullen

Seconded Cr O'Neil

That:

1. Council approve an extension to the Roma Turf Club Inc.'s original fee waiver that covered the months of March, April [and] May to include a rental fee waiver for race meets that fall in the months of June, July and August 2020.
2. Power usage costs during race meets to remain the responsibility of Roma Turf Club.

CARRIED

8/0

Responsible Officer

Support Officer - Economic & Community Development

Item Number:

C.8

File Number: D20/59607

SUBJECT HEADING:

REQUEST TO PURCHASE NEW DRAG BROOM - BASSETT PARK

Officer's Title:

Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

At the Ordinary Council Meeting held on 13 May 2020, Council considered a report titled "Request to Purchase New Broom for the Roma Racetrack". Council subsequently resolved that a report be prepared for an upcoming Council Meeting (Resolution OM/05.2020/17).

Resolution No. OM/07.2020/28

Moved Cr Birkett

Seconded Cr McMullen

That:

1. Council receive the Officer's Report as presented.
2. Option 1 as outlined in the report be considered as part of the 2020/21 budget deliberations.

CARRIED

8/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

At cessation of discussion and debate on the two (2) abovementioned items, Cr. Ladbroke returned to the meeting at 2.51pm.

Item Number: C.9 File Number: D20/59814

SUBJECT HEADING: REQUEST TO REMAIN ON 14 DAY TRADING TERMS

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

Executive Summary:

Council received correspondence from a supplier (Creditor 10342.014), requesting that they remain on fourteen (14) day trading terms.

Resolution No. OM/07.2020/29

Moved Cr Edwards

Seconded Cr Birkett

That Council approve the requested current trading terms for fourteen (14) days for any invoices submitted by creditor 10342.01.

CARRIED

9/0

Responsible Officer

Lead Accounts Processing Officer / System Administrator

Item Number: C.10 File Number: D20/60832

SUBJECT HEADING: REQUEST FOR A VARIATION IN TRADING TERMS - CREDITOR 14930.01

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

Executive Summary:

Council received correspondence from a supplier requesting a variation in trading terms.

Resolution No. OM/07.2020/30

Moved Cr McMullen

Seconded Cr Hancock

That Council approve a reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 14930.01.

CARRIED

9/0

Responsible Officer

Lead Accounts Processing Officer / System Administrator

Item Number: C.11 **File Number:** D20/60812

SUBJECT HEADING: COUNCIL NEWS - JULY EDITION

Officer's Title: Lead Corporate Communications & Design Officer

Executive Summary:

The report tabled for review the draft Council News July 2020 edition seeking approval for the publication to progress to print.

Resolution No. OM/07.2020/31

Moved Cr Taylor

Seconded Cr O'Neil

That Council note and approve the Council News July 2020 edition for print subject to final proofing.

CARRIED

9/0

Responsible Officer

Lead Corporate Communications & Design Officer

Mayor Golder and Councillors Edwards and Ladbrook, having previously foreshadowed a 'Material Personal Interest' for the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.54pm, taking no part in discussion on these items.

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

Item Number:

C.12

File Number: D20/60555

SUBJECT HEADING: REGULATED PARKING - ROMA CENTRAL BUSINESS DISTRICT

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council received a request from a business located within the Roma Central Business District (CBD) to implement enforcement of a regulated parking scheme within this area.

This report provided Council with the details of the request and what initial options Council could consider in relation to this request.

Resolution No. OM/07.2020/32

Moved Cr O'Neil

Seconded Cr Taylor

That:

- 1. Council note receipt of the request from a business located within the Roma Central Business District to implement enforcement of a regulated parking scheme within this area.**
- 2. Council write to business owners within the Roma CBD reminding them of the 3 hour parking limit within this area, and also highlight the two (2) available long term car parks for staff use located on Arthur Street (beside Nutrien and also the Queensland Ambulance), and one (1) at the Roma Library off Hawthorne Street.**

3. A copy of this correspondence be provided to Commerce Roma for dissemination to their members.
4. The matter, including what additional options are available to Council regarding regulated parking within the Roma Central Business District, be the subject of a future briefing for Councillors.

[Wording amended by Cr O'Neil from his original motion amending point 1 referencing a single business as opposed to a number of businesses, as the request had been put forward by a business, and point 2 to provide clarity on the location of the two car parks located on Arthur Street]

CARRIED

6/0

Responsible Officer	Deputy Director / Strategic Road Management
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At cessation of discussion and debate on the abovementioned item, Mayor Golder and Councillors Ladbroke and Edwards returned to the meeting at 2.56pm.

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 **File Number:** D20/59783

SUBJECT HEADING: SURAT BORE CONSULTATION SUMMARY

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

Executive Summary:

At its meeting of 27 May 2020 (OM/05.2020/80), Council resolved that consultation should be carried out with the Surat community, regarding the location of the new bore. This report summarised the outcome of this consultation.

Resolution No. OM/07.2020/33

Moved Cr Guthrie

Seconded Cr Taylor

That:

1. Council commit to acquiring further information associated with the placement of a new bore at the Warroo Sporting complex, which is reflective of the preferred option that has been expressed through community consultation.
2. Further detailed investigation of associated costs to be identified and then brought to the next ordinary meeting.
3. Council provide written communication to the funding partners advising that disaster and risk management is being considered as a high priority.

[Wording amended by Cr Guthrie from her original motion following further discussion]

CARRIED

9/0

Responsible Officer	Manager - Water, Sewerage & Gas / Program Funding & Budget Coordinator
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Item Number: LC.2 File Number: D20/59216

SUBJECT HEADING: YULEBA BORE AND WATER TREATMENT PLANT CONSULTATION SUMMARY

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

Executive Summary:

At its meeting of 27 May 2020 (OM/05.2020/80), Council resolved that consultation should be carried out with the Yuleba community, regarding the new bore and water treatment plant location. This report summarised the outcome of this consultation.

Resolution No. OM/07.2020/34

Moved Cr Golder

Seconded Cr Guthrie

That:

1. The matter lay on the table until the next ordinary meeting to allow for further consultation with the community.
2. Council contact personally the respondents and invite both the respondents and the rest of the community to a further consultation, including indicative costings for the project, on Monday the 20th of July 2020 at 12pm, at Garth Cox Park.

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

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas / Lead Officer Elected Members & Community Engagement

Item Number: L.1 File Number: D20/64789

SUBJECT HEADING: CONSIDERATION OF DELEGATION FOR THE WESTERN QUEENSLAND ALLIANCE OF COUNCILS INAUGURAL ASSEMBLY

Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

The report sought to formalise Councillor attendance at an upcoming Inaugural Assembly of the Western Queensland Alliance of Councils (WQAC).

Resolution No. OM/07.2020/35

Moved Cr O'Neil

Seconded Cr Ladbrook

That:

1. Council endorse the attendance of Mayor Golder and Deputy Mayor - Cr McMullen at the Western Queensland Alliance of Councils Assembly on 27th and 28th of July 2020 in Longreach.
2. The proposed alliance charter be brought back to Council for endorsement.

3. Council draw the required funds from attending individual Councillor Conference budgets.

CARRIED

9/0

Responsible Officer

Executive Customer Service Officer - Office of the Mayor & CEO / Lead Officer Elected Members & Community Engagement

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.20pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 22 July 2020, at Ernest Brock Room (Roma Cultural Centre).

.....
Mayor.

.....
Date.

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 15 JULY 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 (in person from 9.11am until 11.43am and by telephone from 2.39pm until 5.25pm), 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, Operations Manager Plant, Fleet & Workshops – David Parker, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Manager Construction – Evan Woods, Manager Water, Sewerage & Gas – Graham Sweetlove, Program Funding & Budget Coordinator – Cindy Irwin.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.11am.

DECLARATION OF CONFLICTS OF INTEREST

Cr O'Neil

Item	Subject Heading
C.1	Rating Scenarios

Cr O'Neil advised:

I, Cr Cameron O'Neil, declare that I have a perceived 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for agenda Item – C.1, with the subject heading - Rating Scenarios. The conflict has arisen because I am Chair of the Country University Centre Maranoa and we've received correspondence that Santos have approved foundation sponsorship of the new centre.

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*:

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

Resolution No. BUD/07.2020/29
Moved Cr Hancock
Seconded Cr McMullen

That Cr Cameron O'Neil has a perceived conflict of interest in the matter and notwithstanding the conflict, Cr O'Neil may participate in the matter, discuss and vote upon it.

CARRIED
9/0 [corrected to 8/0]

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

Mayor Cr Golder

Item	Subject Heading
C.11	Use of Bore at Roma Waste Facility to Service Sportsfields

I, Tyson Golder, declare a 'Conflict of Interest' as defined by the *Local Government Act 2009*, section 175D & E for agenda Item C.11, with the subject heading – Use of Bore at Roma Waste Facility to Service Sportsfield[s], because I am the President of Roma & District Junior Soccer Association, and I will be dealing with this matter by leaving the room while the matter is discussed and voted on.

CONFIDENTIAL ITEMS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.14 and LC.1 – LC.3 it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (c) the local government budget.

Resolution No. BUD/07.2020/30
Moved Cr O'Neil
Seconded Cr Ladbrook

I move that we go into Committee [close the meeting to the public] (9.11am).

CARRIED
9/0

Cr Birkett left the meeting at 9.13am and returned at 9.15am.

Cr O'Neil left the meeting at 9.56am, and returned at 10.03am.

Cr Ladbrook left the meeting at 10.15am, and returned at 10.17am.

COUNCIL ADJOURNED THE MEETING
 FOR MORNING TEA AT 10.33AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.09AM

Mayor Golder was not present at the resumption of Standing Orders. The Deputy Mayor took the role of 'Acting Chair' in his absence.

Mayor Golder returned to the meeting at 11.10am, assuming the Chair.

Cr O'Neil left the meeting at 11.43am.

Mayor Golder left the meeting at 11.44am, and returned at 11.45am.

Cr Ladbrook left the meeting at 11.46am, and returned at 11.47am.

Cr McMullen left the meeting at 12.31pm, and returned at 12.32pm.

Cr Ladbrook left the meeting at 1.01pm, returned at 1.03pm

**COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 1.04PM**

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.10PM

Cr O'Neil was not present at the resumption of Standing Orders.

Cr. O'Neil returned to the meeting at 2.39pm by telephone.

Mayor Golder, having previously foreshadowed a 'Conflict of Interest' in items C.11, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.51pm, taking no part in discussion on the matter.

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

At cessation of discussion on the abovementioned item, Mayor Golder returned to the meeting at 3.11pm, assuming the Chair.

Cr Ladbrook left the meeting at 3.11pm, and returned at 3.13pm.

Cr Edwards left the meeting at 4.02pm, and returned at 4.04pm.

Cr Birkett left the meeting at 4.02pm, and returned at 4.05pm.

Resolution No. BUD/07.2020/31

Moved Cr McMullen

Seconded Cr Birkett

That Council open the meeting to the public. (4.59pm).

CARRIED

9/0

Item Number: C.1 **File Number:** D20/66310
SUBJECT HEADING: RATING SCENARIOS
Officer's Title: Director - Corporate & Community Services

Executive Summary:

Rating Scenario 1 Updated, Scenario 2, Scenario 7 and Scenario 8 were presented for Council's consideration.

Resolution No. BUD/07.2020/32

Moved Cr Hancock

Seconded Cr Taylor

That the Committee receive and note the information and seek further advice on the scenarios.

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.2 **File Number:** D20/67314
SUBJECT HEADING: PROMPT PAYMENT DISCOUNT - RATES
Officer's Title: Director - Corporate & Community Services

Executive Summary:

The purpose of this report was to consider the level of discount and discount period for the prompt payment of specified rates for the period ending 30 June 2021.

Resolution No. BUD/07.2020/33

Moved Cr McMullen

Seconded Cr Guthrie

That the Committee recommend that the next draft of the 2020/21 budget include a 5% discount on differential general rates if paid within the discount period of 30 days and of the date of issue of the rate notice provided that:

- a) all of the aforementioned rates and charges are paid within 30 days of the date of issue of the rate notice;**
- b) all the other rates and charges appearing on the rates notice (that are not subject to a discount) are paid within 30 days after the date of issue of the rates notice;**
- c) all other overdue rates and charges relating to the rateable assessment are paid within 30 days of the date of issue of the rates notice.**

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.3 File Number: D20/60814

SUBJECT HEADING: INTEREST ON OVERDUE RATES

Officer's Title: Director - Corporate & Community Services

Executive Summary:

That the Committee include an interest rate on overdue rates and charges in the next draft of the 2020/21 budget.

Resolution No. BUD/07.2020/34

Moved Cr Golder

Seconded Cr McMullen

That the Committee include an interest rate of 4% on overdue rates and charges in the next draft of the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.4 File Number: D20/67184

SUBJECT HEADING: DRAFT REVISED 2020-21 OPERATIONAL (BUSINESS AS USUAL) BUDGET COMPARED AGAINST SPECIFIC RATE MODELLING SCENARIOS INCLUDING DRAFT PROJECT PROPOSALS

Officer's Title: Program Funding & Budget Coordinator
Contractor - Strategic Finance

Executive Summary:

At the Budget Submissions & Financial Planning Standing Committee meeting on 7 July 2020, the committee requested to consider "scenarios" one (1) updated, "scenarios" two (2), "scenarios" seven (7) and "scenarios" eight (8) further in the 2020/21 budget deliberations [sic].

This report presented the revenue generated from the various scenarios compared against the business as usual operating expenses and draft project proposals (excluding Water, Sewerage, Gas, Airports and Plant) for consideration in the draft 2020-21 budget.

Resolution No. BUD/07.2020/35

Moved Cr Hancock

Seconded Cr McMullen

That the Committee:

1. Receive and note the information presented.
2. Recommend that the projects identified under the Local Roads and Community Infrastructure Fund are presented at the next Ordinary Meeting to nominate these projects for this funding and included in the 2020/21 budget, with the inclusion of the amendments as discussed.
3. Recommend that the project proposals 2020/21 amended as discussed be included in the next draft of the budget.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

Item Number: C.5 **File Number:** D20/63922

SUBJECT HEADING: DRAFT 2020-21 FUND BUDGET SUBMISSION - PLANT, FLEET, WORKSHOPS AND DEPOTS

Officer's Title: Operations Manager - Plant, Fleet & Workshops
Program Funding & Budget Coordinator

Executive Summary:

Council operates a substantial fleet made up of earthmoving and speciality plant, haulage and work trucks, light vehicles and small plant.

The function includes the management of our plant, fleet, workshops and depots, including the purchase and maintenance of plant, disposal of plant as required through trade or auction, and operations of our workshops and depots.

The Plant, Fleet, Workshops and Depots budget submission for 2020/21 was tabled for the Committee's consideration.

Resolution No. BUD/07.2020/36

Moved Cr Birkett

Seconded Cr Ladbrook

That the Committee:

1. Include the Plant, Fleet, Workshops and Depots budget submission and the Plant Investment Program, including the deferred and uncommitted items from 2019/20, in the next draft of the 2020/21 budget.
2. Include the additional plant item requests that cannot be funded from plant reserves as part of the draft general funded project proposals 2020/21 budget deliberations.

CARRIED

9/0

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

Item Number: C.6 **File Number:** D20/66867

SUBJECT HEADING: SPECIAL RATE - PEST MANAGEMENT

Officer's Title: Director - Corporate & Community Services

Executive Summary:

The purpose of this report was to consider the Pest Management Special Rate for 2020/21.

Resolution No. BUD/07.2020/37

Moved Cr Taylor

Seconded Cr Guthrie

That the Pest Management Special Rate of 0.00017856 be included in the next draft of the rating resolutions for the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.7 File Number: D20/66866
 SUBJECT HEADING: SPECIAL RATE - STATE GOVERNMENT PRECEPT
 Officer's Title: Director - Corporate & Community Services

Executive Summary:

The purpose of this report was to consider the State Government Precept Special Rate for 2020/21.

Resolution No. BUD/07.2020/38

Moved Cr Edwards

Seconded Cr Ladbrook

That the State Government Precept Special Rate of 0.00024541 be included in the next draft budget of the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.8 File Number: D20/66890
 SUBJECT HEADING: COVID-19 RECOVERY PACKAGE -
 FEE WAIVERS 2020/21
 Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Council has previously resolved to consider waiving specific fees in the 2020/2021 operating budget deliberations as part of Council's overall response to the Coronavirus pandemic, supporting local business in their recovery and providing support and relief to the development community.

Resolution No. BUD/07.2020/39

Moved Cr Hancock

Seconded Cr Edwards

That the Committee:

1. Recommend 100% fee waivers for inclusion in the draft 2020/21 budget:
 - a. 2020/2021 licensing and permit fees for food businesses (including footpath dining), caravan parks and potable water carriers;
 - b. 2020/2021 Trade Waste applications for existing customers who do not have a Trade Waste Agreement in place;
 - c. Specific development assessment and inspection fees (as detailed in the report) for material change of use, operational works and plumbing works;
 - i. until 30 June 2021; and
 - ii. impose a 2-year currency period on development permits issued under the concession provided in paragraph (i); and
 - iii. continue charging full development assessment fees for development permits with a currency period that exists [corrected to that exceeds] 2 years
2. Recommend that the next draft 2020-21 budget incorporates the estimated value of all reduced fees and waivers associated with COVID-19 recovery package – total estimate \$186,226 as per items below:

- a. Food licences \$61,000
- b. Trade waste applications \$6,626
- c. Development assessments and plumbing works \$115,000
- d. Community Safety \$65,000
- e. Facilities lease income \$3,600

3. Recommend to a future Ordinary Meeting that Council endorse that the approved fee waivers are included in the Register of General Cost-Recovery Fees and Commercial Charges by way of including a notation under the applicable fee - "Fee waiver is applicable for the year 2020-2021 as part of the Council COVID-19 Recovery Package".

CARRIED

9/0

Responsible Officer	Program Funding & Budget Coordinator
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Item Number:

C.9

File Number: D20/67015

SUBJECT HEADING:

DRAFT 2020-21 FUND BUDGET SUBMISSION - QUARRY AND QUARRY PITS

Officer's Title:

**Manager - Construction
Program Funding & Budget Coordinator**

Executive Summary:

Council operates the Quarry and Quarry Pits to meet and grow internal and external customer demand for quarry materials in a sustainable business.

The operations of quarry and quarry pits includes production, maintenance and sales dispatch functions and ensuring compliance with legislative, legal and environmental responsibilities.

The Quarry and Quarry Pits budget submission for 2020/21 was tabled for the Committee's consideration.

Resolution No. BUD/07.2020/40

Moved Cr Birkett

Seconded Cr Taylor

That the Committee recommend the inclusion of the Quarry and Quarry Pits fund budget submission and the special project in the next draft of the 2020/21 budget.

CARRIED

9/0

Responsible Officer	Manager - Construction
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Item Number: C.10 **File Number:** D20/67179

SUBJECT HEADING: **WASTE MANAGEMENT UTILITY CHARGES - INDUSTRIAL/COMMERCIAL RATEPAYERS**

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

Executive Summary:

At the Budget Submissions & Financial Planning Standing Committee held on 1 July 2020, Council was presented a report (D20/60699) regarding the possible financial implications should commercial and industrial ratepayers be excluded from Council's Waste Management Utility Charge. The Committee requested further information as to whether this Utility Charge could be removed for industrial/commercial ratepayers.

Resolution No. BUD/07.2020/41

Moved Cr Taylor

Seconded Cr McMullen

That Council:

1. Receive and note the officer's report.
2. Refer the matter for further investigation and consultation prior to the 2021/22 budget deliberations into the possible options for the waste management within the industrial area of Roma when the State Government reforms are legislated.

[Wording amended by Cr Taylor from her original motion following further discussion]

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Mayor Golder, 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 5.12pm, taking no part in discussion or debate on the matter.

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

Item Number: C.11 **File Number:** D20/66841

SUBJECT HEADING: **USE OF BORE AT ROMA WASTE FACILITY TO SERVICE SPORTSFIELDS**

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

Executive Summary:

At its Budget Submissions & Financial Planning Standing Committee meeting on 1 July 2020, Council resolved that a report be prepared on use of the Bore at the Roma Waste Facility to service sports fields.

Resolution No. BUD/07.2020/42

Moved Cr Guthrie

Seconded Cr Hancock

That Council note the contents of this report.

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas

At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the meeting at 5.13pm, assuming the Chair.

Item Number: C.12 **File Number:** D20/66893

SUBJECT HEADING: SEWERAGE CHARGE FOR PROPERTIES WITH SEPTIC TANKS CONNECTED TO THE SEWER NETWORK

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

Executive Summary:

There are a number of properties, particularly in Roma, that have septic tanks but are connected to the sewer network to dispose of the effluent. These properties are not charged for this service. This report recommended introducing a charge.

Resolution No. BUD/07.2020/43

Moved Cr Golder

Seconded Cr Birkett

That the Committee:

1. Note the contents of the report.
2. Endorse the undertaking of consultation in the 2020/21 financial year to explain the issues and Council's plans for standardising its sewer charge for properties with septic tanks connected to the sewer network, with feedback to come back to Council from residents affected.

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

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: C.13 **File Number:** D20/67302

SUBJECT HEADING: PURCHASE OF RIDE-ON MOWER (HODGSON)

Councillor's Title: Cr. Geoff McMullen

Executive Summary:

The report tabled a proposal to purchase a ride-on mower for local volunteers to use for mowing of the Hodgson Cemetery.

Resolution No. BUD/07.2020/44

Moved Cr McMullen

Seconded Cr O'Neil

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

Item Number: C.14 File Number: D20/67340

SUBJECT HEADING: DRIVEWAY ACCESS - RURAL FIRE BRIGADE SHED (MUNGALLALA)

Councillor's Title: Cr. Geoff McMullen

Executive Summary:

The report tabled a proposal to seal the driveway to access the Rural Fire Brigade shed in Mungallala.

Resolution No. BUD/07.2020/45

Moved Cr McMullen

Seconded Cr Edwards

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 File Number: D20/66400

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

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

At the Ordinary Meeting held on 24 June 2020, Council adopted the Register of General Cost-Recovery Fees and Commercial Charges effective from 1 July 2020.

The resolution included a further review of the General Cost – Recovery Fees and Commercial Charges as part of the budget deliberations for 2020/21.

This report presented recommended additions and revision of fees following a review undertaken by Managers.

Resolution No. BUD/07.2020/46

Moved Cr Golder

Seconded Cr Ladbrook

The Committee recommend that:

1. The fees identified in the report are included in the Register of General Cost-Recovery Fees and Commercial Charges and brought back to a future Ordinary Meeting for adoption.
2. Fees be identified which align with the previous recommendation to waive fees, and that these fees be brought back to the next Committee Meeting.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

Item Number: LC.2 **File Number:** D20/67957
SUBJECT HEADING: RURAL FIRE BRIGADE SPECIAL CHARGE 2020/21
Officer's Title: Director - Corporate & Community Services

Executive Summary:

The report proposed that the Rural Fire Brigade Special Charges be included in the next draft of the rating resolutions for the 2020/21 budget.

Resolution No. BUD/07.2020/47

Moved Cr McMullen

Seconded Cr Birkett

That the Rural Fire Brigade Special Charges be included in the next draft of the rating resolutions for the 2020/21 budget.

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: LC.3 **File Number:** D20/65542
SUBJECT HEADING: BUDGET CONSIDERATION FOR 2020/21 - ROMA CENOTAPH
Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

The Office of the Mayor received a letter asking for Council's support to assist with funding the stage one (1) upgrade/restorations for the Roma Cenotaph, subject to grant funding approval.

Resolution No. BUD/07.2020/48

Moved Cr Edwards

Seconded Cr Ladbrook

That the Committee:

1. Provide support for the grant application for the Roma Cenotaph Project.
2. Include \$20,000 for the project in the draft 2020/21 budget, in support of the grant application.

[Wording amended by Cr Edwards from his original motion following further discussion]

CARRIED

9/0

Responsible Officer

Executive Customer Service Officer - Office of the Mayor & CEO

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 5.25pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 22 July 2020, at Ernest Brock Room (Roma Cultural Centre).

.....
Mayor.

.....
Date.

.....
Deputy Mayor.

.....
Date.

Budget Submissions & Financial Planning Standing
Committee 21 July 2020 43

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 21 JULY 2020 SCHEDULED TO COMMENCE AT 9.30AM

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 Kelly Rogers Minutes Officer in attendance.

AS REQUIRED

Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Contractor Strategic Finance – Claire Alexander, Manager Water, Sewerage & Gas – Graham Sweetlove, Program Funding & budget Coordinator – Cindy Irwin, Project Officer - Program & Contract Management – Luci Gunning, Rates & Utilities Billing Officer – Catherine (Katie) Ballard.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.37pm [then corrected to am].

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 9.37AM, FOLLOWED BY MORNING TEA

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 11.09AM

DECLARATION OF CONFLICTS OF INTEREST

Cr Taylor

Item	Subject Heading
C.1	Rates and Charges Rebate and Concessions Policy – Incorporating water concessions for Sporting Groups

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 for the agenda item C.1, with the subject heading – Rates and Charges Rebate and Concessions Policy – Incorporating water concessions for Sporting Clubs [Groups], because I am the Treasurer of the Roma Clay Target Club. I will be dealing with this matter by leaving the room while the matter is discussed and voted upon.

Cr Birkett indicated that he had conflict for item C.1, and following further discussion with the Mayor, Cr Birkett agreed to not proceed with the declaration at pending further advice being sought.

Cr Hancock

Item	Subject Heading
C.5	Policy Review – Rate Recovery

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Cr. Hancock initially asked Mayor Golder if he would split an agenda item, and advised:

I, Cr Joanne Hancock, declare that I have a 'Material Personal Interest' for agenda item C.5 with the subject heading Policy Review – Rate Recovery, and where I'd like you to consider to split it was within the agenda item it refers to the process of posting the notices, can we split this agenda so I can partake of the initial discussion relating to the policy but not regarding the process of posting the notices. The name of the entity who stands to gain a benefit or suffer a loss depending on the outcome of the consideration of the matter of the meeting is Surat Post & News. The nature of my relationship with the entity is that my husband and parents own the business, and describe how the person or other entity stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter is that Surat Post and News regarding postage of the notices.

The Chief Executive Officer (CEO) asked Cr Hancock to name her parents and husband. In response, Cr Hancock advised: My husband - Graham Hancock and Rachel & Paul Parrafasini.

The Mayor then asked the Chief Executive Officer's advice regarding terminology in splitting of the item C.5. In response the CEO suggested that there be separate resolutions, leave the item as the one item number, but extract from that the reference to posting, as this element was not the core substantive part of the agenda item, it was really only incidental to the process. The Director advised there was a specific reference [*in the report*] to the change in process, and the CEO then reiterated that this element be dealt with separately, if the Chair was happy with this approach.

In response, Mayor Golder indicated he was happy with that approach, and confirmed that Cr Hancock would have to deal with that part first, by leaving the room for the element of the discussion for which she had a conflict.

The Mayor sought and received general agreement from Council with the proposed approach.

BUSINESS

Item Number:

C.1

File Number: D20/67882

SUBJECT HEADING:

**RATES AND CHARGES REBATE AND CONCESSIONS
POLICY - INCORPORATING WATER CONCESSIONS FOR
SPORTING GROUPS**

Officer's Title:

Director - Corporate & Community Services

Executive Summary:

The purpose of this report was to consider further updates to the Rates and Charges Rebate and Concessions Policy.

Resolution No. BUD/07.2020/49

Moved Cr Golder

Seconded Cr Birkett

I move to lay this on the table until later in the meeting to get further advice.

CARRIED

8/0

[The initial vote recorded was 8/0, however, further discussion ensued with Cr O'Neil clarifying that a 'Seconded' was not required for a procedural motion, and that all Councillors could vote on a procedural motion. Mayor Golder then asked if Cr Taylor if she was happy to vote on the procedural motion. Cr Taylor indicated she was and the vote count was updated to 9/0.

CARRIED

9/0

CONFIDENTIAL ITEMS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.2 – C.3 it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (c) the local government budget.

Resolution No. BUD/07.2020/50

Moved Cr O'Neil

Seconded Cr Birkett

I'll move that we go into committee [close the meeting to the public] (11.13am).

CARRIED

9/0

Cr Ladbrook left the meeting at 11.50am, and returned at 11.51am.

Cr Birkett left the meeting at 11.52am, and returned at 11.54am.

Cr O'Neil left the meeting at 11.55am, and returned at 11.57am.

Resolution No. BUD/07.2020/51

Moved Cr O'Neil

Seconded Cr McMullen

That the Committee open the meeting to the public (12.13pm).

CARRIED

9/0

DECLARATION OF CONFLICTS OF INTEREST - CONTINUED

Closed session discussions were suspended as Cr Edwards identified he had a conflict with part of Item C.3, in the instance that the committee sought to discuss Calico Cottage.

Cr Edwards advised:

I, Cr Mark Edwards, declare that I have a 'Material Conflict Interest' as defined by the *Local Government Act 2009*, section 175B for agenda item C.3, with the subject heading – APLNG Community Project Funding, the name of the person is myself and I sell produce through the Calico Cottage, and stand to gain a benefit, and in accordance with section 175B of the *Local Government Act 2009*, I will leave the room while the matter is discussed and voted on.

CONFIDENTIAL ITEMS – continued

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

- (c) the local government budget.

Resolution No. BUD/07.2020/52

Moved Cr Hancock

Seconded Cr McMullen

That the Committee close the meeting to the public (12.14pm).

CARRIED

9/0

Cr. Edwards, having previously foreshadowed a 'Material Personal Interest' in Item C.3, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST - continued,' left the meeting at 12.14pm, taking no part in discussion on the matter.

Cr Ladbrook left the meeting at 12.14pm, and returned at 12.38pm.

Cr McMullen left the meeting at 12.45pm, and returned at 14.47pm.

At cessation of discussion on item C.3, Cr. Edwards returned to the meeting at 12.55pm.

COUNCIL ADJOURNED THE MEETING
FOR A LUNCH AT 1.05PM, followed by Deputations.

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 4.13PM

Cr. Hancock, having previously foreshadowed a 'Material Personal Interest' in Item C.5 for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.37pm, taking no part in discussion on the matter.

At cessation of discussion on item C.5 in regard to postage, Cr Hancock returned to the meeting at 4.53pm.

O'Neil & McMullen

I move that we go out of committee at 5.12pm.

CARRIED 9/0

CONFLICTS

MPI C.10 with subject I

Cr Edwards advised:

I, Cr Mark Edwards, declare that I have a 'Material Conflict Interest' as defined by the *Local Government Act 2009*, section 175B for agenda item C.3, with the subject heading – APLNG Community Project Funding, the name of the person is myself and I sell produce through the Calico Cottage, and stand to gain a benefit, and in accordance with section 175B of the *Local Government Act 2009*, I will leave the room while the matter is discussed and voted on.

McMullen & Ladbrook into closed at 5.13pm.

Cr. Edwards out at 5.13pm for C.10

Cr Edwards back at 5.18pm.

Cr Edwards left the meeting at 5.37pm, and returned at

Item Number: C.1 File Number: D20/67882

SUBJECT HEADING: RATES AND CHARGES REBATE AND CONCESSIONS POLICY - INCORPORATING WATER CONCESSIONS FOR SPORTING GROUPS

Officer's Title: Director - Corporate & Community Services

Executive Summary:

The purpose of this report was to consider further updates to the Rates and Charges Rebate and Concessions Policy.

Officer's Recommendation:
That the Committee:

1. Receive and note the updated draft Rates and Charges Rebate and Concession Policy 2020/21.
2. The policy inform the next stage of the 2020/21 budget preparations.

Responsible Officer

Director - Corporate & Community Services

Item Number: C.2 File Number: D20/67945

SUBJECT HEADING: DEBT (BORROWING) POLICY

Officer's Title: Contractor - Strategic Finance

Executive Summary:

The purpose of this report was to consider the draft 2020/21 Borrowing Policy.

Officer's Recommendation:

That the Committee recommend that the draft 2020/21 Borrowing Policy be included in the next draft of the 2020/21 draft budget papers.

Responsible Officer

Contractor - Strategic Finance

Item Number: C.3 File Number: D20/69607

SUBJECT HEADING: APLNG COMMUNITY PROJECT FUNDING

Author Title: Program Funding & Budget Coordinator

Executive Summary:

In accordance with the APLNG Worker Transition Agreement (Reedy Creek and Bungaroo), the Community Project Funding conditions require that the funding is spent on no more than three Community Projects in each of the towns of Wallumbilla and Yuleba, (for clarity, six such projects in aggregate) and that the Projects satisfy the APLNG Community Investment Requirements.

Officer's Recommendation:
That the Committee:

1. Receive and note the Officer's report as presented.

2. Authorise a preliminary discussion with APLNG through the Chief Executive Officer and key officers in relation to revisiting the master planning works that have been undertaken in regards to Wallumbilla and Yuleba.
3. Recommend that Council include an amount within the draft budget to cater for an update to the Yuleba Master Plan, including further engagement with the community, with a view to incorporating additional liveability aspects for the benefit of the community.
4. Recommend that Council include an additional \$30,000 within the draft budget for the construction design of the new community, council and tourism precinct in Wallumbilla.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.4 File Number: D20/69679

SUBJECT HEADING: 2020/21 DRAFT FORECAST PROJECT CARRY OVERS FROM 2019/20 (INCLUDING FUNDING SOURCE)

Officer's Title: Program Funding & Budget Coordinator
Contractor - Strategic Finance

Executive Summary:

This report provided 2020/21 draft forecast project carry overs from 2019/20 (including funding source).

Officer's Recommendation:

That the Committee recommend that the draft forecast project carry overs from 2019/20 (including funding source) are included in the next draft of the 2020/21 budget.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.5 File Number: D20/67916

SUBJECT HEADING: POLICY REVIEW - RATE RECOVERY

Officer's Title: Rates & Utilities Billing Officer

Executive Summary:

The purpose of this report was to review the Rate Recovery Policy. Rates and charges revenue provides Council with funds to deliver services and projects. It is therefore important that this revenue is collected in a timely manner to ensure sufficient cash flow for Council to operate.

Officer's Recommendation:

That the Committee recommend that the updated Rate Recovery Policy be brought to an Ordinary Council Meeting for consideration.

Responsible Officer	Rates & Utilities Billing Officer
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Item Number: C.6 File Number: D20/69901
 SUBJECT HEADING: CAMPBELLS PARK UPGRADE ROMA
 Councillor's Title: Cr Wendy Taylor

Executive Summary:

Proposal to fix up / upgrade Campbells Park, Roma for community use.

Councillor's Recommendation:

That the Committee:

1. Give its In Principle support to investigating costs associated with maintaining Campbells Park.
2. Further investigate costs for development of a master plan for Campbells Park.

Responsible Officer	Councillor
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Item Number: C.7 File Number: D20/70032
 SUBJECT HEADING: OLD MITCHELL BRIDGE PYLON ARTWORK PROJECT
 Councillor's Title: Cr John Birkett

Executive Summary:

Proposal to recreate old bridge art work for placement on Mitchell Memorial Pool fence (eastern side).

Councillor's Recommendation:

That the Committee consider the proposal.

The Committee recommend that the proposal to investigate associated costs of reproducing artworks for installation on a panel located on the eastern side of the Mitchell Memorial Pool be included in the next draft of the 2020/21 budget.

Responsible Officer	Councillor
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Item Number: C.8 File Number: D20/70049
 SUBJECT HEADING: MITCHELL MEMORIAL POOL & SHIRE HALL FENCING
 Councillor's Title: Cr John Birkett

Executive Summary:

Proposal to replace the fence surrounding the Mitchell Memorial Pool and Shire Hall.

Councillor's Recommendation:

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

Responsible Officer	Councillor
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Item Number: C.9 **File Number:** D20/70063

SUBJECT HEADING: REQUEST FOR UPGRADE OF CHADFORD HALL WALLUMBILLA

Applicant: Wallumbilla Town Improvement Group

Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:
 Request for upgrade of Chadford Hall Wallumbilla.

Officer's Recommendation:

The Committee recommend that an estimate be obtained for the requested works for inclusion in the next draft of the 2020/21 budget.

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number: C.10 **File Number:** D20/70079

SUBJECT HEADING: HERITAGE CALICO PRECINCT - WALLUMBILLA

Applicant: Wallumbilla Town Improvement Group

Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:
 Request for in-kind funding from Council to enable the Master Plan of Heritage Calico Precinct to be achieved / completed.

Officer's Recommendation:

That the Committee note Point 4 of Resolution No.

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number: C.11 **File Number:** D20/70087

SUBJECT HEADING: EXTENSION OF WALLUMBILLA WATER MAINS AND SUPPORT OF BILLA BEEF 2021

Location: Wallumbilla

Applicant: Wallumbilla Town Improvement Group

Author Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:

An email request has been received from Wallumbilla Town Improvement Group requesting Council give consideration to two projects for the 2020/21 budget:

- ☐ Extension of Wallumbilla water mains
- ☐ Billa Beef Festival 2021

Officer's Recommendation:

That the Committee:

1. Recommend preliminary costings for the extension of the water mains located on Wallumbilla North Road be included in the draft 2020/21 budget.
2. Encourage Wallumbilla Town Improvement Group to make application under the Community Grants Program for the Billa Beef Festival 2021.

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number:

C.12

File Number: D20/70085

SUBJECT HEADING:

WALLUMBILLA CEMETERY FENCING

Author Title:

Lead Officer - Elected Members & Community Engagement

Executive Summary:

Request for pest proof fencing to be installed around the Wallumbilla Cemetery.

Officer's Recommendation:

That the Committee recommend that the proposal be included in the next draft of the 2021/22 budget.

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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Item Number:

C.13

File Number: D20/70083

SUBJECT HEADING:

MITCHELL 'SHOVEL READY' PROJECTS

Officer's Title:

Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

A letter has been received through the Office of the CEO, requesting for Council to consider elevating projects in Mitchell to 'Shovel ready' status.

Officer's Recommendation:

the Committee recommend that the Mitchell Memorial Park Upgrade and Mitchell Tourism Precinct proposals be included in the next draft of the 2020/21 budget.

Responsible Officer	Executive Customer Service Officer - Office of the Mayor & CEO
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Item Number: C.14 **File Number:** D20/70089

SUBJECT HEADING: SURAT SHIRE HALL - DISABLED TOILET

Councillor's Title: Cr. Johanne (Joh) Hancock

Executive Summary:

Proposal to provide a disabled toilet at Surat Shire Hall.

Councillor's Recommendation:

The Committee recommend the project to provide a disabled toilet at the Surat Shire Hall be included in the next draft of the 2020/21 budget.

Responsible Officer	Councillor
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Item Number: C.15 **File Number:** D20/70122

SUBJECT HEADING: CORRESPONDENCE FROM ROMA WIRE & STEEL - INDUSTRIAL RATES

Officer's Title: Business Planning & Performance Coordinator

Executive Summary:

Council has received correspondence from Roma Wire & Steel regarding industrial rates. The letter is being tabled for consideration as part of 2020/21 budget deliberations.

Recommendation:

That the Committee receive the letter from Roma Wire & Steel and consider its contents as part of the 2020/21 budget deliberations.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.16 **File Number:** D20/70141

SUBJECT HEADING: REQUEST TO CONSIDER REBATE OR DISCOUNT EQUAL TO CAPPING - ASSESSMENT NO. 13016829

Officer's Title: Business Planning & Performance Coordinator

Executive Summary:

Council has received a request regarding Assessment No. 13016829, in relation to the loss of capping as a result of an amalgamation for valuation purposes. The correspondence was formally tabled for Council's consideration as part of 2020/21 budget deliberations.

Officer's Recommendation:

That the committee receive the correspondence, and consider the matter as part of the 2020/21 budget deliberations.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.17 File Number: N/a

SUBJECT HEADING: TIFFIN STREET EAST ROMA

Councillor's Title: Cr. Mark Edwards

Executive Summary:

Proposal for kerbing & Channel for both sides of the roadway, or at least the western side.

That the committee consider the proposal.

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.18 File Number: N/a

SUBJECT HEADING: REDFORD STREET MUNGALLALA

Councillor's Title: Cr. Mark Edwards

Executive Summary:

Proposal for a culvert to be installed on the corner of Redford Road and Burke Street Mungallala.

That the committee consider the proposal.

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.19 File Number: N/a

SUBJECT HEADING: KNAYERS CROSSING / NORTH ROMA

Councillor's Title: Cr. Mark Edwards

Executive Summary:

Proposal to build a culvert (open concrete crossing) on the Bungil Creek Crossing on Knayers lane.

That the committee consider the proposal.

If included:

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

Responsible Officer	Program Funding & Budget Coordinator
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Item Number: C.20 **File Number:** N/a

SUBJECT HEADING: COBB & CO CHANGING STATION VISITOR
INFORMATION CENTRE UPGRADE

Councillor's Title: Cr. Johanne (Joh) Hancock

Executive Summary:

Proposal to provide a brand new visitor focused interior at the Cobb & Co Changing Station in Surat.

That the Committee consider the proposal.

If included:

That the Committee recommend that the proposal be included in the next draft of the 2020/21 budget.

Responsible Officer	Program Funding & Budget Coordinator
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at <time>.

These Minutes are to be confirmed at the next Budget Submissions & Financial Planning Standing Committee Meeting of Council to be held on 29 July 2020, at Ernest Brock Room (Roma Cultural Centre).

.....
Mayor.

.....
Date.

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 26 June 2020

Item Number: 11.1

File Number: D20/61243

SUBJECT HEADING: Related Party Disclosures - Policy

Classification: Open Access

Officer's Title: Operations Manager - Finance

Executive Summary:

Since 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed.

Officer's Recommendation:

That Council adopt the Related Party Disclosure Policy as presented.

Individuals or Organisations to which the report applies:

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

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

Key Management Personnel of 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
KMP	Key Management Personnel
AASB	Australian Accounting Standards Board

Context:

Why is the matter coming before Council?

Council adopted the Related Party Disclosure Policy on 14 December 2016 - **Resolution No. GM/12.2016/01.**

This policy is due for review.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Since 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

The purpose of this policy is to define parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with Australian Accounting Standard AASB 124 – Related Party Disclosures.

The Related Party Disclosure Policy has been reviewed. There was a minor adjustment due to a position change. Otherwise, the policy remains unchanged since the original as there have been no changes to the Australian Accounting Standard or other relevant legislation necessitating the requirement for any further amendments.

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)

AASB 124 – *Related Party Disclosures*

Local Government Act 2009

Local Government Regulation 2012

Information Privacy Act 2009

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)

Related Party Disclosure Policy (adopted 14 December 2016).

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)

Sharon Frank, Director Corporate & Community Services

Funding Bodies:

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

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)

Key Management Personnel of Council.

Risks:

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

Risk	Description of likelihood & consequences
Financial Reporting Risk	Non-compliance with Australian Accounting Reporting requirements and raised as an audit matter with the Queensland Audit Office

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 adopt the Related Party Disclosure Policy 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)).

That Council adopt the Related Party Disclosure Policy as presented.

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

No

If so, for what reason?

N/A





Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.3 Accounting

Supporting Documentation:

1	 Related Party Disclosures - Policy - Review June 2020	D20/61717
2	 Related Party Disclosures - Fact Sheet	D20/61736
3	 Related Party Disclosures - Information Privacy	D20/61730
4	 Related Party Disclosures - Declaration Form	D20/61729

Report authorised by:

Director - Corporate & Community Services

POLICY: Related Party Disclosures



1. PURPOSE

The purpose of this policy is to define parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

2. BACKGROUND

Pursuant to Section 177 of the *Local Government Regulation 2012*, a local government's general purpose financial statements must be prepared in compliance with the following documents (each a prescribed accounting standard) published by the Australian Accounting Standards Board (AASB):

- (a) Australian Accounting Standards;
- (b) Statements of Accounting Concepts;
- (c) Interpretations; and
- (d) Framework for the preparation and presentation of financial statements.

The AASB has confirmed that the requirements of AASB 124 'Related Party Disclosures' will apply to local government annual reporting periods beginning 1 July 2016.

The AASB provides that the objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

3. SCOPE

The basis matter of this guideline is to identify who the related parties of Council are, examining and disclosing related party transactions while adhering to the principles in Maranoa Regional Council's Information Privacy procedure.

Related party transactions include:

- Transfer of resources, services or obligations between a reporting entity and a related party
- Rendering of services
- Settlements of loans, purchase of goods/ services/ property
- Loans
- Equity contributions
- Guarantees
- Commitments
- Transactions that occur on terms and conditions that are different to those offered to the general public

Council will ensure that related party transactions are recorded in a related party register. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

In the case that Councillors and staff are affected by a related party transaction, each will be informed by receiving a copy of the intended related party disclosure and will be required to comment or raise any concerns on the transaction.

In any event where the KMP, their close family members and related entities change, KMPs should inform Council by disclosing the changes in the KMP Declaration Form within 30 days of the change.

4. IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

KMP are defined in AASB 124 as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any Director (whether executive or otherwise) of that entity.

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In the context of Maranoa Regional Council, KMP are considered to include:

- (a) Mayor and Councillors;
- (b) Chief Executive Officer;
- (c) Directors.

5. IDENTIFICATION OF RELATED PARTIES

Having regard to the definitions contained in the AASB 124, a related party is a person or entity that is related to Council as outlined below.

Persons considered to be related to Maranoa Regional Council

A person or a close member of that person's family is related to Council if that person:

- (a) Has control or joint control of Maranoa Regional Council;
- (b) Has significant influence over Maranoa Regional Council; or
- (c) Is a member of the KMP of Maranoa Regional Council.

A close member of the family of a person, are those family members who may be expected to influence, or be influenced by, that relevant person in their dealings with Council and include:

- (a) That person's children and spouse or domestic partner;
- (b) Children of that person's spouse or domestic partner; and
- (c) Dependents of that person or that person's spouse or domestic partner.

Practical Examples of Related Persons

Below are some practical examples of possible related persons to Council:

- The children of a member of Maranoa Regional Council's KMP.
- The spouse or domestic partner of a member of Maranoa Regional Council's KMP.
- The children of a spouse or domestic partner of a member of Maranoa Regional Council's KMP.

Entities considered to be related to Maranoa Regional Council

An entity is considered related to Council if any of the following conditions applies:

- (a) The entity and Maranoa Regional Council are members of the same corporate group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (b) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (c) Both entities are joint ventures of the same third party.
- (d) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (e) The entity is a post-employment benefit plan for the benefit of employees of either Maranoa Regional Council or an entity related to Maranoa Regional Council.
- (f) The entity is controlled or jointly controlled by a person related to Maranoa Regional Council (outlined above).
- (g) A person who has control or joint control of Maranoa Regional Council has significant influence over the relevant entity or is a member of the KMP of the entity.
- (h) The entity, or any member of the group of which it is a part, provides KMP services to Maranoa Regional Council.

Practical Examples of Related Entities

Below are some practical examples of possible related entities to Council:

- A company, which is controlled or jointly controlled by a member of Maranoa Regional Council's KMP.

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- A company, which is controlled or jointly controlled by a close family member of Maranoa Regional Council's KMP.
- A subsidiary company of Maranoa Regional Council.

6. REQUIRED DISCLOSURES

AASB 124 provides that Council must disclose the following financial information in the financial statements for each financial year period.

Disclosure of relationship between Maranoa Regional Council and its subsidiaries

Council must disclose in the annual financial statements its relationship with any subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

KMP Compensation Disclosures

Council must disclose in the annual financial statements KMP compensation (as defined in definitions) in total and for each of the following categories:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits;
- Termination benefits; and
- Share-based payments.

Related Party Transactions Disclosures

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Transfers of research and development;
- Transfers under finance arrangements (including loans and equity contributions in cash);
- Provisions of guarantees or collateral;
- Commitments; and
- Settlements of liabilities on behalf of Maranoa Regional Council or by Maranoa Regional Council on behalf of the related party.

Council must disclose all material and significant related party transactions in the annual financial statements and include the following details:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - a. The amount of the transaction;
 - b. The amount of outstanding balances, including commitments, and:
 - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - ii. Details of any guarantee given or received;
 - c. Provision for doubtful debts related to the amount of outstanding balances; and
 - d. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) Significance of transaction in terms of size;

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- (ii) Whether the transaction was carried out on non-market terms;
- (iii) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) Whether the transaction is disclosed to regulatory or supervisory authorities; and
- (v) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant. Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All non-exempt transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, and to determine the significance of such transactions.

Practical Examples of Transactions to be disclosed

Below are some practical examples of transactions, which may be considered to be disclosed:

- A KMP of Maranoa Regional Council is the Director of a company, which provided services to Maranoa Regional Council during the relevant period.
- A KMP of Maranoa Regional Council is a Director of an entity, which Maranoa Regional Council paid a membership fee to for the relevant period.

7. EXEMPT RELATED PARTY TRANSACTIONS

Related party transactions are not required to be disclosed in situations where a similar transaction would be applicable to the community generally and on similar terms. For example, the payment of rates by a KMP or the payment of a fee by a KMP to use a Maranoa library, would be an exempt related party transaction.

8. ROLES AND RESPONSIBILITIES

A requirement for Councillors to update their register of interests in accordance with the *Local Government Act 2009* exists under section 171B. The section outlines the requirements as follows:

This section applies if—

- (a) a councillor has an interest that must be recorded in a register of interests under a regulation in relation to the councillor or a person who is related to the councillor; or*
 - (b) there is a change to an interest recorded in a register of interests under a regulation in relation to a councillor or a person who is related to a councillor.*
- (2) The councillor must, in the approved form, inform the chief executive officer of the particulars of the interest or the change to the interest within 30 days after the interest arises or the change happens.*

Maximum penalty—

- (a) if the councillor fails to comply with subsection (2) intentionally—100 penalty units; or*
 - (b) otherwise—85 penalty units.*
- (3) For subsection*
- (1), a person is related to a councillor if—*
 - (a) the person is the councillor's spouse; or*

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*(b) the person is totally or substantially dependent on the councillor
and— the person is the councillor's child; or
the person's affairs are so closely connected with the affairs of the councillor that a
benefit derived by the person, or a substantial part of it, could pass to the
councillor.*

A requirement for KMP to update their register of interests in accordance with the *Local Government Regulation 2012* exists under section 292.

In addition KMP are required to complete the annual declaration listing stating the close family members who may influence or have influence in their dealings with Maranoa Regional Council and any entities that are controlled by the listed family members.

Council's Operations Manager, Finance will identify and record all relevant related party transactions in the related party register. Subsequent to assessing the information in the related party register this information will be summarised in the related party disclosure note to the annual financial statements.

9. ORDINARY CITIZEN TRANSACTIONS (OCTS)

These are transactions undertaken by an ordinary citizen with Maranoa Regional Council on the same conditions as every other ratepayer. Examples of the transactions are: utility charges, paying rates and fines. Infrastructure charges and purchase of goods are seen by the Department of Infrastructure, Local Government and Planning as not inclusive as OCTs.

10. RECORDING RELATED PARTIES, RELATED PARTY TRANSACTIONS AND ORDINARY CITIZEN TRANSACTIONS

Management of Maranoa Regional Council will implement a suitable system to identify, record and monitor related party transactions, relationships and entities. The collected information is to be provided to Council's external auditors. This system and the Policy should be reviewed bi-annually. In conjunction with the system and Policy, the Register of Interests should also be considered in assisting with identifying and updating existing or new related party information.

11. DEFINITIONS

AASB – means the Australian Accounting Standards Board.

Annual Financial Statements – means the financial reports based on a 12- month consecutive time period. It includes a cash flow statement and a balance sheet.

Entity – can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

Key Management Personnel (KMP) – (see also section 5 of this guideline) is defined in the *Local Government Regulation 2012* to include Councillors, the Chief Executive Officer and Senior Executive Employees. Further defined in AASB 124 – Related Party Disclosures are “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any Director (whether executive or otherwise) of that entity”. For the purpose of this guideline, key management personnel will be aligned with the definition within the *Local Government Regulation 2012*.

KMP Compensation – includes all forms of consideration paid, payable or provided by Maranoa Regional Council in exchange for services provided, and includes:

1. Short-term employee benefits, such as wages, salaries and social security contributions, paid

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- annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
2. Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
 3. Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation;
 4. Termination benefits; and
 5. Share-based payment.

Material (materiality) – means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this guideline, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transactions (OCTs) – means transactions that any ordinary citizen would undertake with council such as: utility charges, paying rates and fines on normal everyday terms and conditions.

Register of Interests – means a register of Council's shareholdings; financial and non-financial interest including interests of close family members.

Related Party – is an affiliate; an employee; members of the immediate family of an employee; and persons having a controlling influence on controlled entities.

Related Party Transaction – is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Significant (significance) – means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/taxpayer relationship.

12. RELATED POLICES AND LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards and interpretations
- Information Privacy Act 2009

13. REVIEW

This policy will be reviewed when any of the following occur:

- (a) The related documents are amended or replaced
- (b) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than 2 years.

Version Control:

Version	Reason/Trigger	Change	Endorsed/Reviewed	Date
1.0	Create New			08/11/2016
2.0	Revision			26/06/2020

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Resolution Number:

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FACT SHEET: Related Party Disclosures



RELATED PARTY DISCLOSURES FOR KEY MANAGEMENT PERSONNEL

From 1 July 2016 local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in their annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. The related party disclosure note in the Annual Financial Statements will summarise the information from the related party register and financial amounts will be reported as aggregate totals.

In order to meet this requirement Council has adopted a policy that requires all Councillors and KMP to provide a declaration identifying:

- Their close family members,
- Entities that they control or are associated with; and
- Entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit by Queensland Audit Office.

Who are KMP?

KMP are persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

Who are close family members of KMP?

These are Family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- (a) That person's children and spouse or domestic partner;
- (b) Children of that person's spouse or domestic partner; and
- (c) Dependents of that person or that person's spouse or domestic partner.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children (over 18 years)	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants (over 18 years)	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner (over 18 years)	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner (over 18 years)	Any other member of your family, if they could be expected to influence or be influenced by you in their dealings with council

FACT SHEET: Related Party Disclosures



What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have:

- (a) Power over the entity;
- (b) Exposure, or rights, to variable returns from involvement with the entity; and
- (c) The ability to use your power over the entity to affect the amount of your returns.

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need include the company on his related party declaration.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact Sharon Frank, Director Corporate and Community Services for a confidential discussion.

INFORMATION PRIVACY: Related Party Disclosures



RELATED PARTY DISCLOSURES FOR KEY MANAGEMENT PERSONNEL INFORMATION PRIVACY

Confidential

The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a *Right to Information (RTI)* application:

- (a) Information (including personal information) provided in by a Key Management Personnel (KMP) in a Related Party Declaration (RPD); and
- (b) Personal information contained in a register of related party transactions.

When Consent Required

Except as specified in the Related Party Disclosures Policy, Council and other permitted recipients will not use or disclose personal information provided in a RPD by a KMP or contained in a register of related party transactions, for any other purpose to any other person except with prior written consent of the subject KMP.

Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a RPD or contain in the register of related party transactions for the purposes specified in "Permitted Purposes":

- (a) A Councillor;
- (b) The Chief Executive Officer;
- (c) The Director of Corporate and Community Services being responsible for the preparation of financial reporting;
- (d) Operations Manager Finance and other financial officers within Council's Finance work unit responsible for the preparation of financial reporting authorised by the Director of Corporate and Community Services;
- (e) Members of Council's audit committee;
- (f) An auditor of Council (including an auditor from the Queensland Audit Office).

Permitted Purposes

A person specified in "Permitted Recipients" may access, use and disclose information (including personal information) in a RPD or contained in a register or related party transactions for the following purposes:

- (a) To assess and verify a notified related party transaction;
- (b) To reconcile identified related party transactions against those notified in a RPD or contained in a register of related party transactions;
- (c) To comply with the disclosure requirements of AASB 124;
- (d) To verify compliance with the disclosure requirements of AASB 124.

RIGHT TO INFORMATION STATUS

No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) RPD provided by KMP; and
- (b) A register of party transactions.

Not RTI Accessible

A RTI application seeking access to or release of:

- (a) A document of information (including personal information) provided by a KMP in a RPD; or
- (b) Personal information contained in a register of related party transactions;

Will be refused on the grounds that the document or information requested includes information the disclosure of which would, on balance, be contrary to the public interest under sections 48 and 49 of the *Right to Information Act*, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4.

INFORMATION PRIVACY: Related Party Disclosures



Transactional Documentation

A RTI application seeking access to and release of transactional information and documentation the subject of a related party transaction will Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Right to Information Act*.

DECLARATION: Related Party Disclosures

**PRIVATE AND CONFIDENTIAL****RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL**

This form is to be completed by Council's key management personnel pursuant to the *Related Party Disclosures Policy*. The information collected in this declaration will be used for the purpose of identifying related party transactions, for which the transactions may be disclosed in the annual financial statements of Council in accordance with Australian Accounting Standard AASB 124 *Related Party Disclosures*, and is subject to audit by Queensland Audit Office.

Please refer to Council's *Fact Sheet: Related Party Disclosures* when completing this form. Return completed form to the Director, Corporate, Community and Commercial Services.

Personal information in this document is confidential and is not RTI-assessable

Your Details	
Full Name	
Position	

Your Close Family Members (children and dependents under 18 years do not need to be disclosed)	
Name of Close Family Member	Relationship to You

Entities Controlled or Jointly Controlled by You and / or Close Family Members		
Name of Entity	ABN or ACN of Entity	Period Related (if not full financial year)

Community Organisations or Incorporated Associations that You are on the Management Committee (disclosure only required if on the management committee)	
Name of Organisation/Association	Position on Management Committee

Declaration	
I declare that, to the best of my knowledge, the above information is a complete and accurate record of my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the <i>Fact Sheet: Related Party Disclosures</i> , which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".	
Signature	Date

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 29 June 2020

Item Number: 11.2

File Number: D20/61797

SUBJECT HEADING: Non-Current Asset Accounting Policy

Classification: Open Access

Officer's Title: Operations Manager - Finance

Executive Summary:

The Non-Current Accounting Policy provides a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations

Officer's Recommendation:

That Council adopt the Non-Current Asset Accounting Policy as presented.

Individuals or Organisations to which the report applies:

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

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

Council Officers.

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
AASB	Australian Accounting Standards Board

Context:

Why is the matter coming before Council?

Council last adopted the Non-Current Asset Accounting Policy on 27 June 2018 and is due for review.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Non-Current Asset Accounting Policy applies to all asset accounting related activities for property, plant and equipment and intangible assets.

The purpose of this policy is to provide a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations.

The objectives of the policy are to ensure:

- Compliance with prescribed legislation and Australian Accounting Standards
- Accounting principles are followed by Council employees when identifying, recognising, recording and valuing Council's property, plant and equipment.
- All processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit.
- Asset movements are recorded in the financial asset register in a timely manner.
- Capital works in progress balances are cleared no later than 30 days after practical completion.

The Non-Current Asset Accounting Policy has been reviewed. There were two adjustments, these are:

- Desktop and laptop computers are considered to be a network asset. The asset threshold for all other plant and equipment remains at \$5,000.
- Painting costs over \$10,000 are considered to be a capital expenditure. Previously all painting costs were considered to be a maintenance activity.

Otherwise, the policy remains unchanged since the last revision.

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

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

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

Local Government Act 2009

Local Government Regulation 2012

AASB 5 – Non-current Assets held for Sale and Discontinued Operations

AASB 13 – Fair Value Measurement

AASB 101 – Presentation of Financial Statements

AASB 116 – Property, Plant and Equipment

AASB 16 – Leases

AASB 136 – Impairment of Assets

AASB 138 – Intangible Assets

AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors.

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)

Non-Current Asset Accounting Policy (adopted 27 June 2018).

Input into the Report & Recommendation:

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

Sharon Frank, Director Corporate & Community Services

Funding Bodies:

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

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 Officers.

Risks:

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

Risk	Description of likelihood & consequences
Financial Reporting Risk	Non-compliance with Australian Accounting Reporting requirements and raised as an audit matter with the Queensland Audit Office

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 adopted the Non-Current Asset Accounting Policy 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 adopted the Non-Current Asset Accounting Policy as presented.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.3 Accounting

Supporting Documentation:



Non-Current Asset Accounting Policy - Review June
2020

D20/62582

Report authorised by:

Director - Corporate & Community Services

POLICY: Non-Current Asset Accounting



1. Policy Purpose

The purpose of this policy is to provide a framework for identifying, valuing, recording and writing-off non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and Australian Accounting Standards and Interpretations. In particular, the policy aims to:

- Clarify the definition of, and accounting recognition concepts, for assets;
- Provide guidance on determining the periodic cost of using assets (depreciation/amortisation);
- Specify a basis for valuing non-current assets; and
- Set out the approach to be adopted in regularly reviewing the carrying amount of assets and, where appropriate, writing down or revaluing assets.

2. Policy Scope

This policy applies to all asset accounting related activities for property, plant and equipment, and intangible assets.

This policy is directly applicable to Asset Custodians and Council officers who have asset management and asset accounting responsibilities. This policy will apply to all Directorates, Departments and Functions of Council.

3. Objective

The objective of this policy are to ensure:

- Compliance with prescribed legislation and Australian Accounting Standards.
- Accounting principles are followed by Council employees when identifying, recognising, recording and valuing Council's property, plant and equipment.
- All processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit.
- Asset movements are recorded in the financial asset register in a timely manner.
- Capital works in progress balances are cleared no later than 30 days after practical completion.

4. Legislative Context

State Government Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Australian Accounting Standards

- AASB 5 – Non-current Assets held for Sale and Discontinued Operations
- AASB 13 – Fair Value Measurement
- AASB 101 – Presentation of Financial Statements
- AASB 116 – Property, Plant and Equipment
- AASB 16 – Leases
- AASB 136 – Impairment of Assets
- AASB 138 – Intangible Assets
- AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors.

POLICY: Non-Current Asset Accounting



5. Policy Statement

5.1 ASSET CLASSES

An asset class is a grouping of assets of a similar nature and use in an entity's operations and which, for the purposes of disclosure, is shown as a single item in the financial report. The following asset classes are reported by Council:

Asset Class	Examples of Assets Forming the Asset Class
Land and Site Improvements	Council owned land, quarry restoration
Buildings	Corporate and Community buildings, housing, sheds, public amenities, demountable
Plant and Equipment	Office furniture and equipment, computer hardware, motor vehicles, trucks, heavy equipment, trailers, mowers, playgrounds
Road, Drainage and Bridge Network	Road structures, kerb and channel, footpaths, box culverts, pipes, stormwater pits, manholes and bridges
Water	Reticulation pipes, bore sites, water towers, treatment plants
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, man holes
Other Infrastructure	Gas mains, gas valves, gas meters, off-road car parks, internal roads, fencing, shade covers, structures (BBQ shelters, rotunda, gazebo), monuments
Airport	Runways, taxiways, windsocks, lighting, car parking (airport)
Works In Progress	Property, plant and equipment under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating

5.2 ASSET RECOGNITION

An asset is recognised as a non-current asset in the financial asset register if it meets all of the following criteria:

- Council has control over the asset.
- It is probable that future economic benefits associated with the asset will flow to the entity (including non-cash service benefits).
- The cost or fair value of the item can be measured reliably.
- The cost or fair value of the asset exceeds Council's asset threshold.
- Expected to be used for more than one financial year.

5.3 ASSET RECOGNITION THRESHOLDS

In accordance with the *Local Government Act 2012*, Council must, by resolution, set an amount for each different type of physical asset below which the value of the asset must be treated as an expense. The thresholds detailed in the table below must be disclosed by way of a note in Council's general purpose financial statements.

If the expenditure for the item is equal to or above the threshold it may be capitalised as an asset if it meets all recognition criteria. Capitalisation is the process of recognising an asset in Council's financial statements as a non-current asset.

POLICY: Non-Current Asset Accounting



The threshold to recognise costs as an asset are as follows:

Asset Class	Asset Threshold (GST exclusive)
Land and Site Improvements	\$1
Buildings	\$10,000
Plant and Equipment	\$5,000; Except for desktop and laptop computers which are considered to be a Network Asset
Road, Drainage and Bridge Network	Network Asset
Water	Network Asset
Sewerage	Network Asset
Other Infrastructure	\$10,000
Airport	\$10,000

5.4 NETWORK ASSETS

A network is a grouping of multiple assets that are individually below the capitalisation threshold, these assets perform a whole service and require recognition in the financial statements due to their collective value.

5.5 CONTRIBUTED ASSETS

Non-current assets that are donated or contributed to Council at no cost, or for a nominal cost, will need to be brought to account at fair value as at the date of acquisition. The cost of a contributed asset is the fair value at the date of the acquisition as assessed by a suitably qualified person. This is not considered a revaluation of the asset at that time.

5.6 ASSETS NOT PREVIOUSLY RECOGNISED

Material assets not recognised in previous periods that subsequently meet the recognition criteria will be recognised from the date that the criteria are met. Where assets are identified that have not been previously recognised due to error, e.g. during asset verification, this is treated as the corrections of an error under *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. The error provisions require that the error should be corrected by making the entry that should have been made at the time the error occurred.

5.7 ASSETS UNDER CONSTRUCTION (WORK IN PROGRESS)

Work In Progress (WIP) represents the accumulated costs of constructed assets e.g. costs associated with constructing or rehabilitating assets such as stormwater, roads and buildings.

The cost base of self-constructed assets is similar to the cost base for assets purchased including the following components:

- Direct materials, including stock issues;
- Direct and contract labour including on-costs; and
- Plant hire.

Where a project is to be completed in stages, capitalisation of each stage may still occur providing the asset recognition threshold is met.

Where costs captured in WIP are identified as being expenses, they are to be recognised as operational expenditure in Council's Statement of Comprehensive Income. This can apply for an entire project or a proportion of a project.

Management of Work In Progress

POLICY: Non-Current Asset Accounting



It is the responsibility of every Department Senior Manager to actively manage capital projects to ensure that capital costs are removed from WIP and capitalised to appropriate assets (whether new or additions to existing assets) in a timely manner. An asset is to be capitalised when it is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Every Department Manager should review Capital Work Order Progress on a monthly basis to ensure that there are no assets currently in service recorded in WIP.

5.8 ASSETS EXPENDITURE

Costs must be classified correctly as either:

- a) An expense, which is accounted for in the Comprehensive Income Statement and affects Council's operating result, or
- b) Capital, which is included in the cost of an asset. Capital costs are accounted for in the Statement of Financial Position.

Capital expenditure can relate to new or existing assets. Expenditure is capital if it satisfies the following criteria:

1. The expenditure is above the capitalisation threshold.
2. The expenditure is used for one of the following applications:
 - New – Expenditure which creates a new asset that did not exist beforehand.
 - Upgrade – Expenditure for expansion. That is it enhances an existing asset to provide additional service capability or a higher level of service or which extends the life of an asset beyond that which it had originally.
 - Renewal – Expenditure on an existing asset, which restores the original service potential or which extends the life of the asset beyond which it had originally. This includes replacement expenditure.

Costs that do not meet the above classifications will be expensed when identified. Other costs that will be expensed include:

Expenditure Description	Reason
Expenditure to relocate or replace non-council owned services	Expenditure incurred to relocate or replace assets belonging to another entity, for example communication or power lines are expensed. Such costs related to assets that are controlled and owned by a third party.
Biological / Living Assets	Expenditure to purchase biological or living assets is expensed, e.g. bottle trees, turf.
Painting (under \$10,000)	All painting costs under \$10,000 are expensed as this is a maintenance activity that is regularly performed.

Costs may be initial or subsequently incurred after initial purchase.

Initial capital costs include those to purchase or construct an asset and getting it ready for use.

Examples include:

- Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates.
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended, e.g. employee expenses directly from construction or acquisition; costs of site preparation; initial delivery and handling costs; costs of testing whether the asset is functioning properly; professional fees; design costs.

POLICY: Non-Current Asset Accounting



Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, the capitalising of costs cease.

The following initial costs are expensed and are not capitalised:

- General administration and other indirect overhead costs;
- Training costs.

Where costs are incurred subsequent to the initial purchase of the asset, they can only be capitalised when it improves the condition of the asset beyond its originally assessed standard of performance or capacity. This can occur through:

- Extending the annual service potential provided by the asset; or
- Extending the useful life of the asset.

Repairs and maintenance are to be expensed as incurred e.g. repairs for damage or wear or tear that would have prevented the asset reaching its original estimated useful life, such as day to day servicing.

Minor items of spare parts are charged to the item of plant and expensed to the Comprehensive Income Statement.

Major spare parts and stand-by equipment are recognised as plant and equipment when:

- The expenditure exceeds the asset recognition threshold; and
- The benefits from the item will be for more than one financial year.

5.9 ASSET DISPOSAL / WRITE-OFF

An asset is written-off when destroyed, scrapped, lost, stolen, decommissioned or abandoned and recorded in the Statement of Comprehensive Income. When consideration is received in the form of proceeds or trade-in, the asset is to be disposed in the financial asset register and a gain or loss on sale recognised in the Statement of Comprehensive Income.

If the asset is to be sold, the provisions of *AASB 5 Non-Current Assets Held for Sale and Discontinued Operations* may apply.

The costs of demolition or removal of the old asset can be capitalised as site preparation costs of the new asset only if there is:

- No provision for restoration of the old asset; and
- Prior to demolition a formal Council commitment to demolish and build on the site of the old asset, e.g. Council meeting minute.

If an asset is demolished or removed and there is no formal commitment to rebuild on the site prior to demolition or removal, the costs are to be expensed.

Where an asset is valued at fair value and the costs of demolition or removal have been capitalised as site preparation costs, consideration should be given to impairment tests to ensure the asset value is not overstated.

5.10 NON-CURRENT ASSET REGISTER

A list of all Council's non-current assets, other than those items which are under the asset threshold and treated as an expense, must be recorded in a register which is to be kept by Council. The financial asset register is to record as a minimum:

- Opening and closing balances;
- Capital expenditures;
- Depreciation charges;

POLICY: Non-Current Asset Accounting



- Revaluation increments and decrements;
- Disposals/write-offs;
- Contributed assets and previously unrecognised assets;
- Internal transfers;
- Impairment losses; and
- Relevant dates for all the above transactions.

5.11 DEPRECIATION

Where non-current assets have a limited useful life they must be depreciated in accordance with *AASB 116 Property, Plant and Equipment*. Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life. Depreciation begins when an asset is available for use and ceases at the earlier of:

- The date the asset is classified as held for sale; and
- The date that the asset is derecognised.

Each component will be depreciated separately. The depreciation charge for each period is classified as an expense in the Statement of Comprehensive Income. Depreciation forms part of the cost of operations and contributes directly to Council's net operating result.

The depreciation method used shall reflect the pattern in which the asset's future economic benefits are expected to be consumed by the entity. Council has adopted the straight-line method of depreciation to reflect patterns of consumption for all non-current assets other than land which is not subject to depreciation.

Work in progress cannot be depreciated as the assets are not available for use.

The useful life of an asset is the estimated period over which a depreciable asset is expected to be able to provide future service potential. The estimation of the useful life of the asset is a matter of judgement based on the experience of the entity with similar assets.

5.12 ASSET REVIEW

Asset depreciation rate, remaining useful life and impairment are to be reviewed at least on an annual basis by asset custodians and management to ascertain if any amendments are required.

5.13 VALUATION OF ASSETS

Subsequent to initial recognised, assets are to be measured under either the cost or the revaluation model as required by *AASB 116 Property, Plant and Equipment* and shall apply that policy to an entire class of property, plant and equipment.

Revaluation Model

An item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Cost Model

After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.

Council applies the following valuation methodology across its asset classes:

Asset Class	Valuation Methodology
Land and Site Improvements	Revaluation
Buildings	Revaluation

POLICY: Non-Current Asset Accounting



Plant and Equipment	Cost
Road, Drainage and Bridge Network	Revaluation
Water	Revaluation
Sewerage	Revaluation
Other Infrastructure	Revaluation
Airport	Revaluation

5.14 REVALUATION OF ASSETS

For all assets other than those valued at cost, non-current asset valuations should be reviewed at least once each financial year to ascertain if there has been a material movement in fair value (depreciated replacement cost/market value) since the last financial year.

A full revaluation of all applicable asset classes should be undertaken at least once every three to five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken on a more frequent basis.

If there has been a material movement of fair value, indices/desktop updates, either supplied by a qualified valuer or internal qualified staff may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the used is robust, valid and appropriate to the asset class. When reviewing the applicable indices Council staff may take into consideration not applying the index if it is less than a 5 percent variance (greater or lower) than the prior year. If an index is not applied in the prior year the index will then be cumulative.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. Complex asset components are measured on the same basis as the assets to which they relate, e.g. building asset class is valued at fair value therefore each building component is valued at fair value.

Accounting for Revaluation

When an asset is revalued, the accumulated depreciation is restated proportionately with the change in the gross carrying amount of the asset and any change in the estimate of the remaining useful life.

Changes in the carrying amount of an asset due to a revaluation are accounted for in accordance with *AASB 116 Property, Plant and Equipment*.

If the carrying amount of a class of assets is increased as a result of a revaluation, the net revaluation increase shall be recognised in other comprehensive income and accumulated in equity under the heading of revaluation surplus. However, the net revaluation increase shall be recognised in profit or loss to the extent that it reverses a net revaluation decrease of the same class of assets previously recognised in profit or loss.

If the carrying amount of a class of assets is decreased as a result of a revaluation, the net revaluation decrease shall be recognised in profit and loss. However, the net revaluation decrease shall be recognised in other comprehensive income to the extent of any credit balance existing in any revaluation surplus in respect of that same class of asset. The net valuation decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of revaluation surplus.

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

5.15 ASSET IMPAIRMENT

POLICY: Non-Current Asset Accounting



All non-current assets including intangible assets are to be reviewed on an annual basis for indicators of impairment by asset custodians and management.

Where the fair value of the assets exceeds the recoverable amount it is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Where assets have been revalued at fair value there should not be any impairment loss as the recoverable amount should be equal to the fair value.

An impairment loss is recognised as an expense in the Statement of Comprehensive Income, except where the asset is at fair value. When there is an impairment loss on a revalued asset the impairment loss is offset against the asset revaluation surplus of the relevant asset class to the extent available. Any remaining loss is then expensed in the Statement of Comprehensive Income.

5.16 MATERIALITY

Materiality plays an essential part in the decision making process and preparation of the financial statements. This is because information contained or omitted from the financial statements can impair its usefulness to users.

Materiality is a concept which requires professional judgement. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances should also be considered.

The preliminary level of materiality can be obtained from the Queensland Audit Office Annual External Audit Plan for Maranoa Regional Council.

6. LEGISLATION

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

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 12 July 2020

Item Number: 11.3

File Number: D20/67188

SUBJECT HEADING: Investment Register as at 30 June 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report is to present to Council the Investment Report (including the Trading Limits Report) as at 30 June 2020.

Officer's Recommendation:

That the Investment Report as at 30 June 2020 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 30 June 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report, which incorporates an Investment Trading Limits Report as at 30 June 2020.

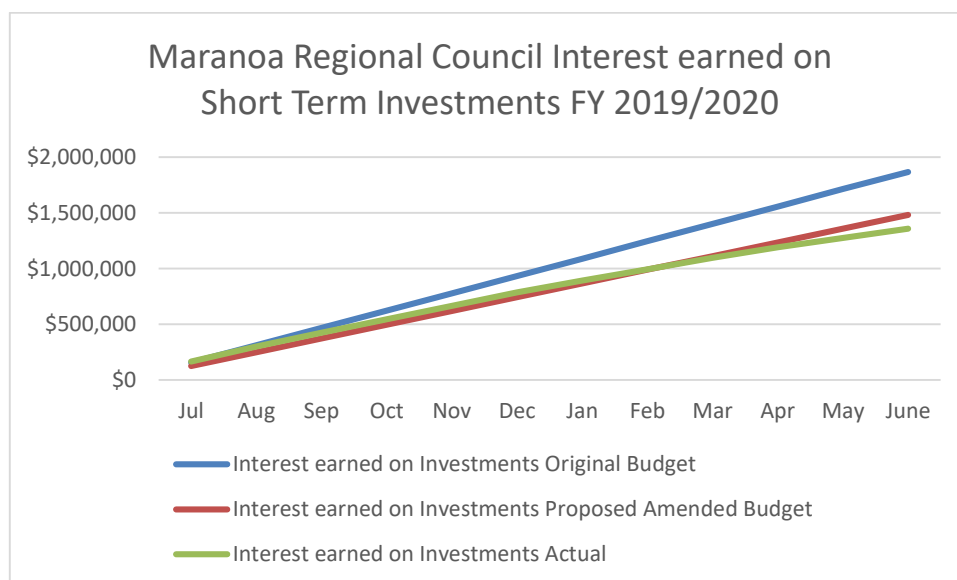
Maranoa Regional Council
Ordinary Meeting - 22 July 2020

For the twelve months' ended 30 June 2020, actual interest earned on investments totalled \$1,358,049. This represents 91.6% of the amended annual budget with 100% of the year elapsed.

Compared to this time last year market rates earned have halved and this is reflected in the actuals v original budget as per table listed :-

Interest earned on Investments

	Original Budget	Proposed Amended Budget	Actual
Jul	\$155,583	\$123,583	\$165,259
Aug	\$311,166	\$247,166	\$299,321
Sep	\$466,749	\$370,749	\$425,049
Oct	\$622,332	\$494,332	\$543,158
Nov	\$777,915	\$617,915	\$665,039
Dec	\$933,498	\$741,498	\$785,032
Jan	\$1,089,081	\$865,081	\$893,794
Feb	\$1,244,644	\$988,664	\$992,705
Mar	\$1,400,248	\$1,112,247	\$1,097,602
Apr	\$1,555,831	\$1,235,830	\$1,192,184
May	\$1,714,414	\$1,359,413	\$1,276,006
June	\$1,866,997	\$1,483,000	\$1,358,049



As per the June Trade limits report total investments with Macquarie Bank exceeded council's policy limits on individual institutions by \$1.5M due to a crossover of

investment when trying to lock in higher investment returns where the market is predicted to decline further. This has been rectified with \$2m returning from Macquarie Bank on the 8 July 2020.

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

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

Statutory Bodies Financial Arrangements Act 1982

Section 47 Statutory body to try to invest at most advantageous rate

(1) A statutory body must use its best efforts to invest its funds –

- (a) At the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and*
- (b) In a way it considers is most appropriate in all the circumstances.*

(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council has adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007*.

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to \$250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of \$250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation.

The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)

The following table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)
A1+	25%-35%	100%	\$8M
A1	10%-20%	50%	\$8M
A2 – Financial Institutions only	5%-15%	30%	\$4M
A3 – Financial Institutions only	2%-7%	10%	\$4M
All other approved deposit taking institutions regulated by APRA.	\$250,000 (government guarantee only)	10%	\$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns and reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorizers nominated by the banks.

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence – each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

Input into the Report & Recommendation:

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

Director Corporate & Community Services

Funding Bodies:

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

Not applicable.

This Financial Year's Budget:

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

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

2019/20 Original Budgeted Investment Income	\$1,867,000
2019/20 Amended Budgeted Investment Income	\$1,483,000
2019/20 Actual Investment Income Year to Date	\$1,358,049

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

For information purposes only.

Risks:

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

Risk	Description of likelihood & consequences
Regulatory	Investment portfolio is in accordance with Council's adopted Investment Policy and the <i>Statutory Bodies Financial Arrangements Act 1982</i> and the <i>Statutory Bodies Financial Arrangements Regulations 2007</i> .

Advice to Council:

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

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

That Council receive and note the Investment Reports for the period ending 30 June 2020.

Recommendation:

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

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

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

That Council receive and note the Investment Reports for the period ending 30 June 2020.

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 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1		Investment Register June 2020	D2020/0067186
2		Investment Trading Limit Performance report as at 30 June 2020	D2020/0067187

Report authorised by:

Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 June 2020 to 30 June 2020



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1. Securities Held By Trading Book Maturing Post 30 June 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC90627	30 Jun 2020	Queensland Treasury Corporation		1 Jul 2020		0.72	Nil	At Call	S&P AA+	31,523,088.27	31,523,088.27	31,523,088.27
LC85558	30 Mar 2020	Gateway Bank Ltd		1 Jul 2020	1 Jul 2020	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,228.77
LC81930	8 Jan 2020	BankVic		6 Jul 2020	6 Jul 2020	1.65	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,015,731.50
LC83617	19 Feb 2020	Macquarie Bank		8 Jul 2020	8 Jul 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,011,572.60
LC76073	17 Jul 2019	QPCU LTD t/a QBANK		16 Jul 2020	16 Jul 2020	2.05	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,019,601.37
LC82275	20 Jan 2020	Australian Unity Bank		20 Jul 2020	20 Jul 2020	1.62	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,007,190.14
LC85548	3 Mar 2020	Macquarie Bank		21 Jul 2020	21 Jul 2020	1.70	Maturity	TD	Moody's ST P-1	4,000,000.00	4,000,000.00	4,022,169.88
LC84866	13 Mar 2020	Macquarie Bank		24 Jul 2020	24 Jul 2020	1.70	Maturity	TD	Moody's ST P-1	500,000.00	500,000.00	502,538.36
LC84993	24 Mar 2020	Heritage Bank Ltd		24 Jul 2020	24 Jul 2020	1.90	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,010,202.74
LC79726	14 Nov 2019	ING Bank Australia Limited		14 Aug 2020	14 Aug 2020	1.60	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,010,038.36
LC82086	11 Dec 2019	Illawarra Credit Union Ltd		9 Sep 2020	9 Sep 2020	1.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,490.41
LC84003	26 Feb 2020	Macquarie Bank		11 Sep 2020	11 Sep 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,010,958.90
LC85578	25 Mar 2020	The Capricornian Limited		23 Sep 2020	23 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,328.77
LC85557	25 Mar 2020	Hunter United Credit Union		23 Sep 2020	23 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,328.77
LC86048	1 Apr 2020	South West Credit Union		30 Sep 2020	30 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,232.88
LC86047	14 Apr 2020	Bank of Sydney Ltd		14 Oct 2020	14 Oct 2020	1.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,896.58
LC86097	15 Apr 2020	Arab Bank Australia Ltd		14 Oct 2020	14 Oct 2020	1.85	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,963.01
LC88070	19 May 2020	AMP Bank Ltd		17 Nov 2020	17 Nov 2020	1.65	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,003,797.26
LC89867	22 Jun 2020	MyState Bank Ltd		23 Nov 2020	23 Nov 2020	1.00	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,219.18
LC88260	26 May 2020	AMP Bank Ltd		23 Nov 2020	23 Nov 2020	1.65	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,001,582.19
LC88262	26 May 2020	Warwick Credit Union		24 Nov 2020	24 Nov 2020	1.45	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,347.60
LC88259	26 May 2020	AMP Bank Ltd		24 Nov 2020	24 Nov 2020	1.65	Maturity	TD	S&P ST A2	600,000.00	600,000.00	600,949.31
LC88930	2 Jun 2020	AMP Bank Ltd		2 Dec 2020	2 Dec 2020	1.60	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,001,227.40
LC89237	12 Jun 2020	Australian Military Bank Limited		9 Dec 2020	9 Dec 2020	1.30	Maturity	TD	Moody's ST P-2	250,000.00	250,000.00	250,160.28
LC82087	13 Dec 2019	Defence Bank Ltd		11 Dec 2020	11 Dec 2020	1.70	Maturity	TD	S&P ST A2	500,000.00	500,000.00	504,657.54
LC85553	17 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,005,034.25
LC85551	16 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,005,082.19
LC89756	17 Jun 2020	AMP Bank Ltd		14 Jan 2021	14 Jan 2021	1.55	Maturity	TD	S&P ST A2	800,000.00	800,000.00	800,441.64
LC86821	5 May 2020	AMP Bank Ltd		2 Mar 2021	2 Mar 2021	1.60	Maturity	TD	S&P ST A2	500,000.00	500,000.00	501,227.40
LC85556	18 Mar 2020	Queensland Country Bank Ltd		18 Mar 2021	18 Mar 2021	1.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,009,687.68
LC85576	25 Mar 2020	Southern Cross CU		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,328.77
LC85579	25 Mar 2020	Geelong Bank		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,328.77



Investment Report Pack
Maranoa Regional Council
1 June 2020 to 30 June 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC85313	27 Mar 2020	ING Bank Australia Limited		26 Mar 2021	26 Mar 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,004,424.86
LC85563	30 Mar 2020	Maitland Mutual Building Society Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,228.77
LC85560	30 Mar 2020	Railways CU Ltd t/as myMOVE		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,228.77
LC85561	30 Mar 2020	Bank of us t/as B&E Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,228.77
LC85429	1 Apr 2020	Macquarie Bank		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	Moody's ST P-1	1,000,000.00	1,000,000.00	1,004,191.78
LC85421	1 Apr 2020	ING Bank Australia Limited		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,004,191.78
LC86210	20 Apr 2020	AMP Bank Ltd		20 Apr 2021	20 Apr 2021	1.85	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,003,598.63
LC87661	11 May 2020	ING Bank Australia Limited		12 May 2021	12 May 2021	1.35	Maturity	TD	S&P A	1,000,000.00	1,000,000.00	1,001,849.32
LC88145	22 May 2020	Judo Bank		21 May 2021	21 May 2021	1.60	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,427.40
LC88582	29 May 2020	Bank of Queensland Ltd		28 May 2021	28 May 2021	1.25	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,001,095.89
LC88991	2 Jun 2020	Bank of Queensland Ltd		2 Jun 2021	2 Jun 2021	1.15	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,882.19
LC88993	3 Jun 2020	National Australia Bank Ltd		3 Jun 2021	3 Jun 2021	1.02	Maturity	TD	S&P ST A1+	4,000,000.00	4,000,000.00	4,003,018.08
LC88995	3 Jun 2020	Members Equity Bank Ltd		3 Jun 2021	3 Jun 2021	1.01	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,001,494.24
LC89155	10 Jun 2020	Bank of Queensland Ltd		10 Jun 2021	10 Jun 2021	1.15	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,630.14
LC89809	18 Jun 2020	National Australia Bank Ltd		18 Jun 2021	18 Jun 2021	1.05	Maturity	TD	S&P ST A1+	1,800,000.00	1,800,000.00	1,800,621.38
LC90133	26 Jun 2020	National Australia Bank Ltd		25 Jun 2021	25 Jun 2021	1.00	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,000,109.59
										78,973,088.27	78,973,088.27	79,159,854.12
Total										78,973,088.27	78,973,088.27	79,159,854.12
Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												



2. Interest and Distribution Income Received For 1 June 2020 to 30 June 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	AMP 1.9 02 Jun 2020 183DAY TD	AMP Bank Ltd	IEI110247	2 Jun 2020	1,000,000.00	9,526.03	Security Coupon Interest	Maranoa Regional Council
	DFB 2.35 03 Jun 2020 365DAY TD	Defence Bank Ltd	IEI95879	3 Jun 2020	2,000,000.00	47,000.00	Security Coupon Interest	Maranoa Regional Council
	86400 1.6 12 Jun 2020 29DAY TD	86400 Limited	IEI120795	12 Jun 2020	250,000.00	317.81	Security Coupon Interest	Maranoa Regional Council
	AMP 1.8 16 Jun 2020 180DAY TD	AMP Bank Ltd	IEI110252	16 Jun 2020	1,000,000.00	8,876.71	Security Coupon Interest	Maranoa Regional Council
	AMP 1.8 17 Jun 2020 183DAY TD	AMP Bank Ltd	IEI110250	17 Jun 2020	800,000.00	7,219.73	Security Coupon Interest	Maranoa Regional Council
	MYS 1.72 22 Jun 2020 270DAY TD	MyState Bank Ltd	IEI124508	22 Jun 2020	1,000,000.00	12,723.29	Security Coupon Interest	Maranoa Regional Council
	QTC Maranoa CF At Call	Queensland Treasury Corporation	IEI126040	30 Jun 2020		23,262.88	Bank Interest	Maranoa Regional Council
						108,926.45		



3. Acquisitions, Disposals and Maturities Between 1 June 2020 and 30 June 2020

Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88996	Acquisition	1 Jun 2020	1 Jun 2020	1,200,000.00	1,200,000.00	1.00000000	100.000	0.000	100.000	1,200,000.00
AMP 1.9 02 Jun 2020 183DAY TD	AMP Bank Ltd		LC82085	Maturity	2 Jun 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
AMP 1.6 02 Dec 2020 183DAY TD	AMP Bank Ltd		LC88930	Acquisition	2 Jun 2020	2 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
BOQ 1.15 02 Jun 2021 365DAY TD	Bank of Queensland Ltd		LC88991	Acquisition	2 Jun 2020	2 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88997	Acquisition	2 Jun 2020	2 Jun 2020	200,000.00	200,000.00	1.00000000	100.000	0.000	100.000	200,000.00
DFB 2.35 03 Jun 2020 365DAY TD	Defence Bank Ltd		LC73485	Maturity	3 Jun 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(2,000,000.00)
NAB 1.02 03 Jun 2021 365DAY TD	National Australia Bank Ltd		LC88993	Acquisition	3 Jun 2020	3 Jun 2020	4,000,000.00	4,000,000.00	1.00000000	100.000	0.000	100.000	4,000,000.00
ME Bank 1.01 03 Jun 2021 365DAY TD	Members Equity Bank Ltd		LC88995	Acquisition	3 Jun 2020	3 Jun 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88998	Disposal	3 Jun 2020	3 Jun 2020	4,000,000.00	4,000,000.00	1.00000000	100.000	0.000	100.000	(4,000,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89083	Disposal	4 Jun 2020	4 Jun 2020	2,300,000.00	2,300,000.00	1.00000000	100.000	0.000	100.000	(2,300,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89154	Disposal	5 Jun 2020	5 Jun 2020	800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	(800,000.00)
BOQ 1.15 10 Jun 2021 365DAY TD	Bank of Queensland Ltd		LC89155	Acquisition	10 Jun 2020	10 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89231	Disposal	10 Jun 2020	10 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89232	Disposal	10 Jun 2020	10 Jun 2020	650,000.00	650,000.00	1.00000000	100.000	0.000	100.000	(650,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89233	Disposal	11 Jun 2020	11 Jun 2020	3,200,000.00	3,200,000.00	1.00000000	100.000	0.000	100.000	(3,200,000.00)
86400 1.6 12 Jun 2020 29DAY TD	86400 Limited		LC88008	Maturity	12 Jun 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
AMB 1.3 09 Dec 2020 180DAY TD	Australian Military Bank Limited		LC89237	Acquisition	12 Jun 2020	12 Jun 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC89757	Disposal	12 Jun 2020	12 Jun 2020	200,000.00	200,000.00	1.00000000	100.000	0.000	100.000	(200,000.00)
AMP 1.8 16 Jun 2020 180DAY TD	AMP Bank Ltd		LC82090	Maturity	16 Jun 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
AMP 1.8 17 Jun 2020 183DAY TD	AMP Bank Ltd		LC82088	Maturity	17 Jun 2020		800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	(800,000.00)
AMP 1.55 14 Jan 2021 211DAY TD	AMP Bank Ltd		LC89756	Acquisition	17 Jun 2020	17 Jun 2020	800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	800,000.00
NAB 1.05 18 Jun 2021 365DAY TD	National Australia Bank Ltd		LC89809	Acquisition	18 Jun 2020	18 Jun 2020	1,800,000.00	1,800,000.00	1.00000000	100.000	0.000	100.000	1,800,000.00
MYS 1.72 22 Jun 2020 270DAY TD	MyState Bank Ltd		LC77559	Maturity	22 Jun 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
MYS 1.23 Nov 2020 154DAY TD	MyState Bank Ltd		LC89867	Acquisition	22 Jun 2020	22 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC90134	Disposal	25 Jun 2020	25 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
NAB 1.25 Jun 2021 364DAY TD	National Australia Bank Ltd		LC90133	Acquisition	26 Jun 2020	26 Jun 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC90232	Disposal	29 Jun 2020	29 Jun 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	(500,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC90233	Acquisition	29 Jun 2020	29 Jun 2020	2,824,987.00	2,824,987.00	1.00000000	100.000	0.000	100.000	2,824,987.00



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Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC90626	Acquisition	30 Jun 2020	30 Jun 2020	23,262.88	23,262.88	1.00000000	100.000	0.000	100.000	23,262.88
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC90627	Disposal	30 Jun 2020	30 Jun 2020	23,262.88	23,262.88	1.00000000	100.000	0.000	100.000	(23,262.88)
													(1,625,013.00)

Notes

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



4. Interest Income Accrued As At 30 June 2020

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC85558	GCU 1.95 01 Jul 2020 93DAY TD	1 Jul 2020	30 Mar 2020		1 Jul 2020	92	1.9500		Maturity	250,000.00	250,000.00	250,000.00	251,228.77	1,228.77
LC81930	BVIC 1.65 06 Jul 2020 180DAY TD	6 Jul 2020	8 Jan 2020		6 Jul 2020	174	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,015,731.50	15,731.51
LC83617	MACQ 1.6 08 Jul 2020 140DAY TD	8 Jul 2020	19 Feb 2020		8 Jul 2020	132	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,011,572.60	11,572.60
LC76073	Qld Police 2.05 16 Jul 2020 365DAY TD	16 Jul 2020	17 Jul 2019		16 Jul 2020	349	2.0500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,019,601.37	19,601.37
LC82275	AUBANK 1.62 20 Jul 2020 182DAY TD	20 Jul 2020	20 Jan 2020		20 Jul 2020	162	1.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,007,190.14	7,190.14
LC85548	MACQ 1.7 21 Jul 2020 140DAY TD	21 Jul 2020	3 Mar 2020		21 Jul 2020	119	1.7000		Maturity	4,000,000.00	4,000,000.00	4,000,000.00	4,022,169.88	22,169.88
LC84866	MACQ 1.7 24 Jul 2020 133DAY TD	24 Jul 2020	13 Mar 2020		24 Jul 2020	109	1.7000		Maturity	500,000.00	500,000.00	500,000.00	502,538.36	2,538.36
LC84993	HBS 1.9 24 Jul 2020 122DAY TD	24 Jul 2020	24 Mar 2020		24 Jul 2020	98	1.9000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,010,202.74	10,202.74
LC79726	ING 1.6 14 Aug 2020 274DAY TD	14 Aug 2020	14 Nov 2019		14 Aug 2020	229	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,010,038.36	10,038.36
LC82086	CACU 1.8 09 Sep 2020 273DAY TD	9 Sep 2020	11 Dec 2019		9 Sep 2020	202	1.8000		Maturity	250,000.00	250,000.00	250,000.00	252,490.41	2,490.41
LC84003	MACQ 1.6 11 Sep 2020 198DAY TD	11 Sep 2020	26 Feb 2020		11 Sep 2020	125	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,010,958.90	10,958.90
LC85578	CAP 2 23 Sep 2020 182DAY TD	23 Sep 2020	25 Mar 2020		23 Sep 2020	97	2.0000		Maturity	250,000.00	250,000.00	250,000.00	251,328.77	1,328.77
LC85557	Hunter CU 2 23 Sep 2020 182DAY TD	23 Sep 2020	25 Mar 2020		23 Sep 2020	97	2.0000		Maturity	250,000.00	250,000.00	250,000.00	251,328.77	1,328.77
LC86048	SWCU 2 30 Sep 2020 182DAY TD	30 Sep 2020	1 Apr 2020		30 Sep 2020	90	2.0000		Maturity	250,000.00	250,000.00	250,000.00	251,232.88	1,232.88
LC86047	SYD 1.7 14 Oct 2020 183DAY TD	14 Oct 2020	14 Apr 2020		14 Oct 2020	77	1.7000		Maturity	250,000.00	250,000.00	250,000.00	250,896.58	896.58
LC86097	ARA 1.85 14 Oct 2020 182DAY TD	14 Oct 2020	15 Apr 2020		14 Oct 2020	76	1.8500		Maturity	250,000.00	250,000.00	250,000.00	250,963.01	963.01
LC88070	AMP 1.65 17 Nov 2020 182DAY TD	17 Nov 2020	19 May 2020		17 Nov 2020	42	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,003,797.26	3,797.26
LC89867	MYS 1 23 Nov 2020 154DAY TD	23 Nov 2020	22 Jun 2020		23 Nov 2020	8	1.0000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,219.18	219.18
LC88260	AMP 1.65 23 Nov 2020 181DAY TD	23 Nov 2020	26 May 2020		23 Nov 2020	35	1.6500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,582.19	1,582.19
LC88262	Warwick CU 1.45 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	35	1.4500		Maturity	250,000.00	250,000.00	250,000.00	250,347.60	347.60
LC88259	AMP 1.65 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	35	1.6500		Maturity	600,000.00	600,000.00	600,000.00	600,949.31	949.32
LC88930	AMP 1.6 02 Dec 2020 183DAY TD	2 Dec 2020	2 Jun 2020		2 Dec 2020	28	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,227.40	1,227.40
LC89237	AMB 1.3 09 Dec 2020 180DAY TD	9 Dec 2020	12 Jun 2020		9 Dec 2020	18	1.3000		Maturity	250,000.00	250,000.00	250,000.00	250,160.28	160.27
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	200	1.7000		Maturity	500,000.00	500,000.00	500,000.00	504,657.54	4,657.53
LC85553	MYS 1.75 16 Dec 2020 274DAY TD	16 Dec 2020	17 Mar 2020		16 Dec 2020	105	1.7500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,005,034.25	5,034.25
LC85551	MYS 1.75 16 Dec 2020 275DAY TD	16 Dec 2020	16 Mar 2020		16 Dec 2020	106	1.7500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,005,082.19	5,082.19
LC89756	AMP 1.55 14 Jan 2021 211DAY TD	14 Jan 2021	17 Jun 2020		14 Jan 2021	13	1.5500		Maturity	800,000.00	800,000.00	800,000.00	800,441.64	441.64
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	56	1.6000		Maturity	500,000.00	500,000.00	500,000.00	501,227.40	1,227.40
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	104	1.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,009,687.68	9,687.67
LC85576	SCC 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	97	2.0000		Maturity	250,000.00	250,000.00	250,000.00	251,328.77	1,328.77
LC85579	Geelong B 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	97	2.0000		Maturity	250,000.00	250,000.00	250,000.00	251,328.77	1,328.77
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	95	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,424.66	4,424.66
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	92	1.9500		Maturity	250,000.00	250,000.00	250,000.00	251,228.77	1,228.77



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Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	92	1.9500		Maturity	250,000.00	250,000.00	250,000.00	251,228.77	1,228.77
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	92	1.9500		Maturity	250,000.00	250,000.00	250,000.00	251,228.77	1,228.77
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	90	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,191.78	4,191.78
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	90	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,191.78	4,191.78
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	71	1.8500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,598.63	3,598.63
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	50	1.3500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,849.32	1,849.32
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	39	1.6000		Maturity	250,000.00	250,000.00	250,000.00	250,427.40	427.40
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	29 May 2020		28 May 2021	32	1.2500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,095.89	1,095.89
LC88991	BOQ 1.15 02 Jun 2021 365DAY TD	2 Jun 2021	2 Jun 2020		2 Jun 2021	28	1.1500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,882.19	882.19
LC88993	NAB 1.02 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	27	1.0200		Maturity	4,000,000.00	4,000,000.00	4,000,000.00	4,003,018.08	3,018.08
LC88995	ME Bank 1.01 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	27	1.0100		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,001,494.24	1,494.25
LC89155	BOQ 1.15 10 Jun 2021 365DAY TD	10 Jun 2021	10 Jun 2020		10 Jun 2021	20	1.1500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,630.14	630.14
LC89809	NAB 1.05 18 Jun 2021 365DAY TD	18 Jun 2021	18 Jun 2020		18 Jun 2021	12	1.0500		Maturity	1,800,000.00	1,800,000.00	1,800,000.00	1,800,621.38	621.37
LC90133	NAB 1 25 Jun 2021 364DAY TD	25 Jun 2021	26 Jun 2020		25 Jun 2021	4	1.0000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,109.59	109.59
										47,450,000.00	47,450,000.00		47,636,765.85	186,765.86

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.



5. Portfolio Valuation As At 30 June 2020

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
QTC Maranoa CF At Call	S&P AA+		31,523,088.27	31,523,088.27	100.000		0.000	31,523,088.27	39.82%	0.72%	
			31,523,088.27	31,523,088.27				31,523,088.27	39.82%		0.72%
Term Deposit											
AMP 1.65 17 Nov 2020 182DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.190	2,003,797.26	2.53%	1.65%	
AMP 1.65 23 Nov 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.158	1,001,582.19	1.27%	1.65%	
AMP 1.65 24 Nov 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.158	600,949.31	0.76%	1.65%	
AMP 1.6 02 Dec 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.123	1,001,227.40	1.26%	1.60%	
AMP 1.55 14 Jan 2021 211DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.055	800,441.64	1.01%	1.55%	
AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.245	501,227.40	0.63%	1.60%	
AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.360	1,003,598.63	1.27%	1.85%	
ARA 1.85 14 Oct 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.385	250,963.01	0.32%	1.85%	
AMB 1.3 09 Dec 2020 180DAY TD	Moody's ST P-2		250,000.00	250,000.00	100.000		0.064	250,160.28	0.32%	1.30%	
AUBANK 1.62 20 Jul 2020 182DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.719	1,007,190.14	1.27%	1.62%	
BOQ 1.25 28 May 2021 364DAY TD	Moody's ST P-2		1,000,000.00	1,000,000.00	100.000		0.110	1,001,095.89	1.26%	1.25%	
BOQ 1.15 02 Jun 2021 365DAY TD	Moody's ST P-2		1,000,000.00	1,000,000.00	100.000		0.088	1,000,882.19	1.26%	1.15%	
BOQ 1.15 10 Jun 2021 365DAY TD	Moody's ST P-2		1,000,000.00	1,000,000.00	100.000		0.063	1,000,630.14	1.26%	1.15%	
SYD 1.7 14 Oct 2020 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.359	250,896.58	0.32%	1.70%	
B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.492	251,228.77	0.32%	1.95%	
BVIC 1.65 06 Jul 2020 180DAY TD	Moody's ST P-2		2,000,000.00	2,000,000.00	100.000		0.787	2,015,731.50	2.55%	1.65%	
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.932	504,657.54	0.64%	1.70%	
GCU 1.95 01 Jul 2020 93DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.492	251,228.77	0.32%	1.95%	
Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.532	251,328.77	0.32%	2.00%	
HBS 1.9 24 Jul 2020 122DAY TD	Moody's ST P-2		2,000,000.00	2,000,000.00	100.000		0.510	2,010,202.74	2.54%	1.90%	
Hunter CU 2 23 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.532	251,328.77	0.32%	2.00%	
CACU 1.8 09 Sep 2020 273DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.996	252,490.41	0.32%	1.80%	
ING 1.6 14 Aug 2020 274DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.004	1,010,038.36	1.28%	1.60%	
ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.442	1,004,424.66	1.27%	1.70%	
ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.419	1,004,191.78	1.27%	1.70%	
ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.185	1,001,849.32	1.27%	1.35%	
JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.171	250,427.40	0.32%	1.60%	
MACQ 1.6 08 Jul 2020 140DAY TD	Moody's ST P-1		2,000,000.00	2,000,000.00	100.000		0.579	2,011,572.60	2.54%	1.60%	
MACQ 1.7 21 Jul 2020 140DAY TD	Moody's ST P-1		4,000,000.00	4,000,000.00	100.000		0.554	4,022,169.88	5.08%	1.70%	
MACQ 1.7 24 Jul 2020 133DAY TD	Moody's ST P-1		500,000.00	500,000.00	100.000		0.508	502,538.36	0.63%	1.70%	



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Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
MACQ 1.6 11 Sep 2020 198DAY TD	Moodys ST P-1		2,000,000.00	2,000,000.00	100.000		0.548	2,010,958.90	2.54%	1.60%	
MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		0.419	1,004,191.78	1.27%	1.70%	
MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.492	251,228.77	0.32%	1.95%	
ME Bank 1.01 03 Jun 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.075	2,001,494.24	2.53%	1.01%	
MYS 1 23 Nov 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.022	1,000,219.18	1.26%	1.00%	
MYS 1.75 16 Dec 2020 274DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.503	1,005,034.25	1.27%	1.75%	
MYS 1.75 16 Dec 2020 275DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.508	1,005,082.19	1.27%	1.75%	
NAB 1.02 03 Jun 2021 365DAY TD	S&P ST A1+		4,000,000.00	4,000,000.00	100.000		0.075	4,003,018.08	5.06%	1.02%	
NAB 1.05 18 Jun 2021 365DAY TD	S&P ST A1+		1,800,000.00	1,800,000.00	100.000		0.035	1,800,621.38	2.27%	1.05%	
NAB 1 25 Jun 2021 364DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.011	1,000,109.59	1.26%	1.00%	
Qld Police 2.05 16 Jul 2020 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		1.960	1,019,601.37	1.29%	2.05%	
QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.484	2,009,687.68	2.54%	1.70%	
RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.492	251,228.77	0.32%	1.95%	
SWCU 2 30 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.493	251,232.88	0.32%	2.00%	
SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.532	251,328.77	0.32%	2.00%	
CAP 2 23 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.532	251,328.77	0.32%	2.00%	
Warwick CU 1.45 24 Nov 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.139	250,347.60	0.32%	1.45%	
			47,450,000.00	47,450,000.00				47,636,765.85	60.18%		1.53%
Total Portfolio			78,973,088.27	78,973,088.27				79,159,854.12	100.00%		1.20%



6. Portfolio Valuation By Categories As At 30 June 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	3,516,588.02	4.44%
A3	1,019,601.37	1.29%
A2	22,724,891.78	28.71%
A1	13,571,935.64	17.14%
A1+	6,803,749.05	8.59%
Portfolio Total	47,636,765.85	60.18%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	31,523,088.27	39.82%
Portfolio Total	31,523,088.27	39.82%

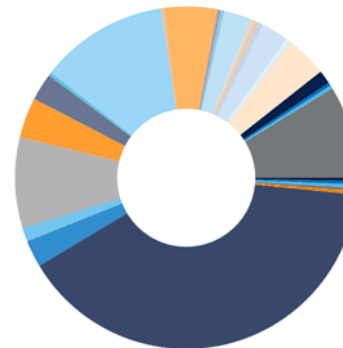
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	6,912,823.83	8.73%
Arab Bank Australia Ltd	250,963.01	0.32%
Australian Military Bank Limited	250,160.28	0.32%
Australian Unity Bank	1,007,190.14	1.27%
Bank of Queensland Ltd	3,002,608.22	3.79%
Bank of Sydney Ltd	250,896.58	0.32%
Bank of us t/as B&E Ltd	251,228.77	0.32%
BankVic	2,015,731.50	2.55%
Defence Bank Ltd	504,657.54	0.64%
Gateway Bank Ltd	251,228.77	0.32%
Geelong Bank	251,328.77	0.32%
Heritage Bank Ltd	2,010,202.74	2.54%
Hunter United Credit Union	251,328.77	0.32%
Illawarra Credit Union Ltd	252,490.41	0.32%
ING Bank Australia Limited	4,020,504.12	5.08%
Judo Bank	250,427.40	0.32%
Macquarie Bank	9,551,431.52	12.07%
Maitland Mutual Building Society Ltd	251,228.77	0.32%
Members Equity Bank Ltd	2,001,494.24	2.53%
MyState Bank Ltd	3,010,335.62	3.80%
National Australia Bank Ltd	6,803,749.05	8.59%
QPCU LTD t/a QBANK	1,019,601.37	1.29%
Queensland Country Bank Ltd	2,009,687.68	2.54%
Queensland Treasury Corporation	31,523,088.27	39.82%
Railways CU Ltd t/as myMOVE	251,228.77	0.32%
South West Credit Union	251,232.88	0.32%
Southern Cross CU	251,328.77	0.32%
The Capricornian Limited	251,328.77	0.32%
Warwick Credit Union	250,347.60	0.32%
Portfolio Total	79,159,854.12	100.00%

Market Value by Issuer





Investment Report Pack
Maranoa Regional Council
1 June 2020 to 30 June 2020

Security Type	Market Value	% Total Value
At Call Deposit	31,523,088.27	39.82%
Term Deposit	47,636,765.85	60.18%
Portfolio Total	79,159,854.12	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	79,159,854.12	100.00%
Portfolio Total	79,159,854.12	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



■ 0 to < 1 Year



7. Performance Statistics For Period Ending 30 June 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.08%	0.31%	1.76%	2.12%
Performance Index (2)	0.01%	0.06%	0.85%	1.50%
Excess Performance (3)	0.07%	0.25%	0.91%	0.62%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	1.20



Investment Report Pack
Maranoa Regional Council
1 June 2020 to 30 June 2020

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Report Code: TEPACK020EXT-01.78
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings



Trading Limit Report 125
Maranoa Regional Council
As At 30 June 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
86400 Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
AMP Bank Ltd	BBB+ to BBB-		6,900,000.00	Book	8,000,000.00	AUD	8,000,000.00	86.00	14.00	1,100,000	0.00	0
Arab Bank Australia Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited	BBB+ to BBB-		250,000.00	Book	4,000,000.00	AUD	4,000,000.00	6.00	94.00	3,750,000	0.00	0
Australian Unity Bank	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Auswide Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Bank of Queensland Ltd	A+ to A-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
Bank of Sydney Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Defence Bank Ltd	BBB+ to BBB-		500,000.00	Book	4,000,000.00	AUD	4,000,000.00	13.00	87.00	3,500,000	0.00	0
G&C Mutual Bank Limited	BBB+ to BBB-		0.00	Book	3,000,000.00	AUD	3,000,000.00	0.00	100.00	3,000,000	0.00	0
Gateway Bank Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Geelong Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Hunter United Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Illawarra Credit Union Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
ING Bank Australia Limited	A+ to A-		4,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	50.00	50.00	4,000,000	0.00	0
Judo Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Macquarie Bank	A+ to A-		9,500,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	19.00	1,500,000
Maitland Mutual Building Society Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
National Australia Bank Ltd	AA+ to AA-		6,800,000.00	Book	8,000,000.00	AUD	8,000,000.00	85.00	15.00	1,200,000	0.00	0
Police Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Country Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0



Trading Limit Report 125
Maranoa Regional Council
As At 30 June 2020

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
Queensland Treasury Corporation	AA+ to AA-		31,523,088.27	Book	100.00	% of 78,973,088.27	78,973,088.27	40.00	60.00	47,450,000	0.00	0
Railways CU Ltd t/as myMOVE	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Slopes Credit Union Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Southern Cross CU	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Summerland Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Warwick Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
			78,973,088.27				182,723,088.27			105,250,000		1,500,000
			(Excluding Parent Group Duplicates)									



2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value	Limit For Book or Notional Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	31,523,088.27	Book	100.00	% of 78,973,088.27	78,973,088.27	40.00	60.00	47,450,000	0.00	0
A1+	6,800,000.00	Book	100.00	% of 78,973,088.27	78,973,088.27	9.00	91.00	72,173,088	0.00	0
A1	13,500,000.00	Book	50.00	% of 78,973,088.27	39,486,544.14	34.00	66.00	25,986,544	0.00	0
A2	22,650,000.00	Book	30.00	% of 78,973,088.27	23,691,926.48	96.00	4.00	1,041,926	0.00	0
A3	1,000,000.00	Book	10.00	% of 78,973,088.27	7,897,308.83	13.00	87.00	6,897,309	0.00	0
N/R	3,500,000.00	Book	10.00	% of 78,973,088.27	7,897,308.83	44.00	56.00	4,397,309	0.00	0
	78,973,088.27				236,919,264.81			157,946,176		0

Notes

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



Trading Limit Report 125
Maranoa Regional Council
As At 30 June 2020

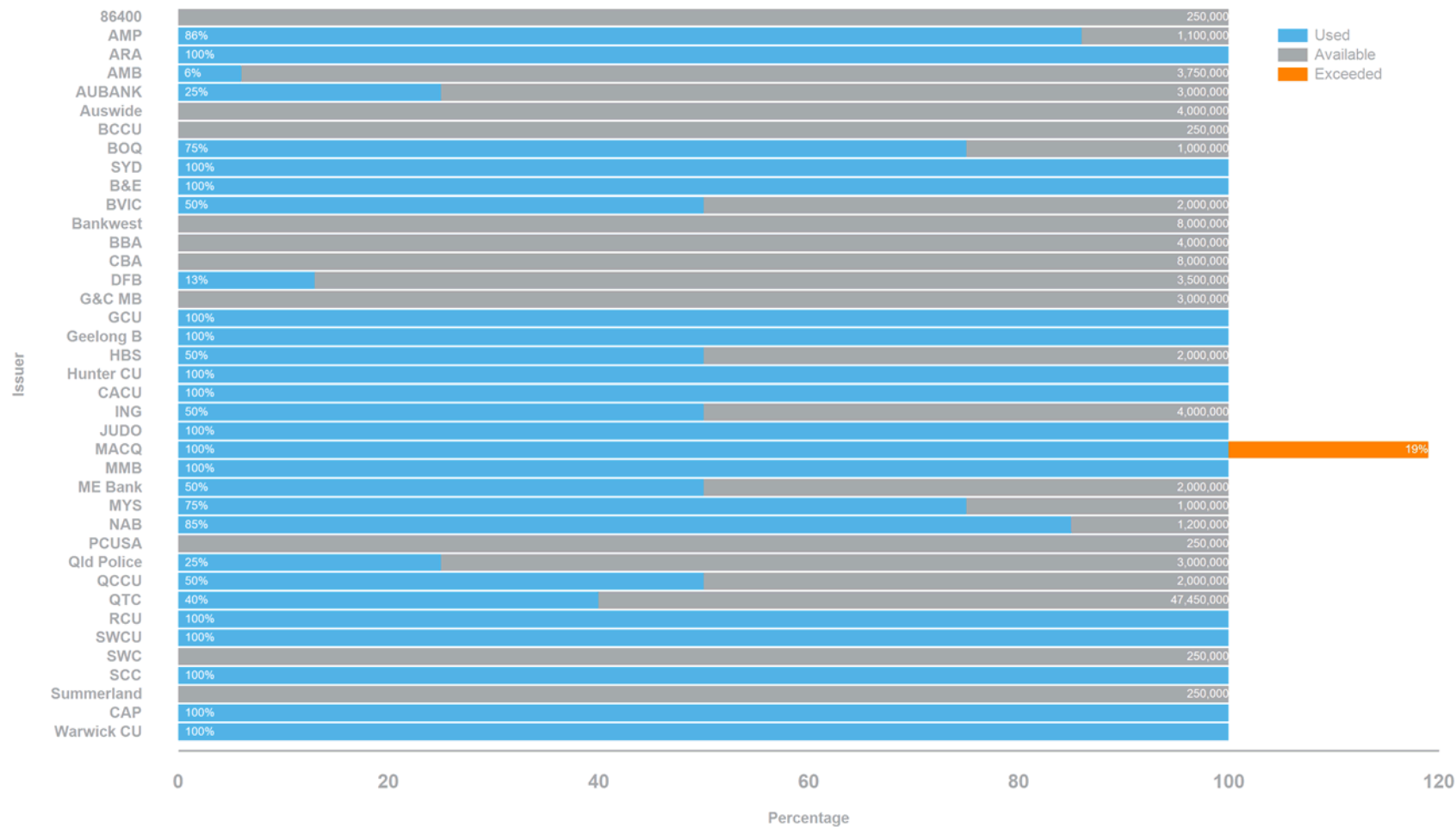
3 Term Group Trading Limits

Term Group	Already Traded Face Value	Limit For Book or Notional Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	78,973,088.27	Book	100.00	% of 78,973,088.27	78,973,088.27	100.00	0.00	0	0.00	0
	78,973,088.27				78,973,088.27			0		0



Trading Limit Report 125
Maranoa Regional Council
As At 30 June 2020

Issuer Trading Limits





Trading Limit Report 125
Maranoa Regional Council
As At 30 June 2020





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Maranoa Regional Council
As At 30 June 2020

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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 30 June 2020
Balance Date: 6 July 2020 (but 30 Jun 2020 used instead)
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 12 July 2020

Item Number: 11.4

File Number: D20/67198

SUBJECT HEADING: Monthly Financial Reports for the period ended 30 June 2020

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

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

Officer's Recommendation:

That the monthly financial report for the period ending 30 June 2020 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the financial report for the month of June 2020, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables Operating Statement (revenue & expenditure) actuals vs budget, cash flow statement and balance sheet for the period ended 30 June 2020. For the twelve months ended 30 June 2020 total operating revenue was \$88.9M representing 101% of budget and total operating expenses was \$82.9M representing 97.4% of budget with 100% of the year elapsed.

Within total operating expenses employee costs were 89.6% of budget with materials & services 101%.

For the twelve months ended 30 June 2020 QTC loans were reduced by \$1,289,983 with interest paid of \$587,122 and admin fees of \$19,363.

A new loan of \$2,824,987 for the Big Rig Project was drawn down in June as per table listed below.

QTC Loans consolidated	September QTR	December QTR	March QTR	June QTR	YTD Cumulative FY 2019 - 2020
Opening Balance	17,384,522	17,070,065	16,749,786	16,424,352	17,384,522
Loan					
Repayments	-471,078	-475,130	-475,130	-475,130	-1,896,468
Accrued Interest	151,635	149,913	144,914	140,660	587,122
Accrued Admin	4,986	4,938	4,783	4,657	19,363
New Loans Big Rig				2,824,987	2,824,987
Redemption					-1,289,983
Closing Balance					
QTC statement	17,070,065	16,749,786	16,424,352	18,919,526	18,919,526

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

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

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

Local Government Regulation 2012

204 Financial report

- (1) *The local government must prepare a financial report.*
- (2) *The chief executive officer must present the financial report -*
(a) *If the local government meets less frequently than monthly - at each meeting of the local government; or*
(b) *Otherwise - at a meeting of the local government once a month.*
- (3) *The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A.

Input into the Report & Recommendation:

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

This report is for information purposes.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 June 2020 to 30 June 2020.

Future Years' Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

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

Risks:

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

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

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

That the monthly financial report for the period ending 30 June 2020 be received and noted.

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

No.







Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1 	Balance Sheet As at 30 June 2020	D2020/0067196
2 	Cash Flow Statement as at 30 June 2020	D2020/0067197
3 	Total Council Actual V Budget as at 30 June 2020	D2020/0067191
4 	Office of the CEO Directorate Actual V Budget as at 30 June 2020	D2020/0067192
5 	Corporate & Community Services Directorate Actual V Budget as at 30 June 2020	D2020/0067193
6 	Development, Facilities & Environmental Services Directorate Actual V Budget as at 30 June 2020	D2020/0067194

7↓ Infrastructure Services Directorate Actual V Budget as at D2020/0067195
30 June 2020

Report authorised by:

Director - Corporate & Community Services

**Maranoa Regional Council****Actual as at 30 June 2020****STATEMENT OF FINANCIAL POSITION**

	Actuals As at 30/06/2020	Revised budget As at 30/06/2020
Current Assets		
Cash and Cash Equivalents	4,078,727	1,453,610
Investments	78,973,088	52,588,252
Trade & Other Receivables	11,322,580	8,880,562
Inventories - Realisable < 12 Months	1,881,100	1,794,367
	96,255,494	64,716,791
Non Current Assets Held For Sale	0	0
Non-current Assets		
Infrastructure Property Plant Equipment	743,490,069	884,938,325
Projects - capital	77,137,704	0
	820,627,773	884,938,325
TOTAL ASSETS	916,883,267	949,655,116
Current Liabilities		
Trade & Other Payables	(5,968,103)	(10,943,733)
Short Term Provisions	(7,418,159)	(3,317,924)
Suspense	(198,051)	0
Borrowings	(1,313,596)	(1,339,742)
	(14,897,909)	(15,601,399)
Non-current Liabilities		
Long Term Provisions	(26,992,022)	(2,266,780)
Long Term Borrowings	(17,605,930)	(16,147,796)
	(44,597,952)	(18,414,576)
TOTAL LIABILITIES	(59,495,861)	(34,015,975)
NET COMMUNITY ASSETS	857,387,406	915,639,141
Community Equity		
Asset Revaluation Reserve	(276,713,606)	(283,340,272)
Accumulated Surplus	(527,801,817)	(632,298,869)
Other Reserves	(52,871,984)	0
TOTAL COMMUNITY EQUITY	(857,387,406)	(915,639,141)



Maranoa Regional Council
Actuals as at 30 June 2020
STATEMENT OF CASH FLOWS

	Actuals for the month of June 2020
<u>Cash Flows from Operating activities</u>	
Receipts from Customers	-913,675
Payments to Suppliers & Employees	4,093,089
	-5,006,764
Receipts:	
Interest Revenue Investments	82,044
Recurrent Grants, Subsidies & Contributions	742,800
Other	
Payments:	
Borrowing Costs	50,674
Net Cash Operating Activities	-4,232,594
<u>Cash Flows from Investing activities</u>	
Receipts:	
Sale of Property Plant & Equipment	0
Capital Grants Subsidies & Contributions	7,335,459
Payments:	
Purchase of Property Plant & Equipment	6,330,472
Net Cash Investing activities	1,004,987
<u>Cash Flows from Financing activities</u>	
Payments:	
New Loan Big Rig	2,824,986
Repayment of Borrowings	329,813
Net Cash Financing Activities	2,495,173
Net Increase / Decrease in Cash & Cash Equivalents	-732,434
Cash & Investments at beginning of month	83,784,248
Cash & Investments at end of month	83,051,814



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2020

TOTAL COUNCIL				
	Revised Budget 2019-2020	% of Year Elapsed - 100%		Comments
		Actual	%	
		30/06/2020	Variance	
Operating Revenue				
Rates and charges	(36,734,673)	(35,710,339)	97.2%	Refer CC Directorate
Sale of goods and major services	(3,599,367)	(4,568,989)	126.9%	
Fees and charges - commercial	(8,847,725)	(9,581,181)	108.3%	
Fees and charges - statutory	(1,825,665)	(2,630,986)	144.1%	Refer Development Facilities & Environment directorate
Rental and levies	(819,214)	(656,753)	80.2%	
Investment income - interest	(1,483,000)	(1,358,049)	91.6%	Refer CC Directorate
Sales of contract and recoverable works	(7,533,862)	(7,986,744)	106.0%	Refer Infrastructure Directorate
Other Revenue	(3,112,391)	(3,276,160)	105.3%	Refer CC & Infrastructure Directorates
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(22,115,399)	(20,705,201)	93.6%	
Recovery of indirect expenses - external	(867,170)	(998,261)	115.1%	
Internal revenue - water from standpipe	(1,150,831)	(1,491,547)	129.6%	
Total Operating Revenue	(88,089,297)	(88,964,212)	101.0%	
Operating Expenses				
Employee costs	37,286,360	33,426,194	89.6%	
Materials and services	32,592,650	32,903,783	101.0%	Refer Infrastructure Directorate
Plant hire internal	(2,073,562)	(2,295,255)	110.7%	
Overhead recovery	(9,129,790)	(7,245,527)	79.4%	
Materials and services - contracts	6,480,621	5,942,016	91.7%	
Finance Costs	696,417	587,122	84.3%	
Depreciation Amortisation and Impairment	19,237,060	19,392,755	100.8%	
Other Expenses	130,168	143,783	110.5%	
Internal expense - rates and charges	(17,280)	130,865	-757.3%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	(14,468)	0.0%	
Total Operating Expenses	85,202,644	82,971,267	97.4%	
Reserve Transfers				
Transfer to reserves for operational	2,366,888	1,250,000	52.8%	
Transfer from reserves for operational	(3,246,679)	0	0.0%	
Transfer to reserves for capital	1,904,771	0	0.0%	
Transfer from reserves for capital	(26,138,496)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(28,000,169)	(4,742,945)	16.9%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(9,327,158)	(9,202,638)	98.7%	
Grants and subsidies (capital) - State	(10,084,898)	(4,718,709)	46.8%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(17,580,592)	(15,910,295)	90.5%	
Operating (Surplus)/Deficit After Capital Items	(64,992,817)	(34,574,586)	53.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(2,824,987)	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(558,345)	23.7%	
Funded depreciation	(19,237,060)	0	0.0%	
Total Capital Funding Sources Used	(24,415,047)	(558,345)	2.3%	
Capital Funding Applications				
Projects - capital	84,725,549	53,829,333	63.5%	
Loan repayments	1,274,250	1,289,983	101.2%	
Total Capital Funding Applications	85,999,799	55,119,316	64.1%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2020

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2019-2020	% of Year Elapsed - 100%		Comments
		Actual 30/06/2020	% Variance	
Operating Revenue				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(127,000)	(108,004)	85.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(51,457)	93.6%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(182,000)	(159,461)	87.6%	
Operating Expenses				
Employee costs	1,569,243	1,372,412	87.5%	
Materials and services	885,400	874,410	98.8%	
Plant hire internal	28,954	4,441	15.3%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	(3,534)	0.0%	
Total Operating Expenses	2,333,616	2,247,729	96.3%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,151,616	2,088,268	97.1%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,151,616	2,088,268	97.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2019-2020	% of Year Elapsed - 100%		Comments
		Actual 30/06/2020	% Variance	
Operating Revenue				
Rates and charges	(25,716,549)	(24,706,620)	96.1%	Year end adj will include prepaid rates of \$885K
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,808,929)	(4,047,281)	106.3%	
Fees and charges - statutory	(179,004)	(216,383)	120.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	(1,483,000)	(1,358,049)	91.6%	Unanticipated drop in short term interest rates
Sales of contract and recoverable works	0	(22,612)	0.0%	
Other Revenue	(686,330)	(686,511)	100.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(19,443,456)	(18,563,399)	95.5%	
Recovery of indirect expenses - external	(867,170)	(998,261)	115.1%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(52,184,438)	(50,599,117)	97.0%	
Operating Expenses				
Employee costs	16,802,101	14,487,461	86.2%	
Materials and services	8,559,623	8,870,587	103.6%	
Plant hire internal	(8,415,561)	(7,991,544)	95.0%	
Overhead recovery	(9,129,790)	(7,245,527)	79.4%	
Materials and services - contracts	1,570,400	1,426,854	90.9%	
Finance Costs	155,026	108,699	70.1%	
Depreciation Amortisation and Impairment	2,402,287	2,345,138	97.6%	
Other Expenses	115,484	116,599	101.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(982,691)	100.0%	
Internal expense	0	(3,434)	0.0%	
Total Operating Expenses	11,076,879	11,132,142	100.5%	
Reserve Transfers				
Transfer to reserves for operational	1,268,530	1,250,000	98.5%	
Transfer from reserves for operational	(31,615)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(7,336,487)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(47,207,131)	(38,216,975)	81.0%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(3,933,627)	(3,933,628)	100.0%	
Grants and subsidies (capital) - State	(1,841,483)	(1,798,983)	97.7%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(52,982,241)	(43,949,586)	83.0%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(483,621)	20.6%	
Funded depreciation	(2,402,287)	0	0.0%	
Total Capital Funding Sources Used	(4,755,287)	(483,621)	10.2%	
Capital Funding Applications				
Projects - capital	19,904,182	13,064,367	65.6%	
Loan repayments	238,714	232,008	97.2%	
Total Capital Funding Applications	20,142,896	13,296,375	66.0%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2019-2020	% of Year Elapsed - 100%		Comments
		Actual 30/06/2020	% Variance	
Operating Revenue				
Rates and charges	(2,308,574)	(2,303,120)	99.8%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,522,851)	(1,133,480)	74.4%	
Fees and charges - statutory	(1,109,171)	(1,739,357)	156.8%	Waste Levy contribution
Rental and levies	(819,214)	(656,753)	80.2%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(345,440)	(488,217)	141.3%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,877,052)	(1,297,873)	69.1%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(50,831)	(5,822)	11.5%	
Total Operating Revenue	(8,033,133)	(7,624,624)	94.9%	
Operating Expenses				
Employee costs	6,174,882	5,819,216	94.2%	
Materials and services	11,031,513	8,339,362	75.6%	
Plant hire internal	825,930	758,281	91.8%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,314,336	1,287,487	98.0%	
Finance Costs	139,514	125,723	90.1%	
Depreciation Amortisation and Impairment	2,542,613	2,531,332	99.6%	
Other Expenses	7,660	15,282	199.5%	
Internal expense - rates and charges	40,000	48,164	120.4%	
Indirect expenses - corporate	152,385	152,385	100.0%	
Internal expense	0	(7,500)	0.0%	
Total Operating Expenses	22,228,833	19,069,731	85.8%	
Reserve Transfers				
Transfer to reserves for operational	71,666	0	0.0%	
Transfer from reserves for operational	(1,360,531)	0	0.0%	
Transfer to reserves for capital	130,000	0	0.0%	
Transfer from reserves for capital	(3,434,247)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	9,602,588	11,445,107	119.2%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(500,000)	(500,000)	100.0%	
Grants and subsidies (capital) - State	(3,330,200)	(46,451)	1.4%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(140,000)	(61,795)	44.1%	
Operating (Surplus)/Deficit After Capital Items	5,632,388	10,836,862	192.4%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(2,824,987)	0	0.0%	
Sale proceeds - trade ins/auctions	0	(74,724)	0.0%	
Funded depreciation	(2,542,613)	0	0.0%	
Total Capital Funding Sources Used	(5,367,600)	(74,724)	1.4%	
Capital Funding Applications				
Projects - capital	11,278,913	3,837,091	34.0%	
Loan repayments	413,066	418,049	101.2%	
Total Capital Funding Applications	11,691,979	4,255,141	36.4%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2019-2020	% of Year Elapsed - 100%		Comments
		Actual 30/06/2020	% Variance	
Operating Revenue				
Rates and charges	(8,709,550)	(8,700,598)	99.9%	
Sale of goods and major services	(3,599,367)	(4,568,989)	126.9%	
Fees and charges - commercial	(3,515,945)	(4,400,420)	125.2%	
Fees and charges - statutory	(537,490)	(675,246)	125.6%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(7,533,862)	(7,964,132)	105.7%	
Other Revenue	(1,953,621)	(1,993,429)	102.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(739,891)	(792,472)	107.1%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(1,100,000)	(1,485,726)	135.1%	
Total Operating Revenue	(27,689,726)	(30,581,010)	110.4%	
Operating Expenses				
Employee costs	12,740,134	11,747,105	92.2%	
Materials and services	12,116,114	14,819,425	122.3%	Excess over budget offset by increased revenue Quarry & external works
Plant hire internal	5,487,115	4,933,567	89.9%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	3,595,885	3,227,675	89.8%	
Finance Costs	401,877	352,700	87.8%	
Depreciation Amortisation and Impairment	14,292,160	14,516,285	101.6%	
Other Expenses	7,024	11,902	169.5%	
Internal expense - rates and charges	92,701	82,701	89.2%	
Indirect expenses - corporate	830,306	830,306	100.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	49,563,316	50,521,665	101.9%	
Reserve Transfers				
Transfer to reserves for operational	1,026,692	0	0.0%	
Transfer from reserves for operational	(1,854,533)	0	0.0%	
Transfer to reserves for capital	1,774,771	0	0.0%	
Transfer from reserves for capital	(15,367,762)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	7,452,758	19,940,654	267.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(4,893,531)	(4,769,010)	97.5%	
Grants and subsidies (capital) - State	(4,913,215)	(2,873,275)	58.5%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(17,440,592)	(15,848,500)	90.9%	
Operating (Surplus)/Deficit After Capital Items	(19,794,580)	(3,550,131)	17.9%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,292,160)	0	0.0%	
Total Capital Funding Sources Used	(14,292,160)	0	0.0%	
Capital Funding Applications				
Projects - capital	53,542,454	36,927,875	69.0%	
Loan repayments	622,470	639,926	102.8%	
Total Capital Funding Applications	54,164,924	37,567,801	69.4%	

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 8 July 2020

Item Number: 11.5

File Number: D20/66402

SUBJECT HEADING: Selective Inspection Program 2020

Classification: Open Access

Officer's Title: Manager - Community Services

Executive Summary:

A Selective Inspection Program is proposed for all township areas within the Maranoa Regional Council Area. The selective inspection program will monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* regarding registration and regulated dog provisions.

The inspection program may result in remedial action being undertaken and infringements issued where non-compliance is observed.

Properties will be selected where a Council Authorised Person has a reasonable belief that an unregistered and/or regulated dog may be present on the premises.

Public notice of the selective inspection program will be given in the local newspaper on 10 August 2020 and on the Council website stating that the program will commence on Monday 7 September and conclude on Friday 27 November 2020.

Officer's Recommendation:

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
 2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
 3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 7 September and conclude on Friday 27 November 2020.
 4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of *Subordinate Local Law No. 2 (Animal Management) 2011* where an Authorised Person has
-

reasonable belief that an unregistered and/or regulated dog may be present.

5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 10 August 2020 and on the Council website stating that the program will commence on Monday 7 September and conclude 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).

Not Applicable

Acronyms:

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

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

Acronym	Description
AMCAD	Animal Management (Cats & Dogs) Act 2008
SIP	Selective Inspection Program
LGA	Local Government Area

Context:

Why is the matter coming before Council?

Prior to an inspection program being conducted, it is a legislative requirement that the local government approve by resolution the conduct of a program. The resolution must provide details of the type, length and purpose of the program and the places to be inspected. Notice of the program must be provided to the public and published in a newspaper circulating in the local government area and displayed on the local government website. This notice must be given at least 14 days, but not more than 28 days before the start of the program.

The purpose of this report is to gain approval to conduct the annual selective inspection program for the financial year 2020/21.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In the 2019/20 financial year, between 2 September and 29 November 2019 Community Safety Officers inspected a total of 272 properties as part of a Council approved Selective Inspection Program assessing compliance with dog registration and regulated dog provisions.

At the conclusion of the program 182 properties were compliant, and 90 were deemed as non-compliant, meaning that dog registration had not been received by end of the program. A total of 78 infringement notices for unregistered dogs were issued during this period.

The program was very successful with Council processing 457 dog registrations during the term of the three month program. At conclusion of the program the number of dogs registered within the Maranoa Regional Council local government area increased by twenty seven per cent (27%).

In previous programs a number of activities have been undertaken that have improved the outcome of the program and increased general community awareness and compliance. It is recommended to continue to undertake these activities in this year's program, which will include:

- The issue of the annual registration renewal notice on June 1 with a due date of 30 June 2020. This notice includes information relating to registration requirements, inspection programs and penalties for non-compliance
- Following up on any renewal notices that have been returned to sender to determine if address details are required to be updated or dogs removed from council records
- Media Release/s – alerting animal owners that registration renewal is due/overdue
- Facebook posts – alerting animal owners that registration renewal is due and that non payment may result in an infringement being issued
- Messages on Hold featuring notifications relating to registration renewal
- Magnetised signs placed on Community Safety Vehicles promoting the message that registration is now due
- An outbound contact program is planned to be conducted during July & August attempting to contact owners of animals listed in Councils database that have not renewed registration by the due date (30 June 2020). Methods include SMS, phone call and email
- A fact sheet providing information on the Selective Inspection Program will be made available at Customer Service Centres, on the Council Website and posted on Facebook to increase awareness of the program
- A media release is planned to be issued on approval of the program and a statutory notice placed in the Western Star and included on the Council website providing details of the approved program
- A letterbox drop is planned to be conducted during the month of August to inform residents that an inspection program will commence in September 2020 and that non compliance will result in an infringement being issued.
- Messages on Hold will feature a notification relating to the Selective Inspection Program
- On commencement of the program further Facebook posts will be used to remind animal owners of their legislative requirements and that the inspection program has commenced
- On detection of non-compliance an on the spot fine is to be issued. The amount of this fine would be \$266 or two penalty units (the value of a penalty unit is set by the State)

- Only one fine per animal owner is to be issued, in lieu of a fine per animal

At the time of compiling this report (8 July 2020), council records indicate that there are 1950 registered animals in our database, with 178 being new registrations and the remainder (1776) being renewals. There are approximately **997** outstanding registrations.

A generic reminder SMS is planned to be issued on Monday 13 July, last year this activity was very successful in reducing the number of outstanding registrations.

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)

Animal Management (Cats & Dogs) Act 2008

Section 111 General power to enter places

- (1) An authorised person may enter a place if—
 - (h) the entry is—
 - (i) under an approved inspection program; and
 - (ii) made at any reasonable time of the day or night.

Section 113 Approval of inspection program authorising entry

- (1) A local government (the **approving local government**) may by resolution approve a program (an **approved inspection program**) under which an authorised person may enter a place to monitor compliance with this Act or an aspect of this Act.
Examples of approved inspection program— monitoring compliance with requirements of permit conditions
- (2) An approved inspection program must be a selective inspection program or systematic inspection program.
- (3) A selective inspection program provides for the selection, in accordance with the resolution, of places in the local government's area, or a particular part of the area, to be entered and inspected.
- (4) A systematic inspection program provides for all places, or all places of a particular type, in the local government's area, or a particular part of the area, to be entered and inspected.
- (5) An approved inspection program must state the following—
 - (a) the purpose of the program;
 - (b) when the program starts;
 - (c) for a selective inspection program—
 - (i) objective criteria for selecting places to be entered and inspected; and
 - (ii) if the places are to be selected from a part of the local government's area—a description of the part;

Section 114 Notice of proposed inspection program

- (1) At least 14 days, but not more than 28 days, before an approved inspection program starts, the approving local government must give notice of the program.
- (2) The notice must be published—
 - (a) in a newspaper circulating generally in the local government's area; and
 - (b) on the local government's website.
- (3) The notice must state the following—
 - (a) the name of the local government;
 - (b) in general terms, the purpose and scope of the program;
 - (c) when the program starts;
 - (d) the period over which the program is to be carried out;
 - (e) that a copy of the program is open to inspection at the public office of the local government until the end of the program;
 - (f) that a copy of the program may be purchased at the public office of the local government until the end of the program;
 - (g) the price of a copy of the program.
- (4) The price of a copy of the program must be no more than the cost to the local government of having the copy available for purchase and, if the copy is posted to the purchaser, the postage cost.

Section 115 Access to program

From the publication by an approving local government of a notice about an approved inspection program until the end of the program—

- a) a copy of the program must be open to inspection at the public office of the local government; and
- b) copies of the program must be available for purchase at the public office of the local government at the price stated in the notice.

Subdivision 3 Entry under other powers other than for public places

Section 122 Procedure for other entries

- (1) This section applies if –
 - (a) an authorised person is intending to enter a place under section 111(1), other than paragraph (a) or (c), or 112; and
 - (b) the occupier of the place is present at the place.
- (2) Before entering the place, the authorised person must do or make a reasonable attempt to do the following things –
 - (a) comply with section 107 for the occupier;
 - (b) tell the occupier the purpose of the entry;
 - (c) tell the occupier the authorised person is permitted under this Act to enter the place without the occupier's consent.

Part 3 Powers on entry

123 General powers after entering places

- (1) An authorised person who has, under part 2, entered a place may -
- (a) search any part of the place the authorised person is authorised, under section 111(1)(a) or (c), to search; or
 - (b) inspect, test, photograph or film anything in or on the place; or
 - (c) copy a document in or on the place; or
 - (d) take samples of or from anything in or on the place; or
 - (e) take into or onto the place any persons, equipment and materials the authorised person reasonably requires for exercising a power under this part; or
 - (f) require the occupier of the place, or a person in or on the place, to give the authorised person reasonable help to exercise the authorised person's powers under paragraphs (a) to (e).

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)

This inspection program is listed in Councils Annual Operational Plan as a yearly proactive service. It is undertaken to encourage responsible pet ownership within the community and is directly linked to the Corporate Plan 2018 – 2023 Section 3.1.2 *Ensure compliance with the State Governments Animal Management (Cats & Dogs) Act & Regulation 2019.*

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)

Animal Control/Community Safety Investigator – Jason Scott
Manager Community Safety – Samantha Thrupp
Director Corporate & Community Services – Sharon Frank

Funding Bodies:

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

Not applicable

This Financial Year's Budget:

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

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

Included in proposed operating 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)

Not applicable

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)

Not applicable

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
Regulated Dog provisions not being maintained	To reduce further incidents or attacks it is essential that regulated dog provisions are maintained. Without this inspection program this would not be able to be adequately monitored therefore increasing the risk of future incident
Lack of compliance to dog registration requirements	A lower amount of lost dogs being reunited with their owners. Higher number of unclaimed dogs in the pound, creating additional demand on resources and increase costs associated with the operation of the pound facility, with the likelihood of increasing costs associated with euthanasia. Not fulfilling requirements to State Government Legislation – Local Governments are responsible for enforcing the AMCAD Act requirements in their LGA

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 a Selective Inspection Program for 2020.

By continuing to conduct this program on an annual basis, and applying a consistent approach to non-compliance will indicate to the community of the Maranoa that Council are determined to increase responsible animal ownership and actively enforce the applicable State Legislation related to registration and regulated dog provisions. The need for this program has been demonstrated by year on year improvement in results.

When undertaking the program I recommend that the issue of on the spot fines for non-compliance with dog registration requirements and remedial notices and fines if warranted for non-compliance to regulated dog provisions. In the previous programs,

officers took the reasonable approach of issuing one fine per animal owner, in lieu of one fine per non-compliant animal, it is recommended that this approach be followed in subsequent inspection programs.

Throughout the year as part of standard operating procedures, officers on determination of non-compliance, issue advisory notices (warnings) providing animal owners with the opportunity to take appropriate action to avoid financial penalties. On the spot fines are rarely issued on a first offence, outside of this program, as our policy is to educate first, providing an opportunity for the owner to take the appropriate action.

Given the actions already undertaken and the planned tasks relating to the conduct of this program, it is reasonable to suggest that Council have taken sufficient action to generate awareness of legislative requirements, providing ample opportunities for animal owners to take appropriate action. I would advise to continue to follow the approach used in the last SIP, being the Issue of on the spot fines throughout the duration of this program.

Recommendation:

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

That Council resolve:

1. That under section 113(1) of the Animal Management (Cats and Dogs) Act 2008 (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 2 September and conclude on Friday 29 November 2019.
4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of Subordinate Local Law No. 2 (Animal Management) 2011 where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 10 August 2020 and on the Council website stating that the program will commence on Monday 7 September and conclude on Friday 27 November 2020

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

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

It is recommended that Council approve a Selective Inspection Program for 2020. This program will select properties where Authorised Persons have a reasonable belief that unregistered dogs and/or regulated dogs may be present on premises in the township areas. Property and dog status can be then substantiated, evidence collected and remedial action or infringements issued if required.

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 3: Helping to keep our communities safe

3.1 Animal control and community safety

3.1.2 Ensure compliance with the State Government's Animal Management (Cats & Dogs) Act 2008 and Regulation 2008, Council's Local Laws and Subordinate Local Laws with a particular focus on: - Animal control - Abandoned vehicles - Unsightly and overgrown allotments.

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 4 June 2020

Item Number: 12.1

File Number: D20/52178

SUBJECT HEADING: Application for Funding under Australian Government's 2021-22 Black Spot Program

Classification: Open Access

Officers' Titles: Deputy Director / Strategic Road Management
Program Funding & Budget Coordinator

Executive Summary:

The Department of Transport and Main Roads has invited nominations for the Australian Government's Black Spot Program for 2021–22.

This report outlines a summary of the program and recommends that Council submit an application under this latest funding round.

Officer's Recommendation:

That Council:

1. Submit a proactive road safety proposal to upgrade the intersection of Mt Abundance Road and Roma Southern Road under the Australian Government's 2021-22 Black Spot Program; and
2. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement/s with the relevant funding body if the application/s is successful.

Individuals or Organisations to which the report applies:

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

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

Department of Transport and Main Roads

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
DTMR	Department of Transport and Main Roads

Context:

Why is the matter coming before Council?

The Department of Transport and Main Roads (TMR) is inviting nominations for the Australian Government's Black Spot Program 2021 - 22 development round.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Black Spot Program is an Australian Government funded program that provides funding for cost-effective high-benefit improvements on the road network to address actual or potential crashes that lead to high severity outcomes (fatals and hospitalisations).

In Queensland, the Black Spot Program is administered by TMR on behalf of the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications.

Previous Successful Funding Applications:

2020–21 successful projects:

Project	Total Project Cost	Black Spot Funding
Local Roads of Regional Significance – Rural Roadside Hazard and Curve Delineation Program	100,000	100,000
Total approved 2020-21	\$100,000	\$100,000

2019–20 successful projects:

Project	Total Project Cost	Black Spot Funding
Arthur/Bungil Street Roma intersection	288,500	288,500
Rural Roadside Hazard Improvement, Arcadia Valley Guardrail	52,500	52,500
Total approved 2019-20	341,000	341,000

Previous Unsuccessful Funding Applications:

2018-19 and 2019-20 rounds - McDowall/Wyndham intersection upgrade: the local TMR District Office provided feedback that the components of this full project scope includes drainage works and footpath works that would not be considered safety improvements on the basis of Black Spot submissions – potentially only crossing works would be considered eligible. The project submission 2019-20 did not progress further than TMR assessment.

The Assessment Process

LGAs provide nominations to the local TMR District Office, which are then reviewed by the Technical Committee. All recommended proposals for the Black Spot Sub-Program are reviewed and endorsed by the Black Spot Consultative Panel before submitting to the Minister of Infrastructure and Regional Development for final approval.

Funding is mainly available for the treatment of Black Spot sites, or road lengths, with a proven history of crashes. Project proposals should be able to demonstrate a benefit to cost ratio of at least 2 to 1.

Rationale for Site Selection

It has been recommended that Council submit a proactive road safety proposal to upgrade the intersection of Mt Abundance Road and Roma Southern Road under the Australian Government's 2021-22 Black Spot Program.

A brief summary of the rational for this site being selected is outlined as follows:

- This site has seen a number of incidents in recent years – mainly involving heavy vehicle roll/lay overs;
- The site has poor sight distances for traffic approaching from both Roma Southern Road and Mt Abundance Road;
- The intersection forms a link between two school bus routes. As well, the link services large agriculture properties to the south of Roma which creates a high potential of intersections at the intersection between light vehicles, school buses and heavy vehicles.
- The site is an intersection between State and Local roads networks which may help in the business case to secure funds under this program.

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)

Council's Asset Management Plan for Rural Roads focuses primarily on renewal works (i.e. maintaining/sustaining what we currently have). It notes that upgrades will be considered if external funding opportunities become available.

The recommendation is consistent with Council's adopted Rural Roads Asset Management Plan.

Input into the Report & Recommendation:

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

Manager – Construction

Manager – Maintenance Delivery and Works

A/Manager - Program Delivery and Operations, DTMR

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)

Previously all projects approved for the Black Spot Program were required by the Australian Government to be programmed for delivery in the next financial year. For this development round the financial year for delivery is 2021-22.

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)

Nil - it would be proposed that the application reflects:

- a) Council providing "in-kind" assistance through the provision of project management staff to oversee the delivery of the works (if approved); and
- b) The remainder of the project funds be sourced through the Australian Government's 2021-22 Black Spot Program

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)

Residents/road users of Mt Abundance and Roma Southern Road

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
Opportunity lost to secure	The program does not require a matching funding contribution. There is an opportunity risk to miss the securing

funding under the 2021-22 Blackspot funding round	<p>of external funding for road safety if no application is submitted under the 2021-22 funding round.</p> <p>The recommendation has been drafted in a manner to mitigate this potential risk.</p>
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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 further promote the importance of improving road safety along our road network through providing a submission under the 2021-22 Blackspot funding round as outlined in the recommendation.

Recommendation:

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

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

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

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

That Council:

1. Submit a proposal to upgrade the intersection of Mt Abundance Road and Roma Southern Road to the Department of Transport and Main Roads for consideration under the Australian Government's 2021-22 Black Spot Program
2. Authorise the Chief Executive Officer, or delegate, to sign the funding agreement/s with the relevant funding body if the application/s is successful.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 8 July 2020

Item Number: 12.2

File Number: D20/66302

SUBJECT HEADING: Request for Participation - World Hepatitis Day, 28 July 2020

Classification: Open Access

Officer's Title: Assets Officer - Transport Network

Executive Summary:

Council has received a request from Hepatitis Queensland inviting Council to participate in a health awareness initiative to promote World Hepatitis Day, 28 July. On this day, businesses and organisations are being asked to light public spaces with green lighting to indicate support and raise community awareness.

Officer's Recommendation:

That Council:

1. Note the email from Hepatitis Queensland requesting Council's participation in World Hepatitis Day.
2. Support and participate in World Hepatitis Day by amending the variable street tree lighting in McDowall Street Roma to display only Green on the 28 July.
3. A media release be issued to inform the community of the motivation behind the green colour change in the tree lighting.

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).

Hepatitis Queensland

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
CBD	Central Business District

Context:

Why is the matter coming before Council?

Council has been approached by Hepatitis Queensland, a community based organisation, requesting Council consider participating in lighting up Queensland green health initiative for World Hepatitis Day, 28 July 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

World Hepatitis Day falls on 28 July each year and is part of a global health initiative established by the World Hepatitis Alliance.

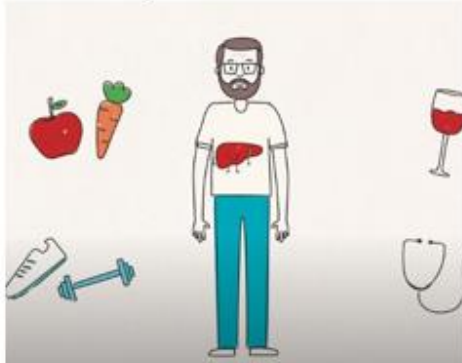
Hepatitis Queensland is a community based, non-government organisation representing the interests of people affected by, or at risk of viral hepatitis. It is Hepatitis Queensland aim to provide a holistic, innovative and pro-active response to the challenges facing people directly affected by viral hepatitis and their families". Hepatitis Queensland identify their mission as being "*To address stigma, improve the lives of those affected by viral hepatitis and meet emerging liver health challenges.*"

Queensland businesses, Local and State Governments are showing support to the cause by lighting up public spaces with the colour green. Other Queensland public spaces such as Parliament House, Treasury Casino, Gasometer, Suncorp Stadium, Munro Martin Parklands in Cairns and the Mackay City Fountain are noted as some of the other organisations also showing support and participating in the initiative.

Each year the organisation offers a digital promotion kit for use by agencies supporting the event. The kit contains posters and images for use in public display areas, such as foyers, libraries, lunchrooms and the like. This kit is available for use via media platforms, channels and websites.

This year the 2020 Digital Promotion Kit includes media and information that can used to help promote the health awareness. The kit can be found on the Hepatitis Queensland website or by using the following link - <https://www.hepqld.asn.au/world-hep-day/>

Have you checked in with your liver lately?



This World Hepatitis Day, Hepatitis Queensland is encouraging everyone to '*Find the Hero inside*' and learn why it is important to keep your liver healthy.

This year's campaign, they are using the hashtags **#FindTheHero #LiverHero #WHD2020** to create the momentum needed to promote public awareness. Hepatitis Queensland requests should council choose to participate in World Hepatitis Day, that Council use the 2020 Digital Kit to kick-start Council's World Hepatitis Day campaign.

Options for lighting Public Spaces

A copy of the request has been attached as Supporting Documentation to the report. Council officers have investigated the impacts associated with the request and key findings are detailed below.

Street Lighting

- Street lighting is primarily provided for the benefit of road safety for both vehicles and pedestrians.
- These assets are owned and operated by Ergon with Council paying a fee for the usage of these lights.
- Reducing, or casting a green hue from these lights could present an increased risk and safety concerns for the community.
- Given the prime function of these lights, it is not recommended to use these lights as a way of supporting the event.

Festoon Lighting

- The festoon lighting is considered an event lighting solution for use during events the likes of Easter in the Country and Christmas. The promotion of

DFVP awareness month of May could be considered as being suitable for the use of the lighting.

- These assets are owned by Council and previously resolved to be used in a method that promotes energy and cost efficiencies.
- Ergon Energy would be required to assist in changing of the bulbs, with traffic management and road closures also required.
- The costs associated with changing the 400 plus bulbs in the festoon lighting to green is too cost prohibitive.
- Given the costs associated with this option, it is recommended that lower cost alternatives be considered as a preference.

Street Tree Lighting

- Street Tree Lighting was implemented as part of the recent CBD Upgrade to promote improved aesthetics in the Roma CBD.
- These assets are owned and operated by Council.
- The lighting system installed at the base of these trees allows the multi coloured LED lighting to cycle. One of the lights in the colour cycle is green. Council staff can alter the lighting to a number of different configurations, including maintain a single colour for a set duration.
- Investigations consider this action as achievable, low cost and currently able to be implemented without any future budget allocation.

Other locations that considered public spaces:

- Councils Main Administration building, Bungil St, Roma
- The Big Rig, carpark tree-lights

Officers considered the option of changing the colour of the roof sign lighting at the Administration Centre and Big Rig as well of the tree lighting colour in the Big Rig Carpark. Based on feedback from a local electrician for past lighting events, Council was advised that coloured bulbs, for lights of these sizes, could prove difficult to source. The option of placing a covers over these lights was also discussed, however this would require custom fabrication using a material that does not present a fire hazard.

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

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Manager – Economic & Community Development
Manager – Maintenance Delivery and Works
Project Officer – Hepatitis Queensland

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

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

Future Years' Budgets:

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

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)

Hepatitis Queensland – seeking Council's participation in what is a key annual event for the organisation globally.

General Community – likely to be some interest from the community as our area has television advertisements promoting liver health. It would be recommended that if a motion to support the event is carried, a media release be issued to inform the community of the changes in the tree lighting and the purpose behind them.

The 2020 Digital Kit to kick-start the campaign contains posters and images for use on social media and or on public display. There are written messages available for

use explaining the importance the liver health and viral hepatitis. There would be limited time associated with generating the media release should the motion be carried.

Risks:

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

Risk	Description of likelihood & consequences
Decline to participate in the event altogether	Likely – as the local government of the regional, Council may find that declining to participate in the event altogether may result in a negative reputational impact.

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)

Given there would be limited time and cost to Council associated with (1) amending the lighting colour for one night; and (2) generating the media release to support public awareness, it is recommended that Council consider participating in the event by amending the tree lights for green for World Hepatitis Day.

Recommendation:

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

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

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

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

That Council:

- Note the email from Hepatitis Queensland requesting Council's participation in World Hepatitis Day; and
- Support and participate in World Hepatitis Day by amending the variable street tree lighting in McDowall Street Roma to display only Green on the 28 July.
- A media release be issued to inform the community of the motivation behind the green colour change in the tree lighting.


Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

Supporting Documentation:

 Request for Participation - Letter from Hepatitis Queensland - Ms Lana Richardson - Re World Hepatitis

D20/66397

Day - 28 July 2020

Report authorised by:

Manager - Economic & Community Development

Deputy Director / Strategic Road Management

Karen McMillan

From: Lana Richardson <Lana@hepqld.asn.au>
Sent: Thursday, 2 July 2020 11:30 AM
To: Customer.Service
Subject: Lighting up Queensland green for World Hepatitis Day 2020

Good afternoon

I was wanted to be connected to a staff member who can assist me with lighting up any public spaces across the Maranoa region green for World Hepatitis Day, 28 July 2020.

WHD falls on 28 July each year and is a part of a global initiative established by the World Hepatitis Alliance.

I work for Hepatitis Queensland and we are a community based, non-government organisation that represents the interests of people affected by, or at risk of viral hepatitis. Our mission is to provide a holistic, innovate and pro-active response to the challenges facing people directly affected by viral hepatitis and their families.

So you are aware this will align with other public spaces around Queensland that will also be green including Parliament House, Treasury Casino, Gasometer, Suncorp Stadium, Munro Martin Parklands in Cairns, Mackay City Fountain.

I am happy to field any questions you may have.

LANA RICHARDSON

Hepatitis Queensland

Project Officer (M, Tu, W, Th)

P. 07 3846 0020 **Infoline.** 1800 437 222 **W.** www.hepqld.asn.au



Hepatitis Queensland acknowledges the Traditional Owners of the lands on which we work, walk and live and pays respect to the Elders – past, present and emerging. We value the important role Aboriginal and Torres Strait Islander peoples play in our communities.

-----Safe Stamp-----

Your Anti-virus Service scanned this email. It is safe from known viruses.

For more information regarding this service, please contact your service provider.

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 22 July 2020

Date: 6 July 2020

Item Number: 13.1

File Number: D20/64955

SUBJECT HEADING:

Change application (other than a minor change) for Development Approval 2012/18039 for a Material Change of Use "Medium Impact Industry" (Sewerage Treatment Plant)

Classification:

Open Access

Officer's Title:

Lead Town Planner

Executive Summary: Garland Trading Company Pty. Ltd. (*Garlos*) has submitted an application seeking changes to the development approval (as amended) issued for a sewerage treatment plant at 1750 Orallo Road, Euthulla in order to allow for additional waste streams to be accepted and treated at *the premises*. The additional waste streams include green waste, grease-trap waste, wash-bay waste and bio-solids. The application constitutes an '*other change*' as defined in the *Planning Act 2016* and is subject to impact assessment.

In assessing and determining the application, Council must have regard to the assessment benchmarks provided by Section 45 (5)(a)(ii) or (b) of the *Planning Act 2016* and any matters prescribed by regulation, but only to the extent the matters are relevant to assessing and deciding the change application in the context of the development approval. 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 11 May 2020 and 29 May 2020. There were no properly made submissions received about the application during this period.

The procedural requirements set out by the *Development Assessment Rules* to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016*. 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 will be co-located and operationally related to the current waste management activities undertaken on the site.

Officer's Recommendation:

That Council:

- 1) give a decision notice to the applicant agreeing to the proposed changes to Negotiated decision notice reference 2012/18039;

and;

- 2) make the following changes to the Negotiated decision notice 2012/18039;

Amend the development approval description from:

Development Application for Material Change of Use - Medium Impact Industry (Sewage Treatment Plant) and Environmentally Relevant Activity 63 - Sewage Treatment on land situated at 1750 Orallo Road, Euthulla QLD 4455 Described as Lot 46 on WV 941

to;

Development Application for Material Change of Use – Industry activities (sewerage treatment plant and composting and soil conditioner manufacturing) on land situated at 1750 Orallo Road, Euthulla QLD 4455, described as Lot 46 on WV 941 and Lot 40 on WV 837.

and;

Delete conditions 2., 3., 11, 11.a., 11.b., 11.c. and 11.d.;

and;

Amend the approved plans table from;

8. Approved plans

The approved plans and/or documents for this development approval are listed in the following table:

Plan/Document number	Plan/Document name	Date
	Site Plan	February 2012
CMDG D1	Capricorn Municipal Development Guidelines – Geometric Road Design D1 Design Guidelines	03/2012
CMDG D5	Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5 Design Guidelines	03/2012

to;

8. Approved plans

The approved plans and/or documents for this development approval are listed in the following table:

Maranoa Regional Council

Ordinary Meeting - 22 July 2020

Plan/Document number	Plan/Document name	Date
	Site Plan	February 2012
100021	Development Approval Amendment – Material Change of Use of Premises and Environmentally Relevant Activity 53	March 2020
CMDG D1	Capricorn Municipal Development Guidelines – Geometric Road Design D1 Design Guidelines	03/2012
CMDG D5	Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5 Design Guidelines	03/2012

Amend Condition 10 from;

The maximum quantity of waste water that can be transported to the site is 50,000 litres per day averaged out over a 7-day period.

to;

The maximum quantity of all waste (including sewage, grease-trap waste, wash-bay waste and bio-solids) that can be transported to the site is 50,000 litres/tonnes (or a combination of both) per day averaged out over a 7-day period.

and:

Amended Condition 12 from;

Road trains are not permitted on Orallo Road for the transport of waste water to the site for treatment until 98% of the road meets the minimum specification of 6 metres of seal and 8 metres of carriageway.

to:

Road trains are not permitted on Orallo Road for the transport of all approved waste streams to the site for treatment until 98% of the road meets the minimum specification of 6 metres of seal and 8 metres of carriageway.

and;

Amend Condition 13 from:

Road trains and any type of B-doubles, carrying waste water to the site, are not permitted to travel on Orallo Road or Euthulla Road during the periods when school buses are scheduled to collect or drop-off school children.

to:

Road trains and any type of B-doubles, carrying all approved waste streams to the site, are not permitted to travel on Orallo Road or Euthulla Road during the periods when school buses are scheduled to collect or drop-off school children.

and;

Amend Condition 19 from:

The sewerage treatment plant must have its own power supply even when connected to the local electricity supply.

to:

In the event that the approved development cannot be supplied with an adequate supply of electricity through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be provided to service the development.

and;

Insert the following development conditions:

Conditions relevant to composting and soil conditioner manufacturing

Compliance inspection

All conditions relating to the establishment of the approved use must be fulfilled prior to the approved use commencing, unless otherwise noted in these conditions.

Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Detailed plans

Detailed design plans, generally in accordance with the approved plans, must be submitted to and approved by Council prior to the commencement of works. The detailed design plans must include;

- a. a detailed Overall Site Layout Plan. The plan should clearly show, amongst other things, parking and manoeuvring areas, internal access routes for vehicles associated with the use and areas designated for the approved activity (both proposed and existing); and
- b. elevations/schematics of the intermodal bio-containers and other infrastructure to be used as part of the approved composting system.

The approved design plans shall form part of the approval documents.

Site Based Management Plan

A site based management plan must be submitted and approved by Council prior to the commencement of use. The plan must include details about approved operations, land management (including weeds and pests), stormwater management and erosion and sediment control (quantity and quality), community relations management, cultural heritage management, noise management, odour management and dust management.

The approved Site Based Management Plan shall form part of the approval documents.

Irrigation Management Manual

An Irrigation Management Manual must be submitted to Council prior to the commencement of use. The Irrigation Management Manual will form part of the approved documents.

Maintain the premises

The area and its surrounds must 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.

Avoiding nuisance

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

Note: Refer to the *Environmental Protection Regulation 2019* for acceptable emission levels.

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.

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.

Advertising signage

Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.

Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

Development works

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.

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

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.

Operating hours

Hours of operation are restricted to 6:00am to 6:00pm Monday to Saturday. Operations are not permitted on Sundays or public holidays. Hours of operation include heavy vehicle movements to and from the site.

Note: The operator may apply to Council to vary the hours of operation for a particular project where the extended operating hours are necessary in the opinion of the Council having considered the requirements and community benefits of the particular project and the duration of the additional impacts upon the local community.

Any Council approval of the varied hours will be restricted to the duration of the project, and may be rescinded by the Council on seven days' notice if the extended hours of operation are considered to be causing undue nuisance or disruption to other persons.

Emergency events

A Bushfire Hazard Management Plan, having regard to the site characteristics and management procedures in the event of a bushfire, shall be prepared prior to the commencement of use. The management plan must include procedures for the appropriate storage and manufacture of any hazardous material to ensure public safety and the environment are not adversely affected by the detrimental impacts of bushfire. The owner and/or operator, staff and visitors to the site shall be made aware of the Bushfire Hazard Management Plan, its content, and the procedures that need to be followed in the case of a bushfire event.

Note: A copy of the Bushfire Hazard Management Plan must be made available during any compliance inspection carried out by Council.

The approved development must be provided with access to a reliable and adequate water supply for firefighting purposes.

Sloping land

Development is to be undertaken to ensure vulnerability to landslip erosion and land degradation is minimized and that the safety of persons and property is not compromised. All operations are to comply with the *Mining and Quarry Safety and Health Act 1999* to avoid erosion, land degradation and possible safety issues.

Waterways

No direct interference or modification of watercourse channels, banks or riparian and in-stream habitat occurs without approval from the relevant regulatory authorities.

Erosion and sediment control

Erosion and Sediment Control is to be managed in accordance with the Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'.

Refuse storage

A permanent enclosed bulk refuse storage area must be provided within the premises. The refuse storage area must be located so as to be screened from the road and adjoining uses.

All refuse storage containers must be maintained in a clean and tidy state at all times while the use continues, and shall be emptied and the waste removed from the site on a regular basis

and;

Insert the following general advice:

- (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 *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.
- (d) The land use rating category may change upon commencement of any new use on the approved lot(s). 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.
- (e) 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.

- (f) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- (g) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 100m³.
- (h) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- (i) 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.

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter is relevant to the following parties in particular;

- customers, stakeholders and associates of Garland Trading Company Pty. Ltd (Garlos); and
- original submitters to the application; David & Patriece Wippell, Greg & Dianne Forge, Heather Hall, PJ Keating & CJ Smith and David Matthews; and
- Other waste treatment facilities in the region, less directly.

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
DES	Department of Environment and Science
ERA	Environmental Relevant Activity

Context:

Why is the matter coming before Council?

The original development application was decided by Council at a General Meeting. A determination to change the approval is therefore required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Garland Trading Company Pty Ltd (Garlos) operates an approved sewerage treatment plant at 1750 Orallo Road, Euthulla (the premises). The development approval authorising this use is attached in the Supporting documents.

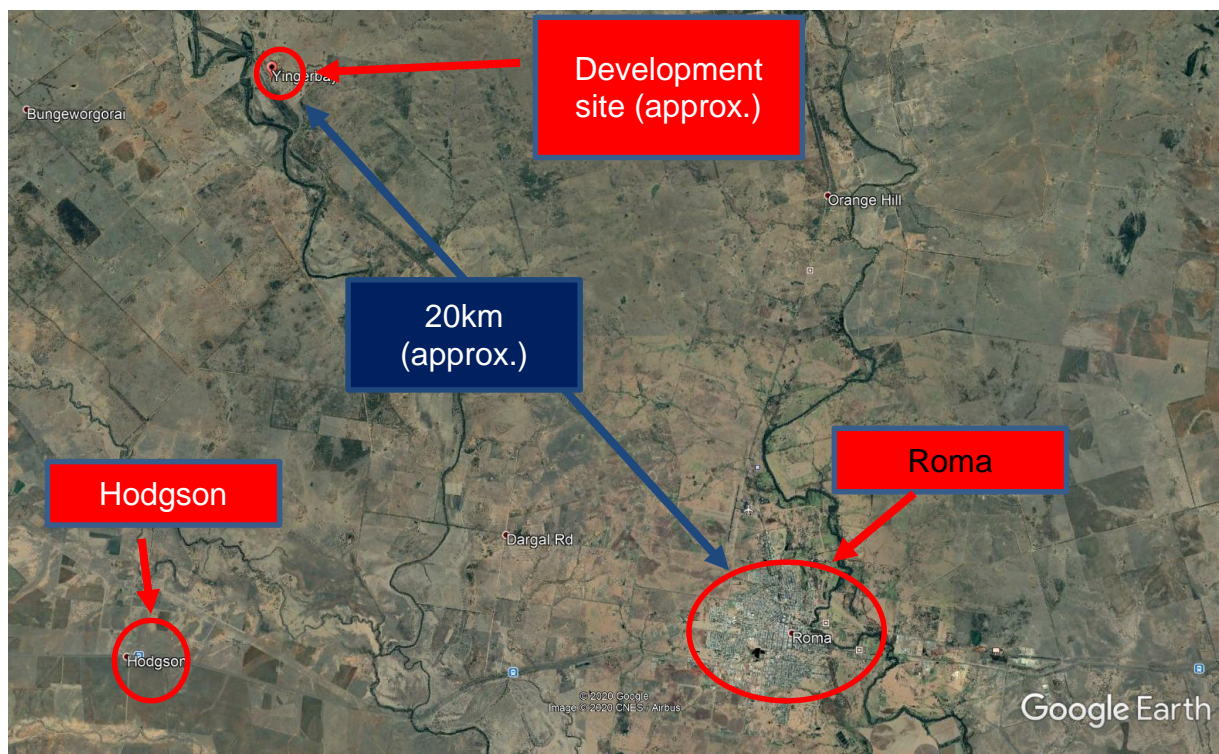


Figure 1 – Site location (approx.)

The approved sewerage treatment plant is permitted to accept and treat up to 50,000 litres/tonnes of waste water per day (averaged out over a 7-day period), with scope to increase the volume to 100,000 litres/tonnes per day subject to financial contributions and road upgrades. Treated waste from the sewerage-treatment-plant is currently reused on site as part of a parallel grazing operation.

Garlos is seeking to change its existing development approval to allow additional waste streams to be accepted and treated at the premises. The additional waste streams include green waste, grease-trap waste, wash-bay waste and bio-solids. The treatment of these additional waste streams will be operationally related to the existing waste management activities undertaken on the premises and there will be no increase in the quantity of waste currently permitted to be accepted at the site.

Additional waste streams are proposed to be treated in 24 intermodal bio-containers (similar to shipping containers in appearance). New waste streams accepted at the

site will be stored in tanks, before being mixed with a carbon source (woodchip) in a specially designed covered mixer. The mixed product will then be placed inside the intermodal bio-containers for composting, before being reused as part of the on-site farming operation.

This intermodal bio-container system is intended to expedite the conditioning process, result in a more consistent end product and control potential nuisance, such as odour and pathogens. It will also assist with leachate management.

Should Council resolve to approve the changes, conditions of approval have been recommended requiring additional details about the composting process, but for context, an image of a similar operation that uses an in-vessel composting system is provided below in Figure 2.

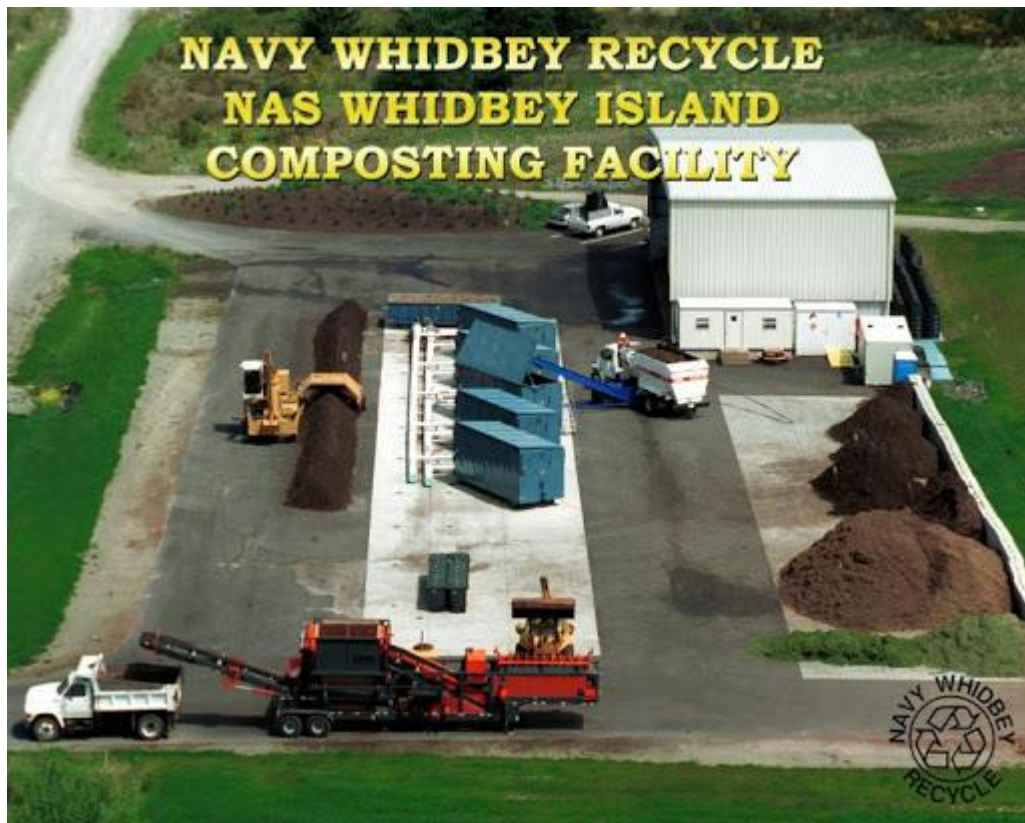
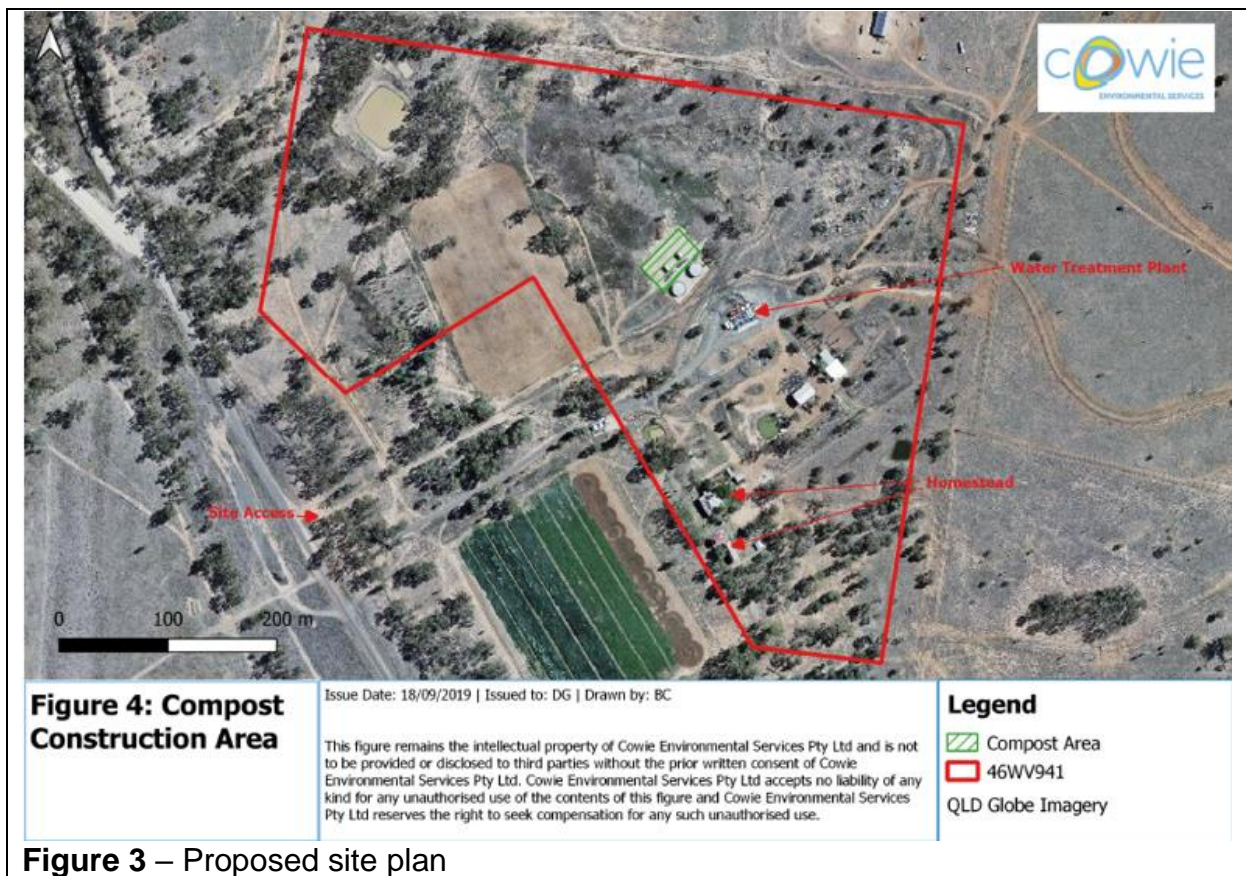


Figure 2 – similar operational layout

Similar to the above image, the bio-containers used as part of Garlos operation will be placed on the ground, adjacent to the existing water treatment plant. The carbon source (woodchip) will be stored on a new concrete 'compost pad' (30 x 40 metres) adjacent to the bio-containers.

A site plan showing the proposed operation layout in the context of the existing sewerage treatment plant, including additional composting area (shown in green), is provided in Figure 3. Conditions of development approval have been recommended

by assessing officers that a detailed overall site layout plan be submitted as part of any development approval issued by Council.



The end product from the additional waste streams, just like the end product from the existing sewerage treatment plant, will be reused on site to improve agricultural output at the premises. Should Council resolve to approve the change application, conditions of approval have been recommended by assessing officers requiring details of the irrigation practices be submitted to Council for record.

In addition to the land use approvals required from Council for the proposed changes to the existing on-site waste activities, a separate approval is required under the *Environmental Protection Act 1994* to amend the existing Environmental Authority (EA). The process to amend the EA will be considered by the Department of Environment and Science (DES) as part of a separate assessment process.

On balance it is considered that there is sufficient certainty in the information supplied by the applicant, having regard to the particular circumstances of the site and proposal, for Council officers to be confident that the application will meet the assessment benchmarks. Should Council resolve to approve the application, conditions of development approval can be imposed to mitigate potential impacts from the development. Some of the recommended conditions require the submission of further technical reports and development plans to ensure that Council has a record of the compliance and any mitigation measures that are required in relation to these matters.

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)

Pursuant to section 82 of the *Planning Act 2016 (the Act)*, in accessing and determining a change application (other change), Council must have regard to section 45(5)(a)(ii) or (b) of the *Act*, but only to the extent the matters outlined in this section are relevant to assessing and deciding the change application in the context of the development approval. The matters include;

- *the assessment benchmarks; and*
- *having regard to any matters prescribed by regulation; and*
- *having regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

An assessment of the proposed change application against the statutory framework is attached in the Supporting Documents.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council does not have a policy, plan or approach ordinarily followed for this type of decision. The *Planning Act 2016*, the *Planning Regulation 2017* and the *Development Assessment Rules* provide the framework for assessing and deciding change applications (other change).

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)

- Planning Officer (internal)
- Manager Planning & Building Development (internal)
- McInnes Wilson Lawyers (external)

Funding Bodies:

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

N/A – the application is for a private development.

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 outcome of Council's decision on this matter will not have any implications to this year's budget. The costs of fulfilling development approval obligations, financial or otherwise, remains the sole responsibility of the landowner/s. There is potential for Council to incur costs only in the event that its decision regarding the application is appealed to the Court.

Future Years' Budgets:

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

As above.

Impact on Other Individuals or Interested Parties:

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

Four properly made submissions were received during the assessment of the original development application. The submitters were David & Patriece Wippell, Greg & Dianne Forge, Heather Hall, PJ Keating & CJ Smith and David Matthews. The submitters are likely to be *interested* in Council's decision.

Note: The submissions received during the assessment of the original development application do not form part of this assessment. Council is only required to consider properly made submissions for change applications (other change) if the change application is made within 1 year of the development approval being issued.

No properly made submissions were received about this change application during public notification about the proposal.

Risks:

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

Risk	Description of likelihood & consequences
See below	

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

As with any planning decision reached by Council, there is a risk that the applicant can appeal any aspect of the decision to the Planning and Environment Court (the Court).

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

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 endorse the officer recommendation and agree to the proposed changes to development approval 2012/18039, subject to conditions.

Council assessing officers consider that the changes are generally consistent with the assessment benchmarks. Additional and amended development conditions have been recommended to ensure consistency to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of various relevant matters including:

- the existing lawful use of the premises as a waste treatment facility; and
- the proposed changes will not result in an increase in the amount of waste currently approved to be accepted and treated at the premises; and
- there is an absence of any significant impacts that result from the development.

Recommendation:

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

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

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

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

That Council endorse the officer recommendation and agree to the changes to development approval 2012/18039, subject to conditions. This recommendation does not suggest a decision contrary to an existing Council policy.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

1  Negotiated Decision Notice D13/12856

2  Planning Assessment D20/67181

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

File: 2012/18039
Enquires to: Rebecca Van der Meer
Phone: 1300 007 662
Post: PO Box 620, Roma QLD 4455



05 April 2013

Garland Trading Company Pty Ltd
Attn: Dwayne Garland
PO Box 875
ROMA QLD 4455

**Development Application for Material Change of Use - Medium Impact Industry
(Sewage Treatment Plant) and Environmentally Relevant Activity 63 - Sewage
Treatment on land situated at 1750 Orallo Road, Euthulla QLD 4455 Described as
Lot 46 on WV 941**

Dear Sir,

Reference is made to your development application described above.

Your request for a negotiated decision notice was considered by Council at the General Meeting held on 27 March 2013. At this meeting it was resolved that the request be approved subject to amended conditions. Attached is the negotiated decision notice for the application.

As applicant, you may appeal against Council's decision. Enclosed for your information, in Attachment 2 of the decision notice, is an extract from the *Sustainable Planning Act 2009* which sets out the procedure for appeals to the Court.

Should you have any queries in relation to this decision, please do not hesitate to contact Rebecca Van der Meer on telephone 1300 007 662.

Yours faithfully,


Julie Reitano
Chief Executive Officer

Maranoa Regional Council
Building & Planning Services
Cnr Bungil & Quintin Streets
Roma Queensland 4455
Phone: 1300 007 662 Fax: 07 4624 6990
www.maranoa.qld.gov.au

Postal Address:
PO Box 620
ROMA Queensland 4455
ABN: 99 324 089 164

WORKING FOR YOU. GROWING WITH YOU

Negotiated decision notice
Sustainable Planning Act 2009 s.363



File: 2012/18039
Enquires to:
Department of Development, Facilities and Environment Services
Phone: 1300 007 662
Post: PO Box 620, Roma QLD 4455

5 April 2013

Garland Trading Company Pty Ltd
Attn: Dwayne Garland
PO Box 875
Roma QLD 4455

**RE: Development application for Material Change of Use - Medium Impact Industry
(Sewage Treatment Plant) and Environmentally Relevant Activity 63 - Sewage Treatment
On land situated at 1750 Orallo Road, Euthulla QLD 4455
Described as Lot 46 on WV 941**

Dear Sir / Madam,

I wish to advise that on 27 March 2013, a decision was made to issue a negotiated decision notice. This negotiated decision notice replaces the decision notice previously issued and dated 13 February 2013.

The above development application was:

☒ Approved in full with conditions. The conditions of this approval are set out in **Attachment 1**. These conditions are clearly identified to indicate whether the assessment manager or a concurrence agency imposed them.

1. Nature of the changes

The nature of the changes are:

Refer to Attachment 1. Changes made to the original decision are set out in **red**. Original conditions are shown with 'strikethrough' of font and are replaced with amended conditions shown in **blue** font.

2. Approval under s.331

This application ☐ has or ☒ has not been deemed to be approved under section 331 of the *Sustainable Planning Act 2009* (SPA).

3. Details of the approval

The following approvals are given:

	Sustainable Planning Regulation 2009, schedule 3 reference	Development Permit	Preliminary Approval
Making a material change of use assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval to which section 242 applies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making a material change of use for an environmentally relevant activity	Part 1, table 2, item 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Other necessary development permits and/or compliance permits

Listed below are other development permits and/or compliance permits that are necessary to allow the development to be carried out:

- ☒ Development Permit - Operational Works

5. Submissions

There ☒ were five properly made submissions about the application.

The name and address of the principal submitter for each properly made submission are as follows:

Name of principal submitter	Address
1. P J Keating & C J Smith	"Waldegrave", 941 Orallo Road PO Box 1005 Roma QLD 4455
2. David and Patriece Wippell	"Nullawurt" 1126 Orallo Road Roma QLD 4455
3. Heather Hall	1103 Orallo Road Roma QLD 4455
4. David Matthews	1103 Orallo Road Roma QLD 4455
5. Greg and Dianne Forge	1009 Orallo Road Roma QLD 4455

6. Conflict with a relevant instrument and reasons for the decision despite the conflict

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

7. Referral agencies

The referral agencies for this application are:

For an application involving	Name of referral agency	Advice agency or concurrence agency	Address
Material Change of Use for an Environmentally Relevant Activity made assessable under Schedule 3, part 1, table 2, item 1. <i>Schedule 7, Table 2, Item 1 of SPR 2009</i>	Department of Environment and Heritage Protection	Concurrence	Department of Environment & Heritage Protection GPO Box 2454 Brisbane Qld 4001

8. Approved plans

The approved plans and/or documents for this development approval are listed in the following table:

Plan/Document number	Plan/Document name	Date
	Site Plan	February 2012
CMDG D1	Capricorn Municipal Development Guidelines - Geometric Road Design D1 Design Guidelines	03/2012
CMDG D5	Capricorn Municipal Development Guidelines - Stormwater Drainage Design D5 Design Guidelines	03/2012

9. When approval lapses if development not started (s.341)

☒ Two (2) years starting the day the approval takes effect.

10. Appeal rights

Appeals by applicants

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal, or refusal in part of the development application
- any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242 of SPA
- the decision to give a preliminary approval when a development permit was applied for
- the length of a period mentioned in section 341
- a deemed refusal of the development application.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 461(2) of SPA.

Applicants may also have a right to appeal to the Building and Development Dispute Resolution Committee. For more details, see SPA, chapter 7, part 2.

Appeals by submitters

A submitter for a development application may appeal to the Planning and Environment Court against:

- the part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment
- the part of the approval relating to the assessment manager's decision under section 327.

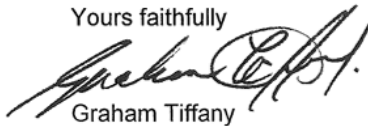
Details about submitter appeal rights for the Planning and Environment Court are set out in sections 462, 463 and 464 of SPA.

Submitters may also have a right to appeal to the Building and Development Dispute Resolution Committee. For more details, see SPA, chapter 7, part 2.

Attachment 2 is an extract from SPA which details the applicant's appeal rights and the appeal rights of any submitters regarding this decision.

If you wish to discuss this matter further, please contact the Department of Development, Facilities and Environment Services on the above telephone number.

Yours faithfully



Graham Tiffany
Manager Development

Attachment 1- Conditions of the approval

Part 1—Conditions imposed by the assessment manager

Part 2—Concurrence agency conditions

Attachment 2 - SPA extract on appeal rights

ATTACHMENT 1, PART 1 – CONDITIONS OF APPROVAL IMPOSED BY THE ASSESSMENT MANAGER – MARANOA REGIONAL COUNCIL

Complete and maintain the development

1. Complete and maintain the approved development as follows: (i) generally in accordance with development approval documents and (ii) strictly in accordance with those parts of the approved development which have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

Easements, building envelopes and covenant

2. The developer will be required to create an easement for access purposes over Lot 40 on WV837 in favour of Lot 46 on WV941 within two years of the commencement of the use.
3. Until the easement is created and before the use commences, the developer must provide documentation of an agreement that allows vehicles associated with the use to traverse Lot 40 on WV837.

Stormwater and Drainage

4. The stormwater drainage system to service the development shall be in accordance with Queensland Urban Drainage Manual (Volume 1 text, Volume 2 Design Charts), Australian Rainfall and Runoff (Volume 1 A guide to Flood Estimation), and Capricorn Municipal Development Guidelines (CMDG) Design Guidelines D-5 'Stormwater Drainage Design'.
5. Post-development stormwater runoff flows, whose characteristics include volume, concentration and velocities, from the development site are not to exceed pre-development stormwater runoff flows to adjoining properties.
6. Any increase in volume, concentration or velocity of stormwater from the property being developed shall be channelled to legal points of discharge or to other storage, dispersal or disposal arrangements which shall be agreed in writing by the Council.
7. Stormwater shall not be allowed to pond on the property being developed during the development process and after the development has been completed, unless the type and size of ponding has been agreed in writing by the Council or as a specific development approval condition.
8. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal points of discharge for the development and that no nuisance of ponding is created within the vicinity of the development.
9. There shall be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after development has been completed.

Use of roads

CONDITION DELETED:

- ~~10. The maximum quantity of waste water that can be transported to the site is 50,000 litres per day averaged out over a 7 day period.~~

AMENDED CONDITION INSERTED:

10. The maximum quantity of waste water that can be transported to the site is 50,000 litres per day averaged out over a 7 day period.

CONDITION DELETED:

- ~~11. Road trains are not permitted on Orallo Road for the transport of waste water to the site for treatment.~~

AMENDED CONDITION INSERTED:

11. At any time after the first 12 months of operations, the applicant can increase the volumes transported to a maximum of 100,000 litres per day subject to the following:

- a. The first 12 months road works program or any subsequent road works program required by an infrastructure agreement has been completed to the required standard.
- b. Independent review shows that the overall road condition has not deteriorated from the heavy transport vehicles associated with the approved activity, taking into account of the impacts from other road users.
- c. Provision of a bank guarantee of \$110,000 for a further 12 months after the commencement of the increased use. The bank guarantee is to be provided before the increased use commences.
- d. The infrastructure agreement covering the use of road infrastructure contributions is worded so that the agreement is automatically extended to operate for five years from the date of commencement of the increased use.

CONDITION INSERTED:

- 12. Road trains are not permitted on Orallo Road for the transport of waste water to the site for treatment until 98% of the road meets the minimum specification of 6 metres of seal and 8 metres of carriageway.

CONDITION INSERTED:

- 13. Road trains and any type of B-doubles, carrying waste water to the site, are not permitted to travel on Orallo Road or Euthulla Road during the periods when school buses are scheduled to collect or drop-off school children.

Roadworks

- 14. The access from the property onto Orallo Road must be suitable for heavy vehicles to remain on the constructed roadway when entering and leaving the site with sight lines appropriate for the speed limit for that section of roadway in accordance with Capricorn Municipal Development Guidelines (CMDG) D1 'Geometric Road Design' Guidelines for Rural Design Criteria, and all roadworks shall be carried out in accordance with Manual of Uniform Traffic Control Devices (Queensland) (MUTCDQ) Part 3 requirements for roadworks on roads.
- 15. The pavement design for all roadworks shall be confirmed after in-situ subgrade testing has been carried out prior to construction of the pavement formation. The pavement design report along with the test results shall be provided to Council for approval prior to placement of pavement materials.
- 16. Roadside guide posts shall be installed to Manual of Uniform Traffic Control Devices (Queensland) (MUTCDQ) requirements and specifications with additional guide posts provided at vehicle cross-overs and underground drainage works.

Access

- 17. The landowner shall be responsible for construction and maintenance of vehicle driveways from Orallo Road to the property boundary and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
- 18. All vehicular access and related items must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area including Schedule 2: "Standards for Roads, Car Parking, Access and Manoeuvring Areas", (iii) Council's standard designs for such work where such designs exist, (iv) the Capricorn Municipal Development Guidelines (CMDG) Design Guidelines – D1 'Geometric Road Design' 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.

Services Provisions

- 19. The sewage treatment plant must have its own power supply even when connected to the local electricity supply.
- 20. All services installation, including sewer, water, 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) any relevant Australian Standard that applies to that type of work and (v) relevant Capricorn Municipal Development Guidelines (CMDG) Design Guidelines 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.

Earthworks

21. The development is subjected to the Filling and Excavation Code detailed in the Bungil Shire Council Planning Scheme Part 5 with the modified requirement that retaining walls shall be used where batter grades exceed 25%.
22. All earthworks for the development shall be undertaken in accordance with Capricorn Municipal Development Guidelines (CMDG). Earthworks within drainage pathways shall be accompanied by a Site Specific Stormwater Drainage Report detailing impacts of such earthworks on surrounding properties.

Erosion Control

23. If there is a possibility of erosion or silt or other materials being washed off the property being developed during the development process, the developer must document and implement a management plan that prevents this from occurring.
24. Any construction works on site are to be undertaken in accordance with the Soil Erosion and Sediment Control Engineering Guidelines for Queensland Construction Sites (IE Aust – or later versions).

Latest versions

25. 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 time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

REPQ supervision

26. All civil and related work shall be designed and supervised by RPEQ Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.

Damage to roads and infrastructure

27. Any damage to roads and infrastructure, that is attributable to the progress of works on the development site or to vehicles associated with the development of the site, shall be repaired to at least the previous condition and at no cost to Council or, if the Council agrees, the cost of repairs may be paid to Council for the Council to carry out the repairs.
28. It is the developer's responsibility to document by photographs the previous condition of existing roads and infrastructure and to supply Council with a digital set of these photographs prior to any works commencing.

Infrastructure contributions

29. The developer must pay \$20,000 towards the cost of upgrading the local roads between the site and the nearest state-controlled road.

CONDITION DELETED:

- ~~30. The developer must pay \$0.01 per litre of waste water carried on the local roads between the site and the nearest state-controlled road. This contribution is for the upgrading and maintenance of the roads and applies for 5 years from the commencement of the use. After 5 years, the Council may consider an increase in rates applicable to the use of the property and its impact on the road~~

~~system. The contribution is to be paid quarterly in accordance with an agreement to be entered between the Council and the developer.~~

AMENDED CONDITION INSERTED:

30. The developer must pay \$0.005 per litre of waste water carried on the local roads between the site and the nearest state-controlled road. This contribution is for the upgrading and maintenance of the roads and applies for 5 years from the commencement of the use. After 5 years, the Council may consider an increase in rates applicable to the use of the property and its impact on the road system. The contribution is to be paid quarterly.

CONDITION DELETED:

31. ~~The developer is to install a suitable traffic counter for 5 years that will allow for measurement of the types of vehicles entering and leaving the property. The developer is to maintain the traffic counter and provide data from the traffic counter when requested by Council officers. The developer agrees that Council officers may access the property or easement during daylight hours to inspect the traffic counter to independently take readings and to check its operating condition.~~

AMENDED CONDITION INSERTED:

31. To ensure that road contributions collected are used for the upgrading and maintenance of Orallo Road and Euthulla Road, an infrastructure agreement can be created which generally encompasses the following elements:
- a. Establishment by the Council of an annual works program for the upgrading of Orallo Road at the beginning of each year.
 - b. The cost of this annual works program is to be based on the estimated annual contributions to be received during the year.
 - c. Any road works undertaken using the infrastructure contributions must accord with the annual works program
 - d. Providing the applicant meets the construction standards set by the Council, including engineering supervision, the applicant can organise and implement the annual works program through private contractors.
 - e. If the applicant undertakes the road works, an operational works application will be required.
 - f. If the applicant elects not to undertake the annual road works program, the applicant must pay the Council the contributions for the annual works program every three months.
 - g. If the applicant elects not to undertake the annual road works program, the Council may undertake the required annual road works or Council can contract out the works. Council will need advance notice to include the work in its annual program and can give no guarantee that the work will be completed within a particular timeframe.
 - h. During the first year, the applicant is to complete road works equivalent to at least the estimated annual contribution.
 - i. During each successive year, the applicant is to complete road works equivalent to the estimated annual contribution
 - j. The applicant will be given credit in a subsequent year where the works undertaken by the applicant in a particular year exceed the estimated or actual infrastructure contributions required for that year.
 - k. A bank guarantee of \$110,000 is to be provided by the applicant to the Council within six months of the commencement of the use to provide security for road contributions in the first year. This bank guarantee can be reduced as road works are undertaken.
 - l. The timing for the annual road works program is offset from the annual contributions period by six months.

CONDITION DELETED:

32. ~~The developer is to maintain a log of all heavy vehicles accessing the property in conjunction with the traffic counter readings to enable verification of the transport of waste water to the property.~~

AMENDED CONDITION INSERTED:

32. The developer is to maintain records of all heavy vehicles and their loads of regulated and unregulated waste water transported to the site and provide Council with a summary within 14 days of the end of every quarter.

CONDITION INSERTED:

33. The developer is to provide Council with a summary of all returns that are made to the Department of Environment and Heritage Protection (DEHP) for the transport of regulated and unregulated waste water to the site within 14 days of the end of every quarter.

CONDITION INSERTED:

34. The developer is to provide Council with access to the original records used to create the quarterly summaries.

Completion of works before use

35. All development approval conditions related to the approved development must be fulfilled prior to uses commencing.

No cost to Council

36. 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.
37. Costs associated with the approved development to be met by the developer include all costs of survey, easement preparation, agreement preparation, covenant preparation, document lodgement, plan approval and land transfers.

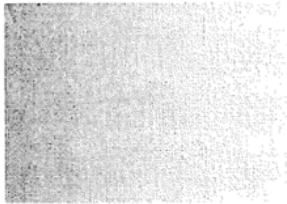
Plan Approval

38. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council approving any Plan of Survey and prior to the use commencing.
39. All development approval conditions related to the establishment of the approved development must be fulfilled prior to any Plans of Survey being approved by the Council as assessment manager and prior to the use commencing.

Operational works

40. To remove any doubt, this development requires operational works to be approved and completed.

PART 2 – CONDITIONS OF APPROVAL IMPOSED BY THE DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT AS CONCURRENCE AGENCY



File No	
Correspondence No	
Office	MITCHELL
Date Received	05 FEB 2013
Action Officer	
Date Forwarded	
Encl(s)	

Notice

Amended Concurrence Agency Response

This notice is issued by the chief executive pursuant to section 290 amended concurrence agency response of the Sustainable Planning Act 2009.

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO BOX 42

MITCHELL QLD 4465

Attention: Ms Danielle Pearn
Planning and Assessment Officer

cc. Garland Trading Company Pty Ltd
PO BOX 875 ROMA QLD 4455
Attention: Mr Dwayne Garland

Our reference: Application No 372208

Re: Amended Concurrence Agency Response

1. The responsible entity received a request to amend the concurrence agency response by the Assessment Manager on 21 January 2013.

2. Application details

Applicant: Garland Trading Company Pty Ltd

Assessment Manager ref: 2012/18039

Date application referred to the concurrence agency: 24 February 2012

Development approval applied for: Development Permit

Aspect(s) of development:

Assessable development		Referral agency reference
Material change of use of premises – For an environmentally relevant activity	Sustainable Planning Regulation 2009 – Schedule 3, Part 1, Table 2, item 1	SPDE003874912

Development description(s): ERA 63 (2) (b) (i) Sewage treatment – operating sewage treatment works, other than a no-release works with a total daily peak design capacity of no more than 100-1500EP

Property/Location description(s): 1750 Orailo Rd, Roma, QLD 4455 ; Lot 46 Plan WV941 ; Lot 40 Plan WV837 ; Lot 38 on Plan WV837

Date of decision for the original application and original concurrence agency response: 04 September 2012

Notice

Amended Concurrence Agency Response

3. The Department considers the amendment to the original concurrence agency response is a minor change in accordance with section 350 of the *Sustainable Planning Act, 2009*. Specifically condition L1 and L2 have been amended to reflect an additional area associated with the application to be used for irrigation (the irrigation area).
4. The responsible entity notes the advice from the Assessment Manager that a Development Permit has not been issued in relation to the original application by the Assessment Manager. As such the amended concurrence agency response is provided in accordance with section 290 of the *Sustainable Planning Act, 2009*.

5. **Other Advice to the Assessment Manager****Environmentally relevant activities**

The description of any environmentally relevant activity (ERA) for which a development approval is issued is a restatement of the ERA as defined by legislation at the time the approval is issued. Where there is any inconsistency between that description of an ERA and the conditions stated by a development approval as to the scale, intensity or manner of carrying out an ERA, then the conditions prevail to the extent of the inconsistency.

A development permit authorises the carrying out of an ERA and does not authorise any environmental harm unless a condition stated by the permit specifically authorises environmental harm.

A person carrying out an ERA must also hold a registration certificate issued under the *Environmental Protection Act 1994*, or must be acting under a registration certificate for the ERA.

Contaminated land

It is a requirement of the *Environmental Protection Act 1994* that if an owner or occupier of land becomes aware a Notifiable Activity (as defined in Schedule 3 and Schedule 4 of the *Environmental Protection Act 1994*) is being carried out on the land, or that the land has been, or is being, contaminated by a hazardous contaminant, the owner or occupier must, within 22 business days after becoming so aware, give written notice to the chief executive.

J.A.H.N. Dami

Delegate

James Mackenzie
 Delegate, Chief Executive administering the *Environmental Protection Act 1994*
 Department of Environment and Heritage Protection
 01 February 2013

Enquiries

Rebecca Small
 Department of Environment and Heritage Protection
 EHP Roma, 1-3 Alfred Street,
 Roma, QLD 4455
 Phone: (07) 4624 1571
 Fax: (07) 4624 1559
 Email: rebecca.small@ehp.qld.gov.au

Attachment(s):

Attachment A – copy original concurrence agency response
 Attachment B – copy amended concurrence agency response

Permit

Sustainable Planning Act 2009

EHP Permit number: SPCE03874912

This notice is issued by the Department of Environment and Heritage Protection (EHP) pursuant to of the Sustainable Planning Act 2009 ("the Act").

Assessment manager reference (if any):	2012/18039				
Date application received:	24-Feb-2012				
Permit type:	Amended concurrence agency response				
Date of decision:	01 February 2013				
Decision:	<p>The Chief Executive, Department of Environment and Heritage Protection (the department) concurrence agency response for the concurrence agency referral jurisdiction for the aspect of development involved with the application the subject of this Notice is to provide a concurrence agency response to the assessment manager.</p> <p>Conditions must attach to any development approval, and those conditions are attached to this Notice.</p>				
Relevant laws and policies:	Sustainable Planning Act, 2009				
Jurisdiction(s):					
<table border="1"> <tr> <td>Jurisdiction</td> </tr> <tr> <td>Concurrence Response for a MCU involving an ERA.</td> </tr> </table>	Jurisdiction	Concurrence Response for a MCU involving an ERA.	<table border="1"> <tr> <td>Legislation</td> </tr> <tr> <td>Sustainable Planning Regulation (2009) – Schedule 7, Table 2, Item 1</td> </tr> </table>	Legislation	Sustainable Planning Regulation (2009) – Schedule 7, Table 2, Item 1
Jurisdiction					
Concurrence Response for a MCU involving an ERA.					
Legislation					
Sustainable Planning Regulation (2009) – Schedule 7, Table 2, Item 1					

Development Description(s)

Property	Lot/Plan	Aspect of Development
1750 Orallo Rd, Roma, QLD, 4455	Lot 46 Plan WV941 ; Lot 40 Plan WV837 ; Lot 38 on Plan WV837	ERA 63 Sewage treatment Threshold 2(b) - operating sewage treatment works, other than no-release works, with a total daily peak design capacity of more than 100 to 1500EP (i) if treated effluent is discharged to an infiltration trench or through an irrigation scheme



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 Department of Environment and Heritage Protection
www.ehp.qld.gov.au ABN 46 640 294 485



PermitEHP Permit number: **SPCE03874912****Reason(s) for inclusion of conditions**

In accordance with section 289 of the *Sustainable Planning Act 2009*, the reason(s) for inclusion of conditions stated in this permit required by the concurrence agency response for the application are as follows: Conditions are included pursuant to section 73B of the *Environmental Protection Act 1994*.

In accordance with section 290 of the *Sustainable Planning Act, 2009* the Department changes its concurrence agency response and under 350 of the *Sustainable Planning Act, 2009* (SPA), the reason(s) for inclusion of conditions stated in this permit are as follows: Conditions relate to a minor change to the application. Specifically condition L1 and L2 have been amended to reflect an additional area to be used for irrigation (the irrigation area).

J. Mackenzie 1/2/13

James Mackenzie

Delegate

Department of Environment and Heritage Protection

Permit

EHP Permit number: SPCE03874912

CONDITIONS

Condition for: ERA 63 Sewage treatment Threshold 2(b) (i) - operating sewage treatment works, other than no-release works with a total daily peak design capacity of more than 100 to 1500EP

Scope 1: This approval is subject to the condition that the information supplied for the purpose of review and assessment of this approval is valid and the department has no other information which would lead to different conclusions. This includes the processes describing the sewage treatment process, treatment and irrigation location including characteristics of the area and process volumes.

Scope 2. The assessment has been based on the following design information listed in **Table 1.**

Table 1. Design Information.

Treatment stage	Size
Main Primary Treatment Tanks (combined)	720 kilolitres
Wet weather storage / contingency tank	360 kilolitres
Irrigation Area	At least 5 hectares

Scope 3. The approval is given based on the following details listed in **Table 2.**

Table 2. Application Details.

Details	Maximum Limit
Equivalent Persons (EP)	330 EP
Average Daily Flow	50,000 litres per day
Peak Design Capacity	150,000 litres per day

Scope 4: This approval has been provided for the treatment of non-trade wastes from domestic households, accommodation camps and site ablution purposes only.

Agency Interest: General

Prevent and/or minimise likelihood of environmental harm.

- G1** In carrying out an ERA to which this approval relates, all reasonable and practicable measures must be taken to prevent and / or to minimise the likelihood of environmental harm being caused.
- G2** This environmental authority does not authorise environmental harm unless a condition contained in this approval explicitly authorises that harm. Where there is no condition, the lack of the condition shall not be construed as authorising harm.

Access to Copy of Development Approval

- G3** A copy of this development approval must be kept in a location readily accessible to personnel carrying out the activity.

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Department of Environment and Heritage Protection

Permit

EHP Permit number: SPCE03874912

Trained / Experienced Operator(s).

- G4** The daily operation of the sewage treatment works and associated pollution control equipment must be carried out by a person(s) with appropriate experience and/or qualifications to ensure the effective operation of the treatment works and control equipment.
- G5** A suitably qualified person must conduct any monitoring required by this approval.

Site Based Management Plan.

- G6** Prior to commissioning the sewage treatment works to which this approval relates, a site based management plan (SBMP) must be implemented. The SBMP must identify all sources of environmental harm, including but not limited to the actual and potential release of all contaminants, the potential impact of these sources and what actions will be taken to prevent the likelihood of environmental harm being caused.
- G7** The SBMP must provide for the review and continual improvement in the overall environmental performance of all ERA's that are carried out.
- G8** The SBMP must address the following matters and must also be available and kept on site and provided to the administering authority on request:
- (a) Environmental commitments - a commitment by senior management to achieve specified and relevant environmental goals.
 - (b) Identification of environmental issues and potential impacts.
 - (c) Control measures for routine operations to minimise likelihood of environmental harm.
 - (d) Contingency plans and emergency procedures for non-routine situations.
 - (e) Organisational structure and responsibility of the holder and persons carrying out the activity.
 - (f) Identify communication requirements between the holder and persons carrying out the activity to ensure effective management, maintenance and operation of the activity.
 - (g) Monitoring of contaminant releases.
 - (h) Conducting environmental impact assessments.
 - (i) Staff training.
 - (j) Record keeping.
 - (k) Periodic review of environmental performance and continual improvement.
 - (l) The control of odour from plant and associated operations.
 - (m) Sludge and/or biosolids waste management.
 - (n) A recycled water management plan that incorporates risk assessment.
 - (o) An irrigation management plan should be developed and implemented and should incorporate a soil management and monitoring plan.
 - (p) A scaled site plan of the sewage treatment plant and associated infrastructure which details the following:
 - The applicable volume or capacity of any plant and equipment;
 - All locations of treated sewage effluent use and release points;
 - Flow meters and monitoring points.
- G9** The SBMP must not be implemented or amended in a way that contravenes any condition of this approval.
- G10** An up-to-date copy of the SBMP must be:
- (a) kept at the premises to which this development approval relates;
 - (b) readily accessible to personnel that are carrying out the ERA;
 - (c) updated at a minimum of every 3 years.



Permit

EHP Permit number: SPCE03874912

Maintenance Of Measures, Plant and Equipment.

- G11** The registered operator of an ERA to which this approval relates must:
- (a) install all measures, plant and equipment necessary to ensure compliance with the conditions of this approval; and
 - (b) maintain such measures, plant and equipment in a proper and efficient condition;
 - (c) operate such measures, plant and equipment in a proper and efficient manner; and
 - (d) ensure that all instruments, equipment and measuring devices used for measuring or monitoring in accordance with any condition of this approval must be appropriately calibrated, and appropriately operated and maintained.

Records.

- G12** All monitoring results required by this approval must be recorded and compiled and be provided to the administering authority when requested.
- G13** All records required by this approval must be kept for a minimum of 5 years, apart from monitoring results required by conditions L6 and L18 of this approval which are to be kept for a minimum of 10 years to allow for comparisons over time.

Remote Monitoring and Alarms.

- G14** Adequate monitoring equipment and fault alarms must be installed in the sewage treatment works to enable the early identification and rectification of key system faults.
- G15** Any electronic equipment, such as alarms, control panels and monitoring equipment, must be able to operate without the primary power supply.

Incident Recording.

- G16** A record must be maintained, and be available for inspection upon request, of at least the following events;
- (a) any uncontrolled release of contaminants; and
 - (b) the time, date and duration of equipment malfunctions leading to the release of contaminants reasonably likely to cause environmental harm; and
 - (c) any incident involving the release of contaminant likely to cause material or serious environmental harm.
- G17** The registered operator of the ERA must record the following details for all complaints received and provide this information to the administering authority on request:
- (a) Time, date, name and contact details of the complainant;
 - (b) Reasons for the complaint;
 - (c) Any investigations undertaken;
 - (d) Conclusions formed; and
 - (e) Any actions taken.

Notification.

- G18** The registered operator or anyone operating under the registered operator's control must telephone the department's Pollution Hotline on 1300 130 372 (or successive public reporting hotline maintained by the administering authority) as soon as practicable after becoming aware of any release of contaminants not in accordance with the conditions of this approval.
- G19** The notification of incidents as required by condition G18 must include but not be limited to the following

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information:

- (a) The development approval number and name of the registered operator; and
- (b) The name and telephone number of the designated contact person;
- (c) The location of the emergency or incident;
- (d) The date and time of the incident;
- (e) The time the notifying person and the registered operator became aware of the incident;
- (f) The estimated quantity and type of any substances involved in the incident;
- (g) The actual or potential suspected cause of the incident;
- (h) A description of the effects of the incident including any environmental harm that has occurred or may occur as a result of the incident;
- (i) Any sampling conducted or proposed, relevant to the emergency or incident; and
- (j) Actions taken to prevent any further impacts as a result of the incident, and actions taken to mitigate any environmental harm or nuisance being caused by the incident.

- G20** All analyses and tests required to be conducted under this approval must be carried out by a laboratory that has NATA certification for such analyses and tests, except as otherwise authorised in writing by the administering authority.

Agency Interest: Air

- A1** The release of noxious or offensive odours or any other noxious or offensive airborne contaminants resulting from the activity must not cause or be likely to cause a nuisance at any sensitive or commercial receptor.
- A2** Discharge of treated effluent must not cause spray drift or over spray beyond the premises.

Agency Interest: Land

- L1** Contaminants must not be released to land except to the irrigation area as permitted under this approval. For the purposes of this approval Lots 38 & 40 on Plan WV837 and Lot 46 on Plan WV941 are known as the "irrigation area."
- The irrigation area marked as "Lot 40 on WV837" and "Lot 28 on WV837" depicted on the map titled "Locality Plan" issued 11/07/12 by Brandon and Associates Engineering Rural Queensland, Drawing No. 13202001 is taken to be a geographical description of the irrigation area. The irrigation area marked on "Map Data Services Pty Ltd (MDS), PMSA" marked as an area outlined in blue depicts the irrigation area on Lot 46.
- L2** A minimum area of not less than 5 hectares of land within Lots 38 & 40 on Plan WV837 and/or Lot 46 on Plan WV941, excluding any necessary buffer zones, must be utilised for the application of treated effluent.
- L3** A wet weather/contingency storage capacity capable of storing not less than 367 kilolitres of treated sewage effluent must be maintained.
- L4** The treatment of sewage at the facility must cease if the available storage capacity within the treatment plant, excluding the wet weather / contingency storage referred to in condition L3, is less 5 percent of the design capacity.
- L5** Treated effluent and biosolids may only be applied to land such that:
- (a) treated sewage effluent and biosolids are applied only in the irrigation area
 - (b) only treated sewage effluent and biosolids treated at the sewage treatment facility may be applied to the irrigation area;
 - (c) sodicity in the soil must be controlled to ensure no adverse impact on the soil;
 - (d) degradation of soil structure does not occur;
 - (e) a build up of excess nutrients and heavy metals in the soil and subsoil from treated sewage

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- effluent application does not occur;
- (f) percolation of treated sewage effluent beyond the plant root zone is avoided;
- (g) the capacity of the land to assimilate nitrogen, phosphorus, salts, and organic matter is not exceeded;
- (h) the quality of ground water is not adversely affected.
- (i) subterranean flows of effluent to waters does not occur;
- (j) run-off of treated sewage effluent does not occur;
- (k) surface ponding of treated sewage effluent does not occur;
- (l) native vegetation is not damaged; and
- (m) records and reporting of monitoring results and an assessment of the impact of the releases on the contaminant release areas is maintained.

- L6** Prior to any irrigation of treated sewage effluent to the irrigation area, the treated sewage effluent must:
- i) be monitored at the frequency and for the parameters specified in - Table 1 (Contaminant Release Limits to Land); and
 - ii) be less than the maximum release limits specified in - Table 1 (Contaminant Release Limits to Land).

Table 1 (Contaminant Release Limits to Land)

Contaminant	Unit	Maximum Release limit	Limit type	Frequency
Total Suspended Solids (TSS)	Mg/L	50	Maximum	Monthly
Oil / Grease	mg/L	10	Maximum	
Total Dissolved Solids	mg/L	1000	Maximum	
pH	pH units	6.0 - 8.5	Range	

- L7** Access to the irrigation area by public or stock must be prevented until the surface of irrigation area is dry and in any event, for at least 4 hours, following effluent irrigation and not rainfall.
- L8** The irrigation area must have a separation distance of at least 50 metres from any groundwater bores, surface waters or dwellings and at least 20 metres from the edge of a curtilage.
- L9** Notices must be prominently displayed on areas undergoing effluent irrigation, warning that the area is irrigated with treated sewage effluent. These notices must be maintained in a visible and legible condition.
- L10** Any biomass harvested from plants growing on the irrigation area is not to be retained on the irrigation area.
- L11** a) The daily volume of effluent released to land must be determined or estimated by an appropriate method, for example a flow meter and records kept of such determinations and the areas of release;
b) When conditions prevent the irrigation of treated effluent to land (such as during or following rain events), the contaminants must be directed to wet weather storage or alternative measures must be taken to store/lawfully dispose of effluent (such as tanking off site to another treatment plant); and
c) A record must be kept of any removal or discharge off site, including destination, transporter, dates and volumes.
- L12** All fuels, oils and chemicals must be contained within an impervious bund capable of containing 110% volume of the largest container within that bund.

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Soil Monitoring

- L13** Monitoring must be undertaken and records kept of a monitoring program of soil characteristics in irrigation areas at the frequency, and for the parameters specified in Table 2. *Minimum soil monitoring parameters and frequency.*
- L14** Each time, samples are to be taken from the same location for the parameters listed in Table 2.
- L15** The records are to include a map and Global Positioning System (GPS) coordinates identifying the location in the irrigation area of each sample taken.
- L16** Monitoring is to be undertaken by a suitably qualified person.
- L17** Samples must be taken and records kept of soil quality characteristics prior to the commissioning of the sewage treatment works.
- L18** A report on the monitoring program listed in Table 2. *Minimum soil monitoring parameters and frequency* is to be completed by a suitably qualified person, and shall include an interpretation of the results and conclusions including the impact of the effluent discharge on land and actions to rectify issues identified. The report is to include the map and GPS coordinates identifying the location in the irrigation area of each sample taken.

Table 2. Minimum soil monitoring parameters and frequency

Monitoring Parameters *	Units	Monitoring Frequency
Nitrate-N	mg/L	a) once, prior to commencement of application of treated sewage effluent, but not more than 6 months prior to the commencement of application; b) once, following commencement of application of treated sewage effluent, but no more than 6 months following commencement of application; c) then every 2 years. ^b
pH	pH scale	
Phosphorus (available)	mg/L	
Total P	mg/L	
Total Nitrogen	mg/L	
Exchangeable sodium percentage	calculated	
Electrical Conductivity	µS/cm	
Potassium (available)	mg/L	
Potassium (extractable)	mg/L	
Total Chloride	mg/L	
Total Magnesium (exchangeable)	mg/L	

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Total Nitrogen	mg/L	d) once, prior to commencement of application of treated sewage effluent, but not more than 6 months prior to the commencement of application; e) once, following commencement of application of treated sewage effluent, but no more than 6 months following commencement of application; a) then every 4 years ^b
Total Sodium (exchangeable)	mg/L	
P sorption capacity ^a	kg/ha	

^a Represented as a p-sorption curve not a single point index value

^b at four depth increments of 0.0-0.1m, 0.1-0.3m, 0.3m-0.6m and 0.6-1.0m

* Analytical methods to be used are from Rayment, G.E. & Higginson, F.R., (1992), 'Australian Laboratory Handbook of Soil and Water Chemical Methods', Inkata, Port Melbourne, Vic. the analytical method used for each parameter is to be the same method each time and the author of the report required under condition L18 should specify the method that has been used.

- L19 Despite the frequency listed in Table 2. above, where adverse changes to the local environment are identified, further monitoring will be undertaken. By way of example, changes to the local environment may include, but are not limited to, dieback of salt tolerant plant species, development of bare areas, salt crusts and groundwater quality impacts.

Agency Interest: Water

- W1 Contaminants from the sewage treatment works must not enter waters.
- W2 Any spillage of wastes, contaminants or other materials must be cleaned up and lawfully disposed of immediately.
- W3 The environmentally relevant activities must be carried out to:
(a) prevent the overland flow of stormwater into the irrigation area;
(b) prevent the contact of incident rainfall and stormwater runoff with untreated sewage effluent or wastes; and
(c) prevent release of any such contaminated runoff from the boundary of the irrigation area.

Agency Interest: Noise

- N1 Noise from the ERA must not cause an environmental nuisance at any nuisance sensitive place or commercial place.
- N2 When requested by the administering authority, a noise investigation must be undertaken to investigate any complaint of noise nuisance, and the results notified within 14 days to the administering authority.

Agency Interest: Waste

- W1 All waste from the sewage treatment works must be disposed of at a facility that can lawfully receive that waste.
- W2 A record of all regulated waste received at the site must be kept in accordance with Schedule 1 of the *Environmental Protection (Waste Management) Regulation 2000*.

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DEFINITIONS

Words and phrases used throughout this permit¹ are defined below. Where a definition for a term used in this permit¹ is sought and the term is not defined within this permit¹ the definitions provided in the relevant legislation shall be used.

"administering authority" means the Environmental Protection Agency or its successor.

"site ablution" waste refers to waste liquid from washing or the cleansing of the human body.

"annual return" means the return required by the annual notice (under section 316 of the *Environment Protection Act 1994*) for the section 73F registration certificate that applies to the development approval.

"approval" means 'notice of development application decision' or 'notice of concurrence agency response' under the *Sustainable Planning Act 1997*.

"approved plans" means the plans and documents listed in the approved plans section in the notice attached to this development approval.

"authorised place" means the place authorised under this development approval for the carrying out of the specified environmentally relevant activities.

"commercial place" means a place used as an office or for business or commercial purposes.

"dwelling" means any of the following structures or vehicles that is principally used as a residence –

- a house, unit, motel, nursing home or other building or part of a building;
- a caravan, mobile home or other vehicle or structure on land;
- a water craft in a marina.

"Environmental Protection Agency" means the department or agency (whatever called) administering the *Environmental Protection Act 1994*.

"ERA" means environmentally relevant activity as defined in sections 18 and 19, *Environmental Protection Act 1994*.

"erosion prone area" means an area declared to be an erosion prone area under section 70(1) of the *Coastal Protection and Management Act 1995*.

"infectious waste" means waste containing viable micro-organisms or their toxins which are known or suspected to cause disease in animals or humans.

"intrusive noise" means noise that, because of its frequency, duration, level, tonal characteristics, impulsiveness or vibration –

- is clearly audible to, or can be felt by, an individual; and
 - annoys the individual.
- In determining whether a noise annoys an individual and is unreasonably intrusive, regard must be given to Australian Standard 1055.2 – 1997 Acoustics – Description and Measurement of Environmental Noise Part 2 – Application to Specific Situations.

"irrigation" means the artificial application of water or treated sewage to land or soil.

"L_A 10, adj, 10 mins" means the A-weighted sound pressure level, (adjusted for tonal character and impulsiveness of the sound) exceeded for 10% of any 10 minute measurement period, using Fast response.

"L_A 1, adj, 10 mins" means the A-weighted sound pressure level, (adjusted for tonal character and impulsiveness of the sound) exceeded for 1% of any 10 minute measurement period, using Fast response.

"L_A, max adj, T" means the average maximum A-weighted sound pressure level, adjusted for noise character and measured over any 10 minute period, using Fast response.

"land" in the "land schedule" of this document means land excluding waters and the atmosphere.

"mg/L" means milligrams per litre.

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"NATA certification" means a person, entity, corporation or body which holds a current accreditation issued by the National Association of Testing Authorities (NATA)

"Noxious" means harmful or injurious to health or physical well being.

"nuisance sensitive place" includes –

- a dwelling, residential allotment, mobile home or caravan park, residential marina or other residential premises; or
- a motel, hotel or hostel; or
- a kindergarten, school, university or other educational institution; or
- a medical centre or hospital; or
- a protected area under the *Nature Conservation Act 1992*, the *Marine Parks Act 1992* or a World Heritage Area; or
- a public thoroughfare, park or gardens; or
- a place used as a workplace, an office or for business or commercial purposes and includes a place within the curtilage of such a place reasonably used by persons at that place.

"Offensive" means causing offence or displeasure; is disagreeable to the sense; disgusting, nauseous or repulsive.

"Permit" includes licences, approvals, permits, authorisations, certificates, sanctions or equivalent/similar as required by legislation administered by the Department of Environment and Heritage Protection

"regulated waste" means non-domestic waste mentioned in Schedule 7 of the *Environmental Protection Regulation 1998* (whether or not it has been treated or immobilised), and includes –

- for an element - any chemical compound containing the element; and
- anything that has contained the waste.

"site" means land or tidal waters on or in which it is proposed to carry out the development approved under this development approval.

"suitably qualified person" means a person who has professional qualifications, training, skills or experience relevant to the nominated subject matter and can give authoritative assessment, advice and analysis to performance relative to the subject matter using the relevant protocols, standards, methods or literature.

"waters" includes river, stream, lake, lagoon, pond, swamp, wetland, unconfined surface water, unconfined water natural or artificial watercourse, bed and bank of any waters, dams, non-tidal or tidal waters (including the sea), stormwater channel, stormwater drain, roadside gutter, stormwater run-off, and groundwater and any part thereof.

"works" or "operation" means the development approved under this development approval.

"you" means the holder of this development approval or owner / occupier of the land which is the subject of this development approval.

"50th percentile" means not more than three (3) of the measured values of the quality characteristic are to exceed the stated release limit for any six (6) consecutive samples for a release/monitoring point at any time during the environmental activity(ies) works.

END OF CONDITIONS

ATTACHMENT 2 – SPA EXTRACT ON APPEAL RIGHTS**Division 8 Appeals to court relating to development applications and approvals****461 Appeals by applicants**

An applicant for a development application may appeal to the court against any of the following—

- (a) the refusal, or the refusal in part, of the development application;
 - (b) any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242;
 - (c) the decision to give a preliminary approval when a development permit was applied for;
 - (d) the length of a period mentioned in section 341;
 - (e) a deemed refusal of the development application.
- (2) An appeal under subsection (1)(a), (b), (c) or (d) must be started within 20 business days (the **applicant's appeal period**) after—
- (a) if a decision notice or negotiated decision notice is given—the day the decision notice or negotiated decision notice is given to the applicant; or
 - (b) otherwise—the day a decision notice was required to be given to the applicant.
- (3) An appeal under subsection (1)(e) may be started at any time after the last day a decision on the matter should have been made.

462 Appeals by submitters—general

- (1) A submitter for a development application may appeal to the court only against—
- (a) the part of the approval relating to the assessment manager's decision about any part of the application requiring impact assessment under section 314; or
 - (b) the part of the approval relating to the assessment manager's decision under section 327.
- (2) To the extent an appeal may be made under subsection (1), the appeal may be against 1 or more of the following—
- (a) the giving of a development approval;
 - (b) any provision of the approval including—
 - (i) a condition of, or lack of condition for, the approval; or
 - (ii) the length of a period mentioned in section 341 for the approval.
- (3) However, a submitter may not appeal if the submitter—
- (a) withdraws the submission before the application is decided; or
 - (b) has given the assessment manager a notice under section 339(1)(b)(ii).
- (4) The appeal must be started within 20 business days (the **submitter's appeal period**) after the decision notice or negotiated decision notice is given to the submitter.

Division 11 Making an appeal to court**481 How appeals to the court are started**

- (1) An appeal is started by lodging written notice of appeal with the registrar of the court.
- (2) The notice of appeal must state the grounds of the appeal.
- (3) The person starting the appeal must also comply with the rules of the court applying to the appeal.
- (4) However, the court may hear and decide an appeal even if the person has not complied with subsection (3).

482 Notice of appeal to other parties—development applications and approvals

- (1) An appellant under division 8 must give written notice of the appeal to—
 - (a) if the appellant is an applicant—
 - (i) the chief executive; and
 - (ii) the assessment manager; and
 - (iii) any concurrence agency; and
 - (iv) any principal submitter whose submission has not been withdrawn; and
 - (v) any advice agency treated as a submitter whose submission has not been withdrawn; or
 - (b) if the appellant is a submitter or an advice agency whose response to the development application is treated as a submission for an appeal—
 - (i) the chief executive; and
 - (ii) the assessment manager; and
 - (iii) any referral agency; and
 - (iv) the applicant; or
 - (c) if the appellant is a person to whom a notice mentioned in section 465(1) has been given—
 - (i) the chief executive; and
 - (ii) the assessment manager for the development application to which the notice relates; and
 - (iii) any entity that was a concurrence agency for the development application to which the notice relates; and
 - (iv) the person who made the request under section 383 to which the notice relates, if the person is not the appellant; or
 - (d) if the appellant is a person mentioned in section 466(1)—
 - (i) the chief executive; and
 - (ii) the responsible entity for making the change to which the appeal relates; and
 - (iii) the person who made the request to which the appeal relates under section 369, if the person is not the appellant; and
 - (iv) if the responsible entity is the assessment manager—any entity that was a concurrence agency for the development application to which the notice of the decision on the request relates; or
 - (e) if the appellant is a person to whom a notice mentioned in section 467 has been given—the entity that gave the notice.
- (2) The notice must be given within—
 - (a) if the appellant is a submitter or advice agency whose response to the development application is treated as a submission for an appeal—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
- (3) The notice must state—
 - (a) the grounds of the appeal; and
 - (b) if the person given the notice is not the respondent or a co-respondent under section 485—that the person may, within 10 business days after the notice is given, elect to become a co-respondent to the appeal by filing in the court a notice of election in the approved form.

485 Respondent and co-respondents for appeals under div 8

- (1) Subsections (2) to (8) apply for appeals under sections 461 to 464.
- (2) The assessment manager is the respondent for the appeal.
- (3) If the appeal is started by a submitter, the applicant is a co-respondent for the appeal.
- (4) Any submitter may elect to become a co-respondent for the appeal.

- (5) If the appeal is about a concurrence agency's response, the concurrence agency is a co-respondent for the appeal.
- (6) If the appeal is only about a concurrence agency's response, the assessment manager may apply to the court to withdraw from the appeal.
- (7) The respondent and any co-respondents for an appeal are entitled to be heard in the appeal as a party to the appeal.
- (8) A person to whom a notice of appeal is required to be given under section 482 and who is not the respondent or a co-respondent for the appeal may elect to be a co-respondent.
- (9) For an appeal under section 465—
 - (a) the assessment manager is the respondent; and (b) if the appeal is started by a concurrence agency that gave the assessment manager a notice under section 385—the person asking for the extension the subject of the appeal is a co-respondent; and
 - (c) any other person given notice of the appeal may elect to become a co-respondent.
- (10) For an appeal under section 466—
 - (a) the responsible entity for making the change to which the appeal relates is the respondent; and
 - (b) if the responsible entity is the assessment manager—
 - (i) if the appeal is started by a person who gave a notice under section 373 or a pre-request response notice—the person who made the request for the change is a co-respondent; and
 - (ii) any other person given notice of the appeal may elect to become a co-respondent.
- (11) For an appeal under section 467, the respondent is the entity given notice of the appeal.

488 How an entity may elect to be a co-respondent

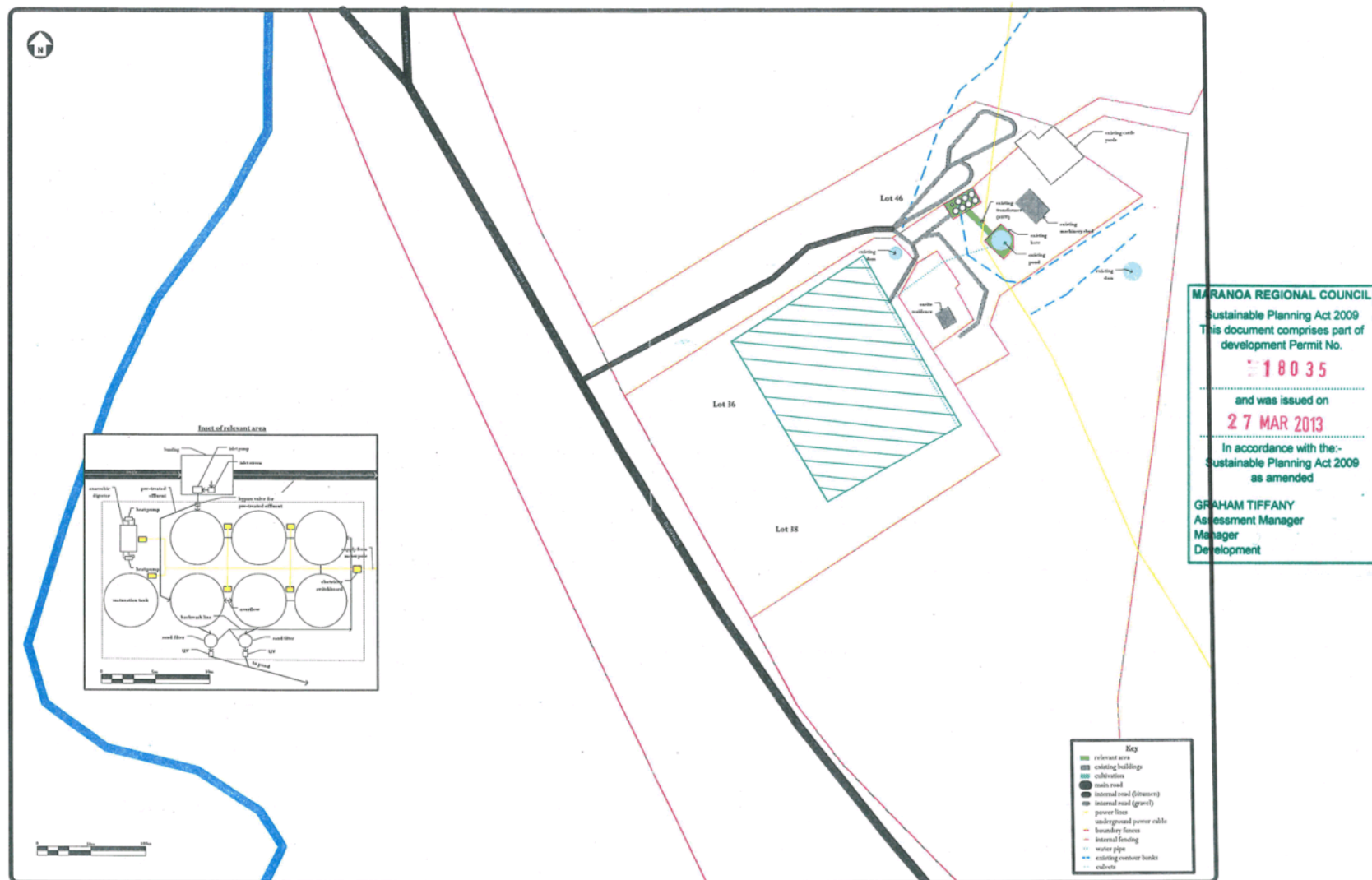
An entity that is entitled to elect to be a co-respondent to an appeal may do so, within 10 business days after notice of the appeal is given to the entity, by following the rules of court for the election.

489 Minister entitled to be party to an appeal involving a State interest

If the Minister is satisfied an appeal involves a State interest, the Minister may, at any time before the appeal is decided, elect to be a party to the appeal by filing in the court a notice of election in the approved form.

490 Lodging appeal stops particular actions

- (1) If an appeal, other than an appeal under section 465, 466 or 467, is started under division 8, the development must not be started until the appeal is decided or withdrawn.
- (2) If an appeal is about a condition imposed on a compliance permit, the development must not be started until the appeal is decided or withdrawn.
- (3) Despite subsections (1) and (2), if the court is satisfied the outcome of the appeal would not be affected if the development or part of the development is started before the appeal is decided, the court may allow the development or part of the development to start before the appeal is decided.



Planning Assessment

Introduction

Garland Trading Company Pty Ltd (Garlos) is seeking to change the development approval issued for a Material Change of Use – “Medium impact industry” (sewerage treatment plant) at 1750 Orallo Road, Euthulla being Lot 46 on WV941 and Lot 40 on WV837. The subject premises is located approximately 20 kilometers north-west of Roma (approximate location circled in Red in Figure 1 below).

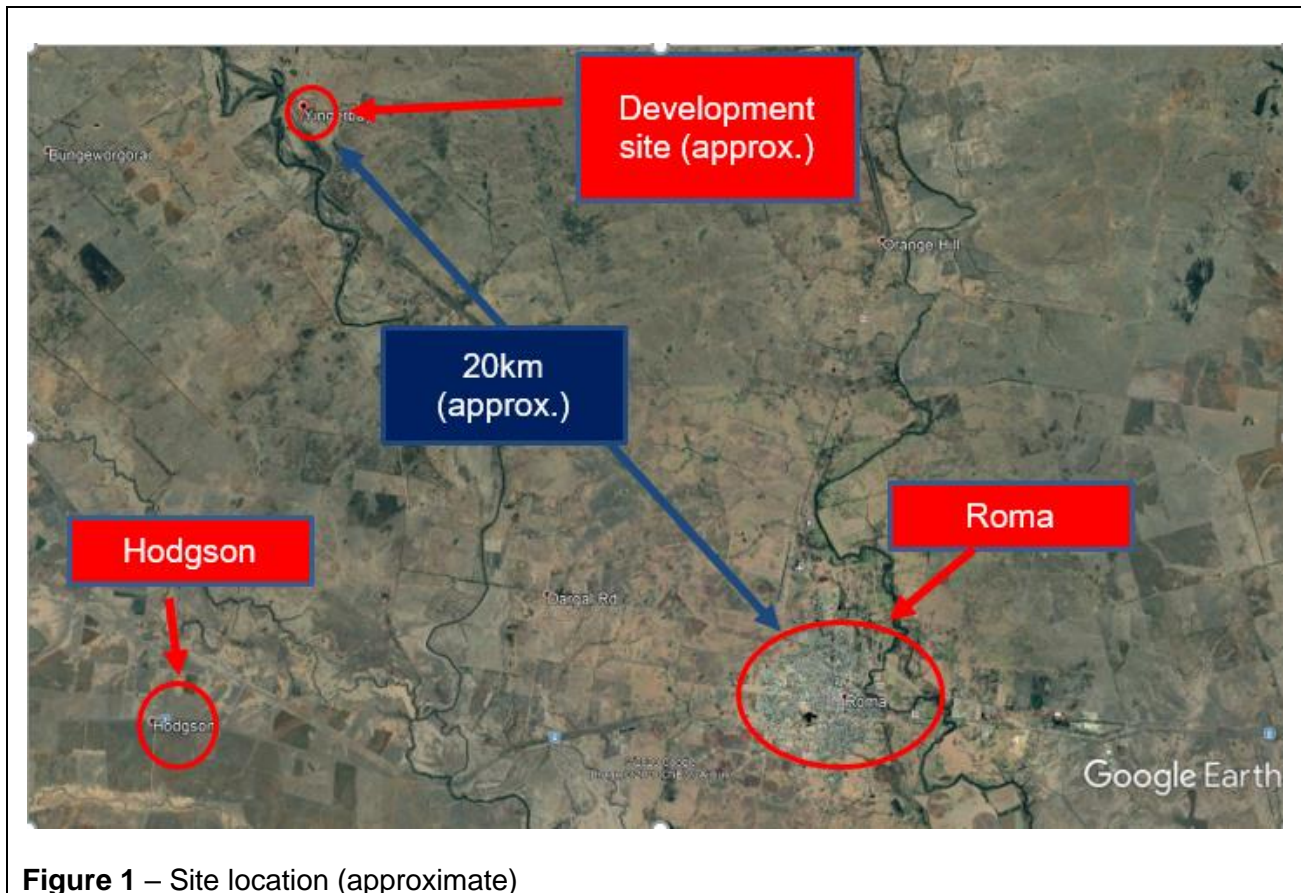


Figure 1 – Site location (approximate)

The application does not seek to replace the existing approval. The purpose of this application is to provide for the expansion of existing on-site activities to allow additional waste streams to be accepted and treated at the premises. The additional waste streams include green waste, grease trap waste, wash bay waste and biosolids.

Additional waste streams are proposed to be treated in 24 intermodal bio-containers (similar to shipping containers in appearance). The new waste streams accepted at the site will be stored in tanks, before being mixed with a carbon source (woodchip) in a specially designed covered mixer. The mixed product will then be placed inside the intermodal bio-containers. This type of system is intended to expedite the conditioning process, result in a more consistent end product and control potential nuisance, such as odour and pathogens. It will also assist with leachate management.

Most of the end product will be reused on site in the parallel grazing operation to improve agricultural output, soil quality and ecological activity. Treated waste used in the grazing

operation is intended to increase Garlos ability to grow fodder crops to assist in stock feeding and drought mitigation. Green waste/unpalatable woody weeds not suitable for livestock, will be used as biomass.

A site plan showing the proposed operation layout, including additional composting area, is provided in Figure 3. Conditions of development approval have been recommended by assessing officers that a detailed site layout plan be submitted as part of any development approval issued by Council

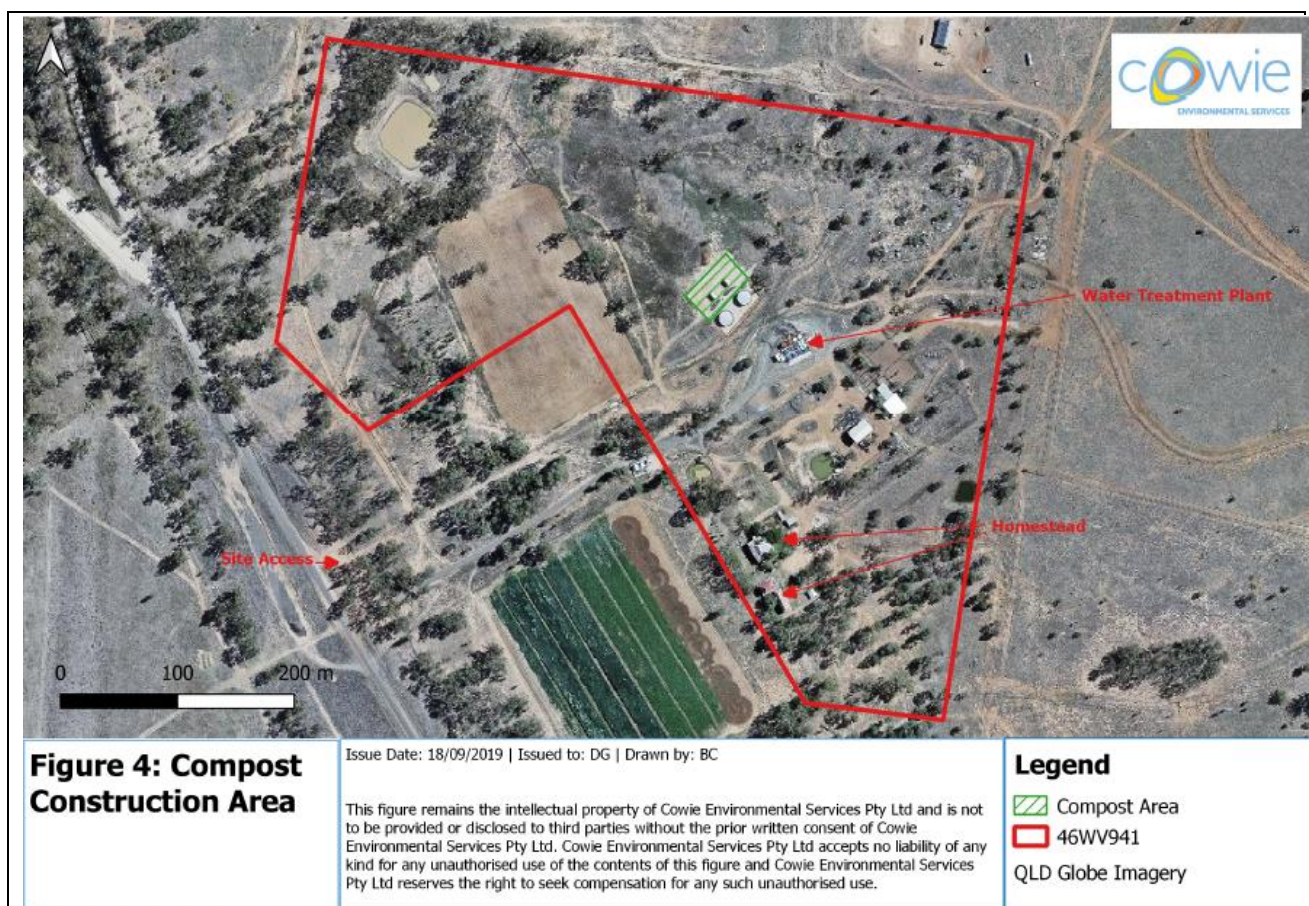


Figure 2 – Site plan

The proposal constitutes an “*other change*” as defined in the *Planning Act 2017* (being for a change that is not a minor change). The proposed use requires an amended decision notice to be issued by Council prior to the commencement of use. Provisions of the Planning Scheme make the required development application subject to impact assessment.

An impact assessment is an assessment that must be carried out against the assessment benchmarks prescribed by the *Planning Regulation 2017*, in this case being;

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

An impact assessment must also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submission about the application.

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

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

Development site

The subject premises can be generally described as;

- consisting two lots; Lot 46 on WV941 and Lot 40 on WV837. The two lots have a combined area of approximately 25 hectares;
- having a “medium impact industry” (sewerage treatment plant) operating on Lot 46 WV941. A development permit has been issued by Council (reference 2012/18039) for this activity. Access to this “sewerage treatment plant” is provided from Orallo Road via Lot 40 on WV837. A copy of the approved Site plan for the existing “sewerage treatment plant” is provided in Figure 3; and

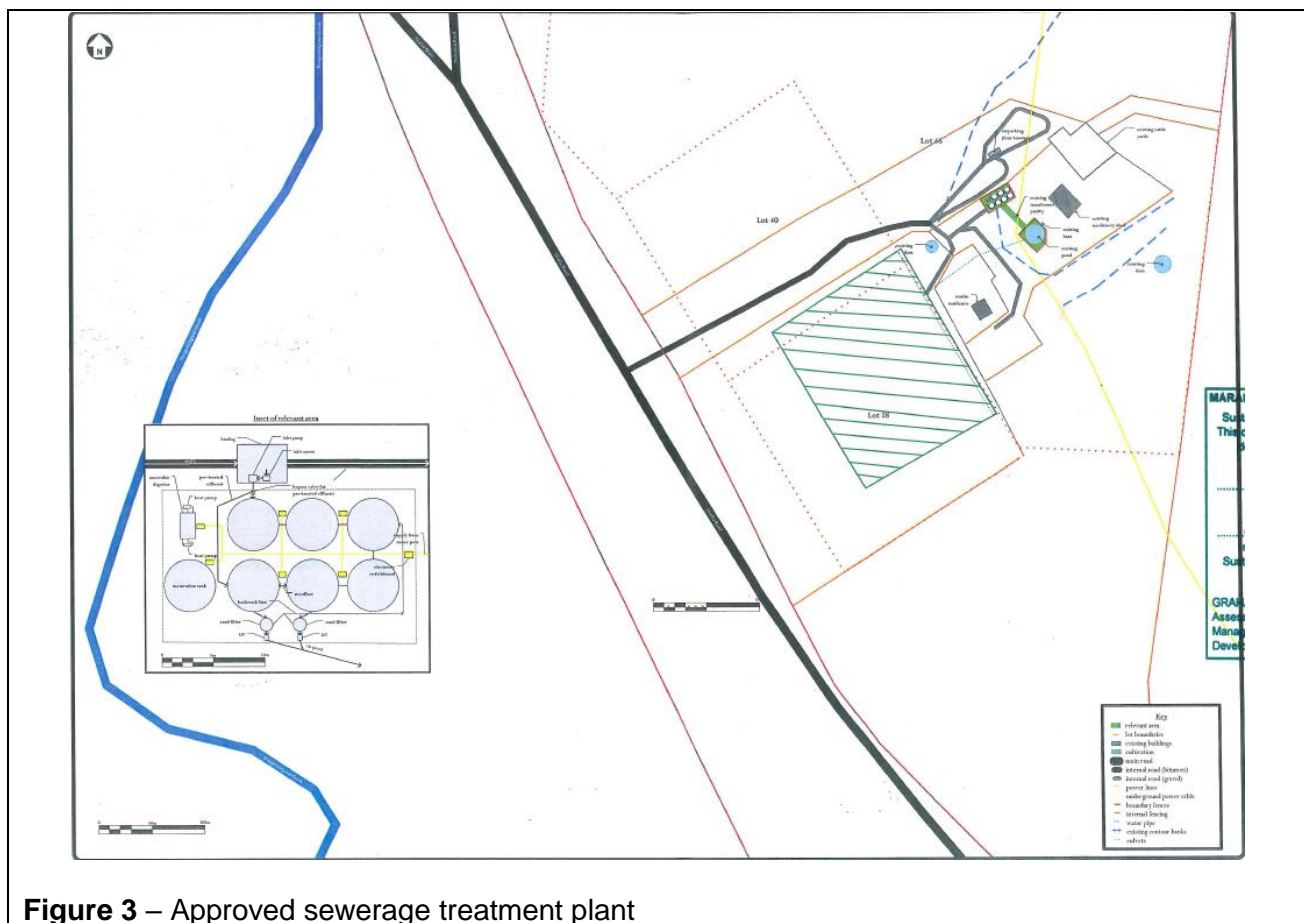


Figure 3 – Approved sewerage treatment plant

- The subject premises is zoned “Rural” in the *Maranoa Planning Scheme 2017* (see Figure 3) and is affected by the Biodiversity overlay code, the Bushfire hazard overlay code and the Agricultural land overlay code.



Figure 4 – Site zoning (site location shown approximately in Red)

Site context

The adjoining and nearby land uses (i.e. across roads) can be generally described as rural grazing land. For context, Figure 5 below shows an aerial image of the wider area.



Figure 5 – Site context map

Development proposal

- The application proposes expanding existing waste treatment facilities at the site to include composting & soil conditioning and water treatment of liquids from grease traps, wash bay waste and bio-solids.
- Treated waste will be reused on site as part of the parallel grazing operation.
- Operating hours will be restricted to 6:00am to 6:00pm Monday to Saturday (excluding public holidays).
- The existing throughput of 50,000 tonnes/litres per day will be maintained. The addition of the new waste streams will not increase existing thresholds.

Development Assessment Process

The procedural requirements set out by the *Development Assessment Rules* to enable Council to make a decision on this application have been fulfilled, including;

- the applicant submitted an application for an 'other change' on 28 January 2020;
- Council, as assessment manager, issued a Confirmation Notice 28 January 2020;
- Council issued an information request on 11 February 2020;
- The applicant provided a response to Council's information request on 29 March 2020; and
- The applicant carried out public notification between 11 May 2020 and 29 May 2020 for no less than 15 business days.

Assessment Benchmarks

The Darling Downs Regional Plan

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

The intent of the Darling Downs Regional Plan is to provide direction to resolve competing State interests relating to the agricultural and resources sectors, and to enable the growth potential of the region's towns. It seeks to maximise opportunities for co-existence of resources and agricultural land uses.

The proposed development maintains the intent of the Darling Downs Regional Plan because it will promote resource activities without compromising viable agricultural land. The development footprint is located outside of the Priority Agricultural Area identified in the Darling Downs Regional Plan.

The State Planning Policy

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

The Maranoa Planning Scheme 2017

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

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
 - Part 6.2.1 Rural zone code
- Part 8 Overlays
 - Part 8.2.1 Agricultural land overlay code
 - Part 8.2.3 Biodiversity areas overlay code
 - Part 8.2.6 Bushfire hazard overlay code

Part 3 – Strategic framework

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

The Strategic framework is structured in the following way;

The Maranoa region including:

- (i) the region and the Darling Downs Regional Plan;

- (ii) the region and the Maranoa Community Plan 2020

The themes and key policies:

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

An assessment of the proposed development against the applicable key aspects of the Darling Downs Regional Plan, Maranoa Community Plan and Strategic framework of the Maranoa Planning Scheme is provided in the table below;

Policy Direction	Response
Darling Downs Regional Plan	The proposed development maintains the intent of the Darling Downs Regional Plan because it is for an industrial activities that can support both the resources sector and agricultural sector.
Maranoa Community Plan 2020	The proposed development supports the principles of the Maranoa Community Plan 2020 because; <ul style="list-style-type: none"> • potential impacts can be mitigated through operational practices and development conditions.
The themes and key policies	The proposed development is consistent with the applicable themes and key policies of the Strategic framework because it; <ul style="list-style-type: none"> • is easily accessible and utilises existing resources and infrastructure; • is located outside of flood hazard areas; and • will not prejudice or compete with agricultural uses, retail and commercial uses in traditional centres, and will support resource and agricultural activities.

Part 4 - Local Government Infrastructure Plan

The Maranoa Regional Council Local Government Infrastructure Plan (LGIP) was adopted by Council in 2018. The purpose of the LGIP is to:

- (a) integrate infrastructure planning with the land use planning identified in the planning scheme;
- (b) provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
- (c) enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;
- (d) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
- (e) provide a basis for the imposition of conditions about infrastructure on development approvals.

The proposed development is not located within Council's Priority Infrastructure Area nor is it serviced by Council's trunk infrastructure networks. The development does not propose extending any of Council's infrastructure networks nor is it considered necessary, practical or reasonable to require infrastructure upgrades to Council infrastructure networks to service the development.

Part 5 - Tables of assessment

The Tables of Assessment identify the category of development and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment identify the level of assessment for the proposed use in the proposed location as "Impact assessment".

Part 6 - Zones

Zones organise the planning scheme area in a way that facilitates the location of preferred or acceptable land uses. The premises is located in the Rural Zone.

Part 6.2.1 - Rural zone code

The purpose of the Rural zone is to:

- (a) provide for a wide range of rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping, extractive industry, special industry (explosives manufacturing and storage) and other primary production activities on large lots without affecting urban areas;
- (b) provide opportunities for non-rural uses that are compatible with agriculture, the energy sector, the environment, and the landscape character of the rural area where they do not compromise the long-term use of the land for rural purposes;
- (c) protect or manage significant natural features, resources, cropping land, and processes, including the capacity for primary production;

- (d) ensure primary production is maintained by protecting the productive capacity of all rural land. This includes protecting rural land from alienation and fragmentation that may lead to loss in productivity.
- (e) ensure that development in the zone protects and enhances transport infrastructure; and,
- (f) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment.

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

- areas for use for primary production are conserved and are not fragmented;
- the establishment of a wide range of rural pursuits is facilitated, including cropping, intensive horticulture, intensive animal industries, animal husbandry and animal keeping and other compatible primary production uses, ensuring that land use and amenity impacts are minimised at sensitive receptors;
- development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;
- development is reflective of and responsive to the environmental constraints of the land;
- development embraces sustainable land management practices and contributes to the amenity and landscape of the area;
- residential and other development is appropriate only where directly associated with the rural nature of the zone;
- the establishment of outdoor recreation and small-scale tourism facilities in suitable locations is facilitated only where they do not compromise the use of the land for rural activities;
- the establishment of outdoor recreation and small-scale tourism facilities in suitable locations is facilitated in a manner that minimises land use conflicts;
- natural features such as creeks, gullies, waterways, wetlands and bushland are retained, managed, enhanced and separated from adjacent development where possible;
- there is no net loss or degradation of natural wetlands for the life of the planning scheme;
- adverse impacts of land use both on-site and from adjoining areas are addressed and any unavoidable impacts are minimised through location, design, operation and management;
- visual impacts of clearing, building design and construction, materials, access ways and other aspects of development and land use are consistent with the zone purpose;
- the viability of both existing and future rural uses and activities are protected from the intrusion of incompatible uses and development impacts on cropping land are managed to preserve the productive capacity of the land for future generations;
- land which is susceptible to flooding or drainage problems, including difficulties associated with high ground water tables is protected from urban or inappropriate uses;
- rural land use is reflective of the surrounding character of the area;

- low-impact activities such as small-scale eco-tourism, outdoor recreation, and service industry are encouraged within the zone where they do not compromise the long-term use of the land for agricultural purposes; and,
- development such as non-resident workforce accommodation to service the energy sector is catered for only on a short term basis for periods not exceeding two years.

The proposed development complies with the Purpose and Overall Outcomes of the Rural zone because;

- by implementing appropriate stormwater control measures it will not impact on the integrity and water quality of the Murray-Darling Basin Catchment;
- it is located significant distances (in excess of 2km) from the nearest sensitive receptors, ensuring that land use and amenity impacts are minimised;
- adverse impacts of the proposed development both on-site and from adjoining areas can be addressed and minimised through design, operation and management, and development conditions; and
- there is no net loss or degradation of natural wetlands

Assessment against the design criteria of the Rural Zone code is provided in the table below.

<i>THE RURAL ZONE CODE</i>	
for all the Rural zone:	
Performance outcomes	Acceptable outcomes
<i>PLANNING</i>	
<i>Use, density and built form</i>	
<i>Agricultural land classification – in addition, refer to the Agricultural land overlay code where mapped in the SPP mapping as Class A or Class B Agricultural land.</i>	

<p>PO 1 Scale</p> <p>Non-rural activities are at a scale which protects the amenity of the area.</p>	<p style="text-align: center;">✓</p> <p>The activity is for a non-rural activity that is at a scale which protects the amenity of the area because;</p> <ul style="list-style-type: none"> adequate separation distances can be provided between the development footprint and nearby sensitive receptors; and should Council approve the application, conditions of development approval will restrict operating hours; and should Council approve the application, conditions of development approval will require that measures are implemented to avoid nuisance to surrounding and nearby land uses including restricting operating hours and putting into place management practices to avoid nuisance.
<p>PO 2 Location</p> <p>Non-rural activities must be located where there is convenient access unless the development is for an Extractive Industry (whose location is dependent on the resource) in which case appropriate access will be developed.</p> <p>Uses other than <i>Rural activities</i> or <i>Dwelling house</i> are located so as:</p> <ol style="list-style-type: none"> not to prejudice the consolidation of like non-rural uses in other more appropriate areas; to be co-located with other non-rural uses wherever possible; to be located on the major road network rather than local roads. <p><small>Note: non-rural uses are any uses that are not associated with Rural activities or a Dwelling house.</small></p>	<p style="text-align: center;">✓</p> <p>The development is appropriately located because it is co-located with an existing waste treatment facility.</p>
<p>PO 3 Density and site coverage.</p> <p>The density of <i>Accommodation activities</i> does not impact adversely on the rural amenity or rural activities of the zone.</p>	<p>N/A - This application does not involve <i>Accommodation activities</i>.</p>
<p>PO 4 Setbacks</p> <p>Building setbacks:</p> <ol style="list-style-type: none"> assist in enhancing the character and amenity of the area; are appropriate to the scale of the development; are sufficient to minimise loss of 	<p>N/A – This application does not involve any new buildings.</p>

privacy, overshadowing and overlooking of adjoining premises; and (d) provide adequate separation and buffering between residential and non-residential premises.	
PO 5 Separation <i>Rural activities</i> are sufficiently separated from any existing or planned residential or rural residential area or other <i>sensitive land use</i> to avoid any adverse impacts with regard to noise, dust, odour, visual impact, traffic generation, lighting, radiation or other emissions or contaminants. Note: Sensitive land uses are defined in the State Planning Policy.	N/A – This application does not involve “ <i>Rural activities</i> ”
PO 6 Outbuildings Rural amenity is to be maintained.	N/A – The application does not involve “ <i>Outbuildings</i> ”.
PO 7 Important agricultural areas Important agricultural areas are optimised for the promotion and enabling of increased agricultural production.	N/A - The subject premises is not identified on SPP Mapping as containing <i>important agricultural areas</i> .
PO 8 ALC Class A and Class B agricultural land Avoid locating non-agricultural development on or adjacent to ALC Class A or Class B land.	✓ <ul style="list-style-type: none"> The development is relatively minor in scale and will not compromise the balance of the premises from being used for agricultural pursuits; and Waste treated on site will be used in the parallel grazing operation to improve agricultural productivity.
PO 9 Sensitive land Rural land uses are “protected from encroaching incompatible land uses”.	✓ The proposed waste treatment areas will be located within areas already used for waste treatment activities on the site.
Amenity	
<i>Advertising signs – refer to the Operational works advertising devices code</i>	
<i>Heritage places – in addition, refer to the Heritage overlay code</i> where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
PO 10 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non-indigenous cultural heritage.	✓ <ul style="list-style-type: none"> The site is not identified on SPP mapping as containing cultural heritage; Should Council approve the application, it is recommended that the decision notice includes general advice that the operator implement reasonable measures to ensure the Cultural Heritage Duty of Care Guidelines are met; and Conditions of development approval will require that a site based

	management plan including cultural heritage management be prepared and implemented.
<i>Avoiding nuisance</i>	
PO 11 Operating Hours Uses are operated in a manner that ensures that local amenity is protected.	<p style="text-align: center;">✓</p> <p>The use will be operated in a manner that ensures that local amenity is protected because;</p> <ul style="list-style-type: none"> operations will be restricted to between 6:00am to 6:00pm Monday to Saturday. Operations will not be permitted on Sundays or public holidays.
PO 12 Noise emissions Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.	<p style="text-align: center;">✓</p> <p>Noise emissions from the premises will not cause nuisance to adjoining properties or sensitive land uses because:</p> <ul style="list-style-type: none"> The property of the nearest sensitive receptor is owned by Mr and Mrs Garland, who are also the owner of the parcels of land that are subject to this application. Mr and Mrs Garland have given consent to the making of this application and have not objected to the application; The next nearest receptor is located over 2km from the waste treatment facility; and Should Council resolve to approve the application, conditions of development approval can be imposed to mitigate potential impacts from the development, including potential noise impacts.
PO 13 Lighting Lighting is designed in a manner to ensure ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	<p style="text-align: center;">✓</p> <p>Should Council approve the application, recommended conditions of development approval will require that any lighting from the site does not exceed 8.0 lux at 1.5 metres from beyond the site boundary.</p>
PO 14 Refuse storage Refuse storage areas are screened from the road and adjoining uses.	<p style="text-align: center;">✓</p> <p>Should Council approve the application, recommended conditions of development approval can be imposed to require that all refuse storage containers be maintained in a clean and tidy state at all times while the use continues, and shall be emptied and the waste removed from the site on a regular basis.</p>

ENGINEERING	
<i>Earthworks – refer to the Excavation or filling code</i>	
<i>Infrastructure – refer to the Operational works infrastructure code</i>	
Erosion control	
PO 15 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	✓ Should Council approve the application, conditions of development approval can be imposed to require erosion control and silt collection measures to be undertaken in accordance with <i>the Capricorn Municipal Development Guidelines</i> D7 'Erosion Control and Stormwater Management'.
Provision of services	
PO 16 Electricity supply Premises are provided with an adequate supply of electricity for the activity.	✓ The premises will be provided with an adequate supply of electricity for the approved activity because; <ul style="list-style-type: none"> Should Council approve the development, conditions of development approval will require that an adequate supply of electricity be achieved through either efficient design, alternative energy technologies, portable generators or a connection to the reticulated electricity network.
PO 17 Water supply To ensure the provision of a potable and fire-fighting water supply: <ul style="list-style-type: none"> (a) premises are provided with a supply and volume of water adequate for the activity; and (b) access is maintained to the supply for fire-fighting purposes; and (c) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes 	✓ The premises will be provided with an adequate supply of water for firefighting purposes because; <ul style="list-style-type: none"> should Council approve the development, conditions of development will require that sufficient on-site water supply is available for the proposed activity and that this is demonstrated through the preparation and implementation of a bushfire management plan.
PO 18 Effluent disposal To ensure that public health and environmental values are preserved: <ul style="list-style-type: none"> (a) all premises provide for the effective treatment and disposal of effluent and other waste water; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes. 	✓ The premises are currently provided with an effective effluent disposal system.
Stormwater and drainage	

<p>PO 19 Stormwater and inter-allotment drainage</p> <p>Stormwater is collected and discharged so as to:</p> <ul style="list-style-type: none"> (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; and, (c) protect and maintain environmental values. 	<p style="text-align: center;">✓</p> <p>Stormwater will be collected and discharged so as to protect the stability of buildings and the use of adjacent land and prevent water-logging of nearby land because;</p> <ul style="list-style-type: none"> • should Council approve the development, conditions of development approval will require that stormwater from the development site is managed in accordance with the Capricorn Municipal Development Guidelines D5 'Stormwater Drainage Design'.
Roads and Rail	
<p><i>Infrastructure – refer to the Infrastructure overlay code for development in the proximity of, or potentially affecting State infrastructure.</i></p>	
<p>PO 20 Protection of State controlled roads</p> <p>Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.</p>	<p>N/A – the site does not gain access to a State controlled road.</p>
<p>PO 21 Roads</p> <p>An all-weather road is provided between the premises and the existing road network.</p>	<p style="text-align: center;">✓</p> <p>The site has existing access to an all-weather road.</p>
Access, parking and manoeuvring	
<p>PO 22 Vehicle access</p> <p>Vehicle access is provided to a standard appropriate for the activity and the zone.</p>	<p style="text-align: center;">✓</p> <p>The activity will continue to use the existing access.</p>
<p>PO 23 Parking and manoeuvring</p> <p>Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.</p>	<p style="text-align: center;">✓</p> <p>Vehicle parking and service vehicle provision will be adequate for the activity because;</p> <ul style="list-style-type: none"> • Should Council approve the development, conditions of development approval will require that parking is also provided within the development site area as part of the submission of additional plans.
ENVIRONMENTAL	
<p><i>Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.</i></p>	
<p>PO 24 Air emissions</p> <p>Air emissions including odour from premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.</p>	<p style="text-align: center;">✓</p> <p>Air emissions including odour from the premises will not cause environmental harm or nuisance to adjoining properties or sensitive land uses because;</p> <ul style="list-style-type: none"> • The nearest sensitive receptor (aside from the house of the owner of the subject premises) is over 2km away;

	<p>and</p> <ul style="list-style-type: none"> • should Council approve the application, conditions of development approval will require that no nuisance is caused to adjoining properties or nearby sensitive receptors by way of air emissions.
<p>PO 25 Energy use</p> <p>Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.</p>	<p>✓</p> <p>Alternative energy generation will be encouraged through conditions of development approval.</p>
<p>PO 26 Vegetation retention</p> <p>Development retains vegetation not mapped as MSES where it is:</p> <ul style="list-style-type: none"> • adjacent to water courses and protecting water quality (riparian); • protecting an identified habitat; or • minimising soil erosion. 	<p>✓</p> <p>The development will be contained within the footprint of the existing waste treatment facility on the site. The developer will be responsible for gaining any permits and/or licences that may be required by the relevant regulatory authorities for the removal of any vegetation outside of the development operational areas.</p>
<p>PO 27 Pests</p> <p>Development avoids the introduction of non-native pest species (plant or animal), that pose a risk to ecological integrity.</p>	<p>✓</p> <p>The development will avoid the introduction of non-native pest species (plant or animal), that pose a risk to ecological integrity because;</p> <ul style="list-style-type: none"> • should Council approve the development, conditions of development approval will require that a Site Based Management Plan be prepared by an appropriately qualified person taking into account all existing and approved operations on the site and addressing the risk of spread of Priority Pest Plants.
<p>PO 28 Watercourse buffers</p> <p>Development ensures the maintenance of riparian areas and water quality including protection from off-site transfer of sediment.</p>	<p>N/A - the development is not located within 10m of the high bank of a watercourse.</p>
<p>PO 29 Watercourse integrity</p> <p>Bank stability, channel integrity and in-stream habitat is protected from degradation and maintained or improved at a standard commensurate with pre-development environmental conditions.</p> <p>Development ensures that the natural surface water and groundwater hydrologic regimes of watercourses and associated buffers are maintained to the greatest extent possible.</p>	<p>✓</p> <p>Should Council approve the development, conditions of development approval can be imposed to mitigate potential impacts from the use, including potential impacts on groundwater.</p>
PO 30 Water quality	✓

<p>The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for:</p> <ul style="list-style-type: none"> (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners. 	<p>The standard of effluent and/or stormwater runoff from premises will ensure the quality of surface water because;</p> <ul style="list-style-type: none"> • should the development be approved, conditions of development approval will require adequate measures are implemented to ensure that runoff from the premises maintains the quality of surface water; and • conditions of approval will require that a stormwater management plan is prepared and implemented.
<p>PO 31 Sloping land</p> <p>Development is undertaken to ensure:</p> <ul style="list-style-type: none"> (a) vulnerability to landslip erosion and land degradation is minimised; and (b) that the safety of persons and property is not compromised. 	<p style="text-align: center;">✓</p> <p>Should the development be approved, conditions of development approval can be imposed to ensure operations are carried out to prevent landslip, erosion and land degradation, and that the safety of persons and property is not compromised.</p>

Part 8.2.1 - Agricultural Land overlay code

The purpose of the Agricultural land overlay code is to ensure that agricultural land is protected from development that leads to its alienation, fragmentation or diminished productivity.

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

- that the ongoing productive use of Agricultural Land Classification (ALC) Class A and Class B land for agricultural purposes is maintained and protected by ensuring that:-
 - ALC Class A and Class B land is only used for appropriate rural and complementary uses;
 - conflict between farming activities and sensitive land uses is avoided;
 - further fragmentation of ALC Class A and Class B land as a result of reconfiguring a lot is avoided; and
 - development avoids adverse impacts on ALC Class A and Class B land from land degradation and stormwater run-off.

The proposed development complies with the Purpose and Overall Outcomes of the Agricultural Land Overlay Code because;

- the proposed development will not lead to the alienation, fragmentation or diminished productivity of any viable agricultural land.

Assessment against the design criteria of the Agricultural Land overlay code is provided in the table below.

THE AGRICULTURAL LAND OVERLAY CODE	
for agricultural land classification Class A and Class B land identified in the SPP agricultural land mapping	
Performance outcomes	Acceptable outcomes
PLANNING	
Use and density	
<p>PO 1 Use</p> <p>Development on ALC Class A and Class B land is limited to:-</p> <ul style="list-style-type: none"> (a) rural uses that make use of and rely upon the quality of the agricultural land resource; (b) complementary uses that are essential to on-site farming practice. 	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> • Treated waste will be used to complement on-site farming practices; and • The area of the site used for the treatment of the waste accepted at the premises is relatively minor (being less than 5% of the site) and will not prejudice the balance of the site being used for agricultural pursuits.
<p>PO 2 Separation – residential uses</p> <p>Development for residential activities and other sensitive land uses does not adversely impact on the ongoing operational efficiency and productive agricultural use of ALC Class A and Class B land.</p> <p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	N/A - the proposed development is not for residential uses.
<p>PO 3 Fragmentation - subdivision</p> <p>Reconfiguring a lot involving ALC Class A and Class B land does not result in lot sizes or lot configurations that lead to:-</p> <ul style="list-style-type: none"> (a) fragmentation of rural land and loss of land for viable rural production; (b) proposed lots intended for general residential or rural residential use; (c) loss of flexibility in the way landholdings are used for agricultural production. 	N/A - the proposal is not for a reconfiguration of a lot.
<p>PO4 Fragmentation – boundary realignment</p> <p>The boundaries of existing lots containing ALC Class A and Class B land are not rearranged, unless it can be demonstrated that a rearrangement of lot boundaries would:-</p> <ul style="list-style-type: none"> (a) aggregate ALC Class A and Class B land resources and maximise the utility of the land for agricultural purposes; (b) provide for better land management; and (c) not give rise to, or worsen, land use conflicts between agricultural and 	N/A – the proposed development is not for a boundary realignment.

residential land uses.	
ENGINEERING	
Stormwater and Drainage	
PO5 Stormwater and Drainage Development for non-agricultural purposes is located, designed and constructed to minimise the impact of sediment and stormwater run-off on ALC Class A and Class B land.	N/A – the proposed development will not involve the reconfiguration of a lot.

Part 8.2.3 Biodiversity areas overlay code

The purpose of the Biodiversity areas overlay code is to ensure that:-

- areas of environmental significance are protected;
- ecological connectivity is maintained or improved, habitat extent is maintained or enhanced and degraded areas are rehabilitated;
- wetlands and watercourses are protected, maintained, rehabilitated and enhanced.

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

- development conserves and enhances the Maranoa region's biodiversity values and associated ecosystems;
- development protects and establishes appropriate buffers to native vegetation and significant fauna habitat;
- development protects known populations and the supporting habitat of:-
 - (a) endangered, vulnerable and near threatened flora and fauna species, as listed in the (State) *Nature Conservation Act 1992*, *Nature Conservation (Wildlife) Regulation 2006*;
 - (b) threatened species and ecological communities as listed in the (Commonwealth) *Environment Protection and Biodiversity Conservation Act 1999*;
- development protects environmental values and achieves the prescribed water quality objectives for waterways and wetlands in accordance with the Environmental Protection Policy (Water) 2009;
- development protects and enhances ecological values and processes within watercourses and wetlands; and
- development provides effective buffering and maintains the physical extent of watercourses and wetlands.

The proposed development complies with the Purpose and Overall Outcomes of the Biodiversity Area Overlay Code because;

- areas of environmental significance will be protected;
- ecological connectivity will be maintained and degraded areas will be progressively rehabilitated;
- wetlands and watercourses will not be impacted.

Assessment against the design criteria of the Biodiversity Areas Overlay Code is provided in the table below.

THE BIODIVERSITY AREAS OVERLAY CODE	
for areas identified in the SPP Biodiversity mapping	
Performance outcomes	Acceptable outcomes
ENVIRONMENTAL	
PO 1 Biodiversity (a) Development is located in areas that avoid significant adverse impacts on matters of State environmental significance; (b) facilitates the protection and enhancement of matters of State environmental significance; and, (c) preserves or enhances ecological connectivity.	Areas used in the treatment of waste provide significant separation distances (in excess of 100 metres) from areas of State environmental significance on the site.
PO 2 Protected environment Development retains environments and vegetation described as matters of State environmental significance (MSES), protected under the following legislation: <ul style="list-style-type: none"> • <i>Nature Conservation Act 1992</i> • <i>Fisheries Act 1994</i> • <i>Environmental Protection Act 1994</i> • <i>Vegetation Management Act 1999</i> • <i>Environmental Offsets Act 2014.</i> 	Areas used in the treatment of waste provide significant separation distances (in excess of 100 metres) from areas of State environmental significance on the site.
Watercourses and wetlands	
PO3 Wetland buffers An adequate buffer to wetlands is provided and maintained to assist in the maintenance of water quality, existing hydrological characteristics, habitat and visual amenity values.	N/A - The premises does not contain wetlands.
PO4 Watercourses Development:- <ul style="list-style-type: none"> (a) retains, enhances and maintains the environmental values and functioning of watercourses; (b) provides and maintains adequate vegetated buffers and setbacks to watercourses; (c) maintains and restores connectivity between aquatic habitats and access for fish along watercourses/waterways and into key habitats. 	Areas used in the treatment of waste provide significant separation distances (in excess of 100 metres) from areas of State environmental significance on the site.
Vegetation Retention	
PO 5 Vegetation corridors Existing ecological corridors are protected and where possible enhanced, and have dimensions and characteristics that will:- <ul style="list-style-type: none"> (a) effectively link habitats on and/or adjacent to the development site; (b) facilitate the effective movement of 	Areas used in the treatment of waste provide significant separation distances (in excess of 100 metres) from areas of State environmental significance on the site.

terrestrial or aquatic fauna using the development site as habitat.	
PO 6 Habitat Development protects the habitat of endangered, vulnerable and near threatened species and local species of significance.	N/A – the site does not contain areas mapped as wildlife habitat on the State Planning Policy mapping nor is there any mapped adjacent to the site.

Part 8.2.6 Bushfire hazard overlay code

The purpose of the Bushfire hazard overlay code is to ensure that development avoids or mitigates the potential adverse impacts of bushfire on people, property, economic activity and the environment.

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

- development in areas at risk from bushfire hazard is compatible with the nature of the hazard;
- the risk to people, property and the natural environment from bushfire hazard is minimised;
- wherever practical, community infrastructure essential to the health, safe wellbeing of the community is located and designed to function effectively during and immediately after a bushfire event;
- development does not result in a material increase in the extent or severity of bushfire hazard;
- the loss of vegetation through inappropriately located development is minimised;
- development is sited and designed to assist emergency services in responding to any bushfire threat.

The proposed development complies with the Purpose and Overall Outcomes of the Bushfire Code because;

- the risk to people, property and the natural environment from bushfire hazard can be reduced through the preparation and implementation of a bushfire hazard management plan.

Assessment against the design criteria of the Bushfire Hazard Overlay Code is provided in the table below.

<i>THE BUSHFIRE HAZARD OVERLAY CODE</i>	
for areas subject to bushfire hazard as identified in the SPP bushfire hazard mapping	
Performance outcomes	Acceptable outcomes
<i>PLANNING</i>	
<i>Siting and density</i>	

<p>PO 1 Density</p> <p>Development maintains the safety of people and property from the adverse impacts of bushfire by avoiding a higher concentration of people living or congregating in bushfire hazard areas.</p>	<p>The proposed development will maintain the safety of people and property from the adverse impacts of bushfire because;</p> <ul style="list-style-type: none"> conditions of development approval will require that a bushfire hazard management plan, having regard to the site characteristics and management procedures in the event of a bushfire, shall be prepared prior to the commencement of use.
<p>PO 2 Lot design</p> <p>The lot layout of new development is designed to:-</p> <ul style="list-style-type: none"> (a) mitigate any potential bushfire hazard; (b) provide safe building sites. 	<p>N/A - No new lots are proposed.</p>
ENGINEERING	
Provision of Services	
<p>PO 3 Water supply</p> <p>Dwellings are provided with an adequate water supply for fire fighting purposes which is reliable, safely located and freely accessible.</p>	<p>N/A – No new dwellings are proposed.</p>
Roads	
<p>PO 4 Firefighting and escape routes</p> <p>Where development involves provision of a new public or private road, the layout, design and construction of the road:-</p> <ul style="list-style-type: none"> (a) allows easy and safe movement away from any encroaching fire; (b) allows easy and safe access for fire fighting and other emergency vehicles; and, (c) provides for alternative safe access and evacuation routes should access in one direction be blocked in the event of a fire. 	<p>N/A – The development does not include the construction of any roads.</p>
<p>PO 5 Firebreaks</p> <p>Fire breaking trails are located, designed and constructed to prevent the spread of fire by:-</p> <ul style="list-style-type: none"> (a) ensuring adequate access for fire fighting and other emergency vehicles; (b) provides for alternative safe access and evacuation routes for both residents and emergency personnel should access in one direction be blocked in the event of a fire. (c) providing for the separation of developed areas and adjacent high or very high bushfire hazard areas. 	<p>N/A – Not required</p>
SAFETY AND RESILIENCE TO HAZARDS	

<p>PO 6 Bushfire hazard mitigation plan Bushfire mitigation measures are adequate for the potential bushfire hazard level of the site, having regard to the following:-</p> <ul style="list-style-type: none"> (a) vegetation type; (b) slope; (c) aspect; (d) on-site and off-site bushfire hazard implications of the particular development; (e) bushfire history; (f) conservation values of the site; (g) ongoing maintenance. <p>Note—where a bushfire hazard assessment and management plan has previously been approved for the development proposed on the site (e.g. as part of a prior approval), design of the proposed development in accordance with that plan shall be taken as achieving compliance with this performance outcome of the code.</p>	<p>Conditions of development approval will require that a bushfire hazard management plan, having regard to the site characteristics and management procedures in the event of a bushfire, shall be prepared prior to the commencement of use.</p>
<p>PO 7 Community infrastructure Community infrastructure is able to function effectively during and immediately after bushfire events.</p>	<p>N/A – the proposed development is not for “Community infrastructure.”</p>
<p>PO 8 Hazardous substances Public safety and the environment are not adversely affected by the detrimental impacts of bushfire on hazardous materials either manufactured or stored in bulk.</p>	<p>Conditions of development approval will require that a bushfire hazard management plan be prepared, including procedures for the storage and manufacture of any hazardous material, prior to the commencement of use.</p>

Assessment Summary

It is considered that on balance, the proposal presents no significant conflict with the applicable assessment benchmarks prescribed by the *Planning Act 2016*, and any perceived conflict can be addressed through conditions of development approval.

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 25 June 2020

Item Number: 13.2

File Number: D20/60801

SUBJECT HEADING: Delegation of authority to execute water agreements from community water facilities.

Classification: Open Access

Officer's Title: Rural Land Services & Funding Officer / Team Coordinator

Executive Summary:

Council owns and operates a number of water facilities and community bores that are accessed by residents and landholders for the supply of water. These agreements are subject to renewal or re issue pending the sale of land or change in ownership name and are to be signed by applicant and Council.

This report requests approval for the Chief Executive Officer to execute these agreements for and on behalf of Council as its delegate.

Officer's Recommendation:

That Council:

1. Delegate the authority to the Chief Executive Officer to execute 'Offtake Agreements' for excess water available from Council owned water facilities that do not form part of the urban water supply scheme, or are managed in accordance with the Stock Route Management Act 2002; and
2. Waive the water agreement fee for 'not-for-profit community organisations' for the purpose of drawing water under a "Standard Offtake" agreement.

Individuals or Organisations to which the report applies:

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

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

Offtake Holders – nearby landholders and residents who wish to access water from a council owned water facility seek to benefit by being able to access water from these facilities.

Community groups accessing water from these facilities – Community groups accessing water from these facilities will benefit by having access to water free of charge to allow them to conduct their activities, including beautification of the grounds, if required.

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
Offtake Agreement	An agreement allowing a party to take water from a water facility for domestic or livestock usage

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

Council manages a number of water facilities across the region and provides nearby landholders and residents to access water from these facilities by way of an offtake agreement. This report is coming before council requesting authority be granted to the Chief Executive Officer to execute these agreements for and on behalf of Council.

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

(Succinct overview of the relevant facts, without interpretation)

Council operates a number of water facilities across the region that are accessed by nearby landholders and residents for the supply of water. These facilities include:

- Hodgson Community Bore
- Bargunyah (Bollon road) camp bore
- Mitchell Saleyards bore

Council also operates 4 water bores constructed as part of the "Watering the Maranoa" project being:

- Teelba Community Bore
- Begonia Community Bore
- Noonga Community Bore
- Eumamurrin Community Bore.

Approval for offtakes from these bores was given by resolution of council at its General meeting of 23 October 2019. While the resolution (shown below) did provide the authority to the Chief Executive Officer to authorise these offtake agreements, the resolution specifically stated the 4 bores constructed as part of the "Watering the Maranoa" project. The resolution is shown below:

Resolution No. GM/10.2019/01**Moved Cr Newman****Seconded Cr Chandler****That Council:**

1. Authorise the Chief Executive Officer to enter into water offtake agreements with interested applicants for the taking of 'excess water only' at the estimated below rate, from any one of the following Council owned, operated and managed water facility outside of the urban water

supply area.

Bore	Max flow rate from the bore pump (litres per second)	Flow rate required for higher purposes (litres per second)	Excess flow rate (litres per second)	Number of Expressions of Interest	Flow rate available per landholder Expressions of Interest (litres per second)
Eumamurrin	2.5	0.50	2	9	0.22
Noonga	1	0.50	0.50	4	0.125
Teelba	4.2	0.50	3.7	11	0.336
Begonia	3	0.50	2.5	10	0.25

2. Add the following fees to the 2019/20 Statutory Schedule of Fees and Charges:

- (a) “Standard offtake” from a Council owned water facility outside of the urban water supply area - \$401.65 (GST free) per annum
- (b) “High Usage offtake” from a Council owned water facility outside of the urban water supply area - \$1,204.95 (GST free) per annum

3. Waive the water agreement fee for ‘not-for-profit community organisations’ for the purpose of drawing water under the above mentioned “Standard Offtake” agreement.

CARRIED

7/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Consequently, no record of delegation to the chief executive officer to execute offtake agreements from other Council water facilities is available. Therefore, this report seeks to grant such authority to the Chief Executive Officer.

Not-for-profit community organisations, such as the Hodgson Soldiers Memorial Hall group, currently access water from the Hodgson bore free of charge. Provision of

water at no cost to this group was a condition of the funding received at the time the bore was constructed. Including this type of undertaking to similar facilities not covered by resolution GM/10.2019/01, will ensure consistency across all of these types of water facilities.

This report does not seek to delegate the authority to execute offtake agreements from Stock Route water facilities managed in accordance with the Stock Route Management Act 2002. This authority was delegated to the Chief Executive Officer in Resolution No. GM/07.2018/52.

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

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

The delegation of this authority is consistent with section 257 (1) (b) of the *Local Government Act 2002*, which states:

257 Delegation of local government powers

- (1) A local government may, by resolution, delegate a power under this Act or another Act to—
- (a) the mayor; or
 - (b) the chief executive officer; or
 - (c) a standing committee, or joint standing committee, of the local government; or
 - (d) the chairperson of a standing committee, or joint standing committee, of the local government; or
 - (e) another local government, for the purposes of a joint government activity.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council has previously approved the offtake specifications for a water facility. The Offtake Agreements seek to formally document the conditions between the council and the offtake holder to ensure compliance. The specifications are attached to this report.

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)

Erin Tompkins – discussion regarding the status of delegations to the CEO to sign Offtake Agreements.

Funding Bodies:

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

The funding for the construction of these water facilities has been obtained from a number of different sources, including Councils capital works budget and from grant funds obtained from the Local Government Grants and Subsidies Program.

Funding for the Hodgson bore was obtained from the Local Government Grants and Subsidies Program. A condition of this grant was that offtakes be made available to nearby landholders and residents.

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 water agreement offtake fee is currently set at \$401.65. this fee is calculated on a cost recovery basis to compensate for the energy usage and wear and tear on the pumping equipment that results from supplying the water to the Offtake Holder. This fee is consistent with the fee charged by DNRME for similar offtakes from a State Government owned Stock Route Water Facility.

Future Years' Budgets:

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

The fee structure associated with an offtake agreement is designed to recover the costs associated with providing the service. This should result in no increased cost to Council.

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)

Offtake holders and community groups will benefit by having access to water from a water facility that is excess to council needs

New Applicants will benefit by being able to have their water agreements executed in a timely fashion, without the need to submit a report to council seeking approval in each individual case.

Elected Representatives will benefit by a reduction in the number of reports going to council for administrative matters.

Risks:

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

Risk	Description of likelihood & consequences
NIL	N/A

Advice to Council:

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

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

These water facilities are a community asset constructed to provide water for various different reasons, including community use, roadworks construction and use by individuals. Offtake agreements allow nearby residents and landholders to use excess capacity from these facilities for their own purposes, thus improving their quality of life and the livability of their communities. In some cases, the establishment of an offtake agreement is a condition of the funding received to construct the facility in the first instance.

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 Delegate the authority to the Chief Executive Officer to execute offtake agreements from council owned water facilities, thus removing the need for a resolution of council to approve each individual agreement prior to execution.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Rural lands

Supporting Documentation:



Fact Sheet - Offtake agreements from council owned water facilities.

D19/94954

Report authorised by:

Manager - Environment, Health, Waste & Rural Land Services

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Taking of Water from the Community Water Facilities

1. Introduction

Maranoa Regional Council owns and operates a number of non potable water points at small rural and regional communities.

These facilities are located across the Maranoa region and include the following:

- Hodgson community water facility
- Eumamurrin community bore
- Noonga community bore
- Teelba community bore
- Begonia community bore
- Bargunyah (Bollon road camp) bore
- Mitchell saleyards bore

The primary purpose of these facilities varies, depending on the licence for the facility and each has a hierarchy of need. Generally, access to the water facility ranks in the following order of priority:

1. Community facilities (halls, schools, sports clubs)
2. Emergency use (firefighting, flood cleanup)
3. Travelling stock
4. Road construction
5. Offtakes by landholders

Where excess water capacity has been identified, an opportunity exists for Council to enter into private offtake agreements. These offtake agreements allow an approval to use EXCESS water not required within the order of priority.

2. What Does an Offtake Agreement Allow?

Applicants need to consider their individual needs when determining if an offtake agreement is suitable for their situation. Applicants need to consider the following:

- **Water agreements do not give guaranteed access to water.**

The agreements allow offtake holders to take excess water other than what is required to meet the higher ranked needs. Applicants need to be aware that there may be periods of time when no excess water is available (such as due to increased roadworks demand or travelling stock) and should consider the implications of periods of no, or limited, supply

- **Water agreements are not transferrable, however should the land be sold, they contain a clause offering the agreement to a new owner on the same terms.**

The agreements form an arrangement between the Landholder and Council for the supply of water, therefore, this agreement ceases to have effect once the landholder no longer owns the land. For the sake of security, Council has consented to include a clause to offer the agreement to any new purchaser under the same terms as the previous agreement.

- **Water agreement fees are a flat fee and are payable if you use water or not.**

The agreements provide approval to access water, up to an agreed amount. They are not a charge on usage, but rather a charge on access. Applicants should be aware that they will be charged the same fee if they use no water, or they use their entire allocation. Refunds or adjustments are not available to offtake holders if they do not use their full entitlement.

- **Water agreements are renewed every 5 years.**

Agreements are subject to a periodic review to ensure that the details and stakeholders in the agreement are up to date.

- **Water agreements do not guarantee supply**

Water agreements allow the offtake holder to take the nominated amount of water if it is available. If the water becomes unavailable, for example due to a failure of the facility, or it is uneconomical to repair, the agreement can simply be cancelled by giving notice in writing.

- **Water must be used for Stock, Domestic or Community Purposes only.**

Water agreements allow the offtake holder to take water for domestic supply (including the watering of a garden) the watering of livestock, or the operation of a community facility, such as a school, hall or sports club. Water must not be used for intensive agriculture (such as feedlots or piggeries) or irrigation.

3. Offtake Specification

Landholders are responsible for the supply, installation and maintenance of all fittings and hardware as specified in the "Offtake Specifications" below, and the Installation of the offtake must not occur without notice to an authorised Council representative.

Landholders will be required to give at least 2 working days notice prior to the installation of their offtake to ensure an authorised Council representative is available, as an authorised Council representative will need to inspect the offtake installation prior to the offtake being used.

Connection to the main source of supply at a community water facility must be done in consultation with the Maranoa Regional Council Rural Lands Services Team. Landholders should discuss with Council as to where they propose to connect to the facility prior to submission of an application.

Offtake Specifications:

- The sequence of fittings from the offtake must contain the following devices, in the following order of water flow:
 - Tapping band or tee piece
 - Stop cock
 - "Maric" Flow Restriction valve (or Similar) restricted to a predetermined flow rate in litres per second.
 - Water meter manufactured to Australian Standard AS 3565.1
 - Non return valve
- The stop cock, flow restriction valve, water meter and non-return valve shall be located above ground on the boundary of the landholder's property, and shall be covered by a cover to protect it from the elements that can easily be removed to allow for inspection.
- Offtake is to be connected to a closed top storage tank (Note: earthen storages, turkeys nest, dams, open top tanks are NOT PERMITTED)
- Connection must be by one (1) high pressure double acting float valve to one (1) storage tank ONLY
- All pipework and fittings shall have a pressure rating of not less than PN8 (800 Kpa) and consist of new (Not recycled) components

- The Flow restriction valve and water meter must be maintained in good working order at all times

Offtake installation must be inspected by an authorised representative of Maranoa Regional Council, prior to backfilling (prior appointment required). The landholder must produce proof of the flow rate for the flow restriction valve (eg. Copy of documentation accompanying valve, itemised on an invoice etc).

Offtake installation must not occur without the knowledge and consent of an authorised representative of Maranoa Regional Council.

Offtake holders must ensure that their offtake remains compliant with the offtake specifications at all times. Tampering with, or removal of the flow meter or flow restriction valve will result in the termination of the water agreement, and disconnection of water supply to the landholder.

Landholders must also ensure that any leaks in the landholders offtake are repaired immediately. Any leak that has been identified by Council and not repaired immediately may be repaired by Council and all costs incurred will be recovered from the landholder as a liquidated debit.

Council reserves the right to inspect any offtake to ensure the continued compliance of any offtake at any time.

4. What Does the Agreement Cover?

The offtake agreement is an approval to take a specified amount of water from a specific point at the facility.

The agreement covers:

- The operating costs of the facility
- The maintenance of the facility
- The licensing of the facility

The agreement does NOT cover:

- The cost of piping and/or pumping water from the point of offtake to the landholder's property
- Costs associated with the installation of the offtake
- Maintenance of the offtake, including the flow restriction valve and water meter
- Compensation for loss or damage as a result of interruption to supply
- Costs associated with pumping water under a High Usage offtake agreement from a solar equipped water facility

5. How much does an offtake cost?

The fee for an offtake agreement is a cost recovery fee. The fee is calculated by determining the costs associated with the supply of the water, and the depreciation of the asset. The fee also assists in funding the ongoing repairs and maintenance of the facility. The fee is generally indexed by CPI and is verified annually by resolution of Council as part of the budget process.

Water agreement fees are an access charge, not a usage charge. No additional fees are levied based on consumption, and the same fee is payable if you use all of your entitlement, or you don't use any of your entitlement.

For the 2019/2020 financial year, the fee is \$401.65 for a standard offtake, or \$1204.95 for a high usage offtake. Water offtake fees do not attract GST

6. When Can an Agreement Be Terminated?

A water agreement can be terminated in the following circumstances:

1. Both parties agree to cancel

Should, for whatever reason, both parties agree to cancel the agreement, both parties can exchange written notification **giving 90 days notice** advising that the agreement is to be cancelled. Any portion of the fees paid by the landholder remaining in advance will be refunded.

2. By one party giving notice that they wish to cancel the agreement

Should either party decide at any stage that they no longer wish to have the agreement to draw water from the facility. The party must give the other party a notice in writing giving 90 days notice that they wish to cancel the agreement. Any portion of the fees paid by the landholder remaining in advance will be refunded.

3. The supply of water diminishes

Should the water supply at a facility permanently diminish to a level that excess water is no longer available to offtake holders, Council may cancel the agreement by giving 90 days notice in writing. Any portion of the fees paid by the landholder remaining in advance will be refunded.

4. Offtake holder breaches their agreement conditions

Should the landholder commit a serious breach of the agreement (such as removing the flow restriction valve, or tampering with a water meter) the agreement may be cancelled by Council giving 14 days notice in writing.

5. The property changes ownership

If the offtake holder sells the land, the agreement ceases to have effect, however the agreement includes a clause offering the agreement to the new owner under the same terms.

6. The offtake fees are not paid

Should the water agreement fees remain outstanding for more than 30 days, Council may cancel the agreement by giving 14 days notice in writing.

7. What Happens Next?

Once your application is received, the available excess water from the facility will be assessed, and a determination made regarding the approval of the application. Factors considered when determining the entitlement include:

1. Pumping or recharge capacity of the facility
2. Expected usage by higher needs
3. Operational condition of the facility
4. Other applications for offtake agreements
5. The usage by existing offtake holders
6. Expected future demand

Generally, entitlements are determined by a division of the available excess supply divided by the number of offtake holders.

Should the application be approved, a water agreement will be produced and sent to the applicant for review. Should the applicant be satisfied with the agreement, the applicant must sign the agreement in duplicate, and return it to Council.

The agreement will then be signed by the Maranoa Regional Council Chief Executive Officer, entered into our register of water agreements, and a note of the agreement recorded in the rates database. A copy will be retained by Council, and a copy returned to the applicant.

Invoices are issued annually in July and are payable in advance. Any adjustments from the previous year are carried forward to the current year.

8. Further Information

Interested parties should contact the Maranoa Regional Council Rural Lands Services team on 1300 007 662 or via email land.management@maranoa.qld.gov.au

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 25 June 2020

Item Number: 13.3

File Number: D20/60559

SUBJECT HEADING: Country Universities Centre - Maranoa
Classification: Open Access
Officer's Title: Manager - Economic & Community Development

Executive Summary:

The newly formed board of Country Universities Centre – Maranoa (CUC Maranoa Ltd) has won funding from the Commonwealth that will underpin the establishment and operations of a Country Universities Centre in Roma for up to 3 years.

By providing the initial energy and budget behind the concept, Council has laid the foundation for the University Centre. Of the initial budget allocation of \$6,500.00 an amount of budget remains which may be required to facilitate minor costs prior to the Commonwealth releasing its grant to CUC Maranoa Ltd.

CUC Maranoa Ltd requests through the letter attached to this report, that Council allocate the balance into the budget for 2020-21 for the future use of the CUC Maranoa Ltd, and further commit to maintaining the in-kind support for the interim manager and board, until the end of 20-21 financial year. CUC Maranoa Ltd will acknowledge Council as a Foundation Sponsor in return for its support.

Officer's Recommendation:

That Council:

1. Allocate the amount of \$2,289.00 remaining in WO Number 20551.2800.2001 2020 at 30 June 2020, to CUC Maranoa Ltd in cash, and
2. Commit to further in-kind assistance from Council's Department of Economic and Community Development, until 30 June 2021.

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).

CuC Maranoa Ltd, tdg as Country Universities' Centre Maranoa

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
CUCM	Country Universities Centre - Maranoa
CUC Central	Country Universities Centre - Central
CUC	Country Universities Centre

Context:

Why is the matter coming before Council?

The on-going financial and in-kind support of Council is being requested for a further 12 months following the establishment of CUC Maranoa Ltd, tgd as Country Universities' Centre - Maranoa.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

On 13 November 2019, Council resolved to facilitate the establishment of a Country Universities Centre in the Maranoa. A Regional University Centre is a facility that regional students can use to study tertiary courses locally, delivered by distance from any Australian institution. University Centres provide:

- Infrastructure such as study spaces, break out areas, video conferencing, computing facilities and high-speed internet access.
- Administrative and academic support services such as developing writing and researching skills and managing administrative processes.
- Student support services including pastoral support, study advice and assistance with accessing tertiary education student services.

The support of Council was established under the following resolutions.

- ***Commit to Project***

Resolution No. GM/11.2019/15

Moved Cr Chambers Seconded Cr Flynn

That Cr. O'Neil be Council's nominated representative on the interim board of the Regional Universities Centre – Maranoa. CARRIED 9/0.

Following this appointment, Cr. O'Neil declared a perceived 'Conflict of Interest' in the remainder of this item due to his position on the board. Cr. O'Neil determined that this personal interest was not of sufficient significance that it would lead to him to making a decision on the matter that is contrary to the public interest.

Cr. O'Neil foreshadowed that he would best perform his responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

Cr. O'Neil acknowledged that Council must make a determination on this interest, with Council determining the following:

- **Overcome conflict of Interest**

Resolution No. GM/11.2019/16

Moved Cr Flynn Seconded Cr Newman

That Cr. O'Neil 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 voting on the matter. CARRIED 8/0

- **Allocate budget**

Resolution No. GM/11.2019/17

That Council:

1. Approve a budget allocation of \$6,500 to facilitate the establishment of the Regional Universities Centre – Maranoa with funding transferred from General Ledger Number 2880.2001.2001 Economic and Community Development Manager, Materials and Services budget and,
2. Authorise funding from that budget to cover the registration, travel and accommodation costs of one interim board member (Dr Jim Sands) to attend the Country Universities Symposium in Jindabyne from 14 to 16 November 2019. CARRIED 9/0

- **Project status**

Subsequent to this, a number of actions that will ensure that the vision of a Country Universities Centre in Roma will be realised, have been completed, some of which required budget allocation:

Action	Outcome	Cost
Attendance at CUC Symposium for interim board member	Dr Jim Sands attended	\$2710.17
Discussions with USQ, TAFE, QHealth, Santos, Origin as potential supporters.	Letters of support	In-kind
Formation of Interim Board of Directors	8 local skills based directors	In-kind
Formalise relationship with Country Universities Centre - Central	CUC Maranoa affiliation	In-kind
Application for funding from Commonwealth	Success - \$1.355M over 3 years	In-kind
Location of Premises	Roma TAFE T3.	In-kind
Incorporation of Entity	CUC Maranoa Ltd	\$1500.00
Budget remaining		\$2289.83

- **Remaining tasks**

The newly incorporated board of CUC Maranoa Ltd has appointed one of their Directors as the interim manager of the centre, in order to oversee:

- the deed of grant between CUC Maranoa Ltd and The Commonwealth

- the negotiations of the lease of the TAFE premises,
- the refurbishment of the facility
- appointment of a permanent manager
- commissioning of the centre

- ***Council's further involvement.***

By providing the initial energy behind the concept, Council has laid the foundation for the University Centre. Of the initial budget allocation of \$6,500.00 an amount of \$2289.83 remains, which may be required to facilitate minor costs prior to the Commonwealth releasing its grant to CUC Maranoa Ltd.

CUC Maranoa Ltd requests that Council roll the balance into the budget for 2020-21 for its use, and further commit to maintaining the in-kind support for the interim manager and board until the end of 20-21 financial year.

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

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

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

The activities described are entirely consistent with the actions that will achieve the outcomes associated with Council's Corporate Plan. Strategic Priority 4: Growing our region, 4.2 Economic development

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)

Not applicable

Input into the Report & Recommendation:

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

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

The request has not been discussed by the Officer, outside of the meetings of the CUC Maranoa Board.

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)

Commonwealth Department of Education – Regional Universities Centre Program.
\$1.355M

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 additional burden on cash budget, however Council is requested to allow its Economic Development staff to support the CUC Centre board during its formative stages. It is envisaged that the CUC board may require external in-kind assistance for a least 12 months.

The amount or limit of in-kind support is yet to be determined, however it is expected to have a low impact on operational management. If at any time it is considered that the amount of support is either specialised (requiring the support of other departments) or extensive, Council will be approached for its consideration.

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	

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)

This project is an outcome from Council's Corporate Plan; Strategic priority 4. Growing our region...."We partner with community, government and business to grow our region, developing opportunities, lifestyle and attractions for current and future Residents".

The establishment of a "learning centre" in Roma that is an extension of Australian Universities, is a milestone project which will change for the better, the learning outcomes and opportunities for those wishing a tertiary education in our region.

This project also holds opportunities to strengthen our TAFE by providing an on-campus progression, for students under their “Pathways Program”.

The Officer highly recommends the favourable consideration of Council of the request for further assistance.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

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

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

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

No





Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:

1 	CUC-Maranoa request for budget roll over 2020-21	D20/54082
		
2 	Regional Universities Centres - Frequently Asked Questions	D20/65589
		

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

9th June 2020

Ed Sims
Manager – Economic and Community Development
Maranoa Regional Council
Roma Community Hub
PO Box 620
ROMA QLD 4455

Dear Ed,

Maranoa Country University Centre

I write on behalf of the interim Board of the Maranoa Country University Centre (CUC) to seek ongoing support and assistance from Maranoa Regional Council.

As you are aware, the interim Board has applied for funding under the Regional Universities Program and we are pleased to announce it has been successful with details being sorted out with the funding body over the next couple of weeks. Maranoa Regional Council has generously provided administrative and financial support to our Board for the funding application and this is greatly appreciated.

As we draw close to finalising funding arrangements, we acknowledge the current Council resolution providing support will cease once an outcome is known. On behalf of the Maranoa Country University Centre's interim Board, I am writing to ask for Council's consideration for ongoing support for another 12 months, and seek to have any unspent funds committed to the Board to support the establishment of the Maranoa Country University Centre incorporation, which is required before the funding body can release funds.

This funding and support would be used to establish and pay for fees associated with incorporation and some early set up costs. Should Council be willing to continue support, the Maranoa Country University Centre would ensure that Council is acknowledged for its financial and in-kind support as a foundation sponsor of the Maranoa CUC.

Your consideration in this matter is appreciated.

Yours sincerely,



Jim Sands
Deputy Chair - Interim Board
Maranoa Country University Centre



Australian Government
Department of Education

Frequently Asked Questions

2019 Regional University Centres

1. General information on the Regional University Centres Program

a. What is a Regional University Centre?

- A Regional University Centre is a facility that regional students can use to study tertiary courses locally delivered by distance from any Australian institution. University Centres provide:
 - Infrastructure such as study spaces, break out areas, video conferencing, computing facilities and high-speed internet access.
 - Administrative and academic support services such as developing writing and researching skills and managing administrative processes.
 - Student support services including pastoral support, study advice and assistance with accessing tertiary education student services.

b. What is the difference between a traditional university campus and a Regional University Centre?

- The term 'traditional university campus' typically indicates co-located physical facilities (as appropriate to the location, disciplines / degrees taught and the students enrolled): teaching facilities, including laboratories, studios, lecture theatres, and tutorial rooms; research facilities; library; student study and work spaces; leisure spaces; staff offices; and student accommodation. It also connotes that a full range of services is delivered at that co-location: lectures; tutorials; academic and student support services (including academic advisement); and administrative services.
- The Program provides infrastructure support such as study spaces, video conferencing, computing facilities and internet access, as well as pastoral and academic support for students.
- The Program funding is not intended to replicate the existing traditional university campus model, but to improve access to higher education for regional students by providing flexibility to them if they choose to study locally for part or all of their degree via distance education.

2. Eligibility

a. Who is eligible to apply for the Regional University Centres Program?

- Community-owned organisations are eligible to apply for Regional University Centres Program funding.
- To be eligible, applicants must be a body corporate, or be able to demonstrate that they are a prospective body corporate.

b. What is a community-owned organisation?

- Community-owned organisations are established and operated for the wellbeing and benefit of others. An eligible community-owned organisation will have a governing body that draws members from the local community in which it operates or from the local community that it

serves. For the purposes of this program, a community-owned organisation is a non-government organisation, independent of tertiary education institutions and without individual commercial interests.

c. Can a partnership or consortia apply for funding under the Program?

- Applicants must be a body corporate and must be community owned. The nature and structure of the body corporate entity is not prescribed.

d. I'm a Higher Education provider, can I apply for the Regional University Centres Program?

- Higher education providers (registered with the Tertiary Education Quality and Standards Agency) and Table A and B universities may only apply for the Regional University Centres Program as a partner of a community-owned organisation that meets the Program's eligibility requirements.
- Partnerships that include in-kind and financial support as well as other models of collaboration between higher education institutions and Regional University Centres are strongly encouraged however, applicants for the Regional University Centres Program must be eligible community-owned organisations.

e. Is a trust eligible to apply for funding under the Regional University Centres Program?

- Only a body corporate is eligible to apply for funding.
- If the trustee of a trust is a body corporate, that trustee body corporate may apply for Program funding.
- An individual who is the trustee of a trust is not eligible to apply.

f. If I am successful will I become eligible for Commonwealth Grant Scheme (CGS) support and/or Commonwealth Supported Places (CSPs)?

- Regional University Centres are not eligible for direct Commonwealth Grants Scheme (CGS) funding.
- Funding for the 2019 Regional University Centres is \$15 million of which \$6 million is for Commonwealth Supported Places (CSPs). This component of funding is allocated directly to the university/ies nominated by each Regional University Centre during establishment of Conditions of Grant.
- Please see <https://www.education.gov.au/commonwealth-grant-scheme-cgs> for further information on the mechanics of CSP funding.

g. Can pre-existing Regional University Centres apply?

- Pre-existing Regional University Centres can apply for funding. Funding for the 2019 competitive grants process of the Regional University Centres Program is aimed at establishing new centres to provide additional study options in new locations for regional and remote students. Applications to expand existing Regional University Centres will not be considered a priority in this funding process.
- All applicants must meet the eligibility requirements and complete the assessment criteria as detailed in the Program Application Guide.

h. Why has the location of one of the five new Centres already been determined?

- As part of the Government's 2019 election commitment to expand the Regional University Centres Program, the Minister for Education, the Hon. Dan Tehan announced that one of the centre locations would be in Wangaratta.

i. Will applicants for the Regional University Centre in Wangaratta have to submit an application for funding?

- Applications for funding to establish a Regional University Centre in Wangaratta will be required to meet the same eligibility requirements and complete the same assessment criteria as applications for non-Wangaratta Centres.
- Applications for funding to establish a Regional University Centre in Wangaratta will be assessed against other Wangaratta applications only. Regional University Centres applications in other locations will be assessed against other non-Wangaratta applications only.

j. Can a proposed Centre span multiple locations?

- Your proposed centre may include multiple site locations but all funded sites must be located in regional and/or remote Australia. All locations must be specified in your application.

k. Where can Regional University Centres be located?

- Regional University Centres must be located in a regional, rural or remote Australian location based on the Australian Bureau of Statistics (ABS) Australian Statistical Geographic Standard Remoteness Areas (ASGS) classification.
- To be regional, rural or remote, Regional University Centres must be located in one of the following remoteness area classifications:
 - Inner Regional Australia (RA2)
 - Outer Regional Australia (RA3)
 - Remote Australia (RA4)
 - Very Remote Australia (RA5)

I. How do I determine the remoteness area classification of my Regional University Centre?

- The ASGS classification of current or anticipated centre locations can be determined using the online [Doctor Connect tool](#)

3. Forms and submissions**a. What must be included in my application?**

- You must complete and submit all required documentation as outlined in the Application Guide (please refer to section 7 of the Application Guide).
- A list of required documentation, including the Application Guide, can be found on the 2019 Regional University Centres webpage.

b. I have completed my application, how do I submit it?

- Completed applications must be submitted by email to regional@education.gov.au
- Emails must include 'Regional University Centre application' in the subject line of the email.
- The Regional Policy Team in the Department of Education will provide confirmation that your application has been received within five business days.

c. Who can I contact if I have questions about the application process or submitting my application?

- For assistance, please contact regional@education.gov.au
- Please note that this email address is monitored during business hours (Australian Eastern Standard Time).

d. What is the closing date for applications? What if I miss the deadline, can I submit an application later this year?

- **11.59 pm 28 November 2019** (Australian Eastern Standard Time) is the closing time and date for submissions.
- Late submissions will generally not be accepted.

4. Funding and payments

a. How much funding is available for the 2019 Regional University Centres Program?

- The Government has committed \$15 million over four years (commencing in 2019-20) for the 2019 Regional University Centres which includes \$6 million for Commonwealth Supported Places (CSPs) that will be allocated to universities on the advice of successful Regional University Centres.

b. How much 2019 Regional University Centres Program funding can I apply for?

- It is up to the applicant to determine the amount of funding they are seeking as part of their application for 2019 Regional University Centres funding noting that the Assessment Panel will carefully consider applications in respect of:
 - Total funding available for the 2019 Regional University Centres.
 - Total funding applied for and planned expenditure.
 - Demonstrated value for money.
- Total funding provided will be determined in consultation with the Department as part of finalising Conditions of Grant with each applicant.

c. What can Regional University Centres Program funding be used for?

- Funding can be used for costs associated with the establishment and ongoing operation of the centre for the life of the Conditions of Grant.
 - In the establishment stage, funding could be used for capital works and/or to lease a facility or to acquire electronic and physical resources.
 - In the ongoing operational phase, funding could be used to support human resources, teaching resources and administrative expenses.
- Funding cannot be used to purchase property or land.
- Information on what funding can be used for will be detailed in Conditions of Grant with each Regional University Centre.

d. I have applied for or have received funding for my Centre from another government grant program. Can I still apply under the Program?

- Yes. You can submit an application for Regional University Centres funding if you have applied for, or have received, Australian Government, State or Territory Government, or local Government funding from a separate funding stream.

- You must identify other government grant funding in your application and include the funding status (i.e. sought or confirmed). If funding has been confirmed or received, you must supply evidence of that funding source and amount in the budget in your application.

5. Application assessment and decisions

a. What is the assessment process?

- All eligible applications will be assessed against the assessment criteria outlined in the Program Application Guide.
- The department may request advice on applications from local councils, state and territory governments, other Australian Government agencies, independent experts and other external parties, on a range of matters, including but not limited to:
 - the history of the applicant in delivering projects
 - the financial viability of the proposal and applicant
 - the extent to which the proposal aligns with or delivers priorities in state/territory/local community plans
 - confirmation of funding contributions
 - impact of the proposal on the region, including the most appropriate location.
- The department will make recommendations on the successful applications to be funded to the Minister.

b. Who will assess Regional University Centre applications?

- Assessment of applications against the assessment criteria will be conducted by an internal assessment panel established by the Department of Education.
- Assessment of Regional University Centres applications will include a review of financial viability which will be conducted by the Department of Jobs and Small Business.

c. How will eligibility criteria be assessed?

- The eligibility criteria detailed at 8. Eligibility requirements – Sections A-C of the Application form are not weighted. Eligibility criteria must be met in order to proceed to the next stage of assessment.

d. How will the assessment criteria be assessed?

- The individual assessment criteria detailed at 9. Assessment criteria – Sections D-M of the Application form will be rated as either Highly Suitable, Suitable or Unsuitable.

e. Who will decide which projects are successful?

- The Minister for Education and Training will determine successful applicants following assessment of applications by an internal panel established by the Department of Education.

f. When will I find out if my application was successful?

- It is expected that the Minister will announce the successful recipients of Regional University Centres funding in early 2020.
- The department will contact successful applicants to discuss the Conditions of the Grant and payment arrangements.

g. Will I get feedback if my application is unsuccessful?

- If you are unsuccessful, you may ask for feedback on your application from the Regional Policy team at the Department of Education and Training (regional@education.gov.au)

h. Will the department contact me with questions relating to my application?

- The department may contact you to clarify information provided in your application.
- The department will only seek or accept additional information during the assessment of your application where necessary to clarify details of your application.

6. Other questions

a. What is in-kind support?

- In-kind support refers to goods, services and transactions which do not involve money. Examples of in-kind contributions could include, but are not limited to, donations of equipment, premises or floor space, subsidised rent, information technology services and office equipment.

b. Are there restrictions on the disciplines, fields of study and course levels Centres can support?

- The Program can support students across all disciplines and all fields of study.
- To be eligible for funding, a centre must deliver at least one undergraduate Commonwealth supported course of study from any registered higher education provider.

c. Are there ongoing Program reporting requirements?

2019 Regional University Centres - FAQs

- Yes. Regional University Centre funding is subject to ongoing reporting requirements. Specific reporting requirements and agreed milestone reporting linked to payments will be detailed within Conditions of Grant for successful applicants.
- The types of information and data you will need to be able to provide to the department includes:
 - Estimated Full time Student Load (EFTSL) data
 - Staff numbers and qualifications
 - Operational hours and all centre locations
 - Current and anticipated facilities
 - Risk plan and insurance arrangements
 - Detailed information on student support services and pastoral care
 - Higher education provider partnerships
 - Business and industry partnerships (including local and state government)
 - Community organisation partnerships
 - Current and anticipated courses supported through the centre and the number of students undertaking them
 - General courses offered through the centre
 - Planned use of funding and ongoing financial expenditure and income
 - Ongoing project activities, milestones and Key Performance Indicators (KPIs)

d. Can the Department of Education provide me with relevant higher education student data to assist me with my business case?

- Data can be obtained from the Higher Education Data Cube (uCube) which provides multi-dimensional time series data based on selected data collected through the Higher Education Statistics Collection. Access to uCube is available on the Higher Education Data Cube (uCube) webpage <http://highereducationstatistics.education.gov.au/>
- The Department of Education can also supply you with higher education student data by postcode upon request. Please note that there is a cost associated with requesting this data.
- A data request form will need to be completed and emailed to the University Statistics team at: university-statistics@education.gov.au
- For more information on data, visit <https://www.education.gov.au/data-requests-data-protocols-and-data-privacy>

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 15 June 2020

Item Number: 13.4

File Number: D20/56235

SUBJECT HEADING: User Agreement Bungil Street Ovals - St John's School

Classification: Open Access

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

Executive Summary:

St John's Catholic School have advised Council that they wish to renew the User Agreement for their use of the Bungil Street Ovals. The current user agreement expires on the 12 September 2020.

Officer's Recommendation:

That Council:

1. Enter into a user agreement with St John's Catholic School for a five (5) year term for the use of the Bungil Street Ovals with the new agreement expiring on 12 September 2025.
2. Authorise the Chief Executive Officer, or delegate, to execute the User Agreement and any other associated documentation.

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).

St John's Catholic School

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

St John's Catholic School have advised Council that they wish to renew their User Agreement for the use of the Bungil Street Ovals.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

St John's Catholic School entered into a user agreement with Council on the 13 September 2017 for the use of the Bungil Street Ovals to hold the school's annual sports carnival. This agreement is due to expire on the 12 September 2020.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager - Facilities (Land, Buildings and Structures)
Sport and Recreation Regional Development Coordinator
St John's Catholic School – PE Department

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 – no hire fee charged for the use of this area.

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 – no hire fee charged for the use of this area.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

That Council entered into an agreement with St John's Catholic School for the use of the Bungil Street Oval area.

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?

Officer's Recommendation:

That Council:

1. Enter into a user agreement with St John's Catholic School for a five (5) year term for the use of the Bungil Street Ovals with the new agreement expiring on 12 September 2025;
2. Authorise the Chief Executive Officer, or delegate, to execute the User Agreement and any other associated documentation.


Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1  Bungil Street Ovals User Agreement - St John's Catholic School - EXECUTED D17/60059



Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Chief Executive Officer



St John's Catholic School

ABN 88 934 244 646

Bungil Street Ovals

USER AGREEMENT

017/87694.

106273:5766125_1

FACILITIES USER AGREEMENT

BACKGROUND

- A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.
- B. Council has agreed to grant an access licence to the Hirer on the terms and conditions contained in this document.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following words have these meanings in this document unless the contrary intention appears:

Access Times means the times that the Hirer may access and use the Venue and Facilities as specified in Item 8 of the Hire Details.

Associates means each of a party's employees, officers, agents, contractors, service suppliers, invitees, customers, patrons and those persons who at any time are under the control of, and in or on the Venue and the Facilities with the consent (express or implied) of, a party.

Council means the owner over of the Venue and the Facilities more particularly described in Item 1 of the Hire Details.

Council Responsibilities means the costs, expenses, services, maintenance, cleaning and other matters specified in Item 16 of the Hire Details.

Facilities means those facilities, amenities, plant & equipment, accommodations, services, attractions or other features built or located at the Venue specified in Item 4 of the Hire Details.

Government Authority means any governmental or semi-governmental administrative, fiscal or judicial department, commission, authority, tribunal, agency or entity.

Hire Details means those details specified in Schedule 1.

Hire Fee means the amount specified in Item 9 of the Hire Details.

Hirer means the party described in Item 2 of the Hire Details.

Hirer Responsibilities means the cleaning, maintenance and other responsibilities to be carried out by Hirer under this document as specified in Item 15 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 13 of the Hire Details.

Outgoings means that share of the costs associated with the running and upkeep of the Venue and Facilities to be paid by Hirer as specified in Item 14 of the Hire Details.

Permitted Use means those uses of the Venue and the Facilities specified in Item 5 of the Hire Details.

Responsible Person means:

- (a) Council – that person or officer identified in Item 1 of the Hire Details; and

- (b) Hirer – that person or officer identified in Item 2 of the Hire Details.

Signage means the signs and advertising that the Hirer is permitted to install or display at the Venue and Facilities in accordance with clause 6 and Item 10 of the Hire Details.

Term means the period specified in Item 7 of the Hire Details.

Venue means the land described in Item 3 of the Hire Details.

2. HIRE OF VENUE AND FACILITIES

- (a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.
- (b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.
- (c) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms from time to time.
- (d) If the licence granted under this document is stipulated in Item 6 of the Hire Details to be:
- (i) 'Exclusive' - Hirer may access and use the Venue and Facilities during the Access Times for the duration of the Term without interruption by Council or its Associates; or
 - (ii) 'Non-Exclusive' – Council reserves the right to grant to third party rights to access and use of the Venue and Facilities concurrent to Hirer's Access Times.
- (e) Council reserves its rights to deal with the Venue and Facilities outside of the Access Times in its absolute discretion.

3. CONDITION REPORT

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of the Hire Details and in the format required by Council.

4. RESPONSIBLE PERSON

Each party's Responsible Person will administer this document and anything arising in connection with this document. Each party may nominate a new Responsible Person by giving written notice to the other party.

5. MAINTENANCE & CLEANING

- (a) Hirer must carry out the Hirer Responsibilities during the Term as well as make good any damage or deliberate act of vandalism caused or committed by Hirer or its Associates.
- (b) Council will undertake the Council Responsibilities all other upkeep of the Venue and the Facilities not specified in clause 5(a).

6. SIGNAGE AND ADVERTISING

The Hirer may erect the Signage but must not erect any other signs or advertising at the Venue without the prior written approval of Council.

7. HIRER'S WORKS

The Hirer must ensure that anything done by it in connection with this document is undertaken:

- (a) in a proper and workmanlike manner;
- (b) by suitably qualified and reputable contractors and tradespeople;
- (c) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and
- (d) in accordance with any directions, conditions and requirements imposed by Council.

8. HIRER'S WARRANTIES

The Hirer warrants that:

- (a) it has the power to enter into and perform its obligations under this document;
- (b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it; and
- (c) its obligations under this document are valid and binding and are enforceable against it.

9. INDEMNITIES AND RELEASE

- (a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of any thing and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.
- (b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.
- (c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).

10. INSURANCE

Hirer must:

- (a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;
- (b) give Council evidence of currency on request;
- (c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
- (d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.



11. SAFETY, ACCIDENTS AND/OR FIRST AID

- (a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.
- (b) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.
- (c) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aid or the risk of injury to a worker or any other person at the Venue.
- (d) Hirer must create and implement, to Council's satisfaction, safety policies, procedures and practices in relation to Hirer's activities and strictly comply with its obligations as a 'Person Conducting a Business or Undertaking' under the *Work Health and Safety Act 2011* (Qld).
- (e) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
- (f) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.
- (g) Hirer warrants that all information provided to Council by it in accordance with clause 11 is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

12. MISCELLANEOUS

12.1 Amendment

This document can only be amended or replaced by another document signed by the parties.

12.2 Assignment

Hirer may not assign, mortgage, encumber, charge, subcontract or declare a trust over or create an interest in, its rights under this document without the prior written consent of Council.

12.3 Compliance with laws

Hirer must comply on time with all laws and all lawful requirements and orders of Government Authorities in connection with the occupation and use of the Venue and Facilities including obtaining any approvals or licences required in connection with the Permitted Use.

12.4 Costs

Each party shall meet their own costs incurred in connection with this document but the Hirer will pay any stamp duty in relation to this document.

12.5 Counterparts and facsimile copies

This document may be executed in counterparts including by a facsimile copies. All counterparts together are taken to constitute one instrument and may be relied upon by a party to the same extent as if it was an original of this document executed by the party.

12.6 Default

Council may immediately terminate this document by giving the Hirer notice if Hirer fails to comply with any conditions of this document.

12.7 Discretion in exercising rights

A party may exercise a right or remedy or give or refuse its consent in any way it considers appropriate (including by imposing conditions), unless this document expressly states otherwise.

12.8 Disputes

All disputes in connection with this document are to be resolved, fully and conclusively, by Council's Chief Executive Officer. Each party must continue to perform its obligations under this document while any dispute is determined under this clause.

12.9 Entire agreement

This document is entered into by the parties as an agreement and embodies the entire understanding between the parties and supersedes all previous arrangements on the subject matter of this document.

12.10 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

12.11 GST

All amounts payable under or in connection with this document are exclusive of Goods and Services Tax (GST) unless otherwise stated.

12.12 Make good

When this document ends the Hirer must make good the Venue and Facilities including by cleaning, repairing any damage arising in connection the Hirer's use of the Venue and Facilities, and removing all signage, advertising, plant, equipment and supplies that do not belong to Council or other authorised users of the Venue and Facilities.

12.13 No liability for loss

A party is not liable for loss caused by the exercise or attempted exercise of, failure to exercise, or delay in exercising a right or remedy under this document.

12.14 No merger

None of the rights and obligations of a party under this document merge whatsoever and at all times remain in full force and effect.

12.15 No warranty by giving consent

By giving its approval or consent, a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the consent or approval.

12.16 Remedies cumulative

The rights and remedies provided in this document are in addition to other rights and remedies given by law independently of this document.

12.17 Rights contractual

The rights granted under this document to the Hirer are contractual in nature only and do not attach to or create an interest or estate in, the Venue or the Facilities.

12.18 Severability

If the whole, or any part, of a provision of this document unenforceable in a jurisdiction, it is severed for that jurisdiction. The remainder of this document has full force and effect and the enforceability of that provision in any other jurisdiction is not affected.

12.19 Survival of rights and obligations

Rights accrued to a party up to the date of termination or expiration of this document, indemnities and obligations of confidence given by a party under this document survive termination or expiration of this document

12.20 Waiver

A right under this document can only be waived in writing by the party waiving the right. A party does not waive its rights under this document because it grants an extension or forbearance. A waiver of a right on one or more occasions does not operate as a waiver of that right if that right arises again. The exercise of a right does not prevent any further exercise of that right or of any other right. If a party does not exercise a right or remedy fully or at a given time, the party may still exercise it later.

Schedule 1

HIRE DETAILS

Item 1	Council	<p>Maranoa Regional Council 99 324 089 164</p> <p>Responsible Person: Specialist – Lease Management and Facility User Agreement</p> <p>Phone: 07 46240815</p> <p>Email: council@maranoa.qld.gov.au</p> <p>Address: P O Box 42 Mitchell Qld 4465</p>
Item 2	Hirer	<p>St John's Catholic School 88 934 244 646</p> <p>Responsible Person Physical Education Department</p> <p>Phone: 07 46 221 842</p> <p>Email: roma@twb.catholic.edu.au</p> <p>Address: P O Box 41 Roma QLD 4455</p>
Item 3	Venue	91R8614 - Bungil Street Ovals
Item 4	Facilities	Running track, shot put/javelin/discus circles, long jump/ triple jump pits, high jump, amenities, canteen/storage area and parking
Item 5	Permitted Use	Annual sports carnival / Roma and District Sports Carnival
Item 6	Licence Type	Exclusive / Non-exclusive
Item 7	Term	3 years – commencing 13 September 2017 and expiring 12 September 2020
Item 8	Access Times	Duration of sporting events – including preparation and clean up. Site visit must be completed two weeks prior to event to determine what is required.
Item 9	Hire Fee	Council's fees and charges adopted for each financial year in respect of the Venue and Facilities.
Item 10	Signage	Prior authorisation from Council must be sought.
Item 11	Condition Report	Damage or Maintenance issues relating to amenities and grounds must be reported to Councils Building and Maintenance Department as soon as possible - 1300 007 662
Item 12	Safety Reporting	Copies of any reports relating to facilities or safety that are required to be submitted to a governing body, are to be supplied to Council annually.
Item 13	Insurance	<ul style="list-style-type: none"> Public Liability – \$10,000,000.00 (on a 'claims occurring basis')
Item 14	Outgoings	<ul style="list-style-type: none"> Council shall be responsible for water at the premises. This utility is a major cost item for Council and the usage is to be monitored carefully.
Item 15	Hirer Responsibilities	<ul style="list-style-type: none"> Insurances - property and public liability Monitor to make sure parking does not obstruct residential access along Bungil Street on carnival days Cordon off parking areas so not to park on sporting fields during events

-
- Monitor dust suppression during events
 - Supply of toilet paper/ hand towel/ soap for amenities during the event
 - Cleaning of amenities and removal of rubbish from the area during and after completion of the event
 - Marking of the fields prior to sporting days
 - Organizing extra bins (if required)
 - Providing sporting equipment on the day
 - Copy of certificate of currency to be provided to annually

Item 16 Council Responsibilities


- Insurances - property and public liability
- Mowing of grassed area (as per mowing schedule)
- Rates, water, sewerage
- Cleaning of amenities before events

Execution

Executed as an agreement.

COUNCIL

SIGNED for MARANO REGIONAL COUNCIL
by its duly authorised officer, in the
presence of:



Signature of witness

ERIN TOMPKINS

Name of witness (BLOCK LETTERS)



Signature of officer

JULIE REITANO

Name of officer (BLOCK LETTERS)

CHIEF EXECUTIVE OFFICER

Office held (BLOCK LETTERS)

1/12/17

Date signed

HIRER

SIGNED for St John's Catholic School by
its duly authorised officer, in the presence
of:



Signature of witness

JENNIFER FORD

Name of witness (BLOCK LETTERS)



Signature of officer

DONAGH SHIRNEY

Name of officer (BLOCK LETTERS)

PRINCIPAL

Office held (BLOCK LETTERS)

30/10/17

Date signed

Proposed Responsibilities	Council	St John's Catholic School
Mowing of grassed area (as per mowing schedule)	•	
Rates, water, sewerage, refuse	•	
Cleaning of amenities before event	•	
Insurance – Property and public liability	•	•
Monitor to make sure parking does not obstruct residential access along Bungil Street on carnival days		•
Cordon off parking areas so not to park on sporting fields during events		•
Monitor dust suppression during events		•
Supply of toilet paper/ hand towel/ soap for amenities during the event		•
Cleaning of amenities and removal of rubbish from the area during and after completion of the event		•
Marking of the fields prior to sporting days		•
Organizing extra bins (if required)		•
Providing sporting equipment on the day		•
Copy of certificate of currency to be provided to annually		•

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 25 June 2020

Item Number: 13.5

File Number: D20/60803

SUBJECT HEADING: User Agreement - Injune Cutting Club

Classification: Open Access

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

Executive Summary:

Council is asked to consider entering into a formal agreement with the Injune Cutting Club in respect to their use of the Injune Rodeo and Cutting Grounds.

Officer's Recommendation:

That Council:

1. Enter into a non-exclusive user agreement with the Injune Cutting Club for a period of five (5) years for the use of the Injune Rodeo and Cutting Grounds.
2. Authorise the Chief Executive Officer, or delegate, to execute the User Agreement and any other associated documentation.

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).

Injune Cutting Club

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

It is Council's goal to ensure every person/group/committee or association that uses a Maranoa Regional Council facility has a written agreement in place outlining the responsibilities of both Council and the User.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Injune Cutting Club have been provided with a copy of the draft agreement and have been given the opportunity to raise any issues or questions. The group have now indicated that they would like to enter into the agreement with Council for the use of the Injune Rodeo & Cutting Grounds.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager - Facilities (Land, Building and Structures)
Regional Sport & Recreation Development Coordinator
Injune Cutting Club

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

It is advised Council agree to enter into an agreement with the Injune Cutting Club.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Enter into a non-exclusive user agreement with the Injune Cutting Club for a period of five (5) years for the use of the Injune Rodeo and Cutting Grounds.
2. Authorise the Chief Executive Officer, or delegate, to execute the User Agreement and any other associated documentation.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[!\[\]\(1ed10657a19f9137278430c48fd18626_img.jpg\) Draft User Agreement - Injune Cutting Club](#)

D20/65616



Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Injune Rodeo & Cutting Grounds

USER AGREEMENT

Injune Cutting Club

FACILITIES USER AGREEMENT

BACKGROUND

- A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.
- B. Council has agreed to grant access and use of the Facilities to the Hirer on the terms and conditions contained in this document.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following words have these meanings in this document unless the contrary intention appears:

Access Times means the times that the Hirer may access and use the Venue and Facilities as specified in Item 8 of the Hire Details.

Associates means each of a party's employees, officers, agents, contractors, service suppliers, invitees, customers, patrons and those persons who at any time are under the control of, and in or on the Venue and the Facilities with the consent (express or implied) of, a party.

Council means the owner over of the Venue and the Facilities more particularly described in Item 1 of the Hire Details.

Council Responsibilities means the costs, expenses, services, maintenance, cleaning and other matters specified in Item 16 of the Hire Details.

Facilities means those facilities, amenities, plant & equipment, accommodations, services, attractions or other features built or located at the Venue specified in Item 4 of the Hire Details.

Government Authority means any governmental or semi-governmental administrative, fiscal or judicial department, commission, authority, tribunal, agency or entity.

Hire Details means those details specified in Schedule 1.

Hire Fee means the amount specified in Item 9 of the Hire Details.

Hirer means the party described in Item 2 of the Hire Details.

Hirer Responsibilities means the cleaning, maintenance and other responsibilities to be carried out by Hirer under this document as specified in Item 15 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 13 of the Hire Details.

Outgoings means that share of the costs associated with the running and upkeep of the Venue and Facilities to be paid by Hirer as specified in Item 14 of the Hire Details.

Permitted Use means those uses of the Venue and the Facilities specified in Item 5 of the Hire Details.

Responsible Person means:

- (a) Council – that person or officer identified in Item 1 of the Hire Details; and

- (b) Hirer – that person or officer identified in Item 2 of the Hire Details.

Signage means the signs and advertising that the Hirer is permitted to install or display at the Venue and Facilities in accordance with clause 6 and Item 10 of the Hire Details.

Term means the period specified in Item 7 of the Hire Details.

Venue means the land described in Item 3 of the Hire Details.

2. HIRE OF VENUE AND FACILITIES

- (a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.
- (b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.
- (c) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms.
- (d) If the licence granted under this document is stipulated in Item 6 of the Hire Details to be:
- (i) 'Exclusive' - Hirer may access and use the Venue and Facilities during the Access Times for the duration of the Term without interruption by Council or its Associates; or
 - (ii) 'Non-Exclusive' – Council reserves the right to grant to third party rights to access and use of the Venue and Facilities concurrent to Hirer's Access Times.
- (e) Council reserves its rights to deal with the Venue and Facilities outside of the Access Times in its absolute discretion.

3. CONDITION REPORT

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of the Hire Details and in the format required by Council.

4. RESPONSIBLE PERSON

Each party's Responsible Person will administer this document and anything arising in connection with this document. Each party may nominate a new Responsible Person by giving written notice to the other party.

5. MAINTENANCE & CLEANING

- (a) Hirer must carry out the Hirer Responsibilities during the Term as well as make good any damage or deliberate act of vandalism caused or committed by Hirer or its Associates.
- (b) Council will undertake Council Responsibilities of all other upkeep of the Venue and the Facilities not specified in clause 5(a).

6. SIGNAGE AND ADVERTISING

The Hirer may erect Signage but must not erect any other signs or advertising at the Venue without the prior written approval of Council.

7. HIRER'S WORKS

The Hirer must ensure that anything done by it in connection with this document is undertaken:

- (a) in a proper and workmanlike manner;
- (b) by suitably qualified and reputable contractors and tradespeople;
- (c) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and
- (d) in accordance with any directions, conditions and requirements imposed by Council.

8. HIRER'S WARRANTIES

The Hirer warrants that:

- (a) it has the power to enter into and perform its obligations under this document;
- (b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it; and
- (c) its obligations under this document are valid and binding and are enforceable against it.

9. INDEMNITIES AND RELEASE

- (a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of anything and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.
- (b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.
- (c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).

10. INSURANCE

Hirer must:

- (a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;
- (b) give Council evidence of currency on request;
- (c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
- (d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.

11. SAFETY, ACCIDENTS AND/OR FIRST AID

- (a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.
- (b) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.
- (c) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aid or the risk of injury to a worker or any other person at the Venue.
- (d) Hirer must create and implement, to Council's satisfaction, safety policies, procedures and practices in relation to Hirer's activities and strictly comply with its obligations as a 'Person Conducting a Business or Undertaking' under the *Work Health and Safety Act 2011* (Qld).
- (e) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
- (f) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.
- (g) Hirer warrants that all information provided to Council by it in accordance with clause 11 is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

12. MISCELLANEOUS**12.1 Amendment**

This document can only be amended or replaced by another document signed by the parties.

12.2 Assignment

Hirer may not assign, mortgage, encumber, charge, subcontract or declare a trust over or create an interest in, its rights under this document without the prior written consent of Council.

12.3 Compliance with laws

Hirer must comply on time with all laws and all lawful requirements and orders of Government Authorities in connection with the occupation and use of the Venue and Facilities including obtaining any approvals or licences required in connection with the Permitted Use.

12.4 Costs

Each party shall meet their own costs incurred in connection with this document but the Hirer will pay any stamp duty in relation to this document.

12.5 Counterparts and facsimile copies

This document may be executed in counterparts including by a facsimile copies. All counterparts together are taken to constitute one instrument and may be relied upon by a party to the same extent as if it was an original of this document executed by the party.

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Council may immediately terminate this document by giving the Hirer notice if Hirer fails to comply with any conditions of this document.

12.7 Discretion in exercising rights

A party may exercise a right or remedy or give or refuse its consent in any way it considers appropriate (including by imposing conditions), unless this document expressly states otherwise.

12.8 Disputes

All disputes in connection with this document are to be resolved, fully and conclusively, by Council's Chief Executive Officer. Each party must continue to perform its obligations under this document while any dispute is determined under this clause.

12.9 Entire agreement

This document is entered into by the parties as an agreement and embodies the entire understanding between the parties and supersedes all previous arrangements on the subject matter of this document.

12.10 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

12.11 GST

All amounts payable under or in connection with this document are exclusive of Goods and Services Tax (GST) unless otherwise stated.

12.12 Make good

When this document ends the Hirer must make good the Venue and Facilities including cleaning, repairing any damage arising in connection the Hirer's use of the Venue and Facilities, and removing all signage, advertising, plant, equipment and supplies that do not belong to Council or other authorised users of the Venue and Facilities.

12.13 No liability for loss

A party is not liable for loss caused by the exercise or attempted exercise of, failure to exercise, or delay in exercising a right or remedy under this document.

12.14 No merger

None of the rights and obligations of a party under this document merge whatsoever and at all times remain in full force and effect.

12.15 No warranty by giving consent

By giving its approval or consent, a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the consent or approval.

12.16 Remedies cumulative

The rights and remedies provided in this document are in addition to other rights and remedies given by law independently of this document.

12.17 Rights contractual

The rights granted under this document to the Hirer are contractual in nature only and do not attach to or create an interest or estate in, the Venue or the Facilities.

12.18 Severability

If the whole, or any part, of a provision of this document unenforceable in a jurisdiction, it is severed for that jurisdiction. The remainder of this document has full force and effect and the enforceability of that provision in any other jurisdiction is not affected.

12.19 Survival of rights and obligations

Rights accrued to a party up to the date of termination or expiration of this document, indemnities and obligations of confidence given by a party under this document survive termination or expiration of this document

12.20 Waiver

A right under this document can only be waived in writing by the party waiving the right. A party does not waive its rights under this document because it grants an extension or forbearance. A waiver of a right on one or more occasions does not operate as a waiver of that right if that right arises again. The exercise of a right does not prevent any further exercise of that right or of any other right. If a party does not exercise a right or remedy fully or at a given time, the party may still exercise it later.

Schedule 1

HIRE DETAILS

Item 1	Council	Maranoa Regional Council 99 324 089 164 Responsible Person: Facility Lease Management Phone: 07 46240815 Email: council@maranoa.qld.gov.au Address: P O Box 620 Roma Qld 4455
Item 2	User	Injune Cutting Club Responsible Person The President Phone: 0427 548 619 Email: gdnicol@bigpond.com Address: 'Ninderra' 398 Ninderra Road Injune 4454
Item 3	Venue	Injune Rodeo & Cutting Grounds
Item 4	Facilities	Arena, Cattle Yards, Canteen, Stables, Camping Area, Amenities and Lights.
Item 5	Permitted Use	Annual Cutting Show and Training.
Item 6	Licence Type	Non-Exclusive
Item 7	Term	5 years – commencing 8 July 2020 and expiring 7 July 2025
Item 8	Access Times	As per required use – including preparation, clean up and ensuring buildings are locked upon leaving.
Item 9	Hire Fee	Council's fee and charges adopted for each financial year in respect of the venue and facilities.
Item 10	Signage	Prior authorisation from Council must be sought.
Item 11	Condition Report	Damage or Maintenance issues must be reported to Councils Building and Maintenance Department as soon as possible - 1300 007 662
Item 12	Safety Reporting	Copies of any reports relating to facilities or safety that are required to be submitted to a governing body, are to be supplied to Council annually.
Item 13	Insurance	<ul style="list-style-type: none"> Public Liability - \$10,000,000.00 (on a 'claims occurring basis')
Item 14	Outgoings	<ul style="list-style-type: none"> Council shall be responsible for water charges at the premises. This utility is a major cost item for Council and the usage is to be monitored carefully.
Item 15	Hirer Responsibilities	<ul style="list-style-type: none"> Insurances - property and public liability. Responsible Service of Alcohol - organising of liquor licence when necessary. Cleaning of the facilities, amenities and grounds during and on completion of event. All rubbish is to be placed in bins located around the grounds. Supply of cattle and trucks for event. Water of venue for dust suppression. Rip/ level and water arena in consultation with other Users.

-
- Set up club owned portable panels
 - Notify Council of executive positions after Annual General Meeting.
 - Copy of Certificate of Currency to be provided to Council before event.
 - Maintain arena standard as per individual sporting requirement. Surface is to be levelled on completion of event.
 - Shipping container onsite – maintain area around container for fire hazard reduction.

Item 16 Council Responsibilities

- Insurances - property and public liability
- Pest control and RDC (Residual Circuit Device) checks
- Maintenance on buildings.
- Maintenance of grassed areas on a scheduled roster.
- Organise extra bins if required (stored onsite).
- Rates, water and sewerage.
- Clean facility before event.

Execution

Executed as an agreement.

COUNCIL

SIGNED for **MARANOA REGIONAL COUNCIL**
by its duly authorised officer, in the
presence of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

HIRER

SIGNED for **Injune Cutting Club** by its duly
authorised officer, in the presence of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

Proposed Responsibilities	Council	Injune Cutting Club
Pest control and RDC (Residual Circuit Device) checks	•	
Maintenance on building	•	
Maintenance of grassed areas on a scheduled roster.	•	
Organise extra bins if required (stored onsite)	•	
Rates, water, septic	•	
Clean facility before event	•	
Insurances - property and public liability	•	•
Responsible Service of Alcohol - organising of liquor licence when necessary		•
Cleaning of the facilities/ amenities and grounds during and on completion of event		•
All rubbish is to be placed in bins located around the grounds		•
Supply of cattle and trucks for event		•
Water of venue for dust suppression		•
Rip/ level and water arena in consultation with other users		•
Set up club owned portable panels		•
Notify Council of executive positions after Annual General Meeting.		•
Copy of Certificate of Currency to be provided to Council annually.		•
Maintain arena standard as per individual sporting requirement. Surface is to be levelled on completion		•
Shipping container onsite– maintain area around container for fire hazard reduction.		•

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 29 June 2020

Item Number: 13.6

File Number: D20/61703

SUBJECT HEADING: Request for Sponsorship - QLD Young Auctioneers

Classification: Open Access

Officer's Title: Local Development Officer - Mitchell

Executive Summary:

The Australian Livestock and Property Agents Association Ltd have approached Council with a request for Council to sponsor the Queensland Young Auctioneer competition for a three (3) year period.

This sponsorship will allow Council to promote the Roma Saleyards within the Queensland Country Life and all promotional material produced by the Australian Livestock and Property Agents Associations Ltd.

Officer's Recommendation:

That Council:

1. Authorise the CEO to sign the agreement.
 2. Approve the sponsorship request for a three year period starting in 2020/2021
 3. Draw the first sponsorship payment of \$3,400 ex GST from the Sponsorship budget GL 2887.2249.2001 in 2020-21.
 4. Commit to allocate the second sponsorship payment of \$3,300 ex GST from the Sponsorship budget GL 2887.2249.2001 in the 2021/2022 budget.
 5. Commit to allocate the third sponsorship payment of \$3,300 ex GST from the Sponsorship budget GL 2887.2249.2001 in the 2022/2023 budget.
-

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).

Roma Saleyards

The Australian Livestock and Property Agents Association Ltd

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
ALPA	Australian Livestock and Property Agents Association Ltd
QCL	Queensland Country Life

YAC	Young Auctioneers Competition
RMA Network	Rural Marketing Association Network

Context:

Why is the matter coming before Council?

The Australian Livestock and Property Agents Association Ltd have approached Council with a request to sponsor the Queensland Young Auctioneer competition 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The QLD Young Auctioneers competition has been running for over thirty (30) years. In the last four (4) years, the competition has been livestreamed through the Queensland Country Life website and social media channels. In 2019 the Livestream had an audience of 28,868 sign on the Queensland Country Life website, and a further 40,000 watched through social media channels. The Maranoa had five (5) agents who attended the competition in 2019.

The cost of sponsorship is \$4,000 ex GST for one year, however the Australian Livestock and Property Agents Association Ltd have offered Council a lock in price of \$10,000 ex GST if sponsorship is booked over a three (3) year period. There are only two (2) sponsorship packages offered. The sponsor of the other package is Rural Marketing Agents which have been national sponsors for the past 4 years. Only one (1) package remains available and has been offered to Maranoa Regional Council. Sponsorship package inclusions are as follows:

1. Branding with Council's logo in four quarter page adverts in The Land, Queensland Country Life, Stock & Land, Stock Journal to promote the Livestream of the QLD Young Auctioneers competition (giving Council exposure to a national readership with a circulation of over 100,000 newspapers).
2. Council logo in one of two (2) positions on the Livestream screen at all times during the relevant state Young Auctioneers Competition, plus the relevant state auctioneering school event.
3. Option to supply a thirty (30) second video advertisement that can appear during lag time at the event (50/50 exposure between the two sponsors - RMA Network).
4. Branding in promotional editorial announcing the livestream in each state specific ALPA. Young Auctioneers competition previews and online.
5. Branding with Council's logo on the relevant state selection school training DVD supplied to each auctioneer.

6. Branding with Council's logo on the social media highlights video uploaded after each competition.
7. A free quarter page advertisement in the Young Auctioneers preview appearing in Queensland Country Life.

This year's competition will take place 6 August at Silverdale Queensland. The Competition is normally held at the EKKA, however due to COVID-19 other arrangements for the competition have been made. The feature will be appearing in Queensland Country Life on Thursday 30 July, 2020.

The sponsorship of the Livestream of the competition will be produced and used for educational purposes, giving Council a presence on the Auctioneers schools and the Council logo on the production videos.

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)

Roma Saleyards Marketing & Communications Officer, Anna - Louise Murphy comments: *'The sponsorship would be extremely advantageous. Additionally, many agents operating at the Roma Saleyards participate in the competition.'*

Roma Saleyards Manager, Paul Klar – *Fully supports this sponsorship. It will create great promotion of the Roma Saleyards and will support the many auctioneers who are from the Maranoa competing in this completion.*

MRC Contractor Accounting Services - Claire Alexander - *Council can lawfully commit to future budget allocations within its term of Council, if at the time of the adoption of the future budget an allocation is made to the commitment to which the allocation applies.*

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?

\$4,000 ex GST each year if Council only sponsors for one (1) year, drawn from the Sponsorship GL 2887.2249.2001

\$3,400 ex GST each year, if Council sponsors for a three (3) year period drawn from the Sponsorship GL 2887.2249.2001

Future Years' Budgets:

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

Council can lawfully commit to future budget allocations within its term of Council, if at the time of the adoption of the future budget an allocation is made to the commitment to which the allocation applies.

Impact on Other Individuals or Interested Parties:

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

Nil

Risks:

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

Risk	Description of likelihood & consequences
Not approving the request	Council may miss an opportunity to promote the Roma Saleyards as a selling facility and a tourist attraction for the Region.

Advice to Council:

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

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

This is a great opportunity for Council to promote the region and its selling facility; the Roma Saleyards. The Queensland Country Life newspaper is a great resource for the promotion of the Roma Saleyards and would give Council exposure to the many readers of the Queensland Country Life newspaper.

Recommendation:

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

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

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

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

That Council:

1. Authorise the CEO to sign the agreement contract
2. Approve the sponsorship request for a three year period starting in 2020/2021
3. Draw the first sponsorship payment of \$3,400 ex GST from the Sponsorship budget GL 2887.2249.2001 in 2020-21.
4. Allocate the second sponsorship payment of \$3,300 ex GST from the Sponsorship budget GL 2887.2249.2001 in the 2021/2022 budget.
5. Allocate the third sponsorship payment of \$3,300 ex GST from the Sponsorship budget GL 2887.2249.2001 in the 2022/2023 budget.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

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

Supporting Documentation:



Maranoa Regional Council - QLD ALPA Young
Auctioneers - Sponsorship Package - 2.07.2020

D20/63605

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

QUEENSLAND Country Life

ABN 93 009 662 284

30th June 2020

Tenneille Limpus
Support Office – Economic & Community Development
Maranoa Regional Council
Roma Community Hub
P O Box 620
Roma QLD 4455

QLD ALPA Young Auctioneers Competition - GOLD sponsor

Sponsorship package inclusions are as follows:

1. Branding with your logo in four quarter page adverts in The Land, Queensland Country Life, Stock & Land and Stock Journal to promote the Livestream of the QLD YAC competition (giving you exposure to a national readership with a circulation of over 100,000 newspapers).
2. Your logo in one of two positions on the Livestream screen at all times during the relevant state Young Auctioneers Competition, plus the relevant state auctioneering school event.
3. Option to supply a 30 sec video advert that can appear during lag time at the event (50/50 exposure between the two sponsors - RMA Network).
4. Branding in promotional editorial announcing the livestream in each state specific ALPA Young Auctioneers Competition previews and online.
5. Branding with your logo on the relevant state selection school training DVD supplied to each auctioneer.
6. Branding with your logo on the social media highlights video uploaded after each competition.

HEAD OFFICE - QUEENSLAND
38-44 Enterprise Street, Cleveland QLD 4163
PO Box 586, Cleveland Qld 4163
Telephone: (07) 3826 8200 Fax: (07) 3821 1236

Page 2

7. A free quarter page advert in the Young Auctioneers preview appearing in QCL.

1 year sponsorship @ \$4,000 ex GST 2020

3 year sponsorship @ \$10,000 ex GST 2020, 2021, 2022

Year 1 @ \$3,400 ex GST

Year 2 @ \$3,300 ex GST

Year 3 @ \$3,300 ex GST

.....

Signed on behalf of Maranoa Regional Council

.....

Date

.....

Signed on behalf of Australian Community Media

.....

Date

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 30 June 2020

Item Number: 13.7

File Number: D20/62691

SUBJECT HEADING: Zonta - Community Grant extension request

Classification: Open Access

Officer's Title: Local Development Officer - Mitchell

Executive Summary:

Council received a request from Zonta Club of Roma Inc. requesting a date change on the jointly funded Senex Energy / Council Community Grant they received in Round 2 of the Community Grant funding program 2018/2019. **(Council Resolution GM/04.2019/73)**

Zonta requested an extension at meeting held in October 27, 2020. It was anticipated that the event planned by Zonta 'Edge of the Outback' was to take place in September 2019. Unfortunately, the event had been postponed until 2020 due to unforeseen circumstances.

However, due to Covid-19, the event has been postponed again and requires consideration for a further extension, so the Zonta event 'Edge of the Outback' can be delivered successfully when Covid-19 restrictions ease further.

Zonta have requested to change the date on the funded activity for the Community Grant received with the expectation that the event will be held before 30 June 2021.

Officer's Recommendation:

That Council

1. Grant Zonta a date change on their Community Grant funded activity to no later than 30 June 2021.
2. Request Zonta complete an amended Grant Acceptance Agreement stating the change in date.
3. If the event cannot be delivered in the 2020/2021 financial period, request that Grant money is returned to the Council Community Grant budget.

Individuals or Organisations to which the report applies:

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

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

Zonta

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

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

Acronym	Description
WQPHN	Western Queensland Primary Health Network

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

As stated in the Community Grant Acceptance Agreement under general terms and conditions,

ii. No Changes: The recipient understands that no change can be made to the funding without a proposed variation being submitted to Council in writing and such variation approved by Council. The recipient must seek the approval of Council for any material changes to the project.

Zonta have submitted in writing to Council requesting a change of date to their already postponed project 'Edge of the Outback' that was anticipated to take place in September 2019 and rescheduled for June 2020. However, due to Covid-19, Zonta have had to postpone their event to later in 2020/2021, when restrictions for gatherings and events ease.

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

(Succinct overview of the relevant facts, without interpretation)

Zonta applied for a Small Community Grant during the 2018/2019 Round Two Community Grant program and were successful in receiving funds of \$2990.00.
(Council Resolution GM/04.2019/73)

The Grant Acceptance Agreement was received from Zonta on the 17 May 2019 the release of funds were approved.

As stated on the agreement and Grant Application, the project was to take place on the 14 September 2019 with an acquittal date 1 November 2019. At Council meeting held 27 October 2019, Zonta requested an extension for the project to be delivered by June 2020. Council approved this request.

Due to Covid-19, Local Development Officer Mitchell received a request from Zonta asking for an extension of project delivery. As the 'Edge of the Outback' requires a gathering of participants, the event could not be undertaken with current Covid-19 restrictions in place.

Zonta was also successful in being granted \$500 from the WQPHN 'Empowering our Communities' funding, however as this was an externally funded grant they returned the money to Council in 2019.

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

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

N/A

Council Policies or Asset Management Plans:

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

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

N/A

Input into the Report & Recommendation:

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

Trevor Robertson – Senex Energy

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

N/A

Risks:

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

Risk	Description of likelihood & consequences
Project may not take place	If Council does not approve to this change, Zonta may be forced to cancel their project and return the funds to Council.

Advice to Council:

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

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

It is recommended that Council approve this change to Zonta's Grant Acceptance Agreement.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Grant Zonta a date change on their Community Grant funded activity to no later than 30 June 2021.
2. Request Zonta complete an amended Grant Acceptance Agreement stating the change in date.
3. If the event cannot be delivered in the 2020/2021 financial period, request that Grant money is returned to the Council Community Grant funds.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

4.11.1 Coordinate Council's grant programs and other funding to community groups.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 3 July 2020

Item Number: 13.8

File Number: D20/64866

SUBJECT HEADING: Queensland Public Libraries Association
Membership

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

Maranoa Regional Council has been invited to become a member of Queensland Public Libraries Association (QPLA). <https://qpla.asn.au>

Queensland Public Libraries Association is the peak representative body for public libraries in Queensland. QPLA liaises with key stakeholders and decision makers on current issues; coordinates professional development and networking opportunities for members; promotes the role and value of public libraries and facilitates cooperative projects at local, state and national levels.

Membership fees for the 2020/2021 financial year are set at \$197.47.

Officer's Recommendation:

That Council:

1. Approves Maranoa Regional Council's membership of the Queensland Public Libraries Association at a cost of \$197.47 for the 2020/2021 financial year.
2. Nominates and approves the CEO as the nominated contact officer for membership purposes.

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
QPLA	Queensland Public Libraries Association

Context:

Why is the matter coming before Council?

Maranoa Regional Council has been approached by Lisa Harth, QPLA South-West representative, to request that Council give consideration to becoming a member of Queensland Public Libraries Association (QPLA).

Benefits of QPLA Membership

- Discounted membership registration rates for the Annual Conference and other events
- Participation in state-wide advocacy and legislative programs for libraries
- Opportunities for individuals to develop leadership skills by participating in committees or holding executive board position.
- Ability to maintain an awareness of the “bigger picture” outside the individual workplace.
- Access to the members only areas of the website (including and past conference papers and materials from professional development activities.
- Access to current Information & Library Trends
- Free job notices postings on the website
- Scholarships/Bursaries for conferences and course work for professional development.
- “encourage a new member to join the library association for the camaraderie, networking, professional education, publications, committees, chapters and sections, and most important for providing a forum for growth, development, confidence and encouragement”
<http://www.ifla.org/node/5756>

QPLA vision

A powerful network of valued, diverse and resilient public libraries for Queensland.

QPLA purpose

QPLA exists to leverage the scale, represent the diversity and strengthen the network of Queensland Public Libraries by:

- Providing representation, advocacy and support for members at local, state and national levels
- Creating and facilitating opportunities for public libraries and stakeholders to collaborate, co-operate and share information and ideas
- Championing the achievements of member libraries through recognition and awards programs and showcasing best practice
- Supporting Professional Development through coordination of conferences, workshops and networking events

QPLA Overarching objectives

- Increased community and government awareness of the role and value of public libraries
- Proactive and innovative systems and processes
- Well-informed members of an active network

- Responsive, accountable governance and a sustainable association.
- Current South-West membership includes the following member Councils:
- Balonne, Somerset, Toowoomba, Goondiwindi, South Burnett, Western Downs, Quilpie, Southern Downs & Paroo

Another thirty-one (31) member Councils from South-east, Central & Northern region make up total membership of QPLA.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Membership has been discussed briefly with Lisa Harth, QPLA South-West Representative and an automated invoice has been received for payment should Council elect to become a QPLA member.

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
Lisa Harth – Library Services Coordinator, Western Downs Regional Council and QPLA South-West representative

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?

Membership fees for the 2020/2021 financial year are set at \$197.47 GST inclusive and will be drawn from GL#02866.2001.2001

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)

Annual membership fees rise in line with the Queensland year to year CPI increase and are population based.

Population	Fee 2019/2020	Fee 2020/2021
Less than 40,000	\$194.36	\$197.47
40,001 – 100,000	\$387.67	\$393.87
100,001 – 250,000	\$720.71	\$732.24
250,000+	\$1143.05	\$1161.34

Future financial year fee payments if agreed upon by Council will be drawn from GL # 02886.2001.2001

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
N/A	N/A

Advice to Council:

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

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

QPLA membership offers unique partnership and professional development opportunities, beneficial to individuals and Maranoa Regional Council libraries.

Through QPLA, members can directly engage in professional development activities.

QPLA also offer members unique opportunities to collaborate with their peers and other professional associations. Such collaboration may foster and strengthen relationships amongst Queensland libraries and assist members to further their careers and help develop their communities.

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. Approves Maranoa Regional Council's membership of the Queensland Public Libraries Association at a cost of \$197.47 for the 2020/2021 financial year.
2. Nominates and approves the CEO as the nominated contact officer for membership purposes.






Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

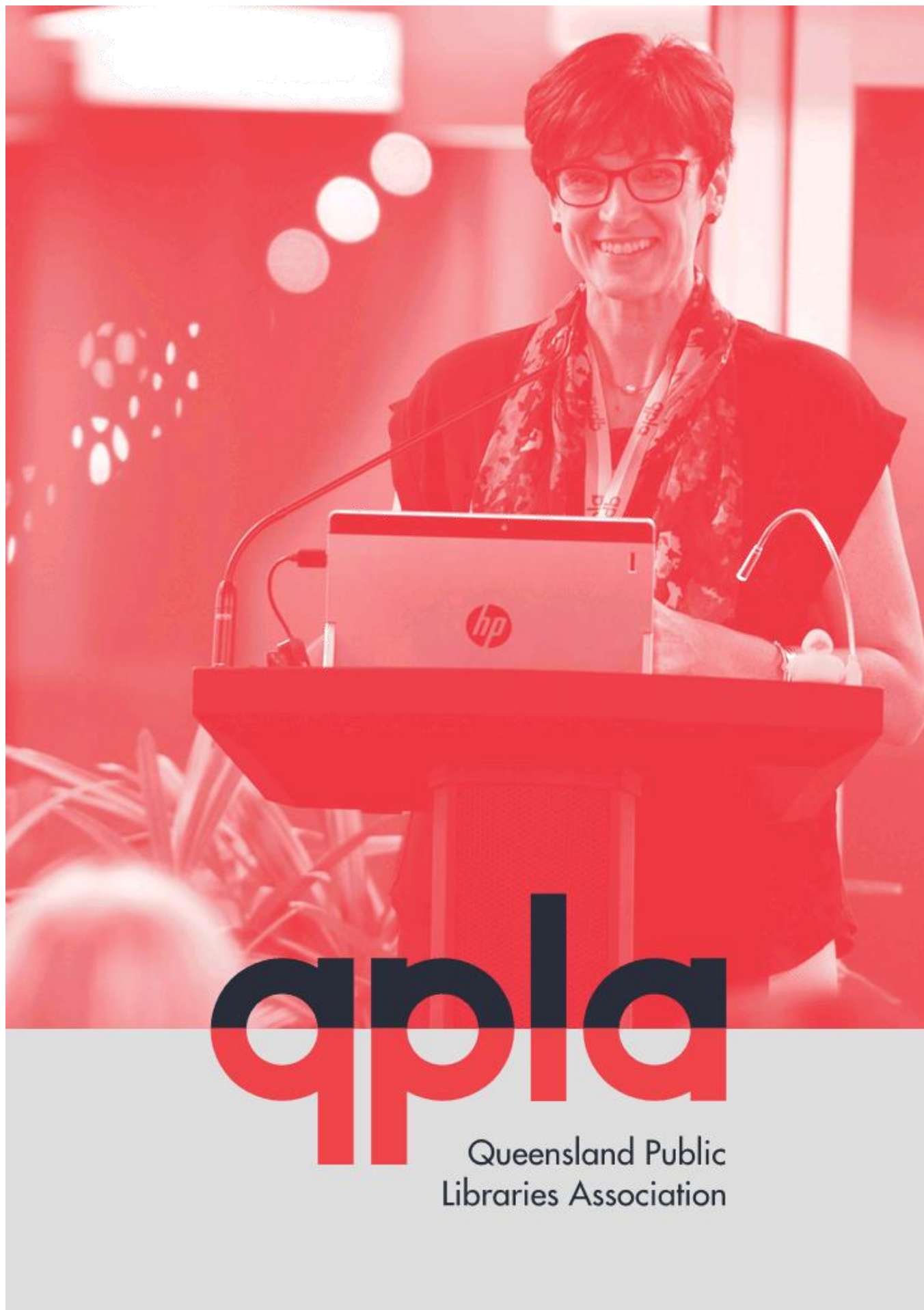
Supporting Documentation:

1 	QPLA Brochure_2019	D20/64785
2 	QPLA-Strategic-Plan-2018-2022	D20/64811
3 	QPLA working for you leaflet	D20/65098
4 	Invoice_1284_from_Queensland_Public_Libraries_Association_Inc	D20/65107
5 	QPLA membership renewal form 2020-2021	D20/65109

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



QPLA is an independent network that provides advocacy, networking, professional development and recognition for Queensland public libraries.



Advocacy

QPLA represents the interests of public libraries on the Australian Public Library Alliance and the State Library of Queensland Public Libraries Advisory Group.

QPLA works closely with Local Buy and can provide members with information and resources to assist with local advocacy.



Networking

QPLA membership provides professional networking and peer support. QPLA offers opportunities to connect with library representatives, supplier agencies, State Library and industry contacts.



Professional Development

QPLA members have access to professional development opportunities including the QPLA conference, workshops and seminars. Participate in the Professional Placement scheme or develop leadership skills by joining the QPLA Board.



Recognition

QPLA Awards showcase best practice and innovation in Queensland Public Libraries. The awards provide cash prizes and statewide recognition.



Contact

E secretary@qpla.asn.au

Subscribe

QPLA enews qpla.asn.au

qpla.asn.au

qpla
Queensland Public
Libraries Association



QUEENSLAND PUBLIC LIBRARIES ASSOCIATION STRATEGIC PLAN 2018-2022

ABOUT QPLA

Queensland Public Libraries Association is the peak representative body for public libraries in Queensland. QPLA liaises with key stakeholders and decision makers on current issues; coordinates professional development and networking opportunities for members; promotes the role and value of public libraries and facilitates cooperative projects at local, state and national levels.

OUR VISION

A powerful network of valued, diverse and resilient public libraries for Queensland

PURPOSE

QPLA exists to leverage the scale, represent the diversity and strengthen the network of Queensland Public Libraries by:

- Providing representation, advocacy and support for members at local, state and national levels
- Creating and facilitating opportunities for public libraries and stakeholders to collaborate, co-operate and share information and ideas
- Championing the achievements of member libraries through recognition and awards programs and showcasing best practice
- Supporting Professional Development through coordination of conferences, workshops and networking events

OVERARCHING OBJECTIVES

- Increased community and government awareness of the role and value of public libraries
- Proactive and innovative systems and processes
- Well-informed members of an active network

- Responsive, accountable governance and a sustainable association.

OTHER STAKEHOLDERS IN QUEENSLAND PUBLIC LIBRARIES

- Member library services and councils
- Queensland public library users and the wider community
- State Library of Queensland
- Local Government Association Queensland, including Local Buy
- State Government
- Other public library and local government associations
- Australian Library and Information Association

OPERATING ENVIRONMENT:

Queensland public libraries have evolved to be many things to many people. Their Councils are often financially challenged and this is reflected in an even greater requirement for libraries to present a strong value proposition. While budgets are under pressure public libraries are more popular than ever before, with more than two million registered library users in Queensland.

As place makers, community hubs and technology trendsetters, Public libraries are strategically positioned to thrive in the new economy of Lifestyle and Liveability and the Smart City movement. To achieve their potential they need:

- Their role to be valued and understood in a 21 century context
- A modern voice that amplifies the already positive library brand
- Greater visibility of their positive impact within Councils and the community
- Continuing staff development in areas of leadership, digital capability, diversity of professional skills and remuneration that reflects the work performed.

Public libraries operate within the context of the new Vision for Queensland public libraries – Realising Our Potential; the ALIA Guidelines, Standards and Outcome Measures for Public libraries; the Queensland Guidelines and Standards for Public Libraries; as well as the legislative and policy framework relevant to local government.

MISSION

With this background, QPLA's mission is to represent the interests of public libraries across the state through:

- Representation, advocacy and support that recognises the diversity of libraries within the state while also respecting their independence
- Collaboration, cooperation and sharing of ideas and information
- Recognition of achievements and showcasing best practice
- Professional Development and networking

QPLA works collaboratively with the State Library of Queensland and other library associations to represent, advocate, recognise and progress public library services and develop strategic partnerships with state and federal governments, businesses, not-for-profits and other stakeholders.

The QPLA operates through an Executive Board and regional branch structure and is primarily funded by institutional membership fees.

ISSUES

The opportunities and challenges for Queensland's public libraries include:

- The need to reinforce and strengthen our public library network, ensuring that QPLA membership covers the majority of the state's public libraries
- Diversity in public libraries – rural, regional and metropolitan
- Measuring and reporting on the impact of services in addition to usage and inputs.
- Maintaining an effective and productive relationship with the State Library of Queensland
- Continuous development of staff to ensure they are skilled for the future
- Development of current and future library leaders, including succession planning
- Achieving the service levels identified in the extensive range of public library service guidelines and standards – at state and national levels
- Working in an environment characterised by increased expectations, technological change and constrained funding
- Exercising a modern social voice through library managed social media channels
- Leveraging public libraries extensive community reach through their physical spaces and online
- Increased agile service delivery such as pop up and other outreach activities
- Leveraging our strong alignment to the new Lifestyle and Liveability economy and the Smart City movement
- Library facilities which strengthen local identity and are fit for providing modern library experiences and place-making
- Variability in quality of ICT infrastructure across local government to support modern library operations and customer expectations
- Competitive salaries to attract and retain talented library staff and managers
- Ongoing cycle of review for Public Library Guidelines and Standards
- Collaboration with other library industry associations to represent, advocate, showcase and lobby on behalf of public libraries on matters of state and national significance
- Leveraging strategic partnerships with other bodies such as government at federal and state level, other areas of local government (education, cultural and community development), universities, industry vendors and other businesses, community groups and other organisations
- Contributing to Australian libraries' achievement of the UN 2030 Sustainable Development Goals

ROLE

The QPLA committee are experienced senior staff currently working in public libraries throughout Queensland. The committee has identified the challenges and opportunities of the current environment and reviewed the feedback from library staff and stakeholders gathered through the process to develop a new vision for Queensland public libraries. This has enabled the committee to review the Association's role in terms of representation, advocacy and support; recognition; collaboration, cooperation and sharing; and professional development and networking for leaders and staff. The committee also embraces good governance and sustainability of QPLA as an organisation.

REPRESENTATION, ADVOCACY & SUPPORT

QPLA is an active participant in national and state-based advocacy programs led by the sector's peak national bodies and works with the State Library of Queensland and the Australian Public Library Alliance. QPLA provides feedback that represents the diverse views of member libraries while respecting their independence and supports members in their advocacy with councils, providing evidence and resources for library managers. In these and other ways, QPLA plays a vital role in advocacy, representation and support for Queensland public libraries.

Objectives	Actions	Timeframe	Performance indicators
Increased community and government awareness of the role, value and needs of public libraries through the provision of trusted and reliable representation, advocacy and support.	President of QPLA, or their proxy, to attend SLQ Public Library Advisory Group meetings to represent the range of interests of Queensland Public Libraries. This includes updates to PLAG on matters related to Queensland public libraries and APLA.	Ongoing	QPLA President, or proxy, to attend all PLAG meetings.
	QPLA representative nominated and involved in reviews of SLQ standards and guidelines, grant reviews, state-wide programs and visioning activities etc.	Ongoing	QPLA committee member is nominated to represent and contribute to reviews and report to the committee on progress or issues.
	QPLA President, or their proxy, represents the interests of Queensland Public Libraries through involvement in the Australian Public Library Alliance (APLA) and associated initiatives.	Ongoing	QPLA President, or proxy, participates in all APLA meetings including teleconferences, planning meetings and relevant initiatives.
	Use QPLA and stakeholder communication channels to promote the role and value of Queensland public libraries and secure sustainable funding. This includes raising the profile of Queensland's public libraries within their community, local and state governments, stakeholders within the library industry and other relevant organisations in the corporate and not-for-profit sectors.	Ongoing	Active use of QPLA communication collateral and channels, including website, social media, YouTube etc.
	In the lead up to State and Local government elections inform candidates of the value of Public Libraries in Queensland.	2020 2022	Information prepared and sent to candidates prior to election.

RECOGNITION

Recognising and celebrating the achievements of Queensland's public libraries has been a significant strength of QPLA and this remains a focus for the association.

Objectives	Actions	Timeframe	Performance indicators
Recognition and promotion of outstanding achievements and innovation in public library services.	Coordinate the Queensland Local Government of the Year Award	Annually	QPLA project group established and coordinates awards program. Number of entries received for the awards.
	Recognise excellence in Queensland public libraries by providing opportunities to highlight their achievements and innovative programs, for example, coordinate Poster session for the biennial conference which includes delegate voting for best poster.	Ongoing	The QPLA biennial conference to include a Poster session which includes delegate voting for best poster.
	Promote the achievements of Queensland public libraries through the QPLA website, social media, newsletter etc. and other media such as Public Libraries Connect; ALIA, APLA news etc.	Ongoing	Website updated on a monthly basis; newsletter and other media carry regular stories highlighting achievements and innovation.

COLLABORATION, CO-OPERATION & SHARING

QPLA fosters collaboration between member libraries, the State Library of Queensland and the LGAQ. Through its membership of APLA, QPLA collaborates with other similar State and Territory associations and participates in national initiatives that benefit Queensland public libraries and their users. Sharing ideas and best practice remain a focus for the association.

Objectives	Actions	Timeframe	Performance indicators
QPLA and SLQ have a productive and collaborative relationship that works towards the common good and respects the independence and objectives of each organisation.	Engagement with SLQ through membership of PLAG and involvement in working groups and initiatives. Note: the PLAG Terms of Reference	Ongoing	QPLA President, or their proxy, attend all PLAG meetings. QPLA representative is involved in SLQ working groups and initiatives. For example, revisions of Public Library Guidelines and Standards, First 5 Forever and Collections grant reviews and reporting, vision and strategy working groups.
Leverage strategic relationships and partnerships with other organisations.	Collaborate with other public library associations and third-party organisations through APLA and ALIA to develop the national vision and framework for public libraries, provide feedback, promote and or implement projects and initiatives that develop programs, products and services and advocate for libraries including sustainable funding. Examples include providing information to support reports and advocacy, communication using all parties' networks, support for national programs such as The Australian Reading Hour, Summer Reading Club, UN Sustainable Development Goals, collaboration with Australian Government agencies.	2018-2022	Involvement through APLA and ALIA in support of reports and advocacy, national campaigns and initiatives, such as Australian Reading Hour, Summer Reading Club, SDG awareness and reporting etc.
	Build and strengthen strategic partnerships with LGAQ, (including Local Buy), state government departments, ALIA, APLA and other organisations and stakeholders.	2018-2022	Partnerships explored and implemented where feasible.
	Deliver the agreed terms of reference with APLA in the Memorandum of Collaboration 2017/18-2020/21	Annually	QPLA activity supports the terms of reference agreed with APLA.
	Facilitate staff exchanges between local government areas	As requested	Process established by QPLA to facilitate exchanges is used.

PROFESSIONAL DEVELOPMENT & NETWORKING

Professional development is essential if library leaders and staff are to keep their knowledge and skills future ready. QPLA runs a successful program of PD events and activities – the flagship being the QPLA biennial conference.

Objectives	Actions	Timeframe	Performance indicators
Providing professional development and networking opportunities.	Organise and deliver the QPLA biennial conference in partnership with a local government.	2019 and 2021	QPLA biennial conference event takes place
	Organise and deliver the QPLA biennial Professional Development Intensive in partnership with a local government.	2018, 2020 and 2022	QPLA biennial PD Intensive takes place
	Where appropriate, QPLA will consider supporting a limited number of bursaries, in conjunction with a selection process, to enable staff from QPLA member libraries to attend conferences and or PD events.	2018-2022	Bursaries considered and implemented as appropriate.

GOOD GOVERNANCE & SUSTAINABLE ASSOCIATION

QPLA is a successful association of long-standing which directly represents the majority of the state's public libraries. The Association welcomes membership from all Queensland local governments. The committee will operate the association in an efficient and effective manner and in compliance with the QPLA Constitution.

Objectives	Actions	Timeframe	Performance indicators
Build capacity to deliver the activities described in this strategic plan.	Identify within the budget funding for paid administrative, executive, accounting, research and report writing support.	2018-2022	Appropriate staffing resources are in place.
	Establish project and working groups as appropriate to support the objectives of the association, for example, to coordinate professional development, bursaries, input into reviews etc.	2014 and ongoing	Project and working groups are established and operating as required.
	Review QPLA communication channels and actively manage to ensure information is current, distributed efficiently and the association is engaging with members and stakeholders.	Ongoing	Annual review of communication channels.
	Identify potential alternative sources of income e.g. grants.	Ongoing	Alternative funding sources pursued when available
Promote membership of the association.	Implement initiatives to increase membership and enhance communication with members and stakeholders.	Ongoing	Membership database is up to date Regional representatives are in contact with members throughout the year Marketing materials promoting membership are current and attractive.
Maintain an efficient and effective organisation.	Review QPLA governance framework.	2018-19	Review of QPLA Constitution completed and framework adopted at an AGM.
	Meet governance requirements identified in the QPLA Constitution	Ongoing	Compliance with governance requirements
	Implement efficiency initiatives identified and approved by the committee, for example to support event management, meetings, document management etc.	Ongoing	Initiatives are implemented and comply with the QPLA Constitution.

	Meet requirements of MOU between Local Buy and QPLA	Annually	QPLA requirements completed. Payment from Local Buy to QPLA receipted
	Review the MOU between Local Buy and QPLA.	2018 and 2020	MOU is reviewed and agreed if terms are acceptable to the parties. Current MOU 18/7/16 – 17/11/18.



Working for You



Advocacy



QPLA represents the interests of your Public Library on the Australian Public Library Alliance and the State Library of Queensland Public Libraries Advisory Group. QPLA works closely with Local Buy and provides members with information and resources to assist with local advocacy.

Professional Development



QPLA members have access to professional development opportunities.

- Attend professional development events including the biennial conference at a discounted rate
- Participate in the Professional Placement scheme
- Develop leadership skills by participating on the QPLA Board



Networking

QPLA membership provides professional networking and peer support. QPLA offers opportunities to connect with library representatives, supplier agencies, State Library and industry contacts.



Recognition

QPLA Awards showcase best practice and innovation in Queensland Public Libraries. The awards provide cash prizes and statewide recognition. Details available at qpla.asn.au.





Contact

e secretary@qpla.asn.au
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Have a job to advertise

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Queensland Public Libraries
Association Inc

treasurer@qpla.asn.au
ABN 34455851783



Tax Invoice

BILL TO

Joanna Weinert
Maranoa Regional Council
Cobb & Co Changing Station
62 Burrowes Street
Surat Qld 4417

INVOICE NO. 1284**DATE** 01/07/2020**DUE DATE** 31/07/2020**TERMS** Net 30

ACTIVITY	QTY	GST	RATE	AMOUNT
Membership 2020/2021 Membership Renewal.	1	GST	197.47	197.47

EFT Details
BSB 034 128
Account Number 161239
Please quote Invoice Number as reference OR send remittance
advice to treasurer@qpla.asn.au

INCLUDES GST TOTAL 17.95
TOTAL 197.47
BALANCE DUE **A\$197.47**

Please advise treasurer@qpla.asn.au of any changes to your contact details.



QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC

ABN 34 455 851 783

MEMBERSHIP RENEWAL: 2020 - 2021

Membership Fee is based on the population of your local government area:

		Fee	GST	Total
< 40,000	<input type="checkbox"/>	\$179.52	\$17.95	\$197.47
40,001 – 100,000	<input type="checkbox"/>	\$358.06	\$35.81	\$393.87
100,001 – 250,000	<input type="checkbox"/>	\$665.67	\$66.57	\$732.24
250,001 +	<input type="checkbox"/>	\$1,055.76	\$105.58	\$1161.34

Please complete and return this membership form with payment.

Library Service:	
Postal Address:	
Suburb:	Post Code:
Nominated Officer:	
Position:	
Telephone:	Fax:
Email:	

Payment is due by 31 July 2020 and can be made by:

Electronic funds transfer to:

Bank: Westpac
BSB: 034-128
Account no: 161239

QPLA Treasurer
Gail Seeney
C/- Ipswich Libraries
PO Box 191
IPSWICH QLD 4305

**Please
forward copy of remittance
advice and completed Membership
Renewal to QPLA
Treasurer OR include Invoice Number in
Bank Reference.**

For further information please contact treasurer@qpla.asn.au

Queensland Public Libraries Association Inc (QPLA) is collecting your personal information in order to process your library service's membership application. This information will not be disclosed to any other third party without your written or verbal authorisation, or as we are required to by law.

OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 16 June 2020

Item Number: 13.9

File Number: D20/56525

SUBJECT HEADING: Festival of Small Halls - 2020

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

The Festival of Small Halls is an outreach project developed by the Woodford Folk Festival with the aim of bringing acclaimed international and national artists to regional and remote communities. The Maranoa Regional Council has been invited to be involved in the Winter and Summer 2020 touring program.

Council has previously supported this initiative and the feedback from the community has been very positive and attendances have increased over the years. The total cost of the event program will be \$3,000

Proposed time frame for the delivery will be the end of September to mid-November 2020. Local community groups will be invited to provide catering as a potential fundraising exercise.

Officer's Recommendation:

1. Agree to host the Festival of Small Halls Winter and Summer 2020 tour in the Maranoa, at a total cost of \$3,000
2. Budget to be allocated in the 2020-21 budget period in GL 02885.2001.2001 (Arts and Culture Materials and Services).
3. That Council authorise the Chief Executive Officer to sign the performance agreement when received.

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).

Woodford Folk Festival
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
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

The Festival of Small Halls Australia is a series of tours that take the best folk and contemporary acoustic artists performing at two large festivals and sends them on the road to tiny halls in communities all over Australia. It's an opportunity for music lovers from welcoming communities to invite artists from home and abroad into their towns, and a way of exploring this vast country in the spirit of hospitality and great fun.

As the host for the Festival of Small Halls, Council would be required to supply the venue and provide marketing support at the local level. Local community groups will be invited to provide catering as a potential fundraising exercise.

It is recommended that Council support the event by underwriting the costs, and working with the communities that have previously expressed interest in hosting this event.

To underwrite the event, funding could be allocated in the 2020-21 budget.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In December 2013 and November 2014, the Mitchell Memorial Hall played host to the Festival of Small Halls. The response from the local community and visitors to Mitchell was that the event was of excellent quality, and attracted around 90 people.

In December 2017 the Surat P&C Association hosted the event at the Surat Hall with door sales of \$1220 (approx. 61 attendees). The underwriting fee, which was Council's contribution, was \$2049, which was funded through the Community Drought Program. The request from Festival of Small Halls is to host the event during winter as well as summer in one of our local halls.

In November 2019 the Rotary Club Roma hosted the event at the Hibernian Hall on Saturday, 2 November 2019 and the Queensland Country Woman's Association hosted the event at the Jackson Hall on Sunday, 3 November 2019. The total number of attendees for these two events was 105.

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)

<Provide details>

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)

<Provide details>

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

Kym-maree Walters – Specialist Arts & Culture

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)

<Provide details>

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 tour will commence with no upfront costs as the organizer cash-flows the entire tour. The underwriting cost to Council for the event would be \$3000 with the actual out of pocket expense to be the gap amount between total ticket sales and the \$3000.

Tickets are priced at \$20 and the minimum number of ticket sales needed for the event to be cost neutral is 150. Costs will be determined on a pro rata basis dependent on the amount of tickets sold, e.g. if only 50 tickets sold then Council would be at risk for \$2000.00, if 100 tickets sold then \$1000.00 is at risk etc.

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)

<Provide details>

Risks:

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

Risk	Description of likelihood & consequences
<Insert Risk>	<Provide details>

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)

1. Agree to host the Festival of Small Halls Winter and Summer 2020 tour in the Maranoa, at a total cost of \$3,000
2. Budget to be allocated in the 2020-21 budget period in GL 02885.2001.2001 (Arts and Culture Materials and Services).
3. That Council authorise the Chief Executive Officer to sign the performance agreement when received.

Recommendation:

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

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

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

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

<Provide details>

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

Supporting Documentation:

[1](#) Festival of Small Halls Overview - 2020

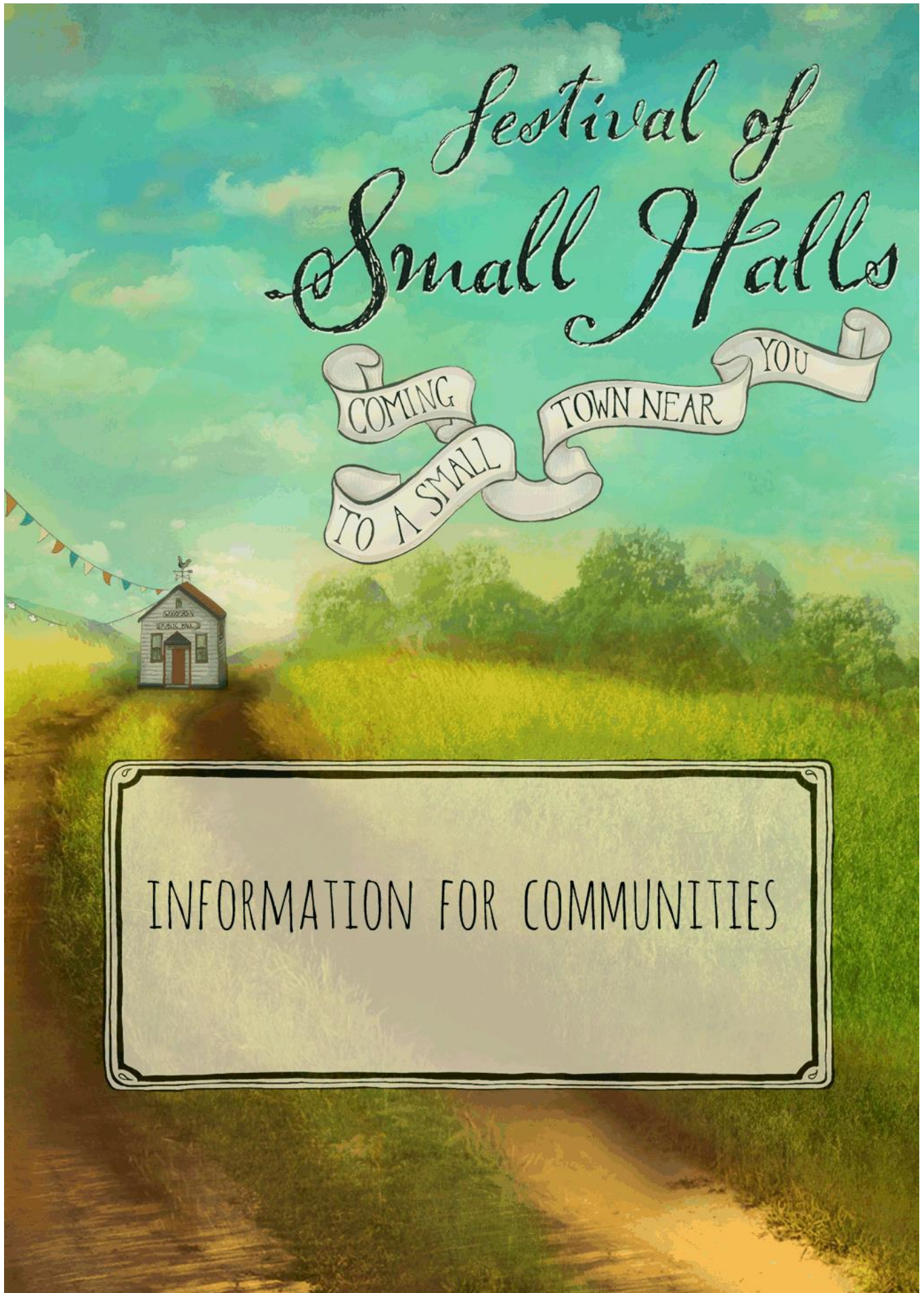
D20/64977



Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



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Festival of Small Halls

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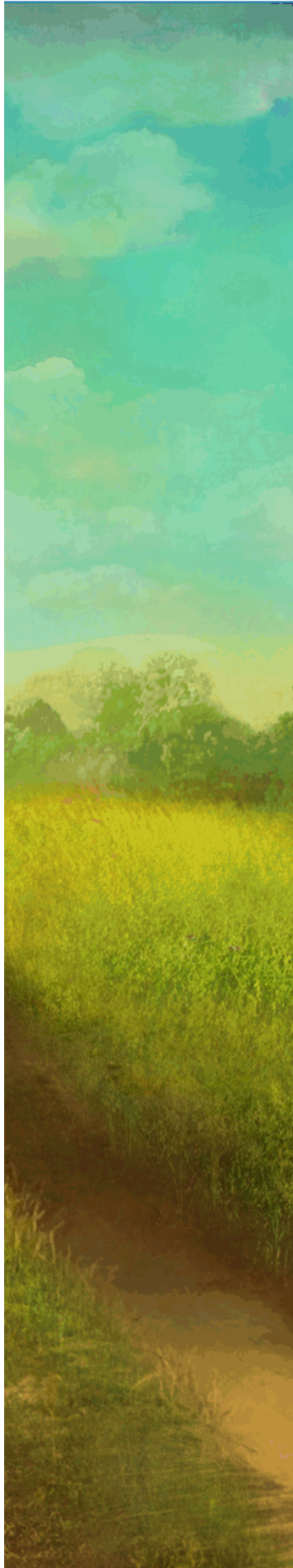


pinterest.com/hallssmall/

...OR CONTACT US DIRECTLY

Eleanor Rigden, *Producer, Festival of Small Halls* eleanor@woodfordia.com | +61 7 5496 1066







Festival of Small Halls

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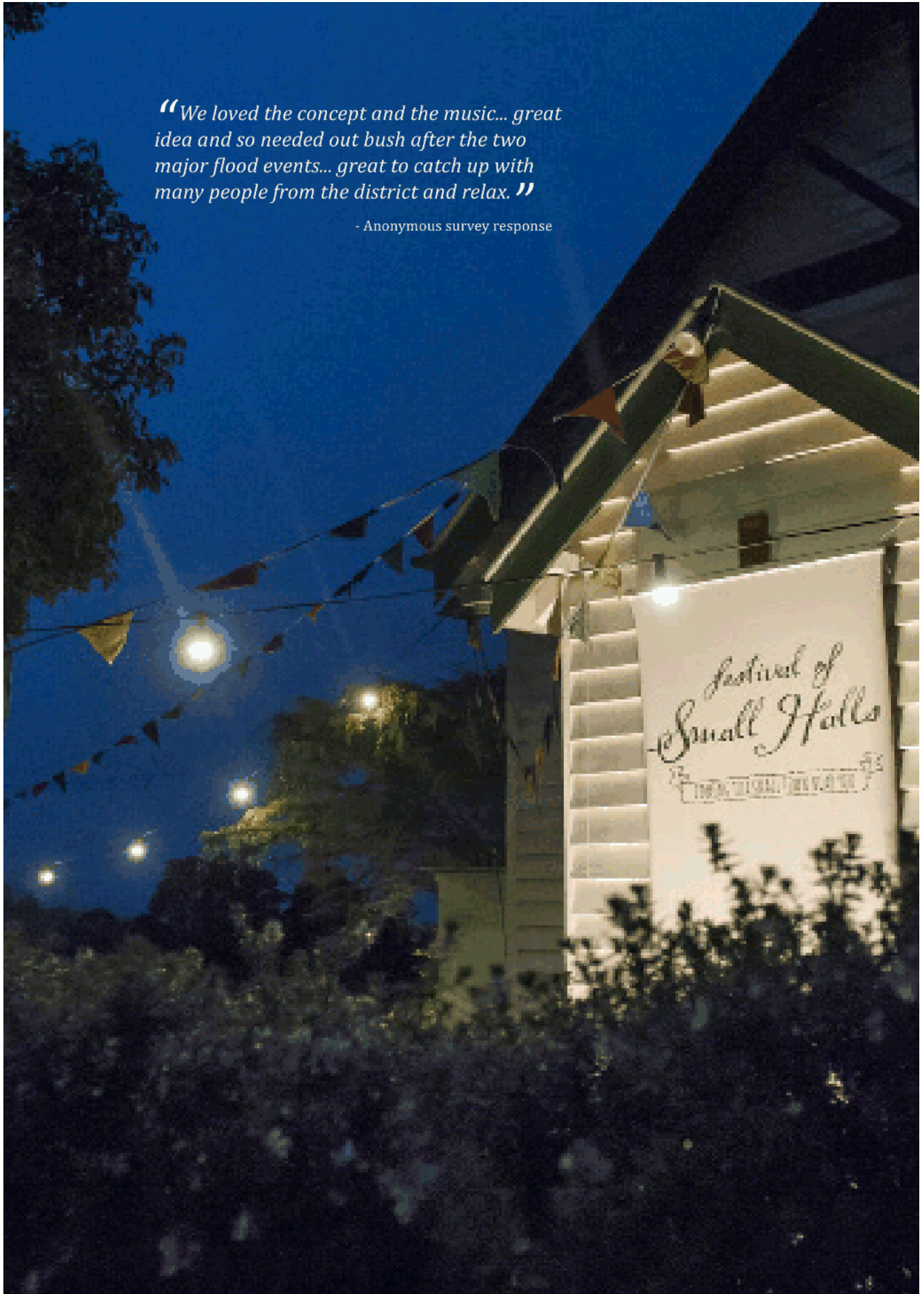
“Gorgeous, historic and unique country halls serving the exact purpose for which they were built: the coming together of people. Gracious audiences, terrific atmosphere and the sharing of music. Truly one of the most positive development in the Australian live music scene in recent times”

- The Starboard Cannons



“We loved the concept and the music... great idea and so needed out bush after the two major flood events... great to catch up with many people from the district and relax.”

- Anonymous survey response





SMALL HALLS IN AUSTRALIA

The Festival of Small Halls Australia is a series of tours that take the best folk and contemporary acoustic artists performing at two large festivals and sends them on the road to tiny halls in communities all over Australia. It's an opportunity for music-lovers from welcoming communities to invite artists from home and abroad into their towns, and a way of exploring this vast country in the spirit of hospitality and great fun.

Woodfordia Inc has successfully produced seven Small Halls tours from 2013 to 2016. In this time, we partnered with six major festivals, 57 local governments and 19 community groups as underwriters and 68 community groups as hosts. Seven international artists and seven Australian artists played their way into the hearts of regional Australia at 81 shows, and delivered ten workshops to 170 participants. We visited communities in Queensland, Tasmania, New South Wales and Victoria, and we laid the groundwork to build partnerships with communities further afield. In 2017, we'll be hitting the road in Queensland and Northern NSW.

The touring artists of Small Halls will always be at least one Australian artist and one international touring artist, and where possible, a local act, who play music of exceptional quality and heart. They are chosen for the tour not only because of their beautiful songs or tunes, but because they connect with the people they play for, whether through storytelling, the ability to tell a good joke (or a truly terrible one), their wonderful warmth and their real interest in visiting places a little off the beaten track. Each night of the tour is hosted by the local community, so it's also a chance for a town to show off their warmest welcome and most enthusiastic audiences.

Most towns in Australia have a community hall, a church or CWA hall – once the heart of town life. With strong community support, they are the perfect venues for acoustic and traditional/folk gigs – a style of music that is underrepresented in current Australian touring circuits. Halls are a great option for presentation of the style of music featured in Small Halls as they don't come with the established drinking culture and alcohol revenue-dependent booking mentality of many bars and venues, and allow a community to create their own space.

In Australia, we utilize start and end points for the tour in the form of established partner festivals. The artists on the tour are booked into both festivals in their own right, and then take to the road together. This provides high profile book ends and creates interest in the tour, the artist, and the remote locations they'll travel to. Both festivals present a special 'Festival of Small Halls' feature, with all artists at their event, as well as featuring the artists individually throughout their festival programme. Our partner festivals include Port Fairy Folk Festival and the National Folk Festival, Cygnet Folk Festival, Illawara Folk Festival, Blue Mountains Music Festival, Queensland Music Festival – and many more.

Once we've visited a town, we intend to keep coming back, bringing new artists each time, until we're all visiting with each other, all the time.



“I loved every moment and would make ALL of my friends come if you come back. It was perfect. Thank you!”

- Anonymous survey response

HISTORY

Festival of Small Halls PEI

The Festival of Small Halls Australia was inspired from the seed of an idea in Canada for a new touring structure to take great music into regional areas. On Prince Edward Island (PEI), Canada, local communities have hosted roots, traditional and acoustic artists in community halls all over the island since 2008. Held annually in June, the PEI Festival of Small Halls brings exceptional shows to treasured halls many visitors and locals alike have not yet discovered. Many local performers return to the small communities and rural stages where they danced their first jig or plucked their first string. An alluring medley of roots and old time music that fills cherished halls of all shapes and sizes, down back country roads and along breathtaking coastal drives. Festival of Small Halls PEI is an award-winning, critically acclaimed traditional music, dance and storytelling festival that brings exceptional shows to treasured spaces.

For more information on Festival of Small Halls, PEI visit:

www.smallhalls.com

The Ontario Festival of Small Halls

The Ontario Festival of Small Halls is an event born of inspiration by the spirit of community, hospitality, exceptional music, and fun that has made small halls festivals in PEI and Australia such treasured events. Armed with a vision of bringing big music to small places, the festival started out in 2014 bringing one very talented performer to three historically rich halls. Last year, 35 artists stepped off the big stage and were warmly welcomed into 24 halls by wildly enthusiastic volunteer teams. Ontario's small towns were warmed through to the heart with intimate, jaw-dropping performances complete with lots of laughter, foot stomping, storytelling, dancing, and downright musical magic. Now, three years in, the festival is going strong, thriving on the outpouring of enthusiasm from musicians, communities, and audience members who have come together from across the world, across Canada, and across town to make the festival such a success.

For more information on The Ontario Festival of Small Halls, visit:

www.thefestivalofsmallhalls.com

SETTING UP A TOUR

We create authentic, long term partnerships with host communities to ensure longevity and legacy beyond the first project. We do this by setting up a system where once the concept is released, the next partner festivals are announced, and communities can request that the tour come to their area. We then identify and consult personally with communities to ensure genuine enthusiasm for hosting the tours and artists.

"The small halls scattered throughout our regional towns are often underutilised community spaces. They are the place that people of the town come together. As the pressures of modern society descend on each small town, it's the small halls that keep a town true to its unique character. There is no better way to celebrate a community than in a hall owned by the people, with good music and food."

- Glen Wright, Mullum Music Festival

Each tour is pieced together as communities express their interest, with the final route being composed of around 20 stops. We work hard to route the tour so that the tour dates and activities are relevant to the hosting community. We also identify opportunities for community engagement through formal and informal opportunities. Our goal is to help make your Small Halls event as unique as your community. Survey responses gathered after the completion of each tour highlight how well the concept has resonated with communities.

We anticipate that the tour circuit will eventually outgrow the project and prescribed genre, and be able to support additional tours and genres year round. For the time being, the success of each tour means that more and more halls are inviting us enthusiastically to visit their towns.



"I'm already dreaming of which quiet hall will come alive with bunting and festival magic."

- Anonymous survey response



ABOUT THE PRODUCERS

Woodfordia Inc is a not-for-profit, community driven organisation with our headquarters at Woodfordia, the name we've given to our 500 acre property about 5 minutes drive from Woodford in SE Queensland, Australia. The mission statement of Woodfordia Inc. is to: stimulate, facilitate and foster the preservation and promotion of folk culture for the common good.

Woodfordia Inc produce The Planting Festival and the Woodford Folk Festival in addition to the Festival of Small Halls. The Woodford Folk Festival is one of Australia's largest and longest running events, and takes place between December 27 and January 1 annually. The 2016/17 event was our 31st festival, had has an estimated economic impact of \$30M and brought in record numbers.

Festival of Small Halls is Woodfordia Inc's grass roots touring initiative aimed at expanding the audience and appreciation for quality folk and contemporary acoustic music, while supporting communities to hold high quality events.

“The Woodford Folk Festival has for over 25 years been uniquely able to balance the small and the big. It's an intimate festival on the most grand of scales. It seemed to me to be a great honour for The Mullum Music Festival to be a part of the Small Halls tour launch in 2013, and logical that the final chapter of the tour took place at the iconic Woodford Folk Festival.”

- Glen Wright, Mullum Music Festival

WHAT WE PROVIDE

- Touring Artists
- Tour Manager/Event Producer for Road Shows and festival feature
- Production Manager
- Production Gear (Sound and Light Production)
- Accommodation, travel and per diem costs for touring party
- Public Liability Insurance for event and tour
- Festival of Small Halls website including Host logo and dedicated page to local regional event
- Publicity and media campaign, overall and targeted for each location
- Artwork for full tour in anchor festival books
- E-mailout to Woodfordia Inc database
- Tour Art
- Overall tour publicist
- Media kit (tour overview, artist images, music files, 3x standard media releases, tour art)
- 50 posters (25 general tour posters, 25 custom posters) for distribution by the Host
- Festival of Small Halls tour website
- Social media (includes Facebook tour invite)
- At least one e-mailout via Festival of Small Halls mailing list
- Possible paid advertising in a local publication where required (after consultation with The Host)
- Ticketing suite and purchasing processes for road shows
- Event décor and signage
- Managed ticketing desk and audience entry process for road shows

ON THE ROAD

- 1 x Australian artist/act
- 1 x international artist/act
- 1 x local artist/act where possible

PLUS

- 1 x Production Manager
- 1x Tour Manager
- Necessary vehicles to transport touring party, sound equipment, lighting, decorations + other items
- All production equipment



“The chance to be part of the Small Halls initiative was the most rewarding experience I’ve ever had as a touring musician. It’s such a positive concept on so many levels. The time to actually meet and integrate with the communities, the chance to see some of the countryside and the opportunity to take live music into remote parts of Australia.... I’ll be forever grateful for the Festival of Small Halls tour.”

- Ashley Bell, The Starboard Cannons

WHAT YOU PROVIDE

- 1 x beautiful Small Hall
- 1 x excited community audience
- 1 x lovable local MC (if possible)
- 1 x connection with your Traditional Owner (if possible)
- 1 x school or community music workshop (if desired)
- 1 x school or community event production workshop (if desired)
- 1 x volunteer Host committee for décor and set-up
- 1 or more opportunities for community fundraising via bar, food & drink sales
- 1 x fantastic concert featuring music of the highest quality
- 1 x volunteer ticketing crew to manage floor sales
- 1 x passionate local marketing effort from the hosts



“As a council we are looking to enhance and engage our community and put in place positive activities for them to get involved with. If we can engage with our community and have them leave with an ear-to-ear grin like we did after the Eatonsville Halls gig, we are well on our way to achieving our goals.”

- Louise Gumb, Clarence Valley Council

SOME INTERESTING STATISTICS

When we toured The Starboard Cannons and Irish Mythen through Queensland in 2015, we asked participants how they found the quality of the artists at the show. 89% said "Excellent"

In Victoria last year, we asked participants how enjoyable the show was. Over 95% of respondents gave us the top mark of "Very Enjoyable"

On our last Queensland tour, we asked participants if they'd be likely to come to both shows if we visited twice in one year. A resounding 96% said "Definitely"

When we visited Victoria in the autumn of 2015, 90% of survey respondents told us that Small Halls had made them more interested in attending other music events in their area.



A lot of these communities were hurting for entertainment or a reason to come together. As I've seen in other areas where Small Halls has been, it really connects people by celebrating music.

- Tim Chaisson, The East Pointers

FINANCES

"We are big believers in live music as a way of keeping communities and towns connected and alive.... More often than not we felt like we were participating in town social events and we felt privileged to encounter some really awesome, inspiring communities"

- The Mae Trio

WHAT ARE THE COSTS?

Once the festivals on each end of the tour are confirmed, the tour is routed according to interested or identified locations. The budget for the tour is created, and an underwriting request is made to the host organisation – whether it's Council, Hall Committee, CWA, P&C or a combination or any of the above, in order to secure the show in their region. Once this underwriting is agreed, a contract is sent to the organisation for signing.

Woodfordia Inc cash-flows the entire tour, meaning no up front costs to the hosts, and sells the tickets through our online system. Local sales pre event and sales on the door are also an option. If the sales are higher than the underwriting request, the income is split between the local host and the Woodford Folk Festival.

Local community groups may benefit financially from Small Halls. Examples of break-even points can be seen in the table below. We have identified 350 as our maximum number of attendees for a Small Halls event and a target number of 150, which again, can be seen in the table below at \$20. Any profit is split 50/50 between the host organisation and Woodfordia.

FINANCIAL BREAKDOWN TABLE

TICKET PRICE	AUDIENCE	SALES	UNDERWRITING	PROFIT/LOSS
\$15	150	\$2250	\$3000	-\$750
\$20	150	\$3000	\$3000	\$0
\$25	120	\$3000	\$3000	\$0
\$25	150	\$3750	\$3000	\$750

The supper can be supplied at no cost to patrons, or may be subsidized by a small addition to the ticket price, however, a larger supper or catering undertaking may also be suggested which could provide the organisation or group providing said supper an opportunity to make a profit. The community may also work with us to secure a bar license if alcohol is to be served.

"May there be many more of these wonderful tours to come, bringing together communities all over Australia. The pure and simple joy of music which touches us all in different ways, but binds us together."

- N Connors, Coramba



BENEFITS TO THE COMMUNITY

Festival of Small Halls Australia is designed to be a regional event that brings the community together and to:

- Provide several varied length (usually 4-6 week) tours through regional Australia for established, up and coming and international artists in the traditional, contemporary and folk genres
- Grow the market for traditional and folk music in Australia at a grass roots level
- Build capacity for hosting/promoting shows/venue creation in regional and remote areas within a community
- Fulfill the need for arts touring into regional and remote communities
- Actively engage partners within the community to raise their profile and awareness of their activities, also creating new partnerships
- Leverage funding available for Performance and Presentation, International Pathways, Community Partnership initiatives
- Increase access to excellent music and culture (through workshops and performance) for remote and regional communities
- Increase capacity within visited communities to deliver events at this scale, without external producer input.

“The concert was a HUGE success and we felt our spirits lift and our morale soar as we stomped, clapped, yahoo’d and danced with each other.”

- J Lamont,
Chudleigh Hall Committee

PROMOTE THE LOCAL AREA

The tour is the star – it’s the combination of locations, artists and community that make the point of difference in this concept. The Festival of Small Halls website features a page for each location on the tour, and publicity campaigns feature national tour overviews as well as regionally targeted PR. An ongoing social media presence related to our site with local people as admin/host. Eventually, we’d like to identify direct ‘cultural exchange’ ops between regions of Australia, and with our international partners. Each location on the Festival of Small Halls tour will have its own page where the area can be presented as a unique area. This leverages the date on the tour into an opportunity to promote the region as a desirable touring area, with a wonderful, friendly, receptive audience for high quality arts and culture, simply by being a part of the tour, and being featured alongside two major music festivals and 19 other regions. Strong links with local tourism campaigns are also possible in long-lead scenarios.

ACTIVATE OPPORTUNITIES TO SHARE RESOURCES AND INFORMATION ACROSS REGIONS

As the tour becomes established, the town can leverage the show into long-lead activities prior to Small Halls (talent shows, craft, baking etc), the possibility for an inter-shire/town Small Halls concert/s featuring local artists chosen to play on the tours working together at other times. In consultations with communities, we have enjoyed speaking about opportunities, resources and potential cross-over that communities have not been aware of for their communities, such as Folk Alliance’s low-cost public liability insurance, QMusic’s support for emerging musicians, Australia Council and State Funding, etc, social media workshops, mentoring opportunities within and outside of major festivals etc.

DEVELOPS PATHWAYS FOR YOUNG PEOPLE

Woodfordia Inc is Queensland’s largest employer of artists and arts workers. We engage over 3000 volunteers each year, and have extensive networks in many areas. Young artists, producers or those wishing to be involved with the festivals or music business will find us excellent allies and a great resource.

The values of the Festival of Small Halls also aligns with the values of many community plans:

- community spirit, connectedness and resilience
- cultural heritage and history
- lifestyle that is based on a network of small friendly rural communities that are quiet, peaceful and safe

The Festival of Small Halls can be used as leverage to bring out the best in a community – the best example of community spirit through volunteering as the host committee, and the best community connections of these small, friendly, rural areas through attending a welcoming, all-ages, family friendly event in a space with a re-ignited history – like the Forest Hill Hall. It's also a great opportunity to meet tourism objectives by all of these elements – the welcome of the people, the beauty of the region – through the the broader brand of Festival of Small Halls.

Woodford's commitment to not being one-hit wonders in the towns will mean that this can be something that the community grows and can rely on. We anticipate that the Small Halls tour dates will become something quite particular to the area, so that there is a unique flavor to 'their' presentation of the tour, with a particular host committee modifying the décor and aesthetic of the presentation, the size and scale of the supper hosted at interval – a mini gourmet food fair, an alignment with another local event/show, to perhaps hosting the artists in other ways, through billeting or farm-stay, or building additional events around the Small Halls show.

“We live in an isolated area and are very drought-stricken at present. Our community is being hit hard...times are tough for people on our land, and in a micro-community, the effects are felt by all. However, sitting there last night watching such a beautiful and moving performance, all was lost for a while.”

- K Sutton, St George



GROWING THE COMMUNITY WITHIN SMALL HALLS

LOCAL COMMUNITY MEMBERS ENGAGED IN THE PROJECT AS:

- Local Small Halls Committee Members
- Décor designers and makers
- Supper/catering hosts
- Street team/publicists
- Local tour guides/community liaison
- Eventual on-the-ground full producers of Small Halls event in the region

“These sorts of things sew communities back together.”

- P Larkins, Girgarre

“My son was dancing all the way home and has asked to do tap lessons.”

- L Harris, Moyston

LOCAL ARTISTS BENEFIT:

- As performers at local Small Halls event (eventually more than one in each town per year if desired)
- As performers at inter-regional Small Halls events (where Shire may work together to host two or more local artists under a Small Halls banner throughout the year)
- As performers linking through to Woodford Folk Festival, or other anchor festivals on the tour
- With increased access to resources and information relating to Australia's music business and ecology, primarily via connection with Woodford Folk Festival (Australia's largest festival and one of the world's largest folk festivals) and Folk Alliance Australia, Australia's peak body for folk music

LOCAL GOVERNMENT/HOST BENEFITS:

- By assisting to identify a location in the region which will be promoted not as a 'date' on a music tour, but as a significant, well-profiled, destination location on a culturally significant community-centred tour with great heart and integrity
- By leveraging available funding to secure the highest quality international and national talent for the community at a highly subsidized rate
- By leveraging engagement in the Small Halls tour as an introduction into relationships with other Small Halls presenters
- By leveraging attention drawn to Small Halls and resulting capacity building within the community to support further community-initiated events of the same style
- By association with/support from one of Australia's key cultural events, the Woodford Folk Festival





OFFICER REPORT

Meeting: Ordinary 22 July 2020

Date: 7 July 2020

Item Number: 13.10

File Number: D20/65656

SUBJECT HEADING: Yuleba War Mural Treatment Project

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

Maranoa Regional Council in conjunction with the South West Queensland Regional Arts have a small budget (\$12,000) to engage a contractor, to professionally investigate a possible restoration to the Yuleba War Memorial Mural.

With the total cost of the restoration project being \$18,276.50, a shortfall in the budget of \$6,276.50 has been identified. It is requested that this shortfall be drawn from the Arts & Culture Materials and Services Budget GL 02885.2001.2001.

Officer's Recommendation:

That Council approves the allocation of funds from the Arts & Culture - Materials and Services Budget, GL 2885.2201.2001 at a total cost of \$6,276.50 to allow for the completion of this project.

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).

South West Queensland Regional Arts
Blair Paintings Conservation
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
RADF	Regional Arts Development Fund

Context:

Why is the matter coming before Council?

The total cost for the Yuleba War Memorial Mural Restoration project has come to \$18,276.50, with a shortfall of \$6,276.50 being identified in the budget.

Council has previously approved \$6,000 in Strategic Initiative funding as part of its 2019/2020 RADF program to be used for this project. These funds are to be used in conjunction with a \$6000 commitment from South West Queensland Regional Arts bringing the current total available budget for this project to \$12,000.

It is requested that Council provide the shortfall of \$6,276.50 to be allocated from the Arts and Culture Materials and Services Budget GL2885.2001.2001, in order to complete this project.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Quotes have been called for this project - Blair Paintings Conservation have been engaged to undertake the work on the Yuleba Hall War Mural at a total cost of \$18,276.50.

Please note: (Blair Paintings Restoration have no relationship with Michelle Blair who is a former Arts and Culture Coordinator at Maranoa Regional Council)

At a General Council meeting held on 24th January 2020, Council resolved to:

Resolution No. GM/01.2020/64

Moved Cr Chambers

Seconded Cr Newman

That Council:

- 1. Allocate the remaining budget from its 2019/20 Regional Arts Development Fund (RADF) Strategic Initiative (GL 2885.2250.2001) to the following projects:**
 - a) Design and installation of laser cut-out in Mitchell Memorial Park (\$5,000)**
 - b) Conservation of the mural in the Yuleba Hall (\$6,000)**
- 2. Accept the offer of \$6,000 in matching funds for the Yuleba mural project from South West Queensland Regional Arts.**

CARRIED

<https://www.qldwarmemorials.com.au/memorial?id=1388>

According to the Queensland War Memorials website this incredibly detailed mural depicting many theatres of war was painted by a jackeroo, Robert Fred (known as Fred) Doyle in 1964, and is the backdrop to the stage of the Memorial Hall. It was

unveiled by Hon F G R (Frank) Nicklin, MM, LLD, MLA, Premier of Queensland, on 9 October 1964.

The mural is in need of professional investigation, possible restoration, and a professionally installed perspex (or similar) 'cover'. A representative from South West Queensland Regional Arts has offered to provide a matching \$6,000 towards the project, and her initial conversations with a Queensland Museum conservator indicate this would be enough to complete the project.

This project aligns with the Local Priorities for the RADF program

- Funding requests that involve different, new or emerging art forms
- Funding requests targeting individual participants and groups that have not historically participated in RADF funded programs and projects.
- Develop and enhance local skills.
- Ensure there is a regional benefit for funded 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)

The projects align with the Local Priorities for the RADF program:

- Funding requests that involve different, new or emerging art forms
- Funding requests targeting individual participants and groups that have not historically participated in RADF funded programs and projects.
- Develop and enhance local skills.
- Ensure there is a regional benefit for funded projects.

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 and Community Development

Kym Walters – Specialist – Arts and Culture

Funding Bodies:

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

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Maranoa Regional Council to support local arts and culture in regional Queensland.

These projects and allocation fit within the guidelines of the program.

This Financial Year's Budget:

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

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

With the total cost of the restoration project being \$18,276.50, a shortfall in the budget of \$6,276.50 has been identified. It is requested that this shortfall be drawn from the Arts & Culture Materials and Services Budget GL 02885.2001.2001.

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)

Yuleba community
Yuleba Hall Committee

Risks:

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

Risk	Description of likelihood & consequences
Funds to be returned to funding bodies	If Council do not proceed with the project, funds will need to be returned to RADF & South West Queensland Regional Arts.
Deterioration of the mural	It is likely that the mural, if left untreated, will continue to deteriorate to a point that it will become irreparable.
Negative community feedback	Possible petition from the Yuleba community if this important mural is not preserved.

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 Yuleba Memorial Hall war mural is an important component of the Yuleba Community.

The Yuleba Local Plan states as an objective *that the heritage and cultural precincts in Yuleba and its district continue to be progressively enhanced* (Adopted 26 July 2018 **GM/07.2018/01**)

We have a unique opportunity, in the case of this mural, to preserve both an important piece of community art and an integral part of the heritage of the Yuleba community.

Council should proceed with the conservation of the Yuleba Memorial Hall war mural.

Recommendation:

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

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

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

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

That Council approves the allocation of funds from the Arts & Culture - Materials and Services Budget, GL 2885.2201.2001 at a total cost of \$6,276.50 to allow for the completion of this project.





Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

Supporting Documentation:

1	 Invoice 158 Maranoa Regional Council - Yuleba	D20/65660
	 Memorial Hall Mural	
2	 Yuleba Hall Mural Treatment Proposal Maranoa	D20/65487
	 Regional Council 2020	

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Blair Paintings Conservation

TAX INVOICE

Invoice number: 158

MARANOA REGIONAL COUNCIL
PO BOX 620
Roma QLD 4455

KYM-MAREE WALTERS
Specialist – Arts & Community Development
0427 669 938
kym-maree.walters@maranoa.qld.gov.au

29 June 2020

Invoice Description: For the onsite examination of the painting listed below and the creation of a subsequent Treatment Proposal document, supplied separately.



TITLE UNKNOWN (War memorial mural, Yuleba Memorial Hall) (1964)
DOYLE, Robert Fred
oil on four separate Masonite-style hardboard panels
266.5 x (128.2, 137, 137, 129 panels 1-4 respectively)

Cost: \$2625
+GST: \$262.50

TOTAL OWING: \$2887.50

With thanks,



Tessa Blair
Paintings Conservator
Blair Paintings Conservation
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Wynnum QLD 4178

DIRECT DEPOSIT
Account name: Tessa Blair
BSB: 084961
Account Number: 25 224 8299
Reference: Inv 158

Blair Paintings Conservation & STUDIO204

TREATMENT PROPOSAL

MARANOA REGIONAL COUNCIL
PO BOX 620
Roma QLD 4455

KYM-MAREE WALTERS
Specialist – Arts & Community Development
0427 669 938
kym-maree.walters@maranoa.qld.gov.au

29 June 2020



TITLE UNKNOWN (War memorial mural, Yuleba Memorial Hall) (1964)

DOYLE, Robert Fred

oil on four separate Masonite-style hardboard panels
266.5 x (128.2, 137, 137, 129 panels 1-4 respectively)

Examined on: 24 June 2020	At: Yuleba Memorial Hall, Yuleba QLD
<p>CONDITION SUMMARY: This oil on Masonite-style hardboard panels (4) is in generally fair condition overall, given its age, materials, processes, and environmental exposures. The paint is mostly stable. However, there are several localised areas of active flaking with associated loss. There are also numerous areas of drying cracks, as well as dust, dirt, grime, and accretions throughout the image area.</p>	
<p>PRIMARY SUPPORT: Masonite-style hardboard panels. Four individual panels nailed into the wall/supports (presumably, verso not accessible). The painting is essentially part of the wall/building. The joins between the panels are all visible. The join between panels #3 and #4 is the most visually disturbing, with the largest gap between them (see Images 1 and 2).</p>	

1 of 12

Blair Paintings Conservation & STUDIO204

Tension / Strength: Good and stable.	Surface plane: Fairly good, some slight undulations present however they are not structurally or visually disturbing.
Damages: There are various gouges in the primary support, scattered throughout, affecting the main image area and the edges beneath the frame rebate (particularly at the top right corner under frame rebate). Numerous holes in the media and primary support throughout the image, possibly caused by tacks or nails (see Images 1 and 3). Some small chips and losses at edges of all panels.	
<u>AUXILIARY SUPPORT:</u> The panels are secured to the wall/wall supports with nails. These nails are at the edges of each panel as well as scattered (seemingly randomly) throughout the image. Some nails have been painted over, whereas others have not, and their heads are visible and distracting under normal conditions (some are silver in colour, and some have a red corrosion product on the surface) (see Image 4). Also, note that several nails that secure the board to the wall/support are starting to protrude from the image plane.	
<u>MEDIA:</u> Oil paint. Appears in fairly good condition, except for localised areas of flaking and loss (see Images 1 and 5). The clarity of the media is affected by dust, dirt, grime, and accretions.	
Cleavage and flaking: Mostly associated with browns and dark greens, especially in the areas of higher/thicker impasto (see Images 1, 5, and 6). The edges of each panel appear to also be particularly vulnerable to flaking (see Image 7). There are several areas of concern, most notably at the red of the collar of the nurse (on panel #3), where the paint is under-bound, loose, and prone to loss/fine flaking upon the lightest of touches.	
Craquelure pattern: Fine and shallow drying cracks affecting the thinly applied darker colours (see Image 8).	
Losses: There are various small areas of loss across the surface, mostly associated with the active regions of flaking (see Images 1, 5, and 6). Other areas of loss are associated with impact damages (gouges) in the primary support. Some loss also associated with scratches and abrasions (particularly under frame rebate).	
Abrasions / scratches / impacts: Yes. Various throughout the artwork. Numerous, mostly small and minor, but there are several larger areas of damage to some deep gouges affecting the paint and primary support. The two largest scratches are: on panel #2, central area, measuring approximately 23.5cm long; across the join between panels #2 and #3, bottom 1/5 th , measuring ~ 8 x 0.5 cm (see Images 1, 9 and 10).	
Dust / dirt / grime / accretions: Yes to all. Across the entire surface, particularly the top 1/3 rd of the image, which is heavily covered by cobwebs and dust. At the centre area of panel #4, in the large blue area, several issues are occurring (see Image 11). Primarily we believe there is another image layer beneath the blue paint that the artist reworked. The texture of the image	

Blair Paintings Conservation & STUDIO204

below gives the area a patchy appearance. There are also numerous dark/greasy (?) stains/accretions that are in the same area as well as a long drip mark going through the centre. There are numerous other smaller drip marks and splattered accretions across the surface of the painting as well (see Images 1 and 12).

VARNISH: None present. The surface sheen is irregular, but it doesn't affect the aesthetic of the artwork.

FRAME: We are considering the frame to be part of the building, as it is built into/onto the wall around the artwork, and is painted the same colours as other elements of the interior of the building. The top and bottom members of the frame measure ~18 cm wide, while the left and right members measure ~17 cm wide. There are numerous and various condition issues affecting the frame, most notably: losses, chips, scratches, scuffs, dust, dirt, grime, accretions, losses in the wood that have been overpainted without filling (most notably at the lower right corner). There are also four white hooks along the top edge, presumably used to cover the mural / hang different backdrops for events (? suspected). There is a wire cable running across the top of the frame, presumably for a similar purpose to the hooks. The end of the wire at the left is frayed and is very close to the painting, which poses a danger to the media. The mitres of the frame corners all have gaps. The frame is not flush against the painting, with gaps being visible between the painting and the frame (particularly the top right corner).

TREATMENT PROPOSAL: Due to the nature of the artwork, treatment will be undertaken onsite by Tessa Blair (of Blair Paintings Conservation) and Maïté Le Mens (of Studio 204), at the Yuleba Memorial Hall. It is expected that the process will take 3-4 days in total.

1. Immediately prior to treatment, a community engagement talk will be held at the hall (location to be confirmed by the Maranoa Regional Council), in which we will discuss the condition issues affecting the mural and our treatment plan. The community talks are discussed further below.
2. Unstable areas of paint will be consolidated using conservation-grade materials.
3. The painting will be dusted, and brush vacuumed as safety permits to remove loose surface dust, dirt, and cobwebs, etc.
4. Nails that are protruding from the surface of the artwork will be gently tapped back into plane.
5. The surface of the painting will be cleansed as safety permits to remove surface dirt, grime, and accretions.
6. Areas of paint, ground, and support loss will be filled and retouched using conservation-grade materials to closely match the surrounding surface colour, texture,

Blair Paintings Conservation & STUDIO204

and sheen. Please note that the gaps between the panels will not be addressed unless there are chips/losses of paint in these areas. Stubborn stains/marks and bare nail heads will also be retouched to reduce their appearance.

7. The frame will be vacuumed and lightly cleansed to remove loose surface dust, cobwebs, and grime. Please note that this is basic cleansing of the frame is the only work that will be undertaken on the frame itself. Should building work on the hall itself go ahead in the future, the frame should be considered during those works (while having the painting itself properly protected/covered, etc. during these building works. It would be worthwhile consulting us again when these works are to be undertaken.
8. The excess wire at the top left corner will better be secured to reduce the risk to the surface of the artwork.
9. Immediately following the completion of the treatment of the painting, a second community talk will be held at the hall to discuss the treatment outcomes and to answer questions from the community. The community talks are discussed further below.

Estimated treatment cost: \$13990 +GST

This estimate includes travel and associated expenses, materials, time, and labour and is valid for two months from the date of issue.

DISCUSSION:

Possible dates: We expect that the onsite treatment will take between 3 and 4 days. We would start on a Tuesday and finish the treatment either on Thursday or Friday of that same week. We will only be making one trip for the treatment and the two community talks. Our preferred dates are:

- Tuesday 28 July – Thursday 30 / Friday 31 July 2020
- Tuesday 4 August – Thursday 6 / Friday 7 August 2020

Community engagement talks: The two talks will be held during the same trip that the treatment will be undertaken in. The first will occur immediately prior to treatment, on Tuesday morning, and the second will occur immediately after treatment has been completed, either on Thursday afternoon or on Friday morning. The exact day and time of the second talk will depend on the progress of the treatment. We will not be making a separate trip out to

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Yuleba for either of these talks. Should this be desired, a separate additional estimate will be provided. In all honesty, we expect these talks to be quite brief, with us going over our observations, plans, and results and allowing time for some questions from the community. We expect that each talk would take between 40-60 minutes. We understand that you have the requirement of having two community talks, however, if this is at all negotiable, it may be more worthwhile to only have one, as filling the time with enough interesting content regarding the conservation work to be undertaken/that was undertaken on the mural is going to be a stretch. If, however you understand that both talks will be brief, then that is, of course, up to you. The Maranoa Regional Council is responsible for all advertising/notifying the local community about these two talks as well as setting up the space for the talks (chairs etc. if required).

Covering the painting: We highly recommend having a Perspex (or similar) sheet installed in front of the painting and frame to add a level of protection for the artwork after the conservation treatment has been completed. We recommend getting in touch with Chapman and Bailey (07 3666 0028; brisbane@chapmanbailey.com.au) to discuss your options for having this protective covering fabricated and installed.

Environmental concerns/considerations: The lack of environmental controls in the Yuleba Memorial Hall is concerning for the longevity of the mural. Given the (assumed) extreme temperature fluctuations (knowing the climate of the region), it is surprising that the painting isn't in worse condition. It should also be noted that the painting attached to both an interior and an exterior wall, with the top ~60 cm of the painting is attached to what is an exterior wall. The temperature variation between the interior and exterior walls is concerning. Please also note that there is a large crack in the ceiling at the top right of the artwork above panel #4.

Should you decide to go ahead with the treatment as discussed above, please advise us as soon as possible which dates suit you best so that arrangements can be made. We trust that you find the above in order and await your further direction.



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IMAGES



Image 1: Overall image of the painting, annotated to show areas of damage and condition issues.

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KEY: Red=Scratches. Green= Flaking. White= Splashes/drips. Purple=Holes.



Image 2: Detail of painting, panels three and four, showing gap between panels.



Image 3: Detail of painting, panel #1, showing example of the holes scattered throughout the artwork.

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Image 4: Detail of painting, showing unpainted nailhead, with corrosion product on surface.

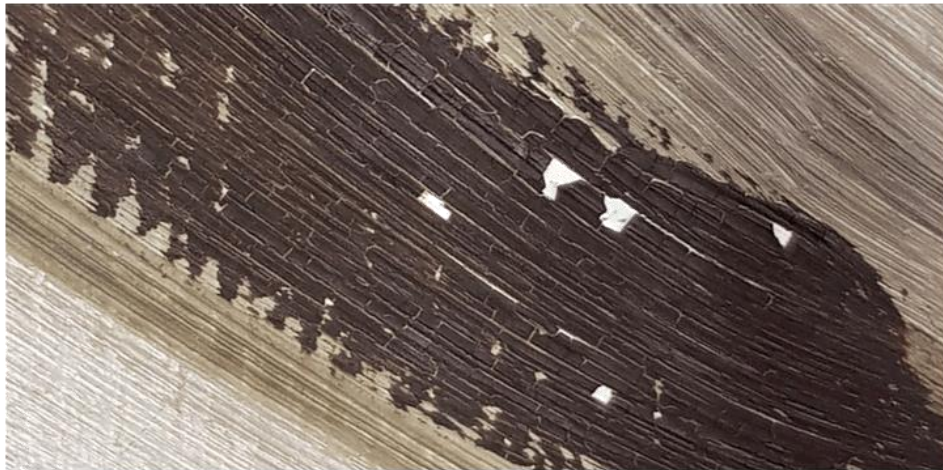


Image 5: Detail of painting, panel #1, showing an example of the active flaking.

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Image 6: Detail of painting, panels #2 & #3 showing an example of the active flaking.



Image 7: Detail of painting, showing the flaking affecting the join between panels #3 and #4.

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Image 8: Detail of painting, panel #3, showing an example of the drying cracks.



Image 9: Detail of painting, showing long scratch in media, on panel #2.

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Image 10: Detail of painting, showing long and wide scratch in media, between panels #2 & #3.



Image 11: Detail of painting, panel #4, central area

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Image 12: Detail of painting, panel #1, lower-left corner, example of the splashed accretions.