

BUSINESS PAPER

Ordinary Meeting

Wednesday 28 October 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 19 October 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 Roma Administration Centre on
28 October, 2020 at 9.00AM.



Julie Reitano
Chief Executive Officer

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- To be held at the Surat Administration Centre on 11 November 2020.

Confidential Items

In accordance with the provisions of section 254J(3) 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 Proposed Road Aquisition: Lot 2 on SP106629 - Landowner Compensation Agreement

Classification: Closed Access

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C.2 State Government Surplus Properties - Maranoa Region

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

C.3 Public Safety Business Agency - Lot 14 on W4097

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

C.4 Tender 21008 - Bigger Big Rig Interpretive Design and Construction

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g.) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

C.5 Proposed Acquisition of Land - Injune

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

C.6 COVID-19 Leased Cafes, Caravan Parks, Car Hire Companies and Hibernian Hall Users

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

C.7 Applications for Rate Payment Arrangements

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(d) rating concessions.

- C.8 Review of Council Decision - Capital Upgrade Request 262 Currey Street, Roma**
Classification: Closed Access
Local Government Regulation 2012 Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
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Classification: Closed Access
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- C.12 Preliminary Negotiations – Business Partnership**
Classification: Closed Access
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- C.13 Expression of Interest - Vulnerable Road User Program**
Classification: Closed Access
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- C.14 Cigger Big Rig Project - Memorandum of Understanding (Financial Deed)**
Classification: Closed Access
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- C.15 Racecourse North Estate Injune - Land for Sale**
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Local Government Regulation 2012 Section 254J(3)(e.) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

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Closure

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.1

File Number: D20/99244

SUBJECT HEADING: Aviation Incident Memorial Plaque at Roma Airport

Classification: Open Access

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

Executive Summary:

On the 22nd of September 1981, a light aircraft travelling to Roma from Augathella encountered an issue resulting in a fatal collision with ground in the vacant paddock between Basset Lane and Dargal Road, South of the Roma Airport.

The family of the pilot involved have requested that a memorial plaque be placed on the fence nearby the location of the incident. This report serves to provide Council with the information surrounding the request.

Officer's Recommendation:

That Council authorise the placement of a memorial plaque near Gate 11 of the Roma Airport perimeter fence, on Bassett Lane, as the closest location to the incident site, noting that the placement must not obstruct any regulatory signage or impede access and that the cost of installation and maintenance of the plaque be borne by the applicant.

Individuals or Organisations to which the report applies:

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

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

The only individuals able to gain any sort of advantage, are the applicants should Council approve the proposed memorial plaque. It is not foreseen that any other individuals or organisations would gain an advantage or suffer a loss as a result of the outcome of this report.

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
ATSB	Australian Transport Safety Bureau

Context:

Why is the matter coming before Council?

The proposal is to use a Council asset to facilitate their memorial, being the perimeter fence of Roma Airport.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Author has discussed the proposal with Juleen Drescher on behalf of Robert Cameron, the brother of the pilot lost in the incident. Following receipt of the request, the author investigated the incident, noting that the actual location of the incident is approximately 500m South of the airport, the Bureau of Air Safety Investigation (now known as the ATSB) investigation report is attached to this report.

They are proposing a sealed wood constructed plaque attached to the fence using a chain and 'D' shackles, measuring approximately 500mm long by 290mm wide. The location was decided upon due to the proximity to the actual incident location, being a private block of grassed land, any installations would be subject to a higher fire damage risk.

Discussions with the proponent highlighted that the fire risk is still present on the perimeter fence and that the installation would:

- Not obstruct any regulatory signage,
- Not impede access through Gate 11, and
- The installation and maintenance of the memorial would likely be at the cost of the proponent.

The proponent agreed to the above, on the proviso that the Author would provide a report to Council to decide upon the use of the perimeter fence for the installation of the plaque.

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)

Proposal discussed with the proponent to identify the location, magnitude of the memorial and how it would be installed.

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)

There have been a number of significant aviation incidents in the vicinity of Roma Airport since its construction, there is a chance that those left behind from these other incidents may seek to have the other incidents memorialized.

Otherwise, in the Author's opinion, the proponent is the only interest party of significance, due to the relationship with the pilot and are seeking for the proposal to go ahead.

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)

The Author recommends approving the use of the fence to install a memorial plaque as long as the cost of maintaining the memorial is borne by the applicants.

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?

It is recommended that Council authorise the placement of a memorial plaque near Gate 11 of the Roma Airport perimeter fence, on Bassett Lane, as the closest location to the incident site, noting that the placement must not obstruct any regulatory signage or impede access and that the cost of installation and maintenance of the plaque be borne by the applicant.

In the Author's opinion, this is not contrary to any existing Council policy.


Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

Supporting Documentation:

 [1](#) ATSB Report - Collision with ground in vicinity of Roma D20/93458

 Airport September 1981

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer

COMMONWEALTH OF AUSTRALIA-BUREAU OF AIR SAFETY INVESTIGATION
AIRCRAFT ACCIDENT INVESTIGATION SUMMARY REPORT

REFERENCE NO.
SI/811/1066

1. LOCATION OF OCCURRENCE

Roma, Qld		Elevation: 1032 feet
Date: 22.9.81	Time: 1845 hours (approx.)	Zone: EST

2. THE AIRCRAFT

Make and Model: Beech C24R	Registration: VH-MYG
Certificate of Airworthiness: Date of Issue 13.12.79	
Certificate of Registration Issued to:	Operator:
Degree of Damage to Aircraft: Destroyed	Other Property Damaged: Nil
Defects discovered: Turn coordinator not operating	

3. THE FLIGHT

Departure Point: Augathella	Time of departure: 1745 hours
Destination: Roma	
Purpose of flight: Carriage of passengers	Class of Operation: Charter

4. THE CREW

Name	Status	Age	Class of Licence	Hours on Type	Total Hours	Degree of Injury
	Pilot	27	Private	4	271	Fatal

5. OTHER PERSONS (ALL PASSENGERS AND PERSONS INJURED ON GROUND)

Name	Status	Degree of Injury
	Passenger	Fatal
	Passenger	Fatal

AIRCRAFT ACCIDENT INVESTIGATION SUMMARY REPORT (CONT)

REFERENCE NO.
SI/811/1066

6. RELEVANT EVENTS

At about 2100 hours on 21.9.81, [redacted] contacted the operator to charter an aircraft for a flight on the following day to Augathella and return. The operator subsequently contacted the pilot, who flew for him on a part-time basis, and then refuelled VH-MYG to capacity in preparation for the flight.

Although the pilot had recently passed the examinations and flight test for the initial issue of a commercial pilot licence, he had not completed all of the required medical examinations. He held a current private pilot licence and a Class Four instrument rating, allowing him to fly at night under Visual Meteorological Conditions (Night-VMC). He had not previously flown a Beech C24R aircraft and the Pilot's Operating Handbook, containing information about the systems and operating procedures for the aircraft type, was not available in VH-MYG.

The pilot was at his normal place of employment when contacted, engaged in a 1800 hours to 0200 hours shift. He completed his shift, proceeded to his home and went to bed, and arose at about 0415 hours. On arrival at Archerfield, he completed a flight plan for the proposed return flight, which he submitted to the Briefing Office at 0544 hours. The nominated class of operation was charter.

When the flight plan was checked by Air Traffic Control (ATC) it was noted that the aircraft was not equipped with high frequency radio. The pilot would therefore be unable to meet the requirement for charter operations to maintain continuous radio communications. When he was reminded of this requirement, the pilot contacted the operator and subsequently advised ATC that the class of operation was amended to private. He also nominated a Search and Rescue watch (SARTIME) on his flight based on telephone reporting of arrival.

VH-MYG departed Archerfield at 0635 hours. At 1030 hours the pilot reported his arrival at Augathella by telephone. While his passengers were otherwise engaged, he spent the time relaxing and reading a magazine. At about 1340 hours, the pilot and passengers proceeded to the aircraft for the return flight. This was intended to be via Roma, as a refuelling stop. Difficulty was experienced in starting the engine and, after a number of attempts, the aircraft's battery became depleted. It was not until 1730 hours that a suitable truck battery was obtained and the engine was started using external power leads.

At 1748 hours, the pilot established radio contact with Charleville Flight Service Unit and reported he had departed Augathella three minutes earlier. He also advised he would operate under Night-VMC conditions and obtained the radio frequency to operate the remotely controlled runway lights at Roma. A SARTIME of 1930 hours was nominated for his arrival. There were no further radio transmissions received from the aircraft after these exchanges.

Weather conditions at Roma were suitable for Night-VMC; there were only two oktas of cumulus at 4000 feet and the wind was northerly at two knots. The night was dark. At about 1845 hours, persons on the ground to the south of Roma Aerodrome heard the sound of an aircraft engine. Although the sound was considered normal, their attention was drawn because the aircraft lights were not on. The aircraft was assessed to be on an approach to Runway 36. The runway lights were on. As the aircraft neared the aerodrome, one witness reported that the engine noise ceased. Others reported that there was a sudden roar of engine power. Several persons then heard a thump, but they either did not associate it with the aircraft or considered the aircraft had made a hard landing on the runway.

AIRCRAFT ACCIDENT INVESTIGATION SUMMARY REPORT (CONT)

REFERENCE NO.
SI/811/1066

6. RELEVANT EVENTS

When no report had been received from the pilot by the nominated SARTIME, Search and Rescue procedures were implemented. Searching aircraft received a signal from an Emergency Locator Beacon in the vicinity of Roma and the wreckage of VH-MYG was located at 0624 hours on the following morning. The aircraft had struck the ground at a moderate speed, in an approximately 70 degree nose-down attitude and while heading approximately 050 degrees magnetic. The accident site was some 800 metres south of the threshold of Runway 36 and 146 metres left of the extended centreline of the runway. After the initial impact, the aircraft rebounded approximately 5 metres and came to rest in an upright attitude. There was no post-impact fire.

There was no evidence of pilot incapacitation. Examination of the wreckage found no evidence of pre-existing defect other than the inoperative turn coordinator instrument. The reason why this was not working could not be determined. The gyros of the primary flight instruments, artificial horizon and directional gyro, had been rotating at impact, consistent with normal operation. The landing gear was down but the flaps were in the retracted position. Examination of the aircraft light systems indicated that the taxi lights and the gear-down indicator light had been illuminated at impact. In view of the witness evidence, it is probable that the external taxi lights had only been turned on immediately prior to the accident. There was no evidence that any other lights, including the aircraft navigation lights, instrument lights and cabin lights, had been illuminated at the time of the accident.

The relatively minor damage sustained by the propeller and engine indicated that the engine was not delivering high power at impact. However, the exhaust pipes had been hot, which indicated that if the engine had failed it only occurred shortly before impact.

Both of the aircraft fuel tanks had ruptured and only 500 ml of fuel was recovered from the left tank. There was no evidence of fuel spillage at the accident site. Calculations written on a magazine that was found in the wreckage, apparently made by the pilot at Augathella, indicated that he had been operating the aircraft at a high cruise power setting that consumed approximately 40 litres per hour. The calculations indicated that the flight time to Augathella had been three hours. The flight time to Roma was approximately one hour and, if the noted fuel consumption was correct, the aircraft should have had some 59 litres of fuel remaining on arrival. The fuel selector was found at the right tank position but the pre-impact distribution of fuel between the left and right tanks could not be determined. The electric fuel boost pump had been operating at impact. The operating procedures for the aircraft type indicated that this pump was only intended for use during engine start and in a fuel system emergency. It was not required to be on for take-off and landing, as is the case with such pumps on many other types of aircraft. However, as the pilot was not familiar with the operating procedures for this aircraft, it was not known whether he had turned the pump on as a matter of habit during pre-landing checks learnt on other aircraft or in response to an emergency during the approach to land.

7. OPINION AS TO CAUSE

The cause of the accident has not been determined but it is likely that fatigue and the pilot's lack of experience with the aircraft type were contributory factors.

Approved for publication under the
provisions of Air Navigation
Regulation 283(1)

A.R. Woodward (A.R. WOODWARD)
Ag/Director

Date:
14.12.82

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.2

File Number: D20/99245

SUBJECT HEADING: Care Outreach request permission to use the Injune Community Centre

Classification: Open Access

Officer's Title: Local Development Officer - Injune

Executive Summary:

Care Outreach a Not-for-Profit Organisation has requested use of the Injune Community Centre for their "Christmas for the Bush 2020" annual event at no cost. This event is planned from Saturday, 21 November to Saturday, 12 December 2020. In addition to this years request, Care Outreach have also requested use of two caravan park sites and two cabins for the duration of their stay at no cost.

Officer's Recommendation:

That Council:

1. Approve Care Outreach's request for permission to use the Injune Community Centre for the "Christmas for the Bush" annual event at no cost.
2. Approve a professional clean of the facilities prior to arrival and upon departure. (approximate value 6 hours - \$240.00)
3. Provide notice to Injune Youth Group Coordinators & Injune Blue Light that this request has been approved by Council for the nominated dates.
4. Request Care Outreach vehicles not to be parked on grassed area for the duration of stay.
5. Approve Care Outreach permission to use two powered caravan sites at the Injune Caravan Park for the duration of their stay.
6. Decline Care Outreach request to use two cabins due to Council resolving to temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area (OM/06.2020/81)

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).

Care Outreach – Mr Vince Johnston, Coordinator Injune Region.

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has received a request from Care Outreach a Not-for-Profit Organisation to use the Injune Community Centre facilities and accommodation for the "Christmas for the Bush" annual event.

In the past, Care Outreach found this facility more accessible for moving supplies to and from the building for the care packages, benefited from not having to move stock to cater for other local functions and the community found it more convenient to access information from the Care Outreach volunteers.

As Care Outreach are mostly self funded they are requesting caravan park accommodation free of charge due to its facilities and location to the Injune Community Centre in 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Not-for-Profit and ministry organisation "Care Outreach" travel to rural and remote regions that are suffering from drought conditions. Care Outreach support and assist with donated care packages for families when times are tough. Their support is focused on caring for the physical, emotional, and spiritual well-being.

Council has received a request from Care Outreach to seek permission to occupy the Injune Community Centre for the Christmas for the Bush 2020 event from Saturday, 21 November to Saturday, 12 December 2020.

During their visit, care packages will be distributed to families suffering from hardship. The location of Injune Community Centre made it easily accessible to Care Outreach volunteers, for families sourcing valuable information and assistance.

Over approximately 16 years, Care Outreach and their many volunteers have visited the Maranoa Region. During this time, they have occupied council facilities and provide selected regional communities with hampers containing everyday essential items for about 280 families. In the past, Care Outreach have accessed accommodation facilities at the Injune Caravan park when it was under commercial management.

Since Council is currently managing this facility until new management can be finalised, in June 2020, Council made the following resolution:

Resolution No. OM/06.2020/81

That Council temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area.

In accordance with this resolution, the cabins have not been used for hire since the caravan park has not been under commercial management, therefore the cabins are not being maintained as accommodation units.

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)

Injune Blue Light – Senior Constable Shaun De Their and Uniting Care Queensland Community Support Coordinated – Casandra Sorenson (member of Injune Youth Group committee) recommend that Care Outreach use the Injune Community Centre for the period of three weeks (21/11/2020 to 12/12/2020). Adding further that as a condition, that no vehicles be parked on the grassed area for the duration of their stay and the facilities to be clean before vacating the building.

Fiona Vincent – Regional Sport & Recreation Coordinator, Local Area Manager Injune recommends that Council should approve this request to use the Community Centre.

Madonna Mole – Facility Lease Management & Housing Officer/ Team Coordinator Facilities (Land, Building and Structures) confirmed that the current lease agreement on the Injune Community Centre is still expired.

Gavin Pallisier – Maintenance Officer / Team Coordinator Facilities (Council Building & Structures) advised cleaning costings for the Community Centre and of the current resolution to temporarily make the onsite cabins at the Caravan park unavailable for hire (OM/06.2020/81).

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?

Cost of hire of the caravan sites if approved to be charged to the in-kind major GL 2887.2248.2001 (value of 2 x 22 nights - \$1320.00)

There is currently no fee associated with community groups and not for profit organisations using the Injune Community Centre.

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Community members feeling hardship could be disadvantaged by not receiving support or assistance from Care Outreach.

Risks:

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

Risk	Description of likelihood & consequences
Negative Feedback	If Care Outreach request is not approved, Council could receive negative feedback. Community members look forward in receiving support and assist from this charitable organisation.
Negative Feedback	If Care Outreach request to use the two cabins is approved, local community members who are aware of the current resolution may be displeased that future paying user groups may be denied.

Advice to Council:

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

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

With hardships felt throughout the Maranoa region, having Care Outreach based in our community will assist many in receiving donated care packages and or hampers which will benefit families with the upcoming festive season. It is recommended that Council approve of Care Outreach's request for permission to use the Injune Community Centre and the two powered Caravan sites should be granted, however the use of the two cabins should be declined due to the cabins not being used or maintained for accommodation purposes until management is found for the caravan park.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Approve Care Outreach's request to use the Injune Community Centre for the "Christmas for the Bush" annual event at no cost.
2. Approve a professional clean of the facilities prior to arrival and upon departure. (approximate value 6 hours - \$240.00)
3. Provide notice to Injune Youth Group Coordinators & Injune Blue Light that this request has been approved by Council for the nominated dates.
4. Request Care Outreach vehicles not to be parked on grassed area for the duration of stay.
5. Approve Care Outreach permission to use two powered caravan sites at the Injune Caravan Park for the duration of their stay
6. Decline Care Outreach request to use two cabins due to Council resolving to temporarily make the onsite cabins unavailable for hire until the new management arrangements are finalised, and instead encourage visitors to use the commercial accommodation providers in the area **(OM/06.2020/81)**

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

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

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.3

File Number: D20/99246

SUBJECT HEADING: Tender 21009: Purchase and Removal of Two (2) Disused Cottages at 97 Ann Street, Mitchell

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council invited tenders for the purchase and removal two (2) disused cottages located at 97 Ann Street, Mitchell Qld 4465 on land described as Lot 1 on SP200053 that are surplus to Council requirements.

The tender period opened on 11 August 2020 with a closing date of 4 September 2020.

The evaluation panel assessed the submissions and this report is tabled for Council's consideration.

Officer's Recommendation:

That Council:

1. Accept the offer from Burke Industries for the purchase of both cottages, noting the tendered value of \$18,000 plus GST for a total value per cottage of \$19,800.
2. Authorise the Chief Executive Officer (or delegate) to enter into a contract for the sale and removal of the cottages with Burke Industries.

Individuals or Organisations to which the report applies:

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

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

The Tenderers were:

- Burke Industries Pty Ltd (Signed for the Tenderer: Mark Burke – Manager, Toowoomba)
- Forrest Country Building (Signed for the Tenderer: Stephen Forrest - Business owner, Morven)

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

Council released a public tender for the sale and removal of two disused cottages in the township of Mitchell. Council's approval is sought in approving the sale and removal of these cottages.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council invited tenders for the purchase and removal two (2) disused cottages located at 97 Ann Street, Mitchell Qld 4465 on land described as Lot 1 on SP200053 that are surplus to Council requirements.

The cottages are known locally as the disused 'Aged Pensioner Cottages'. Three (3) cottages are located on the land. Council offers for removal the two (2) outer cottages only. The cottage located in-between these two cottages is not available for removal. Council may consider:

- Offers for the purchase and removal of both cottages.

OR

- Offers for the purchase and removal of individual cottages.

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 *Local Government Regulation 2012* states:

Section 227 Valuable non-current asset contract—tenders or auction needed first

(1) A local government can not enter into a valuable non-current asset contract unless it first—

- (a) invites written tenders for the contract under section 228; or*
- (b) offers the non-current asset for sale by auction.*

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)

The Tender Evaluation Panel (TEP) comprised the following Council staff members:

- Manager - Facilities (Land, Buildings & Structures)
- Manager – Procurement & Plant

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

Sale of Asset Proceeds \$36,000 (\$18,000 per cottage)

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)

It is recommended that Council accept the tender response from Burke Industries Pty Ltd for \$18,000 (plus GST) for each cottage.

Recommendation:

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

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

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

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

That Council:

1. Accept the offer from Burke Industries for the purchase of both cottages, noting the tendered value of \$18,000 plus GST for a total value per cottage of \$19,800.
2. Authorise the Chief Executive Officer (or delegate) to enter into a contract for the sale and removal of the cottages with Burke Industries.


Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

 Tender 21009 - Sale & Removal of Two Disused Cottages Mitchell Evaluation Report

D20/90739

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Director - Corporate & Community Services

CONFIDENTIAL

EVALUATION OF TENDER RESPONSES

RFT 21009

Purchase and Removal of two (2) Disused Cottages,
97 Ann Street, Mitchell QLD4465

REPORT COORDINATED BY:
Manager Procurement & Plant

ON BEHALF OF THE TENDER EVALUATION PANEL

- Manager - Facilities (Land, Buildings & Structures)
- Manager Procurement & Plant

SEPTEMBER 2020

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1. EXECUTIVE SUMMARY

This report summarises the evaluation process undertaken for Tender 21009 – Purchase and Removal of two (2) disused cottages at 97 Ann Street, Mitchell QLD 4465.

The tender period opened on 11 August 2020 with a closing date of 4 September 2020.

The Tender Evaluation Panel (TEP) comprised the following Council staff members:

- Manager - Facilities (Land, Buildings & Structures)
- Manager Procurement and Plant

It is recommended that Council accept the tender response from Burke Industries Pty Ltd for \$18,000 (plus GST) for each cottage.

2. BACKGROUND

Maranoa Regional Council invites tenders for the purchase and removal two (2) disused cottages located at 97 Ann Street, Mitchell Qld 4465 on land described as Lot 1 on SP200053 that are surplus to Council requirements.

The cottages are known locally as the disused 'Aged Pensioner Cottages'. Three (3) cottages are located on the land. Council offers for removal the two (2) outer cottages only. The cottage located in-between these two cottages is not available for removal.

The cottages are described and numbered as 'Cottage No. 1' and 'Cottage No. 3'.

The cottages contain asbestos.

Council may consider:

- Offers for the purchase and removal of both cottages.
- OR
- Offers for the purchase and removal of individual cottages.

3. PARTICULARS OF LAND




The buildings were offered on an "as is" basis and tenderers were to undertake their own investigation in relation to the adequacy of the property for their requirements.

4. ADVERTISING DETAILS

The tender was advertised in the Western Star for the period Tuesday 11 August 2020 to 4 September 2020.

Maranoa Regional Council - TENDER

Date listed: 7/8/2020


A.B.N. 99324089164

Purchase and Removal of Two (2) disused cottages at 97 Ann Street, Mitchell QLD 4465
Tender Number - 21009
Maranoa Regional Council invites tenders for the purchase and removal of two (2) disused cottages at 97 Ann Street, Mitchell QLD 4465.
Optional site visits are available by appointment.
Tenders close at 5pm, 4 September 2020.
Tender documents (including specification and tender response form) can be obtained from www.lgtenderbox.com.au

All submissions must be uploaded to LG Tender Box by the closing date and time.

Julie Reitano
Chief Executive Officer

Mitchell 4465



5. TENDER PERIOD

The tender documents were released on 11 August 2020 and closed on 4 September 2020.

6. LEVEL OF INTEREST FROM THE MARKET

Thirty-four (34) entities/individuals downloaded the tender documents from LG Tender Box with the following two Tenders received:

- 1) Burke Industries Pty Ltd \$18,000 for each cottage.
- 2) Forrest Country Building \$1,800 for each cottage.

7. TENDER EVALUATION PANEL MEMBERS & CONSULTATION

The Tender Evaluation Panel (TEP) comprised the following Council staff members:

- Tanya Mansfield - Manager - Facilities (Land, Buildings & Structures)
- Michael Worthington – Manager – Procurement & Plant

8. TENDER EVALUATION PROCESS

Evaluation Criteria	Weightage %
Purchase Price Offered to Council	100%

9. FINDINGS ANALYSIS, OBSERVATIONS AND RECOMMENDATIONS

Tenderer	Purchase Price	Conflict of Interest	Statement of Departures
Burke Industries Pty Ltd	\$18,000 Evaluation Score: 100 points – as the highest bid price	None	None
Forrest Country Building	\$1,800	None	None

11. RECOMMENDATION

It is recommended that Council accept the tender response from Burke Industries Pty Ltd for \$18,000 per cottage (input taxed).

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.4

File Number: D20/99247

SUBJECT HEADING: Tender 21013: Sale of land and building at 6 Burrows Street, Surat QLd 4417.

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council invited tenders for the sale of the premises located at 6 Burrows Street, Surat QLD 4417.

This report summarises the results of Tender 21013 and is submitted for Council's consideration.

Officer's Recommendation:

That Council:

1. Accept the offer from Mathew Pierce of Toowoomba Qld 4350 for thirty thousand dollars (\$30,000) incl GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into negotiations with Mathew Pierce formalising the terms and conditions in the draft contract and execute any documentation associated with this asset disposal.

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).

Tenderer – Mathew Pierce

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

Council invited tenders for the sale of the premises located at 6 Burrows Street, Surat QLD 4417, as such requires Councils, consideration and approval is required.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council invited tenders for the sale of the premises located at 6 Burrows Street, Surat QLD 4417.

The Property located at 6 Burrows Street, Surat, known as Lot 502 on S282, is zoned as **“General Residential”** in the *Maranoa Planning Scheme 2017*.

The Property is comprised of:

- 2,023m² land area
- Three bedrooms;
- One bathroom; and
- Detached Single Garage
- Electricity, mains water, telephone and sewerage are connected to the property.

Tender 21013 was advertised from 4 September to 29 September 2020 through the Western Star online. This tender was also posted on Council’s My Maranoa Facebook page on 4 September 2020.

Sale of Property Located at 6 Burrows Street, Surat QLD 4417

Date listed: 31/8/2020



Report

A.B.N. 99324089164

Sale of Property Located at 6 Burrows Street, Surat QLD 4417

Tender Number - 21013

Maranoa Regional Council invites tenders for the purchase of premises and land at 6 Burrows Street, Surat QLD 4417.

Tenders close at 10 am, 29 September 2020.

Tender documents (including specification and tender response form) can be obtained from www.lgtenderbox.com.au

All submissions must be uploaded to LG Tender Box by the closing date and time.

https://www.buysearchsell.com.au/notice/tenders-notice/sale-of-property-located-at-6-burrows-street-surat-qls-4417/5530404/?utm_medium=... 1/2

1/08/2020 Sale of Property Located at 6 Burrows Street, Surat QLD 4417 | Tenders (Notices) | All Locations | Buy Search Sell

Julie Reitano
Chief Executive Officer



Nine (9) interested parties downloaded the Tender Documents with Council receiving one (1) offer.

A valuation was conducted on this property by Acumentis in August 2020 that valued the property at \$20,000 with a replacement value of \$235,000.

Considering the valuation of the property it seems reasonable to accept the offer by Mathew Pierce.

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 *Local Government Regulation 2012* section 227 states:

Section 227 Valuable non-current asset contract—tenders or auction needed first

(1) A local government can not enter into a valuable non-current asset contract unless it first—

(a) invites written tenders for the contract under section 228; or

(b) offers the non-current asset for sale by auction.

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, Facilities (Land, Buildings & Structures)

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 proceeds from the sale will be assigned to Facilities Capital Revenue: GL8430 8530 1630.

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)

No individuals or organisations have been identified that will be adversely affected by the sale of the property.

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)

It is advised that Council accept the offer from Mathew Pierce of 364 Tor Street Toowoomba Qld 4350 for thirty thousand dollars (\$30,000).

Recommendation:

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

That Council:

1. Accept the offer from Mathew Pierce of Toowoomba Qld 4350 for thirty thousand dollars (\$30,000) incl GST.
2. Authorise the Chief Executive Officer (or delegate) to enter into negotiations with Mathew Pierce formalising the terms and conditions in the draft contract and execute any documentation associated with this asset disposal.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023


Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:

1  Photos of property at 6 Burrowes Street, Surat D20/70418



2  Valuation Report - 6 Burrowes Street Surat - Lot 502 on D20/78438



S282

Report authorised by:



Manager - Facilities (Land, Buildings & Structures)

Director - Corporate & Community Services



**Photos
6 Burrowes Street Surat**





ABN: 83 010 317 432
ACN: 010 317 432

126 Campbell Street,
Toowoomba QLD 4350

PO Box 73, Toowoomba QLD 4350

Tel: 07 4638 3988

Valuation Report

6 Burrowes Street, Surat QLD 4417

decision certainty.

Reliant Party:	Maranoa Regional Council
Purpose:	Property Sale Purpose
Instructed By:	Shirley Horrobin
Valuation Date:	11 August 2020
Inspection Date:	11 August 2020
Client ref.	Purchase Order: 161476
Acumentis ref.	2008019141

2008019141
6 Burrowes Street, Surat QLD 4417



2008019141
6 Burrowes Street, Surat QLD 4417



Executive Summary

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

For the purpose of this report "Acumentis" means the company identified on the front of this report.

1.1 Property summary

Property address	6 Burrowes Street, Surat QLD 4417			
Real Property Description	Lot 502 on Crown Plan S282			
Registered proprietor / owner	Maranoa Regional Council			
Encumbrances	Not Known			
Basis of valuation	Market Value			
Site area	2,023m²			
Property description 'As Is'	The subject property comprises a residential house with 3 bedrooms and 1 bathroom and a detached single garage.			
Built about	Circa 1920			
Building areas	Living	130m²	Outdoor	13m²
Car accommodation	1 detached garage		Car areas	79m²
Marketability	Moderate			
Environmental issues	Known		Heritage issues	Not Known
Essential repairs	Yes			
Local authority / zoning	Maranoa Regional Council		General Residential	
Current use	Residential			
Relevant dates	Valuation date	11 August 2020	Inspection date	11 August 2020

1.2 Recent sale history

Current contract	Not applicable.
Previous sale	There are no recent recorded sales of the subject property.

2008019141
6 Burrowes Street, Surat QLD 4417



1.3 Valuation & assessment summary

Interest valued	Fee Simple Vacant Possession	Other assessments	
Value component	Existing Property	Rental value unfurnished	Not suitable for rent.
Land	\$10,000	Actual rent	\$N/A
Improvements	\$10,000	Replacement value	\$235,000
Market value	\$20,000		
	(Twenty Thousand Dollars)		

1.4 Signatory

Valuer Lauren Schelberg
AAPI CPV Qld Reg No 3489

Position Valuer

Entity Acumentis Regional Pty Ltd trading as
Acumentis

Office Toowoomba

Liability limited by a scheme approved under Professional Standards Legislation.

This Valuation Report is for the sole use only of the instructing party only and is not to be used for any other purpose by any other party. Any reliance, use, distribution, publication of the Report and/or any other representations made relating to the contents of the Report is restricted solely to the instructing party, and any additional parties expressly named in this Report.

No responsibility is accepted by the Valuer and/or Valuation Firm in the event that the instructing party to which this Report is addressed, or any other agreed additional reliant party(s) noted in this Report, relies, uses, distributes, publishes and /or otherwise represents anything contained in the Report for any other purpose apart from that expressly noted previously.

No responsibility is accepted by the Valuer and/or Valuation Firm to any other parties who rely, use, distribute, publish and/or otherwise represent anything contained in the Report for any purpose.

2008019141
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Qualifications & Definitions

2.1 Assumptions, conditions and qualifications

We hereby certify that the valuer has personally inspected this property on the date above and has carried out the assessments above as at that date. Neither the valuer, nor any member of this firm, has any conflict of interest, or direct, indirect or financial interest in relation to this property that is not disclosed herein.

This report is for the use only of the party to which it is addressed is not to be used for any other purpose. No responsibility is accepted or undertaken to third parties in respect thereof. This report does not constitute a structural survey.

No part of this valuation or any reference to it may be included in any other document or reproduced or published in any way without written approval of the form and context in which it is to appear.

Only a signed original of this valuation should be relied upon and no responsibility will be accepted for photocopies of the report or signatures to the report.

No soil tests or environmental studies have been made available for our perusal. Therefore, it should be noted that our valuation is subject to there being no surface or sub-surface soil problems including instability, toxic or hazardous wastes, toxic mould, asbestos or building material hazards in or on the property that would adversely affect its existing or potential use or reduce its marketability. Should a problem be known or arise the valuation should be referred to us for comment and review as deemed appropriate. We are not experts in this regard and if more detailed advice is required, an environmental consultant should be retained.

The client must review all Critical Documents to sight, prior to relying on this valuation assessment, to confirm that there are no issues which have a pertinent impact on the market value of the subject property.

2.2 Disclaimers

Definition of Market Value

Market Value is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Definition of Market Rental

Market rental value is the estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction after proper marketing and where the parties each acted knowledgeably, prudently and without compulsion.

Improvements/structural survey

This Valuation inspection and Report does not constitute a structural survey and is not intended as such. We have carried out an inspection only of the exposed and readily accessible areas of the improvements. Note, the Valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.

This valuation is on the basis that all improvements have been constructed in accordance with the appropriate planning and building regulations in force at the time of construction, and that all appropriate approvals have been obtained from the relevant authorities.

Improvements

This Valuation has been based on the condition of the structural improvements and the property in general as at the inspection date, and if the property has to be sold in circumstances where its condition has deteriorated and/or essential fixtures/fittings removed there is likely to be a significant write down in the asset value when compared to the current assessment. Under these circumstances the Valuer will not be responsible for any reduction in value. This valuation also assumes that all improvements on site are constructed in accordance with the Building Codes of Australia and that all materials used comply with relevant Australian Standards.

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Aluminium Composite Cladding - Unless otherwise stated in our assessment evidence of aluminium composite cladding was not evident during the inspection and the assessment is on the basis that the improvements are not subject to rectification works.

Insurance Replacement Cost

An assessment of the replacement value of improvements is provided as indicative advice only and should an accurate assessment be required the services of a qualified Architect and /or Quantity Surveyor should be engaged. The replacement and reinstatement estimate for insurance purposes is based upon industry average rates rather than detailed cost estimates. We have considered them based on replacement of like with like as far as possible. In addition to construction costs we have allowed for demolition and clean-up, professional fees for design and supervision of replacement buildings and improvements and an allowance for increases in prices over a twelve month period being the insurance premium year. It is recommended insurance replacement costs are reassessed every twelve months. NOTE: This assessment makes no provision for Catastrophic Events that can result in abnormal and substantial escalation in building costs. The market value of the subject property as assessed within this valuation report has been predicated on the basis that the subject property can obtain adequate Insurance Replacement cover for the existing improvements on generally acceptable market based terms and conditions. The reliant party must be aware that in the event Insurance Replacement cover is not available for whatever reason that this has the potential to adversely impact the market value of the subject property.

Survey

The valuation is made on the basis that there are no encroachments by or upon the property. If the instructing party has any concerns regarding encroachments they should be referred to a Registered Surveyor for advice or current survey report. Should any encroachments exist or other affectations be noted by a survey report, this report should be returned to the valuer for comment. We reserve the right to amend our report upon receipt of this information.

Comparable Sales Evidence

The comparable sales evidence used in this valuation report are considered the most relevant sales based on our research, both in terms of physical comparison to the subject property and allowing for market changes between sale and valuation date. In many cases, we have not physically inspected the interior of the sales evidence quoted and have relied on sales evidence as recorded in available property sales databases including the number of bedrooms. We therefore cannot guarantee the accuracy of the information provided.

Land Dimensions/Area

Unless stated as otherwise in this report we advise that we have not searched or been provided with a copy of the current Title or Registered Plans and that any dimensions or land areas quoted in this report have been obtained from third party information sources and whilst every endeavour has been made to verify such information we accept no responsibility for inaccuracy of any information provided and relied upon.

Environmental

Unless stated otherwise in the report, no soil tests or environmental studies have been made available. Therefore, it should be noted that the valuation is subject to there being no surface or sub-surface soil problems including instability, toxic or hazardous wastes, toxic mould, asbestos or building material hazards in or on the property that would adversely affect its existing or potential use or reduce its marketability. Should any problems be known or arise, then the valuation should be referred to Acumentis for review as Acumentis deems appropriate.

The reliant party client acknowledges and recognises that Acumentis are not an expert in identifying environmental hazards and compliance requirements affecting properties.

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Market Movement Clause

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period including as a result of general market movements or factors specific to the particular property. Acumentis does not accept liability for losses or damage arising from such subsequent changes in value including consequential or economic loss. Without limiting the generality of the above comment, Acumentis does not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

Certificate of Title

Unless stated as otherwise in this report we advise that a copy of the current Certificate of Title has not been provided or searched. It is a critical condition of this valuation that the property has clear title. Should any encumbrances, easements, leases or other restrictions not mentioned in this report be known or discovered then the valuation should be referred to the valuer for comment. We recommend a full title search be carried out. Should any easements, encumbrances or impediments on title be noted, our report should be returned for comment or amendment at that time. We reserve the right to amend our report at that time.

Asbestos

Unless stated otherwise within the report, no Asbestos Materials Report has been provided. Should any such matters be known or discovered, no reliance should be placed on the assessment of value unless Acumentis has been advised of these matters and has confirmed that the assessment is not affected. Acumentis has not physically inspected enclosed cavities or air-conditioning plant and equipment and this assessment assumes these areas do not include asbestos based materials.

Town Planning, Building and Other Searches

We advise that a search with the appropriate Council or other relevant authorities has not been carried out or has not been obtained and therefore this valuation has been undertaken on the basis that all necessary and appropriate town planning and/or building, consents, approvals and certifications have been issued for the use and occupation of the improvements as described in this report. We recommend the reader make their own enquiries in this regard. Should any issues arise from these enquiries, this report should be returned to the valuer for comment. We reserve the right to reassess value at that time.

Pest & Termite Infestation

Unless otherwise noted we advise that the inspection of the subject property did not reveal any obvious visible pest or termite infestation within reasonably accessible areas to the valuer. The client acknowledges and recognises that the valuer is not a pest inspector or pest expert. The absence of pests, including termites, can only be confirmed by a suitably qualified expert after a comprehensive inspection and the use of specialist equipment. Should any pest or termite infestation issues become apparent, this report should be returned to the valuer for comment. We reserve the right to reassess the value of the property at that time.

Utility Services

We advise that the valuer has not tested any of the services. Should any utility service concerns become apparent, this report should be returned to the valuer for comment. We reserve the right to reassess the value of the property at that time.

Flood Search

We advise that we have not undertaken a formal search to confirm whether or not the property is subject to flooding, or has previously been flooded. We recommend you undertake your own enquiries in this regard. Should any issues arise this report should be referred back to the valuer for comment and or amendment.

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Full Disclosure & Reasonably Available Information

The instructing party acknowledges its responsibility for full disclosure of all relevant information and undertakes to provide all relevant documents in its possession that may have an effect on the service to be provided. This valuation is based upon information reasonably available to the valuer as at the date of issue in accordance with usual valuation practices.

Coronavirus and Other Contagions

This valuation is current at the date of valuation only and is predicated on the basis that the market will not be further impacted by any future adverse economic outcomes which may occur as a result of national or global health alerts. However, the outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries. Market activity is being impacted in many sectors. As at the valuation date, Acumentis considers that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgment. Our valuation is therefore reported on the basis of "material valuation uncertainty" as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, we recommend that you keep the valuation of the subject property under frequent review.

Neither the valuer nor Acumentis has any pecuniary interest giving rise to a conflict of interest in valuing the property.

This valuation is current at the date of valuation only. It is subject to no significant event occurring between the date of inspection and the date of valuation that would impact upon the value of the subject property.

The value assessed herein is based on the definition of market value unless otherwise stated in the report and does not represent the realisable value based on a mortgagee or receiver sale. The value assessed herein may change significantly and unexpectedly over a relatively short period including as a result of general market movements or factors specific to the particular property. We do not accept liability for the losses or damage arising from such subsequent changes in value including consequential or economic loss. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the date of the valuation, or such earlier date if you become aware of any factors that have effect on the valuation.

2.3 Definitions

Market Value is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Highest and Best Use is the use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible.

2.4 Recommended documents to sight

A recommended document is a supporting document that we believe the client should read in conjunction with our valuation report. A recommended document is considered to have a general effect only and is not considered to have an impact on the marketability and value that is specific to the subject property as at the date of valuation. In this instance, we recommend the following documents are sighted prior to relying on this valuation assessment:

Nil.

2.5 Critical documents to sight

A critical document is considered to contain information that may have an impact on the marketability and market value of the subject property. Such documents may include a formal search and/or expert report undertaken by a third party professional. This valuation is conditional on the following document(s) being sourced and read in full by the client. Should the documents below identify any matters which materially alter the value of the property, they should be referred to the valuer so that they can be reviewed and the impact (if any) on marketability and/or market value be reassessed. We recommend that the following critical documents be sourced and read in full prior to relying on this valuation:

Nil.

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Property Details

3.1 The land

Property identification	Site inspection, street address, cadastral map
Title search undertaken	No
Local authority	Maranoa Regional Council
Zoning	General Residential
Zoning effect	The current use appears to be a permitted use under the zone designation. Council searches have not been undertaken to verify this.
Site description & access	The land comprises a regular shaped, gently sloping, inside site located at road level. The site has fair access quality.
Services	Electricity, mains water, telephone and sewerage are connected to the property.
Location	<p>Surat is located within the Maranoa Regional Council, approximately 75 km south of Roma. At the 2016 census Surat had a population of approximately 410 people. Surat provides only basic services and amenities including hotel, Primary School, service station and small shop, with Roma being the closest major centre supplying all district sized services and amenities.</p> <p>This is an average quality, established residential locality. Surrounding development generally comprises similar quality housing. The property's neighbourhood is well serviced by schools and local shopping facilities.</p>

3.2 Building construction details

Year built	Circa 1920	
Style	Lowset	
Levels	Single level	
Main walls & roof	Fibrous cement & weatherboard and corrugated galvanised iron	
Window frames	Aluminium & timber	
Main interior linings	Fibrous cement and VJ pine	
Flooring	Timber	
Parking	1 detached garage	
Internal condition	Poor	
External condition	Poor	
Areas	Living	130m²
	Rear Patio	11m²
	Front Porch	2m²
	Carport/Skillion	33m²
	Garage	42m²
	Store	5m²
Accommodation	3 bedrooms, 1 bathroom, kitchen, external laundry, lounge, dining, sunroom and study/bedroom.	
Interior layout	Fair	

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PC items

Kitchen: painted timber wall and floor cupboards with laminated benchtop, single bowl stainless steel sink, tile splashback and wood stove. The kitchen is fair quality and in fair condition.

Bathroom: single wall hung hand basin. It has a disabled access shower recess, wall mirror and separate toilet. The bathroom is fair quality and in fair condition.

External laundry: automatic washing machine points, double concrete tubs and shower recess. The laundry is fair quality and in fair condition.

Fixtures and features

Electric hot water system and ceiling fan(s). Floor coverings include: vinyl and timber.

3.3 Ancillary improvements

Fencing comprises fair quality fencing to boundaries, gravel driveway. Overall the property's landscaping is non-existent. Secondary ancillary items include: rotary clothes hoist. Car 1 detached garage with attached carport/skillion and attached storeroom.

3.4 Essential repairs

An essential repair is any observable works required that renders the subject dwelling uninhabitable and/or does not meet the minimum standards to offer the subject for lease. It also covers items which if not given immediate attention, will diminish the structural integrity of the improvements and/or result in further decline in the value of the asset. Please note that unless otherwise stated, the subject property has been valued on an "AS IS" basis.

The following works are considered to be essential repairs:

- No onsite cooking facilities

Other repairs and maintenance items are noted in Section 5.1 of this report.

3.5 Heritage issues

None apparent.

3.6 Environmental issues

We have undertaken a search of the Contaminated Sites Database.

As valuers, we are not experts in the field of contamination and if more detailed advice is required, an environmental consultant should be engaged and their report and/or any additional professional advice provided to the valuer for comment.

The subject property is located in a designated flood hazard zone under the town planning scheme.

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Photographs

4.1 Supporting Photographs



Front Elevation



Kitchen



Bathroom



Laundry



External Defect



External Defect

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External Defect



External Defect



External Defect



Internal Defect



Internal Defect

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Comments

5.1 Property comment

Upon inspection the valuer noted the following detracting features:

- External and internal paint is in overall poor condition
- External cladding is lifting in places, especially to the corners of the dwelling
- Broken window noted on the western side
- Rusty pipe to external laundry is leaking
- Internal linings in some areas of the kitchen area has been removed
- The kitchen provides basic cooking facilities with no stove/cooktop
- The guttering on the south western corner of the house is rusty
- No downpiping in place to direct water away from the dwelling

The above noted defects are not considered to be essential repairs, however limits the presentation and appeal of the subject property.

5.2 Market comment

Indicators, on balance, suggest stable market conditions will continue. Supply is in balance and supports a stable market. Demand is in balance and supports a stable market. Rental vacancy rates are in balance and supports a stable market. Expectations in the marketplace are for stable market conditions to continue for the short term at least.

Surat is a rural town located in the Maranoa Regional Council region, 80km south of Roma, on the banks of the Balonne River, with a reported population of around 400 as at the 2016 Census. Surat has a thinly traded residential market, with around 3-5 residential house sales occurring each year, with low demand.

5.3 Key market indicators

Level of market activity	Limited Sales Activity
Recent market direction	Steady

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Valuation Methodology

6.1 Valuation methodology

In establishing a market value for the subject property we have used the following approach.

Direct Comparison Approach

This is the analysis of sales of similar properties by comparative basis. When undertaking this comparison factors such as, but not limited to, the following are assessed and then related back to the subject property as a whole.

- | | | |
|---------------------------|-------------------------|--------------------------|
| • Location | • Zoning | • Type of Buildings |
| • Land Area | • Development Potential | • Design and Function |
| • Frontages | • General Presentation | • Construction Materials |
| • Topography | • Site Layout | • Age and Quality |
| • Services and Access | • Car Parking | • Degree of Obsolescence |
| • Rental income potential | | |

Summation Approach

The Summation approach is the land value plus the depreciated value of the existing improvements allowing for condition of the building(s) and both physical and functional obsolescence. This method has been used as a cross check to the Direct Comparison approach.

In applying appropriate replacement cost rates for the building areas, we have relied upon our experience as valuers along with utilising current construction costs detailed in building cost guides such as Rawlinson's Australian Construction Handbook. For the purpose of the valuation, we have adopted an appropriate depreciation rate that reflects the age, degree of obsolescence and condition of improvements. The underlying land value and applied depreciation rate are assessed by comparison to the available sales evidence

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Sales Evidence

7.1 Sales evidence

The following sales provide a sample of the information that has been investigated and analysed for the purpose of this assessment. Whilst we believe the information to be accurate, it was obtained from third party sources and not all details have been formally verified.

We have reviewed all available evidence carefully and have included the most recent and comparable sales in the report to the best of our knowledge.

Address	Sold/under offer	Sale date	Sale price
111A Robert Street, Surat QLD 4417	Settled	04/09/2019	\$15,000

Low set (Fibre cement/Corrugated galvanised iron) dwelling. Set on a 1,012 m² allotment. Accommodation includes: 1 bedroom, 1 bathroom, kitchen, living area. Fixtures and features include: Limited. Built About 1930. Ancillary improvements include: Partial fencing. Overall in poor condition. Not suitable for habitation.

In Comparison to Subject:

Similar location. Inferior land being smaller. Inferior ancillary improvements with inferior yard improvements. Inferior structural improvements. The sale is considered inferior overall. The market has not changed since the date of the sale.

64 Russell Street, Wallumbilla QLD 4428	Settled	30/11/2019	\$32,000
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Low set (Weatherboard/Corrugated galvanised iron) dwelling. Set on a 1,518 m² regular shaped corner allotment. Accommodation includes: 1 bedroom, 1 bathroom, kitchen, dining, lounge, office/storage room and downstairs laundry. Fixtures and features include: split system air-conditioning and security screens. Built about 1940. Ancillary improvements include: garden shed, rainwater tank, partial fencing and gravel driveway.

In Comparison to Subject:

Superior location in Wallumbilla. Inferior land being smaller. Inferior ancillary improvements. Superior structural improvements. The sale is considered superior overall. The market has not changed since the date of the sale.

Lot 2 Alexander Street, Surat QLD 4417	Settled	15/05/2019	\$35,000
---	----------------	-------------------	-----------------

Low set (Weathertex/Colorbond) dwelling. Set on a 905 m² allotment. Accommodation includes: 1 bedroom, 1 bathroom, kitchen/living and front porch. Fixtures and features include: wall mounted air conditioning. Car accommodation includes: 1 car carport. Built about 2000. Ancillary improvements include: landscaping, partial fencing, gravel driveway, garden shed. Appears to be a low sale in an off market transaction.

In Comparison to Subject:

Similar location. Inferior land being smaller. Inferior ancillary improvements with inferior yard improvements. Superior structural improvements that are more modern. The sale is considered superior overall. The market has not changed since the date of the sale.

34 Russell Street, Wallumbilla QLD 4428	Settled	30/11/2019	\$55,000
--	----------------	-------------------	-----------------

This is a single level detached residential house with chamferboard walls and a corrugated galvanised iron roof that was built in circa 1970. It is of fair quality and has fair condition/presentation. Accommodation comprises 2 bedrooms, 1 bathroom, original kitchen, lounge/dining and an attached single carport. The site area is 1,012 m². Site improvements include: garden shed. Overall the property's landscaping is of a moderate quality. Settled Source: RP Data.

In Comparison to Subject:

Superior location in Wallumbilla. Inferior land being smaller. Inferior ancillary improvements with inferior yard improvements. Superior structural improvements having greater appeal. The sale is considered superior overall. The market has not changed since the date of the sale.

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Lot 74 Augusta Street, Surat QLD 4417	Settled	06/04/2020	\$85,000
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This is a single level detached residential house with fibrous cement/weatherboard walls and a corrugated galvanised iron roof that was built in circa 1920. It is of fair quality and has poor condition/presentation. Accommodation comprises 3 bedrooms, 1 bathroom, original kitchen/meals, lounge, sleepout, laundry (external), separate toilet (external), storeroom and an attached double carport. Approximate Living area: 123m². The land is a regular shaped, gently sloping, inside site located below road level. The site has frontage to the Balonne River. The site area is 9,577 m². Overall the property's landscaping is of a poor quality. Appears to be a firm sale. Settled Source: RP Data.

In Comparison to Subject:

Similar location. Superior land being larger. Similar ancillary improvements. Superior structural improvements that are larger. The sale is considered superior overall. Appears to be a firm sale overall.

34 Burrowes Street, Surat QLD 4417	Settled	08/05/2019	\$95,000
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Low set (Hardiplank/Metal deck) dwelling. Set on a 2,023 m² allotment. Accommodation includes: 3 bedrooms, 1 bathroom, kitchen, lounge, dining, laundry. Fixtures and features include: fair internal fitout. Built About 1960. Ancillary improvements include: partial fencing, basic landscaping, detached 2 car carport in fair condition.

In Comparison to Subject:

Similar location. Similar land. Superior ancillary improvements with better quality yard improvements. Superior structural improvements that have better appeal. The sale is considered superior overall. The market has not changed since the date of the sale.

7.2 Subject property sale history

Current contract	Not applicable.
Previous sale	There are no recent recorded sales of the subject property.

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Valuation Rationale

8.1 Valuation rationale

The sales evidence indicates a range of values from \$15,000 to \$950,000. Based on the sales evidence and comparisons outlined above, I assess the value of the subject property at \$20,000.

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Valuation Reconciliation

9.1 Adopted value

The following table presents the results from the approaches that have been utilised in this valuation report and the value that has been adopted for the subject property.

Land	\$10,000
Improvements	\$10,000
Market value	\$20,000 (Twenty Thousand Dollars)

9.2 Rental value

The property is not considered to be suitable for rent in the current condition.

9.3 Replacement value for insurance purposes

An assessment of the replacement value of improvements is provided as indicative advice only and should an accurate assessment be required the services of a qualified Architect and/or Quantity Surveyor should be engaged.

Our replacement and reinstatement estimate for insurance purposes is based upon overall industry average rates rather than detailed cost estimates. We have considered them on the basis of replacement of like with like as far as possible. In addition to construction costs we have allowed for demolition and clean-up, professional fees for design and supervision of replacement buildings and improvements and an allowance for increases in prices over a twelve month period being the insurance premium year.

Replacement value for insurance	
Estimated replacement value for insurance purposes	\$235,000

9.4 Signatory

Valuer

Lauren Schelberg
AAPI CPV Qld Reg No 3489

Position Valuer
Entity Acumentis Regional Pty Ltd trading as Acumentis
Office Toowoomba

Liability limited by a scheme approved under Professional Standards Legislation.

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Annexures

1. Instruction
2. Cadastral Map
3. Locality Maps
4. Aerial Map

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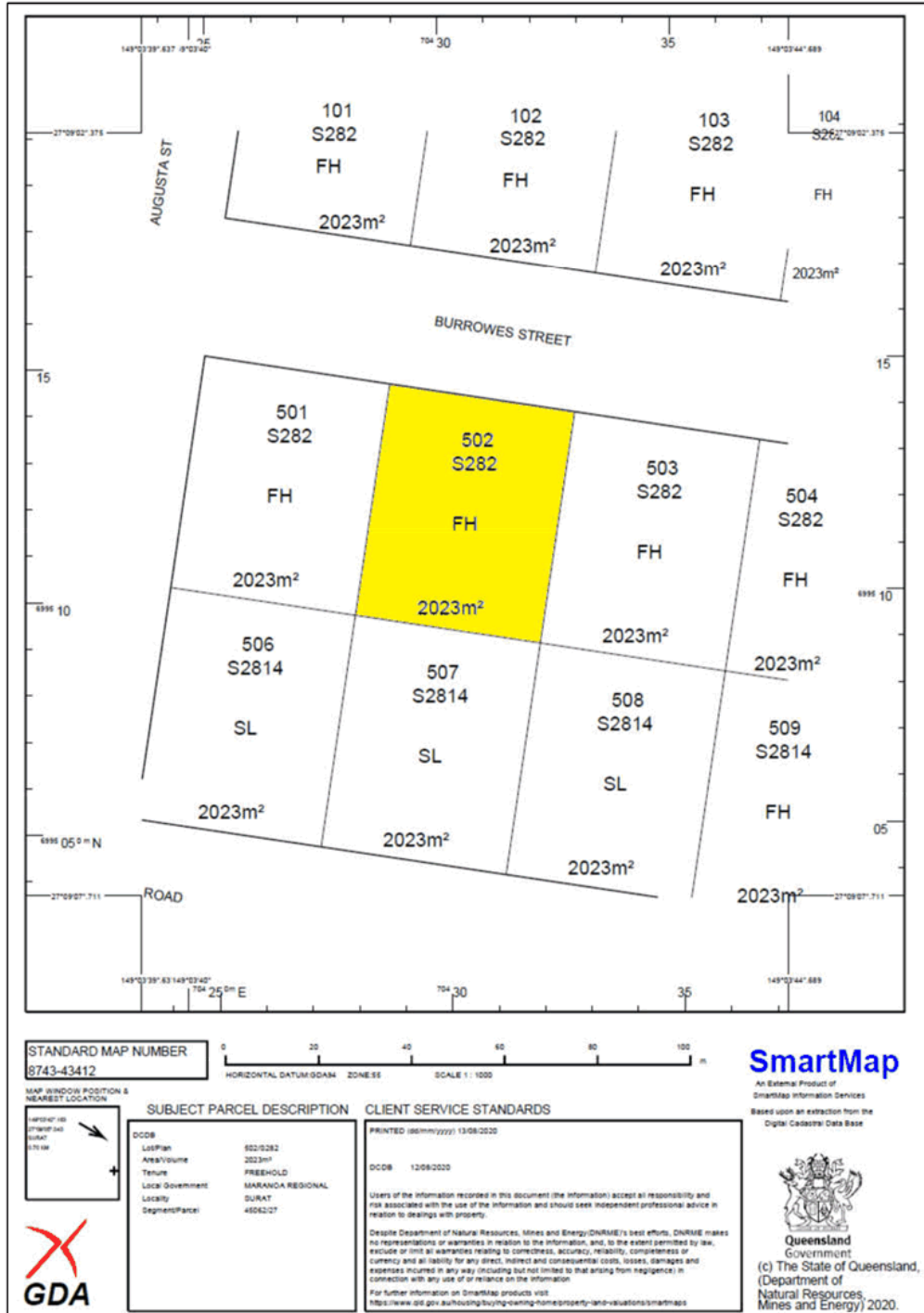
ANNEXURE 1 INSTRUCTION

maranoa REGIONAL COUNCIL		PURCHASE ORDER		Maranoa Regional Council Corner Bungil and Quirin Streets Roma QLD 4455 PO Box 62C ROMA QLD 4455 ABN: 9932409164			
Acumentis Regional Pty Ltd 122B McDowall Street ROMA QLD 4455		Bus Phone: 0746227770		Order No: 161476 Order Type: Direct Date: 06/08/2020 Due By: 05/08/2020			
Delivery Instruction 6 Burrowes Street Surat		Transport Instruction		Special Instruction			
LINE	ITEM DESCRIPTION	PRODUCT CODE	PART NUMBER	QUANTITY	UNIT	UNIT PRICE	ORDER VALUE
1	Property Valuation On 6 Burrowes Street Surat As Per Quote & \$715 With A 5 Day Turn Around			1.00	EACH	715.00	715.00
Total Order Value							715.00
<p>Please Quote Order Number on Delivery Docket & Tax Invoice. All Prices Include GST Where Applicable. * denotes the line item is exempt from GST</p>							
Purchasing Contact: Mrs R D Waldron				Authorised by: Mr G J Palliser			
Page: Last of 1							

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ANNEXURE 2 CADASTRAL MAP

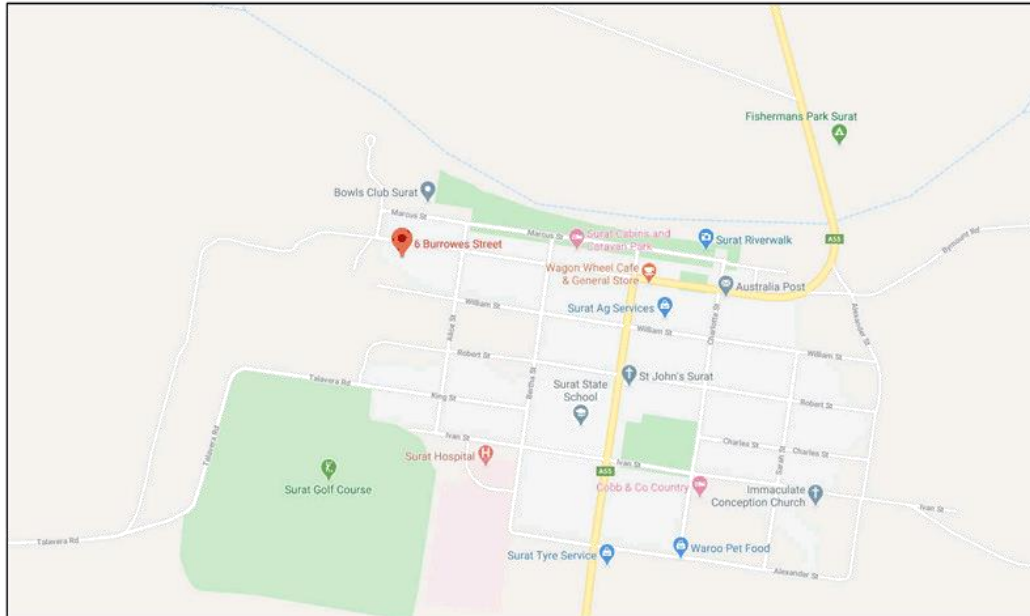


Source: Department of Natural Resources, Mines and Energy

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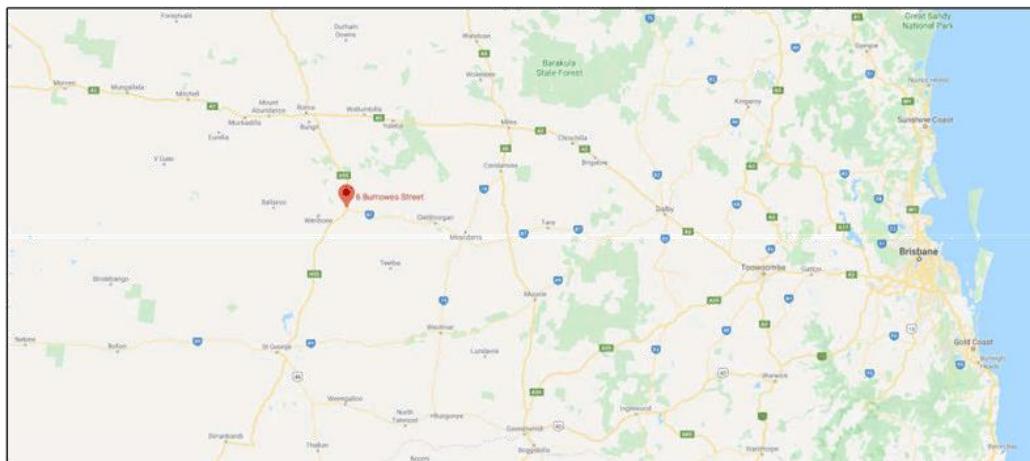


ANNEXURE 3 LOCALITY MAPS



Locality map

Source: Google Maps



Regional map

Source: Google Maps

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ANNEXURE 4 AERIAL MAP



Source: Queensland Globe

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.5

File Number: D20/99248

SUBJECT HEADING: Availability of Accommodation for Horses - Annual Roma Show

Classification: Open Access

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

Executive Summary:

Council has received correspondence raising concerns regarding the availability of stable accommodation for horses during the annual Roma Show.

Officer's Recommendation:

The Council:-

1. Acknowledge receipt of the correspondence.
2. Proceed with the planned expansion of racing stables at Bassett Park.
3. Confirm that racehorses are able to remain accommodated in stables at Bassett Park during the duration of the Roma Show.
4. Confirm that recreational horse owners must vacate stables and feed rooms at Bassett Park during the duration of the Roma Show and that Council enter into stable user agreements with recreational horse owners that reflect this requirement.
5. Confirm that trainers are not able to train horses on the race track during the week of the Roma Show with training restricted from 9:00 am Sunday before the show until 5:00 pm Sunday after the show.
6. Support the Roma Show Society to apply for external funding to improve the availability of dedicated horse accommodation during the annual Roma Show.
7. Work with the Roma Show Society to identify suitable alternative locations at Bassett Park for portable yards to be set up to temporarily accommodate horses away from the Racehorse stabling area.
8. Authorise the Chief Executive Officer (CEO), or delegate, to execute the user agreements with recreational horse owners in respect to use of stables at Bassett Park.

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).

Alanah Ladbrook (correspondent)

Roma Show Society

Racehorse Trainers – Bassett Park

Owners of recreational horses stabled at Bassett Park

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has received correspondence from Mrs Alanah Ladbrook in regard to the availability of stable accommodation for horses participating in the annual Roma Show. In her email to Council, Mrs Ladbrook mentions that she has recently been elected both Vice-President and Chief Horse Steward on the Roma Show Committee.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council received the attached correspondence from Mrs Alanah Ladbrook on 20 August 2020.

In her correspondence Mrs Ladbrook seeks clarification on what impact the proposed new stables will have on the Roma Show. Mrs Ladbrook specifically raises:-

1. Previous/historic agreements whereby all racehorses were vacated from Bassett Park for the week of the show.
2. Improvements to the yards behind the rodeo arena.
3. The number of stables/yards and camping spaces lost as a result of the new stables. No longer able to accommodate horses in portable yards along McPhie Street fence.

History – Stabling and Training of Racehorses during Roma Show

Historically, Racehorse Trainers would vacate the stables at Bassett Park for the duration of the Roma Show.

In March 2014 Council received correspondence from the Roma Show Society regarding stabling arrangements for both the 2014 Roma Show and all future shows. In that correspondence the Roma Show Society requested full access to all stables at Bassett Park and estimated that they required 120 clean stables.

Council considered this correspondence at their Ordinary Meeting held on 12 March 2014 and subsequently resolved (GM/03.2014/42):

That Council for the duration of the Roma Show, including a preparation allowance duration specifically 4-11 May 2014:

- ***Agrees to allow the race horses to remain in the facility;***

- ***As in previous years, instructs the Pleasure Horse competitors to relocate;***
- ***Allocate funds for the securing of lighting and/or temporary lighting for placement in the “tie-up stalls”.***

In making this decision Council deliberated that racehorse training was a business, and concluded that it was not reasonable for trainers or owners to be required to find alternative accommodation for their horses during the week of the show.

Council has entered into *User Agreements - Racehorse Trainers* with all trainers who have horses stabled at Bassett Park. This agreement permits the trainers to use the stables, track, equine pool, roll yards, day yards and wash down bay at Bassett Park. Trainers pay two separate fees being a track fee and a stable fee.

These agreements include in Item 15 –Hirer’s Responsibilities - *“Horses may be required to be removed from part of or the entire complex for the Annual Roma Show upon giving three weeks notice”.*

Racehorse trainers are not able to train horses on the track during the week of the Roma Show. In 2017 Council considered the training of race horses on the track during the Roma Show including when the show society are setting up and packing up.

GM/04.2017/59 Council also resolved to restrict the training times of the race horses at Bassett Park during the event in the interest of safety for jockeys, show volunteers and patrons.

Trainers are sent a courtesy letter annually to remind them of the training restrictions in place from 9:00 am Sunday before the show until 5:00 pm Sunday after the show.

Trainers (with support from Council) set up a temporary training track on the paddock leased by Craig Smith from Council, on McPhie Street.

History – Stabling of Recreational Horses during Roma Show

Recreational horses are horses that are not used for racing and along with some racehorses, they are housed in the older stables nearer to the grandstand end of the horse stabling area.

Recreational horse owners are required to remove their horses, and clean out the stables prior to the annual Roma Show to allow these facilities to be used by participants in the show.

Racehorse trainers with horses in these stables (shown on map) haven’t been specifically required by Council to move horses during the duration of the Roma Show, but some have relocated some horses to assist the Roma Show Society.

Improvements to the yards behind the rodeo arena

In her correspondence, Mrs Ladbroke makes mention of improvements to the yards behind the rodeo arena. In about 2019, the old stalls in the vicinity of the rodeo arena were made larger and higher to make them more suitable for overnight accommodation for horses. This work was completed by the Mitchell WORC crew. 40 very small stalls were converted into 20 stalls twice the size. This project was instigated and managed by the Roma Show Society.

The number of stables/yards and camping spaces lost as a result of the new stables. No longer able to accommodate horses in portable yards along McPhie Street fence

Mrs Ladbroke also raises her concerns about the possibility of not being able to accommodate horses in portable yards along the McPhie Street fence after the new stables are constructed.

Regional Sport and Recreation Officer Fiona Vincent has advised that the Bassett Park Advisory Group have been actively planning to have all recreational/show horses housed away from the racehorse stables section of Bassett Park. There is an opportunity to identify other sites on Bassett Park for horses and owners to camp.

Bassett Park staff have cleared up a considerable area of Bassett Park towards the gully on the eastern side of the facility that is not used during show time.

Racing Stables Expansion

Council has been granted funds under the Queensland Government - Building our Regions program to construct additional racing stables as well as feed and tack storage bays at Bassett Park in Roma. This project is being delivered with financial support from the Roma Turf Club.

This project will see the removal of an old stable block (known as "old bull stalls") and the construction of 38 new racing stables and six storage bays for feed and tack.

The project is planned to be completed in two stages. Stage 1 being the construction of Block 1 to enable stabling of horses currently housed in the existing stables. Stage 2 the demolition of the existing stables and construction of Block 2.

The map attached shows the stable block to be removed. The new additional racing stables will be constructed on the site of the stable block being removed and the other block will be parallel to McPhie Street as shown on the attached map.

The stable block that is being demolished provides accommodation to race horses. These horses have not traditionally been required in recent years to find alternative accommodation arrangements during the Roma Show.

Bassett Park – Total Stable/Accommodation Figures

Description	Stable Numbers/Capacity
Barn	26 stalls + 2 feed rooms (28)
“L” Shape newer stables	16 stalls + 2 feed rooms (18) and a wash bay
Old Bull Stalls (to be demolished)	19 + 6 feed rooms
Tie Up Stalls (new)	40
Tie Up Stalls (older)	44
Recreational Horses/Racehorses shared facilities (5 buildings marked in red on aerial map)	<p>43 stalls + 7 feed rooms (50) At show time the feed rooms are locked up and not used.</p> <p>Stuart/Cheryl Rodgers (racehorse trainer) have horses accommodated in this area and give up 4 of their stalls at show time.</p>
Current Total (as at 4 September 2020)	<p>104 stables; 84 tie up stalls; 17 feed rooms</p> <ul style="list-style-type: none"> • 61 racehorse stables, • 43 recreational/race horse stables, • 84 tie up stalls, • 10 racehorse feed rooms • 7 recreational horse feed rooms. <p>Racehorse Trainers retain use of at least 61 stables and 10 racehorse feed rooms (racehorse section).</p> <p>Roma Show Society would have access to a maximum of 134 stables/stalls if all racehorses are removed from recreational/racehorse combined stables and feed rooms. This is including tie-up stalls and using feed rooms for stabling.</p>
Additional stables resulting from racing stables expansion project.	<ul style="list-style-type: none"> • Demolition of 19 stables + 6 feed rooms • Construction of 38 stables + 6 feed rooms • Increase of 19 stables.

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)

Fiona Vincent – Regional Sport and Recreation

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

Funding Bodies:

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

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)

Roma Show Society

Racehorse trainers

Risks:

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

Risk	Description of likelihood & consequences
Negative feedback from the Roma Show Society, Roma Turf Club or Racehorse	Depending on the decision Council makes on this matter, Council may attract criticism or negative publicity from the Roma Show Society, Roma Turf Club or Racehorse trainers.

Trainers	
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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)

It is advised that Council should acknowledge receipt of the correspondence received from Mrs Alanah Ladbrook and the valid concerns that she has raised about the availability of horse accommodation during the Roma Show.

It is recommended that Council allow racehorses to remain accommodated in stables at Bassett Park during the duration of the Roma Show and continue to require recreational horses to vacate the stables. The racehorse industry in Roma has grown substantially in recent years and it is a business for many, not a hobby.

To support the Roma Show Society, it is recommended that Council continue with the restrictions for training horses on the race track during the week of the Roma Show due to the safety concerns it raises for horses, jockeys, show exhibitors, patrons and volunteers.

Other local show societies have been successful in obtaining external funding to improve the facilities at local showgrounds. The Roma Local Development Officer could support the Roma Show Society in applying for external funding to improve the availability of dedicated horse accommodation during the annual Roma Show.

Council Facilities staff and the Regional Sport and Recreation Coordinator, could work with the Roma Show Society to identify suitable alternative locations at Bassett Park for portable yards to be constructed to temporarily accommodate horses away from the Racehorse stabling area.

Closer to the event, if funding hasn't been successfully obtained, Council could consider in quarter budget review, supporting the Roma Show Society with the provision of additional portable panels for temporary yards (either through hire or purchase).

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?

The Council:-

1. Acknowledge receipt of the correspondence.
2. Proceed with the planned expansion of racing stables at Bassett Park.
3. Confirm that racehorses are able to remain accommodated in stables at Bassett Park during the duration of the Roma Show.

4. Confirm that recreational horses must vacate stables at Bassett Park during the duration of the Roma Show.
5. Confirm that trainers are not able to train horses on the race track during the week of the Roma Show with training restricted from 9:00 am Sunday before the show until 5:00 pm Sunday after the show.
6. Support the Roma Show Society to apply for external funding to improve the availability of dedicated horse accommodation during the annual Roma Show.
7. Work with the Roma Show Society to identify suitable alternative locations at Bassett Park for portable yards to be constructed to temporarily accommodate horses away from the Racehorse stabling area.
8. Authorise the Chief Executive Officer (CEO), or delegate, to execute the user agreements with recreational horse owners in respect to use of stables at Bassett Park.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1  Correspondence - Alanah Ladbrook D20/83315



2  Map - Stable area - Bassett Park D20/83370



Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer

Monique Light

From: Tanya Mansfield
Sent: Tuesday, 1 September 2020 11:16 AM
To: Monique Light
Subject: FW: Stables Bassett Park

Tanya Mansfield
Manager,
Facilities (Land, Buildings & Structures)

D: (07) 4624 6935 M: 0427 231 145 F: (07) 4624 6990

From: Alanah Ladbrook [<mailto:ladbrooks@activ8.net.au>]
Sent: Thursday, 20 August 2020 10:54 AM
To: Office of the CEO <ceo@maranoa.qld.gov.au>
Subject: Stables Bassett Park

Dear Ms Reitano,

After telephone conversations with your helpful staff, I am re-directing my letter to yourself at their suggestion. Initially I wrote as a concerned competitor and former chief horse steward at the Roma Show; a position that I have held a number of times in my many years of being on the Show Committee, however since our AGM I am writing as chief horse steward and Vice President.. In 2015 I also contacted you with concerns about the stabling and camping situation at the Roma Show, again I see the horse committee faced with the same problems.

Below is the request for information applied for by myself.

"I would like to know what impact the new stables for the racehorses will have on the Roma Show? Each time a new set of stables is built, it means less for the show horse competitors. Previous agreements that all racehorses must leave Bassett Park for the show week have been overruled. I realise that with the number of horses stabled on Bassett Park, it has become impractical, however it has also heavily impacted on the number of quality horses that we can stable and inevitably that owners will bring to the show run. The yards that have been developed behind the rodeo yards have taken away the section of horses that would have been in panels along the McPhee Street fence. I am concerned that stables, yards and camping space will be lost.

The horse section over the past two shows has suffered due to drought and changes made to accommodate travellers. Horse exhibitors require camping as near as possible to their horses for – convenience, safety of horses(horses in unfamiliar places may get caste or develop colic) and security(random drug testing is possible with any EA horse and owners are responsible for any positive swab).

I do realise that the Turf Club has come up with the money, but I would like to see all sectors growing together." I will be strongly advocating that the Show Society apply for grants and make a more financial contribution to Bassett Park however we must all be agreed upon where we can best spend this money.

I am sure that there are alternatives which have not been considered, maybe even a return to the original agreement of 51 weeks a year rent by all stable users. Failure to follow this has led to the problems we now face. I did mention to the gentleman that contacted me, that with a little TLC and a reasonable cost, the old tie-up stables could be made more user friendly to the travelling horses. The changes would have no effect on the horses on race day and would provide more covered and acceptable stabling. While it is only a partial solution, it is one that may not have been explored. Speaking to some of the people who run horse events in the area, it is disappointing to find that the stabling, camping space and electricity availability are

the reasons that these committees choose not to run large equestrian events at Bassett Park. I find this quite sad. I know that many competitors coming from Taroom Show on the Tuesday make sure that they shop locally in the couple of free days they have. Some then travel onto Mitchell and Charleville and do the same. If we lose these competitors in Roma these small towns also miss out.

I have competed widely and have judged at shows from Atherton to Canberra. I am sorry to say that Roma is possibly one of the worst as far as stabling and camping facilities are concerned. I look forward to your reply and an opportunity to be involved in going forward, with our sports facility at Bassett Park.

Yours faithfully,
Alanah Ladbrook

Sent from my Samsung Galaxy smartphone.

-----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.

Bassett Park, Roma



All Vacated for the Roma Show.



New Stables



1:500 SITE PLAN

CONSTRUCTION NOTES

THE NEW DESIGN MUST FOCUS ON BEING COST EFFECTIVE BY MINIMISING ONGOING MAINTENANCE COSTS AND EXTENDING FACILITY LIFE. THE CURRENT STABLES SUFFER FROM EXTENSIVE MAINTENANCE ISSUES DUE TO THE HARSH ENVIRONMENT CREATED BY CLEANING WATER AND HORSE URINE.

THE SITE IS RELATIVELY FLAT BUT WE REQUIRE SOME MINOR EARTHWORKS TO PREPARE THE SITE FOR THE NEW STABLES AND CONTROL STORM WATER RUNOFF.

ANY PROSPECTIVE CONTRACTOR SHALL INSPECT THE SITE TO SATISFY THEIR UNDERSTANDING OF ANY LATENT CONDITIONS ON SITE.

THE FLOOR SHALL BE REINFORCED CONCRETE SLAB ON GROUND WITH SUCH FOOTINGS AS REQUIRED TO PROVIDE SUPPORT TO THE WALL AND ROOF STRUCTURE. THE SLAB AND REINFORCEMENT SHALL BE PROTECTED AGAINST CORROSION. SUCH TREATMENTS INCLUDE BUT ARE NOT LIMITED TO: POLYMER RIBBE REINFORCEMENT, GLASSWEAVE REINFORCEMENT, STAINLESS STEEL REINFORCEMENT AND/OR PROTECTIVE SURFACE TREATMENTS. THE SLAB SURFACE SHALL BE GROOVED TO ENSURE EFFECTIVE WASHING OUT OF STALLS AND TEXTURED TO PROVIDE GRIP FOR SAFE HORSE MOVEMENTS.

THE LOWER PORTION OF WALLS INCLUDING ROOF SUPPORT COLUMNS UP TO A NOMINAL HEIGHT OF 1800 SHALL BE PROTECTED AGAINST CORROSION AND SHALL BE FREE OF ANY STAYS, LIPS, PROTRUSIONS OR HOLES THAT COULD CAUSE INJURY TO HORSES THROUGH ENANGLEMENT. FALLS, SLIPS, ABRASIONS OR IMPELLEMENT. THE WALLS SHALL ALSO BE OF SUFFICIENT STRENGTH TO RESIST HORSE MOVEMENTS AND KICKING. THE CORROSION PROTECTION CAN BE PROVIDED THROUGH THE SAME METHOD AS THAT OF THE FLOOR OR VIA AN ALTERNATIVE, POSSIBLE LOWER WALL CONSTRUCTION METHODS INCLUDE BUT ARE NOT LIMITED TO: REINFORCED CONCRETE BLOCKWORK, REINFORCED CONCRETE TILT PANELS OR RUBBERPOLY MATTING (E.G. STABLEBOARD) OVER STEEL FRAMING. IF THE FRAMING FOR THE LOWER WALLS IS NOT INHERENTLY CORROSION RESISTANT THEN IT SHALL BE CONSTRUCTED TO BE INDEPENDENT AND/OR REMOVABLE FROM LOAD BEARING COLUMNS TO FACILITATE EASY REPLACEMENT.

THE UPPER PORTION OF WALLS SHALL BE CORROSION PROTECTED STEEL FRAMING WITH SUCH BARRIERS AS REQUIRED TO CONTAIN HORSES WITHIN A SINGLE STALL AND ALLOW ADEQUATE VENTILATION. THESE BARRIERS SHALL BE FREE OF ANY PROTRUSIONS OR HOLES THAT COULD CAUSE INJURY TO HORSES THROUGH ENANGLEMENT, ABRASIONS OR IMPELLEMENT. SUCH BARRIERS INCLUDE BUT ARE NOT LIMITED TO: GLASSWEAVE STEEL, GALVANISED STEEL, MESH OR PERFORATED METAL SHEETING.

THE ROOF SHALL BE GLASSWEAVE LIGHT STEEL FRAMING WITH SHEET METAL ROOFING OR ALTERNATIVELY INSULATED ROOF PANEL. PREFERABLY IT SHOULD BE SUPPORTED ON COLUMNS BEARING ON THE LOWER WALL PORTIONS AND NOT BE SUPPORTED ON COLUMNS BEARING ON THE FLOOR SLAB TO PROTECT AGAINST CORROSION.

INDIVIDUAL STALLS TO BE A NOMINAL 4000 LONG BY 4000 WIDE. THREE SIDES ARE TO BE ENCLOSED BY WALLS WITH THE FOURTH SIDE INCORPORATING A 1200 WIDE ACCESS GATE.

ADDITIONAL WALL CLADDING MAY BE REQUIRED AROUND TACKFEED ROOMS AND CORRIDORS. THE CONTRACTOR SHALL ALLOW FOR ANY MISCELLANEOUS ITEMS INCLUDING BUT NOT LIMITED TO: STALL GATES, LATCHES, PERSONNEL DOORS, GUTTERS, FLASHING, DOWNPIPES, WINDOWS AND VENTS. MISCELLANEOUS FENCING AND BARRIERS SHALL BE PROVIDED TO LINK THE NEW STABLES WITH THE WIDER FACILITY.

ELECTRICAL SERVICES MAY INCLUDE BUT NOT BE LIMITED TO: LIGHTS, FANS AND POWER OUTLETS.

PUMPING SERVICES MAY INCLUDE BUT NOT BE LIMITED TO: HOSE COCKS, HANDBRASINS AND WATER TROUGH.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.6

File Number: D20/99249

SUBJECT HEADING: Available Industrial Land - Mitchell

Classification: Open Access

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council has requested information be provided on industrial land located in Mitchell that may be surplus to Council's requirements.

Officer's Recommendation:

That Council offer for sale by tender vacant industrial land located in Sophia Street, Mitchell and described as Lot 28 on M15119, Lot 29 on M15119, Lot 32 on M15119 and Lot 35 on M15119.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council has requested information on industrial land located in Mitchell that is surplus to Council requirements and that may be suitable to offer for sale.

Council is asked to consider this report.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has vacant industrial land located on the western outskirts of Mitchell. Council last offered this land for sale by tender in 2014. The land is described as Lots 27-35 and Lots 43-53 on M15119 located in Mitchell. This land was developed by Booringa Shire Council for the purpose of making industrial land available within the town of Mitchell.

At the Council Meeting held 10 December 2014, Council resolved to not proceed with the sale of Lot 27 on M15119, Lot 30 on M15119, Lot 31 on M15119 and Lot 34 on M15119 due to access issues off Grace Street Mitchell.

Lot 27 on M15119, Lot 30 on M15119, Lot 31 on M15119 and Lot 34 on M15119 front Grace Street, Mitchell. While Grace Street is a gazetted road, no formed road or even dirt track exists. It was considered, that if Council sold these lots it may be expected that Council provides road access to the lots.

Lots 28, 29, 32, and 35 have not been sold and are still available for disposal. As the land has not been offered for tender since 2014, Council would be required by the Local Government Regulation 2012 to offer the land for sale via tender or auction.

Booringa Shire Council also developed industrial land on the southern side of Mitchell being the Mitchell Industrial Estate. Council does not have any vacant land within the Industrial Estate.

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 – Reg 227

Valuable non-current asset contract – tenders or auction needed first

227 Valuable non-current asset contract – tenders or auction needed first

- (1) A local government cannot enter into a valuable non-current asset contract unless it first –
 - (a) Invites written tenders for the contract under *section 228*; or
 - (b) Offers the non-current asset for sale by auction.

- (2) This section is subject to *division 4*.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

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?

Expenditure

Should the properties be sold by tender or auction, potential tender/auction costs including staff administration time, valuation costs and advertising.

Should the properties remain with Council, ongoing fees, charges and upkeep costs.

Revenue

Should the properties be sold by tender or auction, potential financial income from the sale.

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
Access to property	Offering for sale property on an unformed gazetted road may lead to the expectation that Council will provide road access to the parcel of land.

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 properties are Council owned freehold land. Council can dispose of the land through either tender or auction.

If Council opts to sell the properties by tender, tender documents will be drafted and the properties advertised for sale. Council need not accept all or any tender received.

Should Council resolve to dispose of the vacant industrial land, it is recommended –

- Lots 28, 29, 32 and 35 only be offered for sale.
- Lots 27, 30, 31 and 34 not be offered due to access issues off Grace Street, Mitchell.

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 offer for sale by tender vacant industrial land located in Sophia Street, Mitchell and described as Lot 28 on M15119, Lot 29 on M15119, Lot 32 on M15119 and Lot 35 on M15119.


Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

 Indicative Location Map - Lots 27, 28, 29, 30, 31, 32, 34, 35 on M15119 D20/89762



Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer



 Lots 28, 29, 32 & 35 on M15119

 Lots 27, 30, 31 & 34 on M15119.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.7

File Number: D20/99250

SUBJECT HEADING: Bungil Street Ovals User Agreement - Roma & District Little Athletics

Classification: Open Access

Madonna Mole

Executive Summary:

Roma & District Little Athletics group have advised Council that they wish to renew their User Agreement for the use of the Bungil Street Ovals. The current user agreement expires on the 21 November 2020.

Officer's Recommendation:

That Council:-

1. Enter into an agreement with Roma & District Little Athletics for a five (5) year term for the use of the Bungil Street Ovals, expiring on the 21 November 2025.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the 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).

Roma & District Little Athletics

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?

Roma & District Little Athletics group 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)

Roma & District Little Athletics entered into a user agreement with Council on the 22 November 2017 for the use the Bungil Street Oval to hold the group's activities. This user agreement is due to expire on the 21 November 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
Roma & District Little Athletics Group

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 enter into a user agreement with the Roma & District Little Athletics 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?

That Council:-

1. Enter into an agreement with Roma & District Little Athletics for a five (5) year term for the use of the Bungil Street Ovals, expiring on the 21 November 2025.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the 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 Oval User Agreement - Roma and District D17/93537
 Little Athletics Centre Inc. EXECUTED 30/7/18

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer



Roma and District Little Athletics

Centre Incorporated

ABN 51 604 009 102

Bungil Street Ovals

USER AGREEMENT

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 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 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 Certificate 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 ABN 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	User	<p>Roma and District Little Athletics Centre Incorporated ABN 51 604 099 102</p> <p>Responsible Person The President</p> <p>Phone: 0401222739</p> <p>Email: mdshields81@hotmail.com</p> <p>Address: PO Box 1022 Roma Qld 4455</p>
Item 3	Venue	91R8614 - Bungil Street Ovals (Little Athletics Field)
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	<p>Weekend Sporting Events;</p> <p>Every Saturday Term 4 (Oct- Dec) – Term 1 (Feb – March)</p> <p>Training – Tuesday and Thursday afternoon (when required)</p>
Item 6	Licence Type	Exclusive / Non-exclusive
Item 7	Term	3 (three) years – commencing 22 November 2017 and expiring 21 November 2020
Item 8	Access Times	Duration of sporting events – including preparation and clean up
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 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 Proof of pest control and RDC (Residual Circuit Device) checks Electricity Account Organising rubbish bins if required No parking on sporting fields during weekend events

- Cleaning of amenities and removal of rubbish during the event and area after completion of event
- Marking of the fields prior to sporting weekends commencing
- Supply of toilet paper/ hand towel/ soap for amenities during the event
- Provide sporting equipment during scheduled events
- Calendar supplied to Council at beginning of sporting season
- Copy of certificate of currency to be provided to annually
- Notify Council of executive changes after AGM

Item 16 Council Responsibilities

- Insurances - property and public liability
- Mowing grassed areas on a scheduled roster
- Rates, water, sewerage

Execution

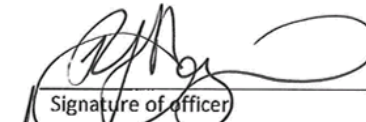
Executed as an agreement.

COUNCIL


SIGNED for MARANOA REGIONAL COUNCIL
by its duly authorised officer, in the
presence of:


Signature of witness

ERIN TOMPKINS
Name of witness (BLOCK LETTERS)


Signature of officer

ROBERT HAYWARD
A/CEO


Name of officer (BLOCK LETTERS)

JULIE BETTANO
Name of officer (BLOCK LETTERS)

CHIEF EXECUTIVE OFFICER
Office held (BLOCK LETTERS)


30/7/18
Date signed

HIRER

SIGNED for Roma and District Little
Athletics Centre Incorporated
ABN 51 604 099 102
by its duly authorised officer, in the
presence of:


Signature of witness

Cassie Shields
Name of witness (BLOCK LETTERS)


Signature of officer

Mark Shields
Name of officer (BLOCK LETTERS)

President
Office held (BLOCK LETTERS)

28. 6. 18
Date signed

Proposed Responsibilities	Council	Roma Little Athletics
Rates, water, sewerage	•	
Mowing grassed areas on a scheduled roster	•	
Insurances - property and public liability	•	•
Proof of pest control and RDC (Residual Circuit Device) checks		•
Electricity Account		•
Organising rubbish bins if required		•
No parking on sporting fields during weekend events		•
Cleaning of amenities and removal of rubbish during the event and area after completion of event		•
Marking of the fields prior to sporting weekends commencing		•
Supply of toilet paper/ hand towel/ soap for amenities during the event		•
Provide sporting equipment during scheduled events		•
Calendar supplied to Council at beginning of sporting season		•
Notify Council of executive changes after AGM		•
Copy of certificate of currency to be provided to annually		•

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.8

File Number: D20/99251

SUBJECT HEADING: Maranoa Online Mapping Service

Classification: Open Access

Officer's Title: Manager - Planning & Building Development

Executive Summary:

Through Council's successful application to Round 2 of the State Government's Innovation and Improvement Fund it has been possible to develop Council's online services and resources, and create an interactive mapping tool for the community.

As this project is nearing completion, Council is asked to endorse the launch of the new mapping tool and release Council's mapping data to the community on the Maranoa Regional Council website.

Officer's Recommendation:

That Council:

1. Acknowledge the State Government's contribution to the project through Round 2 of the Innovation and Improvement Fund;
2. Authorise the public release of the datasets identified in Attachment 1 to this report; and
3. Launch the Online Mapping Service to the public via the Maranoa Regional Council website on 2 November 2020, subject to State approval of Council's media statement relating to the 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).

The online mapping service has been developed for the benefit of the broader community.

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
IIF	Innovation and Improvement Fund

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

- To inform Council of the project status and present the mapping tool that has been developed as a result;
- To seek Council's endorsement to launch the new mapping tool on Council's website and freely release Council's spatial data to the public; and
- To provide Council with the information necessary to respond to potential user enquiries following public launch of the service.

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

(Succinct overview of the relevant facts, without interpretation)

On 31 October 2019 Council was successful in securing \$140,800 to develop a web-based platform to host mapping data for the Maranoa Regional Council area. The funding was received through Round 2 of the State Government's Innovation and Improvement Fund (IIF). The fund was established to provide local governments with opportunities to explore and deliver planning innovation and improvement projects that will contribute to creating a better planning system for all Queenslanders.

The project has involved a comprehensive review of Council's existing mapping data and the creation of several new datasets to improve the quality and extent of mapping information available. Subsequent to this, an online mapping tool has been developed for use internally within Council, and for use by the public via Council's website.

The initial development of the tool has resulted in the creation of four maps with different themes that are tailored to different user needs, including:

Map Theme	Data included
Maranoa Planning Scheme	<i>Zoning, overlays, property information etc.</i>
Infrastructure	<i>Infrastructure and services locations and information (e.g. water and sewerage mains, gas infrastructure, road classifications, footpaths etc.)</i>
Community Services	<i>Visitor information centres, sport and recreation areas, Council and other government services, health care facilities, tourist locations, waste and transport services etc.</i>

Flood Hazard

Adopted flood hazard mapping, contours, flood mitigation infrastructure etc.



Figure 1 – Landing page for Interactive Mapping tool.

The service has been developed with capacity to expand on the map themes and provide additional information and reporting tools as they become available. (A number of additional map projects are currently in development and proposed to be added to the service following the initial launch.)

The tool is integrated with, and complementary to Council's existing development services online, including the Maranoa Planning Scheme, Development Application Tracker and Maranoa Property Report.

In addition to providing access to Council mapping, the tool incorporates a large number of State mapping layers and site-specific links to other government services, including Title searches and the State's Smart Maps.

The tool is fully interactive, including both search and map printing functionalities. Ultimately, it will provide members of the public with a convenient way to obtain mapping and information relevant to the Maranoa local government area, at no charge.

The development of automation processes and tools to ensure the data and platform remains sustainable beyond initial deployment and within the capabilities of the Council staff has also been a major component of the project.

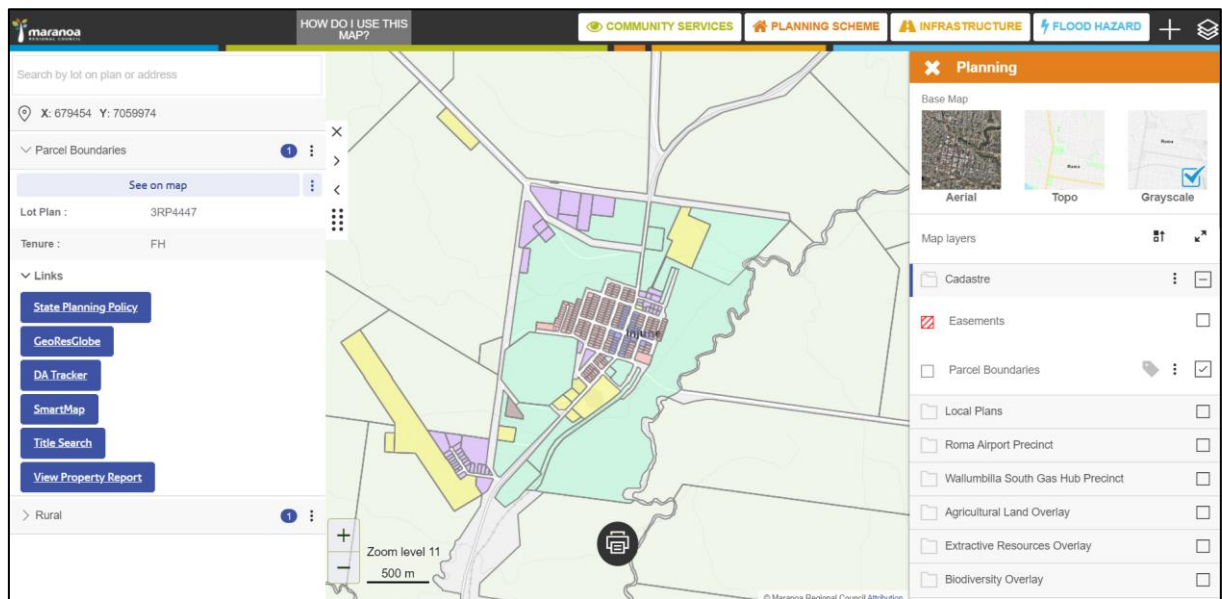


Figure 2 – Example of public map interface

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)

Council is bound by information privacy laws which prevent the release of particular, sensitive information to the public. To ensure compliance, the Mapping Tool has been developed with separate internal and public interfaces.

To prevent the unwanted release of sensitive information (e.g. landowner details) or a privacy breach, certain information has been removed from the data incorporated in the public map interface. Attachment 1 in the Supporting Documents identifies the information proposed to be incorporated in the map themes for public release.

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 project is consistent with the desired outcomes of Council's Corporate 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)

Input and consultation has occurred throughout the course of the project, and in forming this report.

Internal

- Planning & Building Development
- ICT
- Economic and Community Development
- Infrastructure Services
- Specialist – Asset Management
- Communication, Information & Administration Services
- Lead Corporate Communications & Design Officer
- Director Development, Facilities and Environmental Services
- Director Corporate and Community Services
- Chief Executive Officer

External

- Qld Treasury – Planning Group (Funding body)
- King & Company (Disclaimers for data use)
- GHD (Flood data)
- BMT (Flood data)
- Precisely (Maranoa Property Report - update and integration)
- InsightGIS (Mapping Platform)
- DNRME (Flood and other data sets)
- QSpatial (File Transfer Protocol - access for direct data downloads)
- Nearmap (Imagery for public use)

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 project has been externally funded through the State Government Innovation and Improvement Fund, and developed in accordance with the Project Management Plan approved by State Department of Queensland Treasury.

The approved funding agreement requires Council to acknowledge the financial assistance provided by the State Government (whether during the term of the agreement or after its expiry) in any public statement or media release made by Council about the project.

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 project has been externally funded by the State Government through the IIF during the 2019/20 and 2020/2021 financial year.

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 - All actions associated with the delivery of the project will be completed during the current financial year.

The mapping tool will rely on Council's existing GIS software, Spectrum Spatial Analyst. The ongoing maintenance of the tool will be captured under Council's existing services agreement for this software.

Impact on Other Individuals or Interested Parties:

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

The launch of the Online Mapping Tool will result in an additional service being provided to the community, free of charge on Council's website.

The project has been pursued in the benefit of the broader community, however it is likely to be of particular interest to land owners, potential purchasers, and building and development proponents.

Risks:

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

Risk	Description of likelihood & consequences
Negative feedback from users	There is potential for criticism from users, such as data accuracy or availability, and this may occur due to misunderstanding of the mapping content. The tool has been developed to facilitate data updates and amendments if required. Should negative feedback be received, Council could consider alternative ways to communicate the data and/or ways to educate the community in its use.
Misuse of data	The tool includes disclaimers regarding the use of the information provided, which have been reviewed by

	<p>Council's legal advisors. (Attachment 2 provides an example of the disclaimer used in the print layout.)</p> <p>Acknowledgement of the source of external data and map attributes has also been included.</p>
--	--

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 launch of the Online Mapping Tool on Council's website as it will ultimately provide for greater access to information, expand the resources freely available to the public, and increase transparency through information sharing.

Council should also endorse the public release of the mapping content identified in Attachment 1, and acknowledge the State Government's contribution to the project in accordance with the funding 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. Acknowledge the State Government's contribution to the project through Round 2 of the Innovation and Improvement Fund;
2. Authorise the public release of the datasets identified in Attachment 1 to this report; and
3. Launch the Online Mapping Service to the public via the Maranoa Regional Council website on 2 November 2020, subject to State approval for Council's media statement regarding the project.

Link to Corporate Plan:

Corporate Plan 2018-2023


Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:

1  Datasets proposed for public release D20/94942



2  Example of Print layout & Disclaimer D20/95940



Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

MAP THEME: Planning Scheme	
Map Data (Layer)	Description
Local Plans	The Local plans show design concepts and action plans to guide the strategic development and enhancement of each town, to improve the liveability and amenity of communities within the Maranoa. The Local Plans are adopted in the <i>Maranoa Planning Scheme 2017</i> .
Cadastral	State Government data. Digital cadastral data contains the property boundaries and related property description of all land parcels in Queensland. It is stored in the Digital Cadastral Database (DCDB) and provides the base for searching, planning and analysing land-related information. It is mostly used by local governments for these purposes.
Roma Airport Precinct	This local plan is conceptual in nature, showing existing development and expansion areas to accommodate future airport related industries and infrastructure. The Roma Airport Precinct is adopted in the <i>Maranoa Planning Scheme 2017</i> .
Wallumbilla South Gas Hub Overlay	The Wallumbilla South Gas Hub is a Local Plan adopted in the <i>Maranoa Planning Scheme 2017</i> . It recognises the significance of this location in the resources sector and has been established to protect existing and future infrastructure in this location.
Agricultural Land Overlay	State Government data relevant to planning development assessment.
Extractive Resources Overlay	State Government data relevant to planning development assessment.
Biodiversity Overlay	State Government data relevant to planning development assessment.
Cultural Heritage Overlay	State Government data relevant to planning development assessment.
Flood Hazard Overlay	Council's Flood Hazard Overlay relevant to planning development assessment. This overlay is adopted in the <i>Maranoa Planning Scheme 2017</i> .
Bushfire Hazard Overlay	State Government data relevant to planning development assessment.
Infrastructure Overlay	State Government data relevant to planning development assessment.
Infrastructure Overlay (Electricity)	State Government data relevant to planning development assessment.
Transport Noise Corridor Overlay	State Government data relevant to planning development assessment.
Airport Environs Overlay	Obstacle Limitation Surfaces, Wildlife Hazard Buffer Areas and Lighting Restriction Zones relevant to the regions airports. These overlays are adopted in the <i>Maranoa Planning Scheme 2017</i> .
Street Numbering	Council's urban street and rural road addressing
LGIP Base	Identifying Council's service area for trunk infrastructure as adopted in the <i>Maranoa Planning Scheme 2017</i> .
LGIP Water	Showing the location of existing trunk infrastructure and infrastructure needed to support our growing population – as adopted in the <i>Maranoa Planning Scheme 2017</i> .
LGIP Sewer	Showing the location of existing trunk infrastructure and infrastructure needed to support our growing population – as adopted in the <i>Maranoa Planning Scheme 2017</i> .
LGIP Stormwater	Showing the location of existing trunk infrastructure and infrastructure needed to support our growing population – as adopted in the <i>Maranoa Planning Scheme 2017</i> .

LGIP Transport	Showing the location of existing trunk infrastructure and infrastructure needed to support our growing population – as adopted in the <i>Maranoa Planning Scheme 2017</i>
LGIP Parks and Community	Showing the location of existing trunk infrastructure and infrastructure needed to support our growing population – as adopted in the <i>Maranoa Planning Scheme 2017</i>
Road Network	Road network within the Maranoa Region, including State-controlled roads and local roads that Council is responsible for.
Contours	25 centimetre contour datasets generated from LiDAR. This digital elevation data serves useful in Land Administration, Emergency Management, Monitoring of Climate Change, Hydrological Modelling, Topographic Mapping and in the production of Navigational and Web Based Mapping applications.
Localities	The locality boundaries dataset is the spatial representation of bounded localities (includes suburbs) of Queensland. These are the official locality names and boundaries used for addressing.
Zones	Zone categories as adopted in the <i>Maranoa Planning Scheme 2017</i> .
Roma Strategic Plan	The Strategic Plan identifies areas of Roma most suitable for future growth during the life of the <i>Maranoa Planning Scheme 2017</i> .
Aerial - Historic (Nearmap)	Aerial base maps that Council has purchased. Nearmap captures aerial images frequently, generally once per year in urban centres, at a resolution of 5.8 cm - 7.5 cm per pixel or better.

MAP THEME: Infrastructure	
Map Data (Layer)	Description
Water Network	Council's water network.
Sewer Network	Council's sewer network.
Gas Network	Council's gas network.
Stormwater Network	Council's stormwater network.
Electricity	State Government data identifying the location of major electrical infrastructure including high voltage powerlines and substations.
ICT Network	Council's fibre network.
Footpaths, Kerb and Channel	Council's footpaths, kerb and channel network.
Street Numbering	Council's urban street and rural road addressing
Road Network	Road network within the Maranoa Region, including State-controlled roads and local roads that Council is responsible for.
Contours	25 centimetre contour datasets generated from LiDAR. This digital elevation data serves useful in Land Administration, Emergency Management, Monitoring of Climate Change, Hydrological Modelling, Topographic Mapping and in the production of Navigational and Web Based Mapping applications.
Cadastre	State Government data. Digital cadastral data contains the property boundaries and related property description of all land parcels in Queensland. It is stored in the Digital Cadastral Database (DCDB) and provides the base for searching, planning and analysing land-related information. It is mostly used by local governments for these purposes.
Localities	The locality boundaries dataset is the spatial representation of bounded localities (includes suburbs) of Queensland. These are the official locality names and boundaries used for addressing.

MAP THEME: Flood Hazard	
Map Data (Layer)	Description
Street Numbering	Council's urban street and rural road addressing.
Road Network	Road network within the Maranoa Region, including State-controlled roads and local roads that Council is responsible for.
Cadastral	State Government data. Digital cadastral data contains the property boundaries and related property description of all land parcels in Queensland. It is stored in the Digital Cadastral Database (DCDB) and provides the base for searching, planning and analysing land-related information. It is mostly used by local governments for these purposes.
Roma Elevation	Ground elevation levels
Mitigation Infrastructure	Local flood mitigation infrastructure
Adopted Flood Hazard Overlay	Council's adopted Flood Hazard Overlay for the Maranoa region as adopted in the <i>Maranoa Planning Scheme 2017</i> .

MAP THEME: Community Services	
Map Data (Layer)	Description
Cadastral	State Government data. Digital cadastral data contains the property boundaries and related property description of all land parcels in Queensland. It is stored in the Digital Cadastral Database (DCDB) and provides the base for searching, planning and analysing land-related information. It is mostly used by local governments for these purposes.
Localities	The locality boundaries dataset is the spatial representation of bounded localities (includes suburbs) of Queensland. These are the official locality names and boundaries used for addressing.
Community	Location of community facilities in the Maranoa Region.
Council Services	Location of Council facilities in the Maranoa Region.
Government Services	Location of government services in the Maranoa Region.
Healthcare	Location of healthcare services in the Maranoa Region.
Recreation	Location of recreation facilities in the Maranoa Region.
Tourism	Location of visitor centres and point of interests in the Maranoa Region.
Transport	Location of transport services in the Maranoa Region.
Road Network	Road network within the Maranoa Region, including State-controlled roads and local roads that Council is responsible for.
Street Numbering	Council's urban street and rural road addressing.
Waste Services	Rubbish pickup area and days in the Maranoa Region.

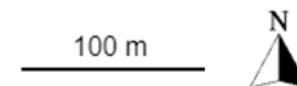
Base maps	
Map Data (Layer)	Description
Aerial	Latest Aerial base maps that Council has purchased (26 April to 29 May 2020). Nearmap captures aerial images frequently, generally once per year in urban centres, at a resolution of 5.8 cm - 7.5 cm per pixel or better.
Topo	Topographic maps are detailed representations of natural and man-made features that appear on the Earth's surface. This topographic map is similar to what you see on Google, Bing or Apple maps, however it has been custom created using

	Maranoa Council data.
Greyscale	This greyscale version of the Council Topo map was created to make it easier to identify particular features and assets against the base map.

8-Oct-2020

**Disclaimer**

Any information extracted from this document (from the face of the document or by scale) should be verified on site. Council takes no responsibility for the accuracy of any information contained or presented in the document. While every care has been taken to ensure the accuracy of this information, Maranoa Regional Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability.



OFFICER REPORT**Meeting:** Ordinary 28 October 2020**Date:** 19 October 2020**Item Number:** 5.9**File Number:** D20/99252**SUBJECT HEADING:** Request for use of land for a proposed exhibition / competition 'Sculptures Out Back'**Classification:** Open Access**Officer's Title:** Specialist - Arts & Culture**Executive Summary:**

Council has received a proposal from Ian Galloway from the Roma on Balonne Gallery, to create an annual outdoor exhibition of sculptures adjacent the Warrego Highway from Explorers Inn to the Big Rig Visitor Information Centre. The proposed exhibition will be held between May to September 2021. This exhibition will be promoted as "Sculptures Out Back".

Officer's Recommendation:

That Council approve of access to Lot 210 on WV1624 - R423 - Reserve for Park, to the Roma on Bungil Art Gallery for the purposes of an art exhibition, entitled "Sculptures Out Back" from the months of May through to September annually on the following conditions:

1. conditionally that all Main Roads approvals are obtained and
2. 2021 will be a pilot project and any subsequent exhibitions on the site will be subject to Council approval.

Individuals or Organisations to which the report applies:

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

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

Roma on Bungil Gallery Committee
Sculptures Out Back Committee

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

Mr Ian Galloway is requesting use of the crown land running from the Big Rig Visitor Information Centre to Explorers Inn on the Warrego Highway Roma - **Lot 210 on WV1624 - R423 - Reserve for Park** to create an outdoor exhibition of Sculptures. "Sculptures Out Back" is proposed to be held annually from May to September.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Proposed Project Summary:

Sculptures Out Back is a free outdoor sculpture exhibition that is proposed to run annually from May to September. It is proposed that the sculptures be positioned on the crown land adjacent to the Warrego Highway Roma, from the Big Rig Visitor Information Centre through to Explorers Inn. Sculptures Out Back will be a striking feature on the eastern entrance to town. It will attract visitor to town & provide additional tourism product for the region, thus encouraging visitors to stay longer.

It is proposed that the sculptures can be of any medium and will have some form of lighting to make them a visual nighttime feature. (See <https://sculpturebythesea.com/> for an example of a similar concept) A prize will be awarded & that sculpture will be retained by the Roma on Bungil Art Gallery Committee.

Large sculpture must be able to be secured to a cement plinth 1m x 1m x 1m. These plinths will be located along the suggested area, not close to the Main Road. It is also proposed that the plinths would be a permanent fixture on this location. This will be a guideline for entry.

"Sculptures Out Back" will become a major event on the Regional Events Calendar. The majority of the marketing will be conducted through social media channels such as Facebook and Instagram. A small DL brochure will be produced to distribute through the artist world and Visitor Information Centres.

The below concerns have been discussed with relevant Council Officers prior to this report going to Council for permission for use of this land are as follows:

- Location of this style of event (crown land running from the Big Rig to Explorers Inn on the Warrego Highway Roma - **Lot 210 on WV1624 - R423 - Reserve for Park**)
- Land access
- Parking
 - Suggested that a designated parking space be allocated
- Third party Insurance for this event
 - Installation of artwork in parks is consistent with the general operations of a Council, therefore the event would be covered by Council's liability insurance.

- However, as with any liability claim, Council should do our best to manage the risks associated. (e.g. lights to not distract drivers, and walking path safe/level, etc.)
- Mowing around the plinths
 - Konrad Crawford is supportive of this project and has no foreseeable concerns at this point.
- Security
 - Security patrols would be conducted through the sculptures each night, this will be at the expense of the Sculptures Out Back Committee
- Lighting
 - Each sculpture will have solar lighting, this lighting will have to be purchased in the initial year and then have an ongoing maintenance cost at the Sculptures Out Back Committee's expense.

Department Transport and Main Roads have been contacted and concerns they raised are:

- The lighting on the sculptures would have to be to Department Transport and Main Roads Standards so not to distract passing drivers - strength and direction of light etc
- Access to the location would only be via approved accesses either the Big Rig car park and or the access off the Warrego Highway near the Explorers Inn
- Any signage in the corridor will need a Road Corridor Permit - Temporary or permanent

Any signage (i.e. Flags) would need to be securely placed so they cannot become airborne and become a hazard to passing traffic etc.

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)

Road Corridor Permit

In certain circumstances, third parties may locate a structure or thing or undertake an activity in state-controlled road corridors. These structures and activities are referred to as ancillary works and encroachments and include any structure, thing or activity within the road boundary.

Departmental approval is required under section 50 of the Transport Infrastructure Act 1994 for:

- undertaking an activity
- locating or constructing a structure or thing,
- maintaining a structure or thing
- upgrading a structure or thing and/or
- operating a structure or thing

within the boundaries of a state-controlled road.

To obtain approval, a person must apply for a Road Corridor Permit.

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)

Project Officer – Economic & Community Development

Regional Events Attraction / Local Development

Team Coordinator – Roma Parks, Gardens & Regional Horticulturist

Project Officer – Program & Contract Management

Council Buildings & Structures Maintenance Officer / Team Coordination

Department of Transport and Main Roads

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)

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?

To date, Sculptures Out Back have not requested funding support from Council.

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)

To date, Sculptures Out Back have not requested funding support from 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)

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
Funding not able to be sourced	If funding is unable to be sourced, this event may not eventuate.

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 concept has been successful in a number of other regions. It will be a striking tourism product that will attract & retain visitors to our region. Artists will be targeted to participate, which will skill our local artists & inspire them with works from afar. It will be unique to our region.

Conditional to all permits being obtained & guidelines followed, this concept would be a great addition to our events calendar.

Recommendation:

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

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

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

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

That Council approve Roma on Bungil Art Gallery to utilize **Lot 210 on WV1624 - R423 - Reserve for Park**) for the activities of Sculptures Out Back from the months of May through to September annually conditionally that all Main Roads approvals are obtained.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

Supporting Documentation:

1	Sculptures out Back - Letter re Project proposal	D20/88697
2	'Sculptures outback' - 15 09 2020	
2	Survey Plan - Lot 210 on WV1624 - R423 - Reserve for Park (Sculptures Out Back Proposed Site)	D20/91189

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

ROMA ON BUNGIL GALLERY INC.

PO Box 922

ROMA QLD 4455

"Sculptures Out Back"
Sub committee R.O.B.G.

M/s Julie Reitano

C.E.O.

Maranoa Regional Council

Roma. Q. Dear Julie,

I have a proposal to put to
Council.

That is:-

To create a display of Sculptures in the area
From Explorers Motel to the Big Rig from May to
September each year.

Promoted as "Sculptures Out Back"

Firstly, we need permission from Council to utilise this
area from Explorers Motel to the Big Rig. and ask for the
Support of Council for this Project.

Sculptures Out Back would involve:-

An Acquisitive Prize of \$15,000 (open Section)

A local Prize of \$5,000 (Maranoa Region)

These Sculptures to become the property of the Committee
to be placed around the District.

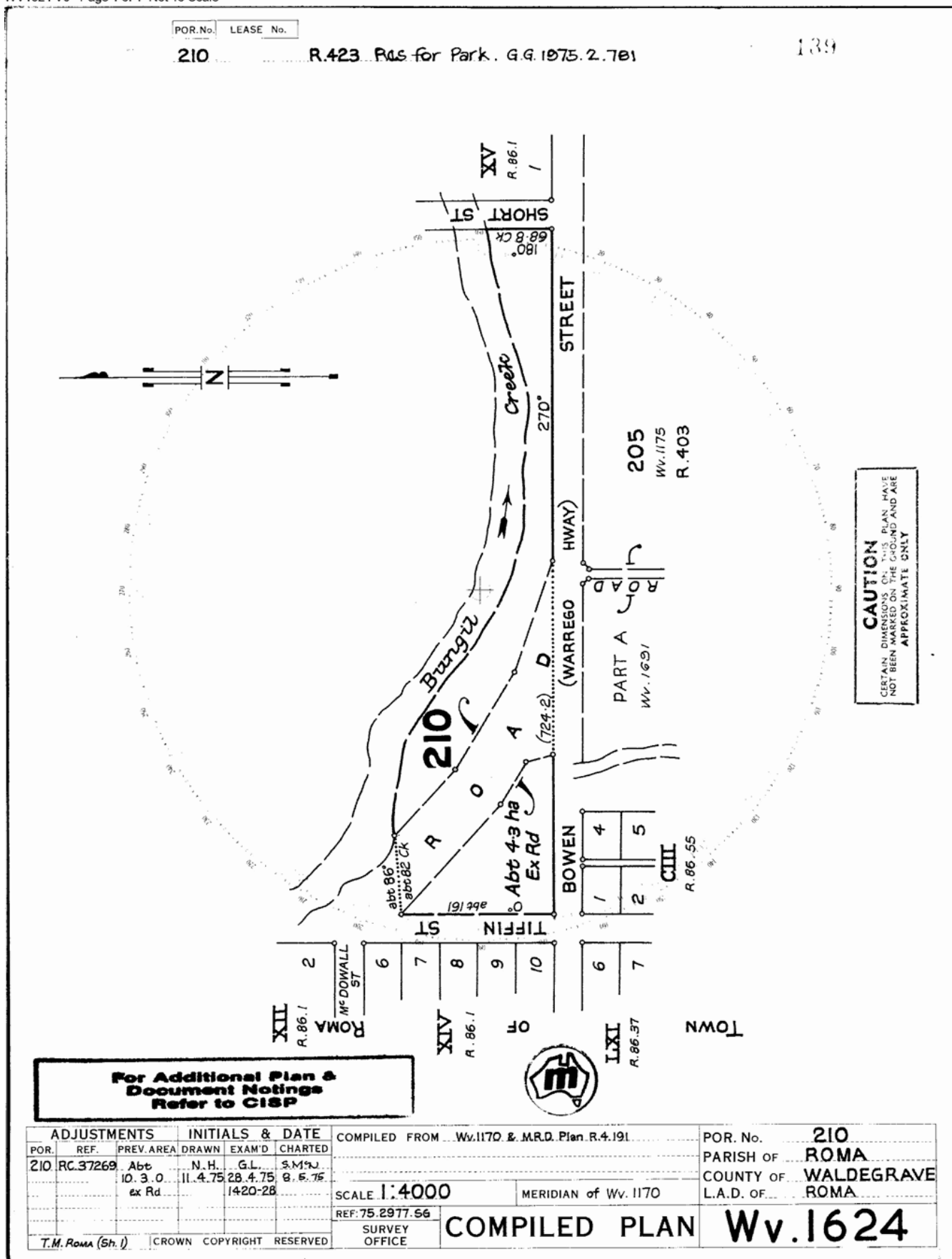
Sculptures (Large) will be displayed on cement plinths for
Safety and Aesthetic value. Small Sculptures will be
displayed in the 'Walk of Art' and Regional Galleries.

This is a large undertaking for the Sub-Committee
and we would like the Maranoa Regional Council to come
on Board.

Yours Sincerely

Chairman

WV1624 V0 Page 1 of 1 Not To Scale



OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.10

File Number: D20/99253

SUBJECT HEADING: Bassett Park User Agreement - Maranoa
Equestrian Association Inc

Classification: Open Access

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

Executive Summary:

Council is asked to consider entering into an agreement with the Maranoa Equestrian Association Incorporated in respect to their use of Bassett Park Roma.

Officer's Recommendation:

That Council:

1. Enter into an agreement with Maranoa Equestrian Association Incorporated for the group's use of Bassett Park for a period of (3) three years.
2. Agree to the Maranoa Equestrian Association Incorporated's request for Council to continue to waive the fees charged for the use of their respective areas at Bassett Park and assign the charges to Ongoing Assistance GL2887.2245.2001 for the term of this agreement.
3. Authorise the Chief Executive Officer (CEO), or delegate, to execute the 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).

Maranoa Equestrian Association Incorporated

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
MEC	Maranoa Equestrian Association Incorporated

Context:

Why is the matter coming before Council?

At Council's General meeting 12 February 2020, the following was resolved.

Resolution No. GM/02.2020/47

The Council

- 1. Approve the Maranoa Equestrian Club's request for fee waiver for the hire of the sideshow alley area of Bassett Park for equestrian events using a portable panel arena.**
- 2. Commence negotiations with Maranoa Equestrian Club in respect to entering a user agreement for the Club's use of Bassett Park.**
- 3. Assign the expenditure to Inkind Assistance (Minor) (GL 2887.2248.200)**

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

It is Council's goal to ensure every person/group/committee or association using a Maranoa Regional Council facility has a written agreement in place outlining the responsibilities of both Council and the User.

Maranoa Equestrian Association Incorporated have been provided with a copy of the draft agreement and have been given the opportunity to raise any issues or questions.

A copy of the proposed agreement is attached for Council's consideration.

During a conversation with Facilities Lease Management & Housing Officer/Team Coordinator Madonna Mole, Maranoa Equestrian Association Incorporated's President advised that the group could possibly pay some money towards the fees associated with the hire of the areas used at Bassett Park.

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)
Maranoa Equestrian Association Incorporated
Regional Sport & Recreation Development Coordinator
Bassett Park Team Leader
Support Officer – Economic & Community Development

Funding Bodies:

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

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?

Approximately 20 uses per year – \$1,600 is currently charged to In-kind Assistance (Minor) GL 2887.2248.2001.

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)

Impact on Other Individuals or Interested Parties:

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

Maranoa Equestrian Association Incorporated and its members.

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 enter into a user agreement with the group so responsibilities for the use of Bassett Park are understood.

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 an agreement with Maranoa Equestrian Association Incorporated for the group's use of Bassett Park for a period of (3) three years.
2. Agree to the Maranoa Equestrian Association Incorporated's request for Council to continue to waive the fees charged for the use of their respective areas at Bassett Park and assign the charges to Ongoing Assistance GL2887.2245.2001 for the term of this agreement.
3. Authorise the Chief Executive Officer (CEO), or delegate, to execute the 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:



Draft Bassett Park User Agreement - Maranoa
Equestrian Club Incorporated.

D20/93303

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer



Bassett Park

USER AGREEMENT

**Maranoa Equestrian Club
Incorporated**

ABN 16 100 943 939

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.

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 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	Maranoa Equestrian Club Incorporated ABN 16 001 943 939 Responsible Person The President Phone: 0428726241 Email: mec@hotmail.com.au Address: P O Box 738 Roma Qld 4455
Item 3	Venue	Bassett Park Show Grounds (Lot 1 on RP 173063 & Lot 7 on RP 173059)
Item 4	Facilities	Sideshow Alley area, Dog Trial Ring Area, KD Bar, Amenities.
Item 5	Permitted Use	Equestrian training and competition days
Item 6	Licence Type	Non-Exclusive
Item 7	Term	3 (three) years – commencing 14 October 2020 and expiring 13 October 2023
Item 8	Access Times	As per required times as advised to Council.
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. Rubbish to be placed in bins supplied and area left tidy at completion of events. Provide portable arena for events. Copy of Certificate of Currency to be provided to Council annually. Supply contact details of Executive Committee to Council after Annual General Meeting.

Item 16 Council Responsibilities

- Insurances - property and public liability
- Pest control
- Maintenance on buildings
- Maintenance of grassed areas on a scheduled roster.
- Organise extra bins if required (stored onsite).
- Rates, water and sewerage.
- Clean amenities before event.

DRAFT

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 **Maranoa Equestrian Club
Incorporated** 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

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 5.11

File Number: D20/99254

SUBJECT HEADING: Request for Fee Waiver-Roma Show Society

Classification: Open Access

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

Executive Summary:

Council has received a request from Roma Show Society requesting a fee waiver for the use of the upstairs bar area at Bassett park on Saturday 20 March 2021.

Roma Show Society wish to host the Queensland Ag Shows AGM which is expected to bring around 50 delegates and their families from around Queensland to the region.

Officer's Recommendation:

That Council waive the hire fees for the upstairs bar area at Bassett Park for Saturday 20 March 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 Councilors 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 Show Society.

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
AGM	Annual General Meeting
AG	Agriculture

Context:

Why is the matter coming before Council?

Council has received a request from Roma Show Society requesting a fee waiver for the use of the upstairs bar area known as the Members bar at Bassett park on Saturday 20 March 2021.

Roma Show Society wish to host the Queensland Ag Shows AGM, which is held throughout Queensland each year in a different town.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Roma Show Society have requested access to the upstairs bar area for Saturday 20 March 2021.

The cost of the Upstairs bar area at Bassett park is outlined below:

Bassett park upstairs bar

Bond: \$201.00

Hire fee: \$153.00

Total: \$354.00 with the bond being refunded after the event

Total fee waiver request for waiver is \$153.00 for the day.

It is recommended that Minor In-kind budget GL 2887.2246.2001 be used for the waiver of fees & charges.

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 | S 262 (3)(c)

Powers in support of responsibilities

(1) This section applies if a local government is required or empowered to perform a responsibility under a Local Government Act.

(2) The local government has the power to do anything that is necessary or convenient for performing the responsibilities.

(3) The powers include all the powers that an individual may exercise, including for example—

(a) power to enter into contracts; and

(b) power to acquire, hold, deal with and dispose of property; and

(c) power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

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 is an opportunity for Council to support the Agricultural Show movement as well as contribute to the attraction of potentially 50 delegates to Roma for an overnight stay. This initiative has benefits for all.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

If approved the cost of \$153.00 can be allocated to the Minor In-kind budget GL 2887.2246.2001.

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)

Show society members will have an interest in this matter.

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 approve request	Roma Show Society could be forced not host the AGM and therefore have a negative impact on the Shows ability to host such an event and the region would also be impacted economically.

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)

As this event will draw in a number of people from across Queensland, it is recommended that Council provide this fee waiver to assist Roma Show Society in hosting this event.

This will be a great opportunity for Council to showcase our region to other regional show societies and to support our local show society and local businesses within the region.

Recommendation:

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

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

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

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

If so, for what reason?

That Council waive the hire fees and bond for the members bar at Bassett Park for the 20 March 2021.

Link to Corporate Plan:


Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

4.10.3 Provide opportunities for community groups to apply for financial and inkind assistance from Council for arts and cultural initiatives.

Supporting Documentation:

1  Roma Show Society - Letter requesting fee waiver for 20 March 2021 - 22.09.2020 D20/90544

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer



15 September 2020

CEO Maranoa Regional Council

Our organization, Roma Show Society, wish to apply for fee relief on the rental and Bond fee of the Upstairs Bar Area at Bassett Park on Saturday March 20th 2021.

The Roma Show Society is a not for profit organisation and wish to host the AGM of Queensland Ag Shows, and show case our town, there will be fifty delegates travelling from Brisbane and throughout Queensland for the AGM.

There is also a function being held on the Saturday night at the Explorers Inn for the Next Gen Show delegates, and a further Board of Directors meeting being held on Sunday morning at a location to be confirmed.

We would appreciate any assistance the Council is able to provide.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Michael Jensen', is positioned above the printed name.

Michael Jensen
Show President
Roma Show Society

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 28 October 2020

Date: 15 October 2020

Item Number: 8.1

File Number: D20/98262

SUBJECT HEADING: South West Drag Racing Association Inc - Lease Agreement

Classification: Open Access

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

Original Resolution Meeting Date: 09/09/2020

Resolution Number: OM/09.2020/25

Resolution:

That Council:

1. Commence preparation of the lease with South West Drag Racing Association Incorporated and Roma and District Motorcycle Club, in respect to the group's shared use of Lot 5 on RP910338 located at Kimbler Road Roma.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the lease and any other associated documentation.

Rescission Recommendation:

That Council Rescind Resolution Number OM/09.2020/25 stating:-

That Council:

1. Commence preparation of the lease with South West Drag Racing Association Incorporated and Roma and District Motorcycle Club, in respect to the group's shared use of Lot 5 on RP910338 located at Kimbler Road Roma.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the lease and any other associated documentation.

Recommendation:

That Council:

1. Commence preparation of the lease with South West Drag Racing Association Incorporated and Roma and District Motorcycle Club, in respect to the group's shared use of Lot 5 on SP230317 located at Kimbler Road Roma.

- 2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the lease and any other associated documentation.**
-

Background:

The resolution from the Council meeting on the 9 September 2020 was that Council enter into an agreement with South West Drag Racing Association Incorporated and Roma and District Motorcycle Club.

Unfortunately, an old lot and plan number was included in resolution. The new resolution includes the correct lot and plan number.

Supporting Documentation:

Nil

Notice prepared by:

Facility Lease Management & Housing Officer /
Team Coordinator

OFFICER REPORT**Meeting:** Ordinary 28 October 2020**Date:** 11 September 2020**Item Number:** 11.1**File Number:** D20/87302**SUBJECT HEADING:** Annual Review of Delegation of Council Powers to the Position of Chief Executive Officer**Classification:** Open Access**Officer's Title:** Governance Officer**Executive Summary:**

Pursuant to section 257(4) of the *Local Government Act 2009*, Council's Delegations to the Chief Executive Officer are required to be reviewed annually. It should be noted that in addition to this annual review, delegations are reviewed and updated according to changes in State Government Legislation as they occur throughout the year.

This report proposes to Council that the current delegation of Council powers under State Legislation and Local Laws to the position of Chief Executive Officer remain unchanged.

Officer's Recommendation:

That Council:

1. Confirms the annual review of the delegations to the Chief Executive Officer pursuant to section 257(4) of the *Local Government Act 2009*; and
2. Confirms that the current delegations (contained in Schedule 1 of the Instruments of Delegation attached to this officer's report) to the Chief Executive Officer for the following legislation and local laws will remain unchanged from this review.

<i>Legislation / Local Law</i>	<i>Resolution Number and Date</i>
• <i>Aboriginal Cultural Heritage Act 2003</i>	GM/01.2016/36 20 January 2016
• <i>Animal Care and Protection Act 2001</i>	GM/06.2016/39 22 June 2016
• <i>Animal Management (Cats and Dogs) Act 2008</i>	GM/11.2017/06 8 November 2017
• <i>Biosecurity Act 2014</i>	GM/12.2017/83 13 December 2017

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• <i>Biosecurity Regulation 2016</i>	GM/06.2019/06 12 June 2019
• <i>Body Corporate and Community Management (Accommodation Module) Regulation 2008</i>	GM/06.2016/39 22 June 2016
• <i>Body Corporate and Community Management (Commercial Module) Regulation 2008</i>	GM/06.2016/39 22 June 2016
• <i>Body Corporate and Community Management (Small Schemes Module) Regulation 2008</i>	GM/06.2016/39 22 June 2016
• <i>Body Corporate and Community Management (Standard Module) Regulation 2008</i>	GM/06.2016/39 22 June 2016
• <i>Body Corporate and Community Management Act 1997</i>	GM/06.2016/39 22 June 2016
• <i>Building Act 1975</i>	GM/02.2018/51 28 February 2018
• <i>Building Units and Group Titles Act 1980</i>	GM/06.2016/39 22 June 2016
• <i>Disaster Management Act 2003 (Qld) (DIMA)</i>	OM/07.2020/07 8 July 2020
• <i>Disaster Management Regulation 2014</i>	GM/11.2016/36 20 January 2016
• <i>Environmental Protection (Water) Policy Act 2009</i>	GM/06.2016/39 22 June 2016
• <i>Environmental Protection Act 1994</i>	GM/02.2019/05 13 February 2019
• <i>Environmental Protection Regulation 2019 (ENPR)</i>	GM/12.2019/04 11 December 2019
• <i>Fire and Emergency Services Act 1994</i>	GM/07.2015/39 22 July 2015
• <i>Food Act 2006</i>	GM/01.2016/36 20 January 2016
• <i>Food Production (Safety) Act 2000</i>	GM/01.2016/36 20 January 2016
• <i>Gas Supply Act 2003</i>	GM/06.2016/39 22 June 2016
• <i>Gas Supply Regulation 2007</i>	GM/06.2016/39 22 June 2016
• <i>Health (Drugs and Poisons) Regulation 1996</i>	GM/12.2015/04 9 December 2015
• <i>Housing Act 2003</i>	GM/12.2014/09 10 December 2014
• <i>Housing Regulation 2015</i>	GM/06.2016/39

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	22 June 2016
• <i>Information Privacy Act 2009</i>	GM/07.2018/51 26 July 2018
• <i>Land Act 1994 (Qld) (LANA)</i>	OM/09.2020/59 23 September 2020
• <i>Land Title Act 1994</i>	GM/07.2018/50 26 July 2018
• <i>Local Government Act 2009</i>	GM/05.2019/34 22 May 2019
• <i>Local Government Regulation 2012</i>	GM/05.2019/36 22 May 2019
• <i>Mineral Resources Act 1989 (MIRA)</i>	OM/09.2020/60 23 September 2020
• <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i>	GM/06.2016/39 22 June 2016
• <i>Peaceful Assembly Act 1992</i>	GM/06.2016/39 22 June 2016
• <i>Planning Act 2016</i>	GM/05.2019/33 22 May 2019
• <i>Planning Act 2016 – Development Assessment Rules</i>	GM/12.2017/82 13 December 2017
• <i>Planning Regulation 2017</i>	GM/05.2019/35 22 May 2019
• <i>Plumbing and Drainage Act 2018</i>	GM/07.2019/13 10 July 2019
• <i>Plumbing and Drainage Regulation 2019</i>	GM/07.2019/01 10 July 2019
• <i>Prostitution Act 1999</i>	GM/06.2016/39 22 June 2016
• <i>Public Health (ICPAS) Act 2003</i>	GM/01.2016/36 20 January 2016
• <i>Public Health Act 2005</i>	GM/06.2019/07 12 June 2019
• <i>Public Health Regulation 2005</i>	GM/06.2016/09 12 June 2019
• <i>Public Records Act 2002</i>	GM/11.2015/51 25 November 2015
• <i>Queensland Heritage Act 1992</i>	GM/06.2016/39 22 June 2016
• <i>Residential Services (Accreditation) Act 2002</i>	GM/06.2016/39 22 June 2016
• <i>Residential Tenancies and Rooming Accommodation Act 2008</i>	GM/01.2015/06 21 January 2015
• <i>Residential Tenancies and Rooming</i>	GM/06.2016/39

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<i>Accommodation Regulation 2009</i>	22 June 2016
• <i>Right to Information Act 2009</i>	GM/06.2019/89 26 June 2019
• <i>State Penalties Enforcement Act 1999</i>	GM/06.2019/90 26 June 2019
• <i>Stock Act 1915</i>	GM/01.2016/36 20 January 2016
• <i>Stock Route Management Act 2002</i>	GM/07.2018/52 26 July 2018
• <i>Tattoo Industry Act 2013</i>	GM/07.2018/06 11 July 2018
• <i>Tobacco and Other Smoking Products Act 1998</i>	GM/06.2016/39 22 June 2016
• <i>Transport Operations (Road Use Management – Road Rules) Regulation 2009</i>	GM/03.2015/04 11 March 2015
• <i>Transport Operations (Road Use Management) Act 1995</i>	GM.334.12 26 October 2012
• <i>Transport Infrastructure Act 1994</i>	GM.334.12 26 October 2012
• <i>Waste Reduction and Recycling Act 2011</i>	GM/07.2019/02 10 July 2019
• <i>Waste Reduction and Recycling Regulation 2011</i>	GM/07.2019/03 10 July 2019
• <i>Water Act 2000</i>	GM/06.2019/08 12 June 2019
• <i>Water Regulation 2016</i>	OM/07.2020/08 8 July 2020
• <i>Water Supply (Safety and Reliability) Act 2008</i>	GM/01.2018/05 24 January 2018
• <i>Work Health and Safety Act 2011</i>	GM/02.2018/49 28 February 2018
• <i>Local Law No. 1 (Administration) 2011</i>	GM/08.2014/46 27 August 2014
• <i>Subordinate Local Law No.1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011</i>	GM/06.2016/39 22 June 2016
• <i>Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011</i>	GM/01.2016/36 20 January 2016
• <i>Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011</i>	GM/01.2016/36 20 January 2016
• <i>Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government</i>	GM/01.2016/36 20 January 2016

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<i>Controlled Areas and Roads) 2011</i>	
• <i>Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 1.16 (Gates and Grids) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 1.17 (Sale or Consignment of Stock at a Saleyard) 2011</i>	<i>GM/10.2014/05 8 October 2014</i>
• <i>Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011</i>	<i>GM/09.2014/55 24 September 2014</i>
• <i>Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011</i>	<i>GM/06.2016/39 22 June 2016</i>
• <i>Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 1.5 (Keeping of Animals) 2011</i>	<i>GM/12.2014/06 10 December 2014</i>
• <i>Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Local Law No. 2 (Animal Management) 2011</i>	<i>GM/12.2014/07 10 December 2014</i>
• <i>Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i>	<i>GM/01.2016/36 20 January 2016</i>
• <i>Local Law No. 6 (Operation of Saleyards) 2011</i>	<i>GM/10.2014/04 8 October 2014</i>
• <i>Local Law No. 7 (Aerodromes) 2011</i>	<i>GM/09.2014/54 24 September 2014</i>

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?

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

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

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

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

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

All Instruments of Delegation, as listed above, will be circulated under separate cover (hard copy).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Delegations Register is reviewed annually. The last review was resolved on 24 July 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)

This report has been provided in compliance with section 257 (4) of the *Local Government Act 2009*, which requires a delegation to the Chief Executive Officer under subsection 257 (4) must be reviewed annually by the local government.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Nil

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

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

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Chief Executive Officer

Risks:

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

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

Advice to Council:

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

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

Confirm the current delegations to the Chief Executive Officer

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. Confirms the annual review of the delegations to the Chief Executive Officer pursuant to section 257(4) of the *Local Government Act 2009*; and
2. Confirms that the current delegations to the Chief Executive Officer for the provided legislation and local laws will remain unchanged from this review.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

10.4.1 Defining expectations and boundaries

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 13 October 2020

Item Number: 11.2

File Number: D20/97233

SUBJECT HEADING: 2019/20 Annual Financial Statements

Classification: Open Access

Officer's Title: Operations Manager - Finance

Executive Summary:

The Annual Financial Statements for the year ended 30 June 2020, including the General Purpose Financial Statements and Current Year Financial Sustainability Statement, were certified by Queensland Audit Office on 9 October 2020 with an unmodified audit opinion 'clean bill of health' for the financial statements.

Officer's Recommendation:

That Council receive and note the audited Annual Financial Statements for 2019/20.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Council is required to prepare General Purpose Financial Statements and current year Financial Sustainability Statements for 2019/20 which must be given to the Auditor-General for auditing in accordance with section 212 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Auditors were onsite for their final visit from 17 August to 28 August 2020, and continued their Audit off-site for the remainder of September.

The Financial Statements were finalised and presented to the Audit Committee meeting on 28 September 2020. There were some minor edits following the Audit Committee meeting. The Annual Statements were then forwarded to the Auditor-General's office. The Mayor and Chief Executive Officer signed the certificates on 7 October 2020. Final sign-off from the Auditor-General was on 9 October 2020, well before the statutory deadline of 31 October 2020.

The final audit opinion certified by the Auditor-General was in the form of an unmodified audit opinion, or a 'clean bill of health' for both the General Purpose Financial Statements and the Current Year Financial Sustainability Statement.

The highlights to the Financial Statements having regard to the relevant local government **financial sustainability measures** that are determined by the State Government include:

- An **operating surplus of \$2.137 million**; with the **operating surplus ratio** at 2.49% which is mid-way within the target range of 0-10%. The operating surplus ratio indicates the extent to which revenues raised covered operational expenses with revenue also available to fund the capital works program and for unexpected events.
- The **asset sustainability ratio** for renewals on infrastructure assets was 188.01%; which was significantly better than the target of more than 90%. This ratio indicates the extent to which the infrastructure assets managed are being replaced as they reach the end of their useful lives.
- The **net financial liabilities ratio** was -28.88%; the target is less than 60%. This ratio is an indicator of the extent to which the net financial liabilities can be serviced by its operating revenue. A minus figure for this measure indicates current assets exceed total liabilities and that Council may have capacity to increase loan borrowings if required.

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 and Local Government Regulation 2012
Australian Accounting Standards

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)

N/A

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
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 receive and note the audited Annual Financial Statements for 2019/20.

Recommendation:

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

That Council receive and note the audited Annual Financial Statements for 2019/20.

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?

No

If so, for what reason?



Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1  Financial Statements 2019-2020 - Maranoa Regional
 Council - Final

D20/97187

Report authorised by:

Director - Corporate & Community Services

Maranoa Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2020



Maranoa Regional Council

General Purpose Financial Statements

for the year ended 30 June 2020

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Maranoa Regional Council

Statement of Comprehensive Income

for the year ended 30 June 2020

	Notes	2020 \$'000	2019 \$'000
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3a	36,559	33,923
Fees and charges	3b	3,493	2,499
Sales revenue	3c	20,969	18,123
Grants, subsidies, contributions and donations	3d	19,397	21,657
Other revenue		3,383	2,681
Total recurrent revenue		83,801	78,883
Recurrent other income			
Rental income		656	643
Interest received		1,499	2,036
Total recurrent other income		2,155	2,679
Total recurrent revenue and other income		85,956	81,562
Capital revenue			
Grants, subsidies, contributions and donations	3d	29,361	30,007
Capital other income			
Capital income	4	157	49
Total capital revenue and other income		29,518	30,056
Total income		115,474	111,618
Expenses			
Recurrent expenses			
Employee and councillor costs	5	28,915	27,646
Materials and services	6	33,749	28,431
Finance costs	7	1,391	1,638
Depreciation and amortisation	12	19,764	19,809
Total recurrent expenses		83,819	77,524
Other expenses			
Capital expenses	8	8,612	34,895
Total other expenses		8,612	34,895
Total expenses		92,431	112,419
Net result		23,043	(801)
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/(decrease) in asset revaluation surplus	12	(1,637)	(6,454)
Total other comprehensive income for the year		(1,637)	(6,454)
Total comprehensive income for the year		21,406	(7,255)

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

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Maranoa Regional Council

Statement of Financial Position

as at 30 June 2020

	Notes	2020 \$'000	2019 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	9	33,902	54,521
Investments	9	47,450	30,452
Receivables	10	13,418	10,391
Inventories		1,844	1,945
Contract assets	13	1,170	-
Other assets	11	372	214
Total current assets		98,156	97,523
Non-current assets			
Property, plant and equipment	12	813,286	788,550
Total non-current assets		813,286	788,550
TOTAL ASSETS		911,442	886,073
LIABILITIES			
Current liabilities			
Payables	14	11,811	14,420
Contract liabilities	13	8,919	-
Borrowings	15	1,536	1,314
Provisions	16	4,117	3,915
Total current liabilities		26,383	19,649
Non-current liabilities			
Borrowings	15	17,384	16,071
Provisions	16	29,561	26,992
Total non-current liabilities		46,945	43,063
TOTAL LIABILITIES		73,328	62,712
Net community assets		838,114	823,361
COMMUNITY EQUITY			
Asset revaluation surplus	17	275,078	276,715
Retained surplus/(deficiency)		563,036	546,646
Total community equity		838,114	823,361

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

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Maranoa Regional Council

Statement of Changes in Equity

for the year ended 30 June 2020

	Notes	Asset revaluation surplus \$'000	Retained surplus \$'000	Total equity \$'000
2020				
Balance as at 1 July 2019		276,715	546,646	823,361
Adjustment on initial application of AASB 15 / AASB 1058	22	-	(6,653)	(6,653)
Restated balance as at 1 July 2019		276,715	539,993	816,708
Net result		-	23,043	23,043
Other comprehensive income for the year				
- Increase/(decrease) in asset revaluation surplus	12	(1,637)	-	(1,637)
Other comprehensive income		(1,637)	-	(1,637)
Total comprehensive income for the year		(1,637)	23,043	21,406
Balance as at 30 June 2020		275,078	563,036	838,114
2019				
Balance as at 1 July 2018		283,169	547,505	830,674
Adjustment on initial application of AASB 9		-	(58)	(58)
Restated balance at 1 July 2018		283,169	547,447	830,616
Net result		-	(801)	(801)
Other comprehensive income				
- Increase/(decrease) in asset revaluation surplus	12	(6,454)	-	(6,454)
Other comprehensive income		(6,454)	-	(6,454)
Total comprehensive income for the year		(6,454)	(801)	(7,255)
Balance as at 30 June 2019		276,715	546,646	823,361

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

Maranoa Regional Council

Statement of Cash Flows

for the year ended 30 June 2020

	Notes	2020 \$'000	2019 \$'000
Cash flows from operating activities			
Receipts from customers		67,026	60,325
Payments to suppliers and employees		(72,950)	(58,950)
		(5,924)	1,375
Receipts:			
Interest received		1,499	2,036
Rental income		656	643
Non capital grants and contributions		28,811	23,303
Payments:			
Borrowing costs		(864)	(1,638)
Net cash - operating activities	21	24,179	25,719
Cash flows from investing activities			
Receipts:			
Proceeds from sale of property, plant and equipment		1,586	840
Grants, subsidies, contributions and donations		23,594	30,007
Other investing activity receipts		-	20,656
Payments:			
Payments for investment securities		(16,998)	-
Payments for property, plant and equipment		(54,514)	(47,645)
Net cash - investing activities		(46,332)	3,858
Cash flows from financing activities			
Receipts:			
Proceeds from borrowings		2,825	4,500
Payments:			
Repayment of borrowings		(1,290)	(1,436)
Net cash flow - financing activities		1,535	3,064
Net increase/(decrease) for the year		(20,619)	32,641
plus: cash and cash equivalents - beginning		54,521	21,880
Cash and cash equivalents - closing	9	33,902	54,521
Additional information:			
plus: investments on hand - end of year	9	47,450	30,452
Total cash, cash equivalents and investments		81,352	84,973

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies

(1.a) Basis of preparation

The Maranoa Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2019 to 30 June 2020. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment.

(1.b) New and revised Accounting Standards adopted during the year

Maranoa Regional Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019, the standards which had an impact on reported position, performance and cash flows were those relating to revenue.

Refer to the change in accounting policy Note 22 for transition disclosures for AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities.

(1.c) Standards issued by the AASB not yet effective

The AASB has issued a number of Australian Accounting Standards and Interpretations which are not yet effective at 30 June 2020. Council has not elected to early adopt any of these standards and accordingly they will be applied from their future effective date. There are no such standards or interpretations expected to have a significant impact on Council's financial statements in the period of initial application.

(1.d) Estimates and Judgements

Council make a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best

information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

- Valuation and depreciation of Property, Plant & Equipment - Note 12
- Provisions - Note 16
- Contingent Liabilities - Note 19
- Financial instruments and financial risk management – Note 24
- Revenue - Note 3

(1.e) Rounding and Comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1,000.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

(1.f) Taxation

Council is exempt from income tax, however Council is subject to Fringe Benefits Tax, Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

(1.g) Impacts from the COVID-19 pandemic

Council has assessed the impact of the COVID-19 global pandemic and found there were no material implications for the financial year ending 30 June 2020.

However, Council acknowledges that the COVID-19 restrictions have impacted some industries within the region and has initiated the following financial incentives:

- Rates discount period was extended by one month for the second levy.
- Debt recovery was put on hold for all outstanding rates and charges (including gas).
- Lease payments payable under commercial lease agreements were waived for impacted businesses.
- Fee waivers have been provided for selected Council Fees & Charges.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 2(a). Council functions - component descriptions

Details relating to the Council's functions / activities as reported in Note 2(b) are as follows:

OFFICE OF THE CEO

The objective of this function is to provide open and accountable leadership through our Corporate Vision of Quality, Safety, Environment and Affordability. It includes organisational development, recruitment and onboarding, and human resource management.

CORPORATE & COMMUNITY SERVICES

The objective of this function is to provide professional corporate and community services including financial management, information and communication technology, information management, customer service, animal control and community safety, elected member services, communications, cemeteries and integrated quality, safety and environment (including enterprise risk) and asset management.

DEVELOPMENT, FACILITIES & ENVIRONMENT

The objective of this function is to provide emergency management, town planning, building control and pool safety, environmental and public health, facilities, rural land management, economic development, tourism, sport and recreation, local development and events, arts and culture, libraries, council housing, affordable land and housing across our region.

ENERGY SECTOR ROADWORKS

The objective of this function is to deliver identified road projects that mitigate energy sector impacts ensuring they are undertaken within time, cost and scope of expectations, with a high level of monitoring and supervision.

ROAD NETWORK

The objective of this function is to administer, maintain, renew and upgrade the region's road network, incorporating the related functional areas of kerb and channel, stormwater drainage, lighting, footpaths and other pathways.

INFRASTRUCTURE SERVICES

The objective of this function is to demonstrate best practice in our service and delivery. Includes depots, commercial road activities, quarry pits, town and surrounds (including parks, gardens and reserves), street lighting and public space lighting and flood mitigation.

WASTE

The objective of this function is to provide affordable collection, receipt and disposal of waste generated by households, businesses and industry that is compliant with legislation and the agreed service levels for presentation and maintenance of Council's waste facilities.

Maranoa Regional Council

Notes to the Financial Statements for the year ended 30 June 2020

Note 2(a). Council functions - component descriptions

GAS

The objective of this function is to provide a safe and reliable retail supply to an expanding distribution network within a commercially viable framework.

PLANT, FLEET & WORKSHOPS

The objective of this function is to provide a competitively priced, reliable and fit for purpose plant that enables the delivery of Council's services and programs.

WATER INFRASTRUCTURE

The objective of this function is to provide water for domestic, commercial and industrial use in accordance with legislation and Council standards, established for the safety and benefit of the community.

SEWERAGE INFRASTRUCTURE

The objective of this function is to provide for the transporting and treating of effluent from domestic, commercial and industrial properties within defined urban areas in accordance with legislation and Council standards, established for safety and benefit of the community.

QUARRY (ROMA)

The objective of this function is to provide Council and external customers, within our region and beyond, aggregate road base and rock suitable for use in asphalt, concrete, road construction and infrastructure construction works.

AIRPORTS

The objective of this function is to provide an air transport gateway to the Maranoa region that supports the commercial expansion and social connection of the region.

SALEYARDS (ROMA)

The objective of this function is to provide an accredited centre for store, prime, stud and special sales, private weighing and spelling services.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 2(b). Council functions - analysis of results by function

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net Result from recurring operations	Net result	Total assets
	Recurring		Capital			Recurring	Capital				
	Grants	Other	Grants	Other							
2020	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Office of the CEO	87	145	-	-	232	(1,543)	-	(1,543)	(1,311)	(1,311)	-
Corporate and community services	16,833	28,086	68	-	44,987	(9,725)	(12)	(9,737)	35,194	35,250	99,177
Development, facilities and environment	893	2,396	1,232	-	4,521	(15,527)	(421)	(15,948)	(12,238)	(11,427)	127,553
Energy sector roadworks	331	5,011	14,006	-	19,348	(4,364)	-	(4,364)	978	14,984	-
Road network	262	373	6,904	-	7,539	(22,304)	(4,762)	(27,066)	(21,669)	(19,527)	505,298
Infrastructure services	6	3,867	-	-	3,873	(5,773)	-	(5,773)	(1,900)	(1,900)	3,807
Waste	325	3,233	-	-	3,558	(3,859)	(1,396)	(5,255)	(301)	(1,697)	2,326
Gas	-	921	-	-	921	(768)	(96)	(864)	153	57	4,468
Plant, fleet and workshops	660	40	-	157	857	834	(311)	523	1,534	1,380	20,552
Water infrastructure	-	6,585	1,137	-	7,722	(6,209)	(831)	(7,040)	376	682	48,293
Sewerage infrastructure	-	2,872	-	-	2,872	(2,431)	(31)	(2,462)	441	410	51,205
Quarry (Roma)	-	5,271	-	-	5,271	(4,765)	(95)	(4,860)	506	411	2,566
Airports	-	3,531	282	-	3,813	(3,462)	(360)	(3,822)	69	(9)	24,633
Saleyards (Roma)	-	4,228	5,732	-	9,960	(3,923)	(297)	(4,220)	305	5,740	21,564
Total	19,397	66,559	29,361	157	115,474	(83,819)	(8,612)	(92,431)	2,137	23,043	911,442

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net Result from recurring operations	Net result	Total assets
	Recurring		Capital			Recurring	Capital				
	Grants	Other	Grants	Other							
2019	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Office of the CEO	66	169	-	-	235	(1,321)	-	(1,321)	(1,086)	(1,086)	-
Corporate and community services	14,077	25,938	42	-	40,057	(11,890)	(3)	(11,893)	28,125	28,164	98,510
Development, facilities and environment	1,425	2,424	1,103	-	4,952	(16,090)	(463)	(16,553)	(12,241)	(11,601)	125,406
Energy sector roadworks	368	4,897	13,699	-	18,964	(4,746)	-	(4,746)	519	14,218	-
Road network	4,132	114	11,257	-	15,503	(19,753)	(8,205)	(27,958)	(15,507)	(12,455)	502,398
Infrastructure services	-	775	-	-	775	(3,259)	-	(3,259)	(2,484)	(2,484)	3,772
Waste	-	2,408	145	-	2,553	(2,284)	(24,876)	(27,160)	124	(24,607)	1,452
Gas	-	890	-	-	890	(820)	(195)	(1,015)	70	(125)	4,996
Plant, fleet and workshops	1,589	15	-	49	1,653	1,029	(242)	787	2,633	2,440	18,444
Water infrastructure	-	6,202	1,169	-	7,371	(5,265)	(55)	(5,320)	937	2,051	46,734
Sewerage infrastructure	-	2,785	154	-	2,939	(2,001)	(46)	(2,047)	784	892	43,188
Quarry (Roma)	-	4,288	-	-	4,288	(3,738)	(136)	(3,874)	550	414	2,301
Airports	-	4,403	1,600	-	6,003	(3,424)	(664)	(4,088)	979	1,915	25,062
Saleyards (Roma)	-	4,597	838	-	5,435	(3,962)	(10)	(3,972)	635	1,463	13,810
Total	21,657	59,905	30,007	49	111,618	(77,524)	(34,895)	(112,419)	4,038	(801)	886,073

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue

		AASB 15 2020 \$'000	AASB 1058 2020 \$'000
	Notes		
Revenue is recognised at the fair value of the consideration received or receivable, at the time indicated below.			
Revenue recognised at a point in time			
Rates, levies and charges	3a	-	36,559
Fees and charges (excluding infringements)	3b	3,441	-
Fees and charges - Infringements	3b	-	52
Sale of goods and services	3c	12,992	-
Grants, subsidies, donations and contributions	3d	-	19,138
		<u>16,433</u>	<u>55,749</u>
Revenue recognised over time			
Sales of goods and services	3c	7,977	-
Grants, subsidies, donations and contributions	3d	259	29,361
		<u>8,236</u>	<u>29,361</u>
Total revenue		<u>24,669</u>	<u>85,110</u>
		2020	2019
		\$'000	\$'000

(a). Rates, levies and charges

2020 accounting policy

Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

2019 accounting policy

Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, they are recognised as revenue when they are received.

General rates	27,059	24,585
Water	3,440	3,317
Water consumption, rental and sundries	2,477	2,323
Sewerage	2,751	2,701
Waste management	1,560	1,542
Special rates and charges	736	749
Total rates and utility charge revenue	<u>38,023</u>	<u>35,217</u>
Less: discounts	(1,172)	(1,007)
Less: pensioner remissions	(292)	(287)
TOTAL RATES, LEVIES AND CHARGES	<u>36,559</u>	<u>33,923</u>

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue (continued)

	2020	2019
	\$'000	\$'000

(b). Fees and charges

2020 accounting policy

Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

2019 accounting policy

Fees and charges are recognised when Council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

Building and development fees	118	106
Infringements	52	48
Licences and registrations	91	63
Town planning fees	145	95
Animal registrations	126	137
Cemetery fees	125	126
Other statutory fees	1,375	622
User fees and charges	1,301	1,088
Other fees and charges	160	214
<u>TOTAL FEES AND CHARGES</u>	<u>3,493</u>	<u>2,499</u>

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue (continued)

	2020	2019
	\$'000	\$'000

(c). Sales revenue

2020 accounting policy

Sale of goods revenue is recognised when the customer has taken delivery of the goods. Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in contract liabilities and is recognised as revenue in the period when the service is performed. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions.

2019 accounting policy

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods.

Council generates revenues from a number of services including general private works and contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Sale of services

Contract and recoverable works	7,977	4,608
Saleyards	4,054	4,420
Gas supply	868	888
Airport services	3,524	4,389
Total sale of services	16,423	14,305

Sale of goods

Quarry materials	4,546	3,818
Total sale of goods	4,546	3,818

TOTAL SALES REVENUE

20,969	18,123
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Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue (continued)

(d) Grants, subsidies, contributions and donations

2020 accounting policy

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

The performance obligations are varied based on the agreement but include rural services projects, such as noxious weed spraying and collaborative feral pest initiatives. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of the benefit.

Grant income under AASB 1058

Assets arising from grants in the scope of AASB 1058 are recognised at the asset's fair value when the asset are received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

Capital grants

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

2019 accounting policy

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds. Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. In 2019, Council did not have any reciprocal grants.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue (continued)

	2020	2019
	\$'000	\$'000

(d) Grants, subsidies, contributions and donations (continued)

Physical assets contributed to Council by developers in the form of roadworks, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds are recognised as non-current assets. Those below the thresholds are recorded as expenses.

(i) Recurrent

General purpose grants	16,720	17,693
Queensland government subsidies and grants	1,243	955
Australian government subsidies and grants	854	2,104
Donations	4	1
Contributions	356	388
Flood damage grants	220	516

TOTAL RECURRENT GRANTS, SUBSIDIES,
CONTRIBUTIONS AND DONATIONS

<u>19,397</u>	<u>21,657</u>
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(ii) Capital

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

Queensland government subsidies and grants	5,162	13,561
Australian government subsidies and grants	9,615	2,312
Contributions	14,584	14,134

TOTAL CAPITAL GRANTS, SUBSIDIES,
CONTRIBUTIONS AND DONATIONS

<u>29,361</u>	<u>30,007</u>
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Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 4. Capital income

	Notes	2020 \$'000	2019 \$'000
Gain / loss on disposal of non-current assets			
Proceeds from the disposal of property, plant and equipment		820	163
Less: book value of property, plant and equipment disposed	12	(663)	(114)
Gain on disposal of non-current assets		157	49
<u>TOTAL CAPITAL INCOME</u>		<u>157</u>	<u>49</u>

Note 5. Employee and councillor costs

Wages and salaries		20,031	19,384
Councillors remuneration		788	782
Annual, sick and long service leave entitlements		4,828	4,497
Superannuation	20	2,915	2,850
		28,562	27,513
Other employee related expenses		353	133
<u>TOTAL EMPLOYEE AND COUNCILLOR COSTS</u>		<u>28,915</u>	<u>27,646</u>

Additional information:

Councillors and Council employees at the reporting date:

Total elected members	9	9
Total full time equivalent employees	324.63	331

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 6. Materials and services

	Notes	2020 \$'000	2019 \$'000
Advertising and marketing		122	205
Administration supplies and consumables		60	50
Audit of annual financial statements by the Auditor-General of Queensland		97	103
Communications and IT		1,417	1,674
Consultants		83	210
Contractors		8,825	6,125
Donations paid		159	202
Power		1,924	2,175
Subscriptions and registrations		125	155
Travel		9	11
Insurance		988	1,303
Commercial waste levy		707	-
Legal services		724	523
Materials issued from store		1,532	1,351
Plant and vehicle running costs		1,992	2,035
Operations and maintenance		13,499	10,432
Other materials and services		1,486	1,877
TOTAL MATERIALS AND SERVICES		33,749	28,431

Total audit fees quoted by the Queensland Audit Office relating to the 2019-20 financial statements are \$101,000 (2019: \$104,400).

Note 7. Finance costs

Finance costs charged by the Queensland Treasury Corporation	587	743
Bank charges	124	108
Impairment of receivables	189	746
Change in expected credit loss	(36)	-
Quarry rehabilitation	26	41
Landfill rehabilitation	501	-
TOTAL FINANCE COSTS	1,391	1,638

Note 8. Capital expenses

(a) Loss on disposal of non-current assets

Proceeds from the disposal of property, plant and equipment		758	677
Less: book value of property, plant and equipment disposed	12	(1,157)	(966)
Loss on disposal of non-current assets		399	289

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 8. Capital expenses (continued)

	Notes	2020 \$'000	2019 \$'000
(b) Provision for restoration of land	16		
Discount rate adjustment to refuse restoration provision		1,346	-
Discount rate adjustment to quarry rehabilitation liability		95	136
Initial recognition of refuse restoration		-	24,876
		<u>1,441</u>	<u>25,012</u>

The discount rate adjustment to the quarry rehabilitation liability was adjusted against expenses as there was an insufficient asset revaluation reserve in the relevant asset class.

(c) Other capital expenses

Loss on write-off of assets		<u>6,772</u>	<u>9,594</u>
		<u>6,772</u>	<u>9,594</u>
<u>TOTAL CAPITAL EXPENSES</u>		<u><u>8,612</u></u>	<u><u>34,895</u></u>

Note 9. Cash and cash equivalents

Cash and cash equivalents in the statement of cash flows include cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash and cash equivalents

Cash at bank and on hand	2,379	2,073
Deposits at call	<u>31,523</u>	<u>52,448</u>
Net cash and cash equivalents	<u><u>33,902</u></u>	<u><u>54,521</u></u>

Investment securities - current

Term deposits	<u>47,450</u>	<u>30,452</u>
Total current investment securities	<u><u>47,450</u></u>	<u><u>30,452</u></u>

TOTAL CASH AND CASH EQUIVALENTS

<u><u>81,352</u></u>	<u><u>84,973</u></u>
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Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 9. Cash and cash equivalents (continued)

	2020	2019
	\$'000	\$'000

Restricted cash and cash equivalents

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies	8,673	16,178
Waste refund received in advance	-	711
Contract liabilities	8,919	-
Unspent loan monies	4,016	3,765
Unspent developer contributions	5,166	4,806
Total external restrictions	26,774	25,460

Internally imposed expenditure restrictions at the reporting date:

Future capital works	27,108	26,106
Total internal restrictions	27,108	26,106

Total unspent restricted cash	53,882	51,566
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All term deposits comply with the Investment Policy and are less than 12 months in maturity.
Some grants and contributions included in the restricted cash disclosures are not sufficiently specific to be recognised as contract liabilities.

Trust funds

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages). The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.

Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	265	61
Security deposits	496	471
	761	532

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 10. Receivables

	2020	2019
	\$'000	\$'000

Receivables, loans and advances are amounts owed to Council at year end. They are recognised at the amount due at the time of sale or service delivery or advance. Settlement of receivables is required within 30 days after the invoice is issued. Terms for loans and advances are usually a maximum of five years with interest charged at non-commercial rates. Security is not normally obtained.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income.

Rates and charges	3,294	2,586
Other debtors	10,272	6,816
GST recoverable	203	397
Accrued revenues	-	983
Total	13,769	10,782
less: allowance for impairment		
Other	(351)	(391)
Total allowance for impairment - receivables	(351)	(391)
TOTAL CURRENT RECEIVABLES	13,418	10,391

Movement in allowance for expected credit losses:

Opening balance at 1 July	391	187
Adjustment to opening balance upon application of AASB 9	-	58
<i>Add</i>		
Increases (or decreases) in the allowance for expected credit loss	(36)	149
<i>Less</i>		
Impaired receivables written-off during the year	(4)	(3)
Balance at the end of the year	351	391

Refer also to Note 24 for further information about credit risk.

Interest is charged on outstanding rates (8.95% per annum from 1 July 2019, previously 11% per annum). No interest is charged on other debtors.

Note 11. Other assets

Prepayments	372	214
TOTAL CURRENT OTHER ASSETS	372	214

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Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2020

Note 12. Property, plant and equipment

30 June 2020		Land and site improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Other infrastructure	Airport	Works in progress	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Measurement basis	Note	Fair value	Fair value	Cost	Fair value	Fair value	Fair value	Fair value	Fair value	Cost	
Opening gross balance - at cost		-	-	43,059	-	-	-	-	-	38,486	81,545
Opening gross balance - at fair value		41,911	124,611	-	638,272	80,019	65,232	43,013	24,059	-	1,017,117
Opening gross balance		41,911	124,611	43,059	638,272	80,019	65,232	43,013	24,059	38,486	1,098,662
Additions - new		-	-	-	-	-	-	-	-	54,514	54,514
Disposals	4, 8	(32)	(135)	(4,687)	-	-	-	-	-	-	(4,854)
Write-offs	4, 8	-	(1,216)	-	(6,816)	(1,647)	(2,803)	(464)	(644)	-	(13,590)
Revaluation decrements to equity (ARS)		-	-	-	(12,716)	-	-	(1,136)	(111)	-	(13,963)
Revaluation increments to equity (ARS)		1,476	2,376	-	-	1,985	5,938	-	-	-	11,775
Work in progress transfers		1,895	8,319	7,272	26,265	2,683	3,768	1,349	498	(52,049)	-
Adjustments and other transfers		223	-	-	-	-	-	-	-	-	223
Total gross value of property, plant and equipment - at cost		-	-	45,644	-	-	-	-	-	40,951	86,595
Total gross value of property, plant and equipment - at fair value		45,473	133,955	-	645,005	83,040	72,135	42,762	23,802	-	1,046,172
Total gross value of property, plant and equipment		45,473	133,955	45,644	645,005	83,040	72,135	42,762	23,802	40,951	1,132,767
Opening accumulated depreciation		107	35,111	20,169	177,018	35,261	23,069	14,557	4,820	-	310,112
Depreciation expense		29	2,120	2,520	11,016	1,402	732	997	948	-	19,764
Disposals	4, 8	-	(4)	(3,025)	-	-	-	-	-	-	(3,029)
Write-offs	4, 8	-	(656)	-	(2,054)	(818)	(2,771)	(232)	(284)	-	(6,815)
Revaluation decrements to equity (ARS)		-	-	-	(2,596)	-	-	-	(253)	-	(2,849)
Revaluation increments to equity (ARS)		-	344	-	-	1,006	944	4	-	-	2,298
Total accumulated depreciation of property, plant and equipment		136	36,915	19,664	183,384	36,851	21,974	15,326	5,231	-	319,481
Total net book value of property, plant and equipment		45,337	97,040	25,980	461,621	46,189	50,161	27,436	18,571	40,951	813,286
Other information											
Range of estimated useful life (years)		Not Depreciated	8 - 130	3 - 100	10 - 200	6 - 210	6 - 210	10 - 200	13 - 210	Not Depreciated	
*Asset additions comprise											
Asset renewals on infrastructure		-	-	-	-	-	-	-	-	32,366	32,366
Asset renewals on other asset classes		-	-	-	-	-	-	-	-	9,249	9,249
Other additions		-	-	-	-	-	-	-	-	12,899	12,899
Total asset additions		-	-	-	-	-	-	-	-	54,514	54,514

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2020

Note 12. Property, plant and equipment

30 June 2019		Land and site improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Other infrastructure	Airport	Works in progress	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Measurement basis	Note	Fair value	Fair value	Cost	Fair value	Fair value	Fair value	Fair value	Fair value	Cost	
Opening gross balance - at cost		-	-	42,153	-	-	-	-	-	45,709	87,862
Opening gross balance - at fair value		43,274	127,050	-	607,729	76,632	60,252	42,536	18,738	-	976,211
Opening gross balance		43,274	127,050	42,153	607,729	76,632	60,252	42,536	18,738	45,709	1,064,073
Additions - new		-	-	-	-	-	-	-	-	47,645	47,645
Disposals	4, 8	(102)	(200)	(2,545)	-	-	-	-	-	-	(2,847)
Write-offs	4, 8	(5)	(430)	(52)	(12,077)	(143)	(73)	(587)	(3,412)	-	(16,779)
Revaluation decrements to equity (ARS)		(2,958)	(3,438)	-	-	-	-	(3,654)	-	-	(10,050)
Revaluation increments to equity (ARS)		-	-	-	11,954	1,025	3,418	-	223	-	16,620
Work in progress transfers		1,702	1,629	3,503	30,666	2,505	1,635	4,718	8,510	(54,868)	-
Total gross value of property, plant and equipment - at cost		-	-	43,059	-	-	-	-	-	38,486	81,545
Total gross value of property, plant and equipment - at fair value		41,911	124,611	-	638,272	80,019	65,232	43,013	24,059	-	1,017,117
Total gross value of property, plant and equipment		41,911	124,611	43,059	638,272	80,019	65,232	43,013	24,059	38,486	1,098,662
Opening accumulated depreciation		107	30,047	19,534	163,015	33,528	19,302	13,850	6,847	-	286,230
Depreciation expense		-	2,187	2,423	11,263	1,323	711	1,125	777	-	19,809
Disposals	4, 8	-	(3)	(1,763)	-	-	-	-	-	-	(1,766)
Write-offs	4, 8	-	(116)	(25)	(3,876)	(87)	(27)	(305)	(2,749)	-	(7,185)
Revaluation decrements to equity (ARS)		-	-	-	-	-	-	(113)	(55)	-	(168)
Revaluation increments to equity (ARS)		-	2,996	-	6,616	497	3,083	-	-	-	13,192
Total accumulated depreciation of property, plant and equipment		107	35,111	20,169	177,018	35,261	23,069	14,557	4,820	-	310,112
Total net book value of property, plant and equipment		41,804	89,500	22,890	461,254	44,758	42,163	28,456	19,239	38,486	788,550
Other information											
Range of estimated useful life (years)		Not Depreciated	8 - 130	3 - 100	10 - 200	6 - 210	6 - 210	10 - 200	13 - 210	Not Depreciated	
*Asset additions comprise											
Asset renewals on infrastructure		-	-	-	-	-	-	-	-	35,804	35,804
Asset renewals on other asset classes		-	-	-	-	-	-	-	-	2,471	2,471
Other additions		-	-	-	-	-	-	-	-	9,370	9,370
Total asset additions		-	-	-	-	-	-	-	-	47,645	47,645

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, accumulated depreciation and accumulated impairment losses.

(a) Recognition

Replacement of a major component of an asset, in order to maintain its service potential, is treated as the acquisition of a new asset. However, routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred.

Expenditure incurred in accordance with natural disaster relief and recovery arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Land under roads

Land under the roads and reserve land which falls under the *Land Act 1994* or the *Land Title Act 1994* is controlled by the Queensland Government pursuant to the relevant legislation. This land is not recognised in these financial statements.

(b) Measurement

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, design fees and all other establishment costs.

Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date.

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(c) Depreciation

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Road formation and earthworks are considered to be a non depreciable asset under AASB Interpretation 1055 – *Accounting for Road Earthworks*.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

Key judgements and estimates

Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Council.

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

(d) Valuation

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

Valuation Processes

Council's valuation policies and procedures are reviewed annually taking into consideration an analysis of movements in fair value and other relevant information.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every three years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses independent qualified valuers, internal engineers and asset managers to assess the cost assumptions associated with all infrastructure assets, the results of which are considered in combination with an appropriate cost index for the region. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and site improvements and buildings classes in the intervening years, management engage independent qualified valuers to perform a "desktop" valuation. A desktop valuation involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are appropriate. Further details in relation to valuers, the methods of valuation and the key assumptions used in valuing each different asset class are disclosed below.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

In accordance with AASB 13 fair value measurements are categorised on the following basis:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities,

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability either directly or indirectly,

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values:

	Date of latest valuation	Fair value measurement using:			Total
		Level 1	Level 2	Level 3	
		Quoted prices in active mkts \$'000	Significant observable inputs \$'000	Significant unobservable inputs \$'000	
2020					
Property, plant and equipment					
- Land and Site Improvements	30/06/20	-	45,337	-	45,337
- Buildings - Residential	30/06/20	-	5,569	-	5,569
- Buildings - Other	30/06/20	-	-	91,471	91,471
- Road, Drainage and Bridge Network	30/06/20	-	-	461,621	461,621
- Water	30/06/20	-	-	46,189	46,189
- Sewerage	30/06/20	-	-	50,161	50,161
- Other Infrastructure	30/06/20	-	-	27,436	27,436
- Airport	30/06/20	-	-	18,571	18,571
Total property, plant and equipment		-	50,906	695,449	746,355
2019					
Property, plant and equipment					
- Land and Site Improvements	30/06/19	-	41,804	-	41,804
- Buildings - Residential	30/06/19	-	5,496	-	5,496
- Buildings - Other	30/06/19	-	-	84,004	84,004
- Road, Drainage and Bridge Network	30/06/19	-	-	461,254	461,254
- Water	30/06/19	-	-	44,758	44,758
- Sewerage	30/06/19	-	-	42,163	42,163
- Other Infrastructure	30/06/19	-	-	28,456	28,456
- Airport	30/06/18	-	-	19,239	19,239
Total property, plant and equipment		-	47,300	679,874	727,174

(2) Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

(3) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (i.e. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Land and site improvements (level 2)

Land and site improvements assets were comprehensively valued by APV Valuers as at 30 June 2019. A desktop revaluation update was subsequently undertaken effective 30 June 2020.

Level 2 valuation inputs were used to value land held in freehold title (investment and non-investment) as well as land used for special purposes, which is restricted in use under current zoning rules. The direct comparison to sales approach is the preferred and most commonly used approach in land valuations. In this approach to value, the property is compared to recently sold properties which are of a similar type. This comparison is adjusted to take into consideration the characteristics of the land, such as size, zoning, topography, configuration etc. The most significant inputs into this valuation approach are price per square metre.

Buildings (level 2 and 3)

Buildings assets were comprehensively valued by APV Valuers as at 30 June 2019. A desktop revaluation update was subsequently undertaken effective 30 June 2020.

Level 2 inputs were used to determine the fair value of a range of properties. This included the bulk of residential and commercial properties. The residential properties fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

Some residential properties were located in isolated locations where there was no evidence to support a market approach. These properties were valued using the cost approach and due to the range of assumptions used to determine the fair value have been classified as Level 3.

Specialised buildings were valued using the cost approach using professionally qualified Registered Valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres could be supported from market evidence (Level 2) other inputs (such as estimates of residual value, useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using Level 3 valuation inputs.

In determining the level of accumulated depreciation the assets have been disaggregated into significant components, and further disaggregated into short and long-term components, which exhibit different useful lives and service potential patterns. Allowance has been made for the typical asset life cycle and renewal treatments of each component, and the condition of the asset. When assessing the level of remaining service potential or the rate of consumption of that service potential (depreciation) a range of factors are considered including condition, obsolescence, restrictions and other relevant factors. They can generally be described and split into two types, holistic and component specific. Holistic factors impact at the whole asset level and include factors such as functionality, capacity, utilisation, safety and obsolescence. Component specific factors include physical condition and breakage and repair history.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

The consumption score methodology is based on assessing the relative level of remaining service potential.

The scale is as follows:

Phase Points	Description
0.00 ↓ 0.99	New or very good condition - very high level of remaining service potential.
1.00 ↓ 1.99	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.
2.00 ↓ 2.99	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.
3.00 ↓ 3.99	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.
4.00 ↓ 4.99	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by inclusion in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.
5.00	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.

The Indexation Percentage for the Building Valuations has been derived from reference to actual costs where details have been provided of recent construction, costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook), Construction Data from the Australian Bureau of Statistics and APV's own internal market research and costings. Our analysis of these construction cost guides and research has determined that the approximate increase in building costs over the period from the 30 June 2019 to 30 June 2020 for each building type is:

Building Category	Index %
Residential	2.75% - 2.85%
Commercial	2.75% - 3.2%
Industrial	2.00%
Civic	2.5% - 3.2%
Amenities	2.0% - 2.5%
Other Structure	1.0% - 4.0%

Infrastructure assets (level 3)

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

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Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC was determined using methods relevant to the asset class as described under individual asset categories below.

Roads and airport

Current replacement cost:

Roads, drainage and bridge and airport assets were comprehensively valued by APV Valuers as at 30 June 2018. A desktop revaluation update was subsequently undertaken effective 30 June 2020.

The indexation percentage for the infrastructure desktop valuations effective 30 June 2020 has been derived from reference to costing guides issued by the Australian Institute of Quality Surveyors, Rawlinson's (Australian Construction Handbook), construction data from the Australian Bureau of Statistics and APV's own internal market research and costings.

The analysis of these construction cost guides and research has determined that the approximate increase in infrastructure costs over the period from 1 July 2019 to 30 June 2020 is as following:

Infrastructure Category	Index %
Airport	0.0%
Roads	0.0%

Unit rates for some major subcomponents were reviewed by Council and supplied to APV based on internal construction estimates where management considers there is a representative population of internal works on which to base estimates.

Council categorises its road infrastructure into urban and rural roads and the further sub-categorises these into sealed and unsealed roads. Roads are split into segments which vary in length depending on the attributes of each segment and the previous construction history – as described below. All road segments are then componentised into formation, pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

All road network infrastructure assets were valued using Level 3 valuation inputs using the cost approach.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

Roads and airport (continued)

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Segment lengths and widths and pavement depths are actual where known from design plans and/or construction records, or are confirmed by field measure. Unconfirmed pavement depths are assumed constructed to 200mm for sealed roads and 150mm for unsealed roads. Council also assumes that all raw materials can be sourced from local quarries. For internal constructions estimates, material and services prices were based on existing supplier contract rates and supplier price lists while labour wage rates were based on Council's Certified Agreement. All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average of completed similar projects over the last few years, where sufficiently representative capital works have been undertaken; otherwise, these were based on rates supplied by an independent valuer determined using professional judgement, and externally available cost data.

CRC for airport assets was calculated based on expected replacement costs. In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life.

Accumulated depreciation:

In determining the level of accumulated depreciation, roads and airports were disaggregated into significant components which exhibited different useful lives and bridges are summarised into one lump sum item.

Useful lives are an estimate of the total service capacity in years for that type of asset. The remaining useful life of the asset is determined based on an asset condition rating, which reflects both physical characteristics (e.g. age and physical condition) as well as holistic factors such as functionality, capability, utilisation and obsolescence. Accumulated depreciation represents the decline in service potential (i.e. the difference between useful life and remaining useful life) for an asset. In periods when a comprehensive valuation is not undertaken, the remaining useful of the asset is then calculated based purely on the time elapsed since the previous valuation, as adjusted for any known improvements or deterioration in asset condition.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

(3) Valuation techniques used to derive level 2 and level 3 fair values (continued)

Roads and airport (continued)

In order to assess the level of remaining service potential the following consumption scoring methodology was applied.

Phase Points	Description
0.00 ↓ 0.99	New or very good condition - very high level of remaining service potential.
1.00 ↓ 1.99	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.
2.00 ↓ 2.99	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.
3.00 ↓ 3.99	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.
4.00 ↓ 4.99	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by inclusion in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.
5.00	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or decommissioned.

Water, sewerage and gas infrastructure

Current replacement cost:

Water, sewerage and gas infrastructure assets were comprehensively valued by APV Valuers as at 30 June 2019. A desktop revaluation update was subsequently undertaken effective 30 June 2020.

All water, sewerage and gas network infrastructure assets were valued using Level 3 valuation inputs using the cost approach. CRC was calculated using a range of sources including actual construction or purchase prices for recent projects, appropriate APV databases where APV record details of actual costs from recent projects that are sourced directly from their clients. Preference is provided to nearby locations. Rawlinson's Construction Guide or similar guide and benchmarking against other valuations. An allowance was then made to adjust for condition and comparability.

The indexation percentage for the infrastructure desktop valuations effective 30 June 2020 has been derived from reference to costing guides issued by the Australian Institute of Quality Surveyors, Rawlinson's (Australian Construction Handbook), construction data from the Australian Bureau of Statistics and APV's own internal market research and costings.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Property, plant and equipment (continued)

(d) Valuation (continued)

(3) Valuation techniques used to derive level 2 and level 3 fair values (continued)

Water, sewerage and gas infrastructure (continued)

The analysis of these construction cost guides and research has determined that the approximate increase in infrastructure costs over the period from 1 July 2019 to 30 June 2020 is as following:

Infrastructure Category	Index %
Water active assets	0.50%
Water passive assets	0.50%
Sewerage active assets	0%
Sewerage passive assets	0% - 0.5%
Gas infrastructure	0.50%

During the year there were a number of new projects completed where the actual cost was recorded and the impact of depreciation at year end was negligible. While these could be classified as valued at Level 2 given the low proportion of the total portfolio that these represented and the likelihood that in future valuations they would most likely be valued at Level 3 we have adopted a policy that all road and water network infrastructure assets are deemed to be valued at Level 3.

Accumulated depreciation:

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the assets were allocated a consumption assessment, which was used to estimate remaining useful life. Refer to consumption scoring methodology in Roads and airport section.

For assets that are not available for visual inspection the useful life remaining was based on age and adjusted where there were known factors to impact on the condition.

(4). Fair value measurements using significant unobservable inputs (level 3)

a. The following tables present the changes in level 3 fair value asset classes.

	Buildings	Total
	\$'000	\$'000
Opening balance - 1/7/18	90,703	90,703
Additions	1,588	1,588
Depreciation	(2,000)	(2,000)
Revaluation adjustment (ARS)	(6,296)	(6,296)
Disposals	(301)	(301)
Transfers from level 2	310	310
Closing balance - 30/6/19	84,004	84,004
Additions	8,298	8,298
Depreciation	(1,938)	(1,938)
Revaluation adjustment (ARS)	1,777	1,777
Disposals	(551)	(551)
Transfers to level 2	(119)	(119)
Closing balance - 30/6/20	91,471	91,471

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 13. Contract balances

	2020	2019
	\$'000	\$'000

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

(a) Contract assets

Contract assets	1,170
<u>TOTAL CONTRACT ASSETS</u>	<u>1,170</u>

Classified as:

Current contract assets	1,170
Non-current contract assets	-
<u>Total contract assets</u>	<u>1,170</u>
Contracts with customers	1,170
Contracts to construct Council's own assets	-

(b) Contract liabilities

Funds received upfront to construct Council controlled assets	8,325
Deposits received in advance of services provided	594
<u>TOTAL CONTRACT LIABILITIES</u>	<u>8,919</u>

Classified as:

Current contract liabilities	8,919
Non-current contract liabilities	-
<u>Total contract liabilities</u>	<u>8,919</u>

Revenue recognised that was included in the contract liability balance at the beginning of the year

Funds to construct Council controlled assets	1,455
Deposits received in advance of services provided	55
<u>Total revenue included in the contract liability</u>	<u>1,510</u>

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 13. Contract balances (continued)

	2020	2019
	\$'000	\$'000

(c) Significant changes in contract balances

The contract assets and liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously the revenue was recognised on receipt and therefore there was no effect on the statement of financial position. Note 22 discloses the changes in accounting policy on adoption of AASB 15 and AASB 1058.

Note 14. Payables

Creditors are recognised when goods or services are received, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.

Creditors and accruals	5,420	8,662
Prepaid rates	607	-
Employee related accruals	585	326
Waste levy refund received in advance	-	711
Annual leave entitlements	4,582	4,015
Other	617	706
TOTAL CURRENT PAYABLES	11,811	14,420

The State Government made an advance payment to Council in June 2019 to mitigate the impacts on households for 2019-20 of the State Waste Levy, which took effect from 1 July 2019. The Council is liable to the State for payment of the Levy on most forms of commercial and household waste delivered to its disposal sites from 1 July 2019. The State is required to make an annual payment to the Council that essentially refunds the Council for the portion of the Levy that relates to households. Council funds the portion of the Levy that relates to commercial waste through charges to commercial users of disposal sites from 1 July 2019. As the receipt from the State in June 2019 was for a refund of Council's 2019-20 Levy expense, the full amount was recognised as a liability at 30 June 2019.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Borrowings

	2020	2019
	\$'000	\$'000

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Thereafter, they are measured at amortised cost. Principal and interest repayments are made quarterly in arrears.

All borrowings are in \$A denominated amounts and interest is expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 June 2024 to 15 June 2039. There have been no defaults or breaches of the loan agreement during the period.

Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

Current

Loans - Queensland Treasury Corporation	1,536	1,314
<u>TOTAL CURRENT BORROWINGS</u>	<u>1,536</u>	<u>1,314</u>

Non-current

Loans - Queensland Treasury Corporation	17,384	16,071
<u>TOTAL NON-CURRENT BORROWINGS</u>	<u>17,384</u>	<u>16,071</u>

Reconciliation of loan movements for the year

Loans - Queensland Treasury Corporation

Opening balance at beginning of financial year	17,385	14,321
Loans raised	2,825	4,500
Principal repayments	(1,290)	(1,436)
<u>Book value at end of financial year</u>	<u>18,920</u>	<u>17,385</u>

The QTC loan market value at the reporting date was \$20,773,173 (2019: \$18,873,319). This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 16. Provisions

Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The yields attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Restoration Provisions

A provision is made for the cost of restoration in respect of refuse dumps and quarries where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of these facilities. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration.

Within each restoration provision there may be many site locations some of which can be on Council controlled land and some that are not. The following account treatments apply depending on the site location:

Restoration on land not controlled by Council

Where the restoration site is on State reserves which Council does not control, the cost of the provisions for restoration of these sites is treated as an expense in the year the provision is first recognised. Changes in the provision due to either time, discount rate or expected future costs are treated as a capital expense or capital income in the reporting period in which they arise.

Restoration on land controlled by Council

A provision is recognised for the estimated discounted cost of restoration, where required. The estimated cost of restoration is capitalised within land and improvement assets and is not immediately expensed.

As land and improvement assets are measured at fair value, the effects of a change in the measurement of a restoration provision that results from changes in the estimated timing or amount of the outflow of resources required to settle the obligation, or change in the discount rate are recognised within the asset revaluation surplus as follows:

Changes in the provision not arising from the passage of time are added to or deducted from the asset revaluation surplus for land. If there is no available revaluation surplus, increases in the provision are treated as an expense and recovered out of future decreases (if any). Changes to the provision resulting from the passage of time (the unwinding of the discount) are treated as a finance cost.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 16. Provisions (continued)

	2020	2019
	\$'000	\$'000

The Council has the following restoration provisions:

Quarry Rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. All Council quarries are situated on Council controlled land.

Refuse Sites Rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the refuse sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. The Mitchell and part of Roma refuse sites are on Council controlled land. All other refuse sites are on State reserves.

Current

Long service leave	4,117	3,915
<u>TOTAL CURRENT PROVISIONS</u>	<u>4,117</u>	<u>3,915</u>

Non-current

Long service leave	856	479
Quarry rehabilitation	1,982	1,637
Refuse restoration	26,723	24,876
<u>TOTAL NON-CURRENT PROVISIONS</u>	<u>29,561</u>	<u>26,992</u>

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 16. Provisions (continued)

	Notes	2020 \$'000	2019 \$'000
Quarry rehabilitation			
Balance at beginning of financial year		1,637	1,460
Increase in provision due to unwinding of discount	7	26	41
Increase/(decrease) in provision due to change in discount rate	8	95	136
Change in provision arising from revision of future cost	12	224	-
Balance at end of financial year		1,982	1,637
Refuse restoration			
Balance at beginning of financial year		24,876	-
Additional provision		-	24,876
Increase in provision due to unwinding of discount	7	501	-
Increase/(decrease) in provision due to change in discount rate	8	1,346	-
Balance at end of financial year		26,723	24,876

Quarry rehabilitation

This is the present value of the estimated cost of restoring the quarry site to a useable state at the end of its useful life which is expected to be 2036.

Refuse restoration

This is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life. The sites are expected to close from 2021 to 2080 and the rehabilitation costs incurred from 2026 to 2111 to allow a period for settlement.

Note 17. Asset revaluation surplus

The asset revaluation surplus comprises revaluation movements on property, plant and equipment. Increases and decreases on revaluation are offset within a class of assets.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2020

Note 18. Commitments for expenditure

	2020	2019
	\$'000	\$'000

(a) Contractual commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

Waste Collection Contracts (per year) - Expiry 30 June 2023	723	723
Software Licences & ICT Services (per year) - Various Expiry 8 December 2020 to 30 June 2023	246	339
Airport Services (per year) - Expiry 16 April 2021	894	957
Saleyard Services (per year) - Various Expiry 31 March 2021 to 1 May 2023	1,356	1,470
Facilities Management (per year) - Various Expiry 19 September 2020 to 4 October 2023	533	474
Communication Services - Expires 30 June 2022	89	15
Quarry Services - Expires 31 August 2019	-	279
	<u>3,841</u>	<u>4,257</u>

(b) Capital commitments (exclusive of GST)

Commitment for the construction of the following assets contracted for at the reporting date but not recognised as liabilities:**Property, plant and equipment**

Infrastructure	6,984	13,321
Total commitments	<u>6,984</u>	<u>13,321</u>

These expenditures are payable as follows:

Within the next year	6,984	13,321
Total Payable	<u>6,984</u>	<u>13,321</u>

Note 19. Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2019 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

The Council is a member of the Queensland local government workers compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$480,519 (2019: \$465,710).

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 20. Superannuation - regional defined benefit fund

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can be liable to the scheme for a portion of another local governments obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to Council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

		2020	2019
	Notes	\$'000	\$'000
Superannuation contributions made to the Regional Defined Benefits Fund		133	157
Other superannuation contributions for employees		2,782	2,693
Total superannuation contributions paid by Council for employees	5	2,915	2,850

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 21. Reconciliation of net result for the year to net cash inflow (outflow)
from operating activities

	2020 \$'000	2019 \$'000
Net operating result from income statement	23,043	(801)
Non-cash items		
Depreciation and amortisation	19,764	19,809
	<u>19,764</u>	<u>19,809</u>
Investing and development activities		
Net (profit)/loss on disposal of assets	242	240
Loss on write-off of assets	6,772	9,595
Non cash capital grants and contributions	(23,594)	(30,007)
Capital expenses	1,441	25,012
Unwinding of discount provision on restoration provisions	527	41
	<u>(14,612)</u>	<u>4,881</u>
Changes in operating assets and liabilities:		
(Increase)/decrease in receivables	(2,987)	(1,955)
Increase/(decrease) in credit loss allowance	(40)	146
(Increase)/decrease in inventories	101	(156)
(Increase)/decrease in contract assets	(1,158)	-
Increase/(decrease) in payables	(3,241)	2,451
Increase/(decrease) in contract liabilities	2,255	-
Increase/(decrease) in employee leave entitlements	579	286
Increase/(decrease) in other liabilities	633	1,058
(Increase)/decrease in prepayments	(158)	-
	<u>(4,016)</u>	<u>1,830</u>
Net cash provided from/(used in) operating activities from the statement of cash flows	<u>24,179</u>	<u>25,719</u>

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Changes in accounting policy

Initial application of new accounting standards

During the year ended 30 June 2020, Council has adopted *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not-for-profit Entities* using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated and continues to comply with *AASB 111 Construction Contracts*, *AASB 118 Revenue*, *AASB 1004 Contributions* and associated Accounting Interpretations. *AASB 16 Leases* is also applicable to Council for the first time from 1 July 2019, however as Council is not a lessee under any lease arrangements the initial application of this standard does not have a material impact on Council's financial statements.

All adjustments on initial application of AASB 15 and AASB 1058 have been taken to retained surplus at 1 July 2019.

The following options have been applied on transition to AASB 15 and AASB 1058:

- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements.
- Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019.

Changes in accounting policy on adoption of AASB 15 and AASB 1058

The initial application of the new standards has resulted in a number of changes to Council's accounting policies for revenue. Details of these changes are set out in Note 3.

	Balance at
	1-Jul-19
	\$'000

Opening contract balances on transition at 1 July 2019

Contract assets

Under AASB 15

12

Total contract assets

12

Contract liabilities

Under AASB 15

210

Under AASB 1058

6,455

Total contract liabilities

6,665

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Changes in accounting policy (continued)

	Carrying amount per statement of comprehensive income	Adjustments	Carrying amount if previous standards had been applied
	Dr / (Cr)	Dr / (Cr)	Dr / (Cr)
	\$'000	\$'000	\$'000

**Comparison of affected financial statement lines between
AASB 15 / 1058 and previous revenue standards**

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards.

Statement of comprehensive income for the year ended 30 June 2020

Revenue

Operating grants	19,397	384	19,781
Rates, levies and charges	36,559	(278)	36,281
Capital revenue	29,361	1,597	30,958

	Carrying amount per statement of financial position	Adjustments	Carrying amount if previous standards had been applied
	Dr / (Cr)	Dr / (Cr)	Dr / (Cr)
	\$'000	\$'000	\$'000

Statement of financial position at 30 June 2020

Contract assets	1,170	(1,170)	-
Contract liabilities	(8,919)	8,919	-
Payables	11,811	(607)	11,204
Retained earnings	563,036	(7,142)	555,894

The adjustments above relate to the recognition of contract assets and contract liabilities for revenue streams where the revenue is recognised over time rather than on receipt of funding under AASB 1004.

Statement of cash flows for the year ended 30 June 2020

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.

Maranoa Regional Council

Notes to the Financial Statements for the year ended 30 June 2020

Note 23. Events after the reporting period

There were no material adjusting or non-adjusting events after balance date.

Note 24. Financial instruments and financial risk management

(a) Financial assets and financial liabilities

Council has exposure to the following risks arising from financial instruments; **(i)** interest rate risk, **(ii)** credit risk, and **(iii)** liquidity risk.

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial risk management

Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Financial risk management (continued)

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's audit committee oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Council. The Council audit committee is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State/Commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by the Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.

Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC working capital facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC cash fund are capital guaranteed. Working capital facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Other financial assets

Other investments are held with financial institutions, which are rated A1+ to A2 based on rating agency Standard & Poor's ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as low. Some investments were held with unrated Authorised Deposit-taking Institutions only to the value of the Government guarantee on deposits and only one deposit per institution.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Credit risk (continued)

Receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts and therefore generally for rates debtors the credit risk is low.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk. Council considers that debtors with an outstanding balance greater than 90 days to be in default.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. Because the area is largely agricultural and energy sector, there is also a concentration in these sectors.

The Council does not require collateral in respect of trade and other receivables. The Council does not have trade receivables for which no loss allowance is recognised because of collateral.

The exposure to credit risk for trade receivables by type of counterparty was as follows:

	2020 \$'000	2019 \$'000
Rates and utility charges	3,294	2,586
Sales of services or goods	570	-
Funding	5,296	-
Other debtors	3,360	7,408
GST recoverable	203	397
Expected credit loss	(351)	-
Total	12,372	10,391

Refer to Note 10 for further details.

Receivables are measured at amortised cost which approximates fair value at reporting date. Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

When Council has no reasonable expectation of recovering an amount owned by a debtor, and has ceased enforcement activity, the debt is written-off by directly reducing the receivable against the loss allowance. If the amount of debt written off exceeds the loss allowance, the excess is recognised as an impairment loss.

Accounting for impairment losses is dependent upon the individual group of receivables subject to impairment. The loss allowance for grouped receivables reflects lifetime expected credit losses (ECL) and incorporates reasonable and supportable forward-looking information. Economic changes impacting debtors, and relevant industry data form part of the impairment assessment.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Credit risk (continued)

Council has identified 4 distinctive groupings of its receivables: rates and charges, sales of services or goods, funding and other debtors.

Rates and charges: Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts and therefore the expected credit loss is immaterial. Impairment of rates and charges will occur only if arrears are deemed to be greater than the proceeds Council would receive from the sale of the respective property.

Sales of services or goods: included in this group are charges for airport services, saleyards and quarry materials. Council recognises impairment on these sales based on historical analysis.

Funding: payable by State and Commonwealth governments and their agencies. A credit enhancement exists as these payments are effectively government guaranteed and both the State and Commonwealth Governments have high credit ratings, accordingly Council determines the level of credit risk exposure to be immaterial and therefore does not record an expected credit loss for these counterparties. Also includes Energy Sector funding under contract agreements which Council determines the level of credit risk exposure to be immaterial.

Other debtors: Council identifies other debtors as receivables which are not rates and charges; sales of services or goods; or grants.

Council uses a provision matrix to measure the expected credit losses on statutory charges and other debtors. Loss rates are calculated separately for groupings with similar loss patterns. The calculations reflect historical observed default rates calculated using credit losses experienced on past transactions from the last 6 years for each group. Loss rates are based on actual credit loss experience over the past 6 years, current conditions and the Council's view of economic conditions over the expected lives of the receivables.

In Council's statements after reviewing macro economic conditions, Council reached the conclusion that forward looking conditions indicated no foreseeable expected deviations from historically calculated ratios, thus no forward looking adjustments were made. Council does not expect that the rate of loss on debtors outstanding as at 30 June 2020 will materially increase as a result of the COVID-19 pandemic.

Loss rates are calculated using a 'roll rate' method based on the probability of a receivable progressing through successive stages of delinquency to write-off.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Credit risk (continued)

The following tables provide information about the expected losses for trade receivables for each group of receivables as at 30 June 2020 and 30 June 2019.

	2020 Closing balance \$'000	2020 Loss given default %	2020 Lifetime expected credit loss \$'000
Ageing			
Sales of services or goods			
Current	529	0.79%	4
31-60 days	11	6.87%	1
61-90 days	2	28.79%	1
90+ days	28	74.28%	21
Total	570		27
Other debtors			
Current	2,868	1.63%	47
31-60 days	57	13.91%	8
61-90 days	121	34.94%	42
90+ days	314	72.39%	227
Total	3,360		324
	2019 Closing balance \$'000	2019 Loss given default %	2019 Lifetime expected credit loss \$'000
Ageing			
All debtors			
Current	5,233	2.17%	114
31-60 days	620	16.31%	101
61-90 days	54	40.73%	22
90+ days	209	73.66%	154
Total	6,116		391

Refer to Note 10 for the movement in the allowance for impairment for receivables during the year.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

Exposure to liquidity risk

Council is exposed to liquidity risk through its normal course of business and through its borrowings with Queensland Treasury Corporation.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposit, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in note 15.

Council does not have any overdraft facilities at the reporting date.

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000	Total contractual cash flows \$'000	Carrying amount \$'000
2020					
Payables	5,420	-	-	5,420	5,420
Loans - QTC	2,111	7,682	13,454	23,247	18,920
	<u>7,531</u>	<u>7,682</u>	<u>13,454</u>	<u>28,667</u>	<u>24,340</u>
2019					
Payables	8,662	-	-	8,662	8,662
Loans - QTC	1,896	7,602	12,460	21,958	17,385
	<u>10,558</u>	<u>7,602</u>	<u>12,460</u>	<u>30,620</u>	<u>26,047</u>

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

The Council is exposed to interest rate risk through investments and borrowings with Queensland Treasury and/or other financial institutions.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Financial instruments and financial risk management (continued)

Market risk (continued)

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The Council does not account for any fixed-rate financial assets or financial liabilities at fair value through profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net carrying amount \$'000	Net result		Equity	
		1% increase \$'000	1% decrease \$'000	1% increase \$'000	1% decrease \$'000
2020					
QTC cash fund	31,523	315	(315)	315	(315)
Other investments	47,450	475	(475)	475	(475)
Loans - QTC	(18,920)	(189)	189	(189)	189
Net	60,053	601	(601)	601	(601)
2019					
QTC cash fund	52,448	525	(525)	525	(525)
Other investments	30,452	305	(305)	305	(305)
Loans - QTC	(17,385)	(174)	174	(174)	174
Net	65,515	656	(656)	656	(656)

In relation to the QTC loans held by the Council, the following has been applied:

QTC fixed rate loan - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

QTC generic debt pool - the generic debt pool products approximate a fixed rate loan. There is a negligible impact on interest sensitivity from changes in interest rates for generic debt pool borrowings.

QTC client specific pool - client specific pool products are often rebalanced to a target benchmark duration. This partially exposes clients to the level of interest rates at the time of rebalancing. Sensitivity on these products is provided by QTC through calculating the interest effect over the period.

(b) Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of Council's borrowings has been disclosed in note 15.

Maranoa Regional Council

Notes to the Financial Statements
for the year ended 30 June 2020

Note 25. Transactions with related parties

		Amount of transactions during year \$ '000	Outstanding balance (incl. commitments) \$ '000
	Details		
(a) Associates			
Transactions with associates			
2020			
Associates total	i	22	-
		22	-
2019			
Associates total	i	-	-
		-	-
i Annual contribution to Regional Economic Development Association			
(b) Other related parties			
Transactions with other related parties			
2020			
Purchase of materials and services from entities controlled by KMP	i	10	-
Purchase of materials and services from entities controlled by a close family member of KMP	ii	36	-
Payments to non-profit associations a KMP is a controlling committee member	iii	35	-
Purchase of materials and services from entities controlled by a close family member of KMP	iv	1	-
		81	-

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 25. Transactions with related parties (continued)

		Amount of transactions during year \$ '000	Outstanding balance (incl. commitments) \$ '000
	Details		
(b) Other related parties (continued)			
Transactions with other related parties (continued)			
2019			
Purchase of materials and services from entities controlled by KMP	i	12	-
Purchase of materials and services from entities controlled by a close family member of KMP	ii	76	-
Payments to non-profit associations a KMP is a controlling committee member	iii	27	-
		<u>115</u>	<u>-</u>

- i Maranoa Regional Council purchased travel and accommodation booking services from an entity controlled by a member of key management personnel. All purchases were at arm's length and were in the normal course of council operations.
- ii Maranoa Regional Council purchased building and construction services from an entity controlled by a close family member of key management personnel. All purchases were at arm's length and were in the normal course of council operations.
- iii Community funding assistance payments were made to non-profit community organisations of which key management personnel are committee (controlling) members.
- iv Maranoa Regional Council purchased stationery items and used postal services from an entity controlled by a close family member of key management personnel. All purchases were at arm's length and were in the normal course of council operations.

Maranoa Regional Council

Notes to the Financial Statements

for the year ended 30 June 2020

Note 25. Transactions with related parties (continued)

	2020	2019
	\$000	\$000

(c) Key management personnel

Transactions with key management personnel

Key Management Personnel (KMP) are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. At Maranoa Regional Council KMP's are considered to include Mayor and Councillors, Chief Executive Officer and Directors.

The compensation paid to key management personnel comprises:

Short-term employee benefits	1,458	1,468
Post-employment benefits	158	154
Long-term benefits	5	29
Total	1,621	1,651

Maranoa Regional Council

General Purpose Financial Statements for the year ended 30 June 2020

Management Certificate for the year ended 30 June 2020

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulations) and other prescribed requirements.


In accordance with Section 212(5) of the Regulation, we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 2 to 52, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Tyson Golder
MAYOR

7 October 2020



Julie Reitano
CHIEF EXECUTIVE OFFICER

7 October 2020



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Maranoa Regional Council

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Maranoa Regional Council (the council).

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2020, and of their financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and the Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Maranoa Regional Council's annual report for the year ended 30 June 2020 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.



My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2020:

- a) I received all the information and explanations I required.
- b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

9 October 2020

Dale Hassell
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Maranoa Regional Council

Current Year Financial Sustainability Statement

for the year ended 30 June 2020

	Actual 2020	Target 2020
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Measures of financial sustainability

Council's performance at 30 June 2020 against key financial ratios and targets.

Performance indicators

1. Operating surplus ratio

Net result (excluding capital items)	2.49%	0 - 10%
Total operating revenue (excluding capital items)		

An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

2. Asset sustainability ratio

Capital expenditure on the replacement of assets (renewals)	188.01%	more than 90%
Depreciation expense		

An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.

3. Net financial liabilities ratio

Total liabilities less current assets	-28.88%	less than 60%
Total operating revenue (excluding capital items)		

An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

Note 1 - basis of preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2020.

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012*.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs.

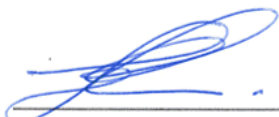
Maranoa Regional Council

Current Year Financial Sustainability Statement
for the year ended 30 June 2020

Certificate of Accuracy
for the year ended 30 June 2020

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this current year financial sustainability Statement has been accurately calculated.



Tyson Golder

MAYOR

7 October 2020



Julie Reitano

CHIEF EXECUTIVE OFFICER

7 October 2020



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Maranoa Regional Council

Report on the current year financial sustainability statement

Opinion

I have audited the accompanying current year financial sustainability statement of Maranoa Regional Council (the council) for the year ended 30 June 2020 comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Maranoa Regional Council for the year ended 30 June 2020 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Maranoa Regional Council's annual report for the year ended 30 June 2020 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.



My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in black ink, appearing to read "D. Hassell".

9 October 2020

Dale Hassell
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Maranoa Regional Council

Unaudited Long-Term Financial Sustainability Statement

prepared as at 30 June 2020

	Target 2020	Actual 2020	2021	2022	2023	2024	Forecast		2027	2028	2029	2030
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Measures of financial sustainability

Council's performance at 30 June 2020 against key financial ratios and targets.

Performance indicators

1. Operating surplus ratio

Net result (excluding capital items) ⁽¹⁾

Total operating revenue (excluding capital items) ⁽²⁾

0 - 10%	2.49%	0.10%	2.17%	1.84%	1.76%	1.65%	1.46%	1.30%	1.07%	0.84%	0.72%
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An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

2. Asset sustainability ratio

Capital expenditure on the replacement of assets (renewals)

Depreciation expense

> 90%	188.01%	103.30%	107.20%	105.10%	103.90%	102.80%	104.40%	103.20%	107.20%	106.00%	104.70%
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An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.

3. Net financial liabilities ratio

Total liabilities less current assets

Total operating revenue (excluding capital items) ⁽²⁾

< 60%	-28.94%	-11.70%	-14.50%	-20.20%	-26.50%	-32.00%	-37.30%	-40.50%	-44.50%	-49.80%	-53.00%
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An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

Maranoa Regional Council

Unaudited Long-Term Financial Sustainability Statement (continued)

prepared as at 30 June 2020

Maranoa Regional Council Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Council aims to operate within a set of conservative guide-posts to ensure we are financially sustainable in the short, medium and long term. We have the above three sustainability indicators that have been set by the then Department of Local Government, Community Recovery and Resilience to help monitor the long-term sustainability of all councils across Queensland. In summary, our operating surplus ratio has been adversely affected by depreciation expenditure. Over the coming year, Council anticipates receipt of contributions from the Resource Sector towards Council road network with the impact showing in the asset sustainability ratio.

Notes

⁽¹⁾ Includes only recurrent revenue and recurrent expenditure disclosed in the income statement. Excludes capital revenue grants, contributions, donations and subsidies received for capital acquisitions, capital income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties (refer to Note 5 for exclusions), and any capital expenditure such as write-off of assets, movements in provisions for restoration and rehabilitation and revaluation decrements that hit the statement of comprehensive income.

⁽²⁾ Includes only recurrent revenue disclosed in the income statement. Excludes capital revenue grants, contributions donations and subsidies received for capital acquisitions. Also excludes any capital income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties (refer to Note 5 for exclusions).

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012*.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs.

Maranoa Regional Council

Unaudited Long-Term Financial Sustainability Statement

Certificate of Accuracy

for the long-term financial sustainability statement prepared as at 30 June 2020

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).


In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Tyson Golder

MAYOR

7 October 2020



Julie Reitano

CHIEF EXECUTIVE OFFICER

7 October 2020

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 13 October 2020

Item Number: 11.3

File Number: D20/97252

SUBJECT HEADING: Queensland Audit Office Final Management Letter 2019/20

Classification: Open Access

Officer's Title: Mayor

Executive Summary:

The 2019/20 financial audit was completed by the Queensland Audit Office (QAO) on 9 October 2020, with the certified Financial Statements forwarded to the Mayor on the same date. The Final Management Report for 2019/20 was received on 12 October 2020 and is now presented to Council by the Mayor.

Officer's Recommendation:

That Pursuant to section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Final Management Report for 2019/20 as presented by the Mayor.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
QAO	Queensland Audit Office

Context:

Why is the matter coming before Council?

In accordance with section 213 of the *Local Government Regulation 2012*, the Mayor must present a copy of the auditor-general's observation report.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Financial Statements for 2019/20 were signed off by the auditor-general on 9 October 2020. The Final Management Report for 2019/20 was received on 12 October 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)

Local Government Regulation 2012

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)

Queensland Audit Office
Pitcher Partners

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)

That Council note and receive the Final Management Letter 2019/20.

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 and receive the Final Management Letter 2019/20.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 16 October 2020

Item Number: 11.4

File Number: D20/98482

SUBJECT HEADING: Investment Register as at 30 September 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 September 2020.

Officer's Recommendation:

That the Investment Report as at 30 September 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 September 2020.

Background:

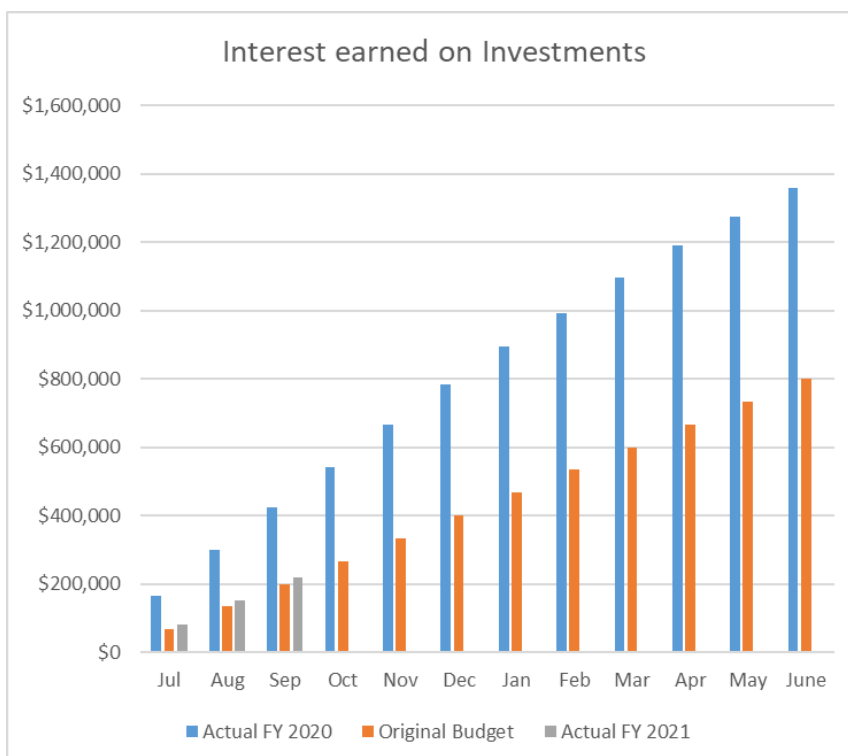
Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

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

For the three months ended 30 September 2020, actual interest earned on investments totalled \$218,835. This represents 27.4% of the adopted budget with 25% of the year elapsed.

Interest earned on Investments			
	Actual FY 2020	Original Budget	Actual FY 2021
Jul	\$165,259	\$66,667	\$81,972
Aug	\$299,321	\$133,334	\$151,185
Sep	\$425,049	\$200,001	\$218,835
Oct	\$543,158	\$266,668	
Nov	\$665,039	\$333,335	
Dec	\$785,032	\$400,002	
Jan	\$893,794	\$466,669	
Feb	\$992,705	\$533,336	
Mar	\$1,097,602	\$600,003	
Apr	\$1,192,184	\$666,670	
May	\$1,276,006	\$733,337	
June	\$1,358,049	\$800,000	



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

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

Statutory Bodies Financial Arrangements Act 1982

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

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

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

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

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

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

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

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

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

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

Maranoa Regional Council

Ordinary Meeting - 28 October 2020

This 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 authorisers 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 of 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?

2020/21 Budgeted Investment Income - \$800,000

2020/21 Actual Investment Income year to date - \$218,835

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 September 2020.

Recommendation:

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

That Council receive and note the Investment Reports for the period ending 30 September 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)).

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

No.

Link to Corporate Plan:

Corporate Plan 2018-2023


Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1  Investment Register as at 30 September 2020 D2020/0098479



2  Trading Limit Performance report as at 30 September 2020 D2020/0098480



Report authorised by:

Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 September 2020 to 30 September 2020



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1. Securities Held By Trading Book Maturing Post 30 September 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												
LC95471	30 Sep 2020	Queensland Treasury Corporation		1 Oct 2020		0.62	Nil	At Call	S&P AA+	28,673,088.27	28,673,088.27	28,673,088.27
LC95464	30 Sep 2020	Macquarie Bank		1 Oct 2020		0.80	Nil	At Call	S&P ST A1	7,000,207.65	7,000,207.65	7,000,207.65
LC90630	1 Jul 2020	Gateway Bank Ltd		6 Oct 2020	6 Oct 2020	0.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,498.63
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	252,128.77
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	251,967.81
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	2,012,115.06
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	1,002,739.73
LC88280	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	1,005,741.10
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	603,444.66
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	251,261.30
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	1,005,260.27
LC90544	6 Jul 2020	MyState Bank Ltd		7 Dec 2020	7 Dec 2020	1.00	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,002,356.16
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	250,979.45
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	506,800.00
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	1,009,493.15
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	1,009,445.21
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	803,567.12
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	503,243.84
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	2,018,257.54
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	252,589.04
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	252,589.04
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	1,008,709.59
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	252,457.54
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	252,457.54
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	252,457.54
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	1,008,476.71
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	1,008,476.71
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	1,008,261.64
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	1,005,252.05
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	251,435.62
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	1,004,246.58
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	1,003,780.82



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
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	4,013,301.92
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	2,006,585.76
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	1,003,528.77
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	1,805,385.20
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	1,002,630.14
LC90649	1 Jul 2020	National Australia Bank Ltd		1 Jul 2021	1 Jul 2021	0.95	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,002,368.49
LC90651	1 Jul 2020	Bank of Queensland Ltd		1 Jul 2021	1 Jul 2021	1.03	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,002,567.95
LC90652	6 Jul 2020	Bank of Queensland Ltd		6 Jul 2021	6 Jul 2021	0.90	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,002,120.55
LC91497	16 Jul 2020	QPCU LTD t/a QBANK		16 Jul 2021	16 Jul 2021	1.25	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,002,602.74
LC92729	14 Aug 2020	ING Bank Australia Limited		13 Aug 2021	13 Aug 2021	0.62	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,798.36
LC94809	9 Sep 2020	Members Equity Bank Ltd		8 Sep 2021	8 Sep 2021	0.60	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,345.21
										73,623,295.92	73,623,295.92	73,816,021.21
Total										73,623,295.92	73,623,295.92	73,816,021.21
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 September 2020 to 30 September 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	CACU 1.8 09 Sep 2020 273DAY TD	Illawarra Credit Union Ltd	IEI110248	9 Sep 2020	250,000.00	3,365.75	Security Coupon Interest	Maranoa Regional Council
	MACQ 1.6 11 Sep 2020 198DAY TD	Macquarie Bank	IEI113925	11 Sep 2020	2,000,000.00	17,358.90	Security Coupon Interest	Maranoa Regional Council
	CAP 2 23 Sep 2020 182DAY TD	The Capricornian Limited	IEI117428	23 Sep 2020	250,000.00	2,493.15	Security Coupon Interest	Maranoa Regional Council
	Hunter CU 2 23 Sep 2020 182DAY TD	Hunter United Credit Union	IEI117414	23 Sep 2020	250,000.00	2,493.15	Security Coupon Interest	Maranoa Regional Council
	SWCU 2 30 Sep 2020 182DAY TD	South West Credit Union	IEI117947	30 Sep 2020	250,000.00	2,493.15	Security Coupon Interest	Maranoa Regional Council
						28,204.10		



3. Acquisitions, Disposals and Maturities Between 1 September 2020 and 30 September 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		LC94806	Disposal	2 Sep 2020	2 Sep 2020	200,000.00	200,000.00	1.00000000	100.000	0.000	100.000	(200,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC94807	Disposal	3 Sep 2020	3 Sep 2020	1,800,000.00	1,800,000.00	1.00000000	100.000	0.000	100.000	(1,800,000.00)
CACU 1.8 09 Sep 2020 273DAY TD	Illawarra Credit Union Ltd		LC82086	Maturity	9 Sep 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
ME Bank 0.6 08 Sep 2021 364DAY TD	Members Equity Bank Ltd		LC94809	Acquisition	9 Sep 2020	9 Sep 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		LC94808	Disposal	10 Sep 2020	10 Sep 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
MACQ 1.6 11 Sep 2020 198DAY TD	Macquarie Bank		LC84003	Maturity	11 Sep 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(2,000,000.00)
MACQ At Call	Macquarie Bank		LC94765	Acquisition	11 Sep 2020	11 Sep 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		LC95168	Disposal	17 Sep 2020	17 Sep 2020	4,750,000.00	4,750,000.00	1.00000000	100.000	0.000	100.000	(4,750,000.00)
Hunter CU 2 23 Sep 2020 182DAY TD	Hunter United Credit Union		LC85557	Maturity	23 Sep 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
CAP 2 23 Sep 2020 182DAY TD	The Capricornian Limited		LC85578	Maturity	23 Sep 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
SWCU 2 30 Sep 2020 182DAY TD	South West Credit Union		LC86048	Maturity	30 Sep 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
MACQ At Call	Macquarie Bank		LC95463	Acquisition	30 Sep 2020	30 Sep 2020	4,155.14	4,155.14	1.00000000	100.000	0.000	100.000	4,155.14
MACQ At Call	Macquarie Bank		LC95464	Disposal	30 Sep 2020	30 Sep 2020	4,155.14	4,155.14	1.00000000	100.000	0.000	100.000	(4,155.14)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC95469	Acquisition	30 Sep 2020	30 Sep 2020	20,153.67	20,153.67	1.00000000	100.000	0.000	100.000	20,153.67
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC95471	Disposal	30 Sep 2020	30 Sep 2020	20,153.67	20,153.67	1.00000000	100.000	0.000	100.000	(20,153.67)
													(7,750,000.00)

Notes

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



4. Interest Income Accrued As At 30 September 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
LC95464	MACQ At Call	1 Oct 2020	30 Jul 2020	7 Aug 2020		54	0.8000	Nil		7,000,207.65	7,000,207.65	4,155.14	7,000,207.65	8,285.18
LC90630	GCU 0.8 06 Oct 2020 97DAY TD	6 Oct 2020	1 Jul 2020		6 Oct 2020	91	0.8000	Maturity		250,000.00	250,000.00	250,000.00	250,498.63	498.63
LC86097	ARA 1.85 14 Oct 2020 182DAY TD	14 Oct 2020	15 Apr 2020		14 Oct 2020	168	1.8500	Maturity		250,000.00	250,000.00	250,000.00	252,128.77	2,128.77
LC86047	SYD 1.7 14 Oct 2020 183DAY TD	14 Oct 2020	14 Apr 2020		14 Oct 2020	169	1.7000	Maturity		250,000.00	250,000.00	250,000.00	251,967.81	1,967.81
LC88070	AMP 1.65 17 Nov 2020 182DAY TD	17 Nov 2020	19 May 2020		17 Nov 2020	134	1.6500	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,012,115.06	12,115.07
LC89867	MYS 1 23 Nov 2020 154DAY TD	23 Nov 2020	22 Jun 2020		23 Nov 2020	100	1.0000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,002,739.73	2,739.73
LC88260	AMP 1.65 23 Nov 2020 181DAY TD	23 Nov 2020	26 May 2020		23 Nov 2020	127	1.6500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,005,741.10	5,741.10
LC88259	AMP 1.65 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	127	1.6500	Maturity		600,000.00	600,000.00	600,000.00	603,444.66	3,444.66
LC88262	Warwick CU 1.45 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	127	1.4500	Maturity		250,000.00	250,000.00	250,000.00	251,261.30	1,261.30
LC88930	AMP 1.6 02 Dec 2020 183DAY TD	2 Dec 2020	2 Jun 2020		2 Dec 2020	120	1.6000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,005,260.27	5,260.27
LC90544	MYS 1 07 Dec 2020 154DAY TD	7 Dec 2020	6 Jul 2020		7 Dec 2020	86	1.0000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,002,356.16	2,356.16
LC89237	AMB 1.3 09 Dec 2020 180DAY TD	9 Dec 2020	12 Jun 2020		9 Dec 2020	110	1.3000	Maturity		250,000.00	250,000.00	250,000.00	250,979.45	979.45
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	292	1.7000	Maturity		500,000.00	500,000.00	500,000.00	506,800.00	6,800.00
LC85551	MYS 1.75 16 Dec 2020 275DAY TD	16 Dec 2020	16 Mar 2020		16 Dec 2020	198	1.7500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,009,493.15	9,493.15
LC85553	MYS 1.75 16 Dec 2020 274DAY TD	16 Dec 2020	17 Mar 2020		16 Dec 2020	197	1.7500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,009,445.21	9,445.21
LC89756	AMP 1.55 14 Jan 2021 211DAY TD	14 Jan 2021	17 Jun 2020		14 Jan 2021	105	1.5500	Maturity		800,000.00	800,000.00	800,000.00	803,567.12	3,567.12
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	148	1.6000	Maturity		500,000.00	500,000.00	500,000.00	503,243.84	3,243.84
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	196	1.7000	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,018,257.54	18,257.53
LC85576	SCC 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	189	2.0000	Maturity		250,000.00	250,000.00	250,000.00	252,589.04	2,589.04
LC85579	Geelong B 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	189	2.0000	Maturity		250,000.00	250,000.00	250,000.00	252,589.04	2,589.04
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	187	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,008,709.59	8,709.59
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	184	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,457.54	2,457.53
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	184	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,457.54	2,457.53
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	184	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,457.54	2,457.53
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	182	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,008,476.71	8,476.71
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	182	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,008,476.71	8,476.71
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	163	1.8500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,008,261.64	8,261.64
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	142	1.3500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,005,252.05	5,252.05
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	131	1.6000	Maturity		250,000.00	250,000.00	250,000.00	251,435.62	1,435.62
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	28 May 2020		28 May 2021	124	1.2500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,004,246.58	4,246.58
LC88991	BOQ 1.15 02 Jun 2021 365DAY TD	2 Jun 2021	2 Jun 2020		2 Jun 2021	120	1.1500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,003,780.82	3,780.82
LC88993	NAB 1.02 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	119	1.0200	Maturity		4,000,000.00	4,000,000.00	4,000,000.00	4,013,301.92	13,301.92
LC88995	ME Bank 1.01 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	119	1.0100	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,008,585.76	6,585.75



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
LC89155	BOQ 1.15 10 Jun 2021 365DAY TD	10 Jun 2021	10 Jun 2020		10 Jun 2021	112	1.1500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,528.77	3,528.77
LC89809	NAB 1.05 18 Jun 2021 365DAY TD	18 Jun 2021	18 Jun 2020		18 Jun 2021	104	1.0500		Maturity	1,800,000.00	1,800,000.00	1,800,000.00	1,805,385.20	5,385.21
LC90133	NAB 1.25 Jun 2021 364DAY TD	25 Jun 2021	26 Jun 2020		25 Jun 2021	96	1.0000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,630.14	2,630.14
LC90649	NAB 0.95 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	91	0.9500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,368.49	2,368.49
LC90651	BOQ 1.03 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	91	1.0300		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,567.95	2,567.95
LC90652	BOQ 0.9 06 Jul 2021 365DAY TD	6 Jul 2021	6 Jul 2020		6 Jul 2021	86	0.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,120.55	2,120.55
LC91497	Qld Police 1.25 16 Jul 2021 365DAY TD	16 Jul 2021	16 Jul 2020		16 Jul 2021	76	1.2500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,602.74	2,602.74
LC92729	ING 0.62 13 Aug 2021 364DAY TD	13 Aug 2021	14 Aug 2020		13 Aug 2021	47	0.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,798.36	798.36
LC94809	ME Bank 0.6 08 Sep 2021 364DAY TD	8 Sep 2021	9 Sep 2020		8 Sep 2021	21	0.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,345.21	345.21
										44,950,207.65	44,950,207.65		45,142,932.94	201,010.46

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 September 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											
MACQ At Call	S&P ST A1		7,000,207.65	7,000,207.65	100.000		0.000	7,000,207.65	9.48%	0.80%	
QTC Maranoa CF At Call	S&P AA+		28,673,088.27	28,673,088.27	100.000		0.000	28,673,088.27	38.84%	0.62%	
			35,673,295.92	35,673,295.92				35,673,295.92	48.33%		0.66%
Term Deposit											
AMP 1.65 17 Nov 2020 182DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.606	2,012,115.06	2.73%	1.65%	
AMP 1.65 23 Nov 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.574	1,005,741.10	1.36%	1.65%	
AMP 1.65 24 Nov 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.574	603,444.66	0.82%	1.65%	
AMP 1.6 02 Dec 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.526	1,005,260.27	1.36%	1.60%	
AMP 1.55 14 Jan 2021 211DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.446	803,567.12	1.09%	1.55%	
AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.649	503,243.84	0.68%	1.60%	
AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.826	1,008,261.64	1.37%	1.85%	
ARA 1.85 14 Oct 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.852	252,128.77	0.34%	1.85%	
AMB 1.3 09 Dec 2020 180DAY TD	Moodys ST P-2		250,000.00	250,000.00	100.000		0.392	250,979.45	0.34%	1.30%	
BOQ 1.25 28 May 2021 364DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.425	1,004,246.58	1.36%	1.25%	
BOQ 1.15 02 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.378	1,003,780.82	1.36%	1.15%	
BOQ 1.15 10 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.353	1,003,528.77	1.36%	1.15%	
BOQ 1.03 01 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.257	1,002,567.95	1.36%	1.03%	
BOQ 0.9 06 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.212	1,002,120.55	1.36%	0.90%	
SYD 1.7 14 Oct 2020 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.787	251,967.81	0.34%	1.70%	
B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.983	252,457.54	0.34%	1.95%	
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		1.360	506,800.00	0.69%	1.70%	
GCU 0.8 06 Oct 2020 97DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.199	250,498.63	0.34%	0.80%	
Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.036	252,589.04	0.34%	2.00%	
ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.871	1,008,709.59	1.37%	1.70%	
ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.848	1,008,476.71	1.37%	1.70%	
ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.525	1,005,252.05	1.36%	1.35%	
ING 0.62 13 Aug 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.080	1,000,798.36	1.36%	0.62%	
JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.574	251,435.62	0.34%	1.60%	
MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		0.848	1,008,476.71	1.37%	1.70%	
MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.983	252,457.54	0.34%	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		0.329	2,006,585.76	2.72%	1.01%	
ME Bank 0.6 08 Sep 2021 364DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.035	1,000,345.21	1.36%	0.60%	
MYS 1 23 Nov 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.274	1,002,739.73	1.36%	1.00%	



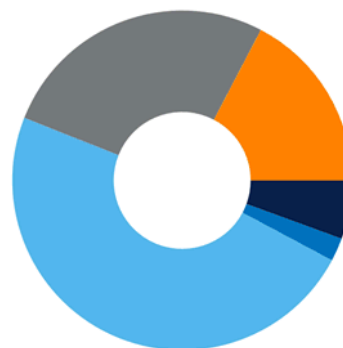
Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
MYS 1 07 Dec 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.236	1,002,356.16	1.36%	1.00%	
MYS 1.75 16 Dec 2020 274DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.945	1,009,445.21	1.37%	1.75%	
MYS 1.75 16 Dec 2020 275DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.949	1,009,493.15	1.37%	1.75%	
NAB 1.02 03 Jun 2021 365DAY TD	S&P ST A1+		4,000,000.00	4,000,000.00	100.000		0.333	4,013,301.92	5.44%	1.02%	
NAB 1.05 18 Jun 2021 365DAY TD	S&P ST A1+		1,800,000.00	1,800,000.00	100.000		0.299	1,805,385.20	2.45%	1.05%	
NAB 1 25 Jun 2021 364DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.263	1,002,630.14	1.36%	1.00%	
NAB 0.95 01 Jul 2021 365DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.237	1,002,368.49	1.36%	0.95%	
Qld Police 1.25 16 Jul 2021 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		0.260	1,002,602.74	1.36%	1.25%	
QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.913	2,018,257.54	2.73%	1.70%	
RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.983	252,457.54	0.34%	1.95%	
SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.036	252,589.04	0.34%	2.00%	
Warwick CU 1.45 24 Nov 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.505	251,261.30	0.34%	1.45%	
			37,950,000.00	37,950,000.00				38,142,725.29	51.67%		1.32%
Total Portfolio			73,623,295.92	73,623,295.92				73,816,021.21	100.00%		1.00%



6. Portfolio Valuation By Categories As At 30 September 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,519,842.81	3.41%
A3	1,002,602.74	1.36%
A2	21,764,880.57	29.49%
A1	12,031,921.07	16.30%
A1+	7,823,685.75	10.60%
Portfolio Total	45,142,932.94	61.16%

Market Value by Security Rating Group (Short Term)



■ N/R
■ A3
■ A2
■ A1
■ A1+

Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	28,673,088.27	38.84%
Portfolio Total	28,673,088.27	38.84%

Market Value by Security Rating Group (Long Term)

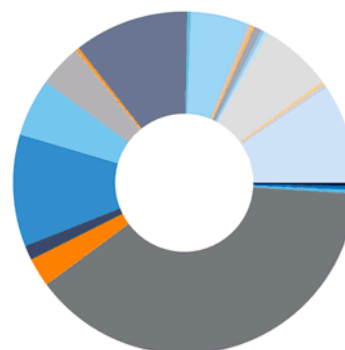


■ AA+ to AA-



Issuer	Market Value	% Total Value
AMP Bank Ltd	6,941,633.69	9.40%
Arab Bank Australia Ltd	252,128.77	0.34%
Australian Military Bank Limited	250,979.45	0.34%
Bank of Queensland Ltd	5,016,244.67	6.80%
Bank of Sydney Ltd	251,967.81	0.34%
Bank of us t/as B&E Ltd	252,457.54	0.34%
Defence Bank Ltd	506,800.00	0.69%
Gateway Bank Ltd	250,498.63	0.34%
Geelong Bank	252,589.04	0.34%
ING Bank Australia Limited	4,023,236.71	5.45%
Judo Bank	251,435.62	0.34%
Macquarie Bank	8,008,684.36	10.85%
Maitland Mutual Building Society Ltd	252,457.54	0.34%
Members Equity Bank Ltd	3,006,930.97	4.07%
MyState Bank Ltd	4,024,034.25	5.45%
National Australia Bank Ltd	7,823,685.75	10.60%
QPCU LTD t/a QBANK	1,002,602.74	1.36%
Queensland Country Bank Ltd	2,018,257.54	2.73%
Queensland Treasury Corporation	28,673,088.27	38.84%
Railways CU Ltd t/as myMOVE	252,457.54	0.34%
Southern Cross CU	252,589.04	0.34%
Warwick Credit Union	251,261.30	0.34%
Portfolio Total	73,816,021.21	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	35,673,295.92	48.33%
Term Deposit	38,142,725.29	51.67%
Portfolio Total	73,816,021.21	100.00%

Market Value by Security Type



■ At Call Deposit

■ Term Deposit



Term Remaining	Market Value	% Total Value
0 to < 1 Year	73,816,021.21	100.00%
Portfolio Total	73,816,021.21	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 September 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.06%	0.19%	1.41%	2.00%
Performance Index (2)	0.01%	0.03%	0.58%	1.37%
Excess Performance (3)	0.05%	0.16%	0.83%	0.63%

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	1.00



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Report Code: TEPACK020EXT-01.80
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 1 October 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-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	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-		5,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	25.00	1,000,000
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-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	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-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Hunter United Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Illawarra Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	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-		8,000,207.65	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	0.00	208
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-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
MyState Bank Ltd	BBB+ to BBB-		4,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	100.00	0.00	0	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,800,000.00	Book	8,000,000.00	AUD	8,000,000.00	98.00	2.00	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 1 October 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-		28,673,088.27	Book	100.00	% of 73,623,295.92	73,623,295.92	39.00	61.00	44,950,208	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		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	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		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	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
			73,623,295.92				177,373,295.92			104,750,208		1,000,208
		(Excluding Parent Group Duplicates)	73,623,295.92									



Trading Limit Report 125
Maranoa Regional Council
As At 1 October 2020

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-	28,673,088.27	Book	100.00	% of 73,623,295.92	73,623,295.92	39.00	61.00	44,950,208	0.00	0
A1+	7,800,000.00	Book	100.00	% of 73,623,295.92	73,623,295.92	11.00	89.00	65,823,296	0.00	0
A1	12,000,207.65	Book	50.00	% of 73,623,295.92	36,811,647.96	33.00	67.00	24,811,440	0.00	0
A2	21,650,000.00	Book	30.00	% of 73,623,295.92	22,086,988.78	98.00	2.00	436,989	0.00	0
A3	1,000,000.00	Book	10.00	% of 73,623,295.92	7,362,329.59	14.00	86.00	6,362,330	0.00	0
N/R	2,500,000.00	Book	10.00	% of 73,623,295.92	7,362,329.59	34.00	66.00	4,862,330	0.00	0
	73,623,295.92				220,869,887.76			147,246,593		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 1 October 2020

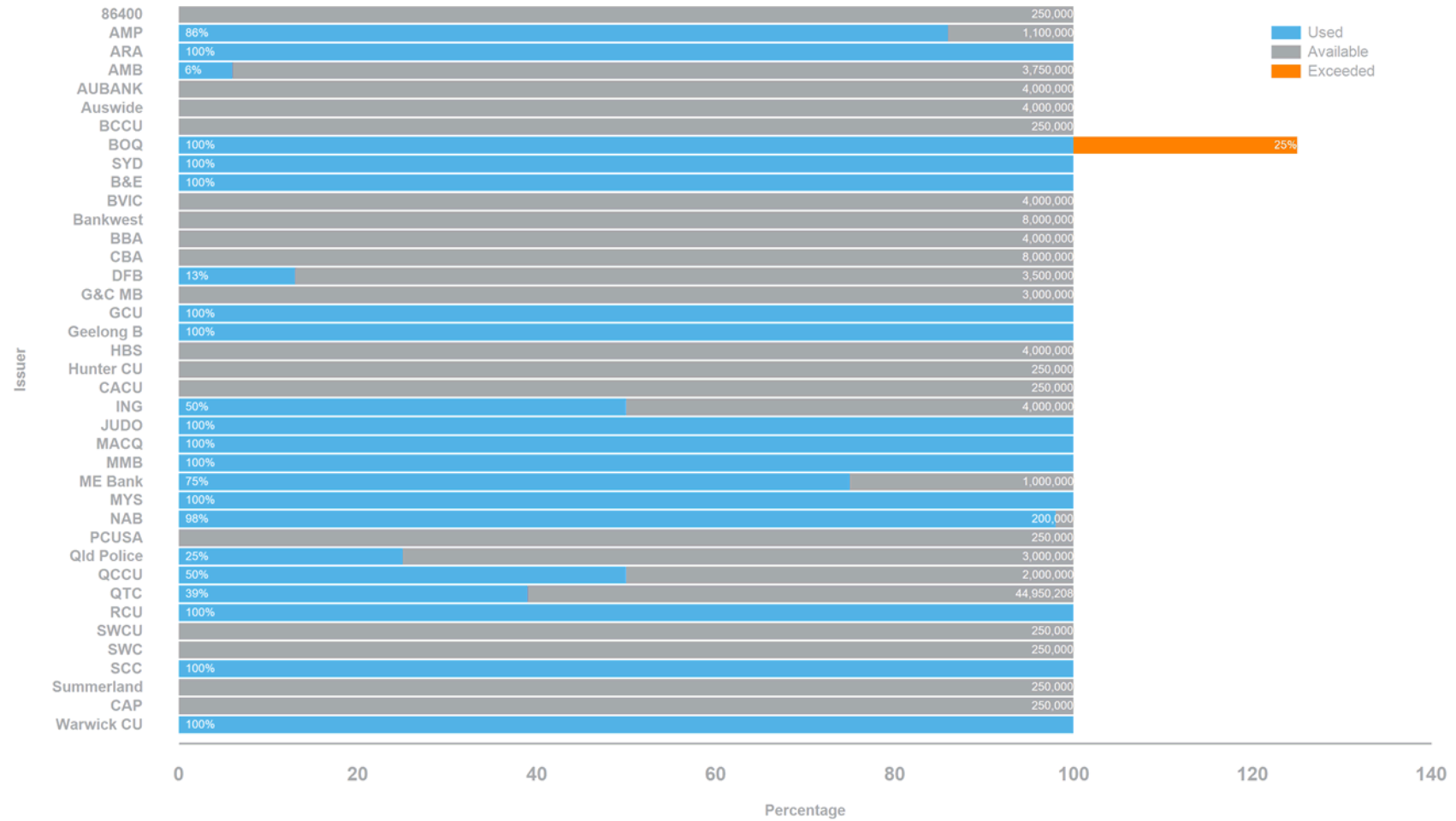
3 Term Group Trading Limits

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	73,623,295.92	Book	100.00	% of 73,623,295.92	73,623,295.92	100.00	0.00	0	0.00	0
	73,623,295.92				73,623,295.92			0		0



Trading Limit Report 125
Maranoa Regional Council
As At 1 October 2020

Issuer Trading Limits



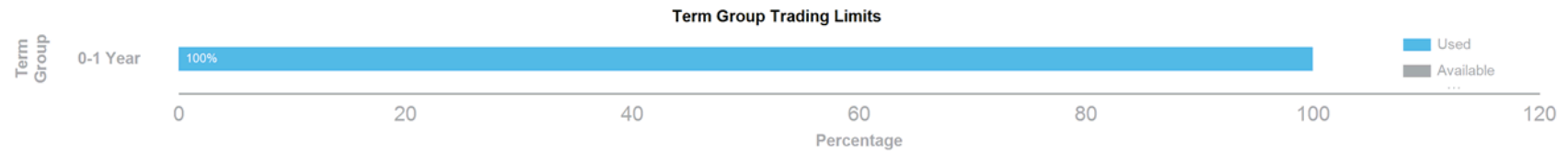


Trading Limit Report 125
Maranoa Regional Council
As At 1 October 2020





Trading Limit Report 125
Maranoa Regional Council
As At 1 October 2020





Trading Limit Report 125
Maranoa Regional Council
As At 1 October 2020

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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 1 October 2020
Balance Date: 1 October 2020
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 28 October 2020

Date: 16 October 2020

Item Number: 11.5

File Number: D20/98526

SUBJECT HEADING: Monthly Financial Reports for the period ending 30 September 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 September 2020 (including year to date).

Officer's Recommendation:

That the monthly financial report for the period ending 30 September 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 September 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 V budget for the period ended 30 September 2020. The Statement of Financial Position and Cash flow statement cannot be prepared until the 2019/20 financial year rollover.

This also applies to depreciation expense - there will be no depreciation expense reflected in the reports until the system rollover.

For the three months ended 30 September 2019 total operating revenue was \$30.6M representing 35.3% of budget with 25% of the year elapsed. This is primarily due to half yearly rates levied in September.

Within total operating expenses employee costs were 23% of budget with materials & services 23.4%.

For the three months ended 30 September 2020 QTC loans were reduced by \$371,326 with interest paid of \$149,755 and admin fees of \$5,425 as per table below:-

QTC Loans consolidated	Sep QTR	Dec QTR	Mar QTR	Jun QTR	YTD Cumulative FY 2018-2019
Opening Balance	-18,919,526	-18,548,200	-18,548,200	-18,548,200	-18,919,526
Loan Repayments	526,505				526,505
Accrued Interest	-149,755				-149,755
Accrued Admin fee	-5,425				-5,425
Redemption	371,326				371,326
Closing Balance QTC statement	-18,548,200	-18,548,200	-18,548,200	-18,548,200	-18,548,200

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 September 2020 to 30 September 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 September 2020 be received and noted.

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

No.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1	Total Council Actual V Budget as at 30 September 2020	D2020/0098668
2	Office of the CEO Directorate Actual V Budget as at 30 September 2020	D2020/0098669
3	Corporate Council & Commercial Directorate Actual V Budget as at 30 September 2020	D2020/0098670
4	Development Facilities & Environment Directorate actual V Budget as at 30 September 2020	D2020/0098671
5	Infrastructure Directorate Actual V Budget as at 30 September 2020	D2020/0098672

Report authorised by:

Director - Corporate & Community Services



Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2020

TOTAL COUNCIL				
	Revised Budget 2020-2021	% of Year Elapsed - 25%		Comments
		Actual 30/09/2020	% Variance	
Operating Revenue				
Rates and charges	(43,013,512)	(22,081,496)	51.3%	Refer CCC, DevFacEnv & Infrastructure Directorates
Sale of goods and major services	(4,107,000)	(762,212)	18.6%	
Fees and charges - commercial	(8,640,781)	(2,041,995)	23.6%	
Fees and charges - statutory	(2,426,019)	(566,764)	23.4%	
Rental and levies	(819,214)	(107,264)	13.1%	
Investment income - interest	(800,000)	(218,835)	27.4%	
Sales of contract and recoverable works	(3,734,510)	(607,353)	16.3%	
Other Revenue	(1,529,908)	(455,884)	29.8%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(19,999,042)	(3,112,482)	15.6%	
Recovery of indirect expenses - external	(354,332)	(267,756)	75.6%	Refer CCC Directorate
Internal revenue - water from standpipe	(1,271,361)	(384,592)	30.3%	
Total Operating Revenue	(86,695,679)	(30,606,633)	35.3%	
Operating Expenses				
Employee costs	38,083,303	8,746,646	23.0%	
Materials and services	36,115,237	8,450,746	23.4%	
Plant hire internal	(2,412,737)	(601,445)	24.9%	
Overhead recovery	(9,129,790)	(1,999,296)	21.9%	
Materials and services - contracts	3,840,861	966,079	25.2%	
Finance Costs	583,796	149,755	25.7%	
Depreciation Amortisation and Impairment	19,764,000	0	0.0%	
Other Expenses	158,157	27,606	17.5%	
Internal expense - rates and charges	(102,481)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	86,900,346	15,740,091	18.1%	
Reserve Transfers				
Transfer to reserves for operational	6,753,522	0	0.0%	
Transfer from reserves for operational	(2,244,597)	0	0.0%	
Transfer to reserves for capital	350,908	0	0.0%	
Transfer from reserves for capital	(24,707,902)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(19,643,402)	(14,866,542)	75.7%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(5,007,550)	(1,607,037)	32.1%	
Grants and subsidies (capital) - State	(13,054,056)	(1,109,562)	8.5%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,367,207)	(3,158,970)	42.9%	
Operating (Surplus)/Deficit After Capital Items	(45,072,215)	(20,742,111)	46.0%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,851,000)	(325,885)	17.6%	
Funded depreciation	(19,646,185)	0	0.0%	
Total Capital Funding Sources Used	(21,497,185)	(325,885)	1.5%	
Capital Funding Applications				
Projects - capital	63,663,877	9,338,058	14.7%	
Loan repayments	1,511,633	371,326	24.6%	
Total Capital Funding Applications	65,175,510	9,709,384	14.9%	



Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2020

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 25%		Comments
		Actual 30/09/2020	% 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	0	(15,465)	0.0%	Workcare revenue not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(4,000)	7.3%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(55,000)	(19,465)	35.4%	
Operating Expenses				
Employee costs	1,658,997	380,823	23.0%	
Materials and services	943,400	163,091	17.3%	
Plant hire internal	30,000	4,168	13.9%	
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	0	0.0%	
Total Operating Expenses	2,482,416	548,081	22.1%	
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	2,427,416	528,616	21.8%	
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	2,427,416	528,616	21.8%	
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 three months ended
30 September 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 25%		Comments
		Actual 30/09/2020	% Variance	
Operating Revenue				
Rates and charges	(32,018,117)	(16,532,631)	51.6%	Half yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,914,460)	(1,113,235)	28.4%	
Fees and charges - statutory	(194,650)	(49,641)	25.5%	
Rental and levies	0	0	0.0%	
Investment income - interest	(800,000)	(218,835)	27.4%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(378,600)	(63,668)	16.8%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,568,960)	(2,220,779)	12.6%	
Recovery of indirect expenses - external	(354,332)	(267,756)	75.6%	Half yearly rates levied in September
Internal revenue - water from standpipe	0	0	0.0%	
Total Operating Revenue	(55,229,119)	(20,466,545)	37.1%	
Operating Expenses				
Employee costs	17,170,274	3,583,182	20.9%	
Materials and services	8,812,792	2,976,313	33.8%	Prepaid Insurances, vehicle registrations and ICT services
Plant hire internal	(8,038,655)	(1,749,164)	21.8%	
Overhead recovery	(9,129,790)	(1,999,296)	21.9%	
Materials and services - contracts	1,468,400	346,285	23.6%	
Finance Costs	102,456	26,211	25.6%	
Depreciation Amortisation and Impairment	2,557,980	0	0.0%	
Other Expenses	141,507	23,332	16.5%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	12,102,273	3,206,865	26.5%	
Reserve Transfers				
Transfer to reserves for operational	2,878,129	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	(8,151,106)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(48,399,823)	(17,259,680)	35.7%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	(65,000)	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(48,464,823)	(17,259,680)	35.6%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,531,000)	(325,885)	21.3%	
Funded depreciation	(2,547,360)	0	0.0%	
Total Capital Funding Sources Used	(4,078,360)	(325,885)	8.0%	
Capital Funding Applications				
Projects - capital	12,000,806	2,454,691	20.5%	
Loan repayments	239,877	59,347	24.7%	
Total Capital Funding Applications	12,240,683	2,514,039	20.5%	



Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 25%		Comments
		Actual 30/09/2020	% Variance	
Operating Revenue				
Rates and charges	(2,271,263)	(1,128,949)	49.7%	Half yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,410,047)	(381,695)	27.1%	
Fees and charges - statutory	(1,693,879)	(438,841)	25.9%	
Rental and levies	(819,214)	(107,264)	13.1%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(326,365)	35,937	-11.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(2,043,625)	(437,618)	21.4%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(15,500)	0	0.0%	
Total Operating Revenue	(8,579,893)	(2,458,429)	28.7%	
Operating Expenses				
Employee costs	6,369,284	1,562,471	24.5%	
Materials and services	12,418,702	2,484,707	20.0%	
Plant hire internal	688,074	172,778	25.1%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,704,461	332,845	19.5%	
Finance Costs	161,438	40,493	25.1%	
Depreciation Amortisation and Impairment	2,467,117	0	0.0%	
Other Expenses	7,009	1,794	25.6%	
Internal expense - rates and charges	47,500	0	0.0%	
Indirect expenses - corporate	152,385	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	24,015,970	4,595,088	19.1%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(990,519)	0	0.0%	
Transfer to reserves for capital	61,000	0	0.0%	
Transfer from reserves for capital	(5,061,190)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	9,445,368	2,136,659	22.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(1,081,007)	(80,000)	7.4%	
Grants and subsidies (capital) - State	(3,979,000)	(269,050)	6.8%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(306,000)	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	4,079,361	1,787,609	43.8%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(320,000)	0	0.0%	
Funded depreciation	(2,549,933)	0	0.0%	
Total Capital Funding Sources Used	(2,869,933)	0	0.0%	
Capital Funding Applications				
Projects - capital	11,955,739	180,218	1.5%	
Loan repayments	596,278	146,254	24.5%	
Total Capital Funding Applications	12,552,017	326,472	2.6%	



Maranoa Regional Council
Actual vs. Budget for three months ended
30 September 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 25%		Comments
		Actual 30/09/2020	% Variance	
Operating Revenue				
Rates and charges	(8,724,132)	(4,419,915)	50.7%	Half yearly rates levied in September
Sale of goods and major services	(4,107,000)	(762,212)	18.6%	
Fees and charges - commercial	(3,316,274)	(547,066)	16.5%	
Fees and charges - statutory	(537,490)	(78,283)	14.6%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(3,734,510)	(607,353)	16.3%	
Other Revenue	(824,943)	(412,688)	50.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(331,457)	(450,084)	135.8%	Energy sector income not budgeted for (Santos)
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(1,255,861)	(384,592)	30.6%	
Total Operating Revenue	(22,831,667)	(7,662,193)	33.6%	
Operating Expenses				
Employee costs	12,884,748	3,220,170	25.0%	
Materials and services	13,940,343	2,826,635	20.3%	
Plant hire internal	4,907,844	970,773	19.8%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	668,000	286,949	43.0%	
Finance Costs	319,902	83,051	26.0%	
Depreciation Amortisation and Impairment	14,738,903	0	0.0%	
Other Expenses	9,641	2,479	25.7%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	830,306	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	48,299,687	7,390,056	15.3%	
Reserve Transfers				
Transfer to reserves for operational	3,875,393	0	0.0%	
Transfer from reserves for operational	(1,254,078)	0	0.0%	
Transfer to reserves for capital	289,908	0	0.0%	
Transfer from reserves for capital	(11,495,606)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	16,883,637	(272,136)	-1.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(3,926,543)	(1,527,037)	38.9%	
Grants and subsidies (capital) - State	(9,010,056)	(840,512)	9.3%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,061,207)	(3,158,970)	44.7%	
Operating (Surplus)/Deficit After Capital Items	(3,114,169)	(5,798,655)	186.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,548,892)	0	0.0%	
Total Capital Funding Sources Used	(14,548,892)	0	0.0%	
Capital Funding Applications				
Projects - capital	39,707,332	6,703,149	16.9%	
Loan repayments	675,478	165,725	24.5%	
Total Capital Funding Applications	40,382,810	6,868,874	17.0%	

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 6 October 2020

Item Number: 12.1

File Number: D20/94518

SUBJECT HEADING: Future Drought Fund: Natural Resource Management Drought Resilience Program - Grants

Classification: Open Access

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

Executive Summary:

The Australian Government is inviting applications under the Future Drought Fund: Natural Resource Management Drought Resilience Program - Grants.

The Program is focused on support for experimentation in NRM practices, systems and approaches that go beyond current best practice. This aims to foster innovation and transformational change in the management of Natural Capital to deliver drought resilience in agricultural landscapes.

Officer's Recommendation:

That Council:

1. Submit an application for funding under the Future Drought Fund: Natural Resource Management Drought Resilience Program - Grants.
2. Endorse \$50,000 to be included in the 2020/21 budget as Council's contribution to the project if application is successful, with funding drawn from Water Reserves.
3. Authorise the Chief Executive Officer, or delegate, to sign the submission form, and any funding agreements as required if the project 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).

Surat residents

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
NRM	Natural Resource Management

Context:

Why is the matter coming before Council?

The Australian Government is inviting applications under the Future Drought Fund: Natural Resource Management Drought Resilience Program – Grants. This report seeks Council's approval to submit an application under this program for:

Raw water conservation - Surat raw water metering	\$250,000
Funding request: \$200,000	
Council contribution: \$50,000	

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Australian Government is inviting applications under the Future Drought Fund: Natural Resource Management Drought Resilience Program - Grants.

A total of \$10 million is available for Natural Resource Management (NRM) Drought Resilience Program – Grants. Applicants can apply for a grant between \$20,000 up to a maximum of \$200,000 (exclusive of GST) to undertake projects that contribute to improved drought resilience of agricultural landscapes.

The Program is focused on support for experimentation in NRM practices, systems and approaches that go beyond current best practice. This aims to foster innovation and transformational change in the management of Natural Capital to deliver drought resilience in agricultural landscapes.

Through holistic management and adoption of new or existing technology and practices, this program will deliver a range of on-ground outcomes achieving benefits that meet local priorities and contribute to landscape-scale drought resilience.

The intended outcomes of the Natural Resource Management Drought Resilience Program - Grants are:

- NRM is improved in Australian agricultural landscapes in ways that support primary producers' capacity to prepare for and respond to future droughts and climate change
- Primary producers and other land managers are enabled to experiment with adaptive or transformative NRM practices, systems and approaches that can build drought resilience in agricultural landscapes
- Increased uptake of "whole-of-system" natural resource management thinking and practices – that is, approaches that acknowledge the linkages between the ecosystem services on which agriculture depends; environmental and economic aspects of drought resilience on farms; and the social drought resilience of communities in agricultural areas
- Networks are established or strengthened between stakeholders who partner and share responsibility for managing natural resources (including public and private land managers), which improves connectedness and diversity of approaches across the landscape

Innovative approaches that develop and implement new methods to manage natural resources that deliver drought resilience in agricultural landscapes are encouraged

Recommended project:

Raw water conservation - Surat raw water metering \$250,000
Funding request: \$200,000
Council contribution: \$50,000

The installation of raw water meters in the town of Surat will encourage residents to manage the water supply currently being drawn from the Balonne River. Council and residents can monitor the usage of water with a focus on conservation and reduction of wastage and overwatering.

Currently there is a fixed charge for the raw water usage. The installation of meters would mean that consumers would be charged for their actual usage. This is a fairer process and ensures that consumers do not waste the raw water, by for example leaving taps on all day, as is the case in some instances.

Following extended periods of drought, Surat's level of river extraction has been close to the permitted allocation over the past two years (2018 and 2019). Council is responsible to ensure that the allocation is not exceeded.

Maranoa Regional Council has a water extraction license issued by the Queensland Government. This license allows for the Maranoa Regional Council to extract up to 350ML of water from the Balonne River per Financial Year. This allocation is regulated by the Department of Natural Resources, Mines & Energy (DNRME) under the Water Act 2000. Under Section 29(5) of this Act, exceedance of a water license would leave Council liable for a penalty of up to 500 penalty units (\$63,075).

At Council meeting 24 January 2020, the following was resolved

Resolution No. GM/01.2020/21

That Council:

- 1. Receive and note the information contained in the report in relation to Surat water consumption.**
- 2. Approve further restrictions, removing all watering for Mondays, commencing Monday, 3 February 2020.**
- 3. Inform the Surat community of this restriction through a letter drop through the Surat Post Office.**
- 4. Approve removing access to the Surat Standpipe.**
- 5. Authorise the lifting of these restrictions once the river reaches the top of the weir.**

MEDIA RELEASE

13 December 2019

FOR IMMEDIATE RELEASE



COUNCIL ASKS SURAT RESIDENTS TO PLEASE CONSERVE RAW WATER OVER THE CHRISTMAS PERIOD

With ongoing drought conditions and the Balonne River running low, Council would like to ask Surat residents to please conserve their raw water supply over the Christmas and New Year break.

Water usage is currently and will continue to be closely monitored by Council.

Residents are asked to please moderate their usage of the raw water supply, in order to avoid the need for increased water conservation measures in the New Year.

Surat residents can track the town's water consumption. To view, please visit <http://www.maranoa.qld.gov.au/services/water-sewerage-gas>

For more information, please contact Council's Water Team on 1300 007 662.

-ENDS-

At Council meeting 10 October 2018, the following was resolved:

Resolution No. GM/10.2018/47

That Council:

- 1. Receive and note the information contained in the report in relation to the Surat water consumption.***
- 2. Approve further restrictions, removing all watering for Mondays, commencing Monday 22 October 2018.***
- 3. Inform the Surat community of this restriction through a letter drop through the Surat Post Office.***
- 4. Authorise the lifting of these restrictions once the river reaches the top of the weir.***
- 5. Provide Surat standpipe access by appointment only and that it be limited to water for domestic and stock use only.***

At Council meeting 24 January 2018, the following was resolved:

Resolution No. GM/01.2018/08

That Council:

1. ***Distribute an updated issue of the Surat Stats 'water use' publication detailing conservation measures and other relevant usage and quality information.***
2. ***Install automated valving to allow the alternating of the raw water supply between the east and west sides of town, and advise the community via a media release and residential letter drop.***
3. ***Enact and advertise the restricted hours of operation for the raw water supply, as stated in the Surat summer water restrictions.***
4. ***Receive a report monthly with the current level of water consumption.***

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)

Water Restrictions Policy (GM/11.2015/11)

Drinking Water Quality Management Plan (GM/11.2017/35)

Water Network Asset Management Plan 2019/20 – 2028/29

Asset Management Plan – Water Network

Surat

Metering of the raw water supply is now regarded as a feasible option and is supported by Council. In the 2018/19 budget a project was identified to move towards metering of all raw water connections. Meters have been purchased and are being installed on all Council owned land. This will allow a trial of the meters as well as a good indication of the costs for installing these. In addition a model of the raw water supply is being created in order ensure that the reticulation is adequate to meet the consumer's needs. The intention is to put a project forward in the 2020/21 budget for full metering of this raw water supply.

A project was identified for consideration in the 2020-21 budget for Surat raw water metering however due to insufficient funding available in the Water Reserves, this project was not included in the final budget adoption.

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 – Water, Sewerage & Gas Graham Sweetlove

Deputy Director / Strategic Road Management Infrastructure Services – Cameron Hoffmann

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)

Funding applications close 11:00 pm AEDT on 30 October 2020.

All grant activities are required to be complete by 30 June 2022.

Council cash contribution or in-kind contributions are not required. The extent and commitment of, and how relevant to the project including the percentage of the contribution being provided will be at Council's discretion. This will be taken into account during the assessment of the application.

As the grant can only be to a maximum of \$200,000 excluding GST, Council would need to fund the remaining \$50,000. This would come from the Water Reserve.

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 the grant can only be to a maximum of \$200,000 excluding GST, Council would need to fund the remaining \$50,000. This would come from the Water Reserve.

Future Years' Budgets:

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

If funding successful, operational and maintenance costs will be incurred in future budgets. These will be recovered through the meter charge to be levied.

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)

Surat residents

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)

That Council submit an application for funding under the Future Drought Fund: Natural Resource Management Drought Resilience Program – Grants - Raw water conservation - Surat raw water metering.

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 an application for funding under the Future Drought Fund: Natural Resource Management Drought Resilience Program - Grants.
2. Endorse \$50,000 to be included in the 2020/21 budget as Council's contribution to the project if application is successful, with funding drawn from Water Reserves.
3. Authorise the Chief Executive Officer, or delegate, to sign the submission form, and any funding agreements as required if the project is successful.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

Nil

Report authorised by:

Program Funding & Budget Coordinator

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 13 October 2020

Item Number: 12.2

File Number: D20/97136

SUBJECT HEADING: Surat Water Strategy

Classification: Open Access

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

Executive Summary:

A strategy has been prepared for Surat water to address the current issues, including lack of redundancy of supply, storage capacity, renewal burden and firefighting capacity.

Officer's Recommendation:

That Council

1. Note the contents of the report
2. Adopt the 10 year water supply strategy for Surat

Individuals or Organisations to which the report applies:

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

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

The consumers on the Surat water network will benefit from the implementation of this strategy.

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
AMP	Asset Management Plan

Context:

Why is the matter coming before Council?

This strategy includes a works program that will be incorporated into the Water Network AMP, if approved by Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A water strategy was prepared for Roma (D18/16937), Mitchell (D19/77495) and Injune (D20/36194) and approved by Council. This strategy for Surat follows the format of the previous reports and highlights the following key issues:

1. The town often exceeds its water allocation from the Balonne River
2. The tower reservoir has structural damage requiring repairs.
3. There are portions of the network where the hydrant spacing is below standard and there is a program to install additional hydrants.
4. A significant portion of the water mains are reaching the end of their useful lives. There is a significant renewal program required within the next 5 years to address this.

The report addresses these issues and provides a program to implement works to eliminate or reduce the impact of these issues.

Note the report recommends delaying the construction of additional storage, as the bore supply will provide redundancy. The risk to the community is therefore very low.

The projects identified are therefore only of a renewal nature and already covered in the AMP. The exception is the cost of repairs to the water tower, in the order of \$70,000, which will be added to the AMP with the next review.

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)

With the current hydrant spacing in parts of Surat, Council is struggling to provide fire flow capacity to some properties.

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)

Many issues raised in this report have been highlighted in the Water Network AMP. Approval of this strategy will allow this to be formalised in the AMP, with no new projects added to the capital program. The repair to the water tower is a new renewal project to be added.

Input into the Report & Recommendation:

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

Team Coordinator - Projects & Compliance, Water, Sewerage & Gas – reviewed the report and provided input.

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)

Council currently have funding through the Australian Government's Drought Communities Programme to install the new bore at Surat. This report does not impact on this funding.

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)

There is no additional funding required that has not been identified in the Water AMP except the cost of repairs to the water tower, in the order of \$70,000, which will be added to the AMP with the next review.

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)

No

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
10 year projects not approved	The projects identified in this report are already covered in the Water Network AMP, which was endorsed by 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)

Endorse this report and adopt the 10 year water supply strategy for Surat.

Recommendation:

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

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

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

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

That Council

1. Note the contents of the report
2. Adopt the 10 year water supply strategy for Surat


Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water


Supporting Documentation:

1  Maranoa Regional Council - Surat Water Supply
 Strategy - May 2020

D20/42064

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Surat Water Supply Strategy

APRIL 2020

MARANOA REGIONAL COUNCIL
GRAHAM SWEETLOVE

**Surat Water Supply Strategy**

Date: May 2020
Review Due: May 2023
EDRMS: D20/42064

Document control					
			Document ID:D20/33825		
Rev No	Date	Revision details	Author	Verifier	Approver
1		Endorsed by Council GM _____	GS	MS	Council



Surat Water Supply Strategy

Date: May 2020
 Review Due: May 2023
 EDRMS: D20/42064

Surat Water Supply Strategy

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**Surat Water Supply Strategy**

Date: May 2020
Review Due: May 2023
EDRMS: D20/42064

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**Surat Water Supply Strategy**

Date: May 2020
Review Due: May 2023
EDRMS: D20/42064

Executive summary

This report reviews the current operation of the Surat water supply, identifies any potential issues or short falls and recommends a plan for addressing these over the next 10 years.

The most critical issues are:

- The supply is from the Balonne River. There is a risk of the water not being available for potable supply.
- An emergency backup bore is to be constructed to address this.
- The current storage is below the standard for the theoretical demand due to raw water being a separate supply, but no additional storage is recommended unless there is a significant growth in demand.
- A lot of the equipment is very old with a high likelihood of failure. Much of this equipment is essential for the supply of potable water.
- There is a large renewal burden coming up within the next 5 years. Without external funding or increasing of charges, the council cannot afford these renewals.
- There are hydrant spacing issues that have been identified through the firefighting capacity review.

**Surat Water Supply Strategy**

Date: May 2020
Review Due: May 2023
EDRMS: D20/42064

1 Introduction

The township of Surat is located 80 kilometres south of Roma. It is a small country town with a population estimated at 500 residents. It was formerly a hub for rural services, but more recently, natural gas and oil have served as the major primary industries in the region surrounding Surat.

Surat is supplied water from the Balonne River. There are two offtakes, one for potable water and one for raw water. The potable water offtake pumps feed water to a treatment plant which feeds a ground level reservoir and it is then supplied via a booster pump to the Tower and then to the reticulation. The raw water offtake pumps feed directly into a separate reticulation network.

A third of Surat's water mains were constructed in the early 1950s to service the population of the town at that time. These original water mains are reaching the end of their useful life, with numerous breaks being experienced.

This report builds on previous work carried out by Wide Bay Water in the last 10 years and is updated to reflect works carried out since the preparation of the previous reports and local knowledge of issues within the network.

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2 Issues

The following issues are currently experienced in the network:

1. The town often exceeds its water allocation from the Balonne River.
2. The tower reservoir has structural damage requiring repairs.
3. A lot of the equipment is very old with a high likelihood of failure. Much of this equipment is essential for the supply of potable water.
4. There are portions of the network where the hydrant spacing is below standard and there is a program to install additional hydrants.
5. A significant portion of the water mains are reaching the end of their useful lives. There is a significant renewal program required within the next 5 years to address this.



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3 Design Population

3.1 Current Demand

The demand for Surat based on the LGIP water assumptions and CMDG guidelines is as follows:

Maximum Day's consumption	MD	= 2.000 ML/day
Mean Day's consumption in the Maximum month	MDMM	= 1.479 ML/day
Average Daily consumption	AD	= 0.870 ML/day

Water demand is not spread uniformly over the 24 hours of the day. In the residential areas, there is a morning and evening peak and the consumption is typically twice the average over the day. The average usage is approximately 10.07L/s with a peak of approximately 20.14L/s.

A comparison of water demand and available supply is provided in section 4.1.

3.2 Planning data limitations

Analysis of the current system is imprecise because not all services are metered. Estimated consumption has to be used for unmetered properties and this can lead to inaccuracy, particularly where large volumes may be used, for example for park irrigation. It also means there is no way of accurately quantifying water losses in the reticulation system. To improve future planning all services should be metered and included in the regular reading schedule. There is an ongoing program to address this.

The water main data in Council's GIS system is not totally accurate. A lot of work has been done in the past 3 years to add missing data and check the validity of the data. The data is now a lot more accurate than previously, however a program of data collection is required to verify locations as a minimum. An iPad with Konnect software has been provided to field staff to allow them to recommend corrections to the data in the field from their local knowledge.

3.3 Growth Projections

Population estimates for the Priority Infrastructure Area (PIA) in Surat have been obtained from the Maranoa Regional Council LGIP Planning Assumptions document. (D17/5389)

This includes assumptions about population growth beyond 2021 through to 2031 based on trends projected for the period from 2011 to 2021.

The population of Surat is expected to experience slight decline, (0.1% per annum) over the period to 2031.



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PIA	Projected Population inside PIA				
	2011	2016	2021	2026	2031
Surat	426	423	416	415	415

Table 3.1 – Projected Population for Surat PIA

The number of existing and projected residential dwellings has been estimated as follows:

PIA		Projected residential dwelling growth inside PIA				
		2011	2016	2021	2026	2031
Surat	Detached	412	412	412	412	412
	Multiple	46	46	46	46	46

Table 3.2 – Dwelling forecast

Surat is unlikely to experience any increase in the number of dwellings to the period 2031, due to the current availability of empty dwellings and slight decline in population. It is assumed that each dwelling unit has 3 EP. This is based on the figures contained in CMDG - Water Supply Network

3.4 Projected Demand

To determine the water usage for each of the land use categories contained in the LGIP, service levels contained in the *Capricorn Municipal Development Guidelines – Water Supply Network – Design & Construction Guideline Rev F Oct 2016* (CMDG – Water Supply Network) have been used in conjunction with population forecasts and (where applicable) anticipated growth of urban areas expressed in hectares. This is summarised in the Maranoa Regional Council LGIP Water Assumptions document. (D18/71326).

3.4.1 Demand assumptions for Residential water supply

The CMDG - Water Supply Network assumes a water demand of 650 liters per day for each Equivalent Person (EP). Population forecasts contained in the *Planning Assumptions* have been multiplied by liters per day to determine the water supply demand for residential uses. Per the CMDG it is assumed that each dwelling unit (both multiple and single) contains 3 EP.

The formula for determining the water supply demand can be expressed as follows;

$$(EP \times \text{water demand}) \times \text{number of dwellings} = \text{water supply demand}$$



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		2016	2021	2026	2031
Surat	Dwelling units	231	231	231	231
	Water usage (ltr/per day)	450,450	450,450	450,450	450,450
	Water usage (EP/ltrs/ per day)	693	693	693	693

Table 3.3 Projected water service levels for residential uses

Note this projection assumes full occupancy, which is conservative. As the number of dwellings has not increased the demand is constant.

3.4.2 Industrial water usage

The CMDG assumes 56 EP per gross hectare of industrial GFA. The industrial gross hectare GFA for the PIA has been determined using the *Planning Assumptions – LGIP* prepared by MRC dated June 2018. The average water usage is 650lt per day per person. The formula for determining industrial water usage for the purposes of the LGIP is expressed below;

$$(EP \times water\ demand) \times industrial\ gross\ floor\ area\ (ha) = industrial\ water\ supply\ demand$$

		2016	2021	2026	2031
Surat	Industrial GFA (ha)	1	.98	.98	.98
	Water usage (ltr/per day)	36,400	35,672	35,672	35,672
	Water usage (EP/ per day)	56	54.88	54.88	54.88

Table 3.4 Industrial water usage

3.4.3 Commercial water usage

The CMDG assumes 75 EP per gross hectare of Local Commercial GFA. The Local Commercial gross hectare GFA for the PIA has been determined using the *Planning Assumptions – LGIP* prepared by MRC dated June 2018. The average water usage is 650lt per day per EP. The formula for determining commercial water usage for the purposes of the LGIP is expressed as follows;

$$(EP \times water\ demand) \times commercial\ gross\ floor\ area\ (ha) = commercial\ water\ supply\ demand$$



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		2016	2021	2026	2031
Surat	Commercial	0.18	0.20	0.20	0.20
	Water usage (ltr/per day)	8,775	9,750	9,750	9,750
	Water usage (EP/per day)	13.5	15	15	15

Table 3.5 Commercial water usage

3.4.4 Educational water usage

The CMDG assumes 0.2 EP per student. The number of students has been determined using 2011 Census Data.

The student population has been assumed for each milestone year up to 2031, based on the percentage of the population enrolled in the year 2011 (i.e. 31%). This percentage has been applied to the total estimated population for each catchment area for the years 2016, 2021, 2026 and 2031 to determine the total number of students for each of these milestone years.

The formula for determining water usage for Educational Institutions is expressed as follows;

$(Students \times 0.2) = \text{water demand expressed as EP}$

$(EP \text{ water demand} \times 650 \text{ lt}) = \text{water supply demand expressed in litres per day}$

The projected Educational water usage inside each catchment area is expressed as EP and in litres used per day in the table below

		2016	2021	2026	2031
Surat	Education (students)	114	112	112	112
	Water usage (ltr/per day)	14,820	14,560	14,560	14,560
	Water usage (EP/ltrs/per day)	22.8	22.4	22.4	22.4

Table 3.6 Educational Institutions water usage

3.4.5 Community and Recreation Purpose

The CMDG assumes 56 EP per gross hectare of recreational reserve. The gross hectare GFA for the PIA has been determined using the *Planning Assumptions – LGIP* prepared by MRC dated June 2018. The average water usage is 650lt per day per EP.

Council maintains an inventory of community and recreation land that is irrigated. Community and recreation areas that are **not** irrigated have been excluded for the purposes of calculating water demand for community and recreation purposes in the PIA. It is not expected that there will be any additional community or recreation requirements up to 2031.



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(56 people x irrigated recreation and community areas) x 650ltrs

		2016	2021	2026	2031
Surat	Community Purpose (watered ha)	7.94	7.94	7.94	7.94
	Water usage (ltr/per day)	278,096	278,096	278,096	278,096
	Water usage (EP/ltrs/ per day)	427.84	427.84	427.84	427.84

Table 3.7 Community and Recreation water usage

Hospitals and Nursing Home water use

The CMDG assumes 2.5 EP per hospital and nursing home bed. The number of beds for the PIA has been assumed on the size of current facilities, population forecasts and Queensland Health Hospital size categories. It is assumed Surat will have capacity for 50 beds or less. The maximum assumed number of beds has been considered in water consumptions.

The formula for determining water use in Hospitals and Nursing Homes is expressed as follows;

(2.5 x number of beds) = water demand expressed as EP

(EP water demand x 650 lt) = water supply demand expressed in liters per day

The projected Hospital and nursing home water usage inside the catchment areas is expressed as EP and in litres used per day in the table below.

		2016	2021	2026	2031
Surat	Number of beds	50	50	50	50
	Water usage (ltr/per day)	81,250	81,250	81,250	81,250
	Water usage (EP/ltrs/ per day)	125	125	125	125

Table 3.8 Hospitals and Nursing Home water usage

3.4.6 Demand assumptions for non-residential water supply

The demand for non-residential water has been determined based on the cumulative use of water for all non-residential land use categories.

(Industrial + commercial + educational + community and recreation = hospitals and nursing home) = non-residential water supply demand



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		2016	2021	2026	2031
Surat	Total non-residential EP	645.14	645.12	645.12	645.12
	Water usage (ltr/per day)	419,341	419,328	419,328	419,328

Table 3.9 Non Residential water usage

3.4.7 Total demand for water supply

Adding together the demands previously tabled provides the total demand for water supply.

		2016	2021	2026	2031
Surat	Average Day (ltr/per day)	869,791	869,778	869,778	869,778
	Maximum Day demand	2,000,519	2,000,489	2,000,489	2,000,489

Table 3.10 Total water usage

The 2016 CMDG maximum day demand of 2.00ML is a lower than the actual demand recorded in 2018/19 of 2.74ML. As the allowable allocation was exceed by 65ML in this year (with authority from DNRME) this should not be regarded as a typical year. Note that the majority of this demand is from watering of gardens. In the following year with more control over watering restrictions the allocation was exceeded by 39ML and the MDD was 2.018ML. The MD of 2.00ML will be used for planning purposes as this should provide adequate demand while not exceeding the annual allocation.



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4 Supply Capacity

4.1 Pump Capacity

Surat is supplied with water from Balonne River. There are two water intakes, one for potable supply and one for the raw water network. The potable supply take is pumped through the treatment plant and then into reservoirs for storage. From here the water is pumped by lift pumps to the tower and the town is fed by gravity from the tower. The current available allocation from the river is 350ML per annum.

The pumps at the river intakes have the capacity to supply water to the treatment plant and raw water reticulation as listed in Table 4.1 below:

Pumps	Supply Capacity (L/s)
Potable	12.5
Raw	55.0
Total (L/s)	67.5
(ML/d)	4.86

Table 4.1 Bore capacity

This is well above the MD of 2.00ML as estimated in section 3.4.7 above (assuming 20 hours of operation of the pumps).

4.2 Comparison of Demand and Supply

For Surat it is important to break this up into potable and raw water supplies. Firstly there are two separate intakes with separate pumps supplying each. More importantly the potable supply is crucial while the raw water supply is for garden or outdoor use and therefore not as critical.

The maximum potable water demand in the previous 3 financial year is 1.350ML or 15.63l/s. This is marginally over the pump capacity noted above. This is an extreme peak with lower demands on either side. The reservoir storage can easily handle this situation. The pumps are to be replaced in the next few years and pumps with a capacity of up to 15l/s will be installed. It must be noted however that the treatment plant only has a capacity of 13l/s, operating at maximum capacity.

The raw water supply is available for 8 hours a day, broken up into two separate time slots. The maximum demand in a day based on 8 hours of usage was 0.880ML or 30.56l/s. The pumps are capable of producing this.

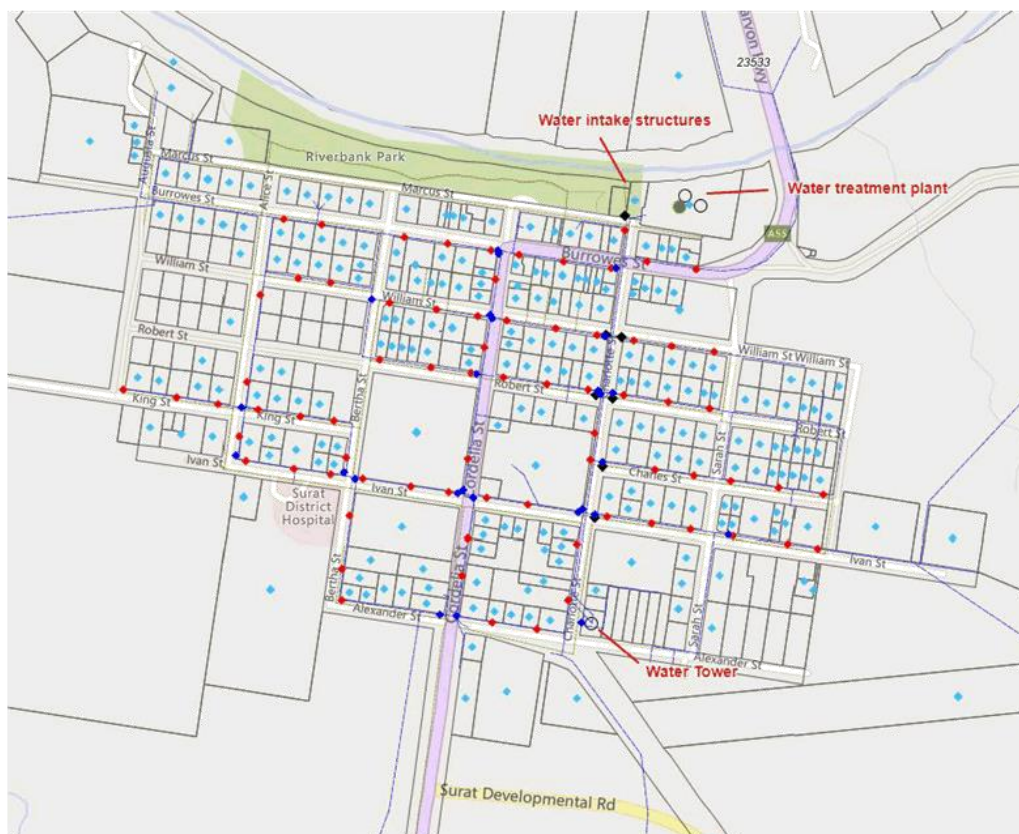
Each intake structure has two pumps, a duty and standby pump. Each pump is capable of supplying the total need and only one pump is used at a time. Therefore in the event that a pump fails there is a backup pump that can continue supplying the demand until the failed pump is repaired.

4.3 Pump intake location.

Both of the intakes are naturally at the river. The potable supply feeds directly into a treatment plant adjacent to the intake structure. The raw water pumps feed directly into the raw water reticulation. So both sources of water are sourced from the river in the north and feed the town. The potable water is pumped to the tower and the water is then gravity fed from there. The networks are designed to allow for the single point of feed in each case.

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Figure 4.1 Surat Water Supply Layout

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4.4 Source sustainability

All of Surat's water is extracted from the Balonne River, with no alternative supply currently in place. Historically the town has never run out of potable supply, but there have been numerous occasions when the raw water supply has had significant restrictions placed on it.

There is a likelihood that in a severe drought the river could not supply even the potable supply. There is also the risk of contamination, which could mean that the water could not be treated for potable supply. In this instance the raw water may be able to continue, but potable water would need to be carted in from Roma.

For a town the size of Surat this cannot be regarded as a secure supply that is sustainable.

4.5 Additional water sources

To provide security and some redundancy, a bore is planned for Surat. This would be a backup supply for the potable supply. It is not practical to provide a backup supply for the raw water and due to the lack of available ground water allocation in this location, it cannot be justified.

The bore to be constructed in 2020/21, would have adequate capacity to provide potable water to Surat for a year, in the event that the river source was unavailable.

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5 Demand Management Areas

Breaking down the service area into Demand Management Areas (DMA's) can be useful in tracking down water losses. It allows the supply authority to assess leakage by, for example

- Measuring night flows, e.g. 2am, when the actual customer usage approaches zero, and
- Comparing gross flows into the DMA with the sum of the consumer metered flows.

Where there are significant differences in elevation it also allows for pressure reduction in the relevant DMA's to minimise leakage and usage.

There are however some negative aspects to DMA's. In the water supply network, the water can travel to any particular consumer by a number of different routes. DMA boundaries cut some of the routes and so reduce redundancy that contributes to reliable supply. The boundaries also introduce new dead ends into the pipework where water quality issues can arise.

A typical DMA size would be about 3,000 equivalent persons, but this can vary widely depending on pipe layout, size of network, natural boundaries, etc. Due to the size of Surat, creating a DMA is not recommended as there will be little value in this.

Council is considering the use of Smart Metering. This allows for real time measurement and location of leaks and significant losses. The costs are prohibitive and so a trial is being investigated to be implemented in 2020/21, funds permitting. This could possibly be in Surat, due to the existence of the smart meters in parts of the raw water supply already.



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6 Reservoir Storage

6.1 Required Storage

The Queensland "Planning Guidelines for Water Supply and Sewerage" (March 2014) recommend minimum reservoir capacity of

$V = 3 \times (MD - MDMM) + \text{Firefighting Reserve}$, where

MD is the maximum daily consumption

MDMM is the average daily consumption over the highest 30 day consumption period and

Firefighting Reserve is 30L/s for 4 hours for a commercial area = 432KL.

Typically around Queensland

$MDMM = 1.5 \times AD$ (average day consumption), and

$MD = 1.5 \times MDMM$

So the above formula becomes $V = 2.25 \times AD + FFR$

This should be regarded as a minimum and circumstances in a particular location may warrant increased storage capacity. For example in Cairns, where cyclones could knock out power for several days, the Council worked on a minimum of 3 x AD reservoir capacity.

From the LGIP water assumptions and the CMDG guidelines, parameters are:

Maximum Day's consumption	MD	= 2.000 ML/day
Mean Day's consumption in the Maximum month	MDMM	= 1.479 ML/day
Average Daily consumption	AD	= 0.870 ML/day

Therefore the reservoir capacity of $3 \times (2.000 - 1.479) + 0.432 = 2.00\text{ML}$, is required for the current population. This assumes storage for potable and outdoor use. Looking at potable supply only, the MDMM is 0.461ML/day in January 2018 with a MD of 0.739ML/day in this month. This gives a reservoir capacity of $3 \times (0.739 - 0.461) + 0.432 = 1.27$ for potable water only.

6.2 Existing Reservoir Storage

The following reservoir storage is currently available in Surat:

- 0.177ML Tower, Alexander Street
- 1ML new ground Reservoir, Marcus Street
- 0.45ML old ground Reservoir, Marcus Street

This gives a total of 1.63ML available storage. This total storage is above the accepted standard requirement of 1.27ML. The old ground reservoir is in poor condition and needs to be properly inspected, to decide on whether to keep it in service. The cost of trying to repair this reservoir could be greater than the cost of a new reservoir, making it uneconomical to repair. If this reservoir was decommissioned, this would leave 1.18ML available, slightly below the required storage. It is recommended that decommissioning and/or replacing the old reservoir be delayed as long as possible.

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The motivation for not increasing the reservoir storage is due to the volume of water available during periods of low demand. This can cause the water to become stale and there is the possibility of byproducts forming from the chlorination process.

6.3 Proposed Reservoirs

No additional reservoirs are recommended at this time. If a new reservoir is required in the future, this should be constructed adjacent to the existing one, after demolition of the old ground reservoir. This must be borne in mind should the land be developed around the reservoir, to ensure that a space is secured for this purpose.

6.4 Condition of Reservoirs

The old ground reservoir has reached the end of its useful life and is in very poor condition. The tower is close to 50 years old but appears to be in reasonable condition. A structural assessment was completed in 2019. The tower requires minor repairs to the concrete joints as well as to several other ancillary assets. The new ground reservoir is less than 2 years old and in good condition.

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11 Reticulation Augmentations

There has been no formal modelling of the Surat potable water reticulation network. There is a 200mm main from the treatment plant to the tower allowing the tower to be filled reasonably quickly, which should be greater than demand. Most of the network is 100mm main, which should be adequate due to the size of the network.

Thought should be given to upgrading these 100mm mains to 150mm mains when they are renewed, to provide improved pressures and flows. There are no known issues in the potable water network. There are single 63mm feeds to the industrial area as well as the race course. There are however no known complaints in these areas regarding the potable supply.

The raw water network consists of 150mm and 100mm mains. This was modelled in 2019 and showed no issues with this network, provided the pumps can provide adequate pressure. There have however been numerous complaints about this network, particularly lack of adequate pressure. The pumps, which were well past their theoretical useful life, were replaced and there have been no complaints since. There are again the single 100mm feeds to the industrial area as well as the race course. There are however no known complaints in these areas regarding the raw supply since the pumps were replaced.



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12 Fire Flow Augmentations

There are gaps in the reticulation that require hydrants to be installed to meet the code. A program of works has been identified to address these.

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13 Renewal Program

There are a significant percentage of the water mains that have reached the end of their useful life. Unfortunately, as much of the water network was constructed at the same time, many of these mains are failing at same the time.

The same issue is prevalent in the other bigger town in the Maranoa region. The cost of renewing these mains is greater than the Council can currently afford (at the current access and usage charges) and it is very dependent on external funding to achieve this. There is a large volume of mains to replace in the next 5 years.

As these water mains are renewed they are often replaced with a larger main to improve flows and pressures. This issue is discussed in more detail in the Water Network AMP, with the 10 year program of renewals listed.

There are also a number of very old assets in the equipment category. This includes pumps and treatment equipment. The most significant of these are the intake pumps to the treatment plant and the high lift pumps to the Tower. If either of these pump sets should fail there will be no potable water for the town. This places a great risk on this water supply. The equipment condition and renewal dates are recorded in the Water Network AMP.

A structural assessment of the water tower has highlighted some repairs that need to be carried out. The cost of these repairs is approximately \$70,000. This has not been identified in the AMP previously and will be added in when the next review is carried out.



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14 Capital Works/Renewal Program

14.1 Summary

The following is a summary of the capital works/renewals recommended in the next ten years. Budget costs are preliminary figures based on 2019 estimated costs.

2020/21

Asset Name	Asset ID	Component	Gross	Condition	RUL
WTP Water Intake - Surface Water Intake 1 Pump Surat	IWT41850-03	Pump	\$32,000	4.0	2.1
WTP Water Intake Surface Water Intake 1 pressure sensor Surat	IWT41850-09	Sensor	\$3,450	3.5	1.0
WTP Water Intake - Surface Water Intake 1 Flowmeter Surat	IWT41850-10	Flowmeter	\$7,570	3.5	1.9
WTP Water Intake Surface Water Intake 2 Pump Surat	IWT41854-04	Pump	\$32,000	3.5	3.8
Water main renewals		Main	\$74,040	5.0	0.0
			\$149,060		

2021/22

Asset Name	Asset ID	Component	Gross	Condition	RUL
Reservoir No. 1, Capacity : 450 KL, STEEL RESERVOIR Surat	IWT41856-01	Reservoir	\$203,000	5.0	0.0
Clarifier scraper Surat	IWT41890-06	Scraper	\$57,500	4.0	2.1
Reservoir No. 3 (Tower) LEVEL SENSORS Surat	IWT41935-02	Level Sensor	\$3,450	3.0	1.6
			\$263,950		

2022/23

Asset Name	Asset ID	Component	Gross	Condition	RUL
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WTP Water Intake Surface Water Intake 1 Exhaust fan Surat	IWT41850-08	Exhaust Fan	\$ 6,900.00	3.5	2.8
Sedimentation Tank, FLOWMETER Surat	IWT41890-02	Flowmeter	\$ 7,570.00	3.0	2.8

\$14,470**2023/24**

Asset Name	Asset ID	Component	Gross	Condition	RUL
Reservoir No. 1, : LEVEL SENSORS Surat	IWT41856-03	Level Sensor	25,300.0	2.0	3.8
WTP Booster Pumps Pump Surat	IWT41865-02	Pump	34,500.0	3.5	3.8
Dosing pump for clarifier Surat	IWT41890-03	Dosing Pump	4,600.0	2.0	3.8
Steaming current device Surat	IWT41890-07	Sensor	6,000.0	2.0	3.8
Sand Filtration Tank, Capacity : PUMP Surat	IWT41917-02	Pump	15,500.0	3.5	3.8
Chlorine Dosing: DOSING PUMPS (x2) Surat	IWT60714-01	Dosing Pump	6,000.0	2.0	3.8
Potassium dosing pumps Surat	IWT76411-02	Dosing Pump	11,400.0	2.0	3.8
Flocculant dosing pumps Surat	IWT76412-01	Dosing Pump	11,400.0	2.0	3.8

\$114,700**2024/25**

Asset Name	Asset ID	Component	Gross	Condition	RUL
WTP Switchboard Surat	IWTSURBP-02	Switchboard	40,000.0	3.5	4.8

\$40,000**2025/26**

Asset Name	Asset ID	Component	Gross	Condition	RUL
Security Fencing, Treatment Plant Surat	IWT33998-04	Gate and Fencing	34,600.0	3.5	5.9
Sand Filtration Tank, Capacity :BLOWER Surat	IWT41917-05	Blower	20,000.0	3.0	5.6
Lime dosing pump 1 Surat	IWT60711	Dosing Pump	9,200.0	1.5	5.7

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Lime dosing pump 2 Surat	IWT60712	Dosing Pump	9,200.0	1.5	5.7
Water main renewals		Main	\$286,350	4.5	5.0
			\$359,350		

2026/27

Asset Name	Asset ID	Component	Gross	Condition	RUL
WTP Water Intake - Surface Water Intake 1 Switchboard Surat	IWT41850-12	Switchboard	80,000.0	3.0	7.2
Sand Filtration Tank - Switchboard Surat	IWT41917-04	Switchboard	25,000.0	3.0	7.2
			\$105,000		

2028/29

Asset Name	Asset ID	Component	Gross	Condition	RUL
Surface intake - Fence Surat	IWT41850-01	Gate and Fencing	19,300.0	3.0	8.8
			\$19,300		

Table 14.1 Summary capital works/ renewal program

A new 1ML reservoir may be required in the future at a cost of approximately \$100,000.

The cost of repairs to the water tower have not been included at this stage as this will be addressed when the Water Network AMP is reviewed.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 24 September 2020

Item Number: 12.3

File Number: D20/91661

SUBJECT HEADING: Addition to the Road Register - Unnamed Road off Blue Hills Road

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council has received a request to include an unnamed section of road off Blue Hills Road to Councils Road Register. The unnamed road way provides direct and primary property access to five (5) individually owned lots and is currently not listed on Council's Road Register.

This report provides Council with the details of the request and the investigation completed by Council Officers and recommendation for Councils consideration.

Officer's Recommendation:

That Council:

1. endorse the addition of the unnamed section of road off Blue Hills Road onto Councils Road Register, with the classification of Rural Access – Primary B, and a length of 2.465 kilometres.
2. name the section of unnamed roadway off Blue Hills Road, Latemore Road.

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).

Adjoining Lot owners who rely on the roadway for direct access to property;

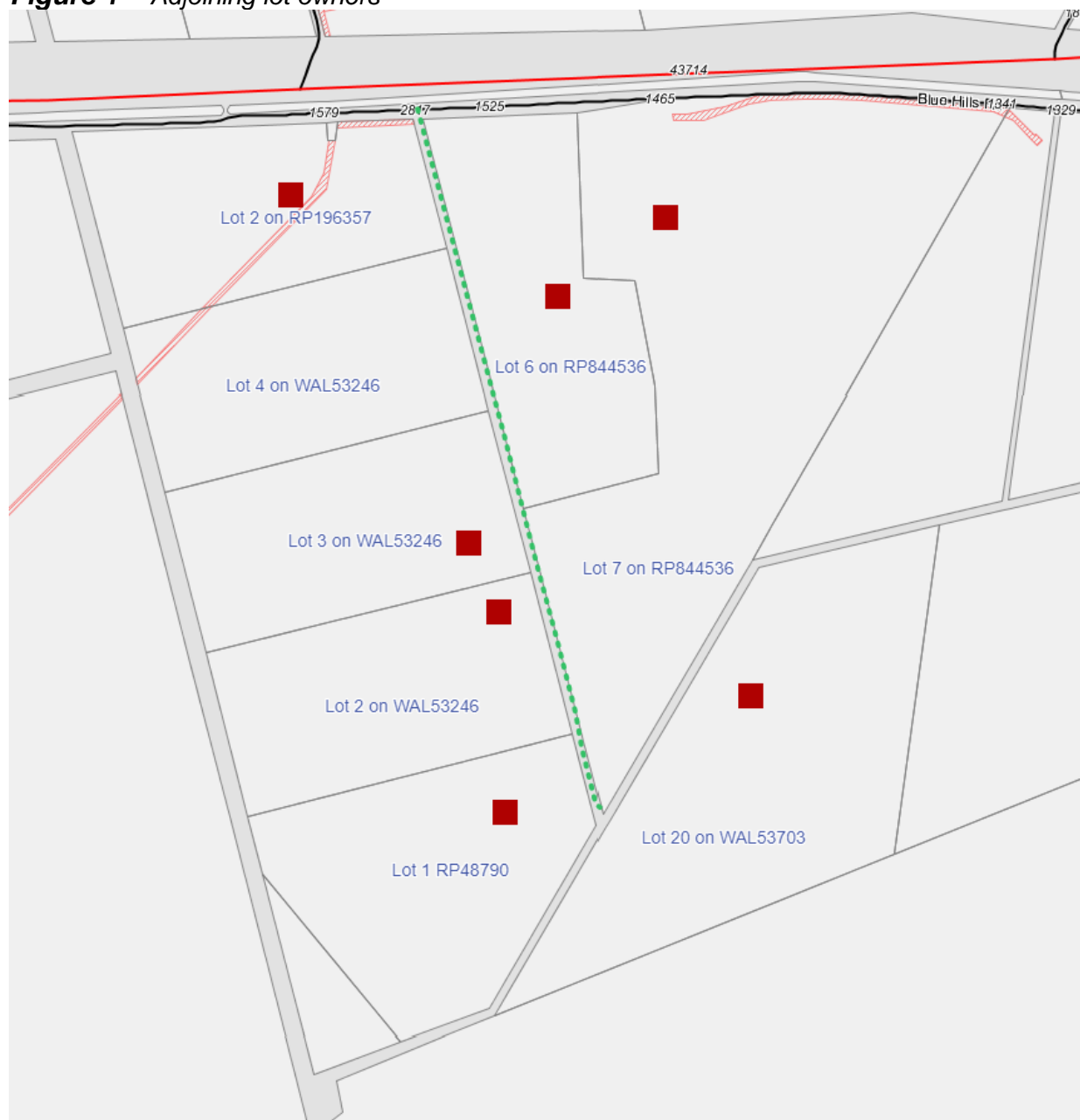
- P & T M Winkel – Owner of Lot 2 on Plan WAL53246 (Applicant)
- E F & P E Bain – Owner of Lot 3 on Plan WAL53246
- M R & H M Beitz – Owner of Lot 4 on Plan WAL53246
- J & M L Walters – Owner of Lot 1 on Plan RP48790
- M Allen & B Edwards – Owner of Lot 20 on Plan WAL53703

Adjoining Lot owners who use the roadway as a secondary access to property;

- S R & G Swires – Owner of Lot 2 on Plan RP196357
- C L & G P Schefe – Owner of Lot 6 on Plan RP844536
- R J Latemore – Owner of Lot 7 on Plan RP844536

The map below assists in identifying the lot owners, the red box identifies the lots with a constructed residence.

Figure 1 – Adjoining lot owners



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
AMP	Asset Management Plan
CMDG	Capricorn Municipal Development Guidelines
FAGS	Financial Assistance Grants

Context:

Why is the matter coming before Council?

Council has received a request to add a section of unnamed roadway to Councils Road Register to allow Council to undertake maintenance on the roadway. This section of roadway is situated off Blue Hills Road at Ch 28.100 and is not currently listed in Council's Road Register.

As per Council's Policy, amendments/additions to the road register is a matter for Council's consideration. Relevantly, undertaking maintenance on road not currently listed on Council's road register falls outside Officers authority / delegation.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This request originated from residents, Mr Paul and Tanya Winkel who live along this section of unnamed roadway off Blue Hills Road. Council understands that Paul and Tanya have recently finished building a home on Lot 2 on WAL532465.

After the recent rain, Council received a request to consider maintaining the unnamed road off Blue Hills Road given the number of houses that have been constructed and the level of occupancy that have increased the number of road users.

Over the past three to five years almost every lot owner has constructed a residential home with the exception of one lot owner. Council has been advised that there is currently plans in place to construct a home on this remaining lot in the near future.

Figure 2 & 3 below illustrate the section of roadway off Blue Hills Road.

Investigation Outcomes

In preparing this report to Council, Officers have undertaken research into the existence of the unnamed roadway. Historic search of Council records could not identify if the construction of the unnamed roadway had been previously approved by Council.

An inspection the roadway identified the road to be in a partially constructed state, with the formation and condition deteriorating the further from the Blue Hills Road intersection. There is evidence of some road material (i.e. gravel) that has been added to the surface.

During the course of the investigation, one of the residents advised Council that in the past the neighboring residents have had to perform the required maintenance themselves to improve the condition of the roadway.

The inspection identified the condition of the roadway as fair; there are sections of the road where there are large pot holes and deep wheel ruts. There is evidence the road users go around the problem areas and in turn have widen the road width.

There are photos of the roadway that highlight these locations later in the report. The section of roadway provides direct property access to five (5) lots. An additional three (3) lot owners could use the unnamed roadway as a secondary access. These lots have established property accesses off Blue Hills Road, however may benefit from paddock access to their property from the unnamed roadway.

Options Available

Council has a number of options available with regard to this request:

1. Take No Action

Under this option, no maintenance work would be undertaken by Council staff, and therefore it is likely that further approaches from the resident/s in the area requesting that maintenance be undertaken on the road. Under this option, the avenue for residents to undertake maintenance on the road would be on the basis of "at their cost", and as per Council's Works on Road Reserve Policy.

2. Approve maintenance works without adding section to Road Register

Under current policy, Council resources do not have the delegation to undertake works on roads that are not listed on Council's Road Register.

Notwithstanding, the section in question is formally recognised under the Local Government Act as a road, and therefore Council may choose to allocate funds to undertake works on this section.

This approach may address the initial concerns regarding the current condition of the road, however by not formally adding the section of road to the register, no future maintenance will be programmed for this road, and should a similar request be received in the future, it will again be a matter for Council's consideration.

3. Add Section of Unnamed Road to Council's Rural Road Register

This will result in the section of road being formally added to the road register and assigned a road classification. Formal addition to the road register essentially provides Council Officers with the formal delegation to undertaken maintenance on a section of road, as per agreed service levels/maintenance frequency (as set by Council).

The recommendation as presented aligns with Option 3.

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

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

Local Government Act 2009

Under Section 59 of the Local Government Act, defines a road as;

- (1) This division is about roads.
- (2) A **road** is—
 - (a) an area of land that is dedicated to public use as a road; or
 - (b) an area of land that—
 - (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
 - (ii) is open to, or used by, the public; or
 - (c) a footpath or bicycle path; or
 - (d) a bridge, culvert, ford, tunnel or viaduct.
- (3) However, a **road** does not include—
 - (a) a State-controlled road; or
 - (b) a public thoroughfare easement.

Local Government Regulation 2012

Inspection of the roadway identifies the roadway as a “formed” roadway as described in the Local Government Act 2009 and Local Government Regulations 2012.

Section 57 Prescribed particulars for register of roads – Act, s74

- (3) In this section –

formed, for a road, means a road, other than a gravelled pavement or sealed pavement road, formed so that stormwater drains from the road.

gravelled pavement, for a road, means a road surface with gravel, limestone or rubble and constructed by the use of a mechanical compaction process.

sealed pavement, for a road, means a road with a surface of asphalt, bitumen, concrete or pavers.

unformed, for a road, means a road or track that –

 - (a) is not formed, gravelled pavement or sealed pavement road; but
 - (b) is open to, and used by, the public.

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 Policy – Register of Roads (as identified)

Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades (as identified)

Council Policy – Construction of Roads for Access to Property (as identified)

Council Policy – Road Naming (as identified)

Assessment for an Addition to the Road Register -

The *Local Government Act 2009* and *Local Government Regulation 2012* set the requirement for Council to identify all roads within its local area. Council has powers under the legislation to name roads, assign classification, and identify the surface type, length and width of a roadway.

The name, classification, surface type, length, width and alignment of a roadway are required to be taken into consideration by Council before endorsement of a roadway is considered inclusion to Council's Road Register.

These have been detailed below for Council's consideration.

Road Hierarchy – Classification and Surface type

Best practice guidelines for traffic analysis and estimated road use recommends the calculation used per is based on the number of house sites. For Rural roads it is estimated each household will perform at least 2 trips per day with 2 vehicles (i.e. to town and back in two separate cars).

Based on the current number of houses (four) along the unnamed roadway, the estimated traffic volumes have the potential to be up to 16 vehicle movements per day. This would give eligibility to the classification of Rural Access - Primary B.

Under section 4.3.1 of Council's Rural Road Classification within Council's Register of Road Policy, it is recommended the unnamed section be classified as ***Rural Access - Primary B.***

On inspection, this section of unnamed section has been identified as having sections where material has been added to the surface. The design standard for Rural Access - Primary B does note a 4m pavement surface, therefore Council's asset data would recognise the unnamed roadway as being below the design standard for its road classification. Council would need to consider a capital upgrade – in a future budget – should they wish to bring this section of road consistently up to the Rural Access - Primary B standard.

The estimated volume of traffic is based on a data calculation, there is potential that the road at time may experience higher volumes of traffic once the building of homes has been completed.

Figure 4 – CMDG Geometric Road Design Table for Maranoa Regional Council

GEOMETRIC ROAD DESIGN

Table D1.27.04 Rural Road Elements for Maranoa Regional Council

Traffic Volume / Road Class	<10 VPD Rural Access – Secondary	10 – 39 VPD Rural Access – Primary B	40 – 99 VPD Rural Access – Primary A	100 – 149 VPD Rural Collector Minor A	150 – 249 VPD Rural Collector – Major B	250 – 999 VPD Rural Collector – Major A	1000 – 3000 VPD Arterial – Minor	>3000 VPD Arterial – Major
Road Reserve (flat terrain ≤ 5%)	20m	20m	20m	20m	20m	20m	25m	40m
Road Reserve ^b (undulating/hilly ≥ 5%)	25m	25m	25m	25m	25m	25m	30m	40m
Formation Width	6m	8m	8m	8m	9m	9m	10m	10m
Pavement Width	0m	4m	7m	8m	8m	8m	9m	9m
Seal Width	0m	0m	0m	7m	7 (8) ^c	8m	9m	9m
Shoulders ^b			See Standard Drawing Figure D1.23.03 for details					
Desirable Speed Environment	60kph	80kph	80kph	100kph	100kph	100kph	100kph	100kph
Design Speed for Individual Elements (Minimum)	40kph	60kph	60kph	80kph	80kph	80kph	80kph	80kph
Flood Immunity (ARI Years)	1	2	2	2	5	5	10	10

Notes:

- (a) Sealing shall be required for longitudinal grades in excess of 10%. Where it is possible for the road to be extended to service additional lots, the road shall be constructed to a 7.0 m seal standard.
- (b) Sealing may be required at sites where existing adjacent roads are sealed. In this instance the seal width shall match the adjoining seal with a minimum of 7.0 m. In undulating terrain this width shall be increased to enable services to be constructed on accessible flatter land on top and below batters. Where the road is a designated on-road bicycle route (signposted and pavement marked) the shoulder provision needs to conform to the AUSTROADS Traffic Engineering Practice Part 14: Bicycles.
- (c) Where pavement material used is of a lower standard, seal width is to be extended to shoulders.

Road Length and Width

The length of the unnamed roadway has been identified as being 2465m and the formation width being 6m (on average). Should Council resolve to add the unnamed roadway to Councils Road Register it is recommend it be recorded with a length of 2.465 kilometers with a formation width 6m.

Figure 5 – Start of the unnamed roadway – Off Blue Hills Road



Figure 6 – Ch 300 of the unnamed roadway – Off Blue Hills Road – Scour



Figure 7 – Ch 600 of the unnamed roadway – Off Blue Hills Road – Gully/Waterway



Figure 8 – Example of the road surface along unnamed roadway – Off Blue Hills Road





Figure 9 – Ch 1.000 of the unnamed roadway – Off Blue Hills Road – Water ponding area



Figure 10 – Ch 1.800 of the unnamed roadway – Off Blue Hills Road – End of roadway



Figure 11 – Ch 2.465 of the unnamed roadway – Off Blue Hills Road – End of roadway



Maintenance of the unnamed roadway

Section 4.2.1 of Council's Road Network Standards - Maintenance, Renewals and Upgrades Policy – Rural Roads, states maintenance on roads with the classification of Rural Access - Primary B will be entitled to:

1. A light maintenance grade once a year, light grading will remove transverse scours and wheel ruts, and clear drains as required. Machinery – Grader
2. A heavy formation grade once every 5 years, this includes ripping the existing pavement, mixing water, relaying and compacting with a roller. All diversion drains are reinstated. Machinery – Grader, Water Truck, Roller.

Road Naming

Council Officers have undertaken investigation and research in line with *Council Policy – Road Naming*, which was established to ensure Council remains committed to ensuring a fair, consistent and equitable protocol is followed when naming roads.

Council is required to ensure road names are appropriate, will stand the test of time and where suitable, are preferably of local or historical significance.

Council has the responsibility to provide road names and install signage in accordance with the legislative requirement of Section 60 in the Local Government Act 2009. Council must also comply with the principals set out in Councils Policy – Road Naming that has been written in accordance with AS4819:2011 – Rural and Urban Addressing.

District/Area Background research

The unnamed Road has not shown in any of Councils historic records search of Road Registers and Asset Valuation data.

During discussions with the neighbouring property owners, it was confirmed that some local road users refer to the roadway as Blue Hills Lane, as the road runs off Blue Hills Road.

An internet map search struggled to find the roadway identified on third party mapping agencies. Bing maps, identify the roadway however, it remains unnamed. Google maps and Queensland globe do not identify the roadway in anyway.

Proposed Names

The unnamed roadway meets the criteria for either a Lane or a Road suffix, as the roadway adjoins additional gazette road reserve that runs North East / South West.

The "Road" suffix would be a more appropriate choice, as the reserve continues at the proposed end of the road and long term planning may require the road length to be extended at some point.

Council's Road Naming Policy categorises roads and lanes as:

A Road –

"A place where one may ride, an open way or public passage for vehicle, persons and animals, a roadway forming a means of connection between one place and another"

A Lane –

"A narrow way between walls, buildings, a narrow country or city roadway"

The Road Naming policy states:

Names should be unique and use the form and style of contemporary Australian English, and:

- o Reflect the heritage of the locality; or*
- o Identify one of the landscape or physical characteristics of the locality; or*
- o Recognise pioneers of the area or persons who have had a long association with the locality; or*
- o Acknowledge names of persons who have given significant community service within the Maranoa Regional Council; or*
- o Follow a theme throughout an estate, e.g. famous people, colours, flora or fauna species*

Names should preferably:

- o Be reasonably easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public;*

- *Avoid confusing one road name with another, e.g. through similar spelling or pronunciation;*
- *Not have been used anywhere else within the Council area;*
- *Avoid duplication of names in adjoining local government areas;*
- *Not suffix a compass point to the name of another road unless the two roads are adjoining and directly linked, such as either side of a major road;*
- *Retain a single and unique name where a road crosses Council boundaries;*
- *Avoid unduly long names and names composed of two or more words;*
- *Not contain abbreviations, hyphens, apostrophes, initials or use “The” as a prefix;*
- *Not be seen to be offensive, incongruous (out of place) or commercial in nature;*
- *Avoid dual destinations such as Mitchell-St George Rd;*
- *Avoid long names for short roads to prevent difficulties for map makers.*

The proposed road names for consideration by Council are listed below, the names appear in no particular order:

- Latemore Road
- Hillview Lane
- Blue Hills Lane
- Johnsons Road
- Rays Lane

Latemore Road

This road name is consistent with Council Policy. The Latemore family name have owned Lot 7 on 844536 for generations and previously at the end of the roadway Lots 1 on RP48790 and Lot 20 on WAL53703.

During the investigation, Council Officers found survey plans dating back to 1886 with Latemore noted as holding title over one of these lots. Please refer to the meeting report attachments. Council records show later ownership over the other two lots.

The proposed name is reflective of the pioneers of the area and current land owners, and therefore the use of Latemore Road would be recommended in this instance.

There is no other use of the word “Latemore” within Councils Road Register.

Hillview Lane

This road name is reasonably consistent with Council Policy. During investigations, Raymond Latemore confirmed “Hillveiw” is the former name of

the lots owned by Latemore's and current name of Lot 7 on RP844536. The property has been known by this name for "a very long time".

The proposed name is reflective of the pioneers of the area and all the previous Latemore generational owners.

Unfortunately, there are 6 other roads in Councils Road Register where the word "Hill" is used or contained in, one of which is Hillview Road, therefore the use of the word Hillview is not recommended.

- Hill Street
- Hillview Road
- Blue Hills Road
- Green Hills Road
- Slate Hill Road
- Springhill Road

Johnsons Road

This name choice is reasonably consistent with Council Policy. The Johnson family had owned Lots 2, 3 & 4 on WAL53246 for several years before selling in 2014.

Anecdotal evidence suggests the Johnsons were largely responsible for establishing the road according to neighbouring lot owners.

The proposed name is reflective of "modern" or recent pioneers of the area. Councils records indicate since selling these lots, the Johnsons have purchased property further along Blue Hills Road and the name Johnsons Road has the potential to confuse the travelling public between the two locations of the land they own and the road name.

While there is no other use of the word "Johnson" in Councils Road Register, it is not recommended for use in this instance.

Blue Hills Lane

This name choice is reasonably consistent with Council Policy. Anecdotal evidence uncovered during discussions with land owners, identified the use of Blue Hills Lane. This was not consistent in discussions.

While the name promotes the continuation of the heritage of the locality of the area, Blue Hills Road is well known through out the district, it is not however recommended to have to roads with the same name to avoid confusion with the location of the roadway.

There is a potential that the road could be developed further in the future "i.e. connecting to other roads on Council's road network. This potential future extension may render the naming of the section as a "lane" as incorrect (by definition).

Therefore, the use of the name Blue Hills Lane is not recommended.

Rays Lane / Road

This name is reasonably consistent with Council Policy. Investigations provided anecdotal evidence of the Latemore family history in the area.

The name is a synonymous family name around Roma, have lived in this area for well over 100 years according to survey plans and the residents of neighbouring properties.

Raymond is the one of the eldest surviving Latemores still on the property. Ray and his wife Florence occupy Lot 7 on RP844536. Ray would use this “lane way” to access his other lots prior to the sale of Lot 1 on RP48790 and Lot 20 on WAL53703.

The proposed name is reflective of the pioneers of the area and there is no other use of the word “Rays” in Councils Road Register with that same spelling, however there are two other similarly named roads in the Urban and Rural Road Registers;

- Rae Street, Roma
- Rayner Road, Hodgson

Council policy recommends to avoid confusing one road name with another, e.g. through similar spelling or pronunciation, therefore in this instance, Rays Lane or Road would not be recommended.

A new road sign reflective of the chosen name will be installed at the intersection with Blue Hills Road.

Draft Classification and Attributes table for Unnamed Roadway

The following table contains the classification and attributes for inclusion into Councils Road Register 2020

Road No	877
Road Name	[TBA] Road / Lane
Town	Rural
Surface	Unsealed
Classification	Rural
Category	Rural Access - Primary B
Controlled	Local
Locality	Tingun
Ward	Roma Rural

Region	Roma
Work Area	North
Start Description	Intersection with Blue Hills Road
Total Length	2.465
Previous Length	0.000 (New)

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)

Internal

Manager – Program and Contract Management
Rates Officer
GIS / CAD Officer

External

DNRME Officers – SLAM Office Roma
Paul and Tanya Winkle – Applicant and Owner of Lot 2 on Plan WAL53246
Morgann Edwards – Owner of Lot 20 on WAL53703
Raymond Latemore – Owner of Lot 7 on RP844536

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)

Should the roadway be adopted to Council's Road Register, Council may benefit from a slight increase in the Financial Assistance Grants (FAGS) allocation as the roads components takes into consideration the overall length of Council's road network.

This said, the overall change is likely to be immaterial given the low traffic volume and short length of the proposed inclusion.

This Financial Year's Budget:

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

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

There is no current budget allocation for the establishment and or inclusion of new roads in the 2020/21 year.

Should the roadway be adopted to Council's Rural Road Register, annual maintenance costs will apply to the road way. Costs will be applicable to the specific road classification, approved length and formation type.

In accordance with the *Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades* the maintenance costs are anticipated to be in the order of \$5,200 per annum - averaged over a 5-year period.

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)

Should the roadway be adopted to Council's Rural Road Register with the classification of Rural Access – Primary B would require the roadway to be included into:

1. The Rural Road Maintenance program for ongoing scheduled maintenance.
2. The Rural Roads Asset Management Plan to allow condition monitoring and valuation of formation.

Additions to the road register also require Council to recognise this new length of road in its annual depreciation estimates. Given the additional is a natural surface road, the impact to the depreciation across the entire rural road network would be considered immaterial.

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)

Adjoining Lot owners who rely on the roadway for direct access to property;

- P & T M Winkel – Owner of Lot 2 on Plan WAL53246 (Applicant)
- E F & P E Bain – Owner of Lot 3 on Plan WAL53246
- M R & H M Beitz – Owner of Lot 4 on Plan WAL53246
- J & M L Walters – Owner of Lot 1 on Plan RP48790
- M Allen & B Edwards – Owner of Lot 20 on Plan WAL53703

Adjoining Lot owners who use the roadway as a secondary access to property;

- S R & G Swires – Owner of Lot 2 on Plan RP196357
- C L & G P Schefe – Owner of Lot 6 on Plan RP844536
- R J Latemore – Owner of Lot 7 on Plan RP844536

Should Council choose to include the roadway, it would establish a secure access for the five of the lot owners.

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
Refer Options outlined in the Background of the Report	

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)

Examples in the past that have been considered have typically been for roads that provide a secondary access, or require the unnamed road to be constructed.

Given the road the subject of the application has previously been constructed, and provides primary access for five (5) lots and secondary access for three (3) other properties in the area, it is recommended that the section of unnamed road off Blue Hills Road be formally added to Council's Rural Road Register.

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. endorse the addition of the unnamed section of road off Blue Hills Road onto Councils Road Register, with the classification of Rural Access – Primary B, and a length of 2.465 kilometres.
2. name the section of unnamed roadway off Blue Hills Road, Latemore Road.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

1  Request for Addition to Road Register - Paul & Tanya D20/98813

 Winkel PDF

2  Survey Plan - WAL53246 D20/98814



Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

*Paul & Tanya Winkel
Lot 2, Blue Hills Lane
Roma Qld 4455*

3 September 2020

Attn: Chief Executive Officer
Maranoa Regional Council
PO Box 620
Roma Qld 4455
council@maranoa.qld.gov.au

To Whom it May Concern,

RE: REQUEST FOR ADDITION TO ROAD REGISTER

We would like to request that the public access road, Blue Hills Lane Roma, be considered as an addition to the current Maranoa Regional Council road register. Please see map attached charting Blue Hills Lane.

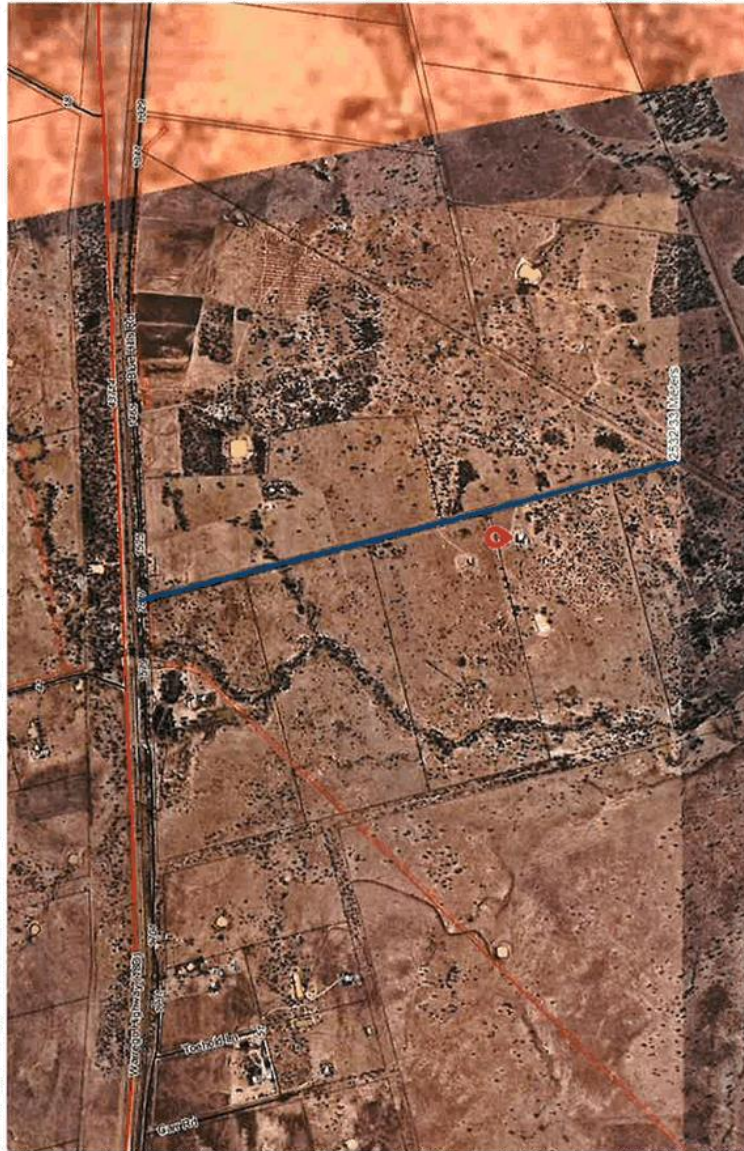
If this request was to be approved and accepted by Council, there are many local residents who would greatly appreciate this support, including the several long-term residents who depend on Blue Hills Lane as the only access to their homes.

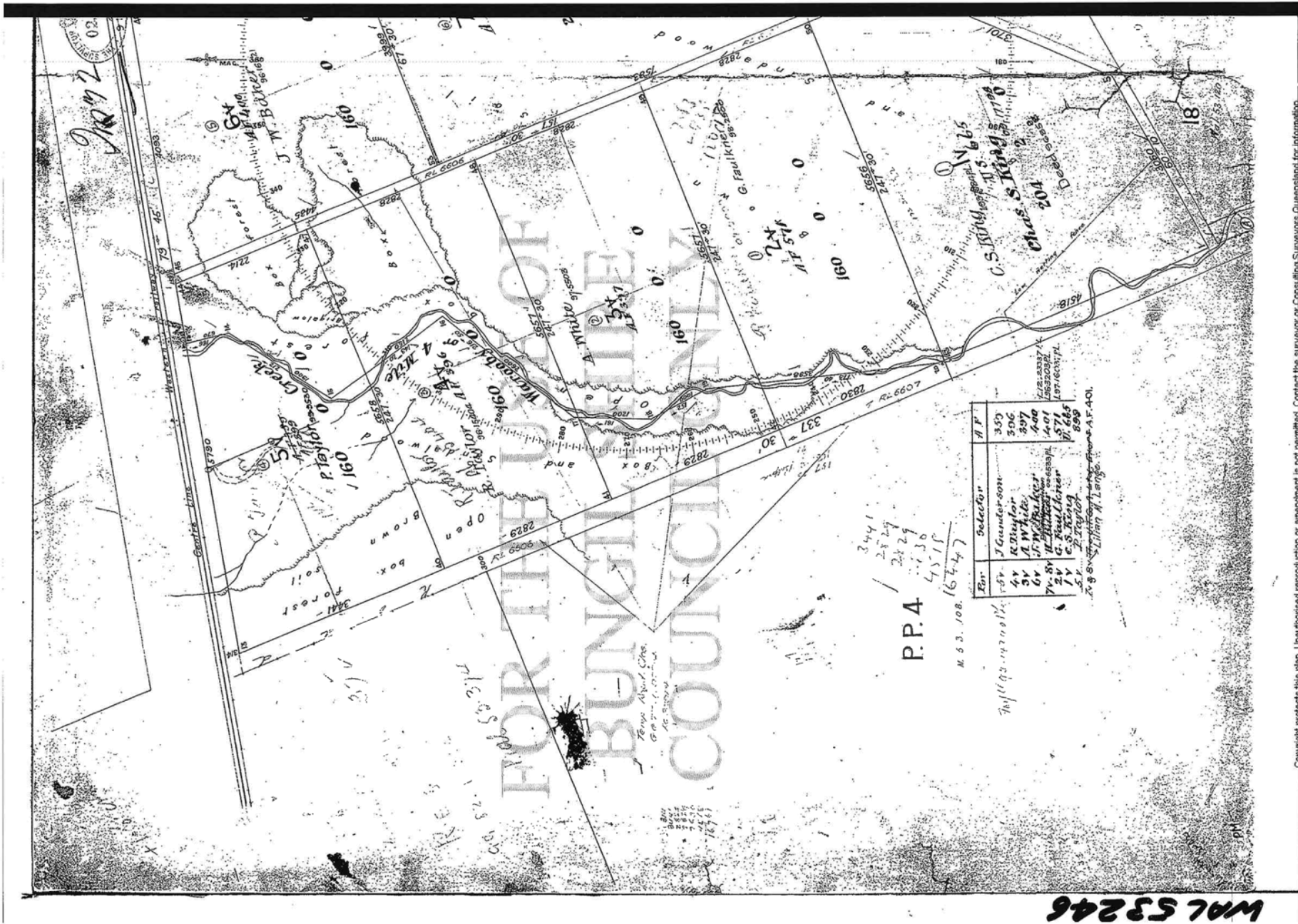
Thank you for your careful consideration in this matter. Please do not hesitate to contact us if further information is required.

Regards,



Paul Winkel
0428 301 838







OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 8 October 2020

Item Number: 13.1

File Number: D20/95817

SUBJECT HEADING: Surat Pool & Wallumbilla Pool - Request for Pool Closure

Classification: Open Access

Officer's Title: Support Officer - Facilities

Executive Summary:

Council has received a request from the Manager of the Surat & Wallumbilla Swimming Pools seeking permission for closure of the facilities to the general public to hold Annual Swimming Carnivals and Swim Camp.

Officer's Recommendation:

That Council:

1. Approve the request to close the Surat Swimming Pool to the general public on 24, 25 and 26 November 2020 between the hours of 8.00am – 3.00pm for the Teelba State School Annual Swim Camp.
2. Approve the request to close the Surat Swimming Pool to the general public on 20 November 2020 between the hours of 8.00am – 3.00pm for the Surat State School Swimming Carnival.
3. Approve the request to close the Wallumbilla Swimming Pool to the general public on 28 November 2020 between the hours on 8.00am – 1.30pm for the Wallumbilla Swimming Club Carnival.
4. Advise the community of these closures through a notice at the pool and a media release.

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).

Teelba State School Students

Surat State School Students

Wallumbilla Swimming Club Students

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The Surat & Wallumbilla Swimming Pool Manager is seeking approval for the closure of the Surat Pool & Wallumbilla Pool to conduct the annual swimming carnivals and swim camp to be held in November.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council received requests via email from Mel Sutton, Surat & Wallumbilla Pool Manager seeking approval for the closure of the Surat Swimming Pool and Wallumbilla Swimming Pool for annual swimming carnivals and swim camp to take place in November during the indicated times.

Council have previously allowed the pools to be closed for these events.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings and Structures)
Contract Manager – Surat & Wallumbilla Swimming Pools

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)

Teelba State School Students
Surat State School Students
Wallumbilla Swimming Club Students
General Public/Swimmers

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
Political	Members of the public could become disgruntled if the pools are not open for use.
Political	Children train all year round for the annual swimming carnivals.

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)

Approve the closure of the Surat & Wallumbilla Swimming Pools for the advised dates and times for annual events to be held.

Recommendation:

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

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

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

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

That Council:

1. Approve the request to close the Surat Swimming Pool to the general public on 24, 25 and 26 November 2020 between the hours of 8.00am – 3.00pm for the Teelba State School Annual Swim Camp.
2. Approve the request to close the Surat Swimming Pool to the general public on 20 November 2020 between the hours of 8.00am – 3.00pm for the Surat State School Swimming Carnival.
3. Approve the request to close the Wallumbilla Swimming Pool to the general public on 28 November 2020 between the hours on 8.00am – 1.30pm for the Wallumbilla Swimming Club Carnival.
4. Advise the community of these closures through a notice at the pool and a media release.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

- | | | |
|----|---|-----------|
| 1↓ | Correspondence received from Mel Sutton (Surat Pool Manager) - Closure for Teelba State School Annual Swim Camp | D20/95808 |
| 2↓ | Correspondence received from Mel Sutton - Request for Pool Closure Surat Pool | D20/96288 |
| 3↓ | Correspondence received from Mel Sutton - Request for Pool Closure Wallumbilla Pool | D20/96286 |

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Monique Light

From: Mel Sutton <outbackswimschool@gmail.com>
Sent: Thursday, 8 October 2020 11:21 AM
To: Jo Horsfall
Cc: Roslyn (Ros) Waldron; Facilities.Maintenance
Subject: Teelba Swim Camp

Hi Jo

Karina from Teelba have just confirmed dates with me for there annual Swim Camp.
Tuesday 24th to Thursday 26th of November.

Request the pool to be closed Wednesday and Thursday morning sessions only. Still open to the public in the afternoons.

Thank you

Kind regards

Mel Sutton.
Outback Swim School
Manager and Leasee - Surat Pool
Swimming Pool Plant Operator (CNQ39S), Pool Lifeguard, AUSTSWIM Instructor of Swimming and Water Safety,
Infant and Preschool Aquatics, Aquatics - Access and Inclusion, ASCTA Teacher of Competitive Swimming
| Mobile: 0429 637 880 | Pool: 07 46 265 261 | email: outbackswimschool@icloud.com |
Sent from my iPhone

Monique Light

From: Monique Light
Sent: Friday, 9 October 2020 1:31 PM
To: Monique Light
Subject: FW: Teelba Swim Camp

Hi Monique

Just heard back from Surat SS.

Carnival date is set for Friday 20th and they will have Friday 27th as a backup date if they need to cancel due to storms.

Thanks.

Kind regards

Mel Sutton.

Outback Swim School

Manager and Leasee - Surat Pool

Swimming Pool Plant Operator (CNQ39S), Pool Lifeguard, AUSTSWIM Instructor of Swimming and Water Safety, Infant and Preschool Aquatics, Aquatics - Access and Inclusion, ASCTA Teacher of Competitive Swimming

| Mobile: 0429 637 880 | Pool: 07 46 265 261 | email:

| outbackswimschool@icloud.com |

Sent from my iPhone

Monique Light

Support Officer - Facilities,

Facilities (Land, Buildings & Structures)

D: (07) 4624 6919 F: (07) 4624 6990

Monique Light

From: Mel Sutton <outbackswimschool@gmail.com>
Sent: Friday, 9 October 2020 12:47 PM
To: Monique Light
Cc: Facilities.Maintenance
Subject: WALLUMBILLA Swim Club Carnival

Hi Monique

Just received an email from Melina Collier - President of WALLUMBILLA Swimming Club- saying that their swim carnival day is Saturday 28th November and they will be out by 1:30pm.

This means the pool will be closed to the public Saturday morning open to the public Saturday afternoon as per normal.

Kind regards

Mel Sutton.

Outback Swim School

Manager and Leasee - Surat Pool

Swimming Pool Plant Operator (CNQ39S), Pool Lifeguard, AUSTSWIM Instructor of Swimming and Water Safety, Infant and Preschool Aquatics, Aquatics - Access and Inclusion, ASCTA Teacher of Competitive Swimming

| Mobile: 0429 637 880 | Pool: 07 46 265 261 | email: outbackswimschool@icloud.com |

Sent from my iPhone

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 8 October 2020

Item Number: 13.2

File Number: D20/95828

SUBJECT HEADING: Survey Costs - Conversion of Tenure - Lot 29 on WT342

Classification: Open Access

Officer's Title: Administration Officer - Land Administration

Executive Summary:

At its General Meeting held on 8 August 2018, Council considered an application for conversion of GHPL 36/8007 over Lot 29 on WT342 to freehold tenure. Council subsequently agreed to offer no objection to the proposal and agreed to contribute towards costs associated with the survey required to establish the boundaries of the land parcels in order to protect Council infrastructure located on the land (Resolution No. GM/08.2018/36).

The landholders have now supplied Council with a tax invoice showing apportionment of costs in relation to survey fees.

Officer's Recommendation:

That in accordance with Council Resolution No. GM/08.2018/36, Council reimburse the landholder \$18,400.00 plus GST for costs associated with completing survey works to establish road reserves to encase existing roads within Lot 29 on WT342.

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).

Landholders - JA Henricks
LR Briscoe
JH McEwan
EM McEwan

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
GHPL	Grazing Homestead Perpetual Lease
DNRME	Department of Natural Resources, Mines and Energy

Context:

Why is the matter coming before Council?

Landholders of Lot 29 on WT342 have supplied Council with an apportionment of costs in relation to survey fees associated with a conversion of tenure.

The landholders are seeking Council's reimbursement.

Council is asked to consider the matter.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Lot 29 on WT342 has an area of 5,800 hectares and is located southeast of Injune.

In 2018, in accordance with usual practice, DNRME sought Council's views or requirements on an application it had received for conversion of GHPL 36/8007 over Lot 29 on WT342 to freehold tenure.

Advice was sought from Council's ICT Solutions to ascertain whether there was any local government infrastructure on the property, including roads that may be off alignment. Information received was that Gunnewin East Road, Duck Creek Road and Komine East Road all appeared to be off alignment.

Council considered the matter at its General Meeting held 8 August 2018, and resolved –

Resolution No. GM/08.2018/36

That Council advise the Department of Natural Resources, Mines and Energy it offers no objection to the conversion of GHPL 36/8007 over Lot 29 on WT342 to freehold tenure, and should survey be required to establish boundaries of the land parcel then:

- ***Council will contribute to the costs associated with completing full survey of the land parcel;***
- ***The contribution will be limited to costs associated with establishing road reserves to encase roads within this parcel, if they are listed in Council's Road Register;***
- ***Reimbursement will be made following receipt of documents confirming the road reserves have been registered and all associated costs have been paid; and***
- ***Council authorises the Chief Executive Officer (or delegate) to negotiate arrangements with the landowner.***

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)

Advice has been sought from Program & Contract Management to ascertain views/comments on the completed survey plans. Information received –

Survey Plans have been reviewed by Deputy Director / Strategic Road Management and no issues identified.

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

The road survey component being \$18,400.00 plus GST to be costed to GL2440 – Roads off Alignment Budget.

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Landholders - JA Henricks
LR Briscoe
JH McEwan
EM McEwan

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
Political	Council's previous resolution indicated that Council would contribute to the costs associated with completing a full survey of the land parcel. Not fulfilling that commitment may be cause for complaint/legal action.

Advice to Council:

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

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

Based on the information available and the cost apportionment from the surveyor, it is recommended that Council reimburse the landholder a total of \$18,400.00 plus GST.

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 in accordance with Council Resolution No. GM/08.2018/36, Council reimburse the landholder \$18,400.00 plus GST for costs associated with completing survey works to establish road reserves to encase existing roads within Lot 29 on WT342.



Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1  Request Reimbursement - GM/08.2018/36 - Application D20/91727
 for Conversion of Tenure - GHPL 36/8007 - Lot 29
 WT342 - Lessee JH & EM McEwan, LRB Briscoe & NW
 Henricks - Department of Natural Resources, Mines and
 Energy.

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

DIRECTORS

C.R. Andrews L.S., B.App.Sc.(Math), B.Surv., QSSA
 A.R. Bell BRTP (Hons), BBST (Surv), M.P.I.A., MDIA
 B.W. Bell BRTP, M.P.I.A., CPP, MDIA
 A.J. Campbell L.S., B.Surv., Grad.Dip.Surv.Prac., QSSA
 I.K. Smith L.S., B.App.Sc.(Surv.), Grad.Dip.Surv.Prac.,
 Grad.Dip.Hum.(Geog), QSSA

ASSOCIATES

K.L. Kenna L.S., B.Eng (Surv & S.I.S.), QSSA
 F.M. Murray L.S., QSSA

www.mursurv.com info@mursurv.com

Murray & Associates (Qld) Pty Ltd

**MURRAY &
ASSOCIATES**
SURVEYORS & TOWN PLANNERS



ACN 075 543 154 ABN 81 075 543 154

REF: R60286 - jmb

TAX INVOICE BREAKDOWN

JUDY HENRICKS, BRUCE BRISCOE
 JOHN & LIB McEWAN
 C/- JUDY HENRICKS
 "GOOIMBAH"
 INJUNE QLD 4454
 E: henrickj2@bigpond.com

Date:	27.8.2020
Invoice No.:	R2480

Terms:	14 Days
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**PROVISION OF CADASTRAL SURVEYING SERVICES ,
SURVEY OF LOT 29 ON SP319311
CANCELLING LOT 29 ON WT342 AND PART OF USL BEING CLOSED ROAD
FREEHOLDING - GOOIMBAH**

Judy Henricks - 07 4626 1461

Details of Account

- Initial liaison/consultation with Surveyor and review of survey requirements and liaison with Department of Natural Resources, Mines & Energy survey staff
- Department of Natural Resources, Mines & Energy search fees
- Collation of field search
- Computer file preparation / upload existing survey data / pre-calculations
- Field survey, materials and travel
- Office calculations / download data / office sketch
- Survey Plan drafting / plotting
- Plan examination by Registered Cadastral Surveyor including provision of Reinstatement Report and Creek Report
- Lodgement of copy of Survey Plan (and associated Form 10) with Department of Natural Resources, Mines & Energy for survey records
- Liaison with Department of Natural Resources, Mines & Energy (SLAM), client and Legal Representatives for completion of Plan and extension/s of time
- Administration, printing & despatch / e-mails

As Quoted

23,000.00
 + GST: 2,300.00
Total Amount Payable: \$25,300.00

Breakdown:**Survey Component (Road) 80%**

18,400.00
 + GST: 1,840.00

**Compilation of unsurveyed boundaries and plotting of
Ambulatory boundary 20%**

4,600.00
 + GST: 460.00
Total: \$25,300.00

Sunshine Coast

15-17 Currie Street Nambour
 65 Bungama St Maroochydore
 PO Box 246 Nambour 4560
 Phone (07) 5441 2168 (N)
 Phone (07) 5443 9646 (M)

Caboorture

4/75 King Street
 PO Box 377 Caboorture 4510
 Phone (07) 5495 1478

Gympie

24 Reef Street
 PO Box 57 Gympie 4570
 Phone (07) 5402 1484

Emerald

Unit 1, 17 Opal Street
 PO Box 665 Emerald 4720
 Phone (07) 4987 5363

Roma

22 Lewis Street
 PO Box 1244 Roma 4455
 Phone (07) 4622 1666

Chinchilla

39 Heaney Street
 PO Box 241 Chinchilla 4415
 Phone (07) 4662 8100

DIRECTORS

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 Grad.Dip.Hum.(Geog), QSSA

ASSOCIATES

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 K.L. Kenna L.S., B.Eng (Surv & S.I.S.), QSSA
 F.M. Murray L.S., QSSA

www.mursurv.com info@mursurv.com

Murray & Associates (Qld) Pty Ltd



ACN 075 543 154 ABN 81 075 543 154

P.O.BOX 1244,
 ROMA, QLD, 4455.
 Ph 07 4622 1666

6th November, 2019

Mrs Judy Hendricks
 "Gooimbah"
 Injune,
 Qld, 4454
 By Email: henricksj2@bigpond.com

Dear Judy,

Quote for Survey Plan
To Freehold Lot 29 on WT342, Locality of Eumamurrin

Murray & Associates (Qld) Pty Ltd quote for the survey for the
 Freeholding of Lot 29 on WT342 includes the following :-

- Field work and materials
- Travel
- Office calculations
- Drafting
- Searches
- Administration
- Opening and closing roads as per Department of Natural Resources
 Mines & Energy Proposal Drawing DWG 19/034

Is \$23,000.00 + GST.

Thank you for your enquiry. If you have any questions in relation to this
 quotation, please contact me.

Murray & Associates (Qld) Pty Ltd look forward to receiving your
 further instructions for this survey.

Q

Sunshine Coast	Caboolture	Gympie	Emerald	Roma	Chinchilla
15-17 Currie Street Nambour 7 First Ave Maroochydore PO Box 246 Nambour 4560 Phone (07) 5441 2188 (N)	4/75 King Street PO Box 377 Caboolture 4510 Phone (07) 5495 1428	24 Reet Street PO Box 57 Gympie 4570 Phone (07) 5482 1484	Unit 1, 17 Opal Street PO Box 665 Emerald 4720 Phone (07) 4987 5363	22 Lewis Street PO Box 1244 Roma 4455 Phone (07) 4622 1666	39 Heeney Street PO Box 243 Chinchilla 4413 Phone (07) 4662 8100



Fergus McMaster

Surveying Associate, S.S.S.I.

Area Manager / Roma

Email: fergus@mursurv.com

Ph. 07 4622 1666

MURRAY & ASSOCIATES (QLD) PTY LTD

DIRECTORS

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**MURRAY &
ASSOCIATES**
SURVEYORS & TOWN PLANNERS



ACN 075 543 154 ABN 81 075 543 154

REF: R60286 - jmb

TAX INVOICE

JUDY HENRICKS, BRUCE BRISCOE
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C/- JUDY HENRICKS
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INJUNE QLD 4454
E: henrickj2@bigpond.com

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**PROVISION OF CADASTRAL SURVEYING SERVICES
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FREEHOLDING - GOOIMBAH**

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Details of Account

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- Administration, printing & despatch / e-mails

As Quoted

23,000.00
+ GST: 2,300.00
Total Amount Payable: \$25,300.00

PAYMENT OPTIONS

Cheque: Post to PO Box 246, Nambour 4560

By Phone (07-5441 2188): Visa/Mastercard (1% Surcharge will apply)

Direct Deposit: Westpac Banking Corporation
BSB No. 034-204 Account No. 132721

(Please Quote Invoice No. & Email Remittance to remittances@mursurv.com)

Sunshine Coast

15-17 Currie Street Nambour
65 Bungama St Maroochydore
PO Box 246 Nambour 4560
Phone (07) 5441 2188 (H)
Phone (07) 5443 9646 (M)

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4/75 King Street
PO Box 377 Caboorture 4510
Phone (07) 5495 1476

Gympie

24 Reel Street
PO Box 57 Gympie 4570
Phone (07) 5482 1464

Emerald

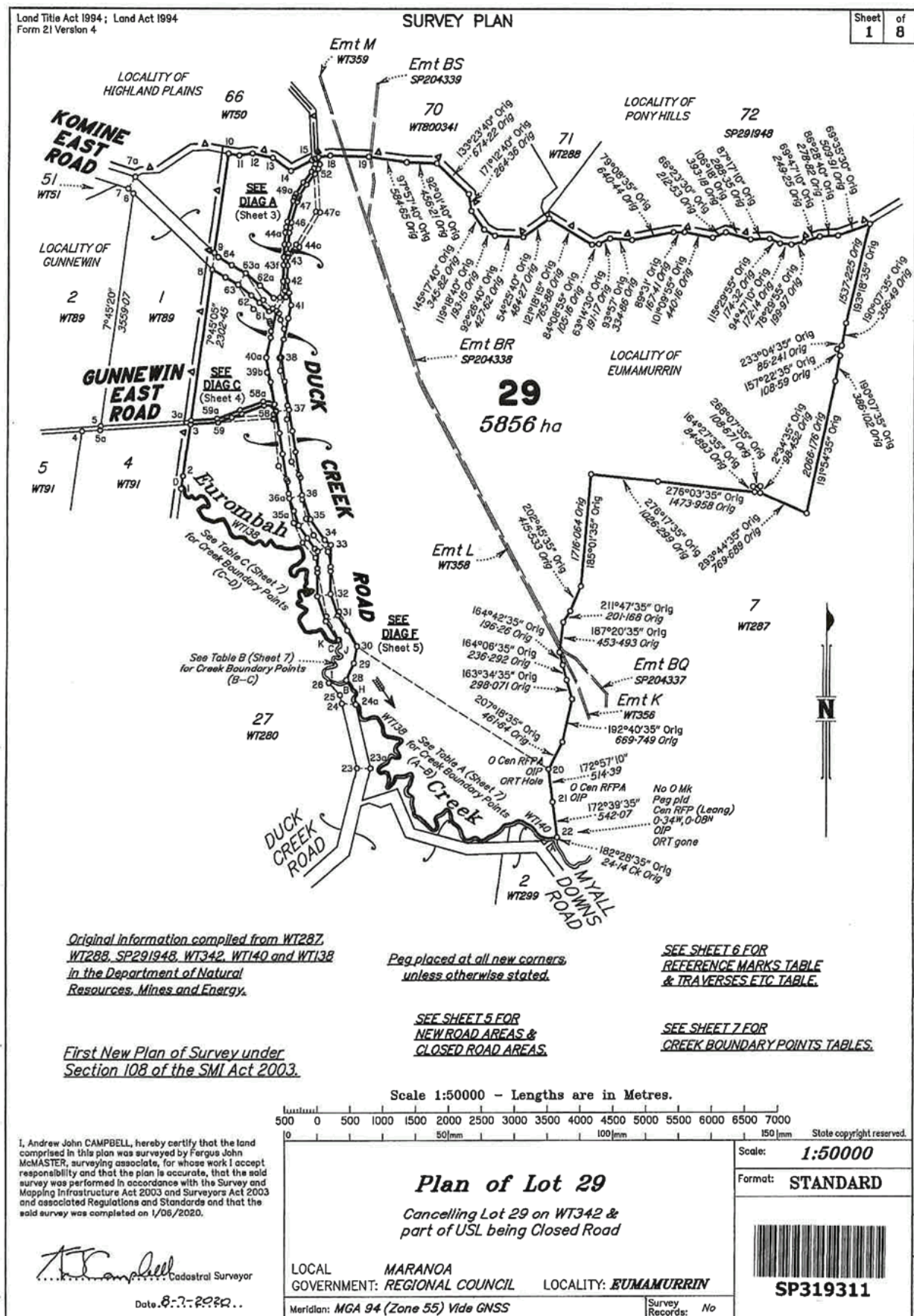
Unit 1, 17 Opal Street
PO Box 665 Emerald 4720
Phone (07) 4987 5363

Roma

22 Lewis Street
PO Box 1244 Roma 4455
Phone (07) 4622 3666

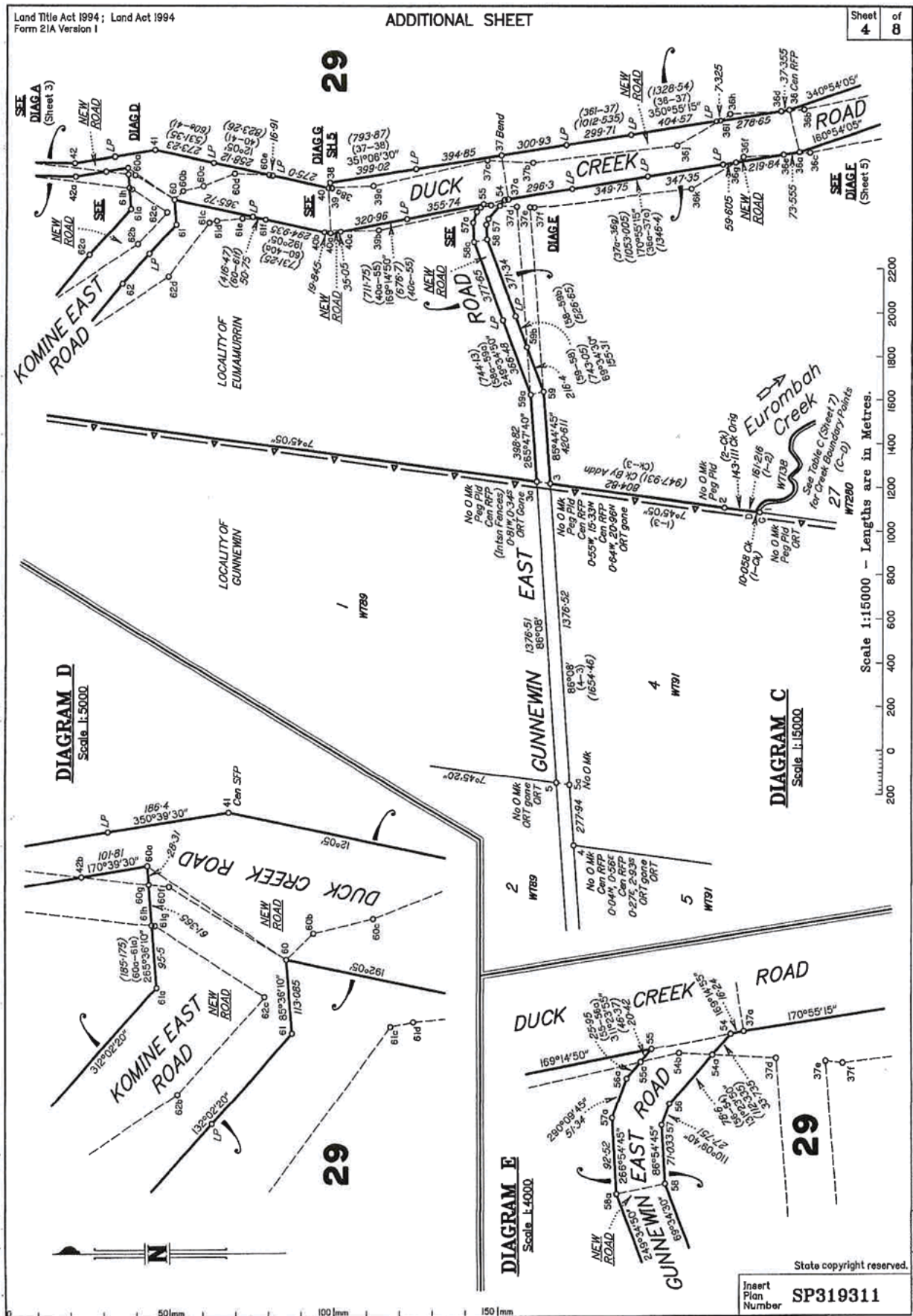
Chinchilla

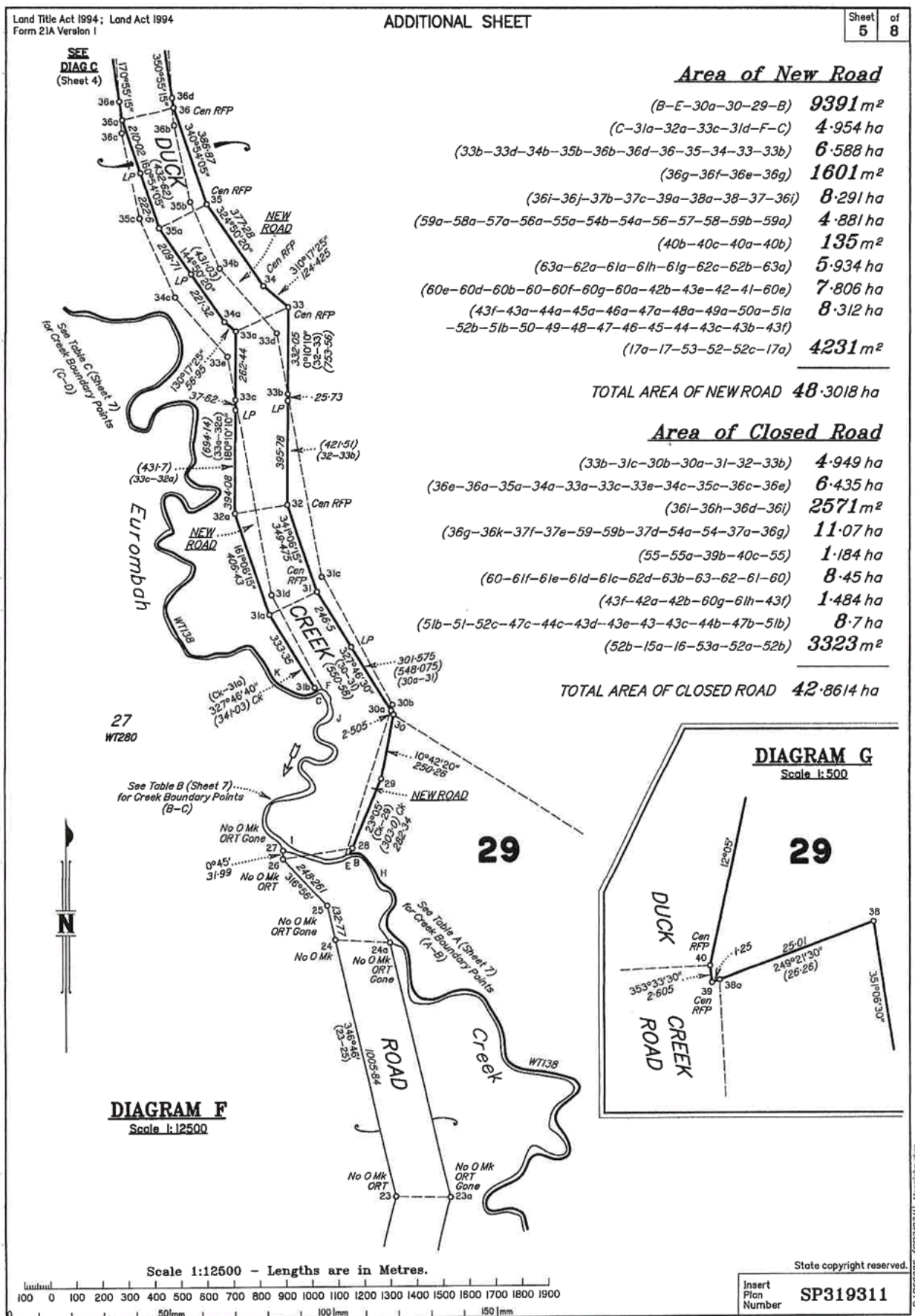
39 Agency Street
PO Box 243 Chinchilla 4415
Phone (07) 4662 8100



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Land Title Act 1994; Land Act 1994
Form 21A Version 1

ADDITIONAL SHEET

Sheet
6 of
8

REFERENCE MARKS					TRAVERSES ETC		
STN	TO	ORIGIN	BEARING	DIST	LINE	BEARING	DISTANCE
1	Pin		102°17'	1-02	G-D	7°45'	8-047
1	ORT	102/WT138	152°55'05"	15-309	3-3a	7°45'05"	61-627
3	Pin		13°22'	1-02	5a-5	7°45'20"	61-614
3	ORT Gone	14/WT91	231°30'05"	7-202	7-7a	29°43'10"	207-364
3a	Pin		16°18'	1-16	8-9	7°45'05"	248-657
3a	ORT Gone	15/WT89	113°28'05"	9-173	16-17a	65°26'05"	40-277
4	ORT Gone	21/WT91	206°43'	10-38	17a-17	65°26'10"	21-52
4	ORT	21/WT91	113°07'	21-867	17a-52c	176°33'30"	176-925
5	ORT Gone	28/WT89	349°23'20"	8-107	23-23a	90°46'	207-324
5	ORT	28/WT89	44°43'20"	12-291	24-24a	92°56'	209-456
6	ORT	29/WT89	227°15'20"	2-917	26-28	81°15'50"	268-71
6	ORT Gone	29/WT89	153°29'20"	5-371	26-36a	255°54'40"	20-767
7	ORT Gone	25/WT89	217°12'05"	9-254	30-20	122°21'	3458-25
7a	Pin		70°08'	0-955	30a-E	197°33'50"	555-11
7a	ORT Gone	24/WT89	138°45'05"	10-441	30b-30a	197°33'50"	14-28
8	Pin		34°31'	1-13	31-31a	244°26'20"	201-361
8	ORT Gone	27/WT89	200°45'05"	22-028	31c-30b	151°12'40"	578-4
9	Pin		178°27'	1-05	31d-F	151°12'40"	408-38
9	ORT Gone	26/WT89	255°09'05"	5-23	32-32a	260°38'15"	202-8
10	Pin		121°41'	0-73	33-33a	245°13'50"	220-587
10	ORT Gone	23/WT89	171°05'	9-676	33b-31c	169°24'50"	707-32
10	ORT Gone	23/WT89	208°45'05"	11-889	33b-33d	349°24'50"	235-59
11	Pin		53°19'	1-83	33c-31d	169°24'50"	753-84
12	Pin		24°35'	1-51	33c-33e	349°24'50"	166-49
12	ORT Gone	29/WT50	31°50'50"	16-355	33d-34b	318°45'05"	329-4
13	Pin		164°18'	0-985	33e-34c	318°45'05"	303-95
13	ORT Gone	30/WT50	67°18'50"	28-968	34b-35b	335°31'20"	274-35
14	Pin		14°01'	1-02	34c-35c	335°31'20"	326-02
14	ORT Hole/ Tree Lying out	31/WT50	3°22'50"	21-424	35-35a	242°52'15"	201-981
15	ORT Gone	16/WT50	309°20'50"	25-79	35b-36b	348°03'40"	295-82
16	Pin		350°12'	2-2	35c-36c	348°03'40"	330-91
17	OIP	27/WT288	176°48'10"	1-004	36-36a	255°54'40"	200-767
18	OIP	28/WT288	177°06'40"	1-0	36b-36d	355°28'50"	105-08
19	OIP	29/WT288	184°48'40"	1-0	36c-36e	355°28'50"	120-81
20	OIP	29/WT287	100°08'10"	0-632	36f-36e	175°28'50"	183-24
20	ORT Hole	29/WT287	237°58'10"	11-909	36g-36f	149°31'40"	39-935
21	OIP	30/WT287	82°49'10"	0-604	36g-36k	329°34'15"	234-81
22	OIP	31/WT287	150°38'35"	1-609	36h-36d	175°28'50"	232-07
22	ORT Gone	31/WT287	82°50'35"	45-846	36i-36h	149°37'	50-785
23	ORT	9/WT138	226°40'	16-918	36j-36j	329°37'	228-34
23a	ORT Gone	9a/WT138	108°46'	6-397	36j-37b	353°19'50"	662-94
24	Pin		147°12'	1-79	36k-37f	353°17'45"	722-66
24a	Pin		231°00'	1-09	37-37a	261°00'50"	200-0
24a	ORT Gone	15/WT138	317°15'	7-091	37b-37c	3°00'20"	208-635
25	Pin		61°19'	1-16	37c-39a	347°34'10"	534-2
25	ORT Gone	10/WT138	183°22'	11-527	37d-54a	2°59'30"	77-175
26	Pin		39°33'	0-36	37e-59	265°39'05"	648-01
26	ORT	11/WT138	235°06'	7-302	37f-37e	5°46'50"	20-705
27	ORT Gone	12/WT138	280°31'	5-653	37g-38a	367°10'45"	190-125
28	Pin		19°59'	1-0	38a-40c	357°27'50"	185-48
29	Pin		200°24'	0-88	40-40a	270°40'10"	204-035
30	Pin		143°20'	0-81	40b-40c	177°27'50"	53-89
31	Pin		231°20'	1-18	42-42a	265°57'50"	60-258
31a	Pin		86°30'	0-99	42b-43a	6°30'15"	373-63
31b	Pin		103°13'	1-086	42b-60g	186°30'15"	103-3
32	Pin		254°26'	1-45	43-43a	272°17'30"	60-01
32a	Pin		124°06'	0-83	43b-43c	44°01'40"	76-365
33	Pin		207°48'	1-566	43b-43f	186°27'05"	113-03
33a	Pin		55°18'	0-877	43c-44b	44°01'40"	180-46
34	Pin		244°26'	0-945	43d-43e	186°30'15"	97-195
34a	Pin		65°11'	0-708	44-44a	275°40'25"	60-051
35	Pin		227°44'	1-59	44b-47b	30°29'50"	590-77
35a	Pin		89°52'	0-907	44c-43d	223°53'40"	243-48
36	Pin		245°22'	0-773	45-46a	284°10'20"	60-018
36a	Pin		83°01'	0-602	47-47a	286°36'35"	60-01
37	Pin		258°40'	1-436	47b-51b	356°27'55"	559-0
38	Pin		222°06'	1-536	47c-44c	210°29'50"	616-41
40	Pin		269°11'	1-19	51-51a	305°57'	60-025
40a	Pin		62°30'	0-769	51b-52b	356°27'50"	95-81
41	Pin		246°48'	1-34	52b-15a	359°27'50"	134-485
42	Pin		257°21'	1-254	52c-47c	176°33'30"	654-58
42a	Pin		73°30'	1-193	54-55	349°14'55"	97-782
43	Pin		276°18'	1-043	54b-54a	182°59'30"	40-32
43a	Pin		101°38'	1-222	55a-39b	347°34'10"	477-21
44	Pin		248°11'	0-86	55a-54b	167°34'10"	48-125
44a	Pin		67°32'	0-674	58-58a	348°14'40"	60-693
46	Pin		348°07'	1-936	59-59a	347°13'40"	60-606
46a	Pin		44°06'	2-243	59b-37d	85°39'30"	647-32
47	Pin		356°38'	2-047	59b-59a	265°39'30"	216-82
47a	Pin		35°41'	2-427	60-60a	33°53'30"	254-81
49	Pin		2°58'	2-375	60-60f	31°38'40"	210-47
49a	Pin		37°49'	1-938	60b-60	315°36'50"	56-685
51	Pin		351°06'	1-03	60c-60b	346°21'	95-15
51a	Pin		32°13'	1-807	60d-60c	338°49'50"	153-72
53	Pin		357°46'	2-513	60a-60d	2°02'30"	155-775
53a	Pin		26°25'	3-04	60f-60g	6°30'15"	30-365
54	Pin		96°54'	0-733	61c-62d	306°49'40"	309-37
55	Pin		305°28'	0-793	61d-61c	346°33'30"	35-635
58	Pin		69°05'	0-773	61e-61d	354°47'55"	116-82
58a	Pin		150°59'	0-835	61f-61e	1°29'40"	97-06
59	Pin		353°48'	1-027	61g-62c	213°18'45"	201-05
59a	Pin		159°55'	1-052	61h-43f	6°27'05"	493-56
60	Pin		48°01'	1-028	61h-61g	186°27'05"	4-4
60a	Pin		61°21'	1-267	62b-63a	326°21'50"	482-04
63	Pin		94°58'	1-182	62c-62b	312°31'40"	197-39
63a	Pin		240°45'	1-58	62d-63b	326°36'30"	464-6
					63-63a	34°40'45"	200-731

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ADDITIONAL SHEET

Sheet 7 of 8

TABLE A			TABLE A (Cont.)			TABLE B			TABLE C			TABLE C (Cont.)		
CREEK POINTS			CREEK POINTS			CREEK POINTS			CREEK POINTS			CREEK POINTS		
BEARING	DISTANCE		BEARING	DISTANCE		BEARING	DISTANCE		BEARING	DISTANCE		BEARING	DISTANCE	
288°36'30"	31-904	Orig	39°17'20"	16-788	Orig	235°24'	4-335	E	229°03'20"	26-68	Orig	304°59'35"	56-685	Orig
286°57'30"	36-812	Orig	13°48'15"	17-225	Orig	237°08'	22-46	E	263°01'55"	41-472	Orig	287°15'50"	47-538	Orig
254°07'10"	35-986	Orig	11°47'20"	31-77	Orig	260°02'55"	41-472	Orig	298°32'15"	57-051	Orig	313°31'10"	26-952	Orig
260°42'05"	23-546	Orig	19°53'	4-498	Orig	259°09'10"	31-23	Orig	297°19'55"	59-592	K Orig	336°08'55"	42-769	Orig
280°41'05"	50-292	Orig	17°04'05"	54-945	Orig	293°44'20"	29-906	Orig	337°40'35"	52-226	Orig	273°50'20"	51-72	Orig
280°33'45"	30-056	Orig	353°19'05"	20-117	Orig	286°36'50"	37-694	Orig	326°36'30"	50-453	Orig	275°04'10"	47-349	Orig
287°15'05"	38-028	Orig	326°45'10"	22-491	Orig	285°23'40"	51-288	Orig	319°44'40"	50-332	Orig	242°20'05"	14-225	Orig
303°47'25"	44-439	Orig	348°38'15"	63-483	Orig	303°50'05"	54-209	Orig	326°54'10"	14-24	Orig	265°05'10"	47-817	Orig
316°34'45"	30-442	Orig	312°09'20"	13-36	Orig	321°16'	25-446	Orig	234°30'	39-67	Orig	312°32'45"	38-158	Orig
325°34'	21-003	Orig	298°26'05"	42-809	Orig	294°42'05"	28-449	Orig	281°56'30"	54-186	Orig	313°43'30"	54-247	Orig
327°25'10"	44-53	Orig	255°24'35"	41-276	Orig	313°08'10"	44-983	Orig	231°43'	33-647	Orig	351°08'45"	52-804	Orig
322°28'50"	51-72	Orig	258°04'15"	52-804	Orig	5°03'55"	46-79	Orig	275°26'20"	67-5	Orig	335°41'30"	50-332	Orig
303°57'30"	62-17	Orig	345°10'15"	46-963	Orig	38°20'05"	18-667	Orig	329°58'15"	18-51	Orig	333°24'05"	50-992	Orig
287°35'35"	31-134	Orig	35°22'55"	38-986	Orig	1°04'15"	16-453	Orig	319°11'50"	14-95	Orig	327°41'25"	40-434	Orig
299°35'30"	50-453	Orig	58°35'35"	52-226	Orig	57°17'50"	29-905	Orig	333°58'25"	30-442	Orig	307°39'05"	14-718	Orig
308°30'50"	51-72	Orig	68°35'35"	55-786	Orig	88°15'40"	51-288	Orig	302°54'30"	12-881	Orig	258°09'05"	46-269	Orig
272°17'20"	87-197	Orig	47°31'30"	50-44	Orig	76°57'05"	52-304	Orig	34°34'05"	18-105	Orig	249°39'20"	51-72	Orig
222°04'25"	29-169	Orig	13°42'10"	57-641	Orig	68°21'40"	49-473	Orig	330°15'30"	51-288	Orig	271°50'55"	35-46	Orig
246°31'05"	38-222	Orig	65°15'40"	47-167	Orig	19°22'	16-955	Orig	13°10'30"	30-707	Orig	292°51'05"	53-398	Orig
252°13'45"	40-434	Orig	125°12'05"	57-434	Orig	333°43'40"	46-852	Orig	45°49'20"	22-411	Orig	280°39'35"	55-786	Orig
259°52'25"	56-685	Orig	80°25'40"	74-872	Orig	309°23'50"	51-72	Orig	32°47'50"	38-412	Orig	297°12'40"	50-932	Orig
263°01'50"	47-518	Orig	351°07'	66-27	Orig	11°51'55"	24-883	Orig	52°39'30"	50-453	Orig	341°17'35"	49-111	Orig
210°30'35"	31-807	Orig	329°37'45"	59-55	Orig	42°36'	21-003	Orig	52°10'15"	28-235	Orig	320°20'15"	41-472	Orig
231°08'30"	50-653	Orig	27°41'40"	42-627	Orig	127°12'40"	51-288	Orig	16°28'40"	30-707	Orig	330°44'45"	24-307	Orig
233°24'40"	50-453	Orig	53°49'40"	50-653	Orig	74°24'55"	65-28	Orig	359°03'20"	13-386	Orig	33°38'20"	25-203	Orig
244°49'40"	50-653	Orig	46°59'05"	44-267	Orig	35°51'35"	32-437	Orig	329°39'10"	18-215	Orig	61°13'45"	22-937	Orig
251°28'50"	51-72	Orig	23°28'05"	26-0	Orig	0°41'20"	29-368	Orig	290°14'25"	40-434	Orig	59°33'25"	46-364	Orig
228°53'40"	50-932	Orig	316°47'30"	36-266	Orig	305°37'15"	35-045	Orig	304°41'50"	26-46	Orig	108°29'25"	37-956	Orig
235°22'05"	31-766	Orig	283°08'05"	6-035	Orig	282°33'30"	52-895	Orig	305°24'50"	24-473	Orig	115°08'40"	25-762	Orig
262°07'40"	53-058	Orig	288°48'45"	40-434	Orig	359°11'10"	54-522	Orig	55°28'45"	67-469	Orig	35°38'	9-31	Orig
270°51'05"	12-07	Orig	283°08'05"	42-245	Orig	82°49'40"	36-266	Orig	68°33'10"	19-084	Orig	2°05'20"	11-793	Orig
314°40'55"	69-716	Orig	283°08'05"	38-222	Orig	54°35'25"	34-199	Orig	73°15'10"	10-633	Orig	351°13'35"	40-733	Orig
261°45'40"	50-932	Orig	272°47'50"	44-983	Orig	336°19'25"	31-423	Orig	349°55'30"	10-773	Orig	331°00'05"	44-257	Orig
236°38'10"	60-81	Orig	280°36'45"	46-312	Orig	23°53'40"	13-355	Orig	337°02'45"	49-095	Orig	331°00'05"	40-234	Orig
268°33'40"	50-332	Orig	297°09'50"	40-787	Orig	329°28'	2-412	Orig	338°46'50"	51-72	Orig	314°04'25"	48-364	Orig
268°35'40"	24-599	Orig	331°16'55"	30-546	Orig	327°46'45"	28-591	Orig	2°41'25"	43-052	Orig	275°57'40"	44-679	Orig
326°25'40"	5-502	Orig	359°45'50"	51-72	Orig	306°34'25"	20-18	F	92°58'45"	55-93	Orig	251°42'30"	10-258	Orig
320°35'05"	38-852	Orig	350°50'30"	50-453	Orig	279°43'	2-55	F	152°07'40"	50-653	Orig	228°01'35"	49-111	Orig
337°44'55"	28-235	Orig	333°20'	56-618	Orig	247°40'30"	21-075	C	156°08'10"	22-37	Orig	236°27'10"	35-986	Orig
341°50'05"	40-234	Orig	321°58'55"	38-975	Orig				100°49'40"	20-98	Orig	321°41'20"	54-166	Orig
333°08'50"	45-567	Orig	339°58'10"	43-333	Orig				60°54'50"	61-183	Orig	315°27'	32-994	Orig
310°31'45"	45-766	Orig	301°49'50"	55-609	Orig				51°27'05"	10-058	Orig	210°35'10"	32-994	Orig
307°35'45"	40-434	Orig	274°20'15"	47-821	Orig				60°11'50"	26-46	Orig	252°26'50"	37-297	Orig
303°25'40"	40-434	Orig	253°14'40"	50-453	Orig				43°19'15"	28-449	Orig	316°54'20"	55-307	Orig
329°26'50"	44-758	Orig	240°04'25"	52-804	Orig				11°36'45"	17-062	Orig	349°22'05"	50-71	Orig
353°28'45"	44-758	Orig	274°59'15"	32-227	Orig				310°09'	27-452	Orig	6°20'25"	15-712	Orig
351°22'35"	52-804	Orig	273°47'20"	29-996	Orig				264°37'30"	52-226	Orig	359°09'15"	50-71	Orig
329°41'05"	52-226	Orig	321°37'	43-005	Orig				297°15'20"	37-334	Orig	294°45'50"	57-565	D Orig
232°02'40"	67-584	Orig	345°38'30"	35-132	Orig				312°32'40"	45-037	Orig			
203°00'25"	25-206	Orig	356°18'05"	73-777	Orig				42°49'15"	46-963	Orig			
228°02'30"	32-25	Orig	352°12'	53-452	Orig				46°16'45"	15-712	Orig			
247°15'35"	52-226	Orig	311°17'05"	37-508	Orig				356°05'05"	24-14	Orig			
247°33'50"	29-291	Orig	332°32'50"	58-924	Orig				344°48'30"	41-03	Orig			
216°12'05"	53-536	Orig	5°07'55"	43-005	Orig				12°47'	42-005	Orig			
182°06'45"	65-915	Orig	43°09'45"	21-384	Orig				5°32'50"	24-473	Orig			
155°55'30"	41-03	Orig	37°21'25"	41-276	Orig				7°23'40"	41-03	Orig			
182°59'15"	34-654	Orig	340°35'55"	56-825	Orig				7°23'40"	41-03	Orig			
218°18'30"	27-943	Orig	289°51'40"	48-43	Orig				299°46'30"	8-151	Orig			
254°31'20"	28-987	Orig	338°42'40"	41-03	H Orig				283°53'20"	8-151	Orig			
271°01'30"	9-013	Orig	328°06'45"	66-833					271°17'10"	16-359	Orig			
312°32'40"	50-332	Orig	310°55'15"	60-399					263°31'25"	34-376	Orig			
319°24'30"	50-453	Orig	235°41'	26-45	B				255°57'45"	53-678	Orig			
312°32'40"	50-332	Orig							219°00'20"	59-438	Orig			
319°17'30"	51-505	Orig							184°17'50"	54-166	Orig			
306°13'45"	36-733	Orig							291°57'30"	61-315	Orig			
317°57'30"	42-436	Orig							313°29'25"	9-838	Orig			
278°08'15"	46-312	Orig							340°48'40"	51-524	Orig			
325°02'50"	18-547	Orig							25°18'30"	50-653	Orig			
303°03'20"	24-473	Orig							48°05'50"	43-935	Orig			
51°17'35"	33-597	Orig							77°09'05"	48-364	Orig			
349°04'55"	41-469	Orig							65°50'30"	21-76	Orig			
339°27'30"	50-653	Orig							46°46'20"	47-817	Orig			
348°35'30"	50-332	Orig							45°38'50"	51-72	Orig			
13°46'35"	56-685	Orig							19°35'50"	55-556	Orig			
156°35"	52-226	Orig							354°27'	60-898	Orig			
289°36'45"	84-251	Orig							333°21'20"	51-72	Orig			
340°50'30"	57-186	Orig							329°59'35"	69-367	Orig			
21°06'40"	37-841	Orig							264°02'50"	52-12	Orig			
43°32'30"	30-707	Orig							244°02'35"	56-685	Orig			
35°26'	50-453	Orig							269°13'40"	50-332	Orig			
72°14'40"	50-453	Orig							264°40'30"	50-653	Orig			
18°46'40"	50-653	Orig							282°49'40"	51-288	Orig			
352°18'	78-074	Orig							300°31'05"	62-24	Orig			
277°51'35"	27-218	Orig							248°22'25"	60-552	Orig			
254°51'05"	41-559	Orig							317°48'10"	63-168	Orig			
237°24'40"	50-932	Orig							330°48'45"	78-559	Orig			
264°14'45"	52-804	Orig							263°52'10"	21-003	Orig			

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ADDITIONAL SHEET

Sheet
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8

Reinstatement Report

- The intention of this plan is to convert the GHPL 36/8007 B over Lot 29 on WT342 to a Deed of Grant. Part of the conditions required that permanent road closure and road opening actions took place according to plan DWG 19/034, which formed part of the SLAM letter of offer.
- Stns 20, 21 and 22 were reinstated from reference marks adjacent to those Stns for the purpose of compiling the Creek Boundary from original field notes for WT140, WT138 and WT287. Similarly, Stns 23 and 25 were reinstated from the ORTs adjacent to those Stns. Deed distance was observed between the ORTs and the meridian that was within 5" of that observed between Stns 1-9. Stns 24, 24a and 25 were reinstated at Deed bearing and distance from Stn 26, vide WT138.
- Stns 17-19 were reinstated using OIPs adjacent to those Stns. Good angular and linear agreement was observed between these marks when compared to WT288. An OSP at Stn 15 also agreed with the meridian observed between the reinstated positions of Stns 17-19.
- Stns 5 and 6 were reinstated using ORTs adjacent to those corners. 0.61m excess was observed between the reinstated positions. A meridian comparison was then carried out between Stns 6-1 which showed a difference in meridian of 7°45' 05", which is consistent with the difference in meridian observed between Stns 5-6. Stn 8 was reinstated by intersecting the bearings produced from Stn 6 and 1 and maintaining Deed internal angle at Stn 8. Stn 9 was reinstated by laying over Deed road width. Stn 3a was reinstated by proportioning 585mm excess between Stns 1-8. Deed road width was maintained between Stns 3-3a.
- This results in an internal angle at Stn 3a within 5" of Deed. We also agree with the ORT adjacent to Stn 4 and maintain Deed road width between 5-5a.
- Stn 9 was reinstated at Deed bearing and distance from Stn 8. A bearing and distance comparison between Stns 8-15 showed that there is 435mm of shortage compared to Deed. Because WT89 shows a 'reads' bearing north of our Stn 9 as being -20" we have applied that same difference, meaning the line between Stns 9-10 is -20" compared to the bearing between Stns 1-9. We applied the proportion of the 435mm shortage to reinstate Stn 10. If we maintained a straight line through Stn 9 it would put an additional 150mm shortage between Stns 10-15.
- Straight line adjustment between Stns 10-15 now shows 340mm shortage. This was proportioned to reinstate Stns 11-14. We are within 15" of maintaining Deed internal angle at Stn 10, compared to WT89.
- The unsurveyed road, shown dashed and contained in the traverse table on Sheet 6, has been derived from the DCDB. It has been adjusted to best fit between our known external boundary locations for the purposes of calculating road action areas.

Creek Report

The majority of the Eurombah Creek boundary of Lot 29 has been compiled from WT138 and WT140, both surveyed in 1929. The 1928 directions, which would have been applicable to the original surveys, don't explicitly refer to the definition of watercourse boundaries, so it is inferred that these surveys would have been guided by the 1916 directions. The 1916 directions state that the measurement should be taken to the edge of the bank. The 'bank' being the feature which limits the main or principle watercourse under normal conditions.

Where our new right line road boundaries, for Duck Creek Road, intersect Eurombah Creek we have surveyed part of the existing top bank of the creek sufficient to provide continuity with the compiled lengths. The surveyed sections of the creek boundary are between Creek Boundary Points H-B-E-I and J-F-C-K.

We have taken field measurements at Creek Boundary Points A, D and G too, which when compared to the compiled location of the original Creek boundary from field notes confirmed that the original surveyor located the top bank feature of Eurombah Creek.

The feature satisfies the location criteria of s.100 of the SMIA in that it is stable, although sparsely vegetated in places, and not in the bed of the watercourse.

Along with the field observations we made to the creek we compared the original location, plotted from the field notes, with QGlobe and Google Earth Imagery. The compiled location of the Creek Boundary agreed very well the Images, but not the DCDB overlay, which is not unusual for more regional areas. The comparison showed that the creek bank is to the greatest practicable extent in the same location as that showed on WT138 and WT140. Whilst we have surveyed sections of the creek bank where our new right lines boundaries intersect, it would not be practical to resurvey the entirety of the creek boundary for Lot 29 due to its length and it would not necessarily add to the outcome of the survey. Therefore this survey satisfies the requirements of s.107 of the SMIA.

State copyright reserved.

Insert
Plan
Number

SP314239

DU1602065 (SP314239) Henricks.dwg

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 12 October 2020

Item Number: 13.3

File Number: D20/96569

SUBJECT HEADING: Memorandum of Understanding - GIVIT and Maranoa Regional Council

Classification: Open Access

Officer's Title: Associate to the Director / Directorate Budget & Emergency Management Coordination

Executive Summary:

Council has a current memorandum of understanding with GIVIT that is due to expire in October 2020. A three-year draft memorandum of understanding for the period October 2020 to October 2023 has been written for Council's consideration.

GIVIT offers all Queensland Local Governments a free Disaster Recovery Service that supports charities, frontline services, agencies and governments by coordinating the deluge of donations that commonly occurs post-disaster and ensures offers of good quality goods and services are allocated to meet specific needs.

Officer's Recommendation:

That Council authorise the CEO or delegate to enter into a memorandum of understanding with GIVIT for the purpose of assisting Council and the community during the recovery phase of a disaster within the region.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
MoU	Memorandum of Understanding

Context:

Why is the matter coming before Council?

Current MoU is due to expire in October 2020, to ensure the service continues with GIVIT a new MoU is required to be signed.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

By way of Background, GIVIT works in partnership with the Queensland Government for the management of all offers of goods and services during the response and recovery phase of all activated disasters.

GIVIT offers all Queensland Local Governments a free Disaster Recovery Service that supports charities, frontline services, agencies and governments by coordinating the deluge of donations that commonly occurs post-disaster and ensures offers of good quality goods and services are allocated to meet specific need.

GIVIT offer the following services:

- Reduces the administration costs associated with traditional models of managing unwanted and/or inappropriate donations
- Provides an online virtual warehouse thus eliminating storage, distribution and disposal issues
- Is able to manage all offers and requests of goods and services as well as receive financial donations which are used to purchase items from local providers
- Provides a predetermined council contact with a daily list of offers of services. GIVIT will also advise the LDMG of high profile and major offers of assistance
- Targets the needs of those affected, ensuring communities get exactly what they need, when they need it most
- Recognises the need to respect the dignity of people affected by meeting their needs confidentially
- Is scalable with application from localised to widespread disasters
- Has a robust website to manage surge periods
- GIVIT is committed to supporting the recovery of the local economy of affected communities and will purchase items from local businesses wherever possible
- Utilises corporate donations, but GIVIT will reject the offer if it feels the donation will harm the local economy.

Council and GIVIT can work together to ensure good planning prior to an event by:

- Including GIVIT in Council's local disaster plan,
- Agree on a single person who will have contact with GIVIT,
- Adopt GIVIT's public messaging – all offers of goods and services to be directed to GIVIT's website - givit.org.au,
- Obtain GIVIT's logo, speaking notes, media messaging, call centre scripts, website copy, and
- Signing an MoU with GIVIT.

GIVIT is a free service available to all agencies, services and charities in Australia working directly with impoverished, marginalised and vulnerable people and GIVIT is a national not-for-profit organisation connecting those who have with those who need, in a private and safe way.

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)

GIVIT's services and the MoU to be included in Council's Local Disaster 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)

Jo Beadle, GIVIT Queensland Manager

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?

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
Not signing MoU	Will result in Council having to manage and distribute donated goods.

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)

Enter into a three-year MoU with GIVIT.

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 authorise the CEO or delegate to enter into a memorandum of understanding with GIVIT for the purpose of assisting Council and the community during the recovery phase of a disaster within the region.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

Supporting Documentation:

1  Draft Memorandum of Understanding between GIVIT and Maranoa Regional Council October 2020 D20/96549

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

MEMORANDUM OF UNDERSTANDING

GIVIT Listed Ltd and Maranoa Regional Council

This Memorandum of Understanding is made between GIVIT Listed of 37 Montpelier Rd, Bowen Hills and Maranoa Regional Council, Cnr Bungil and Quintin Streets, Roma to manage the donation of goods and services in times of disaster and is not legally binding on either party. Local governments may also activate GIVIT to manage an appeal after a localised emergency event.

1. Background

GIVIT has been in partnership with the Queensland Government since 2013 to manage all offers of donated goods and services, including corporate offers of assistance, after disasters.

GIVIT's Disaster Recovery Service is funded by the State Government via Department of Communities, Disability Services and Seniors.

GIVIT's unique online portal allows the public and corporates to see exactly what is required by communities and enables people to pledge items and services to meet these needs.

GIVIT's virtual warehouse removes the need for frontline services to physically collect, sort and store donations. This significantly reduces the administrative and financial burden for recovery agencies and relieves the need to redirect valuable resources away from critical response and recovery activities.

Working with local government disaster management groups and frontline services, GIVIT will identify and, if necessary, broker donations to meet specific community needs.

GIVIT works with councils, within the Queensland Disaster Management legislation and the agreed Queensland Disaster Management Arrangements.

2. Rationale/Scope

As part of a partnership with the Queensland Government, GIVIT will manage all offers of donated goods and services including corporate offers of assistance for Maranoa Regional Council in the event of a disaster.

3. Goals and Objectives

Goals of the partnership

- To reduce the amount of unsolicited donations received by Maranoa Regional Council in times of disaster.
- To meet the immediate material needs of the local community in times of disaster.

Objectives of the partnership

- During disasters, all goods and services are to be donated through the GIVIT online platform (givit.org.au) and distributed to those in need via local disaster management groups and/or existing welfare agencies.
- During disasters, council and local welfare agencies will request goods and services through the GIVIT online platform (givit.org.au) to meet the needs of affected members of the local community.
- During disasters, GIVIT will broker donations on behalf of Maranoa Regional Council and local welfare agencies to meet specific community needs.

4. Appeals

Maranoa Regional Council may also activate GIVIT after a localised emergency event to run a cash only appeal, or combined cash and goods appeal, to meet the immediate and emerging needs of the affected person/s.

GIVIT's Appeals Policy (Appendix B) outlines the need for an appeal to be supported by Maranoa Regional Council as the official appeal, and for an independent Appeal Distribution Committee to be established to quickly and fairly distribute received funds.

GIVIT has successfully managed prominent national appeals and distributed more than \$1.52 million, including the Ravenshoe Café Explosion Appeal with Tablelands Regional Council in 2015, and the Gold Coast Appeal after the Dreamworld ride tragedy with the City of Gold Coast in 2016.

GIVIT holds Deductible Gift Recipient status and donors are issued with an official receipt.

5. Contact Information

Organisation: GIVIT Listed LTD

Contact: Jo Beadle

Title: Queensland Manager

Address: 37 Montpelier Rd, Bowen Hills QLD 4006

Telephone: 0448 480 083

Email: jo.beadle@givit.org.au

Organisation: Maranoa Regional Council

Contact: Local Disaster Coordinator/Disaster Management Officer

Address: Cnr Bungil and Quintin Streets, Roma

Telephone: 1300 007 662

Email: ldmg@maranoa.qld.gov.au

6. Roles and Responsibilities

With respect to the management of donated goods and services in times of disaster, GIVIT will:

Prior to a disaster

- Raise awareness of GIVIT and GIVIT's online platform to prospective local donors to promote the matching of generosity to meet community need.
- Engage local community groups to encourage them to register with GIVIT, request items of need through the GIVIT website and reserve items pledged into the GIVIT virtual warehouse.
- Through ongoing media messages, educate the public about the need for targeted quality donations during times of disaster.

During a disaster

- Provide a reliable online platform to handle all donations of goods and services.
- Receive spontaneous donations into GIVIT's virtual warehouse.
- Liaise with pre-determined council contact and key local welfare agencies to ensure needs of the local community are listed on the GIVIT website.
- Liaise with Local Disaster Coordinator or approved delegate and key local welfare agencies to ensure quality goods get to those in need within the local community.
- Utilise GIVIT's media and social media channels to inform the public of the correct channel for donating and the needs of the local community during and after an event.
- Provide Maranoa Regional Council with daily email of significant offers of assistance.
- Broker donations on behalf of Maranoa Regional Council and local welfare agencies to meet specific community needs.
- Purchase items from local businesses wherever possible.
- Arrange transportation of major donations.

With respect to the management of donated goods and services in times of disaster, Maranoa Regional Council will:

Prior to a disaster

- Integrate GIVIT into Maranoa Regional Council's Local Disaster Management Plan.
- Provide GIVIT's Queensland Manager a single point of contact in times of disaster.
- Promote that, if goods are to be donated, they should be directed via the GIVIT online platform (givit.org.au) to meet the needs of established welfare agencies, including but not limited to:
 - Directing people who want to donate from the Council website to the GIVIT website
 - Incorporating GIVIT messages into Call Centre scripts
 - Informing local welfare agencies of the GIVIT service
 - Including GIVIT key messages in Council newsletter

During a disaster

- Notify GIVIT's Queensland Manager of local disaster activation.
- Inform GIVIT's Queensland Manager of the material needs of the local community.
- Encourage council personnel, local agencies and council service providers to request items required by the local community through the GIVIT website.
- When required, provide logistics support to GIVIT to deliver needed items to affected members of the local community.

- Promote that, if goods are to be donated, they should be directed via the GIVIT online platform (givit.org.au) to meet the needs of established welfare agencies, including but not limited to:
 - Providing GIVIT key messages to key council spokespeople
 - Including GIVIT key messages in relevant media release

7. Meetings

To accomplish these objectives, partners will meet at least annually for the purpose of planning, monitoring and evaluating outcomes. Following a disaster event, parties will meet to evaluate the effectiveness of the service. If required, due to geographic constraints, meetings will take place via telephone or video conference.

8. Communication, Information Sharing and Consultation Processes

During a disaster, GIVIT will provide Maranoa Regional Council regular donation status updates through a predetermined point of contact. As part of the evaluation of the program, GIVIT will provide Maranoa Regional Council with a summary of donation activity following a disaster.

9. Conflict Resolution

This agreement can be dissolved by any party at any time. Disputes, where possible and appropriate, will be resolved in the first instance by the persons involved. If Maranoa Regional Council is still dissatisfied with the outcome the matter should be elevated to GIVIT's CEO Sarah Tennant at sarah@givit.org.au to discuss any unresolved issues.

10. Review and Evaluation

A three year review of the partnership will be undertaken to assess the effectiveness of the service to meet its goals and objectives.

If in the event of a disaster event, a review will be conducted at the completion of the recovery phase.

11. Resources

GIVIT will provide Maranoa Regional Council with:

- Access to GIVIT's online donation management portal.
- Access to GIVIT's volunteer base to help broker needs of the local community following a disaster.
- A single point of contact in times of disaster – Jo Beadle, Queensland Manager.
- Communication materials including:
 - Speaking notes
 - Media release
 - Call Centre scripts
 - Website content
 - Newsletter copy

Maranoa Regional Council will provide GIVIT with:

- A single point of contact in times of disaster.

- Access to Maranoa Regional Council's media team to help promote the GIVIT service among local constituents prior to storm season.
- Introductions to local welfare agencies and networks to ensure GIVIT is aware of the needs of the local community.
- Appropriate opportunities to promote the GIVIT service among key members of the Council, welfare agencies and local community; including but not limited to inclusion in Council newsletters and Council disaster preparation activities.
- Opportunity to participate in the Local Recovery Group and receive accurate up-to-date information during disaster activation.

12. Authorisation

This document is a statement of understanding and is not intended to create legal obligations on either party.

GIVIT

Name: Jo Beadle

Title: Queensland Manager

Date:

Signature _____

Maranoa Regional Council

Name: Julie Reitano

Title: Chief Executive Office

Date:

Signature _____

Appendix A

GIVIT Key Messages

- GIVIT partners with the Queensland Government to manage all offers of donated goods and services, including corporate offers of assistance, after disasters.
- GIVIT is a national, innovative online not-for-profit connecting those who have with those who need. Its purpose is to ensure quality goods get to where they are needed most by connecting and inspiring an online network of givers.
- GIVIT's role is to support local charities, community groups and councils in the affected regions by helping them obtain exactly is needed to assist those impacted. GIVIT's website allows everyday Australians to see exactly what is required and donate easily, safely and effectively to those who need it most.
- GIVIT's unique online "virtual warehouse" matches donated goods and services, thereby eliminating the need for organisations to physically collect, sort and store unsolicited donations. This significantly reduces the administrative and financial burden for councils and charities, saving valuable resources for critical recovery activities.
- GIVIT can also accept donations of money. 100% of funds received by GIVIT during a disaster are spent on urgently needed items and, wherever possible, the items are purchased locally.
- GIVIT assists recovery by matching donated goods and services to those with identified need.
- GIVIT does not transport goods; however GIVIT will utilise its transport contacts during periods of natural disaster.
- To see what is needed or to donate, please visit givit.org.au.

Appendix B

Appeals Policy

GIVIT is a national not-for-profit organisation connecting those who have with those in need. It channels public generosity to alleviate poverty and assists people who are impoverished, marginalised and vulnerable.

This policy outlines the standard operations of GIVIT when conducting an appeal for a disaster event where a community or more than one household is severely impacted.

GIVIT's role in this appeal is to manage the donation of goods, services and financial donations to provide essential goods or assistance to the person/s impacted by this disaster event.

A disaster is any natural or man-made event that severely affects an individual or individuals and may elicit an outpouring of assistance from the public. An appeal of this scale would require activation by a State or Local Government, and approval from GIVIT's Board.

Procedures:

- GIVIT will partner with a local charity or community group to provide items and assistance to the vulnerable person/s impacted by the specific event. GIVIT does not work directly with affected individuals.
- GIVIT will gather information about the specific event and each disaster will be assessed on a case-by-case basis. GIVIT's final decision whether to run an appeal will be determined after approval from GIVIT's Steering Committee, GIVIT's CEO and Chairman of the GIVIT Board.
- Partners will be sought to support an appeal - including government support at local and/or state level, and a financial institution to take over-the-counter donations. Other community groups should be consulted as potential participants e.g. Chamber of Commerce.
- GIVIT will not run large appeals in competition with charities and NFPs unless specifically requested by a government agency.
- Funds will be collected through the GIVIT website: givit.org.au and cash donations through the financial institution which partners with the appeal.
- 100% of funds received by GIVIT (after bank charges) will support the person/s directly affected, including any costs associated with transportation and/or delivery of goods.
- An official Appeal fund needs to be established quickly following an event, with clear direction, purpose and clarity on eligibility.

- Funds are intended to assist those most in need, including those persons who will find it difficult to recover without assistance.
- GIVIT will work with key government and community members to ensure the most effective method of fairly distributing funds. A determination will be made whether an independent Appeal Distribution Committee is needed. This will be decided after assessment of relevant issues including: the quantity of funds being donated, the number of people affected, views of the community and any concerns about the equity of access to assistance.
- Membership of an Appeal Distribution Committee should be independent and focused on the need to protect the interests of local community by striking a balance between those who understand the community and have the professional skills required.
- GIVIT must have a representative on the Appeal Distribution Committee and have input into where and how funds are distributed. Membership of the committee may vary in accordance with the nature of the event and the interests of the impacted community but should include representatives with relevant professional expertise and experience, relevant state government agencies and local government and local community representatives.
- Costs associated with attending meetings of the Appeals Committee will be the responsibility of the individuals or the organisations which they represent. No funds raised through the appeal will be used for this purpose.
- The method of disbursement of funds will be determined by the Appeal Distribution Committee. This includes when, how, how much, and to whom. Consideration should be given to the meeting of immediate and emerging needs.
- The committee established to distribute funds needs access to good quality data from those working directly with the beneficiaries.
- Early communication with the bereaved, survivors and their families is essential to manage expectations. Regular communication should be maintained throughout the appeal process.
- A closing date for the appeal should be determined early in considerations, with a date also set for the distribution of all funds.
- The Appeal Distribution Committee with undertake processes consistent with good practice including maintaining accurate minutes and records of all information, decisions and deliberations, ensuring the privacy of the circumstances of individuals assisted. At the completion of the distribution of the Appeal Funds, the Distribution Committee with provide a final report to GIVIT of the operations of the Committee including funds collected and distributed.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 25 September 2020

Item Number: 13.4

File Number: D20/91995

SUBJECT HEADING: Disposal of 25,000 Litre Water Tanks
Classification: Open Access
Officer's Title: Council Buildings & Structures Maintenance
Officer / Team Coordination

Executive Summary:

This report is tabled to seek Council's approval to dispose of two 25,000 litre water tanks that were transferred to Council at the end of the most current lease of the Injune Caravan Park.

Officer's Recommendation:

That Council:

1. Decline the disposal of the two (2) 25,000L water tanks to the Injune Golf Club Inc. for use at the Injune Golf Club.
2. Call an expression of interest for the disposal of the water tanks with only not for profit community groups and clubs being invited to submit offers.

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 Golf Club Incorporated.

Acronyms:

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

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

Acronym	Description
NIL	NIL

Context:

Why is the matter coming before Council?

Council has received correspondence from the Injune Golf Club Inc. The group is asking Council to consider gifting the two (2) x 25,000L water tanks that were acquired by Council at the end of the termination of lease between Picnic Point

Development Venture Pty Ltd and Maranoa Regional Council over the Injune Caravan Park.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

On the 25 June 2020 Council executed a deed of termination of a lease over the Injune Caravan Park described as Lot 25 on SP166550 with Picnic Point Development Venture Pty Ltd.

Pursuant to the Lease, the Parties mutually agreed that the following items, services and fittings were to remain on the Premises (in their existing condition), at the Date of Termination.

These Items Included.

- Two (2) x 25,000L water tanks – (Established and located approximately 10 meters south of the outdoor kitchen);
- 2,000L Grease Trap – (established and located approximately 10 meters south of the outdoor kitchen);
- Electrical, water and sewerage services connected to the existing demountable buildings;
- New service boxes to existing van sites, including water and electricity;
- Extension to existing camp kitchen, including additional seating, roof and concreting;
- Two (2) x sewerage dump points, including new water connections for ease of access when cleaning is required;
- 9 x Concrete slabs used as caravan sites;
- Established lawns, hedging and bottle trees;
- Refurbishment completed on Council units which were onsite at the commencement of the Lease – (Refurbishment/upgrades including furniture, fixtures and fittings);
- New signage, identical in design to old signs;
- Sewerage Pump Pit; and
- One (1) demountable building.

Council's Team Leader – Town & Surrounds (Injune) was approached by the Injune Golf Club, requesting that if Council had no immediate plans for the tanks, they would benefit the club.

There was a breakdown in communication between Council Officers and the Injune Golf Club and the Golf Club organised the collection of the tanks. Once this was brought to the attention of Council Officers, they explained the process to the Injune Golf Club and asked that a letter be sent to Council and that the tanks were to remain at the Injune Caravan Park until the letter could be tabled to Council for consideration.

This was not communicated to the volunteers that were organised by the Club to collect the tanks. As a result the two tanks were transported to the Injune Golf Club,

unknown to Council, on Saturday 29 August 2020. Following the removal, the Club had been asked to return the tanks and write a letter to Council.

A letter requesting the donation of the two tanks was sent to Council on the 24 September 2020, however the tanks remain at the Golf Club 38 Komine East Road, described as Lot 87 on WT226.

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)

In accordance with Section 227 of the Local Government Regulation 2012, local governments are required to dispose of valuable non-current assets via tender or auction. The threshold for a 'valuable' non-current asset is \$5,000 for plant or equipment, and \$10,000 for other types of non-current asset (Section 224). It is noted that the total value of the tanks, could exceed the threshold for a 'valuable' non-current asset.

As such, Council would be required to dispose of the assets via tender or auction unless one of the exceptions applies. Section 236(1)(b)(ii) lists an exception that is available for the disposal of assets to community organisations:

236 Exceptions for valuable non-current asset contracts

(1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if -

(b) the valuable non-current asset is disposed of to -

(i) a government agency; or

(ii) a community organisation; or

Council must resolve to use this exception under Section 236(2) of the Local Government Regulation 2012:

236 Exceptions for valuable non-current asset contracts

(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

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)

Fiona Vincent - Regional Sport & Recreation Development Coordinator,
Economic & Community Development.
Sandra (Kay) Crosby - Manager • Environment, Health, Waste & Rural Land 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)

Injune Golf Club – There would be a requirement to procure tanks at their expense.

Maranoa Community Groups – Other groups across the Maranoa did not have fair opportunity acquire these tanks.

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
Political	If Council chooses to give it to a community group without proper consultation or a fair opportunity for all groups to apply, it could be cause for complaint. Justified or not justified.

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 tanks have a value of approximately \$2,500 each, in their current condition. It is recommended that Council invites community groups to offer an expression of interest, to ensure all clubs and not for profit organisations have an equal opportunity to acquire the tanks.

It is also worth considering the impacts of removing the tanks from the Injune Golf Club, as this could be cause for complaint, and there is no obligation for Council to call for an expression of interest or similar in this event.

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?

Option 1:

That Council:

1. Decline the disposal of the two (2) 25,000L water tanks to the Injune Golf Club Inc. for use at the Injune Golf Club.
2. Call an expression of interest for the disposal of the water tanks with only not for profit community groups and clubs being invited to submit offers.

Option 2:

That:

1. Council approve disposal of the two (2) water tanks to the Injune Golf Club at no charge.
2. The disposal of the building be made pursuant to Section 236 of the Local Government Regulation 2012, which provides that Council can dispose of a valuable non-current asset other than by tender or auction if the asset is disposed of to a community organisation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1 [📄](#) Correspondence from Injune Golf Club

D20/98085



Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



17 Sept 2020

Chief Executive Officer
Maranoa Regional Council
PO Box 620
Roma QLD 4455

Dear Sir/Madam,

The Injune Golf Club Inc. are inquiring about the relocation of rain water tanks from the Injune Caravan Park. The Injune Golf Club Inc. is not for profit organisation and supports local community events.

If Council has no immediate plans for these tanks the Injune Golf Club Inc. would appreciate the use of these tanks. The use of these tanks for rain water catchment would complement recent improvements at the Injune Golf Club.

Rain water would be put to use in club house facilities and also for ground maintenance purposes.

The Injune Golf Club request that these tanks be relocated to the Injune Golf Club should they not be put to use elsewhere.

Neville Harland

Hon Secretary

Injune Golf Club



Neville Harland
07 4626 1386

Raymond Duff
0427 130859

Kane Duff
0427 800 620

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 15 October 2020

Item Number: 13.5

File Number: D20/98155

SUBJECT HEADING: Funding Application for Mitchell Aerodrome Apron and Taxiway Project

Classification: Open Access

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

Executive Summary:

Maranoa Regional Council is eligible to apply for funding under the Federal Government's Remote Airstrip Upgrade Program (RAUP). It is recommended that Council apply for repair works at Mitchell Aerodrome.

Officer's Recommendation:

That Council:

1. Submit an application for works on Mitchell aerodrome under the Federal Government's Remote Airstrip Upgrade Program (RAUP)
2. Commit to providing appropriate co-contributions to deliver the project within 14 months of funding being approved.
3. Commit to the management and costs associated with the ongoing operation and maintenance of the infrastructure for any successful project/s.
4. Authorise the Chief Executive Officer or delegate to sign the funding agreement with the Department of Industry, Science, Energy and Resources if the application 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).

This report proposes entering into an agreement (if successful) between Maranoa Regional Council and the Department of Industry, Science, Energy and Resources, with Council being in receipt of funding as a result.

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?

Repairs to Mitchell Aerodrome are included in the FY2021 budget at a total budgeted cost of \$430,000. A grant opportunity has been presented through the Remote Airstrip Upgrade Program for a 50% contribution from the Federal Government.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Design has been undertaken for the works, with project approved for the FY2021 budget.

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 governments with successful projects will receive an offer of financial assistance. If the local government accepts the offer, it will be required to enter into a formal funding agreement with the Department of Industry, Science, Energy and Resources. An agreement is valid for the duration of the approved project and once signed by both parties forms a legally binding agreement.

Key features of the agreement will include: information about the funding recipient; details of the project; timeframes for completion; how funds will be spent; accountability and acquittal; acknowledgement of government funding.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to

Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Nil.

Funding Bodies:

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

The Remote Airstrip Upgrade Program is administered by the federal Department of Industry, Science, Energy and Resources. Council has previously and successfully undertaken funded works under this 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?

Successful receipt of a 50% contribution from this grant opportunity could potentially offset up to \$215,000 from this financial years' budget.

Future Years' Budgets:

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

If successful in receiving this funding, up to \$210,000 may be available for future years' capital works within Airport Reserves.

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
Unsuccessful in external funding	Moderate likelihood, low impact due to projects being fully funded internally.

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 apply for funding under the Remote Airstrip Upgrade Program for the Mitchell Aerodrome repairs. While currently fully funded through airport reserves, any amount funding received would offset those costs.

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?

It is recommended that Council:

1. Submit an application for works on Mitchell aerodrome under the Federal Government's Remote Airstrip Upgrade Program (RAUP)

2. Commit to providing appropriate co-contributions to deliver the project within 14 months of funding being approved.
3. Commit to the management and costs associated with the ongoing operation and maintenance of the infrastructure for any successful project/s.
4. Authorise the Chief Executive Officer or delegate to sign the funding agreement with the Department of Industry, Science, Energy and Resources if the application is successful.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

4.4.11 Use condition assessments and asset management processes to identify major maintenance and renewal projects, external funding sources and opportunities to minimise cost to Council.

Supporting Documentation:

1  RAUP Grant Opportunity Guidelines

D20/98222



Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Australian Government
 Department of Industry, Science,
 Energy and Resources
 Department of Infrastructure,
 Transport, Regional Development
 and Communications

Business

business.gov.au
 13 28 46
 Delivered by AusIndustry™

Grant Opportunity Guidelines

Regional Aviation Access Program – Remote Airstrip Upgrade Program – Round 8

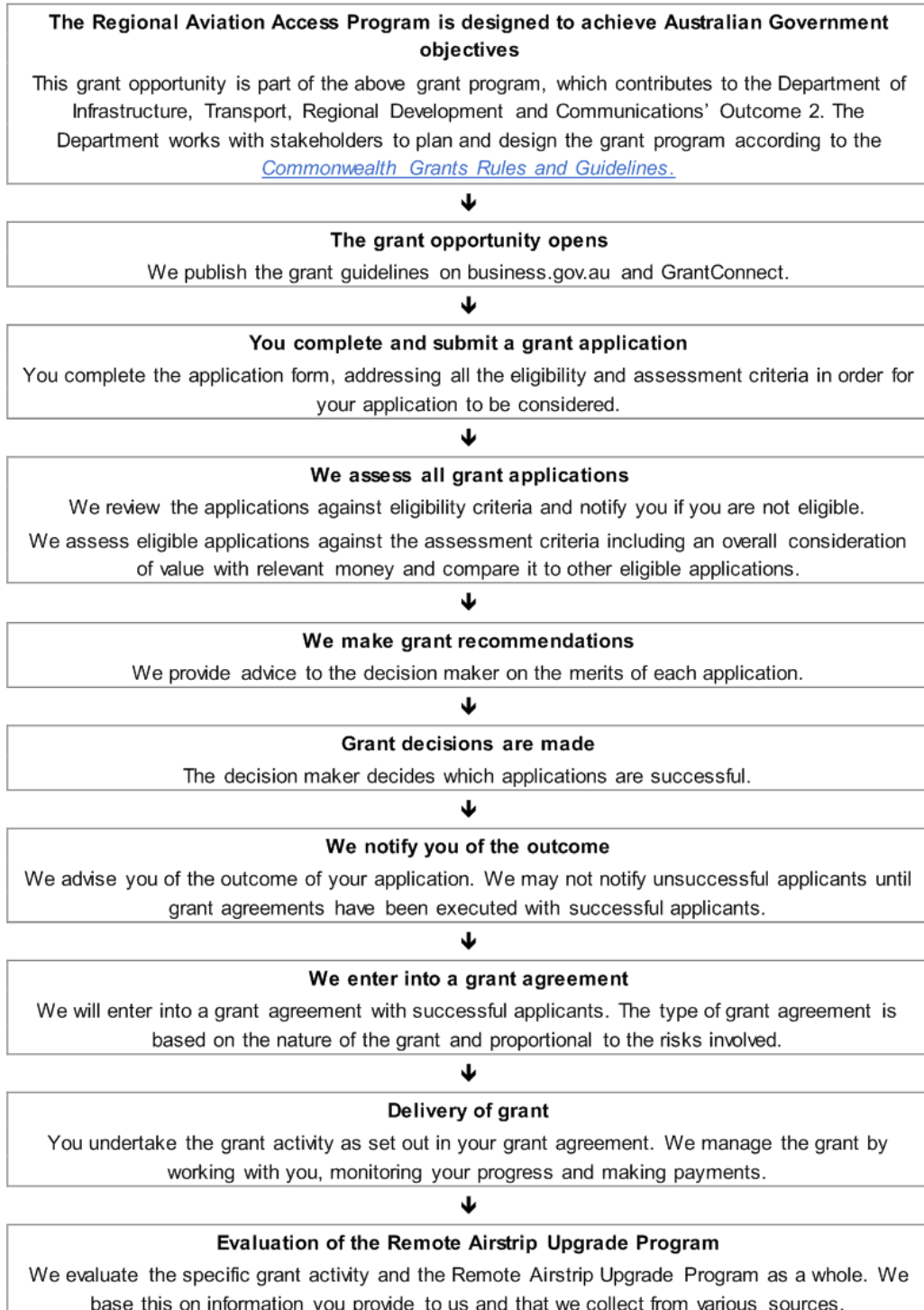
Opening date:	8 October 2020
Closing date and time:	5.00PM AEDT on 12 November 2020 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	1 October 2020
Type of grant opportunity:	Open competitive

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1. Regional Aviation Access Program – Remote Airstrip Upgrade Program – Round 8: processes



2. About the grant program

The Australian Government announced a total of \$24 million for the Regional Aviation Access Program (RAAP), which will run over four years from 2017-18 to 2021-22. The RAAP provides funding for access and safety upgrades to remote aerodromes, as well as subsidised flights to ensure residents of remote communities have access to regional service centres.

The RAAP includes the following initiatives:

- Remote Air Services Subsidy (RASS) Scheme
- Remote Airstrip Upgrade (RAU) Program
- Remote Aerodrome Inspection (RAI) Program.

If there are any further grant opportunities as part of this program we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

We may set a future targeted round that will focus on a particular theme, group or sector.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

2.1. About the Remote Airstrip Upgrade Program – Round 8 grant opportunity

These guidelines contain information about the Remote Airstrip Upgrade Program – Round 8 grant opportunity.

The objective of the Remote Airstrip Upgrade Program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of this grant opportunity is improved safety and air access for remote airstrips that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's RAAP through the RASS Scheme, and/or
- meet operational requirements of the RFDS or operators providing similar aeromedical services.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

For this grant opportunity, up to \$7 million is available over two financial years from 2020-21 to 2021-22.

Part of this funding may be used to procure services directly to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

3.1. Grants available

The minimum grant amount is \$5,000.

The maximum grant amount is \$500,000.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless:

- where the applicant (you) and a third party (could include State/Territory or local government, or neighbouring cattle station) are both contributing to eligible project costs, the grant amount will be up to 33.3 per cent of eligible project costs or
- where the applicant meets the Small Project criteria in section 3.2 as an Australian local government agency or body and the total project cost is equal to or less than \$150,000, the grant amount will be up to 100 per cent of eligible costs or
- where the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated Aerodrome, the grant will be up to 100 per cent of eligible project costs.

You can fund your contribution from any source including State, Territory and local government. If you are seeking State or Territory Government co-funding, you should follow the appropriate State or Territory Government application process where applicable and advise in your application the status of your application, as this will impact your grant percentage.

Your contribution can be either cash and/or in-kind. Where you provide in-kind contributions, you must calculate the equivalent dollar value. You should calculate in-kind labour at \$39/hour, and use the retail or market price for any goods that you would have otherwise purchased.

An Indigenous Owned and/or Operated Aerodrome is a location where:

- the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) or
- the aerodrome is owned and/or operated by a designated Aboriginal or Torres Strait Islander Council.

Applicants applying for an Indigenous Owned and/or Operated Aerodrome are still required to meet the eligibility criteria and are assessed against other applications.

3.2. Small Projects

Small Projects are for minor works to maintain the capability of the airport.

You are eligible to apply for Small Projects if you are an Australian local government agency or body and the total project cost is equal to or less than \$150,000.

Small Projects are still required to meet the Eligibility Criteria and will be assessed against other applications under the Assessment Criteria.

Multiple applications for work related to one airport will be considered together in determining the co-funding requirement.

If your total project cost is greater than \$150,000 you will be required to provide 50 per cent co-funding of the total project cost (i.e. including the first \$150,000 of eligible project expenditure). This includes multiple applications for one airport.

We recognise that some organisations may want to join together as a group to deliver a project, for joint applications refer to section 7.2.

3.3. Project period

The maximum project period is up to 14 months.

You must complete your project by 30 April 2022.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome in a remote or very remote area in Australia.

and be one of the following entities:

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body as defined in the glossary at section 14
- an Australian State/Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

Incorporated entities include incorporated associations and incorporated not for profit organisations.

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and

acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. See section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome is identified as "remote or very remote" as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- you can provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your activities must directly relate to the project and can include:

- works to improve all weather capability of the aerodrome and aircraft safety including:
 - sealing and/or re-sealing and re-sheeting of aircraft pavements
 - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
 - airstrip drainage works.
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of markers and navigational aids
 - works to reduce safety hazards at an aerodrome
 - provision of safety related operational and/or training manuals and training for key operational personnel.
- works to better enable night time operations including:
 - installation of runway and taxiway lighting
 - provision of power for aerodrome lighting
 - installation of Pilot Activated Lighting Control systems.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement. Eligible expenditure items are:

- Contractor costs

- costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor)
- Employee costs
 - the portion of employee costs directly related to undertaking core elements of the project
- Aviation-safety related staff training
 - costs associated with the provision of aviation-safety related staff training
- Capital expenditure
 - for the purchase of assets, including:
 - power provisions
 - lighting and control systems
 - markers and navigational aids
 - training materials
- Materials
 - costs associated with the purchase of materials for:
 - airstrip sealing, re-sealing and sheeting
 - repair, restoration and reconstruction or drainage works
 - fencing materials
- Independent Audit Report
 - the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure
- Tender design and process costs
 - costs associated with final engineering specifications and drawings required for tender design and construction process.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

5.3. Ineligible expenditure

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- aerodrome infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings

- purchase and maintenance of motor vehicles, heavy plant and equipment
- project planning and design, research or feasibility costs and all other costs associated with pre-development approval
- construction costs of new development proposals
- costs associated with the introduction, maintenance or expansion of commercial air services to the aerodrome, including fuel storage facilities
- contingency costs
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- ongoing routine maintenance activities such as slashing and mowing.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Demonstrated need for your project (45 points)

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access and/or safety of the airstrip to facilitate delivery of essential services to the community (where applicable, attach evidence to support your application, including airstrip inspection or engineering reports)
- b. the extent to which upgrades are required to support the operation of the RFDS or operators providing similar aero-medical services to the community
- c. the extent to which the project is time critical and the extent to which it cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including workplace health and safety) (you will need to attach a project plan to your application)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (25 points)

You should demonstrate this by explaining:

- a. the benefits to be provided to the communities serviced by the aerodrome (including what services the community relies upon the aerodrome for)
- b. the total investment the grant will leverage (including the level of State/Territory Government co-funding and/or the contribution to other Commonwealth Government programs).

7. How to apply

Before applying you should read and understand these guidelines, factsheet, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- evidence of support from the Council, board, CEO or equivalent
- trust deed (where applicable)
- a project plan to support your claims against assessment criterion 2
- evidence to support your application, including airstrip inspection or engineering reports (where applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications, except where there is a system fault or where the project is urgent due to emergency circumstances. To apply under these circumstances contact us at 13 28 46 or at business.gov.au. Consideration of out of round applications is at the Assessment Panel's discretion, taking into account your justification for the urgency of the project.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity.	The date that we notify you that your application has been successful.
End date of grant commitment	Up to 14 months from project start date, and no later than 30 April 2022.

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

In consultation with the Department of Infrastructure, Transport, Regional Development and Communications, we may assign a technical expert to develop or analyse the work program submitted by an applicant, including compliance with any relevant Civil Aviation and Safety Authority (CASA) standards and costings.

We may refer your application to an Assessment Panel with representatives from the Department of Infrastructure, Transport, Regional Development and Communications for assessment. The Assessment Panel may also have stakeholder group representatives. We may also use the Assessment Panel for out of round applications where the project is urgent due to emergency circumstances.

Your application will be assessed against the assessment criteria and compared to other eligible applications in a funding round before recommending which projects to fund.

For out of round applications where the project is due to emergency circumstances, we will first consider your justification for urgency of the project. Where the Assessment Panel agrees your project is urgent and warrants out of round assessment, it will assess your application against the eligibility and assessment criteria within these guidelines.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the Assessment Panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. You may start your project from the date we notify you that your application has been successful. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Remote Airstrip Upgrade Program, you cannot receive other grants for this project for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

We will use a simple grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

10.3.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016* ([Building Code 2016](#))²

² <https://www.abcc.gov.au/building-code/building-code-2016>

- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))³.

These regulations are subject to the level of funding you receive as outlined below.

10.3.1.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the [Australian Building and Construction Commission](#).⁴

The Building Code applies to all construction projects funded by the Australian government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

10.3.1.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)⁵.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁶.

³ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁴ <https://www.abcc.gov.au/>

⁵ <http://www.fsc.gov.au/sites/FSC>

⁶ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend. You must notify us about any public statements (including in media releases, on social media and in a brochure or publication) you make about the program.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project (including evidence of expenditure)
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report (where we request one). An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones

- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines year period
- changing project activities
- increasing grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in media releases, on social media, in a brochure or publication, you must acknowledge the grant by using the following:

- 'This project received grant funding from the Australian Government.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant and be compliant with our [signage guidelines](#).

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁷ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁸ on the department's website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1 or
- personal information as per 13.2.3

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

⁷ <https://www.legislation.gov.au/Details/C2019C00057>

⁸ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to the Assessment Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Assessment Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁹ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

⁹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Support for Business
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹⁰ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Assessment panel	A panel made up of members of the Department of Infrastructure, Transport, Regional Development and Communications that considers eligible applications and makes recommendations to the Minister for funding under the program. The Assessment Panel may also have stakeholder group representatives.
AusIndustry	The division within the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in section 5.1.

¹⁰ <http://www.ombudsman.gov.au/>

Term	Definition
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in section 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant agreement End Date	The date or event specified in the grant details section of the grant agreement. This date is after the activity completion date providing sufficient time for all outstanding activities under the agreement, including final payment and any post project reporting.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Indigenous Owned and/or Operated Aerodrome	An aerodrome where: <ul style="list-style-type: none"> the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) or the aerodrome is owned and/or operated by a designated Aboriginal or Torres Strait Islander Council.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development or delegated portfolio Minister.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is –</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Remote and very remote	Localities classified as <i>Remote</i> or <i>Very Remote</i> using the 2016 Australian Statistical Geographic Standard (ASGS) Remoteness Area. A map of the remoteness area can be found at http://stat.abs.gov.au/itt/r.jsp?ABSMAPS and selecting 2016 Remoteness Area from the dropdown menu.
Small Project	Where the project cost is equal to or less than \$150,000 in total (GST inclusive).

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 15 October 2020

Item Number: 13.6

File Number: D20/98169

SUBJECT HEADING: Mitchell on Maranoa Gallery User Agreement - Booringa Action Group (Sub Committee) Friends of the Gallery Committee

Classification: Open Access

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

Executive Summary:

Booringa Action Group have advised Council that they wish to renew their User Agreement for the use of the Mitchell on Maranoa Gallery. The current user agreement expires on the 21 November 2020.

Officer's Recommendation:

That Council:-

1. Enter into an agreement with Booringa Action Group (Sub Committee) Friends of the Gallery Committee for a five (5) year term for the use of the Mitchell on Maranoa Gallery, expiring on the 21 November 2025.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the 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).

Booringa Action Group (Sub Committee) Friends of the Gallery Committee

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Booringa Action Group (Sub Committee) Friends of the Gallery Committee

have advised Council that they wish to renew their User Agreement for the use of the Mitchell on Maranoa Gallery.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Booringa Action Group (Sub Committee) Friends of the Gallery Committee entered into a user agreement with Council on the 22 November 2017 for the Mitchell on Maranoa Gallery which is used to hold the group's activities. This user agreement is due to expire on the 21 November 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)
Booringa Action Group

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 enter into a user agreement with Booringa Action Group (Sub Committee) Friends of the Gallery Committee for their use of the Mitchell on Maranoa Gallery.

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 an agreement with Booringa Action Group (Sub Committee) Friends of the Gallery Committee for a five (5) year term for the use of the Mitchell on Maranoa Gallery, expiring on the 21 November 2025.
2. Authorise the Chief Executive Officer (CEO), or delegate, to execute the agreement and any other associated documentation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:



Mitchell on Maranoa User Agreement - Booringa Action Group (Friends of the Gallery) D17/93491

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Agreement

between

Maranoa Regional Council

&

**Booringa Action Group's
(Sub Committee)**

**Friends of the Gallery
for
Mitchell on Maranoa Gallery**

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 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 14 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 13 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 11 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 12 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 8 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 access 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 9 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 the Hirer or its Associates.
- (b) Council will undertake the Council Responsibilities for 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 of the Hirer or its Associates arising in connection with the Permitted Use of 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; give Council evidence of the certificate of currency on request;
- (b) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
- (c) 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 10 '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	Maranoa Regional Council 99 324 089 164 Responsible Person: Specialist Lease Management and Facility User Agreements Phone: 1300 007 662 Email: council@maranoa.qld.gov.au Address: P O Box 42 Mitchell Qld 4465
Item 2	Organisation	Friend of the Gallery Committee Responsible Person The President Phone: 0427231211 Email: booringaactiongroup@gmail.com Address: PO Box 149 Mitchell Qld 4465
Item 3	Venue	Mitchell on Maranoa Gallery
Item 4	Facilities	Gallery
Item 5	Use	When required - ensuring building is locked when leaving
Item 6	Licence Type	Exclusive
Item 7	Term	3 years – commencing 22 November 2017 and expiring 21 November 2020
Item 8	Signage	Prior authorisation from Council must be sought.
Item 9	Condition Report	Damage or Maintenance issues must be reported to Councils Building and Maintenance Department as soon as possible - 1300 007 662
Item 10	Safety Reporting	Notify Council of any accidents or incidents immediately
Item 11	Insurance	<ul style="list-style-type: none"> Public Liability – not less than \$10,000,000.00 (on a 'claims occurring basis')
Item 12	Outgoings	<ul style="list-style-type: none"> NIL
Item 13	Organisations Responsibilities	<ul style="list-style-type: none"> Insurances – property and public liability (committee and volunteers, artists are responsible for insurance of their works while in transit) Liquor Licence – RSA (Responsible Serving Alcohol) Catering of exhibitions and events Opening Times – Weekend/Art Gallery Showings Ensure no art or artwork impedes or obstructs designated emergence exits Be aware of Councils Fire Evacuation Procedures Approval from Council must be sort prior to profitable hire of Gallery to external customers. Cleaning of facility after events Any additional cleaning by council staff resulting from the Users will incur a cleaning fee of \$44.00/hr. Compiling annual exhibition program of high quality exhibitions sourced from travelling venues and local artists and groups covering up to 12 months in advance and

-
- submitted to Coordinator – Libraries, Arts & Culture.
 - When an exhibition is not scheduled – committee to liaise with Council to utilise available space.
 - Develop and implement standards and protocols to ensure quality of exhibitions and presentations.
 - Coordination and management of exhibitions – including liaising with artists, unpacking, condition reporting of artwork and installation. On completion of the exhibition including pull down, removal of display furniture and collection of works by artist and collection of sold works.
 - Security for exhibitions for Saturday afternoon, Sundays and public holidays, when required.
 - Providing an Exhibition Coordinator for each exhibition who communicates as required with the nominated Council employee in order to prepare each exhibition in an orderly and timely manner.
 - Nominating a gallery committee representative for regular meetings with the Council Staff.
 - Adhere to standards and protocols for Maranoa Regional Council Arts & Cultural Facilities.
 - Ensure Maranoa Regional Council are invited to all opening functions and are appropriately acknowledged in all promotion.
 - Collecting commission from sales and forwarding artists their proceeds of these sales.
 - Liaise with Council staff on ideas and concepts for the development and future direction of the gallery.
 - Gallery information and checklist to Artists
 - Exhibition schedule and gallery calendar updated
 - Reasonable supply of hanging equipment and display furniture. (including upkeep and replacement when needed)
 - Despatching of sold artworks, alterations, replacement or additions to the building (internal or external), furniture or fittings.
 - Any alterations/extensions undertaken will not impede on the historical/architectural integrity on the building.
 - Notify Council of executive changes after Annual General Meeting.
 - Provide copy of updated Certificate of Currency annually
- Item 14 Council Responsibilities**
- Insurances – property and public liability (building and exhibition once installed and visitors to gallery)
 - Maintenance Building/Inclusions
 - Annual pest control.
 - Regular cleaning of the art space in conjunction with Library cleaning
 - Maintenance of buildings/inclusions.
 - Electricity, Rates, water, sewerage and refuse charges.
 - Maintenance of climate control system that meets standard required for a Public Gallery.
-

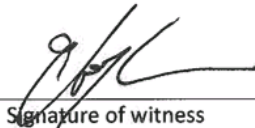
- 
- Provision and maintenance of suitable lighting system that meets standard required for a Public Gallery.
 - Security of the building and Gallery that meets standard required for a Public Gallery.
 - Promotional Material including posters, wall labels, catalogues (if requested), copies from visitor comments books and sales form for each exhibition.
 - Invitations – printing and distribution (limit of 50 mail invites per exhibition).
 - Booking courtyard for openings.
 - Sales – recording & documenting each sale, holding monies for collection by committee regularly.
 - Assistance with receiving/accepting art work.
 - Documenting works and compiling a database of works including photographs – all details for file and artists records.
 - Assistance, if required with installation, pull down and despatch works.
 - Assistance with lightning if required.

Execution

Executed as an agreement.

COUNCIL

SIGNED for **MARANOA REGIONAL COUNCIL**
by its duly authorised officer, in the
presence of:



Signature of witness

ERIN TOMPKINS

Name of witness (BLOCK LETTERS)



Signature of officer

ROBERT HAYWARD

Name of officer (BLOCK LETTERS)

ACTING CHIEF EXECUTIVE OFFICER


Office held (BLOCK LETTERS)

20/2/17

Date signed

HIRER


SIGNED for **BOORINGA ACTION GROUP** by
its duly authorised officer, in the presence
of:



Signature of witness

JEFFREY WATSON

Name of witness (BLOCK LETTERS)



Signature of officer

ROBERT CORNISH

Name of officer (BLOCK LETTERS)

PRESIDENT

Office held (BLOCK LETTERS)

18 JANUARY 2018

Date signed

Proposed Responsibilities	Council	Friends of the Gallery
Annual Pest Control	•	
Maintenance of buildings/inclusions	•	
Regular cleaning of the art space in conjunction with Library cleaning	•	
Electricity, Rates, water, sewerage and refuse charges.	•	
Maintenance of climate control system that meets standard required for a Public Gallery.	•	
Provision and maintenance of suitable lighting system that meets standard required for a Public Gallery.	•	
Security of the building and Gallery that meets standard required for a Public Gallery.	•	
Promotional Material including posters, wall labels, catalogues (if requested), copies from visitor comments books and sales form for each exhibition.	•	
Invitations – printing and distribution (limit of 50 mail invites per exhibition).	•	
Booking courtyard for openings.	•	
Sales – recording & documenting each sale, holding monies for collection by committee regularly.	•	
Assistance with receiving/accepting art work.	•	
Documenting works and compiling a database of works including photographs – all details for file and artists records.	•	
Assistance, if required with installation, pull down and despatch works.	•	
Assistance with lightning if required.	•	
Insurances – property and public liability (building and exhibition once installed and visitors to gallery)	•	
Insurances – property and public liability (committee and volunteers, artists are responsible for insurance of their works while in transit)		•

Liquor Licence – RSA (Responsible Serving Alcohol) Catering of exhibitions and events		•
Opening Times – Weekend/Art Gallery Showings		•
Ensure no art or artwork impedes or obstructs designated emergence exits		•
Be aware of Councils Fire Evacuation Procedures		•
Approval from Council must be sort prior to profitable hire of Gallery to external customers		•
Cleaning of facility after events		•
Any additional cleaning by council staff resulting from the Users will incur a cleaning fee of \$44.00/hr.		•
Compiling annual exhibition program of high quality exhibitions sourced from travelling venues and local artists and groups covering up to 12 months in advance and submitted to Coordinator – Libraries, Arts & Culture.		•
When an exhibition is not scheduled – committee to liaise with Council to utilise available space.		•
Develop and implement standards and protocols to ensure quality of exhibitions and presentations.		•
Coordination and management of exhibitions – including liaising with artists, unpacking, condition reporting of artwork and installation. On completion of the exhibition including pull down, removal of display furniture and collection of works by artist and collection of sold works.		•
Security for exhibitions for Saturday afternoon, Sundays and public holidays, when required.		•
Providing an Exhibition Coordinator for each exhibition who communicates as required with the nominated Council employee in order to prepare each exhibition in an orderly and timely manner.		•
Nominating a gallery committee representative for regular meetings with the Council Staff.		•
Adhere to standards and protocols for		•

Maranoa Regional Council Arts & Cultural Facilities.		
Ensure Maranoa Regional Council are invited to all opening functions and are appropriately acknowledged in all promotion.		•
Collecting commission from sales and forwarding artists their proceeds of these sales.		•
Liaise with Council staff on ideas and concepts for the development and future direction of the gallery.		•
Gallery information and checklist to Artists		•
Exhibition schedule and gallery calendar updated		•
Reasonable supply of hanging equipment and display furniture. (including upkeep and replacement when needed)		•
Despatching of sold artworks, alterations, replacement or additions to the building (internal or external), furniture or fittings.		•
Any alterations/extensions undertaken will not impede on the historical/architectural integrity on the building.		•
Notify Council of executive changes after Annual General Meeting.		•
Provide copy of updated Certificate of Currency annually		•

FOR ACTION**GENERAL**

22/11/2017

TO: Facility Lease Management & Housing Officer/Team Coordinator
(Madonna Mole)

Subject: Mitchell on Maranoa Galley Agreement - Booringa Action Groups Sub
Committee - Friends of the Gallery
Target Date: 4/12/2017
Notes:
File Reference SF13/423 D17/91325

Resolution No. GM/11.2017/62

Moved Cr Chandler

Seconded Cr Newman

That Council:

1. Enter into an exclusive Agreement with Booringa Action Group and its Friends of the Gallery subcommittee for a period of three (3) years for the use of the Mitchell on Maranoa Gallery.
2. Not charge a hire fee for the use of the Mitchell on Maranoa Gallery for the term of this agreement.

CARRIED

8/0

[Open Item in Minutes](#)

This action sheet has been automatically been produced by Executive Services using
InfoCouncil, the agenda and minutes database.

Please complete all subsequent notes in relation to this action in InfoCouncil.

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 15 October 2020

Item Number: 13.7

File Number: D20/98400

SUBJECT HEADING: Country Universities Centre Maranoa

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

CUC Maranoa Ltd are about to appoint a Manager who will need a temporary lockable workspace for approximately 4 months, during which negotiations for permanent tenure in prospective premises is finalised. CUC Maranoa has approached Council requesting your consideration of a fee waiver for the rent of an office in the Community Hub.

Officer's Recommendation:

- Acknowledge Country Universities Centre Maranoa Limited's request to tenant a lockable office within the Roma Community Hub.
- Enter into a Serviced Office Agreement for a period of 4 months commencing 1 November 2020 and expiring 28 February 2021
- Council approve a fee waiver for the monthly rent of \$550 (GST inclusive) for the term of this agreement. Costs to be allocated to WO 02887.2247 In-kind Assistance Major.
- Authorise the Chief Executive Office (CEO), or delegate, to execute the lease 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).

Country Universities Centre Maranoa 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
CUC Maranoa	Country Universities Centre Maranoa

Context:

Why is the matter coming before Council?

CUC Maranoa is requesting a fee waiver for the rent of an office in the Community Hub under a short-term agreement. Council must resolve to waive fees that are promulgated in its table of fees and charges.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

CUC Maranoa Ltd are about to appoint a Manager who will need a temporary lockable workspace for approximately 4 months, during which negotiations for permanent tenure in prospective premises is finalised.

Prior to this request Council has aided CUC Maranoa under the following resolutions:

In November 2019. 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

In July 2020, Resolution No. OM/07.2020/49

That Council:

1. Allocate the amount of \$2,289 remaining in Work Order Number 20551.2800.2001 at 30 June 2020, to CUC Maranoa Ltd in cash.
2. Commit to further in-kind assistance from Council's Department of Economic and Community Development, until 30 June 2021.

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)

Council established the Community Hub as a place where community based organisations which cannot afford to pay commercial rents, can be located, and supplied with shared services until they can become established. Accordingly, this proposed dispensation is entirely consistent with Council policy for the building.

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)

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.

CUC Maranoa Ltd are currently negotiating a permanent tenure in a building in Roma, and the negotiations are not likely to be concluded in the short term. They are about to appoint a Manager who will need a temporary lockable workspace for approximately 4 months, during which negotiations for permanent tenure in the prospective premises is finalised.

CUC Maranoa have written to Council requesting consideration for the use of an office in the hub at no charge for up to 4 months commencing 1 November 2020. Council staff have identified Office number 7 as available and fit for purpose.

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)

CUC Maranoa have received funding from the Commonwealth for up to 3 years of operations and including an amount for capital expenditure if needed to upgrade rented premises. Negotiation for a permanent address have revealed that the commercial arrangements for annual rent and capital upgrades, may exceed the capacity of the CUC Maranoa budget. Accordingly, Council is requested to assist the Centre to retain its cash reserves further with a fee waiver.

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?

Rent for the Office #7 in the Community hub is \$550.00 per month. By following the recommendation of the author, Council's budgeted income will be denied \$2200.00.

Future Years' Budgets:

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

No

Impact on Other Individuals or Interested Parties:

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

- MRC Department of Facilities
- MRC Facility Lease Management & Housing Officer/Team Coordinator - Madonna Mole has been involved in the preparation of this report.

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)

- Council provide office #7 in the Community Hub to CUC Maranoa for a period of 4 months commencing 1 November 2020 and
- Council approve a fee waiver of \$2200.00 to account for rent

Recommendation:

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

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:



Letter from Country Universities Centre Maranoa

D20/98349



Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

m 0407 033 289
e degrees@cucmaranoa.edu.au
w cuc.edu.au
a PO Box 683, Roma Qld 4455

12:10:2020

Mayor & Councilors
Maranoa Regional Council
P.O. Box 620 Roma 4455

Dear Mayor Golder,

Thank you so much for the opportunity to speak to the Maranoa Regional Council on Wednesday 7th October and the very positive reception that you afforded me.

As you and your Councilors would agree the opportunities for individuals and the region with the opening of a Country Universities Centre are only limited by our imaginations. Your enthusiasm and suggestions, especially that of incorporating a mentoring program will only enhance what the Maranoa can offer its community.

We would like to formally continue with our requests of the Maranoa Regional Council as discussed during my presentation last week.

Request 1 Office Space for Centre Manager

It is anticipated that the new Centre Manager will be appointed within the month and it is vital that they are centrally located for business and student inquiries, along with signups and other activities. We have experienced extensive interest from the community. A short-term office in the Community Hub, would be most beneficial for these purposes.

Request 2 Investigate locating the operations of the CUC Maranoa at the Community Hub


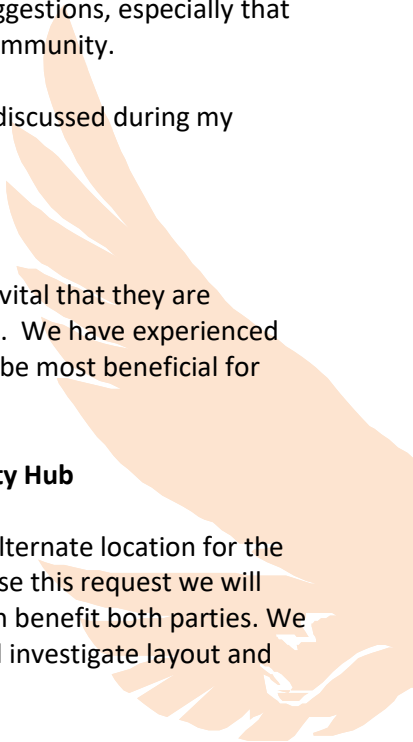
As discussed during my presentation the CUC Board consider it prudent to investigate an alternate location for the operation, in light of the current stalling of negotiations with DESBT. Should council endorse this request we will continue to work directly with council officers regarding layout, proposals and how this can benefit both parties. We are seeking in principal Council support to locate CUC Maranoa at the Community Hub and investigate layout and operation, with a minimum of disruption for all involved.

As discussed, we are seeking peppercorn or reduced rent and are prepared to fund any capital improvement within the scope of our budget.

As discussed, the success of this venture, especially in a post-COVID environment would not only add to the opportunities and growth of our region but heighten the livability of the Maranoa. This program and proposal are forward thinking and responsive to the local needs and I thank you for your foresight in this area. I thank you for your support and look forward to hearing from you. If I can be of any further help, please do not hesitate to contact me.

Yours sincerely

Donaugh Shirley
Centre Manager



OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 16 October 2020

Item Number: 13.8

File Number: D20/98771

SUBJECT HEADING: Housing Availability in Mitchell

Classification: Open Access

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

Executive Summary:

There is an emerging issue in Mitchell where existing and prospective residents are unable to secure rental accommodation in town. The State Department of Housing and Public Works have a number of vacant housing properties within Mitchell.

Officer's Recommendation:

That Council

1. Write to the Department of Housing and Public Works in regard to vacant state owned housing properties in Mitchell;
 2. Advise the Department of demand for rental accommodation in Mitchell and request that the Department allocate funding to repair and refurbish housing that it has deemed unlettable due to property condition.
 3. Request that the Department of Housing and Public Works and its property agents Horizon Housing consider streamlining their tenancy application process and recognise the need for emergency housing to be available to meet the needs of the Mitchell community.
-

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 Housing and Public Works
Horizon Housing

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?

There is an emerging issue in Mitchell, where people are unable to find available rental accommodation in town.

Mitchell Customer Service staff have reported a sharp increase in enquiries regarding the availability of Council rental houses. Unfortunately however no Council managed housing is available for rent.

Customer Service Staff ask all customers if they have made enquiries with Horizon Housing (who manage State Government Housing in Mitchell) and they have confirmed that they have.

Council Housing Staff provided enquirers with Public Housing Application forms and helped register their enquiries in the public housing system.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council staff have undertaken a visual, drive by of properties owned by State Department of Housing in Mitchell and have confirmed that there are vacant housing properties in Mitchell.

A report outlining findings will be circulated separately.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Facility Lease Management & Housing Officer/Team Coordinator
Customer and Library Services Officer – Mitchell

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)

Prospective tenants/ enquirers may benefit from Council advocating on this matter.

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)

Ensuring that housing is available in the Mitchell community helps to encourage people to relocate to town, has economic benefits for the community, can help to increase student numbers at the two local schools, and can help to ensure that skilled staff are available to work in our local businesses.

It is recommended that Council undertake formal communications with the State Department of Housing and Public Works and advocate on behalf of the Mitchell community in regard to this matter.

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. Write to the Department of Housing and Public Works in regard to vacant state owned housing properties in Mitchell;
2. Advise the Department of demand for rental accommodation in Mitchell and request that the Department allocate funding to repair and refurbish housing that it has deemed unlettable due to property condition.
3. Request that the Department of Housing and Public Works and its property agents Horizon Housing consider streamlining their tenancy application process and recognise the need for emergency housing to be available to meet the needs of the Mitchell community.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 28 October 2020

Date: 9 October 2020

Item Number: 13.9

File Number: D20/96401

SUBJECT HEADING: Acceptance of Construction and Demolition Waste at unmanned waste facilities

Classification: Open Access

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

Executive Summary:

Delivery of Construction waste to un-manned waste facilities under Council's jurisdiction has a number of legislative requirements that Council must include in its operational process as well as monthly reporting to Department of Environment and Science.

Officer's Recommendation:

1. That Council request any person wishing to dispose of construction waste at any of the unmanned sites (Yuleba, Wallumbilla, Injune, Mitchell & Surat) to make an appointment through their local Council office, so as an authorised person can attend and provide direction and undertake all recording in accordance with legislative requirements; and
2. Bring forward the budget for installation of a weighbridge at Mitchell to the financial year of 2021/22, instead of the planned 2023/24 budget.
3. Update the Mitchell Waste Transfer Facility pamphlet with Council's decision on construction waste delivered to unmanned waste facilities within the Region, and installation of a weighbridge to keep the community informed of changes at the waste facility.

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).

Any person/Company that is undertaking construction within the Maranoa Region.
All clients that have requested construction – road, building, fencing etc.
Maranoa Regional Council – should Council not wish to implement requirements of legislation – financial implications when paying the State's Waste Levy for this waste stream, together with monthly reporting implications to Department of Environment & Science, and operational matters which may include illegal dumping, non-separation of waste matter.

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 & Science
EA	Environmental Authority (Licence)
ERA	Environment Relevant Activity
C & D Waste	Construction and Demolition
C & I Waste	Commercial and Industrial
GVM	Gross Vehicle Mass
GCM	Gross Combined Mass
RRA	Resource Recovery Area

Context:

Why is the matter coming before Council?

The matter is coming before Council, as operations at the Mitchell Refuse site have changed. No longer do the public attend the cell to place waste. Two 15m² hook bins have been installed to remove municipal (household) waste to the cell located on site.

Councilors have sought clarification on delivery of construction waste to Mitchell and the need for such waste to go back to Roma (as per the sign on the front gate). It has been suggested that Council collate this waste stream, thus reducing the transport costs to individuals.

The author has also been asked what will happen to tyres and tubes, and the reason why such waste items can not be placed at site. (Further investigation into recycling of this waste stream is being undertaken).

Conditions of Use

Waste must be placed into bin.

Bulky items should be crushed and flattened.

Recyclables must be segregated and placed within signed storage areas.

Enclosed footwear must be worn at all times.

Children and domestic animals must remain within vehicles at all times.

Scavenging is prohibited.

The following types of waste **WILL** be accepted:

- ✓ **General Household Waste**
- ✓ **Recyclable Waste** (e.g. scrap steel, electronic waste)
- ✓ **Green Waste**
- ✓ **Hot embers or ash**

The following waste types **WILL NOT** be accepted & should be delivered to **Roma Waste Facility**.

✗ **CONSTRUCTION & DEMOLITION WASTE**

The following types of waste **WILL NOT** be accepted and Council should be contacted for further information:

- ✗ **HAZARDOUS WASTE** (e.g. Chemicals)
- ✗ **REGULATED WASTE** (e.g. Tyres, Asbestos)

For more information, please contact
Maranoa Regional Council on 1300 007 662.



Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

With the introduction of Queensland's *Waste Reduction and Recycling* legislation that requires Queenslanders to rethink how they manage waste, and having waste Targets by 2050 of

- 25% reduction in household waste,
- 90% of waste to be recovered and not be placed into landfill, and
- 75% recycling rate for all waste streams

The delivery and management of waste operations in the Region needs to change to meet the requirements of legislation, and the total amounts received and disposed to landfill is expected to reduce.

As Council is the operator of landfill's within the Maranoa Region, DES expect that Council will lead its community to meet the expected target rates.

Recycling waste at unmanned sites across Queensland is a challenge, as residents do not identify waste as a RESOURCE and or a valuable commodity. Some residents do not adhere to the signage at a refuse site, a number believe that the waste facility MUST accept all waste, these are but few of the issues that are the driving force to make change occur across the waste industry.

In previous waste surveys completed in this Region, residents have requested Council to increase recycling activities within all facilities under its jurisdiction. Council has undertaken this initiative at all landfill sites where it is practical and where processes are inclusive with operational actions.

With the introduction of the new legislation, it is mandatory to implement actions that will reduce the amount of waste going to landfill. Council has had to register 'Resource Recovery Areas' at all landfill sites, which caters for the main recycling waste streams of metal/steel, green waste.

Recycling is a cost to Council and its community (Recently 429 tonne of tyres cost \$193,302.00 [funding of \$114,000.00] to recycle, and 2320 cubic metres of green waste/timber mulched at a cost of \$40,600.00) which at present is not being financed by the waste producer at any of the unmanned waste facility sites.

In accordance with legislation, all levyable waste disposal sites in the levy zone (which Maranoa is one of 39 local governments included in the Levy Zone) need to install a weighbridge by specific dates with the exception of small sites that may apply to the department for an exemption for up to ten (10) years under a transitional arrangement.

Therefore, all the unmanned sites within the Maranoa Region need to, either have an exemption to install a weighbridge until 30 June 2029, or need to have a weighbridge installed. Mitchell landfill site, due to the amount of waste delivered to site, is required to have a weighbridge by 2024. [The site has a licence with an ERA for waste to an amount of >2000 tonne but < 5000 tonne per annum)

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)

Waste Reduction and Recycling Act 2011

Subdivision 3 Measurement of Waste

59 When waste or other material must be measured

- (1) *Waste, or an amount of other material that is more than 1 tonne, is required to be measured if –*
- I. It is delivered to a levyable waste disposal site; or*
 - II. After being delivered to a levyable waste disposal site, it is moved to a place outside the site; or*
 - III. It is delivered in a vehicle with a GCM or GVM of more than 4.5 tonnes to a resource recovery area for a waste disposal site; or*
 - IV. After being delivered to a resource recovery area for a waste disposal site –*
 - i. It is moved from the area to any other part of the site; or*
 - ii. It is moved to a place outside the site in a vehicle with a GCM or GVM of more than 4.5 tonnes*

61 Measurement of waste other than by weighbridge

- (1) *This section applies if a weighbridge is not installed at a waste disposal site.*
- (2) *Each time waste or other material is required to be measured under section 59, the operator of the waste disposal site must ensure the waste or other material is measured and recorded in compliance with the weigh measurement criteria.*
- (3) *The operator of the waste disposal site must ensure a record made under subsection (2) includes the information required by the chief executive.*

Maximum penalty – 300 penalty units (one penalty unit = \$133.45)

- (4) *The information required by the chief executive under subsection (3) must be published on the department's website and may include only –*
- a. The type of waste or material; and*
 - b. Whether the waste was generated in the waste levy zone, the non-levy zone or outside Queensland; and*
 - c. Details of any exemption or discount applying to the waste; and*
 - d. The vehicle used to move the waste or material*

Waste Reduction and Recycling Regulation 2011

Part 3 Division 5

Section 11K Weigh measurement criteria for measuring waste or other material other than by weighbridge

- (1) *This section prescribes the weight measurement criteria to be used to measure waste or other material required to be measured under section 59 of the Act.*

- (2) *The weight measurement criteria to measure the weight of the waste or other material is based on the GVM or GCM of the type of vehicle used to deliver or move the waste or other material unless –*
- a. *All of the waste or other material is contained in a container during the delivery or movement; and*
 - b. *The capacity of the container*
 - i. *Is written on, or attached to, the container in a clearly visible place; or*
 - ii. *Is evidenced by a document from the container's manufacturer; or*
 - iii. *Can be measure by reference to the dimensions of the container.*
- (3) *If the waste or other material is delivered or moved in a vehicle, the weight of the waste or other material is taken to be the weight, in tonnes, mentioned in schedule 4 table 1, columns 3 to 11, opposite the type of vehicle and the relevant waste or other material and depending on the GVM or GCM of the vehicle.*
- (4) *However, if the weight of the waste or other material for subsection (3) is more than the mass limit applying to the vehicle under the Heavy Vehicle (Mass, Dimension and Loading) National Regulation, schedules 1 and 2 (the **mass limit of the vehicle**), the weight of the waste or other material is taken to be the mass limit of the vehicle.*
- (5) *Subsection (6) applies if –*
- a. *The waste or other material is contained in containers during the delivery or movement; and*
 - b. *The containers comply with the requirements of subsection (2)(a) and (b).*
- (6) *The weight, in tonnes, of the waste or other material is worked out by multiplying the total capacity of the containers, in cubic metres, by the weight multiplier mentioned in schedule 4, table 2, and column 3, opposite the type of waste*

Example

- *A truck delivers a skip bin containing C & I. The skip bin has a capacity of 10 cubic metres. The volume of the waste in the skip bin is less than half the capacity of the skip bin. The weight of the waste is taken to be 0.8t.*
- *A truck delivers a skip bin container C & I. the skip bin has a capacity of 10 cubic metres. The volume o the waste in the skip bin is more than half the capacity of the skip bin. The weight of the waste is taken to be 1.5t.*

Obligations of persons delivering waste

A person delivering waste, either in person or through someone else, must give the operator of a waste disposal site delivery information that details:

- The type of waste being delivered (for example, construction and demolition waste, or a type of regulated waste)
- If the waste is exempt, the type of exemption and evidence of any applicable certificate of exempt waste
- Whether the waste was generated in the levy zone, non-levy zone or outside of Queensland

The highest applicable levy rate will apply to loads that have different types of waste mixed together.

If the waste is generated in the levy zone or interstate and is being disposed of in the non-levy zone, and if the vehicle used to deliver the waste is more than 4.5 tonnes GCM or GVM, the person delivering the waste must give the operator of a waste disposal site the delivery information no less than 24 hours beforehand.

Measurement by deeming

In the absence of a weighbridge, or where the weighbridge is out of operation, the operators must use the weight measurement criteria to deem the amount of waste, or other material that is not waste greater than one tonne, based on the type of vehicle or capacity of the container.

Types of waste to be measured and reported

All waste delivered to a waste disposal site is required to be reported in tonnes. Movements of waste (or other material of more than one tonne) must be measured and recorded, including waste delivered to:

- Landfills or subsequently moved from the site
- Resource recovery area (RRA)
- RRA and subsequently moved from the area to any other part of the site, or moved outside the waste disposal site in a vehicle with a gross vehicle mass (GVM) or a gross combination mass (GCM) greater than 4.5 tonnes.

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)

Currently, all unmanned sites have the same signage requesting that all construction waste be delivered to Roma, or waste transporter is to make contact with Council and make an appointment.

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)

Bob Campbell – Environmental Health and Waste Officer

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 for the transfer of construction waste.

Continue to review all Government and Non-Government Waste Funding Programs for the purpose of installing a weighbridge, power, water and associated infrastructure at the Mitchell Refuse site.

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?

Should Council wish to collate and transport waste back to Roma – this expense will require extra funding for this financial year.

An estimated cost to transport (small items of construction waste) back to Roma up to \$1500.00 per trip depending on the what is in the waste (this figures includes loading of matter by drott, hire of bin15 cubic metres).

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)

Installation of weighbridge
Installation of electricity
Purchase amenity building
Installation of water
Employment of weighbridge operators
Employment of on-site waste officer

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)

If waste goes back to Roma

Currently, the waste producer is impacted by

- the cost to transport construction waste back to Roma
- convenience of utilizing the Mitchell Refuse site
- paying no fees at present
- Council paying levy on construction waste that is not being collected

If waste is collated at Mitchell refuse site

- Waste producer inconvenience of making an appointment

- Waste producer paying the State's waste levy for the particular waste
- Extra cost to transport waste back to Roma – Council truck/contractor truck

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
Detail waste report to DES	Currently nothing is being weighed, and recorded of who delivers what type of waste to Mitchell Refuse Site
Health Hazard	Illegal dumping of asbestos has occurred
Contaminated waste	Waste not being sorted into different waste streams Unable to recycle construction waste due to contamination – Council could sort, however comes at a cost to the community instead of the waste producer

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. That Council request any person wishing to dispose of construction waste at any of the unmanned sites (Yuleba, Wallumbilla, Injune, Mitchell & Surat) to make an appointment through the local office, so as an authorised person can attend and provide direction and undertake all recording in accordance with legislative requirements; and
2. Bring forward the budget for installation of a weighbridge at Mitchell to the financial year of 2021/22, instead of the expected 2023/24 budget.
3. Update the Mitchell Waste Transfer Facility pamphlet with Council's decision on construction waste, and installation of a weighbridge to keep the community informed.

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?

The draft recommendation is in line with the requirements of *Waste Reduction and Recycling* legislation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.5 Waste

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 28 October 2020

Date: 16 October 2020

Item Number: 14.1

File Number: D20/98596

SUBJECT HEADING: Rates Concessions

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

This report is being presented to Council, to explore further options of rate concessions for residents who are experiencing the loss of a loved one.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I would like for Council to investigate the concession procedures for people who are waiting for the documentation from the passing of a loved one, while the system is back logged due to COVID-19.

I would like this report to include an investigation to see if changes can be made to the concessions policy to include a one-page affidavit a customer can sign after the passing of a loved one in the interim of waiting for documentation to be able to change over the name on rates / prove ownership to claim a rates concession.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 14.2

File Number: D20/99212

SUBJECT HEADING: Saving of the Building at the Roma Hospital

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

I would like for Council to consider relocating the historic timber building which was the former engineers' office in the old board room at the Roma Hospital.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

If the timber historic building is no longer required by the Roma hospital and will be demolished, I would like for Council to save this building for the community.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 28 October 2020

Date: 19 October 2020

Item Number: 14.3

File Number: D20/99262

SUBJECT HEADING: Council Owned Private Label Meat works

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

That Council consider undertaking community consultation for a Council owned private labelled meat works in the Maranoa.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

A Council owned, private labelled meat works will service producers that would like to mark their own beef brand and who would also support supplying the Council owned meat works up to a maximum capacity of 250 a head / per day.

This would also be beneficial to create extra employment and economic development for the region.

Supporting Documentation:

Nil.