

BUSINESS PAPER

Ordinary Meeting

Wednesday 25 November 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 16 November 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
25 November, 2020 at 9.00AM.



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Yuleba Administration Centre on 9 December 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.

14 Confidential Items

15 Confidential Items

15.1 Objection to differential rating category and request for rates concession - Assessments 13014303, 13004486, 15006646 & 15006687

Classification: Closed Access

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

15.2 Registered Trade Mark Renewal

Classification: Closed Access

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.

15.3 Delegation of authority to CEO to sign Collaborative Area Management Contracts - QFPI round 2

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.(Report discusses a contract between Council and Landholder groups in relation to the distribution of grant funds.)

15.4 Unallocated State Land - Lot 24 on J4614

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.

15.5 Grazing Land

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.

15.6 Rates capping and concession

Classification: Closed Access

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

15.7 Minor Amendments to the Organisational Structure & Current Vacancies

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(b) industrial matters affecting employees.

15.8 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.

15.9 Offer to purchase land and buildings at 29 Bowen Street and 45 - 47 Hawthorne Street

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.

15.10 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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Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT SURAT SHIRE HALL ON 11 NOVEMBER 2020 SCHEDULED TO COMMENCE AT 6.30PM. THE MEETING WAS ADJOURNED ON 11 NOVEMBER 2020 AT 11.22PM AND WAS THEN SCHEDULED TO RESUME IN ROMA ON 12 NOVEMBER 2020 AT 12.30PM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor Cr. G B McMullen, Cr. J R P Birkett, Cr. M C Edwards, Cr. J L Guthrie, Cr. J M Hancock, Cr. W L Ladbrook, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager Water, Sewerage & Gas – Graham Sweetlove (by telephone).

WELCOME

The Mayor welcomed all present and declared the meeting open at 6.35pm.

CONFIRMATION OF MINUTES

Resolution No. OM/11.2020/01

Moved Cr Edwards

Seconded Cr Birkett

That the minutes of the Ordinary Meeting held on 28 October 2020 be confirmed.

CARRIED

9/0

Resolution No. OM/11.2020/02

Moved Cr Hancock

Seconded Cr Taylor

That the minutes of the Special Meeting held on 4 November 2020 be confirmed.

CARRIED

9/0

DECLARATION OF CONFLICTS OF INTEREST

Consistent with Council meetings since introduction of the new legislation on Monday 12 October 2020, Council dealt with Conflicts of Interest in the order of business.

Resolution No. OM/11.2020/03

Moved Cr O'Neil

Seconded Cr Ladbrook

That Councillor 'Declaration of Conflicts of Interest' be declared as they happen upon introduction of each Item by the Chair and prior to Council considering the introduced item.

CARRIED

9/0

Responsible Officer

**Lead Officer – Elected Members &
Community Engagement**

ON THE TABLE

Item Number: 5.1 File Number: D20/51902

SUBJECT HEADING: COUNCIL ASSET - 236 EDWARDES STREET, ROMA

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

Executive Summary:

Council owns freehold property located at 236 Edwardes Street, Roma that was acquired as part of the Roma Flood Mitigation project. The levee on the property must be secured before the house on the property can be offered for sale.

Resolution No. OM/11.2020/04

Moved Cr Birkett

Seconded Cr McMullen

That Council:

1. Pursue a development application to subdivide land described as Lot 1 on RP4380 into two lots, as shown on the attached plan of development.
2. Authorise the Chief Executive Officer (or delegate) to give landowner's consent to making a development application for the subdivision and endorse any other documentation necessary to facilitate the creation of the proposed lots.
3. If the subdivision is approved, offer Lot 1 (being an area of 1,759m² with frontage to Edwardes Street, Roma) for sale by tender, and retain Lot 2 (being an area of 2,255m²) for the purpose of flood mitigation.

CARRIED

9/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

DECLARATION OF CONFLICT OF INTEREST

Mayor Golder had declared a prescribed conflict of interest in the following matter when it was first considered by Council at the Ordinary Meeting on 28 October 2020. The matter was subsequently laid on the table at that meeting.

While Mayor Golder was not required to make this declaration again having met the requirements, following is a summary of his disclosure at the Ordinary Meeting on 28 October 2020:

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.6	Request for Fee Waiver – Sheehan Events	Tyson Golder	A representative of Sheehan Events may have purchased, or will purchase items from Mayor Golder's personal business for this event.

Mayor Golder advised he would leave the meeting for this item.

On the basis of the abovementioned declaration, Mayor Golder left the meeting at 6.44pm, taking no part in discussion or debate on the following matter. The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

Item Number: 5.2 **File Number:** D20/104014
SUBJECT HEADING: UPDATED REQUEST FOR FEE WAIVER - SHEEHAN EVENTS
Author and Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

Executive Summary:

Council received correspondence from Sheehan Events requesting a fee waiver for passenger and landing fees at Roma Airport.

'Sheehan Events' is planning on chartering an aircraft for the 2021 Roma Rugby Races, with up to 80 persons attending the event for the weekend.

At its meeting on 28 October 2020 Council resolved that the matter lay on the table until a future meeting to obtain additional information relating to resolutions made by the previous Council surrounding Sheehan Events fee waivers. This report provided this information.

Resolution No. OM/11.2020/05

Moved Cr O'Neil

That the matter lay on the table for an upcoming briefing, and again be considered at the next Ordinary Meeting, in order for the reporting officer to contact people involved in the event (proprietors of Sheenan Events and beneficiaries).

CARRIED

8/0

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbroke, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Responsible Officer	Lead Officer – Elected Members & Community Engagement / Manager - Airports (Roma, Injune, Surat, Mitchell)
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At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the meeting at 6.51pm, assuming the Chair.

ON THE TABLE – CONFIDENTIAL ITEMS

The following Confidential Items had been laid on the table at a previous Ordinary Meeting:

- C.7 – COVID-19 Leased Cafes, Caravan Parks, Car Hire Companies and Hibernian Hall Users.
- LC.1 – Offer to purchase land and buildings at 29 Bowen Street and 45 – 47 Hawthorne Street.

BUSINESS

CORPORATE & COMMUNITY SERVICES

Item Number: 11.1 File Number: D20/101810

SUBJECT HEADING: ROMA PERFORMING ARTS - REQUEST FOR APPROVAL

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

Executive Summary:

Council received correspondence from Roma Performing Arts Society Inc. seeking approval to replace the carpet and install mirrors along the southern wall of studio one at the Roma Community Arts Centre.

Resolution No. OM/11.2020/06

Moved Cr O'Neil

Seconded Cr Hancock

That Council provide in-principle approval to Roma Performing Arts Society Inc. to replace the carpet and install mirrors along the southern wall of studio one at the Roma Community Arts Centre on the following conditions:

- a) All installations are made by licensed contractors and consideration is made to ensure that the upgrades are safe, compliant with any relevant building legislation and do not decrease the value of the building;
- b) This approval does not affect the group's responsibilities under their current tenancy agreement with Council;
- c) Council has no obligation to maintain the mirrors or to replace the mirrors if damaged.

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance
Officer / Team Coordination

INFRASTRUCTURE SERVICES

Item Number: 12.1 File Number: D20/102993

SUBJECT HEADING: COUNCIL MEMBERSHIP OF DOWNS AND SURAT BASIN
(DASB) UNDER QUEENSLAND WATER REGIONAL
ALLIANCES PROGRAM (QWRAP)

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

Executive Summary:

Council is a member of the Downs and Surat Basin (DASB) Group, receiving funding from Queensland Water Regional Alliances Program (QWRAP) towards relevant strategic projects. The report tabled for Council's consideration future involvement with QWRAP groups.

Moved Cr Golder

Seconded Cr Edwards

That Council:

1. Note the contents of this report.
2. Seek to form a regional water collaboration and technical group among South West Regional Organisation of Councils (SWROC) under the oversight of the ROC, without an invitation for participation by other Downs and Surat Basin (DASB) Councils.

MOTION LOST

4/5

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Manager - Water, Sewerage & Gas

Resolution No. OM/11.2020/07

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

1. Note the contents of this report.
2. Continue with membership of the Downs and Surat Basin (DASB) Group in the interim.
3. Seek to form regional water collaboration and technical group among South West Regional Organisation of Councils (SWROC) under the oversight of the Regional Organisation of Councils (ROC), without an invitation for participation by other Downs and Surat Basin (DASB) Councils.

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: 12.2 **File Number:** D20/103187
SUBJECT HEADING: REGIONAL DOMESTIC WATER CONNECTION POLICY
Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

There have been several extensions approved to the Regional Domestic Water Zones. The plans attached to the policy have been updated to reflect these and requires Council adoption of the revised policy.

Resolution No. OM/11.2020/08

Moved Cr Hancock

Seconded Cr Ladbrook

That Council adopt the Regional Domestic Water Connections Policy as presented.

CARRIED

9/0

Responsible Officer

Manager - Water, Sewerage & Gas

Item Number: 12.3 **File Number:** D20/104230
SUBJECT HEADING: NATIONAL ROAD SAFETY WEEK 2020 - PARTICIPATION PROPOSAL
Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Between 15 and 22 November, the National Road Safety Week initiative will be rolled out across the country. National Road Safety Week is an annual initiative that aims to highlight the impact of road trauma and ways to reduce it.

This report outlined a draft participation schedule for Council to consider.

Resolution No. OM/11.2020/09

Moved Cr O'Neil

Seconded Cr Guthrie

That Council approve participation in National Road Safety Week 2020 as per the schedule included in this report, inclusive of Options 1 to 11, with funding to be provided from the existing allocation within the Road Safety Operations Budget.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 12.4 File Number: D20/100334

SUBJECT HEADING: GAS FOR INDUSTRIAL/COMMERCIAL DEVELOPMENT POLICY

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

Executive Summary:

During the budget deliberations there was a lot of discussion around promoting the use of gas and increasing usage. To this end the tariff for industrial and commercial usage for the top tier was reduced from \$0.035 to \$0.015/MJ.

A policy was also developed to further encourage connection to the network, but was never formally adopted. This policy has been reviewed and was submitted to Council for adoption.

Resolution No. OM/11.2020/10

Moved Cr McMullen

That it lay on the table for a future briefing.

CARRIED

9/0

Responsible Officer

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

Item Number: 12.5 File Number: D20/103929

SUBJECT HEADING: ENDORSEMENT OF TRANSPORT DEVELOPMENT SCHEME (TIDS) WORKS PROGRAM 2021-22 TO 2024-25

Officer's Title: Deputy Director / Strategic Road Management Program Funding & Budget Coordinator

Executive Summary:

Council is a member of the South West Regional Road and Transport Group (SWRRTG). Council is required to develop and endorse the proposed four (4) year rolling program (2021-22 to 2024-25) and agree in-principle to matching the funding provided through the Transport and Infrastructure Development Scheme (TIDS) program with a 50% Council contribution.

Resolution No. OM/11.2020/11

Moved Cr McMullen

Seconded Cr Edwards

That Council:

1. Endorse the proposed Transport Infrastructure Development Scheme (TIDS) work program, noting the 2021/22 Council contribution amount of \$1,633,500.
2. Provide preliminary commitment to funding the contribution required for the 2022/23, 2023/24 and 2024/25 programs (\$1,633,500 \$1,633,500 and \$1,633,500 respectively) subject to annual review as part of future budget deliberations.
3. Authorise the Chief Executive Officer, or delegate, to sign the project scope forms for projects on the program.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1

File Number: D20/83403

SUBJECT HEADING: INJUNE GREASE TRAP

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

Executive Summary:

At the Council meeting held on 12 August 2020, Council requested that quotes be sourced to relocate the grease trap recently installed to service Café on Second in Injune. Pricing and other information was tabled for Council's consideration.

Resolution No. OM/11.2020/12

Moved Cr Golder

Seconded Cr Guthrie

That:

1. Council undertake consultation with the community via the "Have your Say" platform with the two options being that:
 - a) The grease trap remains in its current location to service Café on Second; or
 - b) The grease trap be relocated to the southern side of the back of the block, and installed underground in a service pit at an estimated cost of \$13,564.32 (including GST).
2. Community consultation material to note that the pump must stay in its current location in order to pump waste from the café kitchen to the grease trap.
3. Consultation be undertaken on the option of fencing the current location (Option 1) with the community being made aware of the cost of the screened fence of \$16,797.

[Wording amended by Cr Golder from his original motion following further discussion with Councillors, Chief Executive Officer (CEO) and the Acting CEO regarding the approach to consultation].

CARRIED

9/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Item Number: 13.2

File Number: D20/99235

SUBJECT HEADING: CHRISTMAS CELEBRATIONS

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

Executive Summary:

Council submitted a funding application under the Community Drought Support program offered by the Department of Communities, Disabilities and Seniors. This application was partly successful. In the past Council has been able to offer a financial contribution to communities to hold Christmas celebrations using the funds from this grant. This report sought support from Council to continue this contribution to communities for their annual Christmas celebrations regardless of the outcome of the grant application.

Resolution No. OM/11.2020/13

Moved Cr McMullen

Seconded Cr Hancock

That Council:

1. Endorse the allocation of \$7,500 for Community Christmas Celebrations to be distributed to the 15 local community associations listed in this report [and as follows]:

<i>Community Association</i>	<i>Approved Contribution</i>
<i>Amby Community Association</i>	<i>\$500</i>
<i>Begonia Community</i>	<i>\$500</i>
<i>Bymount Recreation Association</i>	<i>\$500</i>
<i>Dunkeld Golf Club</i>	<i>\$500</i>
<i>Eumamurrin Association</i>	<i>\$500</i>
<i>Hodgson Soldiers Memorial Hall</i>	<i>\$500</i>
<i>Injune Bowls Club</i>	<i>\$500</i>
<i>Jackson Country Women's Association (CWA)</i>	<i>\$500</i>
<i>Muckadilla Community Association</i>	<i>\$500</i>
<i>Mungallala Progress Association</i>	<i>\$500</i>
<i>Noonga Community Association</i>	<i>\$500</i>
<i>Roughlie Community Association</i>	<i>\$500</i>
<i>Teelba State School Parents & Citizens (P & C)</i>	<i>\$500</i>
<i>Wallumbilla Town Improvement Group</i>	<i>\$500</i>
<i>Yuleba Parents & Citizens (P & C)</i>	<i>\$500</i>

2. Note that funding is available from the Local Development budget and this can be transferred [between line items] as part of the upcoming quarterly review later in the meeting.

CARRIED

9/0

Responsible Officer

Support Officer - Economic & Community Development

Item Number:

13.3

File Number: D20/101078

SUBJECT HEADING:

GRAZING LAND - SURAT

Officer's Title:

Administration Officer - Land Administration

Executive Summary:

Council requested that a report be provided about use of land in the Surat area for grazing of horses to improve the liveability attraction for prospective new residents of Surat.

Resolution No. OM/11.2020/14

Moved Cr McMullen

Seconded Cr Golder

That Council:

1. Note the report.
2. Investigate other land options in the town of Surat and surrounding area.

[Wording amended by Cr McMullen from his original motion following a suggestion from the Mayor, supported by Cr Hancock, to investigate other land options].

CARRIED

9/0

Responsible Officer

Administration Officer - Land Administration

Item Number:

13.4

File Number: D20/101396

SUBJECT HEADING:

DENISE SPENCER POOL CLOSURE - ROMA ALL STARS AND ROMA STATE COLLEGE ANNUAL SWIM CARNIVALS

Officer's Title:

Support Officer - Facilities

Executive Summary:

Council received a request from the Manager of the Denise Spencer Pool seeking permission for closure of the facility to the general public to hold the Roma All Stars and Roma State College Annual Swim Carnivals.

Resolution No. OM/11.2020/15

Moved Cr Birkett

Seconded Cr Ladbrook

That Council:

1. Approve the request to close the Denise Spencer Swimming Pool to the general public on Saturday 5 December 2020 from 10.00am to 2.00pm, for the Roma All Stars Annual Swim Carnival.
2. Approve the request to close the Denise Spencer Swimming Pool to the general public on Friday 20 November 2020 from 8.00am to 3.00pm, for the Roma State College Annual Swim Carnival.
3. Advise the community of the closures through a notice at the pool and a media release.

CARRIED

9/0

Responsible Officer

Support Officer - Facilities

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
13.5	Bassett Park – Race Horse Trainers Agreement	Cr Wayne (George) Ladbrook	Cr Ladbrook is a committee member of the Roma Turf Club Inc.

Cr Ladbrook advised as follows:

I, Councillor Ladbrook, inform this meeting that I have a [declarable] conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009) on Item 13.5 – Bassett Park – Race Horse Trainers Agreement.

This declarable conflict of interest arises because I am a committee member of the Roma Turf Club and I propose to leave this meeting while this matter is being discussed and voted on.

Cr Ladbrook left the meeting at 7.57pm, taking no part in discussions or vote on the following item.

Item Number: 13.5 **File Number:** D20/101501

SUBJECT HEADING: BASSETT PARK - RACE HORSE TRAINERS AGREEMENT

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

Executive Summary:

Council was asked to consider entering into a formal agreement with Jessika-Lee Brand for the use of the Racetrack at Bassett Park.

Resolution No. OM/11.2020/16

Moved Cr Taylor

Seconded Cr McMullen

That Council:

- 1. Enter into a non-exclusive User Agreement with Racehorse Trainer Jessika-Lee Brand for a period of three (3) years for the use of the track and relevant facilities at Bassett Park.**
- 2. Authorise the Chief Executive Officer (CEO), or delegate, to finalise and execute the agreement and any other associated documentation.**

CARRIED

8/0

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Responsible Officer

Facility Lease Management & Housing Officer / Team Coordinator

At cessation of discussion and debate on the abovementioned item, Cr Ladbrook returned to the meeting at 7.59pm.

COUNCILLOR BUSINESS

Item Number: 14.1 File Number: D20/99147

SUBJECT HEADING: REPLACEMENT OPTIONS FOR THE MAY STREET BRIDGE IN WALLUMBILLA.

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The agenda tabled a proposal for Council to explore other options to replace the timber bridge in Wallumbilla.

Resolution No. OM/11.2020/17

Moved Cr Golder

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 14.2 File Number: D20/101250

SUBJECT HEADING: DRIVEWAY / FOOTPATH DISABILITY ACCESS FOR THE MARANOA

Councillor's Title: Cr. Tyson Golder

Executive Summary:

This report was presented to Council after Mayor Golder received feedback from some residents in the community about the difficult access for mobility in driveways and footpaths.

Resolution No. OM/11.2020/18

Moved Cr Golder

Seconded Cr Guthrie

That a report be prepared for an upcoming Council meeting in regard to a potential policy for private resident driveways to enable them to access their property or strategic public footpaths, where there is an identified resident need, with the report to include a review of potential funding opportunities.

[Wording amended by Cr Golder from his original motion following further discussion with Councillors and a request from the Chief Executive Officer to clarify the level of detail intended for the subsequent report].

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: 14.3 File Number: D20/103527

SUBJECT HEADING: SPONSORSHIP SUPPORT FOR INJUNE RETIREMENT VILLAGE

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The proposal was for Council to sponsor the Injune Retirement Village / Pinaroo for the amount of \$10,000 for a 12 month television promotional campaign to advertise cost effective independent living for over 55's available at the village with the aim of increasing numbers so the village is financially self-sustainable.

Resolution No. OM/11.2020/19

Moved Cr Golder

Seconded Cr Guthrie

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 14.4 File Number: D20/103541

SUBJECT HEADING: RAILWAY HISTORICAL CEMETERY

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Council received correspondence addressed to the elected members, in relation to Council supporting the preservation of the Railway land Roma cemetery site.

A copy of the correspondence was circulated under separate cover due to privacy reasons.

Resolution No. OM/11.2020/20

Moved Cr Golder

Seconded Cr Ladbrook

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Manager – Facilities (Land, Buildings & Structures)

Item Number: 14.5 File Number: D20/103552

SUBJECT HEADING: POLICE-CITIZENS YOUTH CLUB (PCYC) MARANOA IN ROMA

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

Executive Summary:

The proposal is to investigate current operations at the PCYC Maranoa with a view to exploring potential opportunities for the venue to be used as a place to run youth programs.

Resolution No. OM/11.2020/21

Moved Cr Hancock

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 14.6 File Number: D20/104143

SUBJECT HEADING: CRIME IN THE MARANOA

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The Mayor received a letter from a Roma resident in relation to issues with crime in the community.

A copy of the correspondence was circulated under separate cover due to privacy reasons.

Resolution No. OM/11.2020/22

Moved Cr Golder

Seconded Cr Edwards

That a report be prepared for an upcoming meeting, based on the feedback provided in the letter.

[Wording amended by Cr Golder from his original motion following a request for clarity from Cr Hancock regarding the detail intended for the subsequent report].

CARRIED

9/0

Responsible Officer

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

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
14.7	Neighbourhood Centre Proposal	Julie Guthrie	Cr Guthrie has a past and current working relationship with Daniel Wales, who is a representative of the organisation which has submitted the proposal.

Cr Guthrie advised as follows:

I'd like to inform this meeting that I have a declarable conflict of interest for item 14.7 – Neighbourhood Centre Proposal (as defined in section 150EN of the Local Government Act 2009). This declarable conflict of interest arises because of a past and current working relationship I have with Daniel Wales who oversees this particular Gaming program.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*
- *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Resolution No. OM/11.2020/23

Moved Cr Taylor

Seconded Cr Birkett

That it is in the public interest that Cr Guthrie participates and votes on the Agenda Item 14.7, because a reasonable person would trust that the final decision was made in the public interest.

CARRIED

8/0

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

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Item Number: 14.7

File Number: D20/104156

SUBJECT HEADING: NEIGHBOURHOOD CENTRE PROPOSAL

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Correspondence was received through the Office of the Mayor from Maranoa Gaming Community, with a proposal to re-purpose the Neighbourhood Centre as a gaming hub and youth centre.

Resolution No. OM/11.2020/24
Moved Cr Golder
Seconded Cr Edwards
That:

1. Council enter into negotiations for a 12 month agreement with Maranoa Gaming Community based on the proposal that Maranoa Gaming Community have put forward to Council on a 12 month trial of running a youth drop in facility for the Maranoa to deal with issues to do with youth crime.
2. A report be brought back to the next Ordinary Meeting for consideration following negotiations.

[Wording amended by Cr Golder from his original motion following a request from Cr Hancock seeking a further report for Council to consider the proposal and subsequent negotiation outcome].

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Mayor Cr. Tyson Golder, Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Mark Edwards, Cr. Julie Guthrie, Cr. Johanne Hancock, Cr. Wayne (George) Ladbrook, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

CARRIED
9/0
Responsible Officer
Manager – Facilities (Land, Buildings & Structures)
Item Number: 14.8
File Number: D20/104193
SUBJECT HEADING: MOWING MAINTENANCE AT THE ROMA TENNIS COURTS
Councillor's Title: Cr. Tyson Golder
Executive Summary:

The agenda item tabled a proposal for Council to consider mowing the section between where the footpath ends and the commencement of the fence in Arthur Street, on a routine basis, so the tennis club no longer has to mow it.

Resolution No. OM/11.2020/25
Moved Cr Golder
Seconded Cr Edwards
That a report be prepared for an upcoming Council meeting.
CARRIED
9/0
Responsible Officer
Manager – Maintenance Delivery & Works

Item Number: 14.9 **File Number:** D20/104255
SUBJECT HEADING: PARTHENIUM WEED ISSUES
Councillor's Title: Cr. Tyson Golder

Executive Summary:

A resident has contacted Council with concerns of parthenium weed issues in the northern sector of the Maranoa region.

Moved Cr Golder

Seconded Cr Ladbrook

That a report be prepared for an upcoming Council meeting.

NO VOTE TAKEN

No vote was taken on the draft motion at that time with further discussion undertaken regarding the broader scale issue of weed control across the region between staff and councillors. At the conclusion of those discussions the following procedural motion was put forward:

Resolution No. OM/11.2020/26

Moved Cr O'Neil

That the matter lay on the table for further consideration following a Councillor Briefing, covering all areas of the Maranoa region, including the northern sector.

CARRIED

9/0

Responsible Officer

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

Item Number: 14.10 **File Number:** D20/104451
SUBJECT HEADING: ROAD MAINTENANCE CONCERNS
Councillor's Title: Cr. Tyson Golder

Executive Summary:

A resident has contacted Council with concerns about road maintenance, specifically, local roads in the northern sector requiring different guidelines so as to not create erosion for Council and landowners.

Resolution No. OM/11.2020/27

Moved Cr Golder

Seconded Cr Birkett

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

**Deputy Director / Strategic Road
Management**

**COUNCIL ADJOURNED THE MEETING
FOR A RECESS AT 9.07PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 9.27PM**

CHANGE TO ORDER OF BUSINESS

Resolution No. OM/11.2020/28	
Moved Cr Golder	Seconded Cr O'Neil
That we [Council] deal with C.4 - Request to Waive Water Charges – Assessment 12008967 next.	
CARRIED	9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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Item Number: C.4 **File Number:** D20/89419

SUBJECT HEADING: REQUEST TO WAIVE WATER CHARGES - ASSESSMENT 12008967

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

Executive Summary:

Council has received a request to waive the water access and usage charges, and interest on Assessment 12008967 from 18 September 2013 to 1 July 2017. The total charges outstanding as was \$17,431.60 comprising the following:

- *Water access infrastructure charges \$4,554.34*
- *Water usage charges = \$3,736.86*
- *Interest charges = \$7,406.01*
- *Legal fees = \$1,734.39*

Resolution No. OM/11.2020/29	
Moved Cr Golder	Seconded Cr Edwards
That Council grant a hardship concession [equivalent to the outstanding amount] in accordance with section 120(1)(c) of the <i>Local Government Regulation 2012</i> .	
<u>Statement of Reason (Provided by Mayor Golder)</u>	
On the basis of:	
<ol style="list-style-type: none"> 1. Reports we [Council] have had from the entity on financial hardship. 2. This is in the best interest of moving forward with relationships between the Gungarri [people] and Maranoa Regional Council. 	
<i>[Mayor Golder corrected the reference to the Local Government Regulation following advice from the Chief Executive Officer and Director].</i>	

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

Responsible Officer

Lead Rates and Utilities Billing Officer /
Systems Administrator

COUNCIL ADJOURNED THE MEETING
FOR A RECESS AT 9.39PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 9.41PM

CHANGE TO ORDER OF BUSINESS

Resolution No. OM/11.2020/30

Moved Cr Golder

Seconded Cr McMullen

That we [Council] deal with [the following] items in the order below:

- L.4 – My Maranoa Christmas 2020
- L.6 – Agreement To Use Surat Water Tower
- L.7 – Landowner's Consent – Application for Environmentally Relevant Activity For Stage 2B Roma Flood Mitigation Project
- L.8 – Drought Communities Program – Extension for Maranoa water supply security – Surat and Yuleba Townships request for variation to funding agreement
- LC.4 – Offer Of Sale Of Cinema To Council

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members &
Community Engagement

Mayor Golder introduced the next topic for consideration (L.4).

Discussion occurred in relation to this agenda item to ascertain what type of conflict of interest may exist in relation to this item. After some initial declarations, it was subsequently considered that it would be declarable – in all 3 cases, the Councillors elected to leave the room during discussion and voting on the matter, given that either they or their close associates have retail businesses that may benefit from Council's consideration of this item.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.4	My Maranoa Christmas 2020	Tyson Golder	Cr Golder owns a business (Golders), on the main street in the Roma CBD (McDowall Street Roma)

Cr Golder ultimately declared as follows:

I Cr Tyson Golder inform the meeting that I have a declarable conflict of interest in this matter as I have a retail business in the main street that may or may not be affected by this item, and as a result of this I will now leave the meeting room while this matter is considered and voted on.

Mayor Golder left the meeting at 9.43pm, taking no part in discussion or debate on the following item. The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.4	My Maranoa Christmas 2020	Johanne Hancock	The interest for Cr Hancock arises because of her spouse and parents owning a business (Surat Post & News) in the Surat CBD.

Cr Hancock ultimately declared as follows:

I, Cr Johanne Hancock, inform the meeting that I have a declarable conflict of interest as a result of my relationship with my husband Graham Hancock and my parents Paul and Rachel Parravicini. Their interest in this matter is that they own Surat Post & News which is a retail business in Surat. As a result of this conflict of interest I will now leave the meeting while the matter is considered and vote on.

Cr Hancock left the meeting at 9.47pm, briefly returning at 9.52pm for clarification of her interest and left again at 9.54pm taking no part in discussion or debate on the following item.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.4	My Maranoa Christmas 2020	Wayne (George) Ladbrook	The interest for Cr Ladbrook arises because he owns a business (Ladbrooks Butchery) in the Roma CBD.

Cr Ladbrook ultimately declared as follows:

I, Cr Ladbrook, inform the meeting that I have a declarable conflict of interest as a result I have a retail business in the CBD in Roma. As a result of my conflict of interest I will now leave the meeting room while the matter is being considered and voted on.

Cr Ladbrook left the meeting at 9.54pm taking no part in discussion or debate on the following item.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
L.4	My Maranoa Christmas 2020	Mark Edwards	The interest for Cr Edwards arises because he sells oranges on the premises of a business located in McDowall Street Roma, which will participate in the event if approved.

Cr Edwards advised as follows:

I inform this meeting that I have a declarable a conflict of interest in this matter (as defined by section 150EN of the Local Government Act 2009). The nature is as follows, I sell oranges on a premises in McDowall Street which will participate in the Christmas Street Party.

As a result of my conflict of interest I will now leave the meeting room while the matter is considered and voted on.

Cr. O'Neil clarified that the proposal was that there is no Christmas Street Party, but an alternative approach.

Cr Edwards left the meeting at 9.58pm, taking no part in discussion or debate on the following item.

LATE ITEMS

Item Number: L.4 **File Number:** D20/105438

SUBJECT HEADING: MY MARANOA CHRISTMAS 2020

Officer's Title: Regional Events Attraction / Local Development Project Officer

Executive Summary:

The My Maranoa Christmas Street Party was initiated to provide both an economic stimulus to business owners throughout the Maranoa and Christmas cheer to the community.

Current COVID-19 restrictions and the implementation of a COVID Safe Event Checklist, however, poses extensive challenges for large community gatherings and events such as the My Maranoa Christmas Street Party.

In lieu of the My Maranoa Christmas Street Party, it was proposed the event be replaced with a number of smaller community activities to enhance community Christmas cheer and a regional 'Think Local First This Christmas' campaign to support businesses in the Maranoa region.

Whilst it is disappointing that the community will not be able to gather for a major Christmas event in 2020, support for local businesses and the spread of Christmas cheer can still be achieved.

Essentially, the funds allocated to the My Maranoa Christmas Street Party would be diverted to the 'Think Local First This Christmas' & 'Community Christmas Cheer' initiatives as part of the 'My Maranoa Christmas 2020' campaign.

Resolution No. OM/11.2020/31

Moved Cr O'Neil

Seconded Cr Taylor

That Council:

1. Due to restrictions imposed by the COVID-19 pandemic, replace the 'My Maranoa Christmas Street Party' with a revised 'My Maranoa Christmas 2020' campaign that incorporates both an economic stimulus component and community Christmas cheer element.
2. Use the budget from the My Maranoa Christmas Street Party Work Order 20485.
3. [Grant] Maranoa Music Inc. permission to position themselves in front of the large Christmas tree (McDowall St) and play to the public as part of the 'My Maranoa Christmas 2020' campaign.

[Wording amended by Cr O'Neil from his original motion following a suggestion from Cr Birkett regarding point 3 in removing a specific date for this aspect. In response Cr O'Neil amended the motion and the seconder indicated she was happy to accept the amendment].

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Deputy Mayor Cr. Geoff McMullen, Cr. John Birkett, Cr. Julie Guthrie, Cr. Cameron O'Neil, Cr. Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

CARRIED

5/0

Responsible Officer	Regional Events Attraction / Local Development
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At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the meeting, assuming the chair. Councillors Edwards, Hancock and Ladbrook also returned to the meeting.

All Councillors returned at 10.02pm.

Item Number: L.6 **File Number:** D20/106129

SUBJECT HEADING: AGREEMENT TO USE SURAT WATER TOWER

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

Executive Summary:

Council has received a request for a Telecommunications Site Licence Agreement in respect to the Surat Water Tower.

Resolution No. OM/11.2020/32

Moved Cr O'Neil

Seconded Cr Taylor

That Council:

1. Enter into an agreement with March IT Pty Ltd ACN 165 285 728 (for the use of part of the Surat Water Tower and associated land for the installation and operation of telecommunications equipment) other than by tender or auction pursuant to the exception under section 236(1)(c)(vi) of the *Local Government Regulation 2012* (Qld).
2. Authorise the Chief Executive Officer (or delegate) to enter into an agreement with March IT Pty Ltd ACN 165 285 728, subject to the final terms and conditions being satisfactory and not restricting Council's ability to provide services as a public utility.
3. Accept that the annual fee be set at \$1,800 per annum plus GST.

CARRIED

9/0

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number:

L.7

File Number: D20/106821

SUBJECT HEADING:

LANDOWNER'S CONSENT - APPLICATION FOR ENVIRONMENTALLY RELEVANT ACTIVITY FOR STAGE 2B ROMA FLOOD MITIGATION PROJECT

Officer's Title:

**Deputy Director / Strategic Road Management
Manager - Construction**

Executive Summary:

As part of the delivery of Stage 2B – Flood Mitigation Project, Council is required to obtain an Environmental Authority.

For the purpose of this report, and in order to progress the Stage 2B – Flood Mitigation Project, Council is required to make an application, and ultimately obtain, an ERA 16 for the Extractive and Screening Activities due to the volume of spoil required to be removed from the site exceeding the legislative threshold (threshold 2(a) is for extracting 5,000 tonnes to 100,000 tonnes of material in a year).

Resolution No. OM/11.2020/33

Moved Cr Birkett

Seconded Cr Ladbrook

That Council authorise the Chief Executive Officer (CEO) to sign the required documentation, including the provision on landowner's consent, for an application for an Environmental Authority (ERA162(a)) for Stage 2B of the Roma Flood Mitigation Project.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number: L.8 File Number: D20/107488

SUBJECT HEADING: DROUGHT COMMUNITIES PROGRAMME - EXTENSION FOR MARANOA WATER SUPPLY SECURITY - SURAT AND YULEBA TOWNSHIPS REQUEST FOR VARIATION TO FUNDING AGREEMENT

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

Executive Summary:

This report requested Council's approval to submit a variation request to the funding agreement for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension.

Resolution No. OM/11.2020/34

Moved Cr McMullen

Seconded Cr Birkett

That Council authorise the Chief Executive Officer (CEO), or delegate to sign the request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to extend the project for the additional time from 31 March 2021 to 11 June 2021, noting that Council has previously authorised up to 31 March 2021.

[Wording amended by Cr McMullen from his original motion following a suggestion from the Chief Executive Officer to avoid a conflict with the initial resolution on the matter, which had been approved for extension until 31 March 2021].

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

CHANGE TO ORDER OF BUSINESS

Resolution No. OM/11.2020/35

Moved Cr O'Neil

Seconded Cr Birkett

That we [Council] deal with agenda Item LC.3 next.

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

LATE CONFIDENTIAL ITEMS

Item Number: LC.3 File Number: D20/106789

SUBJECT HEADING: LETTER OF SUPPORT FOR PROPOSED DATA CENTRE IN ROMA.

Officer's Title: Manager - Economic & Community Development

Executive Summary:

Council is assisting Connected Farms Pty Ltd in their planning to establish a High Speed Broadband Network and Data Centre in Roma. The proposal is in the early stages of the process leading to a final investment decision.

The proponent requested a letter of support from Council for an application to the Commonwealth Government's Regional Connectivity Program, for a grant to assist in financing the proposal.

Resolution No. OM/11.2020/36

Moved Cr Birkett

Seconded Cr Edwards

That Council:

- 1. Provide a letter of support to Connected farms Pty Ltd for its application to the Commonwealth Government's Regional Connectivity Program, to establish a node in Roma.**
- 2. Authorise the Mayor to sign the letter.**

[Cr. Birkett adjusted wording slightly for point 2].

CARRIED

9/0

Responsible Officer

Manager - Economic & Community Development

Mayor Golder then introduced agenda item C.4. The Chief Executive Officer requested that Council note that the reason for which Item C.4 was placed in closed access was in accordance with the *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, rather than Section 254J(3)(c) the local government's budget (currently shown on the open agenda).

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.4	Offer of Sale of Cinema to Council	Tyson Golder	The interest for Cr Golder arises because the commercial property owner permitted his election signs to be placed on this CBD commercial property - the subject of this report.

I, Councillor Tyson Golder inform the meeting that I have, a declarable conflict of interest in LC.4 - Offer of Sale of Cinema to Council, as defined in Section 150EN of the Local Government Act 2009.

This declarable conflict of interest arises because:

The commercial property owner permitted my election signs to be placed on the CBD commercial property, the subject of this report, during the recently concluded Council election campaign.

It was brought up by a Councillor that it may be a conflict because signs were erected on the outdoor dining structures of Cinema Roma which was adjacent to the early polling office.

Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias because the signs were not there for the whole election campaign and the signs were only put there as this was next to an early polling centre. They were removed by directions from the ECQ (Electoral Commission of Queensland) with changes to proximity of signs to the early polling site on the 27th March 2020.

I wish to participate in the decision in relation to this matter.

I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*
- *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Council determined that all interests be declared and then considered by the eligible Councillors as to whether each declaring Councillor could remain for consideration of the following matter, or whether the Councillor must leave the meeting.

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.4	Offer of Sale of Cinema to Council	Julie Guthrie	The interest for Cr Guthrie arises because the commercial property owner permitted her election signs to be placed on this CBD commercial property - the subject of this report.

Cr Guthrie advised as follows:

I would like to inform this meeting that I Councillor Julie Guthrie have a declarable conflict of interest in LC.4 - Offer of Sale of Cinema to Council as defined in section 150EN of the Local Government Act 2009.

This declarable conflict of interest arises because the commercial property owner permitted my election signs to be placed on the CBD commercial property, the subject of this report, during the recently concluded Council election campaign. I do not have any relationship with the owner or his wife of this particular business.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- *May participate in the decision about the matter, including by voting on the matter; or*
- *Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.*

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.4	Offer of Sale of Cinema to Council	Wayne (George) Ladbrook	The interest for Cr Ladbrook because the commercial property owner permitted his election signs to be placed on this CBD commercial property - the subject of this report.

Cr Ladbrook advised as follows:

I inform this meeting that I have a declarable conflict of interest in LC.4 Offer of Sale of Cinema to Council (as defined in section 150EN of the Local Government Act 2009).

This declarable conflict of interest arises because: The commercial property owner permitted my election signs to be placed on this CBD commercial property, the subject of this report, during the recently concluded Council election campaign.

It was brought up by a Councillor that it may be a conflict because signs were erected on the outdoor dining structures of Cinema Roma which was adjacent to the early polling office.

Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias because the signs were not there for the whole election campaign and the signs were only put there as this was next to an early polling centre. They were removed by directions from the ECQ (Electoral Commission of Queensland) with changes to proximity of signs to the early polling site on the 27th March 2020.

I wish to participate in the decision in relation to this matter and I acknowledge that eligible councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- May participate in the decision about the matter, including by voting on the matter; or*
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.*

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.4	Offer of Sale of Cinema to Council	John Birkett	The interest for Cr Birkett arises because the commercial property owner permitted his election signs to be placed on this CBD commercial property - the subject of this report.

Cr Birkett advised as follows:

I, Councillor John Birkett inform the meeting that I have a declarable conflict of interest in LC.4 as defined in section 150EN of the Local Government Act 2009.

This declarable conflict of interest arises because: The commercial property owner permitted my election signs to be placed on this CBD commercial property, the subject of this report, during the recently concluded Council election campaign.

I wish to participate in the decision in relation to this matter and I acknowledge that eligible councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- May participate in the decision about the matter, including by voting on the matter; or*
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.*

DECLARATION OF CONFLICT OF INTEREST

Agenda item	Item description and key content	Councillor	Precis of personal interest
LC.4	Offer of Sale of Cinema to Council	Mark Edwards	The interest for Cr Edwards arises because the commercial property owner permitted his election signs to be placed on this CBD commercial property - the subject of this report.

Cr Edwards advised as follows:

I inform this meeting that I have a declarable conflict of interest in LC.4 as defined in section 150EN of the Local Government Act 2009.

The nature of my conflict is that: The commercial property owner permitted my election signs to be placed on this CBD commercial property, the subject of this report, during the recently concluded Council election campaign.

I wish to participate in the decision in relation to this matter because of the following reasons:

I understand:

- The commercial property (CP) owner/s permitted the Unity Maranoa Team, not me personally, to be placed on this CBD Commercial Property, the subject of this report, during the recently concluded Council election campaign.*
- I did not have anything personally to do with the owner/s on this matter.*
- I did not organise the signage on the building or physically put it up.*
- I did not realise that the owner would sell the building to the Council at that point and that placing the signs would cause a conflict.*
- I did not publicly speak about the cinema during the election campaign.*
- The reason I suspect the signs were put there was that the site was considered a good site as it was next door to the pre-election premises and other councillor candidates had placed their signage on or around the CP.*
- The signs would not have been at the CP very long as they were taken down at approximately 10.52am on the 27 March 2020. The date of the election was 28 March 2020 and the date on the photo, if available, would prove the day it was taken.*
- I am not bias towards buying the building because the owner/s of the CP allowed our signs there and would vote based on what I perceive to be community expectation amongst other things.*
- I do not believe that there was a relationship between myself and the owner/s.*
- I don't believe there was any value placed on the location of the signs, as there may be in a Brisbane CBD location, due to it being in Roma for the length of time.*

I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, whether I:

- May participate in the decision about the matter, including by voting on the matter; or*
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.*

Cr. Birkett left the meeting at 10.28pm, and returned at 10.30pm.

Cr. Edwards left the meeting at 10.30pm, and returned to the meeting at 10.32pm.

Once all conflicts were stated, eligible Councillors then voted on the declared conflicts in order of their declaration, at the conclusion of lengthy discussions about which Councillors were eligible.

Resolution No. OM/11.2020/37
Moved Cr Hancock
Seconded Cr Taylor

That Councillor Golder must not participate in the decision, and must leave the place at which the meeting is being held, including any area that is set aside for the public, and stay away from the place while the eligible councillors discuss and vote on the matter.

CARRIED
4/0
Responsible Officer
**Lead Officer – Elected Members &
Community Engagement**
Resolution No. OM/11.2020/38
Moved Cr O'Neil
Seconded Cr Taylor

That Cr Guthrie must not participate in the decision, and must leave the place at which the meeting is being held, including any area that is set aside for the public, and stay away from the place while the eligible councillors discuss and vote on the matter.

CARRIED
4/0
Responsible Officer
**Lead Officer – Elected Members &
Community Engagement**
Resolution No. OM/11.2020/39
Moved Cr McMullen
Seconded Cr Hancock

That Cr Ladbrook must not participate in the decision, must leave the place at which the meeting is being held, including any area that is set aside for the public and stay away from the place while the eligible councillors discuss and vote on the matter.

CARRIED
4/0
Responsible Officer
**Lead Officer – Elected Members &
Community Engagement**
Resolution No. OM/11.2020/40
Moved Cr Taylor
Seconded Cr O'Neil

That Cr Birkett must not participate in the decision, must leave the place at which the meeting is being held, including any area that is set aside for the public and stay away from the place while the eligible councillors discuss and vote on the matter.

CARRIED
4/0
Responsible Officer
**Lead Officer – Elected Members &
Community Engagement**

Resolution No. OM/11.2020/41

Moved Cr O'Neil

Seconded Cr McMullen

That Cr Edwards must not participate in the decision, must leave the place at which the meeting is being held, including any area that is set aside for the public and stay away from the place while the eligible councillors discuss and vote on the matter.

CARRIED

4/0

Responsible Officer

Lead Officer – Elected Members & Community Engagement

All declaring Councillors (Cr Golder, Cr Guthrie, Cr Ladbrook, Cr Birkett and Cr Edwards) left the meeting at 10.40pm, taking no part in discussion or debate on the following matter.

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

Eligible Councillors and the Chief Executive Officer further discussed the declared interest of the Councillors. Given the lack of a quorum it was determined that all Councillors be invited to return to the meeting in accordance with Section 150EU of the *Local Government Act 2009*.

All declaring Councillors (Cr Golder, Cr Guthrie, Cr Ladbrook, Cr Birkett and Cr Edwards) returned to the meeting at 10.57pm, with the Mayor assuming the Chair.

Item Number:

LC.4

File Number: D20/107430

SUBJECT HEADING:

OFFER OF SALE OF CINEMA TO COUNCIL

Officer's Title:

**Manager - Economic & Community Development
Chief Executive Officer**

Executive Summary:

The owner of the Cinema in Roma again approached Council through the Mayor's Office to consider the purchase – an offer declined in the previous term of Council. This report provided background to the matter and summarised desktop research into the potential financial viability of such a proposal.

The report provided background information for the new term of Council. It incorporated information considered by Council on 13 February 2019 after an approach by the owner, who wished Council to either purchase or lease the Cinema. At the meeting of 13 February 2019, Council decided to not pursue the matter further.

Moved Cr O'Neil

Seconded Cr Taylor

That Council not decide the matter and take no further action in relation to the matter, relating to Section 150EU (2)(c) of the *Local Government Act 2009*.

MOTION LOST

3/6

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Hancock	Cr. Birkett
Cr. O'Neil	Cr. Edwards
Cr. Taylor	Cr. Golder
	Cr. Guthrie
	Cr. Ladbrook
	Cr. McMullen

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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A subsequent motion was then put forward:

Moved Cr McMullen	Seconded Cr Birkett
That the matter be deferred until the next Ordinary Meeting.	
MOTION WITHDRAWN	

Cr O'Neil left the meeting at 11.20pm, and returned at 11.21pm.

With the abovementioned motion withdrawn, a further motion was put forward:

Resolution No. GM/11.2020/42	
Moved Cr Golder	Seconded Cr
That Council adjourn the meeting until 12.30pm on 12 November 2020 to deal with this matter.	
CARRIED	9/0

Responsible Officer	Lead Officer – Elected Members & Community Engagement
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The Mayor declared the meeting adjourned at 11.22pm on 11 November 2020.

The Mayor resumed the meeting at 12.43pm on 12 November 2020.

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 12.44PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 12.49PM

Item Number: LC.4 File Number: D20/107430

SUBJECT HEADING: OFFER OF SALE OF CINEMA TO COUNCIL

Officer's Title: Manager - Economic & Community Development
Chief Executive Officer

The owner of the Cinema in Roma again approached Council through the Mayor's Office to consider the purchase – an offer declined in the previous term of Council. This report provided background to the matter and summarised desktop research into the potential financial viability of such a proposal.

The report provided background information for the new term of Council. It incorporated information considered by Council on 13 February 2019 after an approach by the owner, who wished Council to either purchase or lease the Cinema. At the meeting of 13 February 2019, Council decided to not pursue the matter further.

Resolution No. GM/11.2020/43

Moved Cr Golder

Seconded Cr Edwards

That in accordance with Section 150EU (2)(a) of the *Local Government Act 2009* that the local government delegate deciding the matter to the Chief Executive Officer (CEO) in accordance with Section 257 (1)(b).

CARRIED

6/3

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

Responsible Officer

Chief Executive Officer

Item Number: C.2 File Number: D20/101315

SUBJECT HEADING: QUARTER 1 2020/21 BUDGET REVIEW

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

Executive Summary:

In accordance with S170 (3) of the Local Government Regulation 2012, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

Resolution No. GM/11.2020/44

Moved Cr McMullen

Seconded Cr Edwards

That Council approve:

1. The Quarter 1 2020/21 budget amendments as shown in the report's attachments, with the addition of the transfer foreshadowed as part of Item 13.2 of the agenda.

2. The revised financial statements for Quarter 1 2020/21 budget amendments as shown in the report's attachments be adopted, with the inclusion of the transfer between salaries and wages and materials and services, as foreshadowed as part of Item 13.2 of the agenda:

- Revenue Policy 2020/21
- Revenue Statement 2020/21
- Revised Budget Financial Statements 2020/21 & following two years
- Revised Budget Financial Statements 2020/21 & following nine years
- Revised Financial Sustainability Ratios 2020/21
- Total Value of Change in Rates and Charges

And, that the documents be placed on the Council website -
<http://www.maranoa.qld.gov.au/council/budgets>

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

ITEMS CARRIED OVER

Resolution No. GM/11.2020/45

Moved Cr Golder

Seconded Cr Taylor

That all remaining matters from Wednesday 11 November 2020 be carried over until a future meeting of Council.

Items remaining:

- *L.1 – Roma and Injune Visitor Information Centre Christmas and New Year Operating Hours*
- *L.2 – Development application fee refund*
- *L.3 – Australia Day 2021*
- *L.5 – Historical Building at the Roma Hospital*
- *C.1 – Unallocated State Land – Lot 24 on J4614*
- *C.3 – Grazing Land*
- *C.5 – Rates capping and concession*
- *C.6 – Minor Amendments to the Organisational Structure & Current Vacancies*
- *C.7 – COVID-19 Leased Cafes, Caravan Parks, Car Hire Companies and Hibernian Hall Users*
- *LC.1 – Offer to purchase land and buildings at 29 Bowen Street and 45 – 47 Hawthorne Street*
- *LC.2 – Review of Council Decision – Capital Upgrade Request 262 Currey Street, Roma*

CARRIED

9/0

Responsible Officer

Lead Officer – Elected Members &
 Community Engagement

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 1.29pm Thursday 12 November 2020.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 25 November 2020, at Roma Administration Centre.

.....
Mayor.

.....
Date.

.....
Deputy Mayor.

.....
Date.

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 5.1

File Number: D20/109388

SUBJECT HEADING: Roma and Injune Visitor Information Centre
Christmas and New Year Operating Hours

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

Whilst the Roma and Injune Council Administration offices close from Wednesday, 23 December 2020 and reopen Monday, 4 January 2021, due to Council's contractual obligation with Visit QLD the Roma and Injune Visitor Information Centres are required to remain open over the Christmas and New Year period.

In previous years, in order to offer tourism staff and volunteers a work-life balance over the festive period, Council has resolved to reduce the operating hours of the Roma and Injune Visitor Information Centres and The Big Rig.

Closing the visitor information centres on the gazetted public holidays and reducing operating hours between Christmas and New Year enables staff and volunteers to spend quality time with family and travel safely to attend Christmas celebrations.

Officer's Recommendation:

- 1) Close the Roma Visitor Information Centre, Injune Visitor Information Centre and The Big Rig on the gazetted public holidays of Friday 25 December, Saturday 26 December and Friday 1 January,
 - 2) Open the Roma Visitor Information Centre, Injune Visitor Information Centre (dependent on volunteer availability) and The Big Rig from Wednesday 23 December- Sunday 3 January (excluding the above mentioned public holidays) between 9am – 2pm,
 - 3) Not operate The Big Rig Night Show Sunset Experience Friday 25 December to Friday 1 January 2021, recommencing the tour on Monday 4 January 2021
-

Individuals or Organisations to which the report applies:

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

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

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
VIC	Visitor Information Centre

Context:

Why is the matter coming before Council?

These facilities are Council owned and operated by Council staff and local volunteers.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Visitation to the Maranoa region is relatively low in December, approximately 20 visitors a day, and with daytime temperatures regularly reaching 40 degrees it has been observed that a majority of visitors move around earlier in the day. Last year visitor numbers were particularly low due to the bushfires that raged across most of eastern Australia.

	December 2019	December 2018	December 2017
Roma VIC	573	665	714
Injune VIC	505	620	795

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)

Accredited Visitor Information Centres must open for a minimum 42 hours every week, 7 days, excluding approved Public Holidays. We have had discussions with the accreditation body, Visit Queensland, who are aware of these reduced hours during this period.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Ed Sims, Manager Community and Economic Development
 Leanne Crawford, Tourism Officer (Roma)
 Jane Vincent, Tourism Officer (Injune)

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)

Accommodation operators, cafes, other local businesses and locals in both Injune and Roma often recommend visitors, friends and family come down to the local Visitor Information Centres. The reduced operating hours will be widely and clearly advertised to all Visitor Information Centre volunteers, notices placed on The Big Rig and My Maranoa Facebook pages and suitable signage placed at the relevant Centres. An email with the reduced operating hours will be sent to all accommodation operators. Both Centres have answering machines. Roma and Injune Visitor Information Centres have after hours brochures available.

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
Complaints that no visitor information was available	Likelihood is low and both Injune and Roma have after hours visitor brochures available.

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)

Reduce operating hours at the Roma and Injune Visitor Information Centres over Christmas and New Year to provide tourism staff and volunteers work/life balance over the festive period.

Recommendation:

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

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

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

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

If so, for what reason?

This recommendation is not contrary to existing Council policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

4.3.3 Operate two 7 day a week Visitor Information Centres (Roma, Injune) and support three other Visitor Information Centres (Mitchell, Wallumbilla, Surat).

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 5.2

File Number: D20/109390

SUBJECT HEADING: Development application fee refund

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: Kate Duff is seeking a refund on fees recently paid for a development application for a car wash at 92 Bowen Street, Roma. The request coincides with Council's recent decision to waive most development application fees until 30 June 2021 to support economic activity and growth in the region in direct response to the coronavirus pandemic.

Officer's Recommendation:

That Council refund the development application fee paid for a Material change of use for a "Car wash" at 92 Bowen Street, Roma (Council reference 2020/20145).

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter is likely to affect the owners of the premises, Kate and Stephen Duff.

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?

A determination on whether to refund development application fees sits outside the scope of Officer delegations and a decision about this matter is required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- A development application for a car wash at 92 Bowen Street, Roma was submitted to Council on the 4th August 2020. The application was subsequently approved at the Ordinary Meeting of 23 September 2020 (OM/09.2020/63). Car wash operations commenced shortly after the approval was issued.
- At its Ordinary Meeting of 9 September 2020 Council resolved to waive most development application fees as part of its COVID-19 recovery package (OM/09.2020/46). This followed several months of deliberations about how Council could support the development community through the pandemic and stimulate economic growth in the region.

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)

- Chapter 3, Part 6, Division 3, Part 7 of the *Planning Act 2016* authorises an assessment manager, referral agency or responsible entity to refund all or part of a required fee.

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)

Deviations from the adopted *Fees and Charges Schedule* and the *Adopted Infrastructure Charges Resolution* are approved by resolution of the elected Council at a General Meeting.

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

The officer's recommendation has been informed by feedback from the parties consulted.

Funding Bodies:

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

N/A - The car wash is a private development that will be funded by an external party.

This Financial Year's Budget:

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

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

Endorsing the officer recommendation will result in Council refunding \$4,282.30 to the applicant. The fees can be transferred from sub ledger account 01011.1175 (GL 1011.1170.1002)

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 – a decision on this matter will not impact future year budgets.

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 current landowner and applicant of the originating application, Kate and Stephen Duff will be *interested and impacted* by Council's decision.

Risks:

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

Risk	Description of likelihood & consequences
See below	

The *Planning Act 2016* provides Council, as assessment manager, the ability to refund development application fees at its discretion. There is no opportunity to appeal Council's decision on these matters to the Court.

There is a risk that other development proponents may seek a refund of recently paid development application fees. As with any request for a fee waiver or a refund, Council can consider these requests on a case by case basis, taking into consideration any issue it considers to be reasonable or relevant.

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 the development application fees paid for a Material change of use for a car wash at 92 Bowen Street, Roma be refunded the following reasons;

- The date that Council resolved to waive most development application fees (9 September 2020) is not necessarily a true reflection of when economic impacts as a result of the coronavirus pandemic started to be felt in the region. Council had been considering its economic response to the pandemic since as early as February 2020, and the waiver of development application fees had formed part of these early deliberations;

- There is a reasonable argument that the long term economic benefit generated to the region as a result of a new business establishing in Roma outweighs the short term financial impact of an application fee refund, particularly in the context of a pandemic. The development approval has resulted in additional Council rates and more importantly, the creation of two local jobs that will have a long term and wider financial benefit to the community;
- The justification for a fee waiver that will be afforded to other development proponents over until 30 June 2021 is the same for which can be applied for the car wash application;
- A decision to approve the car wash was made *after* Council had resolved to waive development application fees. The application was decided on the 23 September 2020 and a decision to waive application fees was made on the 9 September 2020. In other words, the application was being assessed and decided at the same time that other development applications made during the same period had not incurred a fee. The fee for this application was incurred only because it was *submitted* approximately 1 month before the fee waiver was formally introduced; and
- Such was the discussion around Council's response to the coronavirus pandemic, and specifically to encouraging economic growth by waiving some application fees, that there was a reasonable expectation by the applicant that Council would support a fee refund. Unable to wait any longer for a resolution due to the fear of losing a perspective new business at a time when there is a lot of uncertainty around economic activity, the applicant proceeded with an application in good faith.

Recommendation:

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

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

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

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

That Council endorse the Officer recommendation and refund the application fees paid for a Material change of use for a "Car wash" at 92 Bowen Street, Roma. This recommendation is consistent with a recent resolution by Council to waive development fees until 30 June 2021 to encourage economic activity in the region.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

Nil.

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 5.3

File Number: D20/109391

SUBJECT HEADING: Australia Day 2021

Classification: Open Access

Officer's Title: Local Development Officer - Surat

Executive Summary:

Each year, on the 26 January, the towns in the Maranoa Regional Council area organise Australia Day Awards & Celebrations for their communities. Australia Day is one of the main Council events held each year.

The last annual Australia Day Awards and celebrations were held on Sunday, 26 January 2020 in Roma, Mitchell, Surat, Injune, and Yuleba. Wallumbilla and Yuleba take turns to host the day. In 2021 Wallumbilla will host the Australia Day celebrations.

Council staff worked with local businesses and community organisations to deliver each event.

Officer's Recommendation:

It is recommended that Council receive and note the officer's report as presented.

Individuals or Organisations to which the report applies:

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

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

<provide details>

Acronyms:

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

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

Acronym	Description
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

For information to outline the program for Australia Day 2021 as is currently known.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The annual Australia Day Awards and celebrations will be held on Tuesday 26 January 2021 in Roma, Mitchell, Surat, Injune, and Wallumbilla.

Council has applied to host three Australia Day Ambassadors in 2021. Once confirmed accommodation in Roma will be booked and their itinerary and transport organised.

It is anticipated that an Ambassador will attend each of the towns, ideally for the awards ceremonies and also take part in other community activities depending on their areas of interest or expertise.

It is also envisaged that there would be a dinner for the Mayor and Councillors and Australia Day Ambassadors on the evening of Monday 25th January 2021.

Each town has a day of celebration and it is planned that the days will be:

Mitchell & District - 8AM to 1PM - purchased breakfast at the Great Artesian Spa then Australia Day awards at Mitchell Shire Hall, cutting of the Australia Day cake and morning tea. Council provides discounted adult entry swim at the Great Artesian Spa all day (\$5) and children for FREE!

Injune & District - 9am – 2pm - Australia Day awards, cutting of the Australia Day cake and morning tea. Then music and fun activities with a free BBQ lunch. The Injune Swimming Pool is open for your enjoyment for free.

Surat & District – 12 noon to 3pm - a free BBQ at the Surat River Walk Parklands and then Welcome to Country, the Australia Day awards, cutting of the Australia Day cake and afterwards be entertained with fun activities including possible yabby racing. Free pool entry in the afternoon.

Wallumbilla & District - 09:00am – 2pm - Australia Day awards, cutting of the Australia Day cake and morning tea! Free entry all day at Wallumbilla pool.

Roma & District – 9am – 2pm - Welcome to Country, presentation of Australia Day Awards and cutting of the Australia Day cake. Then entertainment, activities for the kids and a Food Truck Feast. Free all day entry to the Denise Spencer Memorial Pool.

All events are being planned to meet Covid-19 restrictions.

These are subject to change depending on the number of Ambassadors and how they fit with activities in each town, the community organisations in each town, updated Covid-19 restrictions and scheduling demands.

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)

Local Development Officers in Roma, Mitchell and Injune.

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)

Australia Day Ambassadors volunteer their time and flights and/or travel expenses as well as meals in transit will be covered by the Australia Day Ambassadors Program.

Council has been successful in gaining a grant of \$20,000 in addition to the allocated budget to cover additional costs incurred with running Australia Day events so they comply with Covid-19 restrictions.

Council was also successful in gaining a grant of \$1,000 to buy merchandise with the new branding "We are all part of the story".

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 \$14,000 allocated in the 2020/21 financial year budget under 02888.2253.2001 - Australia Day.

Council has been successful in gaining a grant of \$20,000 in addition to the allocated budget to cover additional costs incurred with running Australia Day events so they comply with Covid-19 restrictions.

Council was also successful in gaining a grant of \$1,000 to buy merchandise with the new branding "We are all part of the story".

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)

Australia Day has historically received an annual allocation in Council's yearly budget.

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)

It is recommended that Council receive and note the officer's report as presented.

Recommendation:

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

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

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

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

It is recommended that Council receive and note the officer's report as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 5.4

File Number: D20/109392

SUBJECT HEADING: Historical Building at the Roma Hospital

Classification: Open Access

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

Executive Summary:

This report provides an update on investigations and actions taken in regard to possible acquisition of an historical building that has been marked for demolition at the Roma Hospital.

Officer's Recommendation:

That Council note the Officers Report as presented.

Individuals or Organisations to which the report applies:

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

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

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?

At the Ordinary Meeting held on 28 October 2020, Council considered a Councillor report in relation to a historical timber building at the Roma Hospital. The building was referred to in the report as the former engineers' office in the old board room at the Roma Hospital. Council's decision at this meeting on 28 October was:-

Resolution No. OM/10.2020/132

That a report be prepared for an upcoming Council meeting, and in the interim write to the South West Hospital Board asking them not to enact demolition of the identified building.

This report provides an interim update on research completed and actions taken to date.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In accordance with Council's decision, a letter was sent to South-West Hospital and Health Service on 29 October 2020, by the Office of the CEO. Correspondence is attached.

On 29 October 2020, Council's Facilities Team made contact with a company that regularly undertakes large scale demolition work within this region. This company verbally advised that they had not been notified of the outcome of the tender process and were unaware if they would be granted this job.

Council received a response from the South-West Hospital and Health Service on 5 November 2020. In their correspondence, the South-West Hospital and Health Service advised that the Queensland Government (QBuild) were managing the demolition project and Council should be communicating with that entity.

Executive Customer Service Officer - Office of the Mayor and CEO, made contact with the Queensland Government (QBuild) who confirmed that the tender had closed but the contract had not yet been granted. The process had been delayed due to the Queensland Government being in caretaker mode prior to the State Election. The Queensland Government website shows that tenders closed on 18 September 2020.

Council's Officer forwarded a copy of the letter sent to Queensland Health, to QBuild.

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)

No

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)

South-West Hospital and Health Service
QBuild

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?

Council has not allocated any funds in the 2020/21 budget to acquire the building or for removal costs. If Council is successful in acquiring the building, Council will need to allocate funds to reestablish the building on another site and make the building functional.

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 Council is successful in acquiring the building, it will become an asset of Council. The building will need to be maintained and insured and there will be a depreciation cost associated with the asset.

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)

South-West Hospital and Health Service

Queensland Government (QBuild)

Parties who may be interested in the local historical significance of the building.

Risks:

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

Risk	Description of likelihood & consequences
Community Expectation	Council may not be successful in acquiring and preserving this building. As the tender has already closed, tendering demolition businesses may have submitted a tender price based on being able to salvage and on-sell this building. Demolition businesses may have already identified a potential buyer for the building.
Financial	There is no budget allocated to acquire, relocate or reestablish the building. The building may need a substantial investment of funds to make it fit for purpose, depending on the final location decided upon.

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)

QBuild have called tenders to demolish the old hospital site. Tenders closed on 18 September 2020 and the successful company is yet to be notified. Considering how far the procurement process has progressed, Council may need to negotiate to acquire the building from the eventual successful demolition company which may have a financial implication for Council.

The building may also no longer still be available if the demolition company has plans to salvage and on-sell the building, and if the company has already found a buyer.

It is suggested that Council continue to liaise with Queensland Government – (QBuild) and if needed, negotiate with the demolition company who is eventually granted the contract.

Recommendation:

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

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

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

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

That Council note the Officers Report as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 25 November 2020

Date: 13 November 2020

Item Number: 8.1

File Number: D20/108651

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

Original Resolution Meeting Date: 28/10/2020

Resolution Number: OM/10.2020/52

Resolution:

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.

Rescission Recommendation:

That Council Rescind Resolution Number OM/10.2020/52 stating:

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.

Recommendation:

That Council:

1. Accept the offer from Forrest Country Building for the purchase and removal of both cottages, noting the tendered value of eighteen hundred dollars (\$1,800) per cottage for a total value of \$3,600.
2. Authorise the Chief Executive Officer (or delegate) to enter into a contract for the sale and removal of the cottages with Forrest Country Builders.

Background:

Tender 21009 was for the purchase and removal of two disused cottages. The successful submission by Burke Industries was for the demolition and removal of the cottages for a payment to Burke Industries by Council of \$19,800 per cottage.

As this was not the intent of Tender 21009, Burke Industries is not interested in paying Council to purchase and remove the cottages.

The submission by Forrest Country Building is for the purchase and removal of these two cottages for a payment to Council of three thousand six hundred dollars (\$3,600). Forrest Country Building confirmed on 13/11/2020 that they were still interested in the purchase and removal of these two cottages.

Supporting Documentation:

1 [↓](#) Tender 21009 - Sale & Removal of Two Disused Cottages Mitchell Evaluation Report V2 D20/108669

Notice prepared by: Manager - Procurement & Plant

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 Forrest Country Building for \$1,800 per 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

   Report






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


Mitchell
Queensland 4465
[View larger map](#)
[Directions](#)

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. The following Tenders were received with one tender being non-conforming:

- 1) Burke Industries Pty Ltd -\$18,000 for each cottage. (Non-conforming tender as Tenderer wants Council to pay them)

- 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	-ve \$18,000 Non-conforming tender as Burke Industries wants Council to pay them to demolish and remove.	None	None
Forrest Country Building	\$1,800 Evaluation Score: 100 points – as the highest bid price	None	None

11. RECOMMENDATION

It is recommended that Council accept the tender response from Forrest Country Building for \$1,800 per cottage.

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 3 November 2020

Item Number: 11.1

File Number: D20/104824

SUBJECT HEADING: Amendment to Rates and Charges Rebate and Concession Policy

Classification: Open Access

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

Executive Summary:

Council has requested that a report be prepared for Council's consideration of a change to Council policy to allow a rate pensioner rebate to continue after a passing of a loved one.

Officer's Recommendation:

That Council consider the proposed amendments to the Rates and Charges Rebate and Concession Policy.

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).

Spouses of deceased ratepayers who were the sole registered owners of property.

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
JP	Justice of the Peace

Context:

Why is the matter coming before Council?

Since adoption of the Rates and Charges Rebate and Concession Policy at Special Budget Meeting on 2 September 2020, Council has requested that a report be prepared for Council's consideration of a change to the policy to allow a rate pensioner rebate to continue after passing of the sole registered owner.

Notes received from Council Meeting held on 28/10/2020 –

"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"

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

When a sole registered owner and recipient of the rates pensioner rebate passes away, the State Government Pensioner rebate must cease in accordance with their policy. In relation to the Council portion of the rebate offered, Council's current Rates and Charges Rebate and Concession policy states the following:-

Pro-Rata Calculations

When a pensioner rate concession applies to rates on a property due for only part of a rating period, Council will apply the pensioner rate concession upon application on a pro-rata basis from the:

- Date of an approved pensioner acquiring approved pensioner status; or*
- Up to and including (in the case of sale), or following (in the case of purchase), the date upon which the property was sold; or*
- Purchased by an approved pensioner as evidenced by the Property Transfer Information (Form 24); or*
- By official advice forwarded to Council regarding change of ownership.*

Notwithstanding the provisions outlined above, where the sole registered owner dies, and at the time of death, is an approved pensioner in receipt of the subsidy, the surviving spouse will be entitled to the subsidy on a pro-rata basis from the beginning of the billing period immediately following the date of his/her spouses' death, providing that;

- He/she is an approved and eligible pensioner at the time of his/her spouses' death; and*
- The title has or will be recorded with the surviving spouse as the registered owner; and*
- Council is satisfied that the transmission of the title occurs within a reasonable time.*

In accordance with the current policy, Council can grant the Council pensioner rebate to a spouse before the transfer is registered on the title as long as the limited criteria is met.

In reference to the second point of the criteria, Council should be carrying out their due diligence by requesting the spouse of the deceased applying for the concession to provide Council with documentation evidencing they are the intended transferee of the property. Documentation that can be provided include:

- Copy of the Will; or*

- Court Order; or
- Copy of Land Transfer Documents (for e.g. Form 1 & Form 24); or
- Advice from Solicitor who is administering the Estate.

It has been suggested at a Council meeting that in lieu of providing documentation of an impending transfer, that an affidavit can be provided.

Definition of an affidavit according to Justice of the Peace handbook –

An affidavit is a written statement made and sworn under oath or affirmation and signed by the deponent for use as evidence in court.

The form of the affidavit varies according to the type of oath or affirmation.

Affidavits are used as means of giving evidence in court in lieu of appearing as witness and giving oral evidence.

Definition of a statutory declaration according to Justice of the Peace handbook –

Statutory declarations are written statements declaring something is true and correct. They carry a degree of formal authority that statements with only a signature do not. For matters dealt with by Queensland legislation, they are made under the Oaths Act 1867. For Commonwealth matters, they are made under the Statutory Declarations Act 1959.

There is no requirement for a statutory declaration to be sworn or affirmed as they are not generally used in a court of law.

Either way, an affidavit or statutory declaration is required to be witnessed by a JP. In these circumstances it could be more difficult and time consuming for the applicant to write out the details of the situation in a declaration and arrange for a JP to witness than it would be to simply provide a copy of the Will, Court Order or letter from the Solicitor.

Accordingly, it is recommended not to include this option as this extra step is not helpful to the applicant and does not support a consistent approach for all applicants.

In the past, there has never been an issue with a surviving spouse not being able to supply documentation in support of the subsidy concession.

It is recommended that the policy be updated to clarify that the following documentation will be accepted as evidence of the aforementioned criteria:

- *Council Form – Application for a Pensioner Rates Subsidy/Concession with a copy of a current Queensland Pension Card; and*
- *A Copy of the Will evidencing the beneficiary of the property; or*
- *A Copy of Land Transfer documents (for e.g. Form 1 and Form 24); or*
- *A Court Order; or*
- *Written advice from a Solicitor who is administering the deceased 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)

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)

5.2 of Council's adopted Rates and Charges Rebate and Concession Policy states:-

Pensioner Rate Concession

Council will provide rate concessions to approved pensioners as follows:-

Concession Rate

In accordance with s120(1)(a) Council will grant a concession to approved pensioners, equivalent to 50% of the general rate up to a maximum of \$234.76.

Where a pensioner's rate assessment includes other lots of vacant land, Council will not levy vacant water and vacant sewerage charges for each other vacant allotment, provided that the pensioner's principal place of residence is situated on land included in the assessment and adjoins the vacant land.

Pro-Rata Calculations

When a pensioner rate concession applies to rates on a property due for only part of a rating period, Council will apply the pensioner rate concession upon application on a pro-rata basis from the:

- Date of an approved pensioner acquiring approved pensioner status; or
- Up to and including (in the case of sale), or following (in the case of purchase), the date upon which the property was sold; or
- Purchased by an approved pensioner as evidenced by the Property Transfer Information (Form 24); or
- By official advice forwarded to Council regarding change of ownership.

Notwithstanding the provisions outlined above, where the sole registered owner dies, and at the time of death, is an approved pensioner in receipt of the subsidy, the surviving spouse will be entitled to the subsidy on a pro-rata basis from the beginning of the billing period immediately following the date of his/her spouses' death, providing that;

- He/she is an approved and eligible pensioner at the time of his/her spouses' death; and
- The title has or will be recorded with the surviving spouse as the registered owner; and

- Council is satisfied that the transmission of the title occurs within a reasonable time.

Input into the Report & Recommendation:

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

Director – Corporate and 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)

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?

Council pensioner rebate is set at \$234.76 for the 2020/21 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)

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
Consistency	All subsidy/concession applications should require a certain level of evidence/documentation in support of the application to ensure a consistent approach to the granting of concessions across applicants.

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 advice to Council is that the current policy should be updated to clarify what evidence is required to ensure -

- The title has or will be recorded with the surviving spouse as the registered owner; and
- Council is satisfied that the transmission of the title occurs within a reasonable time.

It may be prudent to specify what official documentation can be provided evidencing who the intended transferee is and a timeframe for the transfer.

It is recommend to include the following wording to be appended to the end of section 5.2 of the policy:-

The following documentation will be accepted as evidence of the aforementioned criteria :-

- *Council Form – Application for a Pensioner Rates Subsidy/Concession with a copy of a current Queensland Pension Card; and*
- *A Copy of the Will evidencing the beneficiary of the property; or*
- *A Copy of Land Transfer documents (for e.g. Form 1 and Form 24); or*
- *A Court Order; or*
- *Written advice from a Solicitor who is administering the deceased estate.*

A copy of the amended policy, with the amendments highlighted for ease of review, is attached.

Recommendation:

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

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

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

That Council consider the proposed amendments to the Rates and Charges Rebate and Concession Policy.

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

The report tabled is to consider amending the current policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.1 Financial Planning

Supporting Documentation:

1 [↓](#) Policy - Rates and Charges Rebate and Concession - P20/20
DRAFT

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

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1. Policy Purpose

The purpose of this policy is to establish guidelines to assess requests for rates and charges concessions to alleviate the impact of rates and charges.

This policy has been developed to ensure consistency in the determination of concessions for rate and charges with respect to Chapter 4, Part 10 of the *Local Government Regulation 2012*.

In considering the application of concessions Council will be guided by the principles of:

- The same treatment for ratepayers with similar circumstances.
- Transparency by making clear the requirements necessary to receive concessions.
- Flexibility to allow Council to respond to local economic issues.

Consideration may be given by Council to granting a class concession in the event all or part of the Maranoa Regional Council area is declared a natural disaster area by the State Government.

2. Policy Scope

This policy applies to any person, group or organisation seeking rebates and concessions for rates and/or charges.

The scope of this policy is limited to rate concession types under section 121(a) and 121(b) of the *Local Government Regulation 2012* being:-

- (a) a rebate of all or part of the rates or charges;
- (b) an agreement to defer payment of the rates or charges;

It does not include concessions allowed under a separate policy including:

- Water Charges Remission (Home Haemodialysis)
- Water Meters Policy

3. Definitions

Council	Maranoa Regional Council
Rates or charges	As per the Local Government Regulation 2012
Approved Pensioner	<p>A pensioner who is:-</p> <ul style="list-style-type: none"> (a) And Remains an eligible holder of a Queensland "Pensioner Concession Card" issued by Centrelink, or the Department of Veteran's Affairs, or a Queensland "Repatriation Health Card – For all Conditions" (Gold Card) issued by the Department of Veterans' Affairs; and (b) The owner or life tenant (either solely or jointly) of the property which is located in Queensland and which is his/her principal place of residence; and (c) Legally responsible , either solely or jointly with a co-owner, for

	the payment of Council rates and charges levied on their property
Property Owner	As defined in the <i>Local Government Act 2009</i>
Spouse	A person's partner in marriage or a de facto relationship as recognised by the <i>Acts Interpretation Act 1954</i> s32DA (1) and (5)(a).
Financial Hardship	Being unable to meet the basic requirements including food, clothing, medicine, accommodation and children's education.

4. Background

Council must levy rates and charges and requires payments of rates and charges within a specified period adopted by Council. It is Council's policy to levy and pursue the collection of all outstanding rates and charges diligently but with due concern for the following:

- Financial hardship which may be faced by some members of the community;
- Economic development of the region;
- Sporting clubs, service clubs, community not for profit community organisations cultural, environmental, heritage or historic significance; and
- Approved Pensioners

s121 of the *Local Government Regulation 2012* will only allow local governments to grant a ratepayer a concession for rates and charges by:-

- (a) a rebate of all or part of the rates or charges;
- (b) an agreement to defer payment of the rates or charges;
- (c) an agreement to accept a transfer of unencumbered land in full or part payment of the rates and charges.

5. Rate Concessions

Rate concessions will be considered for the following ratepayer categories.

5.1 Community Organisations, Not-For-Profit and Charitable Organisations

Council will consider applications from sporting bodies/associations, service clubs, not-for-profit community organisations and registered charities subject to the following criteria:

- The organisation must be the owner or lessee of the land and be able to demonstrate that it is legally responsible for payment of the rates levied.
- The organisation must have no overdue rates and charges.
- Land or buildings must not be used for commercial enterprises where a Development approval is required.
- No concessions will apply to the Emergency Management Levy, Rural Fire Services Levy, Sewerage or Garbage charges.

- The application will only be accepted on Council's form "Application Rates and Water Access Concession for Community Organisations". This form must be completed by the applicant in its entirety and must include supporting information sufficient to allow the application to be fully assessed.
- The property is not used for residential purposes unless used for short-term accommodation for homeless and at risk persons or an aged care facility.
- The property must not be subject to a general rate exclusion, waiver or concession by virtue of a condition contained in a lease of a reserve from Council.
- The Concession/Rebate will be calculated and applied to each rates notice issued half yearly.
- If an application is approved, the Concession/Rebate will be applied from the beginning of the current rating period and not retrospectively.
- Rates of Concession/Rebate are as follows:-

Organisation/Facility Type	Criteria	Concession Class	Proposed Rate of Concession		
			General	Water Access Charge	Water Usage
Arts/Culture - Community Organisation	Facilities either owned, controlled or operated by community organisations and used primarily for Arts and Cultural purposes.	A	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
Social/Service Organisation - Community Organisation	Facilities either owned, controlled or operated by community organisations and used primarily for social/community service purposes.	B	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
Sports Club - Community Organisation	Facilities owned/controlled/operated by community organisations and used primarily for sporting purposes.	C (i)	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	50% concession.
Sports Club – Community Organisation Assessment 14029425	Facilities owned/controlled/operated by community organisations and used primarily for sporting purposes.	C (ii)	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	Concession capped at 30,000KL.
Sports Club - Licenced (No Gaming Licence) - Community Organisation	Facilities owned/controlled/operated by private organisations and used primarily for sporting purposes and have a	D	50%	50% concession on Water Access Charge, with the charge payable to be set at a	50% concession.

	regular source of income from liquor licence. (excludes facilities with gaming licences).			maximum amount equivalent to a 25mm Water Meter.	
Sports Club - Licenced - Community Organisation	Facilities owned/controlled/operated by private organisations and used primarily for sporting purposes and have a regular source of income from a liquor and gaming licences.	E	50%	0%	0%
Youth Group/Community Organisation	Facilities owned/controlled/operated by youth based organisations and used for that purpose. (primarily Boys Scouts and Girl Guides)	F	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
Community/Cultural	Social/Service Organisation - Community/Cultural Organisation	G	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
Church - Community Organisation	Place of worship/Church Halls (does not include land/facilities held for commercial reasons)	H	100%	0%	0%
Community Facility - Community Organisation	A facility used for primarily for a broad range of community/social purposes; mostly owned/controlled by Council; halls/civic/community/ovals	I	100%	100%	0%
QCWA - Community Organisation	Facilities either owned, controlled or operated by the Queensland Country Women's Association (does not include land/facilities held for commercial reasons)	J	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
Museum - Community Organisation	Facilities either owned, controlled or operated by community organisations and used primarily for Museum purposes.	K	100%	100%	0%
Aged Care/Retirement Villages/Independent Living Units - Community Organisations	Facilities either owned, controlled or operated by community organisations and used primarily for the provision of Aged Care/Retirement Village/Independent Living Units services	L	100%	50% concession on Water Access Charge, with the charge payable to be set at a maximum amount equivalent to a 25mm Water Meter.	0%
RSL Community Hall	Facilities either owned, controlled or operated by the RSL and used primarily for community purposes.	M	100%	50% concession on Water Access Charge, with the charge payable to be set at a	0%

				maximum amount equivalent to a 25mm Water Meter.	
Masonic Lodge - Community Organisation/Service Club	Facilities either owned, controlled or operated by Freemasons Qld Pty Ltd and used primarily as Masonic Lodge	N	100%	0%	0%

5.2 Pensioner Rate Concession

Council will provide rate concessions to approved pensioners as follows:-

Concession Rate

In accordance with s120(1)(a) Council will grant a concession to approved pensioners, equivalent to 50% of the general rate up to a maximum of \$234.76.

Where a pensioner's rate assessment includes other lots of vacant land, Council will not levy vacant water and vacant sewerage charges for each other vacant allotment, provided that the pensioner's principal place of residence is situated on land included in the assessment and adjoins the vacant land.

Pro-Rata Calculations

When a pensioner rate concession applies to rates on a property due for only part of a rating period, Council will apply the pensioner rate concession upon application on a pro-rata basis from the:

- Date of an approved pensioner acquiring approved pensioner status; or
- Up to and including (in the case of sale), or following (in the case of purchase), the date upon which the property was sold; or
- Purchased by an approved pensioner as evidenced by the Property Transfer Information (Form 24); or
- By official advice forwarded to Council regarding change of ownership.

Notwithstanding the provisions outlined above, where the sole registered owner dies, and at the time of death, is an approved pensioner in receipt of the subsidy, the surviving spouse will be entitled to the subsidy on a pro-rata basis from the beginning of the billing period immediately following the date of his/her spouses' death, providing that;

- He/she is an approved and eligible pensioner at the time of his/her spouses' death; and
- The title has or will be recorded with the surviving spouse as the registered owner; and
- Council is satisfied that the transmission of the title occurs within a reasonable time.

The following documentation will be accepted as evidence of the aforementioned criteria :-

- Council Form – Application for a Pensioner Rates Subsidy/Concession with a copy of a current Queensland Pension Card; and
- A Copy of the will evidencing the beneficiary of the property; or
- A Copy of Land Transfer documents (for e.g. Form 1 and Form 24); or
- A Court Order; or

- Written advice from a Solicitor who is administering the deceased estate.

Ownership

In cases of co-ownership, the pensioner rate concession will apply only to the approved pensioner's proportionate share of the general rates. For the purposes of determining proportionate share, Council shall have regard to conveyancing practice that requires the nature and extent of co-ownership to be recorded on the Transfer (Form 1) lodged in the Titles Office and the Property Transfer Information (Form 24) forwarded to Council for change of ownership and rates purposes.

This method of determining an approved pensioner's proportionate share shall apply except when the co-owners are;

- An approved pensioner and his/her spouse; or
- An approved pensioner and a bank, other financial institution, or government department where the latter holds joint title for debt security purposes and has no responsibility for rates, charges or other costs of maintaining the property.

In either of these situations, the tenure is to be treated as sole ownership and the concession approved in full.

It is not a requirement for the spouse to also reside at the property but it must be established in these cases that the approved pensioner is wholly responsible for the payment of all rates and charges levied in respect of the property. The approved pensioner's responsibility for payment of all rates and charges in this circumstance must be established to the satisfaction of Council by sighting and placing on file a copy of a court order or statutory declaration completed by the applicant.

Under no circumstance is a pensioner to be regarded as an owner or co-owner unless;

- His/her name appears as such on the Certificate of Title of the property;
- It can be clearly established that the title to the property is held in the name of a bank, other financial institution or government department for debt security reason and the pensioner has not been relieved of the responsibility to pay all rates and charges levied in respect of the property; or
- The pensioner is eligible as a life tenant to receive the pensioner rate concession as set out below.

The criteria for determining eligible life tenants will be that;

- The property in respect of which the rate are levied must be the principal place of residence of the pensioner and the pensioner must actually reside at the property (e.g. a life tenant cannot reside in a nursing home and claim the concession, as may occur with ordinary home ownership); and
- The pensioner must not have a major ownership interest in any other residential property (in the Maranoa Regional Council area or elsewhere); and
- The life tenancy must be created by a valid will which applies to the property in question, or by a Supreme or Family Court Order; and
- There must be no provision in the Will or Court Order, which would relieve the life tenant of the obligation to pay the rates and charges, levied in respect of the property.

Tenancies

With the exception of life tenancies as described in the “Ownership” section of this Policy, tenancies of any other sort (including life-time leases) are not regarded as the type of tenure that would entitle the pensioner to the pensioner rate concession even though he/she might be responsible for payment of rates and charges. Strict adherence to this principle is important to avoid breaking into areas which are, or are very close to, normal lease or rental arrangements.

Residential Requirements

The pensioner rate concession is available only in respect of rates levied on an approved pensioner's principal place of residence located in the Maranoa Regional Council area, and while the pensioner is actually residing at the property (unless in the circumstances detailed below – e.g. nursing home).

For the purpose of determining whether an approved pensioner's residence constitutes his/her principal place of residence, Council will adopt a common-sense approach. Each case will be considered on its own merits. The words ‘principal’ and ‘residence’ are to be given their normal meaning. As a guide, Council will give due consideration to the following –

- (a) The address shown on any driver's licence held by the pensioner;
- (b) The address of the pensioner as recorded on any State Electoral Roll;
- (c) The Branch and State where his/her Centrelink or Department of Veterans' Affairs file is held;
- (d) The State and the address shown on his/her Pensioner Remission Card;
- (e) Whether or not the residence to which the application refers is rented or how otherwise occupied during his/her absences;
- (f) Whether or not he/she receives any pensioner rating concessions on other property in Australia and if so the type and level of concessions being received.

The principal place of residence must be located in the Maranoa Regional Council area. Under no circumstances is an approved pensioner to receive a pensioner rate concession in respect of the same period for more than one property that is his/her principal place of residence, within or outside the Maranoa Regional Council area.

Where a pensioner, for reasons of ill health or infirmity resides some or all of the time in alternative accommodation, such as a nursing home or similar type of accommodation where personal care is available on site and provided as required, or with family or friends, a pensioner rate concession may be allowed in respect of the pensioner's principal place of residence if it is not occupied on a paid tenancy basis and that the approved pensioner owner is responsible for the payment of rates and charges levied in respect of the property.

In cases where a pensioner owns a multi-unit property, commercial property or a rural property which is his/her principal place of residence, the pensioner rates concession may be applied to that property. The provision of the maximum pensioner rates concession has been included to prevent unduly large concessions being granted in such cases.

Trusteeships

In the case of property held in trusteeship the applicant, in order to be considered for eligibility, must be considered by Council to have legal responsibility for payment of all rates and charges levied in respect of the property, regardless of whether the applicant is the trustee or the beneficiary of the trust.

Withdrawal/Cessation of Pensioner Rate Concession

Unless ceasing sooner because of the pensioner ceasing to meet other eligibility criteria, a pensioner's rate concession will cease on the date of the approved pensioner's death or on the date that the property is sold.

Upon the sale of the property, it is the pensioner's responsibility to ensure that usual conveyancing practice is applied and an adjustment, based on the pensioner rate concession entitlement at the time of sale and normal rate charges thereafter, made at settlement. Council will not make refunds or allow further concessions as a consequence of this adjustment not being performed.

Prompt Payment Discount

The pensioner rate concession will not affect a pensioner's eligibility for any prompt payment discount applied upon payment of rates by the due date.

Rates Arrears

The pensioner rate concession will be available to rates levied each year even if rates and charges levied in previous years remain outstanding.

Administration

Applications Lodged During Billing Period

Applications for the pensioner rate concession may be made during a billing period. Concessions for approved pensioners will be applied on the following basis –

- Where an applicant was eligible to receive the pensioner rate concession at the commencement of the rating period, but had not applied at that time, the concession will be applied for the full rating period; or
- Where an applicant only became eligible to receive the pensioner rate concession for part of the rating period, the concession will be applied on a pro-rata basis for the period for which the applicant was eligible to receive the concession.

A concession will not be applied retrospectively to previous rating periods except in exceptional circumstances, in which case a concession may be applied to the immediately prior rates period also. A request must be made in writing by the applicant, advising the reason for the delay in submitting an application.

Applicants may be required to obtain payment details and documentation from Centrelink or the Department of Veteran Affairs to support their application. The application will be reviewed by the Chief Executive Officer who will decide if backdating to the maximum period will apply.

Application for Concession

An application for a pensioner rate concession must be made on the prescribed form when –

- Applying for the pensioner rate concession for the first time; or
- Council needs to re-establish eligibility (e.g. after having a qualifying pension or concession card re-granted, change of address of principal place of residence, etc).

Confirmation of Eligibility

In order to confirm the applicant's eligibility Council must –

- Sight the original of the applicant's current qualifying concession card; or
- Be provided with a certified copy of both sides of the applicant's current qualifying concession card.

Council will confirm the applicant's concessional status with Centrelink.

Continuing Eligibility

Council will verify continuing eligibility for the pensioner rate concession on at least an annual basis either:

- By verification with the relevant government agency (Centrelink or Department of Veterans' Affairs) either by electronic data matching; or
- By obtaining from the approved pensioner written verification from the relevant government agency.

If Council is unable to confirm continuing eligibility, the pensioner rate concession will cease and the pensioner will have to re-apply if they wish to receive the concession.

5.3 Financial Hardship Concession

Council shall consider hardship to assist ratepayers in owner occupied properties and not-for-profit organisations only who experience genuine financial hardship. A property owner will be considered to be in financial hardship if paying a rate notice will affect their ability to meet their basic living needs. This includes such things as food, clothing, medicine, accommodation and children's education.

When will Council consider an Application for Financial Hardship?

Council will not support applications for financial hardship relief where the applicant has another avenue to alleviate the situation or seek assistance, and has not taken this alternative option.

Council will also encourage applicants to seek the assistance of a financial counsellor. Council's intent is to provide assistance to applicants who demonstrate genuine attempts to help themselves.

Pursuant to s120(1)(c), s121(a) and (b), and s122(1)(b), (5) and (6) of the *Local Government Regulation 2012*, Council may grant a concession to ratepayers who are having difficulty in paying their rates due to financial hardship which may be caused by:

- Loss of a property owner's primary income;
- Separation or divorce from a spouse;
- Death of a spouse or loved one;
- Domestic or family violence;
- Physical or mental health problems;
- A chronic medical condition or illness;

- Other unforeseen factors affecting capacity to pay, such as a reduction in income due to a natural disaster, drought or downturn in economic conditions; and
- Increased rate levy due to revaluation

Identifying Property Owners in Financial Hardship

Property owners who think that they may be experiencing financial hardship are encouraged to contact Council as soon as possible. If assessment by a financial counsellor has been undertaken, they can contact Council on the property owner's behalf. The financial counsellor must provide to Council a written authority from the ratepayer to act on their behalf.

The following indicators will be considered when determining whether a property owner is experiencing financial hardship:

- The property owner has queried Council about alternative payment arrangements;
- The property owner's payment history indicates that they have had difficulty paying accounts in the past;
- The property owner has had a change in circumstances that adversely affects their finances;
- Eligibility for Government funded concessions;
- Advice has been received from an independent financial counsellor;
- Total income after tax;
- The number of properties owned;
- The number of dependants;
- Current financial commitments including any existing debt;
- Medical conditions or disability affecting earning capacity; and
- Domestic or family violence.

Although the above list displays indicators of possible hardship, each property owner will be treated with sensitivity and understanding according to their individual circumstance.

As part of assessing the application, Council will consider any information provided by the applicant. Council will also take into account the property owner's payment history.

Assistance of relief available

Council may decide to grant one form of assistance to the affected ratepayer, or a combination of forms of assistance.

Council may grant relief determined by the category of ratepayer as follows:-

Categories of ratepayers	Assistance that can be recommended
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<p>Residential ratepayers</p> <ul style="list-style-type: none"> a) Where the property is their principal place of residence; and b) Who have suffered a recent adverse incident leaving them unable to meet the basic needs; or c) Ratepayers experiencing serious hardship where the payment of the rates and charges would leave the ratepayer unable to meet reasonable needs for food, clothing, medicine, accommodation, education for children and other basic requirements. 	<ul style="list-style-type: none"> • Enter into an agreement to defer payment of rates and charges until when an event happens. Refer s125 2(b) and 3 of the <i>Local Government Regulation 2012</i>; or • Enter into an agreement to defer payment of the outstanding rates and charges with scheduled periodic instalments to a particular date decided by Council. Refer s125 2(a) and 3 of the <i>Local Government Regulation 2012</i>; or • Suspension of pending or current rate recovery action; and/or • Interest charges written off/waived for interest already charged and/or for interest that may accrue between the Council's decision and satisfactory completion of an agreed payment plan.
<p>Not-for-Profit Community Organisations</p> <ul style="list-style-type: none"> a) That are in receipt of the "Community Organisations – Rates & Charges Rebates & Concessions" however the payment of rates would jeopardize the continuation of the organisation. 	<ul style="list-style-type: none"> • Enter into an agreement to defer payment of the outstanding rates and charges with scheduled periodic instalments to a particular date decided by Council. Refer s125 2(a) and 3 of the <i>Local Government Regulation 2012</i>; or • Interest charges written off/waived for interest already charged and/or for interest that may accrue between the Council's decision and satisfactory completion of an agreed payment plan.

Lodging an Application

Lodging a request for relief must be on the prescribed form available from Customer Service or Council website.

Processing the Application

All applications will be assessed confidentially and on merit:-

- Eligible ratepayers are requested to complete and lodge an application on the prescribed form.

- Register of Application – the application form including attachments as to financial position are registered in Council's Electronic Document and Record Management System.
- Application will be crosschecked by Rates staff to ensure all relevant information has been provided by the applicant.
- Compiled information will be assessed by the Manager of Communication, Information and Administration Services and Director of Corporate and Community Services for their recommendation.
- A report with the application, assessment and recommendation will be presented to Council for their consideration.
- Council will pass a resolution to decide the outcome of the application.
- Advice of the decision will be provided to the applicant.

If a ratepayer doesn't respond or comply with Council's offer of assistance, Council may continue with normal debt recovery action without notice.

6. Special Provisions (e.g. Privacy Provisions etc)

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently in the delivery of Council services and business. Council will comply with all relevant legislative requirements relating to the collection, storage, use and disclosure of personal information acquired for the purposes of administering this policy

7. Related Policies and Legislation

Local Government Regulation 2012
Local Government Act 2009
Rate Recovery Policy
Revenue Policy

8. Associated Documents

Revenue Statement

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 9 November 2020

Item Number: 11.2

File Number: D20/107010

SUBJECT HEADING: Council News - December Edition

Classification: Open Access

Officer's Title: Communications Officer - Infrastructure Services

Executive Summary:

Review of the Council News December 2020 edition draft is sought for the publication to progress to print.

Officer's Recommendation:

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

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

Council have included in its proposed 2020/21 budget funds for the printing/distribution of a monthly Council News publication that is distributed to every household in the region.

This is the fifth edition since the commencement of the 2020-2024 term of Council. Feedback is sought on its content.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council News is an 8 page, A4 publication that is budgeted for monthly distribution.

The publication includes a mix of core Council business (e.g. roadworks, projects, upgrades and community safety), human interest pieces and imagery. It is also a forum where Council can promote public notices and tenders (where appropriate), community engagement, library/arts information and Council events.

With the Council News distributed to every household in the region, this newsletter provides an avenue for Council to communicate directly with residents across the region.

For this edition to be distributed the week commencing 7 December 2020, this edition will need to go to print by Thursday, 26 November (at the very latest).

Please note the latest draft of the December edition will be circulated with Councillors prior to the Ordinary Meeting.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

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

Nil

Funding Bodies:

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

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 Council News publication is currently included in the proposed 2020/21 Budget under GL 2018.2214.2001 with each edition budgeted at \$4,584.50.

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)

Interested parties: Maranoa community – interest in Council News.

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 note and approve the Council News December edition for print subject to final proofing.

Recommendation:

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

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

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.5 Communication

Supporting Documentation:

Nil

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 12 November 2020

Item Number: 11.3

File Number: D20/108045

SUBJECT HEADING: Request to Use Roma Saleyards Canteen/Dining Area - Australian Campdraft Association Inc.

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

Council has received a request to use the Roma Saleyards Canteen/dining area for a meeting on Saturday 16 January, 2021 and Sunday 17 January 2021.

Officer's Recommendation:

That Council endorse Australian Campdraft Association Inc. the use of the Roma Saleyards canteen/dining area for the following days and times:

1. 7.00am – 5.00pm Saturday, 16 January 2021, and
 2. 7.00am – 5.00pm Sunday, 17 January 2021.
-

Individuals or Organisations to which the report applies:

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

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

Australian Campdraft Association Inc.

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
ACA	Australian Campdraft Association

Context:

Why is the matter coming before Council?

Council has received a request from Australian Campdraft Association Inc. to use the Roma Saleyards Canteen/dining area for a meeting of approximately 30 attendees.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Australian Campdraft Association Inc. originally enquired about hiring the meeting room for their Australian Campdraft Association Management Meeting. The request also included that the tables and chairs be setup in a U shape configuration allowing for 30 attendees. The multi-purpose room at the saleyards is not large enough to configure the tables and chairs into a U shape to accommodate 30 attendees.

ACA then enquired about the canteen/dining area for the meeting and use of the kitchen for serving/cleaning up.

Manager Saleyards informed ACA that they cannot use the kitchen area given Café 54 have exclusive rights in their agreement.

ACA contacted Café 54 regarding catering and ACA confirmed that Café 54 will be catering for their meeting.

Further details regarding the request are attached.

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)

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)

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?

Council has not set any fees or charges for using/hiring the Roma Saleyards facility.

Future Years' Budgets:

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

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)

Government agencies and support services, community groups, industry related organisations and businesses who may also want to use the facility for a meeting or event.

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
Set a precedent	Government agencies and support services, community groups, industry related organisations and businesses may also want to use the facility for a community/industry meeting or event. Community members/individuals may also want to use the facility for a private event.

Advice to Council:

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

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

That Council allow ACA to use the canteen/dining area at Roma Saleyards.

Recommendation:

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

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

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

That Council endorse Australian Campdraft Association Inc. the use of the Roma Saleyards canteen/dining area for the following days and times:

1. 7.00am – 5.00pm Saturday 16 January 2021, and
2. 7.00am – 5.00pm Sunday 17 January 2021.

***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

4.6 Saleyards

Supporting Documentation:

1 [🔗](#) Letter from Australian Campdraft Association - Request D20/108046
to use Roma Saleyards Canteen/Dining Area

Report authorised by:

Director - Corporate & Community Services

**Australian Campdraft Association Inc.**

ABN 33 767 694 241

PO Box 472
ROMA QLD 4455
P 07 4622 3110
F 07 4622 8119
aca@campdraft.com.au

All correspondence to be addressed to the Operations Manager

6 November 2020

Our Ref: GF492

Via Email: Paul.Klar@maranoa.qld.gov.au

Dear Paul,

Re: ACA Hire of Sale Yards Canteen Venue

ACA would like to hire the Sale Yards canteen venue for an upcoming meeting. I trust the below information will be sufficient to submit to council for consideration for a Council resolution to be approved at the next meeting on Wednesday 25 November 2020.

Event Details: Australian Campdraft Association Management Committee Meeting**Dates & Times:** Saturday 16 January (7:00am-5:00pm) and Sunday 17 January 2021 (7:00am – 5:00pm, although most likely finished by lunch time).**Set up & pack up:** ACA Staff would appreciate being able to set up tables and chairs in a U configuration on Thursday 14 January, we would hope to be able to use the TV on the wall to connect to a laptop. Everything will be cleaned up on Sunday including chairs and tables if required, if not ACA staff can return first thing Monday morning to move the tables and chairs if that is not too late.**Numbers:** Approximately 30 people including ACA Management Committee Members and ACA staff.**Catering:** Café 54 or Bek's Chopping Board. Please advise if Cafe54 must be used. We only require the use of the kitchen mostly for a serving area, tea and coffee set up and fridge space. We will most likely have the caterers drop off individually boxed items for morning tea and lunch to comply with any COVID Regulations and avoid any self service, or ACA staff will serve the food if provided on platters.

Please contact myself or ACA Office, Assistant Alanna Horswell if you have any further questions.

Regards

Gabrielle Franklin
Operations Manager

**JUST COUNTRY**

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 12 November 2020

Item Number: 11.4

File Number: D20/108121

SUBJECT HEADING: Investment register as at 31 October 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 31 October 2020.

Officer's Recommendation:

That the Investment Report as at 31 October 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 31 October 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

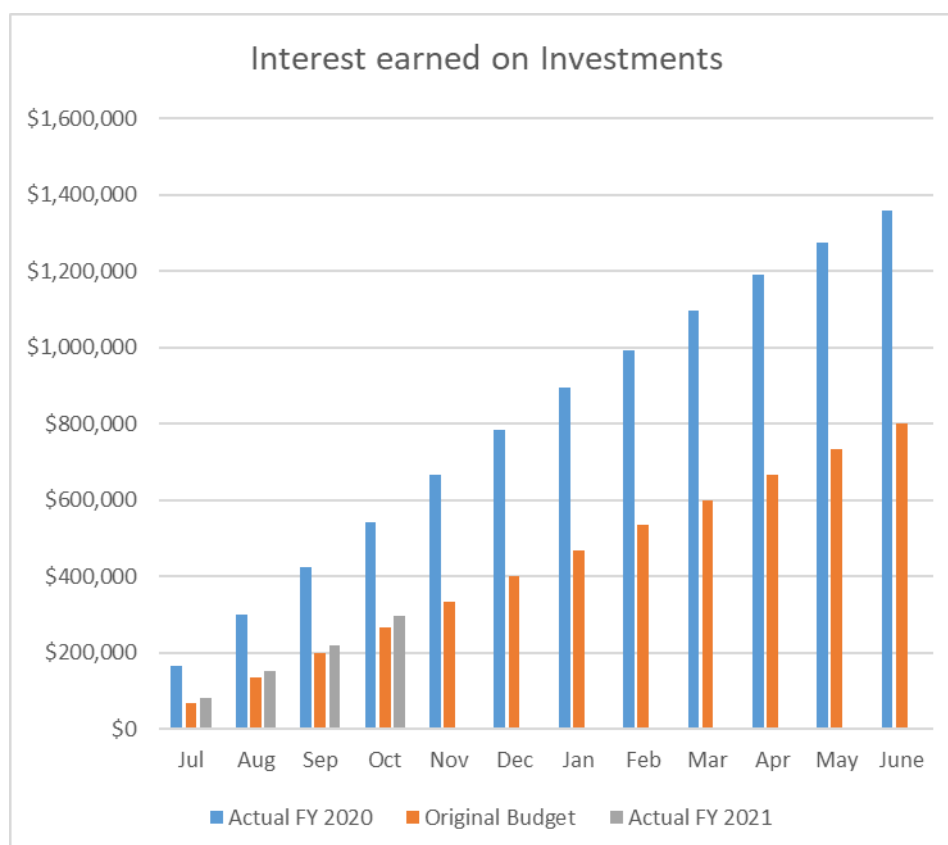
Maranoa Regional Council

Ordinary Meeting - 25 November 2020

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

For the four months ended 31 October 2020, actual interest earned on investments totalled \$296,490. This represents 37.1% of the adopted budget with 33.33% 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	\$296,490
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 - 25 November 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 Community & Commercial Services.

Funding Bodies:

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

Not applicable.

This Financial Year's Budget:

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

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

2020/21 Budgeted Investment Income - \$800,000

2020/21 Actual Investment Income year to date - \$296,490

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

For information purposes only.

Risks:

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

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

Advice to Council:

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

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

That Council receive and note the Investment Reports for the period ending 31 October 2020.

Recommendation:

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

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

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

That Council receive and note the Investment Reports for the period ending 31 October 2020.

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:

Maranoa Regional Council

Ordinary Meeting - 25 November 2020

1	Investment Register as at 31 October 2020	D2020/0108117
2	Investment Trading Limits report as at 31 October 2020	D2020/0108115

Report authorised by:

Director - Corporate & Community Services



Investment Report Pack

Maranoa Regional Council

1 October 2020 to 31 October 2020



Contents

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



1. Securities Held By Trading Book Maturing Post 31 October 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												
LC96705	29 Oct 2020	Queensland Treasury Corporation		1 Nov 2020		0.62	Nil	At Call	S&P AA+	36,173,088.27	36,173,088.27	36,173,088.27
LC96923	31 Oct 2020	Macquarie Bank		1 Nov 2020		0.80	Nil	At Call	S&P ST A1	7,000,000.00	7,000,000.00	7,000,000.00
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	2,014,917.80
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	1,003,589.04
LC88260	26 May 2020	AMP Bank Ltd		23 Nov 2020	23 Nov 2020	1.65	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,007,142.47
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	251,569.18
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	604,285.48
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	1,006,619.18
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	1,003,205.48
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	251,255.48
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	507,521.92
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	1,010,979.45
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	1,010,931.51
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	804,620.27
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	503,923.29
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	2,021,145.20
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	253,013.70
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	253,013.70
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	1,010,153.42
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	252,871.58
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	252,871.58
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	252,871.58
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	1,009,920.55
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	1,009,920.55
LC96150	14 Oct 2020	Bank of Sydney Ltd		15 Apr 2021	15 Apr 2021	0.50	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,058.22
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	1,009,832.88
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	1,006,398.63
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	251,775.34
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	1,005,308.22
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	1,004,757.53
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	4,016,767.12
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	2,008,301.36



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
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	1,004,505.48
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	1,806,990.41
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	1,003,479.45
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	1,003,175.34
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	1,003,442.74
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	1,002,884.93
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	1,003,664.38
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	1,001,324.93
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	1,000,854.79
LC96149	14 Oct 2020	Arab Bank Australia Ltd		14 Oct 2021	14 Oct 2021	0.55	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,064.04
										80,873,088.27	80,873,088.27	81,103,016.45
Total										80,873,088.27	80,873,088.27	81,103,016.45
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 October 2020 to 31 October 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	GCU 0.8 06 Oct 2020 97DAY TD	Gateway Bank Ltd	IEI126042	6 Oct 2020	250,000.00	531.51	Security Coupon Interest	Maranoa Regional Council
	ARA 1.85 14 Oct 2020 182DAY TD	Arab Bank Australia Ltd	IEI118140	14 Oct 2020	250,000.00	2,306.16	Security Coupon Interest	Maranoa Regional Council
	SYD 1.7 14 Oct 2020 183DAY TD	Bank of Sydney Ltd	IEI117946	14 Oct 2020	250,000.00	2,130.82	Security Coupon Interest	Maranoa Regional Council
						4,968.49		



3. Acquisitions, Disposals and Maturities Between 1 October 2020 and 31 October 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		LC96214	Acquisition	1 Oct 2020	1 Oct 2020	3,500,000.00	3,500,000.00	1.00000000	100.000	0.000	100.000	3,500,000.00
GCU 0.8 06 Oct 2020 97DAY TD	Gateway Bank Ltd		LC90630	Maturity	6 Oct 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
SYD 1.7 14 Oct 2020 183DAY TD	Bank of Sydney Ltd		LC86047	Maturity	14 Oct 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
ARA 1.85 14 Oct 2020 182DAY TD	Arab Bank Australia Ltd		LC86097	Maturity	14 Oct 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
ARA 0.55 14 Oct 2021 365DAY TD	Arab Bank Australia Ltd		LC96149	Acquisition	14 Oct 2020	14 Oct 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
SYD 0.5 15 Apr 2021 183DAY TD	Bank of Sydney Ltd		LC96150	Acquisition	14 Oct 2020	14 Oct 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC96215	Acquisition	16 Oct 2020	16 Oct 2020	750,000.00	750,000.00	1.00000000	100.000	0.000	100.000	750,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC96702	Acquisition	21 Oct 2020	21 Oct 2020	3,000,000.00	3,000,000.00	1.00000000	100.000	0.000	100.000	3,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC96703	Disposal	22 Oct 2020	22 Oct 2020	1,500,000.00	1,500,000.00	1.00000000	100.000	0.000	100.000	(1,500,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC96704	Acquisition	23 Oct 2020	23 Oct 2020	3,000,000.00	3,000,000.00	1.00000000	100.000	0.000	100.000	3,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC96705	Disposal	29 Oct 2020	29 Oct 2020	1,250,000.00	1,250,000.00	1.00000000	100.000	0.000	100.000	(1,250,000.00)
MACQ At Call	Macquarie Bank		LC96921	Acquisition	31 Oct 2020	31 Oct 2020	8,125.61	8,125.61	1.00000000	100.000	0.000	100.000	8,125.61
MACQ At Call	Macquarie Bank		LC96922	Disposal	31 Oct 2020	31 Oct 2020	8,125.61	8,125.61	1.00000000	100.000	0.000	100.000	(8,125.61)
MACQ At Call	Macquarie Bank		LC96923	Disposal	31 Oct 2020	31 Oct 2020	207.65	207.65	1.00000000	100.000	0.000	100.000	(207.65)
													7,249,792.35

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 31 October 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
LC96923	MACQ At Call	1 Nov 2020	30 Jul 2020	7 Aug 2020		85	0.8000	Nil		7,000,000.00	7,000,000.00	207.65	7,000,000.00	13,041.10
LC88070	AMP 1.65 17 Nov 2020 182DAY TD	17 Nov 2020	19 May 2020		17 Nov 2020	165	1.6500	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,014,917.80	14,917.81
LC89867	MYS 1.23 Nov 2020 154DAY TD	23 Nov 2020	22 Jun 2020		23 Nov 2020	131	1.0000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,003,589.04	3,589.04
LC88260	AMP 1.65 23 Nov 2020 181DAY TD	23 Nov 2020	26 May 2020		23 Nov 2020	158	1.6500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,007,142.47	7,142.47
LC88262	Warwick CU 1.45 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	158	1.4500	Maturity		250,000.00	250,000.00	250,000.00	251,569.18	1,569.18
LC88259	AMP 1.65 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	158	1.6500	Maturity		600,000.00	600,000.00	600,000.00	604,285.48	4,285.48
LC88930	AMP 1.6 02 Dec 2020 183DAY TD	2 Dec 2020	2 Jun 2020		2 Dec 2020	151	1.6000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,006,619.18	6,619.18
LC90544	MYS 1.07 Dec 2020 154DAY TD	7 Dec 2020	6 Jul 2020		7 Dec 2020	117	1.0000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,003,205.48	3,205.48
LC89237	AMB 1.3 09 Dec 2020 180DAY TD	9 Dec 2020	12 Jun 2020		9 Dec 2020	141	1.3000	Maturity		250,000.00	250,000.00	250,000.00	251,255.48	1,255.48
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	323	1.7000	Maturity		500,000.00	500,000.00	500,000.00	507,521.92	7,521.92
LC85551	MYS 1.75 16 Dec 2020 275DAY TD	16 Dec 2020	16 Mar 2020		16 Dec 2020	229	1.7500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,010,979.45	10,979.45
LC85553	MYS 1.75 16 Dec 2020 274DAY TD	16 Dec 2020	17 Mar 2020		16 Dec 2020	228	1.7500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,010,931.51	10,931.51
LC89756	AMP 1.55 14 Jan 2021 211DAY TD	14 Jan 2021	17 Jun 2020		14 Jan 2021	136	1.5500	Maturity		800,000.00	800,000.00	800,000.00	804,620.27	4,620.27
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	179	1.6000	Maturity		500,000.00	500,000.00	500,000.00	503,923.29	3,923.29
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	227	1.7000	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,021,145.20	21,145.21
LC85576	SCC 2.25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	220	2.0000	Maturity		250,000.00	250,000.00	250,000.00	253,013.70	3,013.70
LC85579	Geelong B 2.25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	220	2.0000	Maturity		250,000.00	250,000.00	250,000.00	253,013.70	3,013.70
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	218	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,010,153.42	10,153.42
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	215	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,871.58	2,871.58
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	215	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,871.58	2,871.58
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	215	1.9500	Maturity		250,000.00	250,000.00	250,000.00	252,871.58	2,871.58
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	213	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,009,920.55	9,920.55
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	213	1.7000	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,009,920.55	9,920.55
LC96150	SYD 0.5 15 Apr 2021 183DAY TD	15 Apr 2021	14 Oct 2020		15 Apr 2021	17	0.5000	Maturity		250,000.00	250,000.00	250,000.00	250,058.22	58.22
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	194	1.8500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,009,832.88	9,832.88
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	173	1.3500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,006,398.63	6,398.63
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	162	1.6000	Maturity		250,000.00	250,000.00	250,000.00	251,775.34	1,775.34
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	29 May 2020		28 May 2021	155	1.2500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,005,308.22	5,308.22
LC88991	BOQ 1.15 02 Jun 2021 365DAY TD	2 Jun 2021	2 Jun 2020		2 Jun 2021	151	1.1500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,004,757.53	4,757.53
LC88993	NAB 1.02 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	150	1.0200	Maturity		4,000,000.00	4,000,000.00	4,000,000.00	4,016,767.12	16,767.12
LC88995	ME Bank 1.01 03 Jun 2021 365DAY TD	3 Jun 2021	3 Jun 2020		3 Jun 2021	150	1.0100	Maturity		2,000,000.00	2,000,000.00	2,000,000.00	2,008,301.36	8,301.37
LC89155	BOQ 1.15 10 Jun 2021 365DAY TD	10 Jun 2021	10 Jun 2020		10 Jun 2021	143	1.1500	Maturity		1,000,000.00	1,000,000.00	1,000,000.00	1,004,505.48	4,505.48
LC89809	NAB 1.05 18 Jun 2021 365DAY TD	18 Jun 2021	18 Jun 2020		18 Jun 2021	135	1.0500	Maturity		1,800,000.00	1,800,000.00	1,800,000.00	1,808,990.41	6,990.41



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
LC90133	NAB 1.25 Jun 2021 364DAY TD	25 Jun 2021	26 Jun 2020		25 Jun 2021	127	1.0000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,479.45	3,479.45
LC90649	NAB 0.95 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	122	0.9500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,175.34	3,175.34
LC90651	BOQ 1.03 01 Jul 2021 365DAY TD	1 Jul 2021	1 Jul 2020		1 Jul 2021	122	1.0300		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,442.74	3,442.74
LC90652	BOQ 0.9 06 Jul 2021 365DAY TD	6 Jul 2021	6 Jul 2020		6 Jul 2021	117	0.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,884.93	2,884.93
LC91497	Qld Police 1.25 16 Jul 2021 365DAY TD	16 Jul 2021	16 Jul 2020		16 Jul 2021	107	1.2500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,664.38	3,664.38
LC92729	ING 0.62 13 Aug 2021 364DAY TD	13 Aug 2021	14 Aug 2020		13 Aug 2021	78	0.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,324.93	1,324.93
LC94809	ME Bank 0.6 08 Sep 2021 364DAY TD	8 Sep 2021	9 Sep 2020		8 Sep 2021	52	0.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,854.79	854.79
LC96149	ARA 0.55 14 Oct 2021 365DAY TD	14 Oct 2021	14 Oct 2020		14 Oct 2021	17	0.5500		Maturity	250,000.00	250,000.00	250,000.00	250,064.04	64.04
										44,700,000.00	44,700,000.00		44,929,928.18	242,969.33

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



5. Portfolio Valuation As At 31 October 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		7,000,000.00	7,000,000.00	100.000		0.000	7,000,000.00	8.63%	0.80%	
QTC Maranoa CF At Call	S&P AA+		36,173,088.27	36,173,088.27	100.000		0.000	36,173,088.27	44.60%	0.62%	
			43,173,088.27	43,173,088.27				43,173,088.27	53.23%		0.65%
Term Deposit											
AMP 1.65 17 Nov 2020 182DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.746	2,014,917.80	2.48%	1.65%	
AMP 1.65 23 Nov 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.714	1,007,142.47	1.24%	1.65%	
AMP 1.65 24 Nov 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.714	604,285.48	0.75%	1.65%	
AMP 1.6 02 Dec 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.662	1,006,619.18	1.24%	1.60%	
AMP 1.55 14 Jan 2021 211DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.578	804,620.27	0.99%	1.55%	
AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.785	503,923.29	0.62%	1.60%	
AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.983	1,009,832.88	1.25%	1.85%	
ARA 0.55 14 Oct 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.026	250,064.04	0.31%	0.55%	
AMB 1.3 09 Dec 2020 180DAY TD	Moodys ST P-2		250,000.00	250,000.00	100.000		0.502	251,255.48	0.31%	1.30%	
BOQ 1.25 28 May 2021 364DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.531	1,005,308.22	1.24%	1.25%	
BOQ 1.15 02 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.476	1,004,757.53	1.24%	1.15%	
BOQ 1.15 10 Jun 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.451	1,004,505.48	1.24%	1.15%	
BOQ 1.03 01 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.344	1,003,442.74	1.24%	1.03%	
BOQ 0.9 06 Jul 2021 365DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.288	1,002,884.93	1.24%	0.90%	
SYD 0.5 15 Apr 2021 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.023	250,058.22	0.31%	0.50%	
B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.149	252,871.58	0.31%	1.95%	
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		1.504	507,521.92	0.63%	1.70%	
Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.205	253,013.70	0.31%	2.00%	
ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		1.015	1,010,153.42	1.25%	1.70%	
ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.992	1,009,920.55	1.25%	1.70%	
ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.640	1,006,398.63	1.24%	1.35%	
ING 0.62 13 Aug 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.132	1,001,324.93	1.23%	0.62%	
JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.710	251,775.34	0.31%	1.60%	
MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		0.992	1,009,920.55	1.25%	1.70%	
MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.149	252,871.58	0.31%	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		0.415	2,008,301.36	2.48%	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		0.085	1,000,854.79	1.23%	0.60%	
MYS 1 23 Nov 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.359	1,003,589.04	1.24%	1.00%	
MYS 1 07 Dec 2020 154DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.321	1,003,205.48	1.24%	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 1.75 16 Dec 2020 274DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		1.093	1,010,931.51	1.25%	1.75%	
MYS 1.75 16 Dec 2020 275DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		1.098	1,010,979.45	1.25%	1.75%	
NAB 1.02 03 Jun 2021 365DAY TD	S&P ST A1+		4,000,000.00	4,000,000.00	100.000		0.419	4,016,767.12	4.95%	1.02%	
NAB 1.05 18 Jun 2021 365DAY TD	S&P ST A1+		1,800,000.00	1,800,000.00	100.000		0.388	1,806,990.41	2.23%	1.05%	
NAB 1 25 Jun 2021 364DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.348	1,003,479.45	1.24%	1.00%	
NAB 0.95 01 Jul 2021 365DAY TD	S&P ST A1+		1,000,000.00	1,000,000.00	100.000		0.318	1,003,175.34	1.24%	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		0.366	1,003,664.38	1.24%	1.25%	
QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		1.057	2,021,145.20	2.49%	1.70%	
RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.149	252,871.58	0.31%	1.95%	
SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		1.205	253,013.70	0.31%	2.00%	
Warwick CU 1.45 24 Nov 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.628	251,569.18	0.31%	1.45%	
			37,700,000.00	37,700,000.00				37,929,928.18	46.77%		1.31%
Total Portfolio			80,873,088.27	80,873,088.27				81,103,016.45	100.00%		0.96%



6. Portfolio Valuation By Categories As At 31 October 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,268,108.90	2.80%
A3	1,003,664.38	1.24%
A2	21,790,024.50	26.87%
A1	12,037,718.08	14.84%
A1+	7,830,412.32	9.65%
Portfolio Total	44,929,928.18	55.40%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	36,173,088.27	44.60%
Portfolio Total	36,173,088.27	44.60%

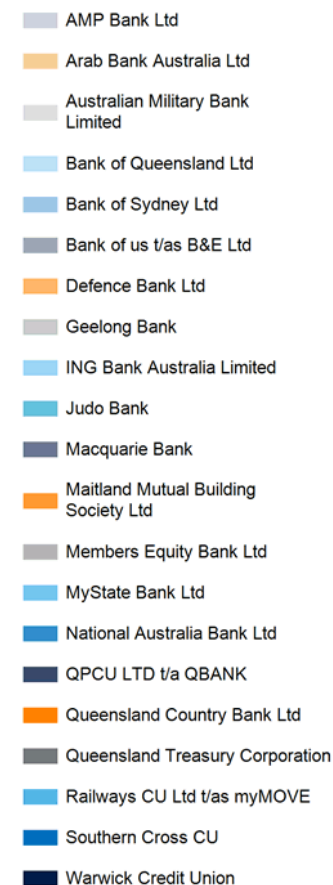
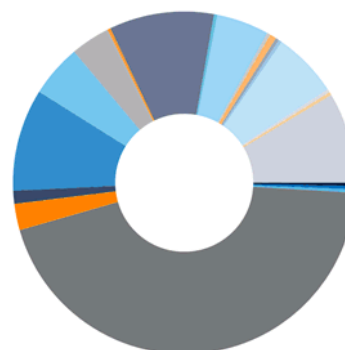
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	6,951,341.37	8.57%
Arab Bank Australia Ltd	250,064.04	0.31%
Australian Military Bank Limited	251,255.48	0.31%
Bank of Queensland Ltd	5,020,898.90	6.19%
Bank of Sydney Ltd	250,058.22	0.31%
Bank of us t/as B&E Ltd	252,871.58	0.31%
Defence Bank Ltd	507,521.92	0.63%
Geelong Bank	253,013.70	0.31%
ING Bank Australia Limited	4,027,797.53	4.97%
Judo Bank	251,775.34	0.31%
Macquarie Bank	8,009,920.55	9.88%
Maitland Mutual Building Society Ltd	252,871.58	0.31%
Members Equity Bank Ltd	3,009,156.15	3.71%
MyState Bank Ltd	4,028,705.48	4.97%
National Australia Bank Ltd	7,830,412.32	9.65%
QPCU LTD t/a QBANK	1,003,664.38	1.24%
Queensland Country Bank Ltd	2,021,145.20	2.49%
Queensland Treasury Corporation	36,173,088.27	44.60%
Railways CU Ltd t/as myMOVE	252,871.58	0.31%
Southern Cross CU	253,013.70	0.31%
Warwick Credit Union	251,569.18	0.31%
Portfolio Total	81,103,016.45	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	43,173,088.27	53.23%
Term Deposit	37,929,928.18	46.77%
Portfolio Total	81,103,016.45	100.00%

Market Value by Security Type



■ At Call Deposit

■ Term Deposit



Term Remaining	Market Value	% Total Value
0 to < 1 Year	81,103,016.45	100.00%
Portfolio Total	81,103,016.45	100.00%

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

Market Value by Term Remaining



■ 0 to < 1 Year



7. Performance Statistics For Period Ending 31 October 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.05%	0.17%	1.28%	1.96%
Performance Index (2)	0.01%	0.03%	0.51%	1.33%
Excess Performance (3)	0.04%	0.14%	0.77%	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	0.96



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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 31 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		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	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-		8,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	0.00	0
Maitland Mutual Building Society Ltd	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 31 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-		36,173,088.27	Book	100.00	% of 80,873,088.27	80,873,088.27	45.00	55.00	44,700,000	0.00	0
Railways CU Ltd t/as myMOVE	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Credit Union	N/R		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
			80,873,088.27				184,623,088.27			104,750,000		1,000,000
			(Excluding Parent Group Duplicates)									



2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value	Limit For Book or Notional Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	36,173,088.27	Book	100.00	% of 80,873,088.27	80,873,088.27	45.00	55.00	44,700,000	0.00	0
A1+	7,800,000.00	Book	100.00	% of 80,873,088.27	80,873,088.27	10.00	90.00	73,073,088	0.00	0
A1	12,000,000.00	Book	50.00	% of 80,873,088.27	40,436,544.14	30.00	70.00	28,436,544	0.00	0
A2	21,650,000.00	Book	30.00	% of 80,873,088.27	24,261,926.48	89.00	11.00	2,611,926	0.00	0
A3	1,000,000.00	Book	10.00	% of 80,873,088.27	8,087,308.83	12.00	88.00	7,087,309	0.00	0
N/R	2,250,000.00	Book	10.00	% of 80,873,088.27	8,087,308.83	28.00	72.00	5,837,309	0.00	0
	80,873,088.27				242,619,264.81			161,746,176		0

Notes

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



Trading Limit Report 125
Maranoa Regional Council
As At 31 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	80,873,088.27	Book	100.00	% of 80,873,088.27	80,873,088.27	100.00	0.00	0	0.00	0
	80,873,088.27				80,873,088.27			0		0



Trading Limit Report 125
Maranoa Regional Council
As At 31 October 2020

Issuer Trading Limits



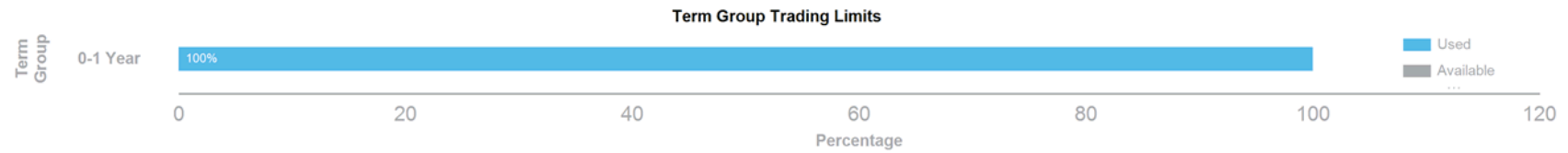


Trading Limit Report 125
Maranoa Regional Council
As At 31 October 2020





Trading Limit Report 125
Maranoa Regional Council
As At 31 October 2020





Trading Limit Report 125
Maranoa Regional Council
As At 31 October 2020

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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 October 2020
Balance Date: 4 November 2020 (but 31 Oct 2020 used instead)
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 13 November 2020

Item Number: 11.5

File Number: D20/108349

SUBJECT HEADING: Roma Saleyards - Approval to Cease Store and Prime Sales 2020

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

This report is for Council to consider the routine ceasing of store and prime sales over the Christmas and New Year period. It is proposed that the last sale for 2020 be the store sale on Tuesday 15 December 2020, with sales recommencing on Tuesday 12 January 2021.

The facility will remain open during this time for spell cattle, private weighing and scanning.

Officer's Recommendation:

That Council approve the last sale of 2020 be the Store Sale scheduled for Tuesday 15, December 2020, with sales recommencing with a Store Sale on Tuesday 12, January 2021.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council
Roma Livestock Agents Association
Elders Rural Services – Roma
Grant, Daniel & Long – Roma
PJH Livestock & Property PTY LTD – Roma
Landmark Operations LTD – Roma
MAA Livestock & Property PTY LTD – Roma
Ray White Rural Livestock – Roma
Topx – Roma
Watkins and Company (QLD) – Roma
Vendors
Buyers
Café 54

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
RLAA	Roma Livestock Agents Association

Context:

Why is the matter coming before Council?

This report is being presented to Council as under Local Law No. 6 (Operation of Saleyards) 2011, **Part 4 12(1)**: *The local government may fix the days and times during which regular stock sales may be conducted at the saleyard.*

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Each year the Roma Saleyards, in conjunction with the RLAA, routinely cease store and prime sales over the Christmas and New Year period.

Whilst the facility is still open for sell cattle, private weighing and scanning, this is when essential cleaning and maintenance of the facility is undertaken, as well as some construction works. The works scheduled for the 2020 Christmas closure period are as follows:

Cleaning:

1. Cleaning 373 selling pens;
2. Cleaning 217 receival/delivery yards;
3. Cleaning 7 drafts;
4. Cleaning 33 cableyards; and
5. Cleaning all loading areas.

Maintenance:

1. Rectifying a hole developing at Ramp 1;
2. Rectifying water that is ponding at body truck ramps;
3. Re-graveling as many selling pens as possible.

Construction:

Rectification works to auctioneer walkways

1. Install as many kick boards and mid rails on auctioneer walkways as possible;

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 Law No. 6 (Operation of Saleyards) 2011, **Part 4 12(1)** *The local government may fix the days and times during which regular stock sales may be conducted at the saleyard.*

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)

When Manager Saleyards was on leave in September 2020, RLAA discussed the last sale date for 2020, and the first sale date in 2021.

Upon manager's return, they contacted the RLAA President regarding these dates, and was informed that RLAA had discussed the sale dates and RLAA agreed on Tuesday 15 December 2020 to be the last sale for 2020, and Tuesday 12 January 2021 to be the first sale for 2021.

Manager Saleyards requested correspondence from the RLAA President so Council can formalise the dates. No response has been received.

On Wednesday 11 November 2020 Grant, Daniel & Long sent an email to all staff that the last Store sale will be 15 December 2020:

From: Tiana Nicholls <tnicholls@gdlrural.com.au>

Sent: Wednesday, 11 November 2020 9:00 AM

To: DG-GDL-AllStaff <DG-GDL-AllStaff@ruralco.com.au>

Subject: ROMA MARKET REPORTS 10-11-20

Last Roma sale 2020 will be on the 15-12-20

Kind regards

Tiana Nicholls

[Livestock Administration](#)

GRANT DANIEL & LONG PTY LTD

102 MCDOWALL ST, ROMA, QLD, 4455

PO BOX 496, ROMA, QLD, 4455

T- 07 46 227 799

E- tnicholls@gdlrural.com.au

www.gdlrural.com.au

From 1 January 2021, only the updated versions of all NVDs (0720) will be accepted for all species. You can order the new NVD (0720) from 1 July 2020. As part of the MLA Accelerated Adoption Initiative announced in November 2019, there is no cost for NVD books until 30 June 2021.

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 estimated revenue presented to Council for 2020/21 included this closure period and will not affect the budget.

Estimated expenditure for this closure period was budgeted for and will not affect the 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)

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
N/A	<Provide details>

Advice to Council:

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

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

That Council endorse the last sale to be conducted on Tuesday 15, December 2020 with sales recommencing on Tuesday 12, January 2021. This will allow the scheduled maintenance, cleaning and construction works to be completed.

Recommendation:

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

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

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

That Council approve the last sale of 2020 be the Store Sale scheduled for Tuesday 15, December 2020 with sales recommencing with a Store Sale on Tuesday 12, January 2021.

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

4.6 Saleyards

Supporting Documentation:

Nil

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 13 November 2020

Item Number: 11.6

File Number: D20/108452

SUBJECT HEADING: Policy Review - Rate Recovery

Classification: Open Access

Officer's Title: Rates & Utilities Billing Officer

Executive Summary:

The purpose of this report is to review the Rate Recovery Policy. Rates and charges revenue provide Council with funds to deliver services and projects.

It is therefore important that this revenue is collected in a timely manner to ensure sufficient cash flow for Council to operate.

Officer's Recommendation:

That Council:

1. Adopt the Rate Recovery Policy as presented;
2. Re-commence external debt recovery in line with Council's Rate Recovery Policy; and
3. Bring a report with amendments to the Sale of Land section of the Rate Recovery Policy to a later meeting.

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).

Ratepayers with outstanding rates and charges.

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?

Through a review of this policy a change has been made to section 4.3 - Rate Recovery Process. A second reminder letter has been added as follows:-

After 14 days, Council will issue a second reminder letter, in respect of assessments that have an outstanding balance above the recovery action trigger, where a current approved payment arrangement is not in force. The second reminder letter will give the ratepayer(s) fourteen (14) days from the date of the letter to satisfy the outstanding amount and the option to enter into a suitable payment arrangement. The letter will also advise the ratepayer(s) that if they fail to pay the outstanding rates or enter into a suitable payment arrangement then Council will refer the unpaid rates to Council's Debt Recovery Agency. This letter will be sent through Australia Post by Domestic Letter with Tracking.

At the Council Meeting on 13 May 2020, Council resolved:

OM/05.2020/28

- 1. Resolve to extend the current pause on external debt recovery (all outstanding rates and charges) to 31 July 2020.***

Council levied rates for the period of 1 July 2020 to 31 December 2020 on 6 October 2020 and they were due on 6 November 2020. Internal debt recovery action by way of reminder letters is set to commence on 26 November 2020. External debt recovery is due to re-commence from 11 January 2021 by way of a demand letter being sent as per the Rate Recovery Policy.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council reviewed the Rate Recovery Policy at a Budget Submissions and Financial Planning Standing Committee meeting on 15 July 2020, resolving as follows:

Resolution No. BUD/07.2020/01

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

Council also reviewed the Rate Recovery Policy at the Ordinary Meeting on 23 September 2020, resolving as follows:

Resolution No. OM/09.2020/87

That the matter lay on the table until the next Ordinary Meeting on 14 October 2020.

This matter was laid on the table while we waited for advice.

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)

Rate Recovery Policy (adopted November 2015) Resolution No. GM/11.2015/07

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)

Feedback from Councillors through ordinary Council Meetings.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

This policy will determine the effectiveness of Council's rate recovery processes; therefore affecting Council receivables balance and cash at bank balance (Statement of Financial Position).

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)

Ratepayers with outstanding rates and charges.

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
High levels of outstanding rates	Likelihood: Likely Consequence: Major

and charges impacting Council's ability to pay for projects and services	Mitigation: The rate recovery policy provides a consistent approach to the recovery of outstanding rates and charges, assisting ratepayers to get on top of their rates as early as possible (before they become too large over subsequent rating periods).
--	--

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)

Advice has been received, and due to the complexity of the policy to be developed, further time is required to consider all the steps necessary by legislation.

Therefore, a separate report will be brought to a future Council Meeting with the proposed amendments to the Sale of Land process.

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:

4. Adopt the Rate Recovery Policy as presented;
5. Re-commence external debt recovery in line with Council's Rate Recovery Policy; and
6. Bring a report with amendments to the Sale of Land section of the Rate Recovery Policy to a later meeting.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.2 Revenue collection

Supporting Documentation:

[1](#) DRAFT - Draft Rate Recovery Policy - July 2020

D20/67974

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

COUNCIL POLICY: RATE RECOVERY



1. Policy Purpose

To establish a policy for the timely recovery of rates and charges levied which seeks to achieve fair and consistent treatment of all ratepayers who have outstanding rates and charges.

2. Policy Scope

This policy will apply to all ratepayers who have an overdue rate or charge levied by Council, unless otherwise specified.

3. Definitions

Rates or charges – as per the *Local Government Regulation 2012*

Overdue rates and charges - as per the *Local Government Regulation 2012 (Chapter 4)*

Terms:

Due Date: 30 days from issue date of rate notice (coincides with discount period ending)

Interest Date: 60 days from issue date of rate notice

Payment Arrangement: An undertaking from the property owner to pay the rates by regular payments over a time period to the satisfaction of Council.

Approved: Formal acceptance by the Council of the commitment

4. Policy Details

Council is committed to the collection of overdue rates and charges in a fair, equitable and timely manner but with due concern for any financial hardship faced by ratepayers. In order to ensure that all ratepayers meet their obligations to pay rates and charges levied, Maranoa Regional Council will apply the following procedures to recover any overdue rate or charge in a timely manner.

4.1 Small Debt Write-offs

If a ratepayer has short paid their rates by \$10.00 or less and as a consequence would have missed their discount, Council will allow the outstanding amount to be carried forward to the next rating period.

4.2 Payment Arrangements

Council may enter into a payment arrangement to pay rates and charges by way of payment schedule. Payment arrangements will include a premium equal to the amount of interest which would have been charged (refer to section 3.4 of the Revenue Statement) if the arrangement had not been entered into. Council may approve a waiver of the premium, provided that the specified conditions of the arrangement are met and all outstanding rates

COUNCIL POLICY: RATE RECOVERY



and charges are fully paid by the end of the current financial year. Requests for Payment Arrangements are by application if the rates and charges will be fully paid by the end of the current financial year. In circumstances where the request extends beyond the current financial year, this will be subject of a separate report to Council for consideration

To request a payment arrangement, the ratepayer must contact Council before the due date shown on the rate notice. All payment arrangements and the applicable premium amount will be confirmed in writing. A premium (as referred to in Section 3.5 of the Revenue Statement) may be waived if the arrangement has been approved by Council within 60 days of the date of issue of the rates notice.

- Payments must be made on the specific days agreed upon unless otherwise arranged prior to the due date of payment;
- An arrangement must clear the debt prior to the next financial year
- If Council does not receive the payment by the agreed specific day, a reminder letter will be sent advising the ratepayer, that unless payment of the outstanding amount is made within seven days their agreement will be cancelled and the matter will be referred to Council's debt recovery agency;
- If payment is not received within the seven days allowed, a letter will be issued advising the ratepayer that their arrangement has been cancelled due to non-compliance and no further arrangements will be made;
- If there is a balance outstanding and the arrangement has expired, a letter will be sent advising the ratepayer that unless payment of the outstanding amount is made in full within seven days, the total outstanding amount will be referred to Council's debt recovery agency.

4.3 Rate Recovery Process

Council requires payment of rates and charges within the specified period and has an obligation to diligently recover overdue rates and charges. When pursuing overdue rates and charges Council will have due concern for the financial hardship faced by some members of the community and as such may enter into a rate payment arrangement with ratepayers. Council will follow the below process to recover overdue rates and charges.

Where a rate becomes overdue, fourteen (14) days after the due date of the notice:

1. Council will issue a reminder letter, in respect of assessments that have an outstanding balance above the initial recovery action trigger, where a current approved payment arrangement is not in force. The reminder letter will give the ratepayer(s) fourteen (14)

COUNCIL POLICY: RATE RECOVERY



days from the date of the letter to satisfy the outstanding amount and the option to enter into a suitable payment arrangement.

2. After 14 days, Council will issue a second reminder letter, in respect of assessments that have an outstanding balance above the recovery action trigger, where a current approved payment arrangement is not in force. The second reminder letter will give the ratepayer(s) fourteen (14) days from the date of the letter to satisfy the outstanding amount and the option to enter into a suitable payment arrangement. The letter will also advise the ratepayer(s) that if they fail to pay the outstanding rates or enter into a suitable payment arrangement then Council will refer the unpaid rates to Council's Debt Recovery Agency. This letter will be sent through Australia Post by Domestic Letter with Tracking.
3. Fourteen (14) days after the Second Reminder Letter, all rates assessments with outstanding rates which have not entered into a satisfactory Payment Arrangement with Council will be referred to Council's Debt Recovery Agency for the issuing of a Letter of Demand.
4. Council will proceed with legal recovery action against the ratepayer who has not satisfactorily responded to any Notices/Letters previously sent, by issuing a Claim that will be served on the ratepayer. Further action will proceed as outlined in the Rates Recovery Process shown in diagram 1.
5. Separate correspondence may be issued:
 - a) Payment arrangement confirmation letter.
 - b) Payment arrangement default letter advising those in default that legal action may be taken should the default not be rectified within fourteen (14) days.
 - c) Payment arrangement cancellation letter due to non-compliance advising that the payment arrangement has been cancelled and the outstanding amount will be referred to Council's debt recovery agency.
6. Further action will be suspended at any point in the process up to obtaining judgement if:-
 - a. Payment is made in full; or
 - b. The ratepayer enters into and maintains an approved payment commitment.

4.4 Debt Recovery Agency

The following procedures will apply when the ratepayer list has been forwarded to the Debt Recovery Agency;

1. A letter of demand will be sent from Council's recovery agency/law firm to all accounts that have a rates arrears, advising the subject ratepayers that Council will instruct its recovery agency/law firm to commence legal proceedings against them if the rates and

COUNCIL POLICY: RATE RECOVERY



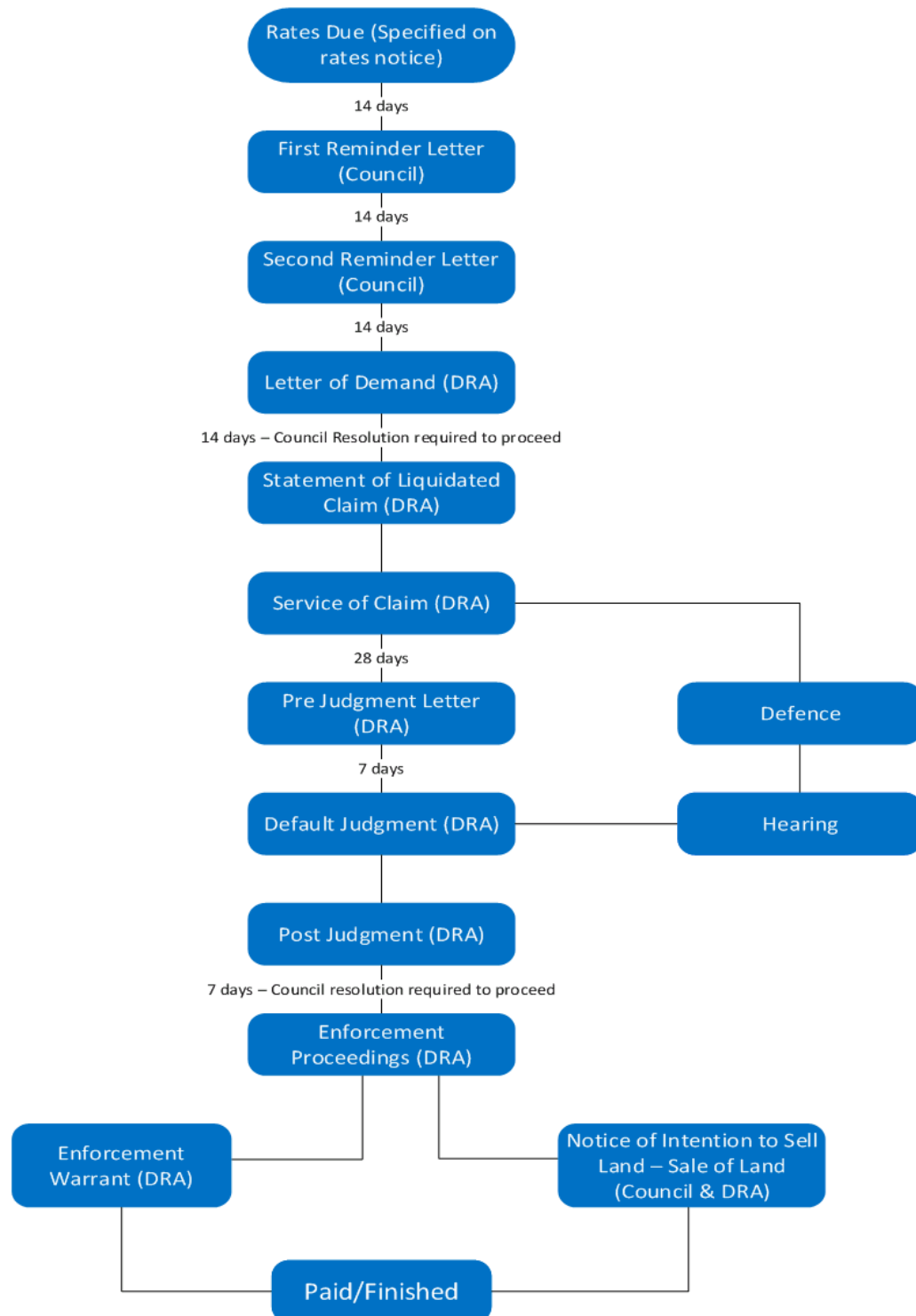
charges in arrears are not paid or a suitable payment arrangement is not entered into with Councils recovery agency/law firm within fourteen (14) days from the date of the letter;

2. When the fourteen (14) day time period has expired, Councils recovery agency/law firm will obtain instructions from Council on which accounts to commence legal action who have not complied with the letter of demand;
3. A statement of liquidated claim ("Claim") will then be filed at the Local Magistrates Court and served on the rate payer;
4. 28 days after the Claim has been served Councils recovery agency/law firm will obtain instructions from Council to issue pre judgement warning letter to the rate payer giving seven (7) days to pay the account or contact Councils recovery agency/law firm to enter into a suitable payment arrangement;
5. Seven (7) days after the expiry of the pre judgment warning letter Councils recovery agency/law firm will obtain instructions from Council on which accounts are to proceed to have default judgement filed against them on Council's behalf at the Local Magistrates Court;
6. Once default judgement has been obtained, Councils recovery agency/law firm will issue the rate payer a post judgement letter advising the rate payer that default judgement has been obtained and that if the debt is not paid within seven (7) days from the date of the letter that further enforcement action will take place to recover the debt and all costs;
7. Council can then elect to proceed with the enforcement action of the judgement debt or proceed to sale of land pursuant to section 140 of the *Local Government Regulation 2012*.

COUNCIL POLICY: RATE RECOVERY



Diagram 1 – Rates Recovery Process



COUNCIL POLICY: RATE RECOVERY

**4.5 Intention to Sell**

Under, Section 140 of *Local Government Regulation 2012*, Selling or acquiring land for overdue rates or charges, applies to overdue rates or charges on the land that has remained unpaid for the following:

- Generally – 3 years; or
- If the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgement for the overdue rates or charges – 1 year; or
- If the rates or charges were levied on a mining claim, 3 months.

Under this Division, Council by resolution, may sell the land for which the rates and charges were levied and remain unpaid. However, Council may not sell the land if the liability to pay the overdue rates and charges is the subject of court proceedings.

A report on properties listed in the 'Intention to sell land for rate arrears' must be referred to a Council meeting for a decision. Once Council has resolved to sell land for arrears of rates and charges, Council must, as soon as practicable, give all interested parties a notice of intention to sell the land.

A 'notice of intention to sell' is a document, signed by the Chief Executive Officer stating:

- That the local government has, by resolution, decided under Section 140, to sell the land for overdue rates or charges; and
- The day on which the resolution was made; and
- The terms of the resolution; and
- A description of the location and size of the land, as shown in the local government's land record; and
- Details of the overdue rates or charges for the land, as at the date of notice, including details of the period for which the rates or charges have been unpaid; and
- Details of the interest that is owing on the overdue rates or charges, as at the date of the notice, including –
 - Details of the rate at which interest is payable on the rates or charges; and
 - A description of the way the interest is calculated; and
 - The total amount of overdue rates or charges and the interest, as at the date of the notice; and
- A copy, or general outline of Section 133 of the *Local Government) Regulation 2012*.

The Council must start the procedure for selling the land within the required period after the notice of intention to sell, unless the amount of all overdue rates or charges on the land has been paid. If the overdue rates or charges have not been paid in full within:

- Generally – 3 months after the local government gives the notice of intention to sell the land; or
- If the rates or charges were levied on a mining claim – 1 month after the local government gives the notice of intention to sell the land.

COUNCIL POLICY: RATE RECOVERY



The Council must start the procedures of Section 141 for selling the land within 6 months after the local government gives the notice of intention to sell the land. However, the Council must end the procedures if the Council is paid –

- The amount of rates or charges in full; and
- All expenses that the Council has incurred in attempting to sell the land.

Once the required period of three (3) months has expired, a further report is to go to Council for consent to the time and place of the proposed auction and a recommendation on who shall hold the auction and the reserve price/s.

The Council must prepare an auction notice, stating the time and place of the auction and a full description of the land.

At least 14 days, but not more than 35 days, before the day of the auction, the Council must –

- Give a copy of the auction notice to all interested parties who were given a notice of intention to sell the land; and
- Advertise the auction notice in a newspaper that is circulating generally in the local government area; and
- Display the auction notice in a conspicuous place in the local government's public office, until the day of the auction; and
- Display the auction notice in a conspicuous place on the land, unless it is not reasonable practicable to do so because the land is in a remote location or difficult to access.

Under Section 143 of the *Local Government Regulation 2012*, the local government must set a reserve price for the auction that is at least:

- The market value of the land; or
- The higher of either the amount of the overdue rates or charges on the land or the value of the land.

If the reserve price is not reached at auction, the local government may enter into negotiations with the highest bidder at the auction to sell the land by agreement. However, the price for the land under the agreement must be more than the highest bid for the land at the auction. If the highest bidder at the auction does not agree to buy the land, the land is taken to have been sold at the auction to the local government for the reserve price. This however, does not apply if the land is held on a tenure the local government is not competent to hold.

Under Section 146 of the *Local Government Regulation 2012*, the local government must use the proceeds of the sale in the following order:

- i. To pay any amount agreed for the release of a State encumbrance;
- ii. To pay the expenses of the sale
- iii. To pay the overdue rates or charges for the land;
- iv. To pay any other amounts relating to the land that the owner of the land owed the local government immediately before the sale;
- v. To pay any rates or charges, other than overdue rates or charges, for the land;

COUNCIL POLICY: RATE RECOVERY



- vi. To pay any registered encumbrances, other than State encumbrances, in order of their priority under the Land Title Act;
- vii. To pay the person who owned the land immediately before the sale.

If any of the proceeds of the sale remain unclaimed after 2 years, the local government must pay the proceeds to the public trustee as unclaimed money.

Once the property has been auctioned, council will not release any remaining funds until evidence of identity from all owners is provided. Copies of identity documentation must be certified by a Justice of the Peace or a Commissioner of Declarations.

Any two (2) of the following documents will be accepted:

- Drivers Licence
- Passport
- Citizenship Certificate
- Credit Card
- Birth Certificate

4.6 Deferment of Recovery Action

Recovery action in some circumstances may be deferred for the following reasons:-

- Deceased estates in probate
- Bankruptcy liquidations
- Approved hardship*
- Property sale where an unconditional contract has been signed**
- Special circumstances***

*Approved hardship is determined after written submission and/or interview

**A copy of the unconditional contract must be provided to Council for verification

***Special circumstances can be approved by Council resolution, for any overdue rates and charges not falling into any of the above categories that may benefit from the deferment of recovery action.

5. Special Provisions (e.g. Privacy Provisions etc)

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently in the delivery of Council services and business. Council will comply with all relevant legislative requirements relating to the collection, storage, use and disclosure of personal information acquired for the purposes of administering this policy

COUNCIL POLICY: RATE RECOVERY



6. Related Policies and Legislation

Local Government Regulation 2012
Local Government Act 2009
Revenue Policy

7. Associated Documents

Revenue Statement

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 11.7

File Number: D20/108772

SUBJECT HEADING: Monthly Financial Reports for the period ended 31 October 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 October 2020 (including year to date).

Officer's Recommendation:

That the monthly financial report for the period ending 31 October 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 31 October 2020.

The Statement of Financial Position and Cash flow statement will be prepared for the November monthly financial reports as the 2019/20 financial statements have now been audited and the finance system rolled over. This also applies to depreciation expense which will be applied now the system has been rolled over.

For the four months ended 31 October 2020 total operating revenue was \$32.6M representing 37.5% of budget with 33.33% of the year elapsed.

Within total operating expenses employee costs were 30.2% of budget with materials & services 34.5%.

For the four months ended 31 October 2020 interest paid on QTC loans was \$199,722 and admin fees of \$7,239.

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 October 2020 to 31 October 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 31 October 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 31 October 2020	D2020/0108748
2	Office of the CEO Actual V Budget as at 31 October 2020	D2020/0108749
3	Corporate & Community Services Directorate Actual V Budget as at 31 October 2020	D2020/0108750
4	Development Facilities & Environment Directorate Actual V Budget as at 31 October 2020	D2020/0108752
5	Infrastructure Services Directorate Actual V Budget as at 31 October 2020	D2020/0108753

Report authorised by:

Director - Corporate & Community Services



Maranoa Regional Council
Actual vs. Budget for four months ended
31 October 2020

REGIONAL COUNCIL

TOTAL COUNCIL

	Revised Budget 2020-2021	% of Year Elapsed - 33.33%		Comments
		Actual	%	
		31/10/2020	Variance	
Operating Revenue				
Rates and charges	(43,013,512)	(21,743,805)	50.6%	Refer CCC, DevFacEnv & Infrastructure Directorates
Sale of goods and major services	(4,107,000)	(1,222,085)	29.8%	
Fees and charges - commercial	(8,640,781)	(2,713,120)	31.4%	
Fees and charges - statutory	(2,426,019)	(858,253)	35.4%	
Rental and levies	(819,214)	(227,058)	27.7%	
Investment income - interest	(800,000)	(296,490)	37.1%	
Sales of contract and recoverable works	(3,734,510)	(837,309)	22.4%	
Other Revenue	(1,529,908)	(752,181)	49.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(19,999,042)	(3,192,780)	16.0%	
Recovery of indirect expenses - external	(354,332)	(381,553)	107.7%	Refer CCC Directorate
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(1,506,825)	(384,592)	25.5%	
Total Operating Revenue	(86,991,143)	(32,609,225)	37.5%	
Operating Expenses				
Employee costs	38,083,303	11,496,132	30.2%	
Materials and services	36,115,237	12,468,465	34.5%	
Plant hire internal	(2,412,737)	(759,119)	31.5%	
Overhead recovery	(9,129,790)	(2,586,124)	28.3%	
Materials and services - contracts	3,840,861	1,144,410	29.8%	
Finance Costs	741,953	241,259	32.5%	
Depreciation Amortisation and Impairment	19,764,000	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(102,481)	827	-0.8%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	86,900,346	22,005,848	25.3%	
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	(19,938,866)	(10,603,377)	53.2%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(5,007,550)	(1,728,537)	34.5%	
Grants and subsidies (capital) - State	(13,054,056)	(1,261,857)	9.7%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,367,207)	(3,950,855)	53.6%	
Operating (Surplus)/Deficit After Capital Items	(45,367,679)	(17,544,625)	38.7%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,851,000)	(396,290)	21.4%	
Funded depreciation	(19,646,185)	0	0.0%	
Total Capital Funding Sources Used	(21,497,185)	(396,290)	1.8%	
Capital Funding Applications				
Projects - capital	63,663,877	13,338,199	21.0%	
Loan repayments	1,511,633	371,326	24.6%	
Total Capital Funding Applications	65,175,510	13,709,525	21.0%	



Maranoa Regional Council
Actual vs. Budget for four months ended
31 October 2020

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 33.33%		Comments
		Actual 31/10/2020	% 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	(23,453)	0.0%	Workcare revenue not budgeted for
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(6,500)	11.8%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	0	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	(55,000)	(29,953)	54.5%	
Operating Expenses				
Employee costs	1,658,997	485,326	29.3%	
Materials and services	943,400	483,946	51.3%	Workcare premium incorrectly costed. Should be Corp & Com
Plant hire internal	30,000	5,348	17.8%	
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	974,619	39.3%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,427,416	944,666	38.9%	
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	944,666	38.9%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	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 four months ended
31 October 2020

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 33.33%		Comments
		Actual 31/10/2020	% Variance	
Operating Revenue				
Rates and charges	(32,018,117)	(16,204,528)	50.6%	Half yearly rates levied in September
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,914,460)	(1,421,928)	36.3%	
Fees and charges - statutory	(194,650)	(64,134)	32.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	(800,000)	(296,490)	37.1%	
Sales of contract and recoverable works	0	(5,160)	0.0%	
Other Revenue	(378,600)	(99,367)	26.2%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,568,960)	(2,220,779)	12.6%	
Recovery of indirect expenses - external	(354,332)	(381,553)	107.7%	Recovery Corp O/H from CSG projects not budgeted for
Contributions from general revenue	178,327	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	(55,050,792)	(20,693,939)	37.6%	
Operating Expenses				
Employee costs	17,170,274	4,728,720	27.5%	
Materials and services	8,812,792	3,641,872	41.3%	Prepaid Insurances, vehicle registrations and ICT services
Plant hire internal	(8,038,655)	(2,540,010)	31.6%	
Overhead recovery	(9,129,790)	(2,586,124)	28.3%	
Materials and services - contracts	1,468,400	441,699	30.1%	
Finance Costs	243,963	70,844	29.0%	
Depreciation Amortisation and Impairment	2,557,980	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(327,561)	33.3%	
Internal expense	0	0	0.0%	
Total Operating Expenses	12,102,273	3,429,439	28.3%	
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	(48,221,496)	(17,264,500)	35.8%	
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	(48,286,496)	(17,264,500)	35.8%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,531,000)	(396,290)	25.9%	
Funded depreciation	(2,547,360)	0	0.0%	
Total Capital Funding Sources Used	(4,078,360)	(396,290)	9.7%	
Capital Funding Applications				
Projects - capital	12,000,806	2,748,496	22.9%	
Loan repayments	239,877	59,347	24.7%	
Total Capital Funding Applications	12,240,683	2,807,843	22.9%	



Maranoa Regional Council
Actual vs. Budget for four months ended
31 October 2020

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 33.33%		Comments
		Actual 31/10/2020	% Variance	
Operating Revenue				
Rates and charges	(2,271,263)	(1,129,652)	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)	(473,104)	33.6%	
Fees and charges - statutory	(1,693,879)	(687,276)	40.6%	
Rental and levies	(819,214)	(227,058)	27.7%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(326,365)	(26,245)	8.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(2,043,625)	(515,416)	25.2%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(15,500)	0	0.0%	
Total Operating Revenue	(8,639,893)	(3,058,752)	35.4%	
Operating Expenses				
Employee costs	6,369,284	2,038,886	32.0%	
Materials and services	12,418,702	3,867,819	31.1%	
Plant hire internal	688,074	235,431	34.2%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,704,461	419,440	24.6%	
Finance Costs	168,447	56,431	33.5%	
Depreciation Amortisation and Impairment	2,467,117	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	47,500	827	1.7%	
Indirect expenses - corporate	152,385	50,795	33.3%	
Internal expense	0	0	0.0%	
Total Operating Expenses	24,015,970	6,669,628	27.8%	
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	9,385,368	3,610,877	38.5%	
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)	(80,000)	26.1%	
Operating (Surplus)/Deficit After Capital Items	4,019,361	3,181,827	79.2%	
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	262,905	2.2%	
Loan repayments	596,278	146,254	24.5%	
Total Capital Funding Applications	12,552,017	409,159	3.3%	



Maranoa Regional Council
Actual vs. Budget for four months ended
31 October 2020

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 33.33%		Comments
		Actual 31/10/2020	% Variance	
Operating Revenue				
Rates and charges	(8,724,132)	(4,409,624)	50.5%	Half yearly rates levied in September
Sale of goods and major services	(4,107,000)	(1,222,085)	29.8%	
Fees and charges - commercial	(3,316,274)	(818,088)	24.7%	
Fees and charges - statutory	(537,490)	(106,842)	19.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(3,734,510)	(832,149)	22.3%	
Other Revenue	(824,943)	(603,116)	73.1%	
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%	
Contributions from general revenue	(178,327)	0	0.0%	
Internal revenue	(1,491,325)	(384,592)	25.8%	
Total Operating Revenue	(23,245,458)	(8,826,581)	38.0%	
Operating Expenses				
Employee costs	12,884,748	4,243,200	32.9%	
Materials and services	13,940,343	4,474,828	32.1%	
Plant hire internal	4,907,844	1,540,112	31.4%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	668,000	283,271	42.4%	
Finance Costs	329,543	113,984	34.6%	
Depreciation Amortisation and Impairment	14,738,903	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	830,306	276,766	33.3%	
Internal expense	0	0	0.0%	
Total Operating Expenses	48,299,687	10,932,161	22.6%	
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	16,469,846	2,105,580	12.8%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(3,926,543)	(1,648,537)	42.0%	
Grants and subsidies (capital) - State	(9,010,056)	(992,807)	11.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,061,207)	(3,870,855)	54.8%	
Operating (Surplus)/Deficit After Capital Items	(3,527,960)	(4,406,618)	124.9%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,548,892)	0	0.0%	
Total Capital Funding Sources Used	(14,548,892)	0	0.0%	
Capital Funding Applications				
Projects - capital	39,707,332	10,326,798	26.0%	
Loan repayments	675,478	165,725	24.5%	
Total Capital Funding Applications	40,382,810	10,492,522	26.0%	

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 3 November 2020

Item Number: 12.1

File Number: D20/104905

SUBJECT HEADING: Delegated Authority for the Chief Executive Officer to sign the DTMR Deed of Indemnity for the Renewal of the Water Main in Hawthorne Street, Roma

Classification: Open Access

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

Executive Summary:

Council has a requirement to apply to the Department of Transport & Main Roads for a permit to renew the water main in their road reserve on Hawthorne Street, Roma. The Department of Transport and Main Roads require Council to sign a Deed of Indemnity for these works to be undertaken

Officer's Recommendation:

That Council authorise the Chief Executive Officer or delegate to sign the Deed of Indemnity, to Department of Transport & Main Roads, for the renewal of the water main on Hawthorne Street, Roma

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
DTMR	Department of Transport Main Roads
AMP	Asset Management Plan

Context:

Why is the matter coming before Council?

DTMR require a Deed of Indemnity for the renewal of this water main, which requires Council approval

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The renewal of this water main is to be constructed across the DTMR road reserve on Bowen Street, Roma. There is a requirement to apply to DTMR for a permit, which includes a Deed of Indemnity.

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

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The Water Network AMP includes the water main renewal in the 10 year 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)

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
DTMR approval denied without the Deed of Indemnity	If Council does not sign this Deed of Indemnity then DTMR will most likely not approve the permit. The renewal works can then not commence.

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 authorise the Chief Executive Officer or delegate to sign the Deed of Indemnity, for the renewal of the water main on Hawthorne Street, Roma.

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 Chief Executive Officer or delegate to sign the Deed of Indemnity, to Department of Transport & Main Roads, for the renewal of the water main on Hawthorne Street, Roma.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

Supporting Documentation:

[1](#) WO22217 - Deed of Indemnity - Water Main Renewal - D20/104901
Hawthorne Street Roma

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



**Queensland
Government**

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Deed of Indemnity

Utility name

Maranoa Regional Council

Description of works (including reference numbers)

WO22217 Hawthorne Street, Roma - Water Main Renewal

works on state-controlled roads

State of Queensland (represented by the Department of Transport and Main Roads) (TMR)

Full name of utility party including ACN, ABN or ARBN if applicable

Maranoa Regional Council ABN 99 324 089 164

Abbreviated utility name

MRC

Deed of Indemnity for MRC works on state-controlled roads

1. Introduction

- 1.1 MRC is a Water and sewerage public utility provider in Queensland.
- 1.2 In the course of installing and maintaining plant and equipment, MRC performs work in and around state-controlled roads throughout Insert area of operation or leave blank Queensland.

2. Activities

- 2.1 MRC must obtain the prior consent of TMR before undertaking any construction, installation, operation, maintenance, alteration or removal of Water and sewerage infrastructure in state-controlled roads and any other act that involves works in state-controlled roads or the obstruction, interference with, redirection or management of traffic or a road user on a state-controlled road (an Activity). This includes anything to be done by MRC's employees, contractors or agents.

3. Consent and warranty

- 3.1 MRC declares that from the date of this deed, when seeking consent from TMR for an Activity it will warrant that all information given to TMR for the purpose of, or in the process of, obtaining the consent, is accurate and complete, to the best of MRC's knowledge.
- 3.2 From the date of this deed, MRC warrants that, for each consent given by TMR to an Activity, it will read and comply with any terms or conditions set and notified, or agreed to by TMR.

4. Indemnity

- 4.1 MRC indemnifies and agrees to keep indemnified TMR and TMR's employees, contractors and agents against any:
- a. claim or proceeding (and any cost and expenses incurred as a result) that may be made or brought against TMR or TMR's employees, contractors or agents; or
 - b. loss suffered by TMR or TMR's employees, contractors or agents in respect of loss of life, personal injury or damage to any person or property.
- arising out of an Activity regardless of whether or not TMR has consented to the Activity.
- 4.2 The Indemnity in clause 4.1 of this deed is reduced proportionately to the extent that the cost, expense or loss is caused or contributed to by the act, omission or negligence of TMR or TMR's employees, contractors or agents.

continued page 2... Page 1 of 2 TRB Forms Area F5191 CFD V01 Jan 2018

Deed of Indemnity continued ... page 2 of 2

5. Consent

5.1 This deed does not give or infer any consent to any Activity.

Executed as a deed in Brisbane

Signed, sealed and delivered this _____ day of _____ 20____

Signed, sealed and delivered as a deed for and on behalf
of the State of Queensland (represented by Department of
Transport and Main Roads) by its duly authorised officer
in the presence of:

Signature of witness_____
Full name of witness_____
Date_____
Signature of officer_____
Full name of officer_____
Date

Signed, sealed and delivered as a deed for and on behalf
of the

Maranoa Regional Council

by its duly authorised officer in the presence of:

Signature of witness

Insert full name of witness
Full name of witness

Insert full date
Date

Signature of officer

Insert full name of officer
Full name of officer

Instructions

Please print, sign and scan this form. Attach the signed form to the Land Access Notification or Application. A signed Deed of Indemnity is required as a pre-condition of being authorised to undertake public utility works on state-controlled roads.

OFFICER REPORT**Meeting:** Ordinary 25 November 2020**Date:** 5 November 2020**Item Number:** 12.2**File Number:** D20/105718**SUBJECT HEADING:** Bigger Big Rig Interpretive Design Development - Project Working Group**Classification:** Open Access**Officer's Title:** Deputy Director / Strategic Road Management**Executive Summary:**

The purpose of this report is to endorse the Terms of Reference and membership of the Bigger Big Rig Interpretive Design Development - Project Working Group.

Officer's Recommendation:

That Council:

1. Endorse the *Bigger Big Rig Interpretive Design Development - Project Working Group* Terms of Reference; and
2. Confirm the membership of the temporary advisory committee as follows:

Representation	Recommended Member / Position
Historical (oil and gas) Representative	Mr Peter Keegan
Tourism Representative	Mr Charlie Eames, Visit Roma
Environmental Representative	Mrs Meryl Eddie, Boobook
Business Representative	Mr Cyril Peet, Commerce Roma
Indigenous Representative	Mr Tim Klaas, Mandandanji Limited
Historical Representative (Big Rig Site/Museum)	Mr Baden Waldron
Industry Representative	Mr Andrew Musgrave, GasFields Commission Queensland
Councillor Representative (Chair)	Cr Johanne Hancock (<i>as previously endorsed by Council pursuant to Resolution OM/10.2020/89</i>)
Council Representative	Manager, Economic & Community Development
Council Representative	Regional Tourism Development Coordinator
Council Representative (Attendee only)	Project Superintendent (Deputy Director – Strategic Road Management)
Council Representative (Attendee only)	Project Manager (Project Officer – Program & Contract Management)

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).

- Peter Keegan
- Visit Roma – Charlie Eames (President)
- Boobook – Craig Eddie (Director), Meryl Eddie (Business Manager)
- Commerce Roma – Cyril Peet (President)
- Mandandanji Limited – Tim Klaas (Project Manager)
- Former Roma Town Council Councillors Bruce Garvie, Baden Waldron and Barry McCabe
- Queensland GasField Commission –Andrew Musgrave (Senior Communications Officer)
- Cr Johanne Hancock – endorsed as the Chair of the *Bigger Big Rig Interpretive Design Development - Project Working Group* through Council resolution OM/10.2020/89

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
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Context:

Why is the matter coming before Council?

The purpose of this report is to endorse the Terms of Reference and the membership of the *Bigger Big Rig Interpretive Design Development - Project Working Group* (PWG) which was established at the Council meeting held 28 October 2020 (OM/10.2020/89)

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council resolved to establish a temporary Project Working Group for the Bigger Big Rig Interpretive Design Development at the Council meeting held 28 October 2020 (OM/10.2020/89).

In accordance with the resolution, correspondence was sent to the following community organisations or community members inviting them to accept or nominate a representative for membership on the PWG:

- Historical (oil and gas) Representative – Mr Peter Keegan
- Tourism Representative – Visit Roma (Mr Charlie Eames, President)
- Environmental Representative – Boobook (Mr Craig Eddie, Director)

- Business Representative – Commerce Roma (Mr Cyril Peet, President)
- Indigenous Representative – Mandandanji Limited (Mr Tim Klaas, Project Manager)
- Historical Representative (Big Rig Site/Museum) – Former Roma Town Councillors, Bruce Garvie, Baden Waldron and Barry McCabe
- Industry Representative – GasFields Commission Queensland (Mr Andrew Musgrave)

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)

- Xzibit Pty Ltd, preferred tenderer for the Roma Bigger Big Rig Interpretive Design & Construction Tender 21008 (selected at Council meeting 28 October 2020)
- Director, Corporate, Community & Commercial Services
- Director, Development, Facilities & Environmental Services
- Deputy Director, Strategic Road Management
- Coordinator, Regional Tourism 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)

The Bigger Big Rig Project is funded through the Queensland Government, Outback Tourism Infrastructure Fund (\$1.230m) and Building Our Regions Fund (\$1.628m), Maranoa Regional Council (\$2.824m) and Visit Roma (\$0.010m).

The Multimedia Design and Construction component of this project is externally funded through BoR's contribution to 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 establishment of a working group does not have an impact on the current financial year's 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)

It is acknowledged that during the concept and design development stage, additional stakeholders (individuals, industry representatives, and local tourism & historical/heritage organisations, other local gas proponents, including Santos, Origin, Arrow Energy etc.) may be approached to provide local tourism content, industry information and/or artefacts which may feature on the project.

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
Membership too large - reducing the group's ability to collaboratively work towards a successful project outcome.	Based on the experience from the Saleyards Interpretive Working Group, it is recommended to restrict the membership to a group of approximately 6-8 members. The recommendation has tried to include a broad spectrum of representation, while maintain consistency with previous advice.
Unclear remit and power of the Project Working Group	It is recommended that the draft Terms of Reference (attached) be considered, approved by Council at a subsequent meeting and communicated to the group at the first meeting.

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 experience on the Saleyards interpretive development, it is recommended that Council form a temporary working group to assist with the development of interpretive content on the Bigger Big Rig project.

It is recommended that the size of the group be restricted to a small group of members who can provide a broad spectrum of advice, with specialist input provided

by expert stakeholders, including regional tourism/progress associations, and local oil and gas proponents as required.

Correspondence was sent to various individuals/industry representatives and community organisations inviting their acceptance and representation on the committee.

Letters were received from The GasFields Commission Queensland, Mandandanji Limited and Roma Chamber of Commerce with their nominations. These letters have been attached for Council's reference. All other nominations were received by the Project Officer – Program & Contract Management either verbally or via email.

Feedback from each of the respondents was positive with each representative accepting to participate in the committee. The committee membership will strike a balance between historical, tourism, environmental, Indigenous, and industry expertise to reach the overall goal of the design and concept project.

Where specialist oil and gas industry knowledge is required, the Group will reach out to local oil and gas proponents operating in the Maranoa to assist with the development of specialist content.

The draft Terms of Reference are attached to this report. Once endorsed they are to be presented to the committee at their first meeting to clearly outline the role and responsibilities of the advisory committee.

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 *Bigger Big Rig Interpretive Design Development - Project Working Group* Terms of Reference; and
2. Confirm the membership of the temporary advisory committee as follows:

Representation	Recommended Member / Position
Historical (oil and gas) Representative	Mr Peter Keegan
Tourism Representative	Mr Charlie Eames, Visit Roma
Environmental Representative	Mrs Meryl Eddie, Boobook
Business Representative	Mr Cyril Peet, Commerce Roma
Indigenous Representative	Mr Tim Klaas, Mandandanji Limited
Historical Representative (Big Rig Site/Museum)	Mr Baden Waldron

Maranoa Regional Council

Ordinary Meeting - 25 November 2020

Industry Representative	Mr Andrew Musgrave, GasFields Commission Queensland
Councillor Representative (Chair)	Cr Johanne Hancock <i>(as previously endorsed by Council pursuant to Resolution OM/10.2020/89)</i>
Council Representative	Manager, Economic & Community Development
Council Representative	Regional Tourism Development Coordinator
Council Representative (Attendee only)	Project Superintendent (Deputy Director – Strategic Road Management)
Council Representative (Attendee only)	Project Manager (Project Officer – Program & Contract Management)

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

Supporting Documentation:

- | | | |
|---|--|------------|
| 1 | 1 Draft Terms of Reference - Roma Bigger Big Rig Interpretive Design Advisory Committee (Temporary) | D20/99216 |
| 2 | 2 Letter from Gasfields Commission Re OM/10.2020/89 - Bigger Big Rig Interpretive Design Development Project Working Group | D20/108762 |
| 3 | 3 Letter from Roma Chamber of Commerce Re OM/10.2020/89 - Bigger Big Rig Interpretive Design Development Project Working Group | D20/108765 |
| 4 | 4 Letter from Mandandanji Limited Re OM/10.2020/89 - Bigger Big Rig Interpretive Design Development Project Working Group | D20/108767 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**Maranoa Regional Council
Roma Bigger Big Rig Interpretive Design Working Group (Temporary)**

Terms of Reference

Title of Committee

Roma Bigger Big Rig Interpretive Design Working Group (Temporary)

Purpose of Committee

The Roma Bigger Big Rig Interpretive Content and Design Working Group is a temporary working group responsible for providing input into the content and design concepts of the Roma Bigger Big Rig Interpretive Development (fit out).

Objectives

- Provide a forum for open discussion to share ideas, content and stories.
- Provide recommendations on the content and design concepts of the Interpretive Fit Out for Council's consideration and approval.
- Work collaboratively with respect for roles, expertise, knowledge, views and the due process of the meeting.
- Facilitate communication between Council, industry representatives and organisations, community organisations and community members; for specific content and/or artefacts.

Working Group Structure and Format

The working group is set up to assist with the development of the interpretive content of the Bigger Big Rig Project. It is planned that the Working Group's considerations have broader community input through information exchange and the committee having input into content and design concepts. The working group cannot formally endorse concepts or designs on Council's behalf but can provide recommendations to Council for further consideration.

Frequency of Meetings

In the initial stages, the committee will meet on a monthly basis, with this to be reviewed at Stage 4 of the Multimedia Development Project Schedule – Client Approval of Design & Documentation.

Quorum

The minimum quorum shall be 5 members.

Order of Meetings

Discussion at the working group meetings will be controlled through an agenda. Any individual wishing a specific item to be included in the agenda should advise the Chairperson or delegate prior to the meeting date.

Decision Making

The Working Group will, wherever possible, reach any decision by consensus. Where this is not possible the chair shall call for a vote. A simple majority shall be required to carry any motion. Reasons for any dissent shall be recorded in the minutes.

Recording of Minutes

Accurate and concise minutes will be recorded at each meeting and all agreed actions should include the responsible person's name and an 'action by' date.

The minutes will be distributed to each Working Group member prior to the next meeting where they will be accepted as a true and accurate record at that meeting.

Once the minutes have been accepted and signed by the chairperson they are to be placed on record and reported to the Council.

Responsibilities of Chairperson

- Approve meeting time and venue
- Direct and guide discussion at meetings
- Ensure all agenda items are discussed and a recommendation made to Council where considered appropriate by the majority of the committee
- Review and sign minutes
- Ensure all members have an opportunity to contribute

Administrative Support

- Prepares and distributes agenda for meetings
- Makes administrative arrangements for meetings
- Maintains all Working Group records
- Ensures information is accessible to all members

Working Group Members

- Attend meetings
- Contribute to the discussions by providing input and sharing ideas, content and stories
- Undertake designated actions in a timely manner

Modification of Terms of Reference

The Terms of Reference may be altered by including the proposed modification on the agenda for a meeting. In order for the modification to occur there needs to be an agreement between committee members and elected Council members.

Disbanding of the Temporary Working Group

The Roma Bigger Big Rig Interpretive Design Working Group will be disbanded at the conclusion of the Bigger Big Rig Multimedia Development Project – being the date of practical completion in the Multimedia Development Project Schedule.



13 November 2020

Mr Robert Hayward
Deputy CEO/Director - Development, Facilities & Environmental Services
Maranoa Regional Council
PO Box 620
Roma QLD 4455

Dear Robert,

Thank you for extending an invitation to the GasFields Commission to join the Roma Bigger Big Rig Interpretive Design Development – Project Working Group.

I would like to nominate our Senior Communications Officer, Mr Andrew Musgrave, to be the Commission's representative on this working group.

Andrew has experience with the Roma Big Rig having recently worked with Santos and Maranoa RC representatives, providing updates to the existing display panels. I am sure he will be able to assist in the development of the Roma Bigger Big Rig.

I look forward to hearing back from Andrew on the progress of this exciting installation.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Warwick Squire', written over a light blue horizontal line.

Warwick Squire
A/CEO
GasFields Commission Queensland



Enquiries: Luci Gunning
Phone: (07) 4624 0724
1300 007 662 (via Customer Service)
Ref No: D20/106174

9 November 2020

Mr Cyril Peet
President
Roma Chamber of Commerce

Via email: info@commerceroma.com.au

Dear Mr Peet

Roma Bigger Big Rig Interpretive Design Development – Project Working Group

I write in relation to a resolution of Council about the Roma Bigger Big Rig Interpretive Design Development.

Council recently awarded the design and construction of the Bigger Big Rig Interpretive Content to Xzibit Pty Ltd. It was foreshadowed that the project would benefit from a working group to work collaboratively with Council on the content and design concepts.

At the Ordinary meeting held 28 October 2020, Council considered a report about forming a temporary project working group and inviting relevant stakeholders to participate in the project. The outcome from the meeting was that Council resolved as follows:

Council Resolution No. OM/10.2020/89

That Council:

1. Approve in principle the temporary Bigger Big Rig Interpretive Design Development - Project Working Group, with the membership arrangements as follows:

- *Historical (oil and gas) Representative*
- *Tourism Representative*
- *Environmental Representative*
- *Business Representative*
- *Indigenous Representative*
- *Historical Representative (Big Rig Site/Museum)*
- *Industry Representative*
- *Councillor Representative (Chair)*
- *Council Representative - Regional Tourism Development Coordinator*
- *Council Representative - Manager Economic & Community Development*
- *Council Representative - Project Superintendent (Attendee only)*
- *Council Representative - Project Manager (Attendee only)*

2. Invite representatives as outlined in the report; with an update to a future meeting to confirm the membership of the Project Working Group.

3. Note the Terms of Reference, with the formal adoption to occur as part of the subsequent report to Council on this topic.



4. Acknowledge that during the concept and design development stage, additional stakeholders (individuals, industry representatives, and local tourism & historical/heritage organisations) may be approached to provide local tourism content and/or artefacts that may feature on the project.

5. Endorse Cr Johanne Hancock as Councillor Representative and Chair of that working group.

Council wants to ensure that relevant stakeholders have the opportunity to provide input into the content and design concepts for the Interpretive Centre. Commerce Roma has been identified as an important stakeholder group for the project.

Therefore, I am writing to invite Commerce Roma to nominate a representative for membership of the Bigger Big Rig Interpretive Design Development – Project Working Group.

Council would like to endorse the membership of the Advisory Committee at the Ordinary Meeting to be held on 25 November 2020.

I would appreciate if you could provide a response by close of business Thursday, 12 November 2020 to Council's Project Officer – Program & Contract Management, Luci Gunning, via email, luci.gunning@maranoa.qld.gov.au or one of the numbers listed above so that a report can be prepared for Council's consideration. Should you have any further enquiries regarding this matter, please do not hesitate to contact Luci.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Robert Hayward", is written over a circular blue stamp.

Robert Hayward
Deputy CEO/
Director – Development, Facilities & Environmental Services



Mandandanji Limited

Caring for Country, creating opportunity

phone 07 4622 3874 email admin@mandandanji.com.au post PO Box 706 Roma QLD 4455 address 71C Arthur St Roma

11 November 2020

Robert Hayward
Deputy CEO/
Director – Development, Facilities and Environmental Services
Maranoa Regional Council
PO Box 620
Roma Qld 4455

Via email: luci.gunning@maranoa.qld.gov.au

Dear Rob

Re: Mandandanji representative_Project Working Group_Bigger Big Rig Project

We thank you for both your invitation and your acknowledgement of the Mandandanji in engaging stakeholders to provide input into content and design concepts for the Interpretive Centre project.

Please see contact details below for our endorsed representative,

Tim Klaas
Project Manager
Mandandanji Limited
PO Box 706
ROMA | QLD | 4455

Business Phone: 0746 223 874
Mobile Phone: 0407 626725
Email: projectmanager@mandandanji.com.au

For any further enquiries please do not hesitate to contact me.

Yours sincerely

Leigh Himstedt
Chairperson
Mandandanji Limited

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 13 October 2020

Item Number: 13.1

File Number: D20/97042

SUBJECT HEADING: Application for 2021/2022 - State Emergency Services Support Grant - Replacement Vehicle for SES Roma

Classification: Open Access

Officer's Title: Associate to the Director / Directorate Budget & Emergency Management Coordination

Executive Summary:

The 2021-2022 State Emergency Services (SES) Support grant was recently opened for applications for SES Accommodation and SES vehicles. It is recommended that Council apply for funding for the replacement of the Roma SES vehicle. The current Roma SES vehicle will be transferred to Injune SES group. The troop carrier that is currently located at Injune will be sold at auction.

Officer's Recommendation:

That Council:

1. Apply for funding for the replacement of the SES Roma Vehicle under the 2021-2022 SES Support grant.
2. Authorise the CEO or delegate to sign the sub-agreement if the application is successful.
3. Commit to ongoing maintenance of the vehicle as required, including the commitment of monies not provided by the grant to purchase vehicle and custom tray.
4. If the funding application is unsuccessful consider the purchase of SES vehicle in Council's 2021-2022 budget considerations.

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 and Injune SES Groups.

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
SES	State Emergency Services

MoU	Memorandum of Understanding
QFES	Queensland Fire & Emergency Services

Context:

Why is the matter coming before Council?

The 2021-2022 SES Support Grant was recently opened for applications for SES Accommodation and SES vehicles. All Queensland Local Governments are eligible to apply.

Funding is available to Local Governments for the acquisition or replacement of suitable new and second-hand vehicles (excluding leased vehicles) for local SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide dollar for dollar funding up to a maximum of \$30,000.00 per vehicle purchased.

Vehicles must be suitable for SES activities and meet the requirements of local conditions. For example, it may be relevant to have a vehicle with off-road, cross-country capabilities.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

After the request from SES Roma for a replacement vehicle was received, quotes have been sought for a replacement vehicle and custom tray cost (in line with SES specifications). An appraisal has also been sought for the sale of the troop carrier from SES Injune. These are all required to be submitted with the application for support grant. The SES Support Grant application requires to be submitted no later than the 30th November 2020.

As per the MoU between Council and SES, Council is obligated to provided, or grant access to, vehicles appropriate for the agreed functions of the SES Groups.

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)

Disaster Management Act 2003, Part 5, Section 80 – Functions of Local Government.
Queensland Fire and Emergency Services Act 1990.

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)

MoU – State Emergency Services

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)

David Parker, Operations Manager – Plant, Fleet & Workshop – Sourcing quotes and notification that it will impact on their budget.

Rob Hayward, Deputy CEO/Director Development, Facilities & Environmental Services – Approval to submit the application on behalf of SES.

David Bennett, Area Controller South Western Region, SES – Funding application input. Provision of information to plant on the required specifications for the new vehicle.

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 2021-2022 SES Support Grant is a Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES). All Queensland Local Governments are eligible to apply.

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 impact on this year's 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)

2021-2022 budget will be affected as the funding only provides a maximum of \$30,000.00 (GST excl.). Currently the vehicle and the required custom tray (as per specifications required by SES) quotes excluding GST are, vehicle \$46,863.63 and custom tray \$26,226.12, total of \$73,089.75 Council will need to commit from the plant budget \$43,089.75 to the purchase of the vehicle on approval of funding by SES Support Grant. This cost will be offset by the sale of the troop carrier that is currently located in Injune.

There will be no additional costs for maintenance as two vehicles are currently maintained by Council, one for Injune SES and one for Roma SES.

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)

SES Injune will be receiving the current Roma SES vehicle which will replace their current vehicle (1995 troop carrier). SES Roma will receive the most up to date vehicle which will be customized to the current requirements of SES.

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 Application	If the funding application is not successful, Council will be required to ensure that there is an adequate vehicle in the event of an emergency. Therefore the entire replacement cost will impact Council's plant budget.

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 the SES Support Grant application. Support the purchase of the vehicle and custom tray in 2021-2022 budget.

Recommendation:

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

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

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

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

That Council:

1. Apply for funding for the replacement of the SES Roma Vehicle under the 2021-2022 SES Support grant.
2. Authorise the CEO or delegate to sign the sub-agreement if the application is successful.
3. Commit to ongoing maintenance of the vehicle as required, including the commitment of monies not provided by the grant to purchase vehicle and custom tray.
4. If the funding application is unsuccessful consider the purchase of SES vehicle in Council's 2021-2022 budget considerations.

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	2020-21 SES Support Grant Application Form SES Support Grant Application Form	D20/107743
2	11.11.2020 Email from Plant - SES Vehicle Quote	D20/107728
3	Request for Quotation for Supply and Delivery of One (1) Dual Cab Utility (SES)	D20/107731
4	CSM Service Bodies - Quote P29735 - Custom Body/tray for SES ute - 25/9/2019	D19/114207

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Queensland Fire and Emergency Services

State Emergency Service



2021-2022

SES SUPPORT GRANT**Application Form****OFFICE USE ONLY**

Date Application Received

Eligibility Assessment

☐ Pass☐ Fail

Application Number

RM Priority

Applications must be lodged electronically by 30 November 2020.

Before completing this application form, refer to the Funding Guidelines available from the SES Website (www.ses.qld.gov.au) or QFES Grants (QFES.Grants@qfes.qld.gov.au).

APPLICANT INFORMATION

1. Complete one application per grant sought. Do not apply for multiple grants on the same application.
2. Prioritise your applications from 1 onwards (1,2,3,... with 1 being the highest priority) if you are submitting more than one application.
3. Consult your respective Local Controller when developing your application.
4. Answer each question in the space provided. Write "NA" if a question does not apply.
5. Stipulate all prices as GST exclusive.
6. Provide any further details you feel are applicable on a separate sheet. Reference and attach any further details with the application form.
7. QFES Grants will provide Applicants with a number for each application. Refer to this application number in all correspondence/queries.

For further information contact QFES Grants: T: 3635 3854 / E: QFES.Grants@qfes.qld.gov.au



Section 1 Applicant Details

Name of Local Government	Maranoa Regional Council		
ABN	99 324 089 164		
Street Address	Cnr Bungil & Quintin Streets, Roma Qld 4455		
Postal Address	Po Box 620, Roma Qld 4455		
Contact Officer	Gemma Lines	Position	Emergency Management Cod
Phone (bus)	07 4624 0744	Phone (mob)	0417 418 964
Contact officer email address	gemma.lines@maranoa.qld.gov.au		Council generic email address
			council@maranoa.qld.gov.au

NOTE: Please supply both contract officer and council generic email addresses.

Section 2 Project Details

Category	<input type="checkbox"/> Accommodation	<input checked="" type="checkbox"/> Vehicle	Project Priority (highest = 1)
SES Group/Unit	Roma		
Project title	Replacement Vehicle		

Executive Summary

What is the background behind the project? Are there any specific events/issues? What will the funding be used for? (200 words maximum).

The funding will be used for replacement of the troop carrier from SES Injune, with the current vehicle from Roma being sent to Injune and Roma SES group will receive the new vehicle.

The Injune SES Toyota troop carrier has become expensive to maintain. It is almost 25 years old and has decreased in reliability (increased maintenance costs, reduce reliability leads to safety risks in emergency). It also does not have all the correct fittings as per SES specifications. This vehicle will be sold at the next available auction once the grant has been approved.

The vehicles perform various important activities for the area, such as Storm/Flood response, traffic control, chainsaw activation and fire assistance. It is imperative both teams in Roma and Injune have reliable and appropriately equipped vehicles.

The new vehicle planned will have a GVM upgraded suspension and a custom tray installed - specifications attached. Description of new vehicle as follows, 5 seater Toyota Hilux Dual Cab with air/con, radio, towbar, long range fuel tank, 3500km GVM upgrade, ARB winch bullbar, led spotlights, UHF and antenna, winch, seat covers and mats. This type of vehicle has been chosen because of past history with toyota hilux and their reliability and durability. Quote is attached.

Section 3 Funding Details

Provide all funding details for the project. All costs are to be GST exclusive.

For more information relating to funding, refer to the Project Requirements section of the Funding Guidelines.

Funding Sources	Accommodation \$ (GST Excl.)	Vehicle \$ (GST Excl.)
SES Support Grant funding being sought		30,000.00
Local Government contribution (i.e., loans, revenue, contribution etc.)		33,998.84
Other State contributions <i>Provide details below (1)</i>		
Other contributions e.g. insurance payout <i>Provide details below (2)</i>		
Vehicle trade-in price <i>Provide details below (3)</i>		9090.91
TOTAL PROJECT COST (GST Exclusive)		73,089.75

Details below are in reference to corresponding areas above: Other State...(1), Other Contribution (2), Vehicle...(3)

Details (1)

Details (2)

Details (3)

Who will manage and pay for the ongoing operational and maintenance support costs of the project? (100 words maximum):

With the exception of registration and insurance, Maranoa Regional Council will be responsible for the operational and maintenance costs for this new vehicle.

Funding from other Organisation/Program

Aside from the Funding Details table above, has any financial support for the project been applied for or received from any other Organisation or Government Program? (If **yes**, complete below table)

☐ Yes ☐ No

Program/Organisation name	Amount	Conditions
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4A Facility Details

Complete this section for Accommodation Grants only.

Any attachment/s supporting your application should be referenced below and securely attached with this application. Supporting documentation can include approved building plans, quotes and/or drawings of the proposed accommodation, project timetables including the proposed completion date, copies of valuation certificates etc.

General

What is the project trying to achieve and what are the benefits of the project? Take into consideration the facilities use, current condition, access to other facilities and any other information to support the funding being sought. If the facility will be shared with other non-SES activities, provide details of the percentage of use (200 words maximum).

--

Building fit-outs

If completing a building fit-out, list the items to be purchased and their approximate costs, below or as an attachment. Attach photographs, plans and quotes to the application where applicable.

Item	Quantity	Cost (Excl. GST)

Section 4B Vehicle Details

Complete this section for Vehicle Grants only

Vehicle StocktakeDoes the SES Group have a designated SES vehicle? ☐ Yes ☐ No

Provide details of all current vehicles allocated to the corresponding SES Unit:

SES Group	Registration #	Description/type
Roma	QGL - 512	Toyota Wagon Series
Roma	QGAX23	Isuzu Truck

* Please attach a separate list if all vehicles do not fit in the above table.

Current vehicle (vehicle to be replaced)

Make	Toyota	Model	Troop Carrier
Year of manufacture	1995	Odometer reading	193678
Registration	QGON18	Trade in value	10,000.00

Replacement vehicle

Make	Toyota	Model	Hilux Dual Cab
Year of manufacture	2020	Odometer reading	0

What are the accommodation options/plans for the new vehicle?

The new vehicle will be stored in the compound at the SES Headquarters on Whip Street Roma, undercover.

Section 5 Activity Details

It is recommended that this Section is completed by the relevant Local Controller

History

Has the SES Group/Unit been involved in an emergency or disaster activity in the last 2 years?

☒ Yes ☐ No

If **yes**, what was the emergency/disaster and how was the Group involved? (100 words maximum)

The Roma group has assisted in storm damage, traffic control, landsearch, flooding and chainsaw tasks along with ongoing fire assistance during the past 2 years.

What type of emergencies and/or natural disasters is the Area susceptible to? How often do the emergencies/disasters occur and what is the impact on the community (e.g. loss of life, property damage etc.)? (100 words maximum):

The Maranoa is susceptible to flooding, fires and store damage as the seasons dictate. The impact across the Maranoa can be from several days to several weeks depending on the severity.

Current Activity

Note: Information provided in this section will be verified by Queensland Fire and Emergency Services

How many active members does the SES Group/Unit currently have?

16

What is the current frequency of training/meetings?

twice monthly

What type of training has been planned for the next 6-12 months?

The group has the following training planned: map and nav, chainsaw, traffic control; storm damage; working at heights and floodboat operations.

How is this training relevant to your SES Group/Unit?

The training is delivered to assist the group in meeting the agreed functions of the Maranoa Regional Council and the needs of the community.

Section 6 Terms and Conditions

If a funding application is successful, your organisation agrees to the following SES Support Grant terms and conditions:

1. QFES will provide a funding agreement to the applicant upon formal notification of funding approval. The Applicant will sign the Funding Agreement provided and will be bound by the terms and conditions outlined herein and in the Funding Guidelines.
2. The grant will be used solely for the purpose it was given and the project will commence within three (3) months of notification of approval of the project.
3. Where the grant will extend over 12 months from the time of approval notification, a written request for an extension will be sought and agreed in writing (refer *Funding Guidelines*, subsection *Variations*).
4. Should Queensland Fire and Emergency Services (QFES) not receive the variation request by 30 April 2018 or a Completion Certificate and supporting documentation by 30 June 2018, the funding for the project will be forfeited.
5. If an extension is requested and approved, the applicant must adhere to the most recent approved *Funding Guidelines* current at the time of finalising the grant.
6. Should the applicant undertake the project contrary to what is agreed upon under the program, QFES will cancel approval for funding and any associated funds.
7. The receipt and expenditure of the grant will be identified separately within the applicants accounting records so that at all times the grant is identifiable and ascertainable.
8. The project, or any component of the project forming part of the application, will not be started before QFES provides a formal notification of grant approval. If, for any reason, the project is to be started before the notification, an officer from the organisation will contact QFES before the project starts. The organisation must receive written approval from QFES before proceeding (refer *Funding Guidelines* Section *Project Requirements*).
9. It is the responsibility of the organisation to ensure adequate insurance cover for the project, excluding the Comprehensive and Compulsory Third Party (CTP) Insurances for dedicated SES vehicles, which is covered by QFES.
10. The organisation will acknowledge the contribution of QFES (refer *Funding Guidelines*, subsection, *Funding Acknowledgement*).
11. All invoices and/or relevant documentation will be submitted in support of the claim for payment of the grant (refer *Funding Guidelines*, subsection *Payment of Funds*).
12. Any special conditions that are attached to the grant will be met.
13. All relevant records of the grant will be kept for a period of seven (7) years, and will be made available for audit at any time.
14. Goods and Services Tax (refer *Funding Guidelines*, subsection *Application of GST*). GST will be payable on the grant.
15. Failure to accord with these terms and conditions, *Funding Guidelines* or to comply with the purpose of funding could result in the termination or reimbursement of grant (refer *Funding Guidelines*).

Section 7 Applicant Declaration

I have read and agree to the terms and conditions set out in this Application Form and in the *Funding Guidelines* and agree that by signing this document that I will adhere to these terms and conditions. I declare that all information given in this application, including any attachments, is true and correct, and give permission to QFES to contact any persons or organisations in the processing of this application.

I authorise Queensland Fire and Emergency Services to release information in this application (excluding personal information) for non-commercial public information purposes.

I have the duly delegated authority to submit this application on behalf of the Chief Executive Officer and Chief Financial Officer.

Declaration Officer

Position	Deputy CEO/Local Disas	First Name	Robert	Last Name	Hayward
Ph	1300 007 662	Mobile	0427 229 214	Email	ldmg@maranoa.qld.gov.au

☒ By checking this box I hereby agree to the above declaration

APPLICATION CHECKLIST

Prior to submitting your application, please ensure you have completed the following checks:

- ☐ I have thoroughly read the *Funding Guidelines* and understand the application requirements.
- ☐ I have completed **ALL** required fields relevant category funding request.
- ☐ The project is yet to be started.
- ☐ The funding amounts are correct, eligible and GST exclusive.
- ☐ The Application is supported by the Chief Executive Officer (CEO), or duly authorised delegate.
- ☐ The Application is supported by the Chief Financial Officer (CFO), or duly authorised delegate.
- ☐ The Applicant Declaration is complete.
- ☐ The Application has been lodged in Microsoft Word OR editable PDF format via email to QFES.Grants@qfes.qld.gov.au by **30 November 2020**.
- ☐ Supporting documentation has been clearly identified and attached to the Application.
- ☐ The application was developed in consultation with the respective Local Controller (complete below).

Local Controller

Name	<input type="text" value="Kevin Donnelly"/>
Supported	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	<input type="text"/>

Comments:

The replacement vehicle will be an asset to the group and assist us in helping the community in times of need.

11.11.2020

Email from Plant regarding SES vehicle quote

Good Morning Gemma,

Please use the attached quotation for the cab chassis. There is one from Black Toyota and One from Black Trucks, Black Trucks is the lower quotation so just use this one for the grant application please

Business Name: BLACK TRUCK & AG

Business Number: 25 582 672 638 (ABN)

Supplier provided pricing

Price EXCLUDING Tax: \$ 46,863.63 AUD

Tax component: \$ 4,686.37 AUD

TOTAL PRICE: \$ 51,550.00 AUD

These prices are: Estimated

If you need anything else please let me know

Kind regards,

Aiva

Aiva Reisz

Procurement / Costing Officer – Plant Management,
Procurement & Commercial Services

D: (07) 4624 0711 F: (07) 4624 6990



Maranoa Regional Council

Request for :

Request for Quotation for Supply and Delivery of One (1) Dual Cab Utility (SES)

VP reference Number : VP211675

Opens 27/Oct/20 : Closes 03/Nov/20 10:00 AM E. Australia Standard Time

Cut-off date for supplier queries : Tuesday 03/Nov/20 10:00 AM E. Australia Standard Time

This request is not finalized.

2 Supplier responses as of the 11/Nov/20 10:01 AM

Request created by:

Aiva Reisz (plant@maranoa.qld.gov.au)

You have attached 2 documents to this request. You can find them in this zip file under '/RFXDocs/'

[Maranoa Regional Council VendorPanel](#)

Details of the request

Request for Quotation for Supply and Delivery of One (1) Dual Cab Utility (SES)

Estimated Value \$25,000 to 50,000 (hidden from suppliers)
Budgeted Value Unknown

Buyer Details

Business: Maranoa Regional Council
Location: Cnr Bungil and Quintin Streets
Roma
4455, Queensland, Australia

Web Site: <http://www.maranoa.qld.gov.au>

Business Overview: The Maranoa region is a dynamic and vibrant regional community situated approximately 480 kilometres west of Brisbane, in the South West of Queensland. From a proud history built around agriculture and mining, the region continues to grow and prosper today. The Maranoa region's abundant natural resource assets and diversified stable industry base has resulted in continued growth and development enabling the region to meet local and global economic challenges. With the coal seam gas extraction industry anticipating sustained growth for the next thirty to forty years, the Maranoa region's future is extremely positive.

Contact:

<i>Contact Name:</i>	Aiva Reisz
<i>Position:</i>	Plant Administration Officer
<i>Main Phone:</i>	07 4624 0711
<i>Mobile Phone:</i>	None Provided
<i>Email:</i>	plant@maranoa.qld.gov.au
<i>Local Group:</i>	Plant and Equipment

Dates:

Can be responded between: 27/Oct/20 and 03/Nov/20 10:00 AM E. Australia Standard Time
Supplier query cut-off: Tuesday 03/Nov/20 10:00 AM (E. Australia Standard Time)
Decision Date: 02/Jan/21

What's required

Please see attached specification for supply and delivery of one cab chassis dual cab 4x4 utility vehicle.

Please attach completed specification sheet and quotation response form with your response.

If you have any questions/queries please submit via vendor panel for formal response.

Submissions close 9am Tuesday 3rd November 2020.

This vehicle is being procured for the local State Emergency Service and pending state funding approval. Please note the delayed feedback for this submission as we await the outcome of funding approval.

Background information / Compatibility requirements

The lowest or any quotation may not necessarily be accepted. Submissions are assessed based on purchase price,

depreciation, warranty, availability, suitability and conformity with the specifications.

Project is pending funding approval

Questions asked by the buyer

1. [Required] - Completed Specification Form attached with response?
2. [Required] - Completed Quotation Response Form attached with response?
3. [Required] - Product specification sheet/ Product brochure attached with response?
4. Any additional information?

The following supplier lists were selected

1. Vehicles (Type: Public)

The following categories were selected**- Vehicles**

1. Utes

Suppliers notified of this request

- 1 : Armstrong Auto Group via Vehicles
- 2 : Black Auto Roma via Vehicles (has responded)
- 3 : Black Truck & Ag via Vehicles (has responded)
- 4 : SOUTH WEST FORD & NISSAN via Vehicles

Information requested by others

None...

Updates made to this request

None...

Response from:

Response ID: VPR378520

Created Date: Monday Mon/Nov/20 10:21 AM

Posted Date: Monday Mon/Nov/20 10:29 AM

Response reference: None provided

Response via: Vehicles

Business: **Black Auto Roma**
Validated Business Name: BASW PTY LTD
ABN **63 601 452 199**
Location: 73-75 Charles st
Roma
4455, Queensland, Australia
Contact: *Contact Name:* Myles Cartwright
Position: Branch Manager
Main Phone: 07 46 242 400
Mobile Phone: None Provided
Email: myles.cartwright@blackauto.com.au
Web Site: <https://www.blacktoyota.com.au/>
Description: Automotive
Docs attached by the list admin to this supplier: None...



Selection Status:

Your decision Undecided

Your personal notes:

None added

Your attachments to this response

None provided

Suppliers response:

Dual cab Hilux pricing as requested.

Your criteria/questions

Q1 - [Required]: Completed Specification Form attached with response?

Yes

Q2 - [Required]: Completed Quotation Response Form attached with response?

Yes

Q3 - [Required]: Product specification sheet/ Product brochure attached with response?

Yes

Q4: Any additional information?

No answer supplied...

Supplier provided pricing

Price EXCLUDING Tax:	\$ 56,267.14 AUD
Tax component:	\$ 6,251.90 AUD
TOTAL PRICE:	\$ 62,519.04 AUD
These prices are:	Estimated
Comments:	Not provided.

Invoicing Details

If successful, the supplier will invoice with the following details

Business Name:	BASW PTY LTD
Business Number:	63 601 452 199 (ABN)

Suppliers Attachments

The supplier has attached 1 document to this response. You can find it in this zip file under
'/Responses/Black_Auto_Roma/VPR378520/Response Docs/'

Response from:

Response ID: VPR378667

Created Date: Monday Mon/Nov/20 02:58 PM

Posted Date: Monday Mon/Nov/20 03:02 PM

Response reference: Black Truck Sales - Roma

Response via: Vehicles

Business:	Black Truck & Ag										
ABN	25 582 672 638										
Location:	Lot 4 & 5 Lindsay Court, Roma, QLD 4455 Roma 4455, Queensland, Australia										
Contact:	<table><tbody><tr><td><i>Contact Name:</i></td><td>Leeanne Dudley</td></tr><tr><td><i>Position:</i></td><td>Sales Person/ Business Manager</td></tr><tr><td><i>Main Phone:</i></td><td>07 4624 4803</td></tr><tr><td><i>Mobile Phone:</i></td><td>0429 892 527</td></tr><tr><td><i>Email:</i></td><td>ldudley@blacktrucksales.com.au</td></tr></tbody></table>	<i>Contact Name:</i>	Leeanne Dudley	<i>Position:</i>	Sales Person/ Business Manager	<i>Main Phone:</i>	07 4624 4803	<i>Mobile Phone:</i>	0429 892 527	<i>Email:</i>	ldudley@blacktrucksales.com.au
<i>Contact Name:</i>	Leeanne Dudley										
<i>Position:</i>	Sales Person/ Business Manager										
<i>Main Phone:</i>	07 4624 4803										
<i>Mobile Phone:</i>	0429 892 527										
<i>Email:</i>	ldudley@blacktrucksales.com.au										
Web Site:	None provided										
Description:	We a number for Franchise including Western Star, MAN, Isuzu Trucks, Kubota, Isuzu Ute										
Docs attached by the list admin to this supplier:	None...										
Compliance Details:											

Selection Status:

Your decision	Undecided
---------------	-----------

Your personal notes:

None added

Your attachments to this response

None provided

Suppliers response:

Request for Quotation for Supply and Delivery of one Dual Cab (SES)

Your criteria/questions

Q1 - [Required]: Completed Specification Form attached with response?

Yes

Q2 - [Required]: Completed Quotation Response Form attached with response?

Yes

Q3 - [Required]: Product specification sheet/ Product brochure attached with response?

Yes

Q4: Any additional information?

No answer supplied...

Supplier provided pricing

Price EXCLUDING Tax:	\$ 46,863.63 AUD
Tax component:	\$ 4,686.37 AUD
TOTAL PRICE:	\$ 51,550.00 AUD
These prices are:	Estimated
Comments:	Not provided.

Invoicing Details

If successful, the supplier will invoice with the following details

Business Name:	BLACK TRUCK & AG
Business Number:	25 582 672 638 (ABN)

Suppliers Attachments

The supplier has attached 1 document to this response. You can find it in this zip file under
'/Responses/Black_Truck_&_Ag/VPR378667/Response Docs/'



Service Body Manufacturing Australia Pty Ltd
t/a CSM Service Bodies (ABN: 38 122 879 814)

National Sales Office:

12 Gravel Pit Rd, Darra, QLD 4076

PROPOSAL

No. P29735

To:
Queensland Fire & Emergency Services
Upper Kedron QLD
Australia

Ship To:

Queensland Fire & Emergency Services
Upper Kedron QLD
Australia

CONTACT DETAILS:

P: 1800 618 332

F: 07 4667 1877

E: sales@csmservicebodies.com.au

W: www.csmservicebodies.com.au

Contact	Phone	Reference	Lead Time	Valid Until	Terms	Sales Person	Date
Queensland Fire & Emergency Services : David	0439307246		6-8 weeks.	8/10/2019	Deposit/Cash Terms	Megan Paull	25/9/2019

MAKE	MODEL	TYPE	YEAR	CAB STYLE	COLOUR	TRAY DETAILS	DWG APPRV	CSM FITTER
Ford	Ranger	4WD	2019	Dual Cab	Ford Ranger Cool White MY19 SWA/A2W		Yes	CSM Darra

QTY	PART NUMBER	DESCRIPTION	FITTING LOCATION/NOTES	RATE	TOTAL
		Description			
		Vehicle to be supplied as cab chassis with chassis tail lights.			
		If body removal is required, additional charges will apply, including supply of factory tail lights.			
1	S100020	Full Body Dual Cab Service Body 1800L x 1850W x 1000H Aluminium Construction 2 Pak Poly-Urethane Paint Finish Mudguards & Mudflaps Tail Light & Number Plate Mounting		\$7,500.00	\$7,500.00
2	S100217	Gullwing Side Door to suit Dual Cab Body		\$0.00	\$0.00
1	S100225	Standard Rear Door		\$250.00	\$250.00
1	S100483	2Pak Colour Matched Paint Finish - White	Paint colour code to be confirmed. If metallic, additional charges will apply	\$0.00	\$0.00
1	S100488	Pair of Upgrade Tail Light Channels to suit Genuine Cab Chassis Vehicle Tail Lights (Lights not included) - To suit "With Drawer"		\$340.00	\$340.00



Service Body Manufacturing Australia Pty Ltd
t/a CSM Service Bodies (ABN: 38 122 879 814)

National Sales Office:
12 Gravel Pit Rd, Darra, QLD 4076

PROPOSAL

No. P29735

QTY	PART NUMBER	DESCRIPTION	FITTING LOCATION/NOTES	RATE	TOTAL
1	S100506	Aluminium Rear Skirt Panel Kit Colour Matched to Body		\$255.00	\$255.00
1	S100495	Aluminium Full Length Longitudinal Solid Divider to suit Dual Cab Body (Full Height / Full Length)	From front of body to centre of rear sealed divider	\$745.00	\$745.00
1	S100494	Aluminium Lateral Solid Divider to suit 1850W Body (Full Height / Full Width)	To the rear end of DS shelf	\$625.00	\$625.00
1	S100262	Aluminium Underbody Box Square Base	Drivers side rear	\$510.00	\$510.00
2	S100295	Centre mounted full body Aluminium Shelving Unit 1200W with 3 Adjustable Shelves bottom shelf approx 800mm deep	passenger and drivers side front	\$820.00	\$1,640.00
2	S100271	Aluminium Internal Drawer Unit 450W x 250H x 800L (Internal - 358W x 170H x 676L)	Passenger side, fitted side by side at bottom of shelf unit	\$750.00	\$1,500.00
1	S100674	Custom rail top of shelf unit to hold a roll of builders plastic for dispensing	Passenger side	\$155.00	\$155.00
1	S100407	Fire Extinguisher including Mount Bracket 2.5KG	Passenger side rear from rear door	\$155.00	\$155.00
1	S100646	E-Pac Kit to suit 3 door Body. Incl. 2 x Internal Rectangular LED Roof Lights, 3 x Central Locking Door Kits, 3 x Door Alert Switch Kits & 1 x Door Alert Buzzer		\$1,260.00	\$1,260.00
1	S100355	LED Internal Swivel Strip Light	Top pf rear door head	\$130.00	\$130.00
3	S100355	LED Internal Swivel Strip Light	Fitted to each door	\$130.00	\$390.00
2	S100674	***Merit Type*** 12V Auxiliary Socket - Passenger side front internal corner panel		\$127.50	\$255.00
2	S100368	12V Auxiliary Socket - Passenger Side Front Internal Corner Panel		\$150.00	\$300.00
2	S100650	12V Auxiliary USB Socket - Passenger Side Front Internal Corner Panel		\$150.00	\$300.00
1	S100265	1600L Aluminium Underbody Drawer Unit		\$1,460.00	\$1,460.00
1	S100268	Underbody Drawer Staged Locking Upgrade Kit 1600L		\$350.00	\$350.00
1	S100834	Underbody Drawer Hinged Folding Whiteboard on Gas Struts	Side hinged on gas struts with white board	\$494.12	\$494.12



Service Body Manufacturing Australia Pty Ltd
t/a CSM Service Bodies (ABN: 38 122 879 814)

National Sales Office:
12 Gravel Pit Rd, Darra, QLD 4076

PROPOSAL

No. **P29735**

QTY	PART NUMBER	DESCRIPTION	FITTING LOCATION/NOTES	RATE	TOTAL
1	S100318	15Ltr Water Tank including tap & soap bottle	Passenger side rear	\$325.00	\$325.00
1	S100835	Underbody Battery Box Cradle Powdercoated Matt Black	Passenger side rear	\$245.00	\$245.00
1	S100330	Reverse Alarm 87db Standard	under rear of body	\$365.00	\$365.00
2	S100381	1375L Roof Bar Fitted to Integrated Service Body Roof Rails		\$115.00	\$230.00
3	S100574	LED Heavy Duty Flood Work Light	Min 2500 Lumens. 2 at each side on front rack and 1 x centre of rear rack	\$491.00	\$1,473.00
4	S100674	LED Red/blue combination 4 LED flashing light module	2 at top rear of body facing rear. To be visible with rear door open. 2 at rear of body at 1000mm from ground facing rear	\$280.00	\$1,120.00
1	S100373	Dual Battery System including 100AH Battery, DC-DC Charger to suit CSM Battery Box (Does NOT include battery box)	Dual Battery System including 100AH Battery, DC-DC charger to suit CSM Battery Box	\$1,450.00	\$1,450.00
1	S100674	C-tek 56-329 comfort connect M10 Eyelet		\$55.00	\$55.00
1	S100634	50 amp Anderson Plug	Fitted beside towbar plug	\$125.00	\$125.00
10.5	S100783	Hi Vis Yellow Reflective Vehicle Tape (per mtr)	Perimeter of doors	\$28.00	\$294.00
1	S100310	Rear Gal Towbar Step to suit Hayman Reese & TAG tow bars (not genuine towbars)		\$825.00	\$825.00
1	S100727	Ford Ranger Genuine Towbar Step Adapter (req. to fit Gal Towbar Step to Ranger Genuine Towbar)		\$325.00	\$325.00
2	S100422	Standard Yellow Safety Grab Handle	Passenger and driver side rear corner. To be used with gal step	\$65.00	\$130.00
1	S100478	Fitting of Service Body to Vehicle at CSM Darra		\$650.00	\$650.00



Service Body Manufacturing Australia Pty Ltd
t/a CSM Service Bodies (ABN: 38 122 879 814)

National Sales Office:
12 Gravel Pit Rd, Darra, QLD 4076

PROPOSAL

No. P29735

CSM reserves the right to change any details & pricing where it sees necessary. Prices quoted for custom work, are subject to drawing approval & CSM may vary prices if original quoted design is changed. Lead Times are subject to available stock at time of order.

Please acknowledge your acceptance of this quotation by signing below and faxing to 07) 4667 1877. Any changes or additional requests after your acceptance to the scope of supply as set out in this quotation, will incur extra charges at our standard rates.

CREDIT CARD PAYMENTS - All Credit Card Payments will attract a 1.5% surcharge fee. E&OE.

Signature: _____

Date: _____

SUBTOTAL	\$26,226.12
GST	\$2,622.61
TOTAL	\$28,848.73

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 3 November 2020

Item Number: 13.2

File Number: D20/104691

SUBJECT HEADING: Request for Closure Injune Swimming Pool

Classification: Open Access

Officer's Title: Support Officer - Facilities

Executive Summary:

Council has received a request from Injune State School seeking permission for closure of the Injune Swimming Pool to the general public to hold an Annual Swim Carnival.

Officer's Recommendation:

That Council:

1. Approve the request to close the Injune Swimming Pool to the general public on 27 November 2020 between the hours of 8.45am – 3.00pm for the Annual Swim Carnival.
2. Advise the community of this closure 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 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 State School Students

Arcadia Valley Students

Bymount East 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?

Council have received correspondence from the Injune State School seeking approval for the closure of the Injune Pool to conduct their annual district swim carnival.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council received a request via email from the Injune State School seeking approval to close the Injune Pool to the general public for their annual swim carnival to take place.

Gavin Pallisier (Maintenance Officer/Team Coordinator Facilities (Land, Buildings and Structures) has made contact with Veronica Pringle, Injune Pool Manager to discuss this request. The Pool Manager has voiced no objections.

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)

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 State School Students
Arcadia Valley Students
Bymount East 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 pool is not open for use.
Political	Children train all year round for the annual swimming carnival.

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 Injune Swimming Pool for the advised date and time for the annual event 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 Injune Swimming pool to the general public on 27 November 2020 between the hours of 8.45am – 3.00pm for the Annual Swim Carnival.
2. Advise the community of this closure 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 [↓](#) Email received from Injune State School - Request for closure of the Injune Swimming Pool - Annual Swim Carnival D20/104663

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Injune P-10 State School

Prep-Yr10 Campus

The promotion of excellence in a supportive environment

2 November 2020

Dear Roslyn

The Injune and District schools __Injune P-10, Arcadia Valley, Bymount East __are always thankful for the Maranoa Regional Council's support in allowing us access to the Injune Pool for swimming lessons and carnivals.

I am writing to ask permission for the whole day usage of the pool on Friday the 27th November 2020 to hold our district swimming carnival. We will need to set up extra shade tents around 7.30am. 8.45am is the proposed time to start the carnival which will conclude by 3.00pm.

If permission is granted for the use of the Injune Pool to hold our district swimming carnival on Friday 27 November 2020, we will liaise with Veronica regarding the final details.

We look forward to your support.

Yours sincerely

Lee-ette Williams

Acting Principal

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 10 November 2020

Item Number: 13.3

File Number: D20/107464

SUBJECT HEADING: Performance agreement with Jally Entertainment

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

Following on from performances in the past years, Council has received a proposal from Jally Entertainment to present a children's show across the region in October 2021.

Due to high demand for its program, Jally Entertainment is looking to secure advanced bookings for its 2021 touring program which will occur during the 21-22 financial year.

It is recommended that Council accept the proposal.

Officer's Recommendation:

That Council:

- Authorise the Chief Executive Officer to sign the Performance Agreement with Jally Entertainment for five performances in the region in October 2021, amended to include an out clause, and subject to budget confirmation 21-22.
 - In the upcoming budget deliberations for 2021/22, consider a budget allocation of \$4,500 plus GST for the 5 performances.
 - Provide the halls in each town free of charge.
 - Provide entrance to each show free of charge to attendees.
-

Individuals or Organisations to which the report applies:

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

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

N/a.

Acronyms:

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

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

Acronym	Description

Context:

Why is the matter coming before Council?

Council has received a proposal from Jally Entertainment to perform the children's show 'Goldilocks Rocks' across the region in October 2021. This is a special offer for

venues that have previously supported Jally Entertainment, as dates are limited for 2021. Council approval is sought to engage the performers and sign the performance agreement.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Jally Entertainment is a progressive professional touring company, established in 2004 and based on the Sunshine Coast in Queensland, Australia. Their aim to provide a high quality of popular choice theatre is rapidly gaining the company a fine reputation for delivering extremely successful productions to theatre-goers and venue managers alike.

Jally Entertainment has toured our region (Roma, Surat and Mitchell) previously in 2016, 2017 and 2018, with the cost normally \$2,500 per performance. However, in 2019 and 2020 a special cost of \$4,500 for 5 performances was negotiated to include Injune and Wallumbilla as well. This cost is being offered again in 2021, subject to early confirmation. The dates available are 19-21 October 2021.

The performance, 'Goldilocks Rocks' is touring in 2021 and is an interactive and educational production for children aged 4 – 10 years. The production is a *timely piece of live theatre for all children about 'It's good to be mindful of those around you and NEVER talk to strangers!'*. The show runs for approximately 50 minutes with a "meet and greet" afterwards, with all the characters. The performers travel with a full production set, costumes, props and technical equipment.

Staff will again work closely with the 5 towns pre-schools and schools to ensure all have the chance to see the performance.

Previously, Council has provided the halls free of charge, and not imposed an entrance fee – it is recommended this continues.

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)

Jally Entertainment
Local Development Officers – supported the proposal.
Specialist – Arts & Culture

Funding Bodies:

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

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?

There is no impact on this year's 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)

Allocation of \$4,500 plus GST in the 2021/2022 budget consideration.

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
Cancellation	If the presenter (Council) cancels the performance after the agreement is signed, Council will not be liable for the full performance fee. Risk – Low.

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)

Jally Entertainment have toured the region for the past 5 years, and have provided professional and entertaining performances for young children. Again, this year, a cost has been negotiated with Jally to extend the performances to 5 towns in the region. This is an opportunity to provide an arts and culture (theatre) experience for an increased audience at little extra cost, while providing the subliminal message of be mindful of those around you and NEVER talk to strangers! It is recommended that

the proposal be accepted, and Council continue to provide the venues and attendance at no cost.

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 Chief Executive Officer to sign the Performance Agreement with Jally Entertainment for five performances in the region in October 2021, amended to include an out clause, and subject to budget confirmation 21-22.
- In the upcoming budget deliberations for 2021/22, consider a budget allocation of \$4,500 plus GST for the 5 performances.
- Provide the halls in each town free of charge.
- Provide entrance to each show free of charge to attendees.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

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

4.10.4 Source and coordinate arts and cultural events and programs within the Maranoa.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 25 November 2020

Date: 10 November 2020

Item Number: 13.4

File Number: D20/107495

SUBJECT HEADING: Injune Rail Trail in the Outback

Classification: Open Access

Officer's Title: Local Development Officer - Injune

Executive Summary:

IDTA has requested support to advance the prospect of a proposed Rail Trail from Injune to the Old Coal Mine. This project follows on from the recent success of the centenary of the Roma to Injune railway "Walk the Line" event.

IDTA have been advised of possible future funding from TMR that would cover 100% of the cost of planning and development that would need to be applied for via Council once it re-opens.

Officer's Recommendation:

1. Approve that Council include the project in its operational plan for 20-21 and
 2. Apply for future funding opportunities through DTMR Trail Trails Program once re-opened.
 3. Include this project in Council's Operational plan for 2020-21 and
 4. Work in conjunction with IDTA to enhance the project where ever possible
-

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).

IDTA

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
IDTA	Injune District Tourism Association Inc
TMR	Department of Transport and Main Roads

Context:

Why is the matter coming before Council?

Council have been approached for assistance with this project as the funding and management guidelines of the rail corridor state that it must be passed through the local Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

IDTA have received feedback from their centenary event “Walk the Line” that this project would be well received by the Community and that there is a desire to have a longer walking track/ riding track off the highway.

IDTA also have knowledge of the tourists expressing the opportunity to extend their stay in the town and link the tourism “hot spots”

In conjunction with this project going forward a preservation of the historic railway will assist in the historic link of the existing C17 Locomotive.

This research has been conducted in communication with Mark Linnett who is a representative of the “Rail Trails Australia, Queensland” and participated in the historic “Walk the Line” event with the Community.

Following his visit to Injune for the Walk the Line event, Mark has submitted a detailed report into the viability of the concept and outlining the potential behind the project.

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)

Rail Trails Australia – Mark Linnett

Attached detailed report outlining the potential for Injune and surrounding areas and the breakdown of the entire project into stages.

TRM – Melanie Morgan

Enquiry to Rail Trail funding application and advised current and last round (2019) has been closed.

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)

TMR may provide budget for future rounds of funding for both the planning and development of rail trails via their Local Government grants programs. At this time applications have closed for the last round which was in 2019, however IDTA have been encouraged to maintain contact with the department to see if future funding opportunities become available.

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)

Unforeseen at this time.

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
Does not apply for the grant	This trail project would not go ahead without the necessary funding.
Not supporting IDTA	Possible negative community feedback

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 no financial impact to Council budget foreseen at this time, and the opportunity presented by IDTA the project is very appealing for the recreation and sporting needs of the community. The trail would provide a range of benefits including health, wellbeing, fitness, historical links to both community and tourists in the Injune and surrounds.

In the past IDTA were very proactive and driven with the C17 Locomotive project and the success of the "Walk the Line" event was well received by the community. They

are keen to develop the trails network in Injune, and enhance the project wherever possible.

The report from Mark Linnett of Rail Trails Australia is detailed and informative. It provides a reassuring level of experience and professionalism that will be taken to see the project to completion. This opportunity would be a great success for the community and allow the potential for the stages 2 and 3 to be developed into the future.

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?

1. Adopt the project and apply for future funding opportunities if they present themselves.
2. Work in conjunction with IDTA to enhance the project wherever possible

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

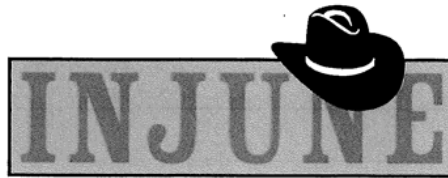
Supporting Documentation:

1	IDTA - Rail Trail request letter - 10.11.2020	D20/107528
2	Melanie Morgan - Grant email re Rail Trail grants - 10.11.2020	D20/107530
3	Mark Linnett - Rail Trails Australia Proposed Gunnewin to Injune report - 10.11.2020	D20/107531

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



INJUNE DISTRICT TOURISM ASSOC INC

ABN – 85 105 374 154

32 Hutton Street
PO Box 129
INJUNE Q 4454

Ph 07 4626 0503

Secretary- kmmansfield@bigpond.com

President: Puddy Chandler
Treasurer: Valda Hafemeister
Secretary: Muffy Mansfield

18 September 2020

Dear Julie

At the latest meeting of IDTA, it was moved to approach council to support and advance the prospect of a proposed Rail Trail from Injune to the Old Coal Mine following on from our recently successful Centenary of the Roma – Injune Railway “Walk the Line” event.

Prior to the event we were approached by Rail Trails Australia QLD Representative - Mark Linnett who travelled to Injune and participated in the Walk the Line event and has shown immense interest in seeing this project going ahead. We have included a report Mark submitted after his visit.

Why we feel this project would benefit Injune

- Locals have regularly expressed a desire for a longer walking/riding track off the highway and busy local roads inhabited by logging trucks and CSG vehicles. The lagoon walk is only 1.2km.
- Tourists regularly seek walking/riding tracks – this would increase overnight stay in the region. This opportunity would link current tourism hotspots such as the recently restored C17 locomotive and station, Lagoon and the Old Coal Mine. With many families now travelling full time an active, physical activity is incorporated into overnight stops.
- Opportunity to maintain a historic link to the railway line which was an integral part of the establishment of Injune. Therefore, preserving history.

Injune to Gunnewin would be the pinnacle of Rail Trails but we feel, in discussion with Mark Linnett, that Injune to the Old Coal Mine would be a great beginning, with options to deviate at Injune Lagoon Walk or Old Cemetery/Main Street Loop or return walk to Boneyard Lagoon or the Old Coal Mine

TMR recently had funding which is now closed but they may receive funding again. This funding covered 100% of cost of planning and development. TMR recommend that we keep an eye on their website <https://www.tmr.qld.gov.au/Travel-and-transport/Rail-trails/Rail-Trail-Local-Government-Grants-program> for future grants.

Injune District Tourism Association is unable to take on this project as the Guidelines state that the funding and management of the rail corridor must be through the local council but as always our group would be willing to enhance the project wherever possible.



INJUNE DISTRICT TOURISM ASSOC INC

ABN - 85 105 374 154

32 Hutton Street
PO Box 129
INJUNE Q 4454

Ph 07 4626 0503

Secretary- kmmansfield@bigpond.com

We would appreciate your endeavours to see the implementation of the first Rail Trail in the Outback and encourage you to speak to Mark Linnett for any advice.

Kind regards

A handwritten signature in cursive script, appearing to read "Muffy Mansfield".

Muffy Mansfield

Hon. Secretary

Enc.

*Proposed Gunnewin to Injune Rail Trail – Mark Linnett, Qld Rep, Rail Trails Australia
Program Guidelines – Rail Trail Local Government Grants program – Closed
Email – A/Senior Program Officer – re Rail Trail Grants*

10/14/2020

Gmail - Rail Trail Funding



Injune Tourism <injune@tourism.qld.gov.au>

Rail Trail Funding

TMR.RailTrail.Grants <TMR.RailTrail.Grants@tmr.qld.gov.au>
To: Injune Tourism <injune@tourism.qld.gov.au>
Cc: "TMR.RailTrail.Grants" <TMR.RailTrail.Grants@tmr.qld.gov.au>

14 October 2020 at 08:44

Good morning Jane

Thank you for getting in touch regarding our Rail Trails program, it is great to see local Tourism getting excited about building rail trails for their community.

At this stage our Rail Trails program budget concluded with the last round of applications, however I encourage you to check back on our website to see if we receive future funding.

<https://www.tmr.qld.gov.au/Travel-and-transport/Rail-trails/Rail-Trail-Local-Government-Grants-program>

I would also encourage you to speak to your council about talking to Recreation and Sports to see if they have any available grants.

Regards

Mel

Melanie Morgan

A/Senior Program Officer | Transport Planning Projects
Transport Strategy and Planning | Department of Transport and Main Roads

Floor 14 | 61 Mary Street | Brisbane Qld 4000
GPO Box 213 | Brisbane Qld 4001
P: (07)3066 1622

E: melanie.j.morgan@tmr.qld.gov.au

W: www.tmr.qld.gov.au

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10/14/2020

Gmail - Rail Trail Funding

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Queensland Government

Program Guidelines

Rail Trail Local Government Grants program

Opening date:	1 October 2019
Closing date and time:	17:00 on 20 December 2019
Date guidelines released:	1 October 2019
Funding period:	1 July 2020 to 30 June 2022 Projects must be completed by 30 June 2022.
Policy entity:	Queensland State Government
Administering entity:	Department of Transport and Main Roads
Enquiries:	If you have any questions, contact Transport and Main Roads Rail Trail Grants team on email TMR.RailTrail.Grants@tmr.qld.gov.au .
Type of grant:	Targeted competitive

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Program Guidelines

1. Introduction

The Department of Transport and Main Roads (**TMR**) is responsible for administering the Rail Trail Local Government Grants Program (**Grant Program**), which is a grant program available to Queensland Local Governments.

The Queensland Government is investing up to \$14 million over four years from 2017—2018 to support local governments to plan, design and construct rail trails on disused state and local government rail corridors.

Two grants categories are administered under the Grant Program.

- Type one – '**Planning**' covers planning and feasibility studies activities.
- Type two – '**Delivery**' covers design and construction activities.

These two categories have different application and administration requirements. For this reason, subheadings are used to differentiate any different requirements, where applicable.

This document sets out the guidelines for applicants for the Grant Program.

2. The Grant Program

2.1 Program aim

The aim of the Grant Program is to support local governments to plan for and deliver rail trails on disused railway corridors.

Developing rail trails on disused railway corridors allows local communities and visitors to use them for walking, bike riding and horse riding.

Rail trails support active, healthy lifestyles and contribute to environmental preservation and management. They also create diversity in local economies and encourage the growth and creation of small businesses in hospitality and tourism sectors.

2.2 Program objectives

The objectives of the Grant Program are to support local governments in the planning and delivery of recreational cycling, walking and horse trails on disused state owned and local government managed rail corridors. The program supports:

- health and wellbeing
- liveable communities
- regional economic development, including tourism
- environmental protection and management.

2.3 Eligibility criteria

To be eligible for Project Funding under the Grant Program, an applicant must be a Queensland local government authority, or any entity governing or managing a local government area in accordance with legislation.

Regional collaboration is encouraged. Where a group of councils seeks to apply, a single council should be nominated as the lead contact responsible for contract management and delivery.

2.4 Eligible projects

To be eligible for Project Funding under the Grant Program, a Project must:

- a) be located on a disused state or local-government rail corridor.
- b) be consistent with the objectives of the Grant Program;
- c) be planned and/or delivered so that it is aimed at achieving one or more of the following outcomes:
 - i. provide a rewarding recreational experience
 - ii. strengthen the tourism potential of the region
 - iii. improve access to local attractions
 - iv. located within easy access to towns and cities
 - v. provide opportunities for different length journeys
 - vi. contribute to the connectivity of the rail trail network
 - vii. provide infrastructure that is fit for purpose
 - viii. contribute to the broader trail offering for transport, recreation and tourism by connecting to pathways, recreation trails and bicycle infrastructure;

For **Planning** projects, the Project must be one of the following types and able to be completed within 12 months of execution of a Project Funding Schedule:

- a) feasibility study
- b) business case
- c) other, contributing to the planning of a recreational rail trail

For **Delivery** projects, the Project must be one of the following types and scheduled to be completed before 30 June 2022:

- d) Detailed Design
- e) Construction.

2.5 Eligible project costs

Project Funding may only be applied towards "Eligible project costs". Eligible Project costs include only expenditure on direct costs incurred by council in the planning, design or delivery of the approved project scope detailed in Project Funding Schedule for the Project

Eligible Project costs do not include:

- o costs associated with owning any completed facilities
- o on-going maintenance costs of any completed facility.

Successful applicants must use Project Funding solely for Eligible project costs specified in the Project Funding Schedule for the Project.

Generally, provision of grant funding to local governments is not considered a taxable supply and so GST is not applicable.

2.6 Other requirements

This Grant Program also has the following requirements for project submissions:

Planning projects:

- o requires the project to have evidence of community support.

Delivery projects:

- (a) are to be funded through a combination of State Government and local government funding, with the State proportion to be a maximum of 50%.
 - Council's funding contribution can be sought from private industry, other state government programs or federal government programs
- (b) must be supported by a completed feasibility study or trail development plan that supports the viability of the project
- (c) must have evidence of community support

2.7 Funding arrangements

Successful applicants will be required to execute a Project Funding Schedule under the applicant's Head Funding Agreement with the State. If a successful applicant has not entered a Head Funding Agreement with the State, it will be required to do so.

The State has no obligation to provide Project Funding to an applicant until a Head Funding Agreement and Project Funding Schedule have been executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

Once executed, the Project Funding Schedule and certain parts of the Head Funding Agreement will constitute the "Project Funding Agreement" with a successful applicant for a Project.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule set out in the Project Funding Agreement.

2.8 Application process

Key Dates	Key Activities/Actions
1 October 2019	Release of program guidelines
1 October 2019	Application open date
20 December 2019	Application close date
January – February 2020	Assessment of applications
April 2020	Expected announcement date
On execution of a Project Funding	Date projects can commence

Key Dates	Key Activities/Actions
Schedule between both parties	
Within 30 days of execution of a Project Funding Schedule	Date projects must commence within 30 days of execution of a Project Funding Schedule
Within 12 months of execution of a Project Funding Schedule	Final acquittal of projects

2.9 How to apply

Funding under this grant program is awarded through a competitive application assessment process.

To apply you must:

- (a) complete the attached application form (relevant to either the Planning or Delivery project phase)
- (b) provide all the information requested
- (c) address all eligibility criteria and assessment criteria
- (d) include all necessary attachments
- (e) submit your application/s to TMR.RailTrail.Grants@tmr.qld.gov.au by closing date and time.

For **Planning** projects, we require the following documents with your application (in addition to the application form):

- an official letter signed by a council representative stating the total sum being sought
- documentation detailing the scope of works such as a brief council has put out to tender, or a business case developed in-house by council.
- any relevant background information such as previous feasibility studies
- evidence of community support

For **Delivery** projects we require the following documents with your application (in addition to the application form):

- an official letter signed by a council representative stating the total sum being sought
- maps showing the project context and land uses to be served
- site photos or video footage along the length of the trail, or relevant sections, in each direction, clearly showing;
 - proposed alignment of the project
 - any site constraints for example, drainage, grades or vegetation
 - copy of the relevant feasibility study or trail development plan for delivery projects
- evidence of local community support

2.10 Assessment criteria

Eligible applications will be assessed on how well they meet the following criteria:

- have community support
- provide a rewarding recreational experience
- strengthen the tourism potential of the region
- improve access to local attractions
- located within easy access to towns and cities
- provide opportunities for different length journeys
- contribute to the connectivity of the rail trail network
- provide infrastructure that is fit for purpose
- contribute to the broader trail offering for transport, recreation and tourism by connecting to pathways, recreation trails and cycle infrastructure.

2.11 Assessment process

Eligible applications will be assessed through an open competitive grant process.

All documentation will be assessed by a panel of TMR officers in the Active Transport Investment Program and Rail Corridors teams and may also include representation from other technical teams and TMR district offices.

The panel will assess your application against the assessment criteria (see Section 6) and against other applications. 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 for money.

2.12 Payment Claim Requirements

The Department will make payments according to the following schedules:

Planning projects	
Payment schedule	Milestone
First payment (50% of Project Funding)	The Department will pay the Council upon the execution of a Project Funding Schedule.
Final payment (up to 50% of Project Funding or remaining agreed sum)	The Department will pay the Council upon receipt of a completed Final Acquittal Report.

Delivery projects	
Payment schedule	Milestone
First payment (50% of Project Funding)	A first payment of 50% of the approved grant funding will be due within fourteen days (14) of execution of the Project Funding Schedule.
Second payment (25% of Project Funding)	A second payment of 25% of the approved grant funding will be payable for each project upon commencement of project works, following approval of project design plans. For projects not including construction, the second payment is payable upon commencement of design works.
Final payment (up to 25% of Project Funding or remaining agreed sum)	The Department will pay the Council upon receipt of a completed Final Acquittal Report. Final payment should exclude any project savings.

Each claim for payment must be made on the prescribed payment claim form, an example template is attached to these program guidelines.

Certification must be made by the Council's Chief Executive Officer, or authorised delegated officer, that the relevant milestone has been satisfactorily completed.

Invoices must meet the requirements of a valid tax invoice as shown on the Australian Tax Office (ATO) website. Councils are responsible for determining their requirement to remit GST to the ATO under this program's funding arrangement.

The approved funding amount through this program is GST exclusive. If GST applies in accordance with the A New Tax System (Goods and Services Tax) Act 1999, the department will pay an additional amount (being 10% of the funding amount) to cover the GST on receipt of a compliant tax invoice.

2.13 Program monitoring, acquittal and evaluation

All Projects will be monitored by TMR to ensure that the Grant Program is achieving the program aim and objectives.

Monthly reports are to be provided on request for planning projects.

Monthly progress reports must be provided each month for delivery projects.

Progress reports are to be submitted by email to TMR.RailTrail.Grants@tmr.qld.gov.au. An example progress report template is attached to these program guidelines to indicate the type of information that reports will need to include.

Successful applicants must comply with the reporting, records and audit obligations in the Project Funding Agreement.

Local Government recipients will be required to acquit funds. Acquittal involves verifying funds were expended in accordance with program guidelines, Project Funding Schedule and Project Funding Agreement.

An example Final Acquittal Report template is attached to these program guidelines.

The Final acquittal report and any supporting documents must be provided to TMR's Rail Trails team within 30 business days the completion of the project.

All Projects will be evaluated by TMR to ensure that the Grant Program is achieving the program aim and objectives.

3. Communications

3.1 Communications with the media

All media enquiries and public announcements relating to the Grant Program will be coordinated and handled by TMR's Rail Trail and media teams.

As far as practicable, all media and communications will be undertaken jointly with successful applicants.

Applicants must seek and obtain the State's approval before contacting the media to discuss any information regarding successful or unsuccessful applications for funding support under or in connection with the Grant Program.

3.2 Confidentiality, privacy and use of information

The State will maintain controls in relation to the management of confidential information provided by applicants. Applicants should specifically mark any information the applicant considers to be confidential.

During the application, assessment and approval process, an applicant must keep confidential its application/s and its dealings with the State about its application/s but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.

An applicant must also keep confidential any information designated by the State as confidential.

The State may disclose information, including confidential information, of or provided by an applicant:

- a) to its representatives and advisors for any purpose
- b) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
- c) to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
- d) if required to be disclosed by law.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without an applicant's consent, unless required by law or in accordance with the Information Privacy Act 2009.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

The provisions of the Right to Information Act 2009 apply to documents in the possession of the State.

3.3 Complaints

The decision in relation to an application is final and may not be appealed. If, however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting: The State of Queensland (represented by the Department of Transport and Main Roads)

Address: GPO Box 213, Brisbane, Queensland 4001.

All questions about decisions on applications for the Grant Program must be lodged in writing to: TMR.RailTrail.Grants@tmr.qld.gov.au.

4. Contact details

Applicants may contact the Contact Officer in relation to general questions, requests for clarification and requests for further information. The Contact for the Program is: TMR.RailTrail.Grants@tmr.qld.gov.au

The department is not able to assist in the preparation of Applications.

Address for notices: TMR Rail Trail Grants, GPO Box 213, Brisbane, Queensland 4001

5. Acknowledgement of the funding

Funding recipients must acknowledge the contributions of the Queensland Government funding through:

- placement of signage at project construction sites
- acknowledgement in publicly made statements, on websites, or other appropriate documentation.

Council is not required to use a specific template or display the Queensland Government coat-of-arms, but all project signage MUST clearly and legibly state the following:

This initiative is supported by the Queensland Government's Local Government Rail Trail Grants Program.

6. Terms and conditions

6.1 Reservation of rights

- a) Despite any provision of these Guidelines to the contrary, the State reserves the right to administer the Grant Program and conduct the process for the assessment and approval of applications to the Grant Program in such manner as it thinks fit, in its absolute discretion.
- b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:

- i. change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Grant Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
 - ii. consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;
 - iii. vary or amend the eligibility or assessment criteria;
 - iv. take into account any information from its own and other sources (including other Government agencies and other advisors);
 - v. accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Grant Program;
 - vi. give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
 - vii. conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
 - viii. require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
 - ix. terminate the further participation of any applicant in the application process;
 - x. terminate or reinstate the Grant Program or any process in the Grant Program;
 - xi. not proceed with the Grant Program in the manner outlined in these Guidelines, or at all;
 - xii. amend the nature, scope or timing of the Grant Program;
 - xiii. allow the withdrawal of an applicant;
 - xiv. seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged;
 - xv. publish the names of applicants to the Grant Program; and
 - xvi. take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.
- c) Where, under these Guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

6.2 No relationship

- a) The State's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

- b) No contractual or legal relationship exists between the State and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.
- c) An applicant, or its representatives:
 - i. has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
 - ii. must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State; and
 - iii. must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

6.3 No action

- a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - i. any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program;
 - ii. the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Grant Program; or
 - iii. any of the matters or things relevant to its application or the Grant Program in respect of which the applicant must satisfy itself under these Guidelines.
- b) Without limiting paragraph (a), if the State cancels or varies the Grant Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 6.2 of these Guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the Grant Program.
- c) For the avoidance of doubt, each applicant:
 - i. participates in the Grant Program at its own risk; and
 - ii. is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the Grant Program.

6.4 Non-exhaustive

- a) These Guidelines do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
- b) Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

6.5 Disclaimer

- a) The State makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines, or supplied in connection with the Grant Program (Information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.
- b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

6.6 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Grant Program.

6.7 Law

These guidelines are governed by the laws applicable in Queensland.

Attachment 1: Glossary

Eligible project costs	has the meaning given in section 2.5 of these Guidelines.
Grant Program	means the Department of Transport and Main Roads' Rail Trail Local Government Grants program, being the subject of these Guidelines.
Guidelines	means these guidelines for the Grant Program.
Head Funding Agreement	means the agreement entered into between the State and the applicant that sets out the terms and conditions under which the State will enter into project specific arrangements to provide funding for specific projects to local government applicants, if the applicant is successful in an application for funding under a grant program.
Milestone Schedule	means, for a Project, the schedule of dates for achievement of specified milestones, as set out in the relevant Project Funding Schedule.
Project Funding	means the funds to be provided by the State to an applicant who is successful in an application for funding under the Grant Program.
Project Funding Schedule	means the schedule prepared by the State and executed by the parties in accordance with the Head Agreement, for the provision of Project Funding.

Attachment 2: Eligibility checklist for Planning and Delivery projects

#	Criteria*	Yes	No
1	Is the funding request on behalf of a Queensland local government authority, or any entity governing or managing a local government area in accordance with legislation?		
2	Is the project located on a disused state or local-government managed rail corridor?		
3	Does the project have evidence of community support?		
4	Will the project provide a rewarding recreational experience?		
5	Will the project strengthen the tourism potential of the region?		
6	Will the project improve access to local attractions?		
7	Is the project located within easy access to towns and cities?		
8	Will the project provide opportunities for different length journeys?		
9	Will the project contribute to the connectivity of the rail trail network?		
10	Will the project provide infrastructure that is fit for purpose?		
11	Will the project contribute to the broader trail offering for transport, recreation and tourism by connecting to pathways, recreation trails and cycle infrastructure?		

*Criteria is not listed in any order of priority

Attachment 3: Application requirements checklist

Planning projects			
#	Application requirements	Yes	No
1	Official letter signed by a council representative stating the total sum being sought		
2	Documentation detailing the scope of works such as a brief council has put out to tender, or a business case developed in-house by council.		
3	Relevant background information such as previous feasibility studies		
4	Evidence of community support		
5	Map showing the alignment of all disused rail corridors in the relevant local government area		

Delivery projects			
#	Application requirements	Yes	No
1	Application form		
2	Location map		
3	Location photos / video		
4	Relevant feasibility study or rail plan		
5	Evidence of community support		



Proposed
Gunnewin to Injune
Rail Trail



Mark Linnett

Queensland Representative

Rail Trails Australia

mfinnett@railtrails.org.au

www.railtrails.org.au

September 2020

PROPOSED GUNNEWIN TO INJUNE RAIL TRAIL

This short rail trail has lots of potential for Injune and the surrounding area.

The rail trail has the main benefit of linking three interesting areas in one short rail trail, being the town of Injune, the old coal mine site, the soldiers settlement of Gunnewin and Bone Yard Lagoon adding value to the rail trail and its users.

So what are Rail Trails and how would they benefit Injune and the surrounding area ?

Rail trails differ from other trails in several ways. Rail Trails are generally flat or gently graded because of their former use, making them wonderful trails to ride a bike, walk, jog or even take a wheel chair along them. They are safe for all ages to use as there is no other traffic around, therefore a very safe trail for all the family to use.

Rail Trails also preserve the past history of the Railway/Tramway line in the local area, which is important for future generations to feel the past of the area

Another positive attribute of a rail-trail is that it actually goes somewhere. Just as trains go from one community to the next, so does the rail-trail, creating a natural link between communities.

Rail Trails also act as wildlife corridors in built up areas,

So the top five values of a Rail Trail are,

1. Provide easy walking trails.
2. Provide local historical links with the regions past.
3. Provide scenery often not visible from roads.
4. Preserve the often rare local flora and fauna.
5. Provide an administrative structure to ensure that the rail reserve is managed for its historical and ecological values.

Rail Trails bring a wide range of users to the local area, being walkers, joggers, cyclists, local bushwalking clubs, Scouts and Bird watching groups, just to name a few. Many will then stay for lunch or even stay overnight.

From my visit to Injune and being shown around and attending the walk with members of the *Injune District Tourism Association* I submit the following suggestion for this proposed rail trail.

I would suggest the rail trail would be split into two construction stages.

Stage one

Injune to the Old Coal Mine (or even to Injune Creek) This would require very little work as there is parking, informative signage and shelter already in place.

I would suggest the walk be moved on to the old corridor (where possible) and just get diverted off the corridor to go around the missing bridges.

The temporary signage used on the day was great naming gullies, old station sites (Blue Lagoon), and the old culvert, so funding for permanent signs would be useful.

Bone Yard Lagoon is another asset to stage one, where another shade shelter would be wonderful as this is such a peaceful area to sit and being just out of the town of Injune would suit people who only wanted to do a short walk or ride along the rail trail

To make this creek crossing easier and safer to cross I would suggest placing large sandstone blocks (or other flat rocks) to form a stepping stone crossing of the creek) This has been done on several other Rail Trails in Queensland and tends to be flood proof.

Then you have the recently restored C17 Locomotive and Injune Railway station, which again add value and history to the walk. This would be only the second rail trail in Queensland to have a Steam Loco displayed on a rail trail.

Also Km marker posts are a good idea as a reference point if people need to call for help. Usually they would start from Roma as the 0 km, but for this shorter Rail Trail I would suggest to Start the 0 Km at the Loco site, then sign post along Hutton Street , left into Second Ave and right into Station street, then along the old corridor.

Stage Two

Gunnewin to the Old Coal Mine.

Gunnewin is fully set up, with magnificent displays, a railway building and car parking.

Again move the rail trail on to the old rail corridor where possible, permanent signage of the creek/gully crossings and old railway sidings.

The KM marker posts would just continue on from the old coal mine to Gunnewin station site.

Injune creek would have to be looked into further due to the steeper banks, but would be able to be made safer.

Some road base may be needed along some sections of the rail trail to make the rail trail user friendly when rain has fallen in the area and especially where the trail gets diverted around the missing bridges.

As there were no major road crossings the only other signage that should be required would be the end of road sign to be placed at the missing bridges site and the rail trail is diverted around this hazard. see Fig 1.



Fig 1.

The national rating system signage would also have to be in use from easy./ moderate to difficult .

The Injune Information centre could also hire push/ebike out for use on the rail trail.

This trail would benefit the local accommodation, cafes, fuel station, pub and museum.



example of crossing a creek





Old culvert



Prepared by

Mark Linnett

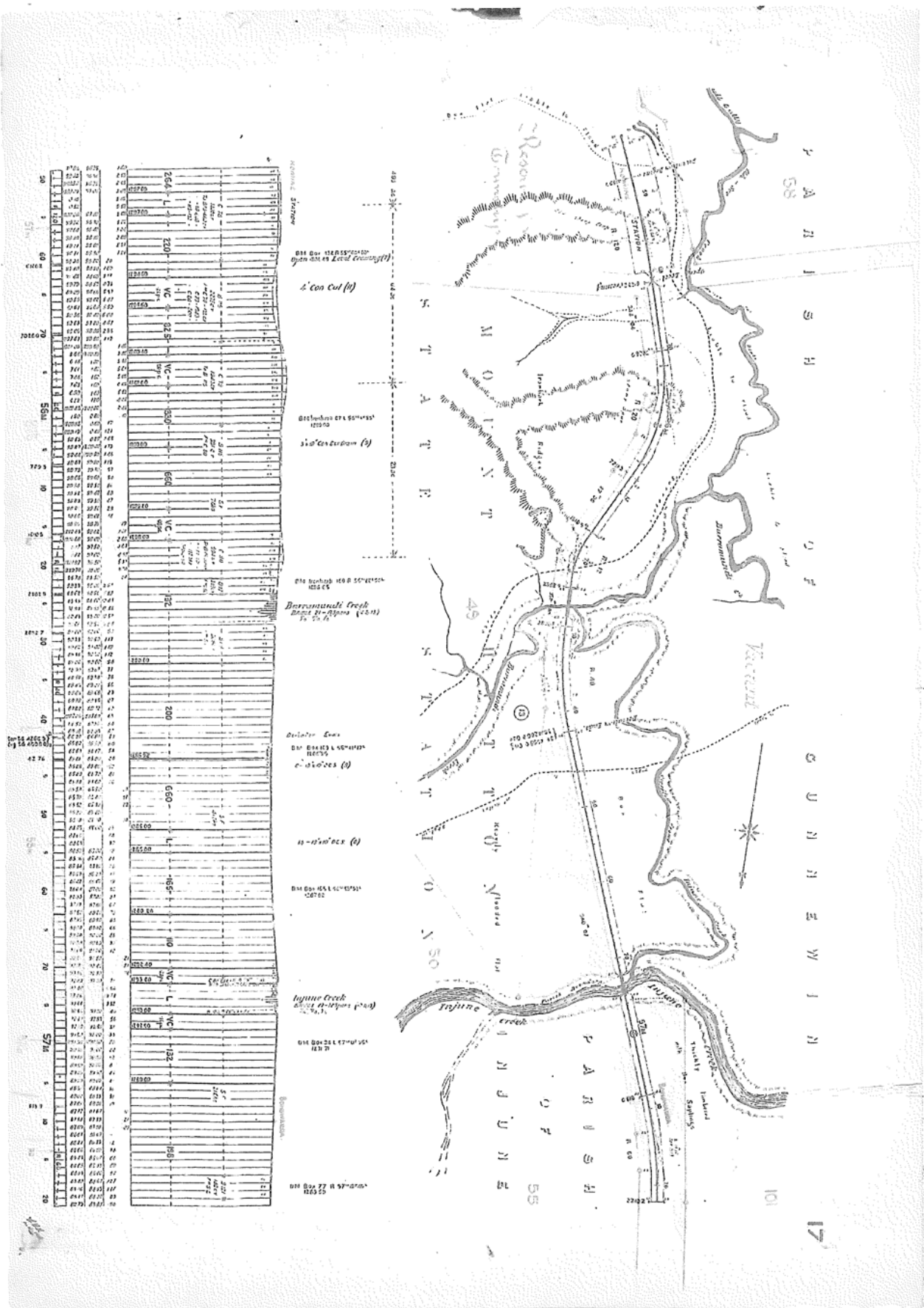
Queensland Representative

Rail Trails Australia

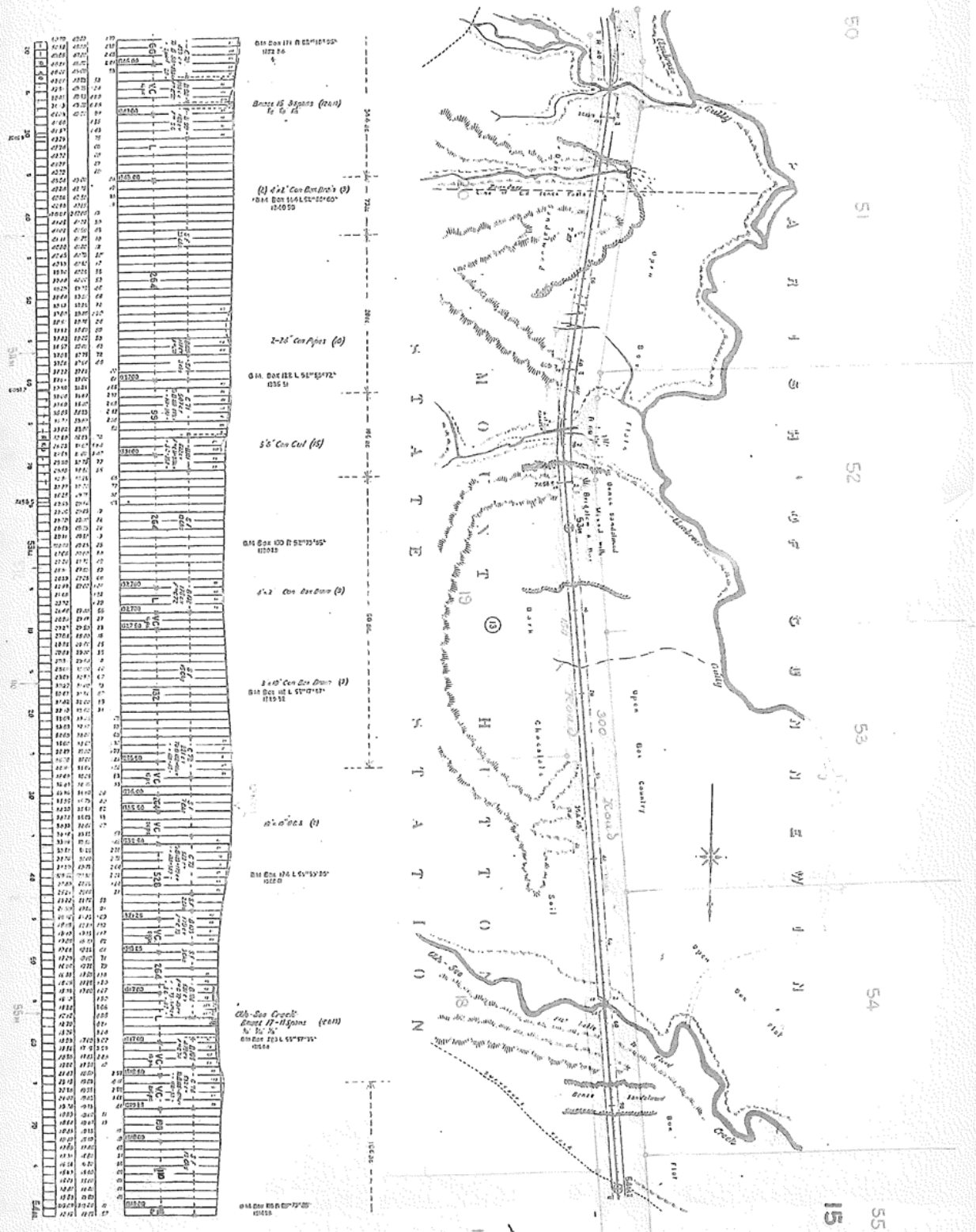
mlinnett@railtrails.org.au

September 2020



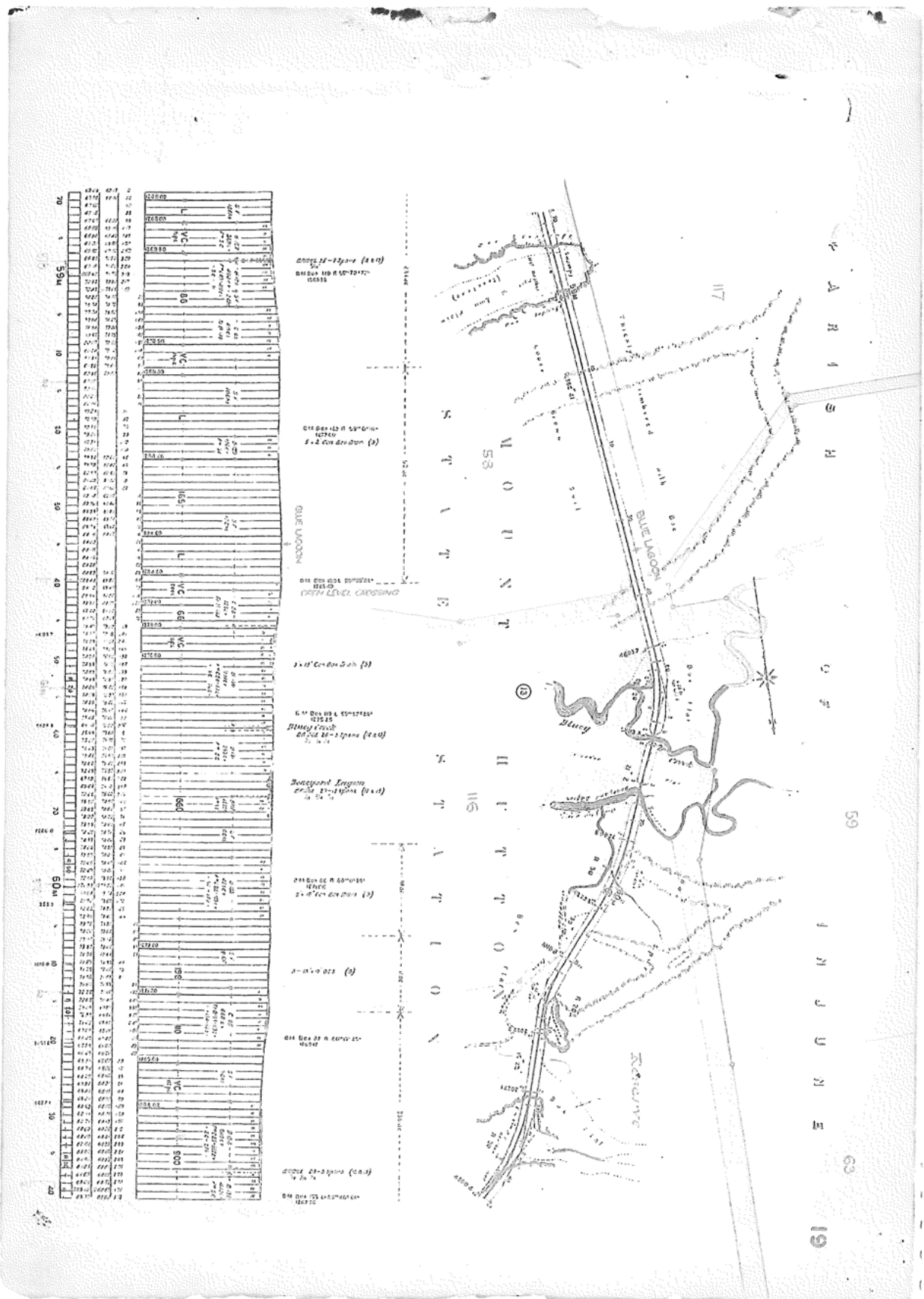


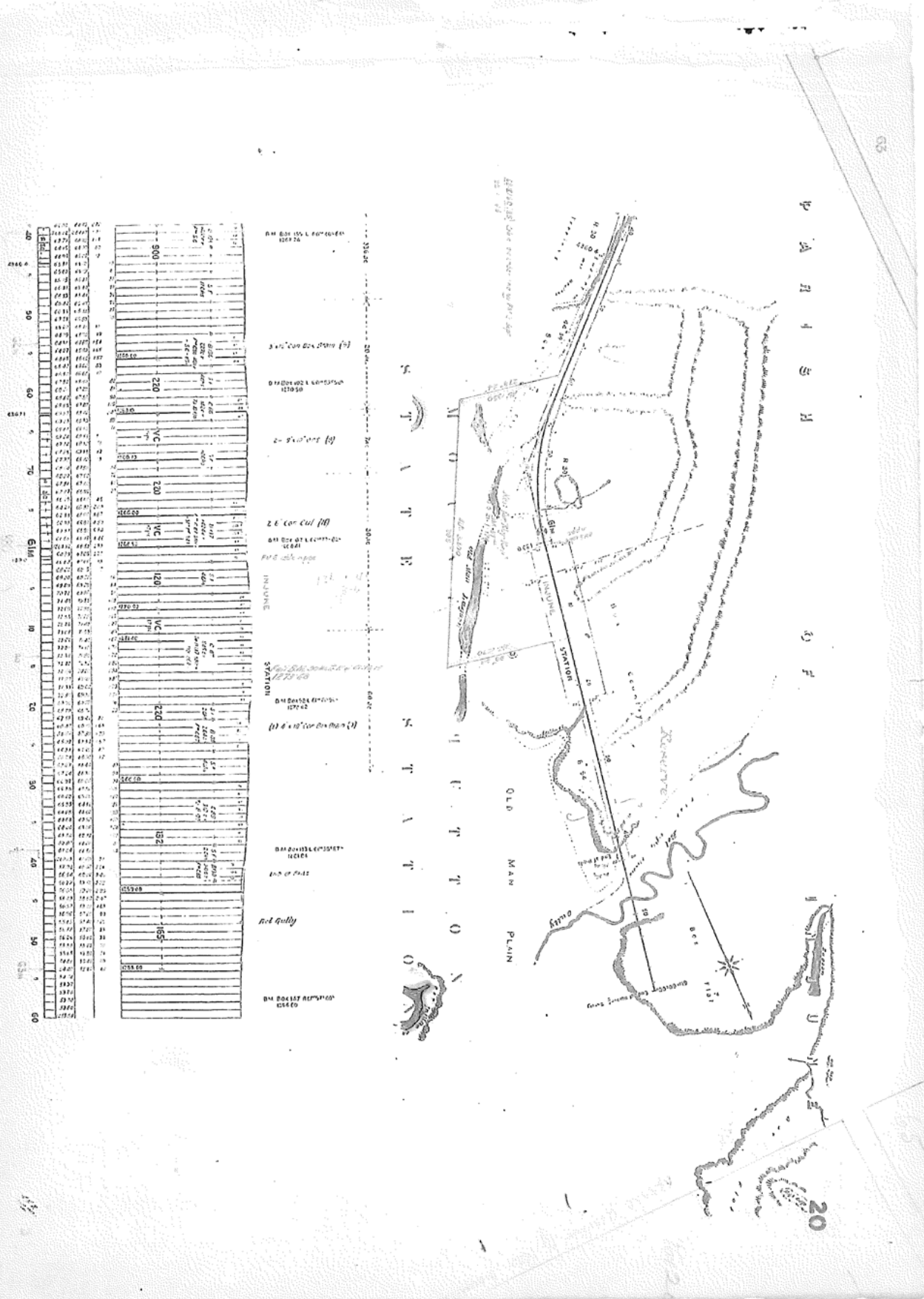












Roma Land Agent's District.

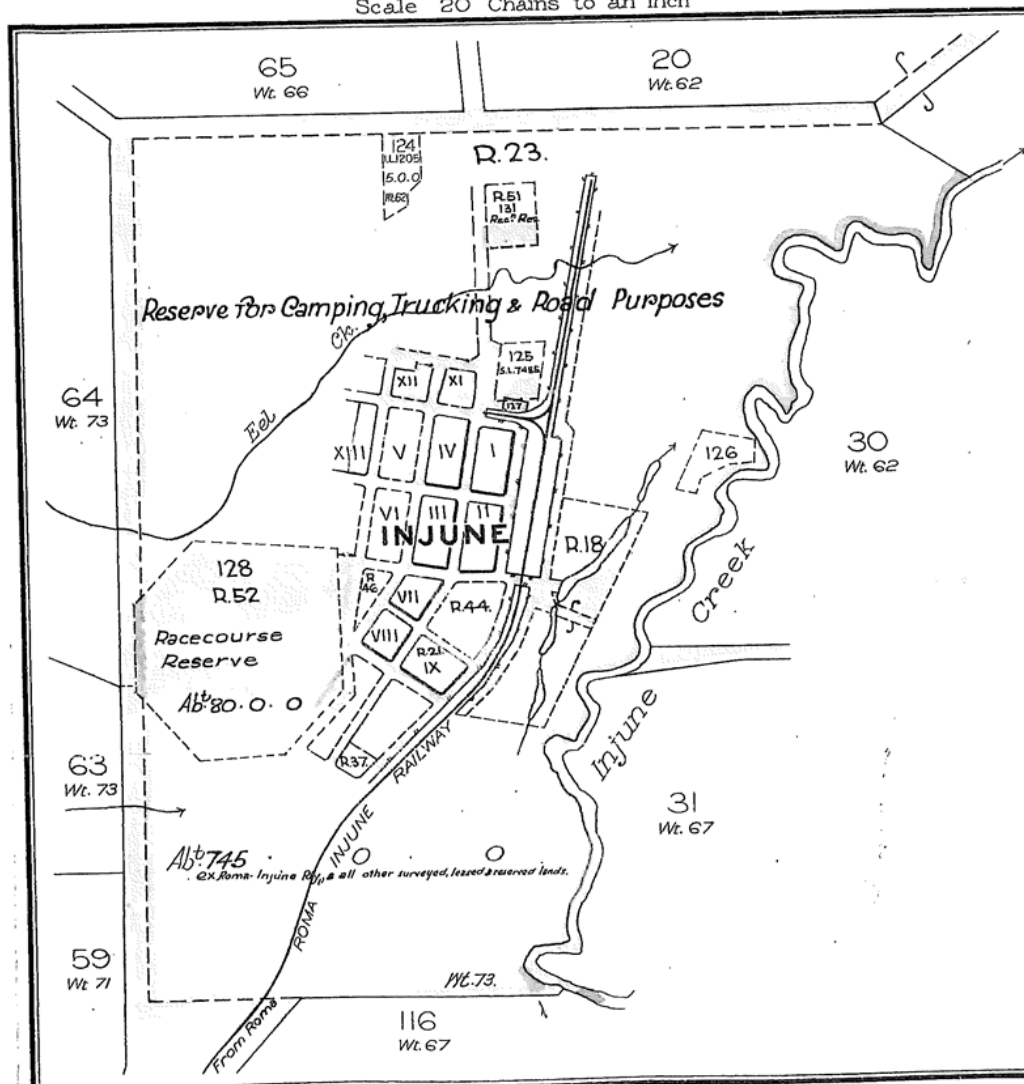
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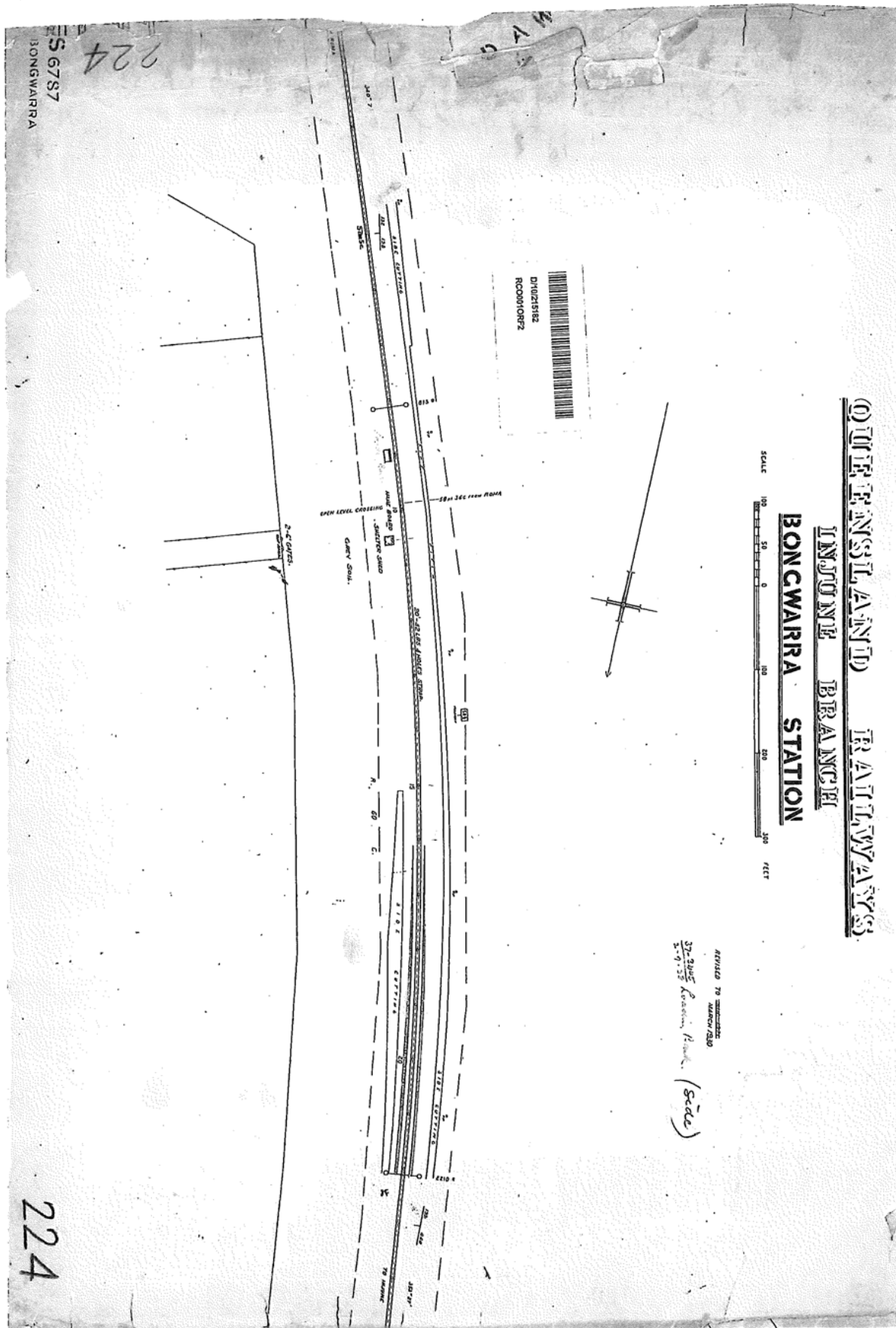
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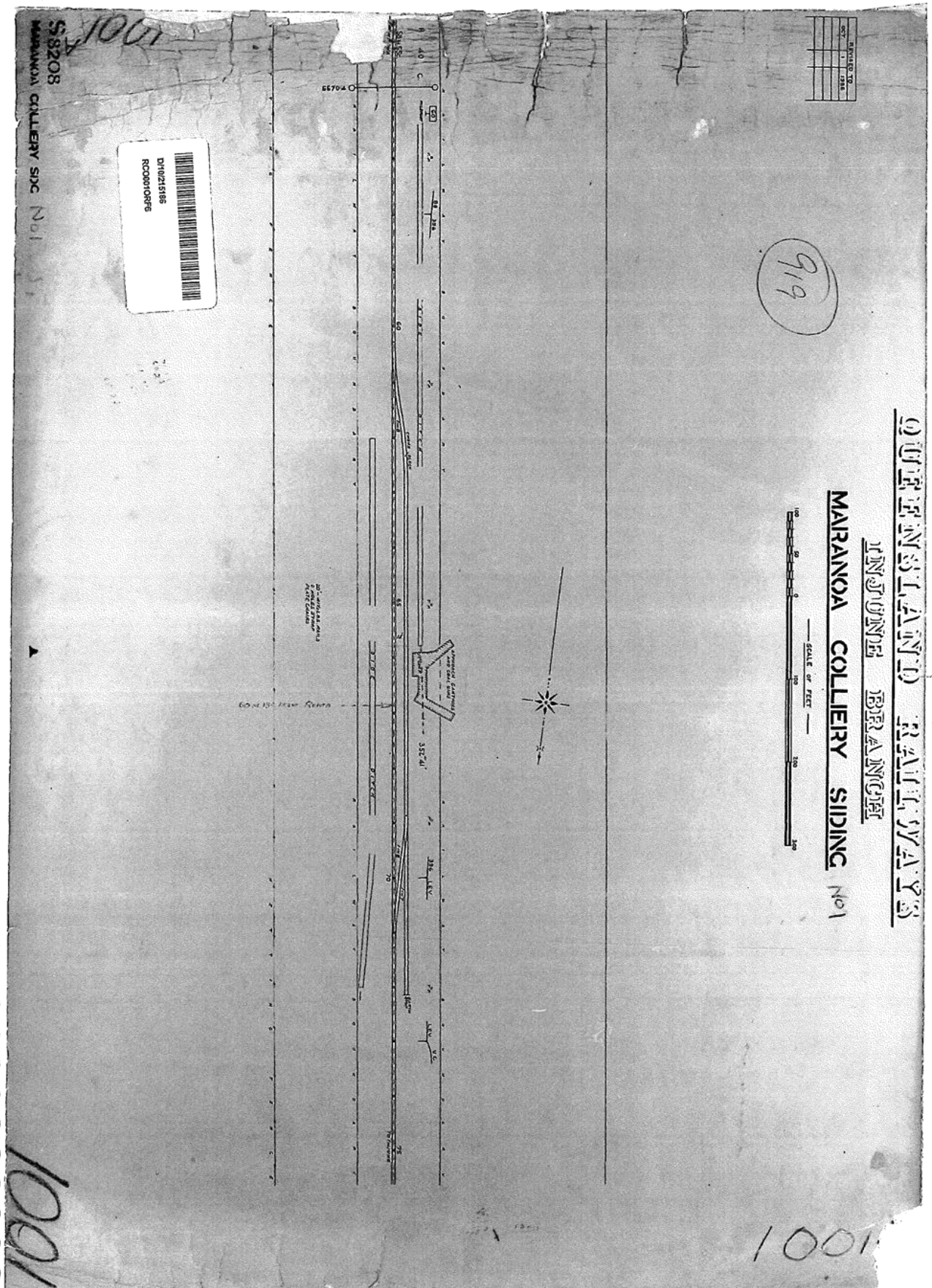
Note -All bearings are on the County Arbitrary Meridian.
Variation at Intersection of Hutton St. and Second Av. $7^{\circ}2'57''E$.
Longitude $148^{\circ}33'59''E$. Latitude $25^{\circ}50'41''S$. Approx.

Scale 20 Chains to an Inch













So what are Rail Trails

How do they benefit the local communities

Rail trails differ from other trails in several ways. Rail Trails are generally flat or gently graded because of their former use, making them wonderful trails to ride a bike, walk, jog or even take a wheel chair along them. They are safe for all ages to use as there is no other traffic around, therefore a very safe trail for all the family to use.

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Mark Linnett

Queensland Representative

Rail Trails Australia. email - mlinnett@railtrails.org.au

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 16.1

File Number: D20/108905

SUBJECT HEADING: Expressions of Interest - Bus Route from Surat to Roma

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

I would like Council to consider putting out expressions of interest for an operator to run a community bus from Surat to Roma and back once a week.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I would like for Council to contact the local school bus operators in the area and find out if they would like to express their interest on providing this service.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 16.2

File Number: D20/109231

SUBJECT HEADING: Distressed Animals and Welfare Concerns

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

I would like Council to consider contacting the Department of Agriculture and Fisheries to find out how Council can work with them with the amount of ongoing reports of animals with a history of being in distress and having welfare issues.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I would like for Council to consider writing to the Department of Agriculture and Fisheries, to find ways to work with them in relation to reports of animals with a history of being in distress and having welfare issues. This would help with ongoing welfare issues raised with Council by concerned residents.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 16.3

File Number: D20/109233

SUBJECT HEADING: Community Feedback for Surat Water Tower

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

I would like Council to consider whether the Surat community would like to see a mural on the Surat water tower.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I would like for Council to consider consulting with the community if they would like to see the Surat water tower painted as a mural and if so, ask the community what their feedback and ideas are on what they would like to see painted as the mural.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 25 November 2020

Date: 16 November 2020

Item Number: 16.4

File Number: D20/109277

SUBJECT HEADING: Purchase of Ride-On Mower (Hodgson)

Classification: Open Access

Councillor's Title: Cr Geoff McMullen

Executive Summary:

At its Budget Meeting on 2 September 2020, Council approved a budget allocation of \$5,000 for the purchase of a new ride-on mower for the Hodgson Cemetery. I would like to request a further report on what options Council can next take to progress purchase of the new mower.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

At its Budget Meeting on 2 September 2020, Council approved a budget allocation for the 2020/21 financial year of \$5,000 to purchase a new ride-on-mower for mowing the Hodgson Cemetery.

In the past a local resident has mowed and slashed the Hodgson cemetery as a volunteer for approximately 30, years and had in the previous financial year put forward a request for Council to replace his worn-out mower.

I have spoken with the Hodgson Hall Committee asking if they would accept the mower as the local community group, however, they have advised that due to the financial implications with them being an incorporated group, they would need to include the new mower on their asset register. The mower would then need to be included on their insurance.

The group have provided me feedback that the local volunteer has done a great job, and they too support Council replacing his mower.

Security of the mower can be guaranteed with the volunteer's mother and son owning properties adjacent to the cemetery.

I have also requested that a current and updated quote be provided for the new mower, which has been circulated to Councillors under separate cover.

I would like to request a further report regarding Council's options in progressing the purchase of the new-ride-on mower.

Supporting Documentation:

Nil