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**LATE ITEMS**

# **BUSINESS PAPER**

## **Ordinary Meeting**

**Wednesday 27 January 2021**

Roma Administration Centre

### **NOTICE OF MEETING**

Date: 27 January 2021

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  
**27 January, 2021 at 9.00AM.**

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

Julie Reitano  
**Chief Executive Officer**

## TABLE OF CONTENTS

Item No	Subject	
<b>L.</b>	<b>Late Items</b>	
<b>L.1</b>	<b>Roma Saleyards - Documenting and Analysing Operations .....</b>	<b>3</b>
	Prepared by: Manager - Saleyards	
	Attachment : Documenting and Analysing Casual Employee	
	Positions - Analyse all Aspects of Delivery.....	21
<b>L.2</b>	<b>Update Statutory Fees and Charges to reflect cost recovery of service delivery.....</b>	<b>23</b>
	Prepared by: Environment, Health & Waste Officer	
<b>L.3</b>	<b>Grazing Land - Surat .....</b>	<b>28</b>
	Prepared by: Administration Officer - Land Administration	
<b>L.4</b>	<b>Federal Government's Stronger Communities Programme Round 6</b>	<b>34</b>
	Prepared by: Program Funding & Budget Coordinator	
<b>L.5</b>	<b>Memorandum of Understanding - Red Cross Society and Maranoa Regional Council .....</b>	<b>39</b>
	Prepared by: Associate to the Director / Directorate Budget & Emergency Management Coordination	
	Attachment : Draft - 2020 MOU between Red Cross and MRC .....	43
<b>L.6</b>	<b>Proposed dwelling and shed at 111 Burtons Rd, Orange Hill (Ref: 2020/20208) .....</b>	<b>60</b>
	Prepared by: Lead Town Planner	
	Attachment 1: Planning Assessment.....	72
	Attachment 2: Development Plans .....	94
<b>L.7</b>	<b>Request for Participation - National Day of Action against Bullying and Violence 2021 .....</b>	<b>97</b>
	Prepared by: Deputy Director / Strategic Road Management Assets Officer - Transport Network	
	Attachment 1: Email from Mathias Broqua Project Officer, Bullying No Way - Request to light up Orange for National Day of Action against Bullying and Violence - 19 March 2021 .....	102
	Attachment 2: National Day of Action against Bullying and Violence - Benefits for schools Flyer - 19 March 2021 .....	103
<b>LC.</b>	<b>Late Confidential Items</b>	
<b>LC.1</b>	<b>Renewal of Leases - Term Lease 0/240231 over Lots 11 &amp; 30 on WV412; Term Lease 0/240233 over Lot 7 on SP127849</b>	
	<b>Classification:</b> 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.	

**LC.2 Transport & Main Roads Invitation to Offer - Arcadia Valley Road Intersection Upgrade**

**Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(c) (g) the local government's budget; AND 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.

**LC.3 Offer to purchase land and buildings at 29A Bowen Street and 45 - 47 Hawthorne Steet**

**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.

**LC.4 Collation of Feedback from Employees and their Representatives on the Detailed Draft Organisational Structure**

**Classification:** Closed Access

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

**LC.5 Construction of Waste Transfer Building at Roma Waste Facility - Funding and Tender Award**

**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.

## **OFFICER REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 16 October 2020

**Item Number:** L.1

**File Number:** D20/98664

**SUBJECT HEADING:** Roma Saleyards - Documenting and Analysing Operations

**Classification:** Open Access

**Officer's Title:** Manager - Saleyards

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### **Executive Summary:**

At the Council meeting on 14 October 2020, Council resolved to seek advice as to how to best document and analyse saleyard operations.

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

That Council note:

1. The resources required to fully capture and analyse the suggested points as follows:
  - Supply and installation of four (4) additional CCTV Cameras for the transporter delivery yards. Total cost for supply and installation estimated at \$6,000 excluding GST.
  - Fourteen (14) hand held Ultra High Frequency (UHF) two way radios estimated at \$1,357.
  - Cost of additional staff for the one-month trial:
  - Cost of eleven (11) casual employees working at each sale, from the commencement of the sale to when the last weighed cattle are moved to their allocated buyer yard, to record and monitor MRC contractor times estimated at \$11,901 (excluding penalty rates);
  - Cost of one (1) full time employee for an estimated period of two months \$13,861(excluding penalty rates) to:
    - a) Review all the footage from the 5 cameras at the loading ramps for the trial month and record the arrival time of each truck; and forward to when the truck departs and record the departure time, note if unloading or loading cattle and cross check with consignment details to confirm numbers. (estimated at approximately 1,000 per month)

- b) Review the additional four (4) cameras at the transporters' delivery yards for the trial month, recording when each consignment of cattle is delivered to the transporters delivery yards by MRC contactors, then calculate and record the times for cattle to be brought for loading onto trucks by using this CCTV footage and the information in the MRC contractor logs.  
(estimated at between 400-500 for each month of approximately 5,000 to 6,000 head of cattle)
  - c) Export the times that each individual lot was weighed from the livestock program (can be an excess of 700 lots each sale) and collate with the verified MRC contractor delivery of cattle from the selling pens, through to the scales and then to the delivery yard, to calculate times.
  - a permanent arrangement after the trial would require the additional eleven (11) staff at each sale and one (1) extra full-time administrative position.
2. The minimum total cost for the trial data collection and analysis to be estimated at **\$33,119** (excluding penalty rates if overtime required) which would need to be funded through Saleyards Reserves.
3. The documenting and analysing of operations, as proposed, would benefit from incorporating important aspects of the operations that would be:
- a) critical to effectively analysing the operations and collecting meaningful data.
  - b) incur additional costs to collect and collate.

The documenting of the duration of trucks at a ramp as proposed by Council; will be **a high-level assessment of time alone**. This will not take into account the complexity of the operations and the multiple stakeholders involved in loading or unloading. Therefore, the data will not be an indicator of stakeholder performance / individual responsibility as the assessment will not evaluate each separate part of the process.

Furthermore, the data collection proposed in its current form does not take into account the inherent differences in the process of loading and unloading cattle, or measure any impacts on or efficiencies in, each process. Therefore this data is not comparable.

4. In the absence of this relevant information (i.e. not captured as recommended in the report), no individual party to the process can be held accountable for their role and responsibilities in accordance with any local law, permit condition or contract condition.
5. That to proceed with the documenting and analysing exercise it will require extensive labour and financial resources to complete.

Furthermore that Council:

6. Not proceed with the proposal as proposed;
7. Continue with the current practice of investigating any concerns raised, on a case by case basis; and
8. Set aside any funds available towards upgrading the yards.

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**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).

**Individual Agents**

Roma Livestock Agents Association

Roma Livestock Agents Association Contractor – Receival of Cattle

Maranoa Regional Council Contractor – Movement and Control of Stock Services

Vendors

Buyers

Transporters

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
MRC	Maranoa Regional Council
RLAA	Roma Livestock Agents Association
EID	Electronic Identification Device
CCTV	Closed Circuit Television

**Context:**

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

At the Council meeting on 14 October 2020, Council resolved to seek advice as to how to best capture and analyse the following suggested points (for a one month trial):

- Document waiting times on the ramps (from when a truck arrives at the ramp until the truck leaves).
- Record times for cattle to be brought for loading onto trucks, using CCTV Footage.
- Source the total head of cattle for each consignment.

- Analyse all aspects of delivery from the selling pen, through to the scales and then to the delivery yard.

This report provides advice on the complexity of capturing and analysing the suggested points to ensure the result is meaningful and complete.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

### **Resolution No. OM/10.2020/16**

#### **That Council:**

**1. Seek advice from relevant staff as how to best to capture and analyse the following suggested points (for a one month trial):**

- Document waiting times on the ramps (from when a truck arrives at the ramp until the truck leaves).
- Record times for cattle to be brought for loading onto trucks, using CCTV Footage.
- Source the total head of cattle for each consignment.
- Analyse all aspects of delivery from the selling pen, through to the scales and then to the delivery yard.

**2. Be provided a report at a future meeting.**

**3. Work with the Roma Livestock Agents Association in respect to the receipt of cattle.**

### **Background to Roma Saleyards operations**

Maranoa Regional Council owns and operates the Roma Saleyards - an accredited centre for store, prime, stud and special sales, and private weighing, scanning and spelling services.

The centre operates as a 24/7 facility which is accredited with both the NSQA (National Saleyards Quality Assurance) and EUCAS (European Union Cattle Accreditation Scheme).

The operations of the Saleyards involve a number of stakeholders working together, with each having separate legal roles and responsibilities.

The agents operate under a Permit from Council, which is approved in accordance with Maranoa Regional Council Subordinate Local Law No. 1.17 (Sale or Consignment of Stock at a Saleyard) 2011.

The permit places conditions on the agents about the operation and management of the sale or consignment of stock at the saleyards. The Roma Livestock Agents Association engage their own contractor for the receipt of sale cattle services.

Maranoa Regional Council is responsible for the Movement and Control of Stock services (for sale cattle – post sale) and NLIS Scanning services. Both these services are provided by a contractor under a service agreement.

Trucks may arrive at any time of the day or night to unload or load cattle as follows:

Table 1. Service provided – who is responsible

	<b>Service provided</b>	<b>Responsibility</b>
Sale cattle arriving	Receipt of cattle from the transporter. Move the cattle through the yards to an allocated pen.	RLAA Contractor or Agent
Sale cattle departing	Move the cattle from the buyers yard and deliver to the transporters delivery yard.	MRC Contractor
Stud cattle arriving	Receipt of cattle from the transporter. Move the cattle through the yards to an allocated pen.	Agent
Stud cattle departing	Move the cattle from the buyers yard and deliver to the transporters delivery yard.	Agent (option to request MRC Contractor)
Private weigh and/or scanning cattle arriving or departing	Move and deliver cattle to the transporters delivery yard.	MRC Contractor or Agent where acting on behalf of their client
Spell cattle arriving or departing	Move and deliver cattle to the transporters delivery yard.	MRC Contractor or Agent where acting on behalf of their client

There are five (5) loading ramps for the loading/unloading of cattle:

- Ramp 1 (incorporating a dump ramp facility)



- Ramp 2
- Ramp 3
- Body Truck Ramp 1
- Body Truck Ramp 2

Each loading ramp has a CCTV camera installed to specifically monitor who unlocks each ramp and confirm the consignment number in the event of an enquiry.

These CCTV cameras are positioned to focus on a particular point and are activated by motion. They are positioned to face towards the truck; to capture cattle moving through the ramp and on/off the truck.

While truck and cattle movements activate the cameras, not all people movements trigger the cameras; particularly where people are not close.

#### **ADVICE ON HOW THIS CAN BE CAPTURED AND ANALYSED (FOR A ONE MONTH TRIAL)**

#### **LOADING CATTLE – Ramps 1, 2, & 3, Body Truck Ramps x 2**

The current CCTV cameras record the following:

- Arrival of truck/transporter at the ramp.
- Arrival and departure time of MRC contractor (if called out after hours)
- Time cattle start to move through the ramp and onto the truck.
- Time loading cattle onto truck is completed.
- Truck/transporter departure time from the ramp.

The current CCTV cameras do not capture:

- Any audio
- Interaction between transporter and MRC contractor/Agent about the specific time that the buyers consignment/s are requested to be delivered to the transporters' yards by the transport operator (by phone prior to arrival, after arrival, or after arrival and setup of the truck)
- Any delay in times that may occur due to transport operator not knowing the exact buyer consignment name to be collected (transporter may have been told to collect JBS cattle but not which accounts i.e 1, 2, 5, 9, 105 etc) or knows the buyers name but not the agent account they purchase under

- When the transporter sets up the truck to load cattle (and how long this takes), any time liaising with their site coordinator or other transporters (this may be relevant information, depending on what is to be analysed)
- MRC contractor/Agent and cattle movements throughout the yards
- RLAA contractor cattle movements throughout the yards
- Council employees conducting repairs in main unloading/loading areas, or main laneways resulting in consignments having to take alternative routes to the buyer delivery yard (impacting on direct route from holding yards to ramps)
- Feed suppliers blocking laneways whilst feeding vendor/buyer consignments in cableyards (only one (1) cable yard laneway so MRC contractor has to wait)
- Time the MRC contractor/Agent delivers the last head of cattle to the transporters' delivery yard.

As an example of what can be analysed, Manager Saleyards was recently requested to investigate a matter after concerns were raised by a buyer about waiting times for a particular consignment of cattle. This one matter took over four (4) hours to document using the current CCTV footage from three (3) cameras.

In this example the CCTV footage indicated that at no time did that truck pull up at any ramp, nor did the transporter enter the loadout office. In addition, the CCTV footage did not provide any evidence of when the transporter requested the consignment they were here to collect.

### **UNLOADING CATTLE – Ramps 1, 2 and Body Truck Dump Ramp**

The current CCTV cameras capture the following:

- Arrival of truck/transporter at the ramp.
- Interaction between transporter and RLAA contractor or Agent
- Time cattle start to move off the truck and through the ramp.
- Time unloading of cattle is completed.
- Truck/transporter departure time from the ramp.

The current CCTV cameras do not capture:

- Any audio
- Anything that the transporter does on or around the truck - particularly at night or if the transporter is quite a distance from the camera.
- RLAA contractor/agent and/or cattle movements throughout the yards

- Council employees conducting repairs in main unloading/loading areas, or main laneways resulting in consignments having to take alternative routes to the buyer delivery yard (impacting on direct route from ramps to buyer holding yards)
- Feed suppliers blocking laneways to feed vendor/buyer consignments in cableyards (only one (1) cable yard laneway so RLAA contractor has to wait)
- Time taken for the RLAA contractor or Agent to move unloaded cattle through the yards to an allocated pen.

**Document waiting times on the ramps (from when a truck arrives at the ramp until the truck leaves)**

Documenting *from when a truck arrives at the ramp until the truck leaves* will verify the **duration of time** that a transporter's truck is at a ramp. The current CCTV cameras can provide this information.

Resources required:

**A person will need to go through all the footage from the 5 cameras for the month to:**

1. Record the arrival time of each truck; and
2. Forward to when the truck departs and record the departure time.
3. Note if unloading or loading cattle
4. Cross check with the total head for each consignment (refer below)

As an indication of the estimated number of truck arrivals to review, for the month of July 2020, there were 1,046 consignments of sale cattle, noting that some trucks may carry more than one consignment of cattle, and some consignments of cattle will be across multiple trucks. There will also be additional truck arrivals to monitor for consignments of private weigh, scanning and spell cattle.

This information will provide Council with high level information about **duration of time** that a transporter's truck is at a ramp.

However, each day there are a multitude of operational factors that can impact timeframes such as;

- Number of cattle in consignment
- Weather conditions
- Where a transporter doesn't know the consignment the waiting time will need to commence from when the transporter confirms correct consignment.

- Where a consignment changes for a transporter (after arriving at the ramp or bringing the cattle to the transporters delivery yard), the waiting will need time to commence from when the correct consignment is confirmed.
- Where a consignment has not had a waybill issued due to a buyer not confirming purchases with RLAA, the wait time cannot commence until confirmed by RLAA.
- Where a consignment has not had a waybill issued due to a buyer credit check pending approval by RLAA, the wait time cannot commence until confirmed by RLAA.
- If there has been a scanning error, the time taken to rectify recorded.
- Where there are changes post weighing i.e. buyer changes, clerking sheet errors, any waiting times to correct will need to be accounted for.
- Extra animal/s in a consignment when delivered to transporter delivery yard for load out
  1. Scan the entire buyer consignment to determine if there is another buyers' cattle is in the consignment or if in fact there is an extra one.
  2. If unknown, check EID number to identify who registered to.
    - a. If it is a vendor that the buyer has bought off, the agent is contacted to advise which pen the animal may have been in. Once confirmed the sale is amended, adding that animal to the pen and reissue the waybill with the correct quantity.
    - b. If it is another buyer's cattle, draft it out.

If Council is going to proceed with *documenting waiting times on the ramps*, it should also document and analyse the operational factors as listed above. This will ensure that the documented wait times include relevant information to properly inform Councils future decision making.

As an example, where there are two (2) consignments of equal quantity of cattle, but one (1) truck is recorded at the ramp for an extended period of time compared to the other truck, there will be no way of providing any explanation or context without the additional information. There are multiple stakeholders currently involved in the loading and unloading process. No one party can be held accountable for the timeframe that a truck is on a ramp in the absence of the additional information.

Documenting waiting times on the ramps will be meaningless without the other operational information to provide context.

#### Additional resource Implications

This will require employees to cover a 24 hour period over seven (7) days when a truck is onsite to load or unload.

Alternatively Council can request that both receival and delivery contractors document the additional information for the trial period of a month.

**Record times for cattle to be brought for loading onto trucks, using CCTV Footage**

This particular service is provided by the Maranoa Regional Council contractor for the Movement and Control of Stock services. The services are provided in accordance with a service agreement.

To record the times, a commencement and completion time will need to be documented.

Council advised that the **commencement time** for the purpose of recording times for cattle to be brought for loading onto trucks starts when the truck is in position on the ramp.

The **completion time** is considered to be when the last head of cattle is put into the transporters' delivery yard.

The current CCTV cameras **do not** capture this information.

When cattle are brought for loading onto trucks, the MRC contractor puts them into the transporters' delivery yard. The transporter then moves them from the delivery yard to the ramps and onto the truck.

The current CCTV cameras only capture the cattle on the ramps and moving onto the truck – not when the MRC contractor has completed bringing the cattle into the transporters' delivery yard.

Additional resources required:

- An additional four (4) CCTV cameras would need to be purchased estimated at \$6,000 and installed to assist in monitoring of the time cattle are delivered to transporters delivery yards; and
- A minimum of one (1) additional full time employee would be required to review all eight (8) CCTV footage (four (4) ramp cameras and four (4) buyer delivery yard cameras) and the activities log (for the consignment quantity) to collate the times for Council.

**Source the total head of cattle for each consignment.**

Roma Saleyards has National Vendor Declarations (NVD) or system generated waybills for sale cattle leaving the yards, spelling, private weigh and scanning coming in and out of the yards.

For cattle arriving at the yards, there are two options for sourcing the total number of head for each consignment:

1. Count the number of cattle coming off the truck for each consignment when viewing each of the CCTV footage, which is time consuming given the footage is reviewed in real time; or
2. Request that all Agents contribute by providing the time of arrival and number of cattle for each consignment of cattle coming into the yards (e.g. receival dockets)

One (1) person will need to then match the consignment details (for both incoming and outgoing cattle) to the truck on the ramp in the CCTV footage to confirm the times.

**Analyse all aspects of delivery from the selling pens, through to the scales and then to the delivery yard.**

The Livestock program used at the Roma Saleyards monitors the movement of cattle through the weighing process by providing an exact weighing time for each individual lot (through a separate report for each lot). The weighing of cattle on the scales is undertaken by Maranoa Regional Council employees.

The analysis proposed by this resolution is of the services provided by the MRC contractor for the Movement and Control of Stock at the Roma Saleyards – specifically the movement and control of cattle on sale days.

To analyse all aspects of delivery from the selling pens, through to the scales and then to the delivery yard, the following additional employee resources would be required:

- One (1) employee to document the time cattle exit the selling pen they were sold in.
- One (1) employee to document the time cattle arrive at the weighbridge area (communication through UHF radio to employee documenting the time cattle exit the selling pen they were sold in)
- One (1) employee positioned in the large weighbridge to document the time that the first lot of clerking sheets are received by RLAA employees, and all stoppages, documenting the reason why weighing ceased.
- One (1) employee positioned in the small weighbridge to document the time that the first lot of clerking sheets are received by RLAA employees, and all stoppages, documenting the reason why weighing ceased.
- A minimum of five (5) employees to document the time that it takes for consignments to move from the weighbridge area and reach the buyers allocated holding yard. Initially three (3) employees would be sufficient to document the steers as they are put in the yards near the ramps on the western side of the yards. Towards the end of weighing steers, another two (2) employees will be needed on the eastern side of the yards to document the times for heifers. Multiple buyer consignments can leave the weighbridge at any one time.
- A minimum of two (2) extra casual employees to provide mandatory rest breaks to other casual employees.

- One (1) full time employee for the period of the trial to export the times that each individual lot was weighed from the livestock program (can be an excess of 700 lots each sale), and to collate all of the information for Council.

Other aspects that need to be included in the analysis of the delivery process:

- Issues with data on clerking sheets
- Second round cattle movements – closure of gates impacting on the movement of cattle to the pre-scales holding area
- Urgent Maintenance matters
- Scanning errors
- Drafting errors
- Equipment malfunction/breakdown
- Timeliness of clerking sheets (generally the first clerking sheet so that weighing can commence).
- Distance from selling pen to weighbridge area, through to buyer holding yard, and transporter delivery yard (entire process can be across multiple days)
- Buyer holding yard/pen reallocation (Council directive to maintain animal welfare standards, requested by hay feeders, or DAF directive)
- Maintaining standards of animal welfare

***Work with Roma Livestock Agents Association in respect to the receipt of cattle.***

Manager Saleyards can request receipt dockets from the individual agents to identify the vendor's consignment that is unloading for quantities when documenting receipt times.

**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 and Subordinate Local Law No. 1.17 (Sale or Consignment of Stock at a Saleyard) 2011 which provides for the orderly and proper conduct of business activities at the Roma Saleyards.

**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)

Annual Operational Plan

**Input into the Report & Recommendation:**

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

Manager Saleyards  
Council's Human Resources Team

**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?**

Cost of supply and installation of four (4) additional CCTV Cameras for the transporter delivery yards. Total cost for supply and installation estimated at \$6,000 excluding GST.

Cost of an additional staff for the one-month trial:

Eleven (11) casual employees working at each sale, from the commencement of the sale to when the last weighed cattle are moved to their allocated buyer yard, to record and monitor MRC contractor times;

The cost for the eleven (11) casual employees working a standard day of 7.25 hours has been estimated at \$2,975 per day (including casual loading and on cost), times four (4) sales equals an estimated **\$11,901** for the one (1) month trial.

In addition, penalty rates apply if employees are required to work over the standard 7.25 hours. (given Roma Saleyards throughput of cattle the possibility over penalty rates is almost certain, but how much overtime is impossible to predict)

It should be noted that having eleven (11) casual employees allows for two (2) of these employees to provide mandatory rest breaks to the other nine (9) casual employees. Further casual employees may be required to assist with the breaks.

One (1) full time employee for an estimated period of two (2) months to:

1. Review all the footage from the 5 cameras at the loading ramp for the trial month and record the arrival time of each truck; and forward to when the truck departs and record the departure time, note if unloading or loading cattle and cross check with consignment details to confirm numbers. (estimated at approximately 1,000 per month)
2. Review the additional four (4) cameras at the transporters' delivery yards for the trial month, recording when each consignment of cattle is delivered to the transporters delivery yards by MRC contractors, then calculate and record the times for cattle to be brought for loading onto trucks by using this CCTV footage and the information in the MRC contractor logs. (estimated at between 400-500 for each sale of approximately 5,000 to 6,000 head of cattle)
3. Export the times that each individual lot was weighed from the livestock program (can be an excess of 700 lots each sale) and collate with the verified MRC contractor delivery of cattle from the selling pens, through to the scales and then to the delivery yard, to calculate times.

The cost for the one (1) full time employee working a standard day of 7.25 hours has been estimated at \$346.52 (including on costs) per day, times eight (8) weeks equals an estimated **\$13,861**.

After the first week of the trial, there will be a clearer indication of the actual time it will take to analyse points 1 -3 above.

If this becomes a permanent arrangement, the additional eleven (11) staff will be required for each sale and a minimum of one (1) full-time administrative position will be required.

Fourteen (14) hand held Ultra High Frequency (UHF) two way radios estimated at **\$1,357** (depending on brand and quality). The reason for fourteen (14) two ways is that the battery on one (1) two way will not last the full day so a second two way is required.

#### **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)

Council's resolution was for a one-month trial. However, if this changes to a permanent arrangement, future years' budgets will be impacted by the cost of additional staff - Eleven (11) casual employees working at each sale to record and monitor MRC contractor times and the one (1) full time administration employee (as outlined above).

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

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

(Interested Parties Analysis - IS9001:2015)

Roma Livestock Agents Association Contractor – Receival of Sale Cattle  
 Maranoa Regional Council Contractor – Movement & Control of Stock Services  
 Transporters  
 Agents  
 Vendors  
 Buyers

**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
Duration of time on the ramp mistaken as a measure of an individual stakeholder performance	Stakeholders involved with loading and unloading of cattle each have separate legal roles and responsibilities.
Not collecting all of the relevant data to properly evaluate performance in accordance with conditions or performance criteria	The documenting of the duration of trucks at a ramp will be a <b>high-level assessment of time alone</b> . This will not take into account the complexity of the operations and the multiple stakeholders involved in loading or unloading. Therefore, the data will not be an indicator of stakeholder performance / individual responsibility as the assessment will not evaluate each separate part of the process.
Cost vs benefit	The data collection proposed (in its current form) does not take into account the inherent differences in the process of loading and unloading cattle. Nor does it measure any impacts on or efficiencies in loading in or loading out.
	If all the relevant and complete information is not captured, no individual party to the process can be held accountable for their role and responsibilities in accordance with any local law, permit condition or contract condition.
	Documenting and analysing data that is not complete or cannot be used to effectively and fairly evaluate performance, will result in a waste of Council's limited resources.
	Mitigation – clarity from Council as to what is to be

	measured and why (what are the issues). Officers can consider this and make recommendations on what data should be collected and analysed, to properly evaluate in accordance with any conditions or performance criteria. This will also assist in shaping a cost effective solution.
--	--

**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)

Documenting the time from when a truck arrives at the ramp until the truck leaves will require a person to review the CCTV footage from 5 cameras to record the times, note whether loading in or out, then cross check with consignment information to piece together the data. Based on previous consignment numbers, this would more than likely be well over 1,000 trucks per month. This is a labour intensive exercise.

If this is the only information to be collected, the result will be a high-level overview of:

1. the number of trucks unloading and loading,
2. the number cattle involved; and
3. the duration of time each truck is at the ramp.

This data will not provide a measure of any specific part of the process or individual responsibility/performance.

In terms of *recording times for cattle to be brought for loading onto trucks and analysing all aspects of delivery from the selling pens, through to the scales and then to the delivery yard*, the report above outlines the significant human resources required to record this information.

This too is a labour intensive exercise that will require additional staff to track, monitor and record the times. In particular, finding the eleven (11) casual staff required with the relevant experience to safely be in the yards to record this information for four sale days (for a one-month trial) will be a challenge.

If Council is intending to review the specific performance of a select area of the saleyards operations, it is recommended that this be identified. This will enable consideration of the relevant permit or contract conditions to ensure that the data to be collected will be relevant to measuring and monitoring performance, in accordance with any conditions/performance criteria.

A separate report could be prepared and brought to a future meeting.

**Recommendation:**

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

That Council consider the information outlined in this report.

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

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

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

No

***If so, for what reason?***

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

**Supporting Documentation:**

1 [↓](#) Documenting and Analysing Casual Employee Positions D21/4229  
- Analyse all Aspects of Delivery

**Report authorised by:**

Chief Executive Officer



Crosses above indicate where the casual employees will be positioned to document times as follows:

1. One (1) casual employee positioned in the selling pen area to document time cattle exit the selling pen
2. One (1) casual employee positioned at the weighbridge area to document the time cattle arrive at the weighbridge area
3. One (1) casual employee positioned in the large weighbridge to document arrival of first clerking sheets and all stoppages and the reason
4. One (1) casual employee positioned in the small weighbridge to document arrival of first clerking sheets and all stoppages and the reason
5. One (1) casual employee positioned at post weighbridge area to document the time buyer consignment leaves weighbridge area
6. One (1) casual employee positioned in the buyer holding yards area to document arrival times of buyer consignment to buyer delivery yard in their area
7. One (1) casual employee positioned in the buyer holding yards area to document arrival times of buyer consignment to buyer delivery yard in their area
8. One (1) casual employee positioned in the buyer holding yards area to document arrival times of buyer consignment to buyer delivery yard in their area
9. One (1) casual employee positioned in the buyer holding yards area to document arrival times of buyer consignment to buyer delivery yard in their area

**It should be noted that allowance has been given for two (2) employees on each side of the weighbridges, given the areas are too large for one (1) employee to cover**



## **OFFICER REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 14 December 2020

**Item Number:** L.2

**File Number:** D20/119653

**SUBJECT HEADING:** Update Statutory Fees and Charges to reflect cost recovery of service delivery

**Classification:** Open Access

**Officer's Title:** Environment, Health & Waste Officer

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### **Executive Summary:**

The Environmental Health, Waste and Rural Lands department have conducted a review of Council's Statutory Fees and Charges, in order to provide an improved service to customers. Officers have identified two additions or amendments required within the current schedule of fees and charges.

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

That council:

1. Include an additional fee within its Statutory Schedule of fees and charges for multiple dead animals based on weight:

Multiple Carcass (Large animal) \$0.187 cents per kilogram (Council fee only)

Multiple Carcass (Medium animal) \$0.50 cents per kilogram (Council fee only)

*The above fees do not include Queensland's Waste Levy that is applicable.*

2. Include an additional fee within the Statutory Schedule of fees and charges for a Rural Lands record search of \$192.30 (including GST)

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### **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).

1. Community in general in an event of a vehicle roll over or other multiple animal deaths.
2. Purchasers of rural land whom wish to conduct a search of council records in regard to undischarged notices issued against the specific land.

### **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
Undischarged notice	A notice that has not been actioned to council's satisfaction or contains directions to undertake a particular activity that have not been completed by the registered landholder

**Context:**

*Why is the matter coming before Council?*

**Dead animal disposal fee:**

The public has on occasions brought multiple dead animals such as cattle from vehicle roll overs to the waste facility. At present the fees and charges allow for individual animal charges only, not charging by weight. In the event of multiple animals, the fee incurred in charging by weight would be significantly reduced, providing a saving to waste facility users, while accurately reflecting the cost of providing the service and the waste levy fee.

**Rural lands records search fee:**

Some purchasers of rural land seek information on any undischarged notices that council may have issued relating to the land in which they intend to purchase, such as fencing of the land, control of pest plants and animals or other biosecurity matters. Council currently has no specific fee for this service, however a fee is charged on a cost recovery basis.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

**Dead animal disposal fee:**

Current fee is \$74.95 plus Waste Levy of \$48.40 = \$123.35 per beast (including GST). This is regardless of weight of the animal.

Propose to charge Council fee: \$187 + Waste Levy \$121 = \$308 per ton (Including GST), or \$.31 cents per kg.

For example, a recent roll over resulted in 23 animals being brought to Roma Waste Facility at a cost of \$2826.70. However, if the client was charged by weight, the fee would have been \$1782.00.

**Current Statutory Fees and Charges**

Type of Animal carcass	Council Fee	Waste Levy Fee	Total Fee
Dog/Cat (small)	\$21.40	\$2.42	\$23.82
Horse/Cattle/Donkey (Large)	\$74.95	\$48.40	\$123.35
Pig/Sheep/Goat (medium)	\$21.42	\$12.10	\$33.52

**Proposed Statutory Fees and Charges**

Type of Animal Carcass	Council Fee	Waste Levy Fee	Total Fee
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**Maranoa Regional Council**

**Ordinary Meeting - 27 January 2021**

<b>(multiple only)</b>			
Dead Animal (Large)	\$0.187 c/kg	\$0.12 c/kg	\$0.31 c/kg
Dead Animal (medium)	\$0.50 c/kg	\$0.12 c/kg	\$0.62 c/kg

The above rates are for delivery of multiple carcasses only – they are not to be charged for individual carcasses delivered to the Roma Waste Facility.

**Rural lands records search fee:**

Currently, there is no specific fee for this search. The proposed fee is calculated in consideration of councils existing search fees, for activities such as Building Record Search that take a similar amount of time to complete.

The proposed fee is the same as the Building record search fee, which helps ensure the fees charged to purchasers of land are consistent across all departments within council.

**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 Councilors)

***Dead animal disposal fee:***

Council collects a waste levy of \$121 per ton (Including GST) on dead animal waste, identified under legislation as (Category 2 Regulated Waste) *Waste Reduction and recycling Act 2011*.

***Rural lands records search fee:***

The fee relates to a search of councils records for undischarged notices issued under the following legislation:

- *Land Protection (Pest and Stock Route Management) Act 2002*
- *Stock Route Management Act 2002*
- *Biosecurity Act 2014*
- *Maranoa Regional Council Local Laws*

**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)

In accordance with the *Local Government Act 2009 Section 97*

**97 Cost-recovery fees**

- (1) A local government may, under a local law or a resolution, fix a cost-recovery fee.

**Input into the Report & Recommendation:**

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

Bob Campbell – Environmental Health Officer

Kent Morris – Rural Lands Services and Funding Officer/Team Coordinator  
Kay Crosby – Manager, Environment, Health, Waste and Rural Land Services

### Funding Bodies:

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

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?*

Adoption of these fees will allow for the timely recovery of actual costs incurred whilst offering improved services to our clients and the community.

### Future Years' Budgets:

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

Impact on future years budgets will be dependent on the uptake of these services by the community. As these fees are "cost recovery" fees, they should have no nett cost to council.

### Impact on Other Individuals or Interested Parties:

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

- Customers who present multiple dead animals to the waste facility will benefit from a reduced fee for disposal, and an improved waste levy fee due to the animals being weighed.
- Purchasers of rural land will benefit from having a set fee for the conduit of a search of rural lands records that is consistent with other fees charged by council

### Risks:

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

Risk	Description of likelihood & consequences
Council does not adopt the proposed multiple Dead animal disposal fee.	Waste facility users may incur additional costs.
Cost Recovery to provide service	Council currently recovering costs to undertake this service to its clients. Increase in revenue Reduction of service creep and not receiving a financial

	recovery – currently rate payers are covering the service cost, this will ensure ‘user pays’.
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**Advice to Council:**

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

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

The adoption of the proposed fees will ensure that the services provided by council are not subsidised by ratepayers, and that council is not seeking to profit from the provision of these services.

**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?***

Review and amendment of fees and charges ensures that council is delivering services to the community that reflect the actual cost of providing each specific service.

Regular review of what fees are charged, and the cost recovery by Council is sound financial management. Adoption of these fees will ensure that the fees charged accurately reflect the cost of providing these services.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.2 Revenue collection

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Environment, Health, Waste & Rural Land Services

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 8 December 2020

**Item Number:** L.3

**File Number:** D20/117290

**SUBJECT HEADING:** Grazing Land - Surat

**Classification:** Open Access

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

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### **Executive Summary:**

Council has requested that other land options in the town of Surat and surrounding area be investigated for the purpose of grazing horses to improve the liveability attraction for prospective new residents of Surat.

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

That Council note the report.

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### **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
DNRME	Department of Natural Resources, Mines and Energy
USL	Unallocated State Land

### **Context:**

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

Council has requested that other land options in the town of Surat and surrounding area be investigated for the purpose of grazing horses to improve the liveability attraction for prospective new residents of Surat.

Council is asked to consider the report.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At the Ordinary Meeting held 8 July 2020, Council considered liveability attraction for prospective new residents of Surat . Council resolved –

**OM/07.2017/17**

**That a report be prepared for an upcoming Council meeting.**

A review was completed of available freehold land and reserve land in the area of Surat township and presented to the Ordinary Meeting of Council held 11 November.

**Freehold Land –**

There is no Council freehold land available or identified as suitable in or around Surat for this purpose. A map indicating Council freehold land is attached to the Report for Council's information.

**Reserve Land –**

The township of Surat is surrounded by reserve land, which Council is the Trustee for. A map indicating reserve land is attached to the Report for Council's information.

**Camping and Water Reserves –**

Grazing on a camping and water reserve can only be undertaken in accordance with the following –

- a. Short term agistment permit for Landholder affected by fire, flood or drought; or
- b. Lease or permit to occupy; or
- c. Trustee lease from council;

Note that the DNRME has an interest in these reserves, and generally are opposed to grazing uses.

**Racecourse Reserve –**

The Racecourse Reserve has an area of 63.131 hectares and is located on Surat Development Road east of Surat.

This reserve is used by the Surat Diggers Race Club, Surat Pony Club and Surat Campdraft Association. Traditionally there is an Agreement held between Council and the users of these groups for use of this land.

A Trustee Lease was issued over part of the Racecourse Reserve to the Surat Clay Target Club Inc., commencing 17 July 2018, expiring 30 September 2027.

It should be noted that clay target events can produce loud noise when being held.

Recreation Reserve –

This Reserve has an area of 34 hectares and is located in Ivan Street.

The land was previously held by the Surat Golf Club. In 2017 the Surat Golf Club surrendered their lease and the land was transferred back to Council as Reserve for Recreation purposes for use by the Surat community.

There are two dams on the reserve land, which Council uses to dispose of its excess treated water from the sewerage ponds.

Unallocated State Land –

Unallocated State land can be accessed for short term grazing under the Stock Route Management Act, under the same conditions as short term grazing on reserves. Use or access to this land would have to be negotiated with the DNRME.

It should be noted that native title interests may have to be resolved before this land could have tenure issued over it to allow usage for long term agistment.

It should also be noted that most of the USL in Surat appears to be very low lying and would potentially be impacted by flooding. (Copy of Surat flood hazard map attached to Report)

Currently most of this land outside the town area is managed as part of the stock route network.

**Land identified that could potentially be used for grazing purposes and potential issues identified –**

Unallocated State Land described as Lot 27 on USL45073, situated on the Talavera Road, with an area of 41.3 hectares.

Problem with issues of practicality due to the land being located in low lying area –

- what happens when the gully runs preventing access;
- would land users expect road and drainage upgrades.

USL is unallocated state land. Any request to use the land needs to be through an application to DNRME.

Council resolved –

**OM/11.2020/14**

**That Council:**

**1. Note the report.**

## 2. Investigate other land options in the town of Surat and surrounding area.

The only land previously identified that could potentially be suitable for grazing purposes was unallocated State land described as Lot 27 on USL45073, situated on the Talavera Road, with an area of 41.3 hectares.

DNRME was contacted for advice as to the options available to Council to gain use of this land, with the intent being that Council would fence and then sub-let via a licence agreement to other users.

Response received from Senior Land Officer – DNRME –

*“As advised the land is unallocated State land and unfortunately Council does not have any authority to be able to deal with this land. Individuals would need to consult with this department regarding leasing of the area.”*

### 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)

Subordinate Local Law No. 2 Animal Management

Schedule 1 – Prohibition on Keeping Animals – Section 5

	Column 1 Animal	Column 2 Circumstances in which keeping of an animal or animals is prohibited
3	Horse or cow	<p>a) An animal to which this item 3 applies on an allotment in a designated town area with an area less than 4000 m<sup>2</sup>.</p> <p>b) A density of animals to which this item 3 applies on an allotment in a designated town area that is greater than 1 animal per 4000 m<sup>2</sup>.</p>

### Council Policies or Asset Management Plans:

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

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

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

Nil

### Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

Senior Land Officer – Department of Natural Resources, Mines and Energy

### Funding Bodies:

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



Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil

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

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

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Health of Livestock	Loud noise may cause livestock to take fright and injuries may occur. Contaminated land may cause issues with livestock. Land in low lying areas may cause issues in time of heavy rain events.

**Advice to Council:**

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

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

Council note the report.

**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?*

Council note the report.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

## **OFFICER REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 19 January 2021

**Item Number:** L.4

**File Number:** D21/4995

**SUBJECT HEADING:** Federal Government's Stronger Communities Programme Round 6

**Classification:** Open Access

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

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### **Executive Summary:**

Maranoa MP David Littleproud is seeking Expressions of Interest from community groups to receive a share of \$150,000 under the Federal Government's Round 6 of the Stronger Communities Programme.

To be eligible to apply, organisations must be invited to apply by your MP.

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

That Council:

1. Not submit an expression of interest for Round 6 of the Stronger Communities Programme.
2. Write to Maranoa MP David Littleproud to thank him for his invitation to submit an expression of interest to the Round 6 of the Stronger Communities Programme; and advise Council's intention to encourage local community organisations submit applications instead.
3. Proactively encourage eligible local community organisations to apply for this round of funding through a media release and Officer engagement with community groups.

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### **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).

Community organisations

### **Acronyms:**

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

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

Acronym	Description
-	-

**Context:**

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

Maranoa MP David Littleproud is seeking Expressions of Interest from community groups to receive a share of \$150,000 under Round 6 of the Stronger Communities Programme.

Councils and local community organisations in the Maranoa Federal Electorate invited by MP David Littleproud are eligible to apply. This funding is for smaller projects (project value ranges from \$2,500 to \$20,000) and provides an opportunity for community organisations to apply for projects.

This report seeks endorsement that Council not submit an expression of interest for this funding however Council proactively encourage local community organisations to submit an expression of interest for projects that meet the criteria. It is recommended that Council issue a media release and Officers engage with community organisations to encourage submission of expressions of interest for this funding.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

For Round 6 of the program, \$22.65 million is available in 2020-21 to provide up to \$150,000 to each federal electorate for eligible small capital projects that encourage and support participation in local projects, improve local community participation and contribute to vibrant and viable communities.

For this special round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs.

A maximum of 20 projects will be funded in each federal electorate. Projects value ranges from \$2,500 to \$20,000.

To be eligible you must be invited by your MP to apply and your project must:

- be a small capital works or capital expenditure project
- deliver social benefits to your community
- include eligible activities and eligible expenditure
- have at least \$2,500 in eligible expenditure unless the applicant is a local governing body which requires at least \$5,000 in eligible expenditure.

You must complete your project no later than 31 December 2021.

**What activities are eligible?**

Eligible activities must directly relate to the project and can include:

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, TVs, furniture, fixtures and fittings, painting

- acquisition and installation of equipment, including ICT hardware and associated operating software and initial user licences. See examples in section 5.1 of the grant opportunity guidelines.
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner
- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- development or upgrade of bike paths, streetscapes, skate parks or community gardens
- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation
- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring equipment for the local State Emergency Service and rural fire brigades
- acquiring vehicles and trailers (and their modification) for community transport/services, surf lifesaving, medical transport.

**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)

Chief Executive Officer

Deputy CEO / Director, Development, Facilities & Environmental Services

Deputy Director / Strategic Road Management, Infrastructure 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)

Federal Government's Round 6 of the Stronger Communities Programme.

**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)*

Invited Community Organisations are eligible to apply for this funding

**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
-	-

**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)

Due to the small pool of funding across the Maranoa Federal Electorate, it is recommended that Council not submit an expression of interest for this funding so that Council is not competing with eligible local community organisations for funding of projects in this instance.

**Recommendation:**

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

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

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

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

That Council:

1. Not submit an expression of interest for Round 6 of the Stronger Communities Programme.
2. Write to Maranoa MP David Littleproud to thank him for his invitation to submit an expression of interest to the Round 6 of the Stronger Communities Programme; and advise Council's intention to encourage local community organisations submit applications instead.
3. Proactively encourage eligible local community organisations to apply for this round of funding through a media release and Officer engagement with community groups.

**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 27 January 2021

**Date:** 21 January 2021

**Item Number:** L.5

**File Number:** D21/5517

**SUBJECT HEADING:** Memorandum of Understanding - Red Cross Society and Maranoa Regional Council

**Classification:** Open Access

**Officer's Title:** Associate to the Director / Directorate Budget & Emergency Management Coordination

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### **Executive Summary:**

Council has a current memorandum of understanding with Red Cross Society that is due to expire in February 2021. A three-year draft memorandum of understanding for the period February 2021 to February 2024 has been written for Council's consideration.

This Service is based around the evacuation of and management of Evacuation Centre's for the benefit of community members. The Red Cross Society are recognised as world leaders in these aspects of disaster management.

Council will be eligible to claim the financial costs of Red Cross Society in the event of an activation through Disaster Recovery Funding Arrangements (DRFA) for eligible events.

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

That Council authorise the Chief Executive Officer or delegate to enter into a memorandum of understanding with Red Cross Society for the purpose of assisting Council and the community during the planning, response and recovery measures for disasters.

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

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

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

Nil

### **Acronyms:**

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

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

Acronym	Description
MoU	Memorandum of Understanding



**Context:**

*Why is the matter coming before Council?*

Current MoU is due to expire in February 2021, to ensure the service continues with Red Cross Society a new MoU is required to be endorsed.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council has a responsibility under the Disaster Management Act 2003 to provide disaster management planning and with regard to this report this includes planning for evacuation of community members and housing them in Evacuation Centre's.

The Red Cross Society are world leaders in evacuation and evacuation centre management.

This MoU provides the opportunity for Maranoa Regional Council to take advantage of this expertise.

In general, the MoU is drafted around the Prepare, Respond and Recover phases of disaster management.

In the prepare phase Red Cross Society will assist Maranoa Regional Council with the planning around evacuation of community members, the selection and layouts of Evacuation Centre's, provide training and advice.

In the respond phase Red Cross Society will deploy trained staff to manage Evacuation Centre's, undertake the Register.Find.Reunite system, maintain records, provide reports to the Local Disaster Coordination Centre and welfare support.

In the recovery phase Red Cross Society will assist with planning, provide early welfare impact assessments provide reports, facilitate community engagement, facilitate access to recovery experts, provide information and training and participate in debriefs.

**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)

Red Cross Society services and the MoU to be included in Council's Local Disaster Management Plan.

### Input into the Report & Recommendation:

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

Eleanor Carter, Red Cross State Liaison and Engagement Lead

### Funding Bodies:

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

N/A

### This Financial Year's Budget:

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

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

Nil

### Future Years' Budgets:

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

Nil

### Impact on Other Individuals or Interested Parties:

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

Nil

### Risks:

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

Risk	Description of likelihood & consequences
Not signing MoU	Will result in Council having to manage evacuation centres.

### Advice to Council:

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

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

Enter into a three-year MoU with Red Cross Society.

### 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 enter into a memorandum of understanding with Red Cross Society for the purpose of assisting Council and the community during the planning, response and recovery measures for disasters.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

**Supporting Documentation:**

1 [↓](#) Draft - 2020 MOU between Red Cross and MRC

D21/5562

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services



## MEMORANDUM OF UNDERSTANDING

For

The provision of services in relation to preparing for, responding to, and recovering from emergency events.

Between

### **Australian Red Cross Society ("Red Cross")**

49 Park Road  
Milton, Queensland, 4064

&

### **Maranoa Regional Council ("Council")**

Cnr Bungil and Quintin Streets  
Roma, Qld. 4455

## **1. Preamble**

Red Cross shares a commitment with Maranoa Regional Council to ensure that the impact and effect of emergencies (natural and human made) are minimised and well managed for Maranoa Regional Council's constituents and the community.

This is achieved by supporting the building of emergency preparedness of individuals, families, and the community, enhancing emergency management capabilities and capacities, and responding to events as requested, in line with Queensland Disaster Management Arrangements. The intention of Red Cross is to support the strengthening of local community resilience.

## **2. Purpose**

This Memorandum of Understanding (MoU) establishes the principles, outcomes, roles, responsibilities, and relationships between the parties to this agreement and replaces any other disaster management related MoU currently in operation between the parties.

This MoU is to enable Maranoa Regional Council and Red Cross to work collaboratively to ensure better emergency service planning and preparedness for, response to, and recovery from emergency events. It outlines Red Cross's role and services, and Council's associated obligations and responsibilities.

This MoU is supported by schedules of operational arrangements.

## **3. Nature of Understanding**

The parties agree and acknowledge that this MoU is not intended to create legal obligations between them and is to supplement the statutory responsibilities of Local Government, either stated or implied under relevant Acts, by describing the agreed roles and responsibilities of the parties.

The parties agree and acknowledge that the nature and extent of an emergency may mean Red Cross makes strategic decisions relating to resource allocation in the interest of statewide response and recovery operations. These decisions may impact on the provision of services in the Maranoa Council region. If an extreme risk rating is determined the Red Cross Incident Management Team in consultation with Council may delay the deployment or movement of personnel, until it is safe to do so.

In the event of a major emergency for the whole of Queensland or significantly large portions of the State, some or all of the agreed roles may not be fulfilled. The parties agree however, that they will do all that can be safely done within their resource capability and capacity, to fulfill the roles and responsibilities contained in this MoU.

During times of Emergency Red Cross will need to deploy teams from other locations to support the Maranoa. Additional time for the mobilization of Red Cross teams will need to be factored in to evacuation planning.

Red Cross is not responsible for completing any tasks not listed in the Schedules without prior consultation.

#### **4. Responsibilities and Services of Red Cross**

Red Cross will, subject to resource constraints, commit in good faith to provide the following emergency services to Maranoa Regional Council:

##### **Preparation and Planning**

- Share knowledge in disaster management and sheltering practices based on Red Cross national and international experience in 190 countries.
- Collaborate on household and community preparedness programs and support activities.
- Participate as an Advisor of the Local Disaster Management Group (LDMG) contributing expertise and advice on disaster planning, preparation, response, and recovery.
- Provide guidance and advice on the identification, suitability, and establishment of appropriate Evacuation Centres, including operational policies and procedures, support materials, and resources.
- Advise on the auditing of Evacuation Centres prior to a disaster and provide guidance to determine suitability and operational capacity.
- Support the delivery of Evacuation Centre Training to assist in increasing local capacity to establish and operate an evacuation centre prior to the arrival of Red Cross personnel.
- Participate in relevant disaster management exercises including the management and operation of Evacuation Centres, registration, AIIMS operations, and recovery operations.
- Assist in recovery planning with partner agencies including through membership on local or district recovery committees, and by providing advice, assistance, and Red Cross resources and materials.

##### **Emergency Response**

- Work in partnership with Maranoa Regional Council, government departments, other agencies, and the community, to provide coordinated personal support activities (including information and referrals) to evacuees and affected community members utilising a Psychological First Aid framework, with the focus on enhancing the capacities and resilience of people living in disaster affected communities.
- Provide representation at LDMG and District Disaster Management Group (DDMG) meetings during emergency activations.
- Advise on the use of intra-state or inter-state Red Cross teams if required.
- Deploy a Red Cross workforce to operate and manage Evacuation Centres including the coordination and operational management of other agencies within an Evacuation Centre.
- Complete the registration of evacuees utilising Register.Find.Reunite.

- Provide advice and expertise to inform human impact assessments related to the emergency if required.
- Provide and distribute resource materials and agency information to residents and communities.
- Provide timely situation reports to assist the LDMG in its ongoing emergency management operations and to inform early recovery planning.
- Assist with planning and implementing effective transition strategies for evacuees.
- Work with the LDMG on the timing and closure of Evacuation Centres.

### **Recovery - Community Recovery**

- Work in partnership with Maranoa Regional Council, government departments, other agencies, and the community, to provide a wide range of coordinated personal support activities (including information and referrals) to affected community members. This work is underpinned by the provision of Psychological First Aid.
- Recovery work will be delivered through a range of service models (including through outreach, recovery centres/hubs, community sessions and events, and case coordination), with the focus on enhancing the capacities and resilience of people living in disaster affected communities. Provide specialised support to Aboriginal and Torres Strait Islander communities and people from other Culturally and Linguistically Diverse (CALD) backgrounds. Provide advice and expertise through representation at Local and District Human & Social Committees and Sub-Groups and advise on recovery issues.
- Provide human & social impact assessment through Outreach visits. Negotiate participation in medium to long-term recovery initiatives including specialised individual and family support and community development programs. Provide education and support to community leaders and community groups about recovery practice and operations. Provide debriefs to community leaders, community groups, and emergent groups as required. Provide access to internationally recognised Red Cross recovery and preparedness resources and publications.

## **5. Responsibilities of Maranoa Regional Council**

Council will commit in good faith to provide the following in an emergency:

### **Preparation and Planning**

- Involve Red Cross in disaster planning including through participation with the LDMG (as Member) and other appropriate committees or working groups.
- Consult with Red Cross on the identification and suitability of Evacuation Centres including auditing of facilities prior to disasters to ensure humanitarian standards including Red Cross Preferred Sheltering Practices and operational requirements are considered.
- Ensure that arrangements are in place with support agencies to enable the efficient operation of Evacuation Centres including the provision of psycho-social support, food, medical services, management of pets, security, and sanitation.

- Conduct regular and timely emergency services activities with Red Cross and other agencies to ensure a high level of preparedness and response readiness, build operational relationships and understanding of roles and responsibilities.

### **Emergency Response**

- Provide Red Cross with early activation requests to enable the timely deployment of Red Cross Emergency Services teams.
- Assist with transport, access arrangements, and sourcing and securing local accommodation for Red Cross Emergency Services teams when required. Red Cross will seek to make its own organisational arrangements in the first instance, but where there are difficulties with this, council will support through escalation of issues through the LDMG, and to DDMG if required.
- Set up of functional Evacuation Centres with appropriate bedding, amenities, and support services, with partner agencies as recommended in the Queensland Evacuation Guidelines for Disaster Management Groups.
- Provide office facilities for a Red Cross Field Operation Centre if required.

### **Emergency Recovery**

- Ensure Red Cross membership of the Local Human & Social Sub-Group.
- Support recovery service delivery arrangements to assist individuals and communities during and following disasters.
- Engage with Red Cross on community recovery options.
- Consider Red Cross as a partner for long term recovery operations.

## **6. Privacy & Confidentiality**

- The parties acknowledge that confidential information exists and may come into existence and agree that this information is private unless it pertains to a duty of care issue.
- One party will not use the other's confidential information for any purpose other than the performance of its obligations under this MoU.
- Both parties agree, in respect of any personal information held or collected in connection with this MoU, to comply with the Australian Privacy Principles in the Privacy Act 1988 and any other applicable law regarding privacy.

## **7. Dispute Resolution**

Should any dispute or difference ('the dispute') arise between Red Cross and Maranoa Regional Council during the period of this MoU the procedure to be followed by the parties to resolve the dispute shall be as follows:

- The State Manager Red Cross Emergency Services will meet with the Council's Local Disaster Coordinator or Council appointed representative within ten working days of the dispute arising with a view to resolving the dispute by negotiation.
- If no resolution can be found then the MoU can be terminated by either party.



**8. Duration**

- This MoU shall be for a period of three years from the date of execution, and shall replace all existing disaster management arrangements between the parties.
- This MoU may be terminated at any time by either party providing the other party provides four weeks' notice in writing.
- The expiry of this MoU will not affect any activities already in progress at the date of expiry.

**9. Annual Review:**

To accomplish the purpose set forth in this MoU, partners will meet at least once a year for the purpose of reviewing, monitoring, and evaluating outcomes.

This MoU may be amended at any time by an agreement in writing between the parties and will be documented as an annexure to this MoU at that time.

**10. Financial Arrangements:**

Red Cross will invoice Council for all costs incurred in relation to an activation, as outlined in Schedule 4

Executed on the \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

On behalf of **Council**

Signature:

Name:

Chief Executive Officer

On Behalf of **Australian Red Cross Society**

Signature:

Name: Collin Sivalingum

Queensland State Manager – Emergency Services

## SCHEDULE 1 - EVACUATION CENTRES

This schedule details the obligations of both Maranoa Regional Council and Red Cross in relation to Evacuation Centre Management for an emergency. It does not relate to the management of Assembly Points, Neighbourhood Safer Places or Recovery Centres.

### Obligations:

The obligations section is divided into four distinct areas including: Preparation, Pre-Impact, During Operations, and Post Operations.

### Considerations:

Red Cross recognises that not everyone who is accommodated at an Evacuation Centre will be fully independent, so to ensure adequacy of care and safety, people with special needs must be accompanied by a carer or be supported with trained specialists e.g. health care or aged care workers.

### Evacuation Centres - Preparation:

Red Cross	Council
Provide advice on interpretation and implementation of the Red Cross Sheltering Preferred Practices to assist in Evacuation Centre planning.	Ensure evacuation centres are identified and audited ready for use prior to each storm season.
Meet annually with Council to discuss and review suitability of designated Evacuation Centres.	Provide Red Cross with an updated contact list by 30 November each year as per Schedule 5.
Provide Council with an updated contact list by 30 November each year as per Schedule 5.	Hold a minimum of two Evacuation Centre Management Kits to Red Cross specifications and maintain these annually by replacing the perishable components.
Provide Council with a recommended packing list for Evacuation Centre kits.	Work collaboratively with external partners in planning and implementation of an annual evacuation exercise.
Inform Council of training planned within the region.	Undertake community mapping, utilising Council's electronic community profile data, to identify groups most at risk and those likely to require emergency sheltering.
	Review quantity, quality, and sourcing of resources to support the running of Evacuation Centres e.g. bedding.
	Disseminate messaging that ensures community members prepare for risks in their area and have an understanding of what actions to take in the event of an emergency.
	Promote Red Cross training internally and externally to facilitate growth and development of local capacity.
	Purchase appropriate visual identification devices (wrist bands) for use in Evacuation Centres.

**Evacuation Centres - Pre-Impact:**

Red Cross	Council
Deploy Red Cross team/s to support the operation of Evacuation Centres.	The Local Disaster Coordinator or nominated representative, will provide the nominated Red Cross representative with advanced updates on the establishment and emerging requirements of the Evacuation Centre.
Participate in Council's early assessment of immediate sheltering needs.	Contact the Red Cross Duty Officer once the LDMG is activated.
Determine the number of personnel needed to operate the Evacuation Centre(s) and corresponding Incident Management Team.	In consultation with Red Cross, assess immediate emergency sheltering requirements considering alternatives to Evacuation Centres e.g. hotels.
Advise of transportation requirements for the incoming Red Cross team/s.	Advise the Red Cross Duty Officer of Local Disaster Coordination Centre contact details.
	Activate Red Cross by contacting the Red Cross Emergency Services Duty Officer as per the key contact details outlined at Schedule 5. Advise Duty Officer of when (date and time) and where (location) the Evacuation Centre/s will be opened.
	The Local Disaster Coordinator or nominated representative will submit a request for transport assistance to the District Disaster Coordinator if required to facilitate Red Cross access into the Local Government Area.  The Local Disaster Coordinator will also organise transport to the Evacuation Centre if required.
	Activate other partner agencies with pre-organised responsibilities in Evacuation Centres.
	Consider support mechanisms for community members choosing to shelter in place or with family and friends for extended periods of time.
	Coordinate personnel to open and setup the Evacuation Centre if required before the Red Cross team arrives.
	Provide an Evacuation Centre Facilities Coordinator to identify and organise required resources, sanitation, communications, power, health and safety, access, security and other foundational arrangements.
	Have arrangements in place for the coordination of animals to be housed during an emergency, either on-site at the Evacuation Centre with an animal welfare agency, or externally.

**Evacuation Centres - During Operations:**

Red Cross	Council
Evacuation Centres staffed by Red Cross will have personnel on site 24/7 unless otherwise negotiated.	The Local Disaster Coordinator or nominated representative, will provide the Evacuation Centre Manager or nominated Red Cross representative with regular updates on the operation of the Evacuation Centre detailing the duration that the facility or facilities will be activated.
Red Cross teams will ensure the set-up and management of the centre is in line with best practice for emergency sheltering meeting evacuees' basic needs.	Arrange daily cleaning services to ensure appropriate sanitation including solid waste collection.
Manage the welfare of all people seeking shelter within the Evacuation Centre.	Organise security contractors when Queensland Police officers are not on site.
Ensure residents are registered under the Register.Find.Reunite system and where possible capture de-registration.	Arrange transport for community members to the Evacuation Centres as required.
Facilitate media interactions at the request of the Local Government Media Team respecting the privacy of the affected people.	Council will coordinate (or maintain arrangements with a third party to coordinate) spontaneous offers of assistance and goods that may be directed towards Evacuation Centres.
Maintain a running log of centre management operations.	Work together with the Centre Management team to develop centre closure and resident transition strategy.
Ensure fire safety arrangements are in place to evacuate residents if required.	Work together with the Centre Management team and the local & District Human Social recovery groups to ensure temporary housing is arranged for people who require it.
Work collaboratively with the Council's Evacuation Centre Facilities Manager to ensure a coordinated approach to resource requests and facility issues.	Where spontaneous Evacuation Centres have opened to the community, assistance will be provided to support and ideally transition these people to well-resourced pre-planned centres.
Coordinate all agency personnel working within the Evacuation Centre, including daily cross-agency situational and operational briefings.	Provide traffic management services to support the Evacuation Centre, where needed.
Provide daily information to residents and guests via information boards and announcements.	In the event of loss of communications, arrange for equipment to maintain communications between the Evacuation Centres and the Local Disaster Coordination Centre.
Implement agreed centre closure and transition strategy in consultation with partner agencies.	Provide an Evacuation Centre Facilities Manager to each centre. Evacuation Centre Facilities Manager to be onsite where practicable and to attend daily Evacuation Centre briefings.

## Evacuation Centres - Post Operations:

<b>Red Cross</b>	<b>Council</b>
Will ensure the facility is tidy and any repairs required have been documented.	Responsible for cleaning the facility and returning it back to the state it was in prior to the centre opening.
Provide a listing to Council of items used from the Evacuation Centre Kit to facilitate replacement.	Conduct a lessons learnt session with Red Cross to determine the effectiveness of the centre and implement any changes required.

## SCHEDULE 2 - RECOVERY

This schedule details the obligations of both Maranoa Regional Council and Red Cross in relation to community recovery.

### Obligations:

The obligations section is divided into two distinct areas: During Operations and Post Operations.

#### Recovery - During Operations:

Red Cross	Council
Deploy a Recovery Team during response to assist in early recovery planning.	Provide access to community data, and resources for recovery planning.
Provide early human and social impact assessments to inform recovery service planning.	Distribute Human & Social reports to all partner agencies.
Provide Situation Reports to Local Human & Social Sub-Group/LDMG/Local Disaster Coordination Centre as required.	Undertake recovery service mapping with all partner agencies.
Facilitate community engagement in early recovery on behalf of Maranoa Regional Council to inform recovery priorities and local recovery plans.	Provide Council personnel to attend community engagement meetings.
Facilitate access to recovery experts to build capacity of local committees.	Ensure Red Cross is invited to participate in community recovery information sessions and events.
Facilitate community information and training sessions on Community Led Recovery.	Support and promote recovery information sessions to community and provide facilities for information sessions.
Develop and implement exit strategy in consultation with partner agencies and communicate to recovery clients.	

#### Recovery - Post Operations:

Red Cross	Council
Conduct lessons identified with Red Cross recovery teams and provide feedback to Council.	Conduct a lessons learnt session with all recovery partners.
Actively participate in debriefs and lessons identified with partner agencies including Maranoa Regional Council.	

## SCHEDULE 3 - DEFINITIONS

Unless the subject matter or context requires otherwise, in this agreement including the introductions, schedules and appendices (if any) the following words and expressions whether commencing with capital letters or not shall have the meanings respectively assigned to them below:

**Affected People:**

Those who have been have been affected by the event.

**Assembly Point:**

A designated location specifically selected as a point which is not anticipated to be adversely affected by the hazard. Often established indoors or outdoors for immediate evacuations, whereby basic needs such as water, registration, information and psychosocial support is available. Sometimes used to triage, prior to coordinated movement of people to a longer-term location.

**Chairperson of Council's Local Disaster Management Group:**

The person appointed as Chairperson of the local disaster management group in accordance with Section 34 of the Disaster Management Act 2003.

**Day Guest:**

Someone who visits an Evacuation Centre, but is not residing at the facility. This person may also be affected.

**Disaster:**

Defined by section 13 of the Disaster Management Act 2003 (Qld) to mean a serious disruption in community, caused by the impact of an event that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.

**Emergency Sheltering:**

The process of supporting people displaced who have been threatened or impacted by an emergency event. Emergency sheltering may include planned congregate shelters or support to self-sheltering individuals or families.

**Evacuation Centre:**

A designated building specifically selected as a location not anticipated to be adversely affected by the hazard. An Evacuation Centre is a "...centre that provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services should be provided." (EMA).

**Evacuation Centre Kit:**

Pre-packaged containers or cases of all materials identified as being required to run the Evacuation Centre in the initial stages (24-48 hours) of activation. The pre-packaged materials are divided into the following categories: stationery, utilities, self-care, children's entertainment, and pet care.

**Evacuation Centre Management:**

Involves:

- Coordinating all agencies operating within the centre;
- Establishing and maintaining the layout of the centre;
- Being the central point of contact between the Local Disaster Management Group and the centre;
- Ensuring the dissemination of information and reports approved by the Chairperson and/or Local Disaster Coordinator for Council's Local Disaster Management Group, from internal and external sources;
- Ensuring an assessment and monitoring system is in place for environmental health and safety issues;



- Ensuring all personnel in the centre receive briefings and de-briefings;
- Ensuring the safety and wellbeing of personnel in the centre;
- Ensuring basic needs (food, water and sanitation) are met within the centre;
- Implementing a media and visitor plan for the centre/s, subject to approval by the Chairperson and/or Local Disaster Coordinator for Maranoa Regional Council's Local Disaster Management Group;
- Ensuring the closure of the Evacuation Centre when directed.

**Evacuee:**

Someone who has been forcefully or voluntarily evacuated from their place of residence.

**Event:**

May be natural or caused by human acts or omissions and is defined by section 16 of the Disaster Management Act 2003 (Qld) to mean any of the following:

- a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;
- an explosion or fire, a chemical, fuel or oil spill, or a gas leak
- an infestation, plague, or epidemic;
- a failure of, or disruption to, an essential service or infrastructure;
- an attack against the State;
- another event similar to an event mentioned above.

**Household Pet Shelter:**

A pet shelter used to meet the needs of people with household pets, who have been, or are potentially affected by, an emergency event.

**Local Human & Social Sub-Group:**

Ensure human and social recovery service support is available to local affected community.

**Local Disaster Coordinator for Council's Local Disaster Management Group:**

The person appointed as Local Disaster Coordinator of the Local Disaster Management Group in accordance with Section 36 of the Disaster Management Act 2003.

**Neighbourhood Safer Place:**

A local open space or building where people may gather, as a last resort, to seek shelter from bushfire.

**Outreach:**

Red Cross outreach supports people who may not otherwise access services and supports available by visiting/assisting them in their homes, businesses and places of temporary residence.

**Public Cyclone Shelter:**

A building, or part of a building, specifically designed and constructed to provide protection from wind and debris during the passage of a severe tropical cyclone.

**Recovery Hub:**

A Recovery Hub may be established to provide a central point for information or services including personal support, financial assistance, counselling, and referrals to other services to meet a range of assistance needs of people affected by a disaster.

**Red Cross Recovery Team:**

A Team of Red Cross personnel providing personal support utilising a Psychological first Aid framework, and undertaking additional recovery support activities including planning and

coordination as per partnerships and arrangements including with Department of Communities, at Recovery Centres, community events, and through Outreach activities.

**Red Cross Evacuation Centre Management Team:**

An Evacuation Centre Management Team may consist of an Evacuation Centre Manager, an Operations Officer, and Logistics Officer who are responsible for the welfare management functions of the Evacuation Centre. Red Cross will scale up or down the size of the team according to the nature of the event.

**Residents:**

Those staying in public facilities designated for sheltering during an emergency. This term does not encompass those people who temporarily visit for food or information.

**Serious Disruption:**

is defined by section 13 of the Disaster Management Act 2003 (Qld) to mean:

- loss of human life, or illness or injury to humans; or
- widespread or severe property loss or damage; or
- widespread or severe damage to the environment.

**Spontaneous Shelters:**

Unplanned shelters opened by organisations or individuals who may not be part of the disaster management arrangements. These shelters may or may not be open to the public.

**Council:**

The Local Government Authority named on the cover page of this Memorandum of Understanding, with administrative responsibility for the relevant local government area.

**Temporary Housing:**

Housing required for affected people who are unable to return to their homes provided by the local authority and may include a caravan, hotel or someone else's

**SCHEDULE 4 – FINANCIAL ARRANGEMENTS**

- The signatories acknowledge that each organisation will be initially responsible for meeting the costs of goods and services necessary to conduct their own activities. Agreed costs incurred by Red Cross will be invoiced to Maranoa Regional Council.
- When Disaster Recovery Funding Arrangements (DRFA) funding applies to an event, Maranoa Regional Council will claim expenses on behalf of Red Cross. In these circumstances, Red Cross will be paid by Council all eligible and agreed costs on production of an itemised invoice. Ineligible costs that have not been subject to prior approval will not be paid.
- For discussed and agreed activities necessary before an event, Red Cross will accept a verbal request from Maranoa Regional Council as authorisation to incur necessary disaster related costs, and will follow up the verbal agreement in writing. One example of this may be a situation where flooding is imminent and urgent pre-deployment of a Red Cross team and equipment has been requested by Council to staff an Evacuation Centre.
- For activities requested by Maranoa Regional Council, Red Cross will only incur necessary costs for agreed activities requested by Council, and will invoice Council for expense reimbursement.
- Requests by Red Cross to Council for the purchase of goods and services to support Red Cross in their Centre Management role, are required to be carried out within the terms and conditions of Council's Purchasing Policy. These requests will be approved by the Local Disaster Coordinator (or their delegate) and administered by Council's Incident Management Team.
- Accurate records of all costs incurred during the activation period are to be maintained by each organisation.
- Red Cross will within two calendar months of finalisation of the disaster response and short term recovery, provide to Council a tax invoice separately itemising the cost of Red Cross services with supporting documentation.
- Any costs incurred by Red Cross for agreed preparedness, response, or recovery activities, will be reimbursed by the Council within one month of Council receiving the invoice.

**SCHEDULE 5 – KEY CONTACTS****Maranoa Regional Council Key Contacts**

<b>Name</b>	<b>Telephone</b>	<b>Mobile</b>	<b>Email</b>
<b>Maranoa Regional Council Disaster Management Officer Gemma Lines</b>	(07) 4624 0744	0417 418 964	gemma.lines@maranoa.qld.gov.au
<b>Maranoa Regional Council- Local Disaster Coordinator/ Director Operations Robert Hayward</b>	(07) 4624 0627	0427 229214	robert.hayward@maranoa.qld.gov.au
<b>Mayor Tyson Golder</b>		0458006200	mayor@maranoa.qld.gov.au

**Red Cross Key Contacts**

<b>Name</b>	<b>Telephone</b>	<b>Mobile</b>	<b>Email</b>
<b>Duty Officer</b>		0403 251 226	qldesdutyofficer@redcross.org.au
<b>State Liaison and Engagement Lead Eleanor Carter</b>		0407 162 017	ecarter@redcross.org.au
<b>State Manager Emergency Services Collin Sivalingum</b>	(07) 3367 7408	0488 072 932	csivalingum@redcross.org.au

## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 20 January 2021

**Item Number:** L.6

**File Number:** D21/5324

**SUBJECT HEADING:** Proposed dwelling and shed at 111 Burtons Rd,  
Orange Hill (Ref: 2020/20208)

**Classification:** Open Access

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

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**Executive Summary:** Daniel Murray wants to build a house and a shed at 111 Burtons Road, Orange Hill. Ordinarily the development would be accepted development and not need a development permit, but in this instance the requirement for a development permit is triggered because a part of the site is mapped as containing areas of flood hazard.

The development application required to facilitate the outcome is subject to Impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the *Planning Act 2016* and any matters prescribed by regulation. The *Development Assessment Rules* set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the *Development Assessment Rules* for no less than 15 business days between the 18th December 2020 and 22nd January 2021. There were no properly made submissions received during this period. All other procedural requirements set out by the *Development Assessment Rules* to enable Council to decide this application have been fulfilled.

The development application has been assessed against all relevant assessment benchmarks and found to generally comply or be able to be conditioned to comply. Further, as part of the assessment of the application, Council officers have identified several relevant matters that support the approval of the development. These include; the development footprint is outside of the mapped flood hazard areas on the site; the proposed development is consistent with the type and character of development in the immediate area; and that there is an overall absence of negative impacts resulting from the proposed development.

**Officer's Recommendation:** The application for a Material Change of Use for a "Dwelling house" and associated "Outbuilding" on part of the land located at 111 Burtons Road, Orange Hill, being more accurately described as Lot 2 on SP 194573 be approved subject to the listed relevant and reasonable Development conditions and General advice:

**Development conditions**

**Use**

1. The approved development is for a "Dwelling house" and associated 'Outbuilding' as defined in the Planning Scheme and as shown on the approved plans.

**Compliance inspection**

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

**Approved plans and documents**

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

Plan Number	Plan/Document Name	Date
2020-0084-MUB-07-01	Site Plan	28/10/2020
Q06542;A	Floor Plan	27/10/2020
Q06542;B	Elevations	27/10/2020

**Detailed plans**

5. Detailed plans of the approved dwelling house, including elevations and floor plans, must be submitted and approved by Council prior to works being carried out on the dwelling house. The plans must be generally in accordance with the approved plans.

**Development works**

6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

### **Applicable standards**

8. All works must comply with:
  - a. this development approval;
  - b. the applicable codes of the planning scheme for the area;
  - c. Council's standard designs for such work where such designs exist;
  - d. the Capricorn Municipal Development Guidelines; and
  - e. any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-e above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-e in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any lawful requirements outside those stated above.

### **Access road**

9. A 4.0 metre wide internal access road shall be provided from the existing crossover from Burtons Road to the "Proposed New House & New Shed" shown on Site Plan 2020-0084-MUB-07-01 prepared by Stanford Structural dated 26/10/2020. The internal access road shall remain free of impediment and obstacle at all times.
10. The landowner is responsible for the maintenance of the vehicle crossover from the road carriageway to the property boundary. Should any damage be caused to Burtons Road at the approved access location, it is the landowner's responsibility to ensure it is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.

### **Refuse storage**

11. Waste containers must be provided on site and must be maintained in a clean and tidy state at all times while the use continues. The waste containers shall be emptied and the waste disposed of on a regular basis.

### Avoiding nuisance

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

### Construction activities

16. During construction, soil erosion and sediment must be managed in accordance with the *Capricorn Municipal Design Guidelines*.
17. If there is a possibility of erosion or silt or other materials being washed off the property being developed during the development process, the developer must document and implement a management plan that prevents this from occurring.
18. All fill placed on the site is limited to that necessary to accommodate the approved use.

**Note:** An Operational works application will be required to be submitted to and approved by Council for any of cut and/or filling works that exceed 100m<sup>3</sup>.

19. Excavation or filling must be undertaken in accordance with the *Capricorn Municipal Development Guidelines*.

### Services

20. The "Dwelling house" is to have an approved water allocation as provided by the relevant agency that is adequate for the use and must meet the requirements of the *Queensland Development Code MP 4.2*.
21. The "Dwelling house" must be connected to an on-site sewerage treatment system adequate for the use, that is designed in accordance with AS/NZS 1547:2012.
22. Where required, the removal and disposal of any effluent from the site



must be performed by a suitably licensed contractor.

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

23. In the event that the “Dwelling house” cannot be supplied with an adequate supply of electricity through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be provided in accordance with the relevant service provider’s requirements and specifications.
24. If the “Dwelling house” is connected to a telecommunication service, then such works shall be undertaken in accordance with the relevant service provider’s requirements and specifications along with relevant building standards requirements and specifications.
25. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

### **Stormwater and drainage**

26. Stormwater is to be collected and discharged so as to:
  - i. protect the stability of buildings and the use of adjacent land;
  - ii. prevent water-logging of nearby land;
  - iii. protect and maintain environmental values; and
  - iv. maintain access to reticulated infrastructure for maintenance and replacement purposes.
27. Appropriate pollution control devices and/or methods shall be implemented to ensure that no contamination or silting of creeks or other waterways result from the stormwater generated from the approved use.
28. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties, during the development process or after the development has been completed.

### **Emergency events**

29. A flood management plan shall be prepared prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood. All occupants of the premises shall be made aware of the flood management plan, its content, and the procedures that need to be followed in the case of a major flood event.

### **Latest versions**

30. Where another condition refers to a specific published standard, manual

or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

### **Application documentation**

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

### **General advice**

- i. The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- ii. The relevant planning scheme for this development is the *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- iii. Under the Planning Scheme a "Dwelling house" means a residential use of premises involving –
  - a) *1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or*
  - b) *1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.*
- iv. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- v. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general

environmental duty' to minimise the risk of causing environmental harm to adjoining premises.

- vi. The land use rating category for the site may change upon commencement of any approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s is available on the Council website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).
- vii. It is the responsibility of the developer to obtain all necessary permits and approvals associated with the development of the site and submit all necessary plans and policies to the relevant authorities for the approved use.
- viii. Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.
- ix. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved operations on the site may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- x. This development approval has been issued during the COVID-19 applicable event declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

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**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 applicant and owner of the subject property, Daniel Murray.

**Acronyms:**

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

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

Acronym	Description
N/A	

**Context:**

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

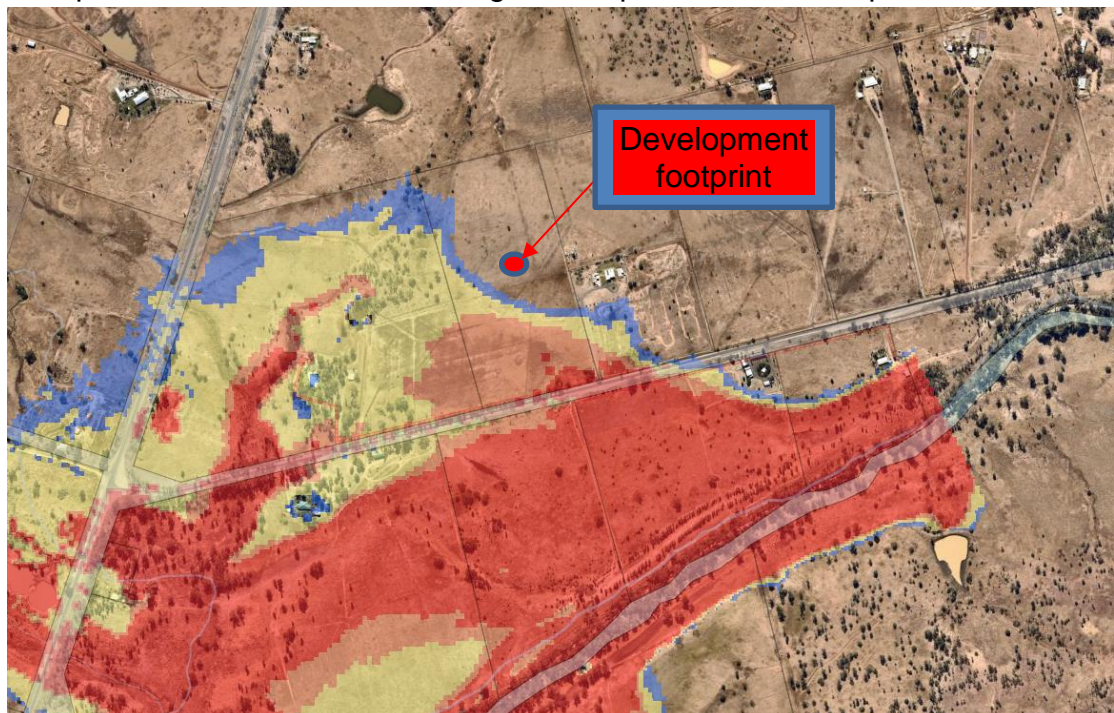
This development application is subject to Impact assessment. The determination of an Impact assessable application is outside the scope of officer delegations and a decision about the application is required to be made by Council resolution.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

- 111 Burtons Road is a vacant, 14-hectare rural block located in Orange Hill. The property is surrounded by similar sized blocks of which the vast majority are developed for low density residential living.
- The owner of 111 Burtons Road wants to build a house and a shed on the block, which is consistent with surrounding development in the area.
- Ordinarily a dwelling and shed on a rural property is accepted development provided it can achieve compliance with the planning policies contained in Council's Planning Scheme and would not require a development permit to be issued by Council.
- In this instance, the requirement for a development permit is triggered because a part of the development site is mapped as containing areas of flood hazard. Importantly, the proposed development footprint is located outside of the mapped flood hazard areas.
- The key consideration in the assessment of this application is whether Council is satisfied that the flood risk to people and property can be mitigated to an acceptable or tolerable level through the imposition of development conditions.



- Details of the proposal and a full assessment of the application against the applicable assessment benchmarks prescribed by Regulation, including an assessment against the flood hazard assessment benchmarks, are attached in the Supporting Documents.

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

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

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

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

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

An assessment of the application against these assessment benchmarks is attached in the Supporting Documents.

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

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

**Council Policies or Asset Management Plans:**

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

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

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

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

The relevant sections of the *Maranoa Planning Scheme 2017* are:

- Part 3 Strategic Framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of Assessment
- Part 6 Zones
  - Part 6.2.1 Rural Zone Code
- Part 8 Overlays
  - Part 8.2.1 Agricultural Land Overlay Code
  - Part 8.2.5 Flood Hazard Overlay Code
  - Part 8.2.8 Airport Environs Overlay Code
- Part 9 Development codes
  - Part 9.3.1 Accommodation Activities Code

**Input into the Report & Recommendation:**

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

Consultation about this application has occurred with:

- Infrastructure Services Directorate – all managers (internal)
- Manager Planning & Building Development (internal)
- Director, Development Facilities and Environmental Services (internal)

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

**Funding Bodies:**

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

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

**This Financial Year's Budget:**

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

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

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

### Future Years' Budgets:

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

As above.

### Impact on Other Individuals or Interested Parties:

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

It is unlikely that the application would impact on other individuals or interested parties other than the applicant.

### Risks:

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

Risk	Description of likelihood & consequences
See below	

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

As with any planning decision reached by Council, there is a risk that the applicant can appeal aspects of the decision to the Planning and Environment Court (the Court).

### Advice to Council:

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

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

It is considered that on balance, the proposal is found to generally comply with the applicable assessment benchmarks, or able to be conditioned to comply. Relevant and reasonable conditions have been recommended. Should there remain a non-compliance with a relevant assessment benchmark, the following relevant matters have been taken into consideration:

- the development footprint is located outside of the mapped flood hazard areas;
- the development is consistent with the type and character of development in this area;
- there is an overall absence of negative impacts resulting from the proposed development; and



- the imposition of relevant and reasonable conditions will ensure that flood risk to people and property and be adequately mitigated.

Based on the above, Council should endorse the Officer recommendation and approve the development application for a *Material change of use* for a Dwelling house and Outbuilding subject to relevant, reasonable and enforceable conditions that mitigate potential impacts from the development.

**Recommendation:**

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

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

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

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

***If so, for what reason?***

That Council endorse the officer recommendation to approve the Material Change of Use for a Dwelling house and Outbuilding subject to relevant and reasonable conditions. This recommendation is consistent with existing Council policy.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

1 [↓](#) Planning Assessment

D21/5651

2 [↓](#) Development Plans

D21/5653

**Report authorised by:**

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services





The development site is a vacant 15-hectare rural lifestyle block. Surrounding development is primarily made up of low-density residential dwellings.

Plans of the proposed dwelling, including its location on the site in the context of existing development, are included in the Supporting Materials as Attachment 2.

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

The applicable assessment benchmarks are;

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

An assessment against the assessment benchmarks is provided below.

### **The Darling Downs Regional Plan**

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

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

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

### **The State Planning Policy**

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

### **The Maranoa Planning Scheme 2017**

The following sections of the Planning Scheme are applicable;

- Part 3 Strategic Framework

- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of Assessment
- Part 6 Zones
  - Part 6.2.1 Rural Zone Code
- Part 8 Overlays
  - Part 8.2.1 Agricultural Land Overlay Code
  - Part 8.2.5 Flood Hazard Overlay Code
  - Part 8.2.8 Airport Environs Overlay Code
- Part 9 Development codes
  - Part 9.3.1 Accommodation Activities Code

### Part 3 – Strategic framework

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

The Strategic framework is structured in the following way;

The Maranoa region including:

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

The themes and key policies:

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

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

Policy Direction	Response
Darling Downs Regional Plan	The proposed development will not compromise the intent of the Darling Downs Regional Plan because it is for a low density residential dwelling and associated shed on a rural

	lifestyle block that will not compete or impact on resource or agricultural activity in the region.
Maranoa Community Plan 2020	The development will not compromise the “principles for the community” or the “development of uses” as outlined in the <i>Maranoa Community Plan 2020</i> .
The themes and key policies	<p>The proposed development is consistent with the applicable themes and key policies of the Strategic framework because;</p> <ul style="list-style-type: none"> <li>• the development is outside the significant, high and extreme flood hazard areas;</li> <li>• it is compatible with and reflective of existing and surrounding land uses;</li> <li>• it will not prejudice or compete with agricultural uses, retail and commercial uses in traditional centres, mining and extractive resources or tourism; and</li> <li>• it will not impact negatively on any significant natural features or areas of cultural significance.</li> </ul>

#### Part 4 - Local Government Infrastructure Plan

The Maranoa Regional Council Local Government Infrastructure Plan (LGIP) was adopted by Council in 2018. The purpose of the LGIP is, amongst other things, to provide a basis for the imposition of conditions about infrastructure on development approvals.

The proposed development is located outside Council's Priority Infrastructure Areas and will not place any additional demand on Councils trunk infrastructure networks. As such, the LGIP is not inherently applicable to this application.

#### Part 6.2.1 - Rural zone code

The purpose of the Rural zone is to:

- (a) provide for a wide range of rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping, extractive industry, special industry (explosives manufacturing and storage) and other primary production activities on large lots without affecting urban areas;
- (b) provide opportunities for non-rural uses that are compatible with agriculture, the energy sector, the environment, and the landscape character of the rural

area where they do not compromise the long-term use of the land for rural purposes;

- (c) protect or manage significant natural features, resources, cropping land, and processes, including the capacity for primary production;
- (d) ensure primary production is maintained by protecting the productive capacity of all rural land. This includes protecting rural land from alienation and fragmentation that may lead to loss in productivity.
- (e) ensure that development in the zone protects and enhances transport infrastructure; and,
- (f) ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment.

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

- (a) areas for use for primary production are conserved and are not fragmented;
- (b) the establishment of a wide range of rural pursuits is facilitated, including cropping, intensive horticulture, intensive animal industries, animal husbandry and animal keeping and other compatible primary production uses, ensuring that land use and amenity impacts are minimised at sensitive receptors;
- (c) development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;
- (d) development is reflective of and responsive to the environmental constraints of the land;
- (e) development embraces sustainable land management practices and contributes to the amenity and landscape of the area;
- (f) residential and other development is appropriate only where directly associated with the rural nature of the zone;
- (g) the establishment of outdoor recreation and small-scale tourism facilities in suitable locations is facilitated only where they do not compromise the use of the land for rural activities;
- (h) the establishment of outdoor recreation and small-scale tourism facilities in suitable locations is facilitated in a manner that minimises land use conflicts;
- (i) natural features such as creeks, gullies, waterways, wetlands and bushland are retained, managed, enhanced and separated from adjacent development where possible;
- (j) there is no net loss or degradation of natural wetlands for the life of the planning scheme;
- (k) adverse impacts of land use both on-site and from adjoining areas are addressed and any unavoidable impacts are minimised through location, design, operation and management;

- (l) visual impacts of clearing, building design and construction, materials, access ways and other aspects of development and land use are consistent with the zone purpose;
- (m) the viability of both existing and future rural uses and activities are protected from the intrusion of incompatible uses and development impacts on cropping land are managed to preserve the productive capacity of the land for future generations;
- (n) land which is susceptible to flooding or drainage problems, including difficulties associated with high ground water tables is protected from urban or inappropriate uses;
- (o) rural land use is reflective of the surrounding character of the area;
- (p) low-impact activities such as small-scale eco-tourism, outdoor recreation, and service industry are encouraged within the zone where they do not compromise the long-term use of the land for agricultural purposes; and,
- (q) development such as non-resident workforce accommodation to service the energy sector is catered for only on a short term basis for periods not exceeding two years.

The proposed development complies with the Purpose and Overall Outcomes of the Rural zone because:

- it will not result in a net loss or degradation of natural wetlands;
- it will not compromise the long-term use of the land for agricultural purposes;
- by implementing appropriate stormwater control measures it will not impact on the integrity and water quality of the Murray-Darling Basin Catchment;
- it reflects the prevailing built scale and building height of surrounding developments; and
- it will not have any adverse on or off-site impacts.

An assessment of the development against the Assessment Benchmarks of the Rural Zone Code is provided in the table below.

<b>THE RURAL ZONE CODE</b>	
for all the Rural zone:	
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>
<b>PLANNING</b>	
<b>Use, density and built form</b>	
<b>Agricultural land classification – in addition, refer to the Agricultural land overlay code</b>	
where mapped in the SPP mapping as Class A or Class B Agricultural land.	

<p><b>PO 1 Scale</b> Non-rural activities are at a scale which protects the amenity of the area.</p>	<p style="text-align: right;">✓</p> <p>The proposed Dwelling house will not impact the amenity of the area because;</p> <ul style="list-style-type: none"> <li>• It is a small scale low intensity use;</li> <li>• provides significant setbacks from roads and neighbouring properties; and</li> <li>• will not compromise the continued use of the premises, or adjacent premises, for agricultural activities/pursuits.</li> </ul>
<p><b>PO 2 Location</b> Non-rural activities must be located where there is convenient access unless the development is for an Extractive Industry (whose location is dependent on the resource) in which case appropriate access will be developed.</p> <p>Uses other than <i>Rural activities</i> or <i>Dwelling house</i> are located so as:</p> <ul style="list-style-type: none"> <li>(a) not to prejudice the consolidation of like non-rural uses in other more appropriate areas;</li> <li>(b) to be co-located with other non-rural uses wherever possible;</li> <li>(c) to be located on the major road network rather than local roads.</li> </ul> <p>Note: non-rural uses are any uses that are not associated with Rural activities or a Dwelling house.</p>	<p style="text-align: right;">✓</p> <p>The proposed development will gain access to the wider road network via an existing crossover to Burtons Road.</p>
<p><b>PO 3 Density and site coverage.</b> The density of <i>Accommodation activities</i> does not impact adversely on the rural amenity or rural activities of the zone.</p>	<p style="text-align: right;">✓</p> <p>The density and site coverage will not impact adversely on rural amenity given its small scale. It will not compromise the balance of the lot being used for rural pursuits.</p>
<p><b>PO 4 Setbacks</b> Building setbacks:</p> <ul style="list-style-type: none"> <li>(a) assist in enhancing the character and amenity of the area;</li> <li>(b) are appropriate to the scale of the development;</li> <li>(c) are sufficient to minimise loss of</li> </ul>	<p style="text-align: right;">✓</p> <p>The proposed dwelling provides significant setbacks from roads and neighbouring properties.</p>

<p>privacy, overshadowing and overlooking of adjoining premises; and</p> <p>(d) provide adequate separation and buffering between residential and non-residential premises.</p>	
<p><b>PO 5 Separation</b></p> <p><i>Rural activities</i> are sufficiently separated from any existing or planned residential or rural residential area or other <i>sensitive land use</i> to avoid any adverse impacts with regard to noise, dust, odour, visual impact, traffic generation, lighting, radiation or other emissions or contaminants.</p> <p>Note: Sensitive land uses include: accommodation activities, educational uses and medical, aged care, respite care, disabled care or hospital uses.</p>	<p><b>N/A</b> – The proposed development is not for <i>Rural activities</i>.</p>
<p><b>PO 6 Outbuildings</b></p> <p>Rural amenity is to be maintained.</p>	<p style="text-align: center;">✓</p> <p>The proposed development includes the construction of an outbuilding. The outbuilding is less than 300m<sup>2</sup>, consistent with the acceptable outcomes of the zone code.</p>
<p><b>PO 7 Important agricultural areas</b></p> <p>Important agricultural areas are optimised for the promotion and enabling of increased agricultural production.</p>	<p style="text-align: center;">✓</p> <p>The proposed development occupies less than 5% of the site area and will not compromise the use the lot for agricultural pursuits.</p>
<p><b>PO 8 ALC Class A and Class B agricultural land</b></p> <p>Avoid locating non-agricultural development on or adjacent to ALC Class A or Class B land.</p>	<p style="text-align: center;">✓</p> <p>The proposed development occupies less than 5% of the site and will not compromise the use the lot for agricultural pursuits.</p>
<p><b>PO 9 Sensitive land</b></p> <p>Rural land uses are “protected from encroaching incompatible land uses”.</p>	<p style="text-align: center;">✓</p> <p>The proposed dwelling will not compromise existing rural activities in the area.</p>



<b>Amenity</b>	
<b>Advertising signs – refer to the Operational works advertising devices code</b>	
<b>Heritage places – in addition, refer to the Heritage overlay code</b> where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
<b>PO 10 Cultural heritage</b> The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non- indigenous cultural heritage.	✓ Conditions of development approval will require that appropriate measures are undertaken to manage cultural heritage in the event that it is discovered during construction activities.
<b>Avoiding nuisance</b>	
<b>PO 11 Operating Hours</b> Uses are operated in a manner that ensures that local amenity is protected.	<b>N/A</b> – The proposed development is for accommodation activities.
<b>PO 12 Noise emissions</b> Noise emissions from premises do not cause nuisance to adjoining properties or sensitive land uses.	✓ Noise generated from the activity will be inconsequential and will not exceed acceptable levels.
<b>PO 13 Lighting</b> Lighting is designed in a manner to ensure ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	✓ Light levels will not exceed accepted levels at the property boundary.
<b>PO 14 Refuse storage</b> Refuse storage areas are screened from the road and adjoining uses.	✓ Refuse storage areas will be shielded from the road frontage and adjoining uses.
<b>ENGINEERING</b>	
<b>Earthworks – refer to the Excavation or filling code</b>	
<b>Infrastructure – refer to the Operational works infrastructure code</b>	
<b>Erosion control</b>	
<b>PO 15 Construction activities</b> Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	✓ Works will be undertaken in accordance with the Capricorn Municipal Development Guidelines.
<b>Provision of services</b>	
<b>PO 16 Electricity supply</b> Premises are provided with an adequate supply of electricity for the activity.	✓ Premises will be provided with an electricity supply which is approved by the relevant energy regulatory authority.

<p><b>PO 17 Water supply</b> To ensure the provision of a potable and fire-fighting water supply:</p> <ul style="list-style-type: none"> <li>(a) premises are provided with a supply and volume of water adequate for the activity; and</li> <li>(b) access is maintained to the supply for fire-fighting purposes; and</li> <li>(c) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes</li> </ul>	<p style="text-align: center;">✓</p> <p>Conditions of development approval will require an adequate water supply be provided to service the use.</p>
<p><b>PO 18 Effluent disposal</b> To ensure that public health and environmental values are preserved:</p> <ul style="list-style-type: none"> <li>(a) all premises provide for the effective treatment and disposal of effluent and other waste water; and</li> <li>(b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.</li> </ul>	<p style="text-align: center;">✓</p> <p>The development will be connected to an on-site effluent disposal system designed in accordance with <i>AS/NZS 1547:2012</i>.</p>
<p><b>Stormwater and drainage</b></p>	
<p><b>PO 19 Stormwater and inter-allotment drainage</b> Stormwater is collected and discharged so as to:</p> <ul style="list-style-type: none"> <li>(a) protect the stability of buildings and the use of adjacent land;</li> <li>(b) prevent water-logging of nearby land; and,</li> <li>(c) protect and maintain environmental values.</li> </ul>	<p style="text-align: center;">✓</p> <p>Stormwater and inter-allotment drainage will be collected and discharged in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p>
<p><b>Roads and Rail</b></p>	
<p><b>Infrastructure – refer to the Infrastructure overlay code</b> for development in the proximity of, or potentially affecting State infrastructure.</p>	
<p><b>PO 20 Protection of State controlled roads</b> Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.</p>	<p><b>N/A</b> – There is no direct access to a State Controlled Road proposed.</p>
<p><b>PO 21 Roads</b> An all-weather road is provided between the premises and the existing road network.</p>	<p style="text-align: center;">✓</p> <p>An all-weather internal driveway will provide access to the existing road network.</p>

<b>Access, parking and manoeuvring</b>	
<b>PO 22 Vehicle access</b> Vehicle access is provided to a standard appropriate for the activity and the zone.	✓ The existing access will be maintained.
<b>PO 23 Parking and manoeuvring</b> Vehicle parking and service vehicle provision is adequate for the activity, and ensures both safety and functionality for motorists and pedestrians.	✓ Sufficient area is available for onsite parking.
<b>ENVIRONMENTAL</b>	
<b>Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.</b>	
<b>PO 24 Air emissions</b> Air emissions including odour from premises do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.	✓ Air emissions from the proposed use will be inconsequential.
<b>PO 25 Energy use</b> Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	✓ Passive solar design principles will be incorporated into the development to maximise energy efficiency. The building design and orientation will provide opportunities for the incorporation of alternative energy technologies.
<b>PO 26 Vegetation retention</b> Development retains vegetation not mapped as MSES where it is: <ul style="list-style-type: none"> <li>(a) adjacent to water courses and protecting water quality (riparian);</li> <li>(b) protecting an identified habitat; or</li> <li>(c) minimising soil erosion.</li> </ul>	✓ There is no vegetation to be removed as part of the development.
<b>PO 27 Pests</b> Development avoids the introduction of non-native pest species (plant or animal), that pose a risk to ecological integrity.	✓ The proposed development is for a small scale, low intensity accommodation activity that is unlikely to introduce a non-native pest species.
<b>PO 28 Watercourse buffers</b> Development ensures the maintenance of riparian areas and water quality including protection from off-site transfer of sediment.	✓ Significant setbacks (well in excess of 10 metres) are provided between the proposed dwelling and the high bank of the nearest watercourse (Bungil Creek).
<b>PO 29 Watercourse integrity</b> Bank stability, channel integrity and in-stream habitat is protected from	✓ There is no direct interference or modification of a watercourse channel,

<p>degradation and maintained or improved at a standard commensurate with pre-development environmental conditions.</p> <p>Development ensures that the natural surface water and groundwater hydrologic regimes of watercourses and associated buffers are maintained to the greatest extent possible.</p>	<p>bank or riparian and in-stream habitat as a result of the development. Existing natural flows of surface and groundwater will not be altered.</p>
<p><b>PO 30 Water quality</b></p> <p>The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for:</p> <ul style="list-style-type: none"> <li>(a) the biological integrity of aquatic ecosystems;</li> <li>(b) recreational use;</li> <li>(c) supply as drinking water after minimal treatment;</li> <li>(d) agricultural use or industrial use; and</li> <li>(e) minimises nuisance or harm to adjoining land owners.</li> </ul>	<p style="text-align: center;">✓</p> <p>Appropriate measures to ensure the standard of effluent and/or stormwater runoff from the development will be implemented to maintain surface water quality.</p>
<p><b>PO 31 Sloping land</b></p> <p>Development is undertaken to ensure:</p> <ul style="list-style-type: none"> <li>(a) vulnerability to landslip erosion and land degradation is minimised; and</li> <li>(b) that the safety of persons and property is not compromised.</li> </ul>	<p style="text-align: center;">✓</p> <p>Development will not be undertaken on slopes exceeding 15%.</p>

### 8.2.1 Agricultural land overlay code

The purpose of the Agricultural land overlay code is to ensure that agricultural land is protected from development that leads to its alienation, fragmentation or diminished productivity.

The purpose of the code is achieved through the following overall outcome:

- that the ongoing productive use of Agricultural Land Classification (ALC) Class A and Class B land for agricultural purposes is maintained and protected by ensuring that:
  - ALC Class A and Class B land is only used for appropriate rural and complementary uses;
  - conflict between farming activities and sensitive land uses is avoided;

- further fragmentation of ALC Class A and Class B land as a result of reconfiguring a lot is avoided; and
- development avoids adverse impacts on ALC Class A and Class B land from land degradation and stormwater run-off.

The proposed development complies with the Purpose and Overall Outcomes of the Agricultural land overlay code because:

- the proposed use for a dwelling and ancillary outbuilding is compatible with and complementary to agricultural land uses;
- the development does not involve subdivision and will not result in the fragmentation of agricultural land; and
- appropriate stormwater management will be established.

<b>THE AGRICULTURAL LAND OVERLAY CODE</b>	
<b>for agricultural land classification Class A and Class B land identified in the SPP agricultural land mapping</b>	
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>
<b>PLANNING</b>	
<b>Use and density</b>	
<b>PO 1 Use</b> Development on ALC Class A and Class B land is limited to:- <ul style="list-style-type: none"> <li>(a) rural uses that make use of and rely upon the quality of the agricultural land resource;</li> <li>(b) complementary uses that are essential to on-site farming practice.</li> </ul>	✓  The proposed development is for a complementary use in the form of dwelling house.
<b>PO 2 Separation – residential uses</b> Development for residential activities and other sensitive land uses does not adversely impact on the ongoing operational efficiency and productive agricultural use of ALC Class A and Class B land.  <small>Note: Sensitive land uses are defined in the State Planning Policy.</small>	✓  The proposal is for a small scale, low intensity accommodation activity that will occupy less than 5% of the total land holding. It will not compromise the continued use of the lot or adjacent lots for agricultural pursuits.
<b>PO 3 Fragmentation - subdivision</b> Reconfiguring a lot involving ALC Class A and Class B land does not result in lot sizes or lot configurations that lead to:- <ul style="list-style-type: none"> <li>(a) fragmentation of rural land and loss of land for viable rural production;</li> <li>(b) proposed lots intended for general residential or rural residential use;</li> <li>(c) loss of flexibility in the way landholdings are used for agricultural production.</li> </ul>	<b>N/A</b> – The proposal is not for a ROL.
<b>PO4 Fragmentation – boundary realignment</b> The boundaries of existing lots containing ALC Class A and Class B land are not rearranged, unless it can be demonstrated that a rearrangement of lot boundaries would:- <ul style="list-style-type: none"> <li>(a) aggregate ALC Class A and Class B land resources and maximise the utility of the land</li> </ul>	<b>N/A</b> – The proposal is not for a boundary realignment.

for agricultural purposes; (b) provide for better land management; and (c) not give rise to, or worsen, land use conflicts between agricultural and residential land uses.	
<b>ENGINEERING</b>	
<b>Stormwater and Drainage</b>	
<b>PO5 Stormwater and Drainage</b> Development for non-agricultural purposes is located, designed and constructed to minimise the impact of sediment and stormwater run-off on ALC Class A and Class B land.	✓ Stormwater collection and discharge will be managed in accordance with Council's adopted standards.

### 8.2.5 Flood hazard overlay code

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

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

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

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

- maintains and enhances the hydrological function of the land;
- does not involve filling (earthworks) or changes to existing landform or drainage lines that results in a loss of the flood conveyance and flood storage capacity of the land;
- does not include further subdivision,
- is limited to:
  - (a) flood proofed *Recreation activities*;
  - (b) rural activities where for *Animal husbandry, Cropping, and Permanent plantation*;
  - (c) flood proofed local *Utility installations*;

- (d) conservation and natural area management; and
- (e) replacement of existing lawful development, including *Accommodation activities* where habitable rooms are elevated above the *Defined flood level*.

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

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

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

- The footprint of the proposed development is located outside mapped flood hazard areas.

<b>THE FLOOD HAZARD OVERLAY CODE</b>	
<b>for areas within the defined flood area, or mapped as flood prone by QRA online mapping:</b>	
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>
<b>PLANNING</b>	
<b><i>Use, density and built form</i></b>	
<b>PO 1 Scale</b> The scale of development within the Defined flood area does not increase.	<b>N/A</b> – the development site is not within the Defined flood area.
<b>PO 2 Location</b> Premises are located to: <ul style="list-style-type: none"> <li>(a) avoid flooding;</li> <li>(b) protect life and property; and</li> <li>(c) avoid changing the extent and magnitude of flooding.</li> </ul> Note: Where no flood hazard map is available, assessment of potential flooding impacts will take account of the QRA online mapping that shows the likely extent of floodplains in the 'Interim Floodplain Assessment Overlay'. This is consistent with the Queensland Reconstruction Authority (QRA) model code within the document: Planning for stronger, more resilient floodplains guidelines.	<div style="text-align: center;">✓</div> The proposed development is located outside the area identified as being affected by flooding.
<b>PO 3 Density and site coverage</b> The number of people requiring assistance during flood events is minimised.	<div style="text-align: center;">✓</div> Occupied uses are located outside flood affected areas.



<b>Amenity</b>	
<b>PO 4 General amenity</b> Surrounding land does not suffer a reduction in use value as a result of development within the floodplain.	✓ There will be minimal disturbance to terrain and no removal of vegetation as part of the proposed development.
<b>PO 5 Building standards</b> Buildings are designed to be resilient to flooding.	✓ The proposed dwelling will be located outside the extent of the flood affected area of the site.
<b>PO 6 Building materials and techniques</b> Where construction is below the Defined flood level, materials and building techniques are used that minimise the need for repair after a flood event.	✓ The development site is not located within the Defined flood level area.
<b>PO 7 Essential community infrastructure</b> Essential community infrastructure maintains functionality during and after a Defined flood event.	<b>N/A</b> – The development is not for essential community infrastructure.
<b>ENGINEERING</b>	
<b>Floodwater</b>	
<b>PO 8 Flood storage capacity and the Defined flood area</b> Development does not directly, indirectly or cumulatively change flood characteristics in a manner that may cause adverse impacts external to the development site.  Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.	<b>N/A</b> – The development site is not located within the Defined flood level area.
<b>Access and parking</b>	
<b>PO 9 Access</b> An escape / safety route is identified and maintained for all development within the Defined flood area.	A flood management plan has been conditioned and will be implemented in the event of flooding.
<b>PO 10 Parking and manoeuvring</b> Vehicle parking and service vehicle provision may be provided within the Defined flood area where the vehicles can be removed before flooding occurs.	The development site is not located within the Defined flood level area.
<b>ENVIRONMENTAL</b>	

<b>PO 11 Water quality</b> The environment and so too public safety are not affected by the detrimental impacts of hazardous materials released to the environment during a flood event.	<b>N/A</b> – The development does not involve the manufacture, storage and use of hazardous materials.
<b>SAFETY AND RESILIENCE TO HAZARDS</b>	
<b>PO 12 Personal safety</b> Development maintains the safety of people during all floods up to and including a Defined Flood Event.  Note: A Defined flood event (DFE) is identified first in an adopted flood hazard map under the planning scheme or, in the absence of an adopted flood hazard map, flood mapping prepared and maintained by the Queensland Reconstruction Authority or other Queensland Government Agency.	The development footprint is not located within the Defined flood level area.
<b>PO 13 Temporary or movable structures</b> For development involving temporary or movable residential structures, clear escape from flooding is available, identified and maintained.	<b>N/A</b> – The development site is not for a temporary or moveable structure/s.
<b>PO 14 Protection of essential services</b> Essential services infrastructure maintains functionality during and after a Defined flood event.  Note: Essential services infrastructure includes, but is not limited to, on-site electricity, gas, water supply, sewerage and telecommunications services.	<b>N/A</b> – The development is not for essential service infrastructure.

### 8.2.8 Airport environs overlay code

The purpose of the Airport environs overlay code is to protect and maintain the operational efficiency and safety of the Roma Airport and aviation facilities and avoid land use conflicts.

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

- the safety of aircraft operating within the airport's operational airspace is maintained and enhanced;  
 Note—operational airspace includes the areas and vertical dimensions of an airport's obstacle limitation surface (OLS).
- sensitive land uses and other incompatible activities are appropriately located and designed to ensure that these uses and activities do not adversely impact on airport operations;
- the risk of public safety being compromised by incidents in the take-off and landing phases of aircraft operations is minimised;

- development protects aviation facilities including navigation, communication and surveillance facilities from incompatible land uses, buildings, structures and works.

The proposed development complies with the Purpose and Overall Outcomes of the Airport environs overlay code because:

- It is appropriately located and will not compromise aviation facilities including navigation, communication and surveillance facilities.

<b>THE AIRPORT ENVIRONS OVERLAY CODE</b>	
<b>for areas within an area of interest of the SPP strategic airport and aviation facilities mapping</b>	
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>
<b>PLANNING</b>	
<b>Use, density and built form</b>	
<b>PO 1 Height - OLS</b> Development does not cause an obstruction or hazard to the safe movement of aircraft by any temporary or permanent intrusion of a physical structures into the airport's operational airspace.	<div style="text-align: right;">✓</div> The proposed development will not cause an obstruction or hazard to the safe movement of aircraft because: <ul style="list-style-type: none"> <li>it is single storey, with a maximum built height of 4.6m;</li> <li>it is located over 2 kilometres from the closest runway; and</li> <li>there is no signification vegetation proposed.</li> </ul>
<b>PO 2 Height – Communications</b> Development ensures that temporary or permanent physical structures located within an aviation facility's building restricted area do not interfere with the safe and continued functioning of the aviation facility.	<b>Not applicable</b> – the site is not located within the building restricted area of an aviation facility.
<b>PO 3 Buffers</b> Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife, in particular flying vertebrates such as birds or bats, in significant numbers.	<div style="text-align: right;">✓</div> The proposed development will not cause an obstruction hazard to the safe movement of aircraft within the airport's operational airspace through the attracting of wildlife because the proposed development: <ul style="list-style-type: none"> <li>does not involve the bulk handling or disposal of putrescible waste;</li> </ul>

	<ul style="list-style-type: none"> <li>• is not for aquaculture, intensive animal industry, animal keeping or industrial uses;</li> <li>• is not an outdoor recreation and entertainment activity; and</li> <li>• any proposed landscaping and drainage works will be minor and will not attract large volumes of birds and bats.</li> </ul>
<b>Avoiding nuisance</b>	
<b>PO 4 Lighting</b> Development does not cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace through the installation of external lighting that could distract or interfere with a pilot's vision, or confuse the visual identification of runway, approach or navigational lighting from the air.	✓ Proposed lighting does not exceed acceptable levels or cause an obstruction or hazard to the safe movement of aircraft within the airport's operational airspace.
<b>PO 5 Particulate release</b> Development does not cause an obstruction or hazard to the safe movement of aircraft within an airport's operational airspace through the emission of particulates, gases or other materials that may cause air turbulence, reduce visibility or affect aircraft engine performance.	✓ The proposed development is not anticipated to release any gaseous plumes with a velocity exceeding 4.3 metres per second, smoke, dust, ash or steam or emissions with depleted oxygen content.
<b>PO 6 Noise emissions</b> Development and land uses that are sensitive to noise interference or noise nuisance:- <ul style="list-style-type: none"> <li>(a) avoid noise affected areas surrounding the airport; or</li> <li>(b) are sited, designed and constructed to mitigate noise nuisance to acceptable levels.</li> </ul>	<b>Not applicable</b> – the subject site is not located within the ANEF contour for the Roma airport.
<b>Safety and resilience to hazards</b>	
<b>PO 7 Public safety</b> Development within the public safety areas located at the end of airport runways avoids:- <ul style="list-style-type: none"> <li>(a) a significant increase in the number of people living, working or congregating in those areas; and</li> <li>(b) the use or storage of</li> </ul>	<b>Not applicable</b> – the subject site is not located within the Public Safety Area of the Roma Airport.

hazardous materials.	
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### 9.3.1 Accommodation activities code

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

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

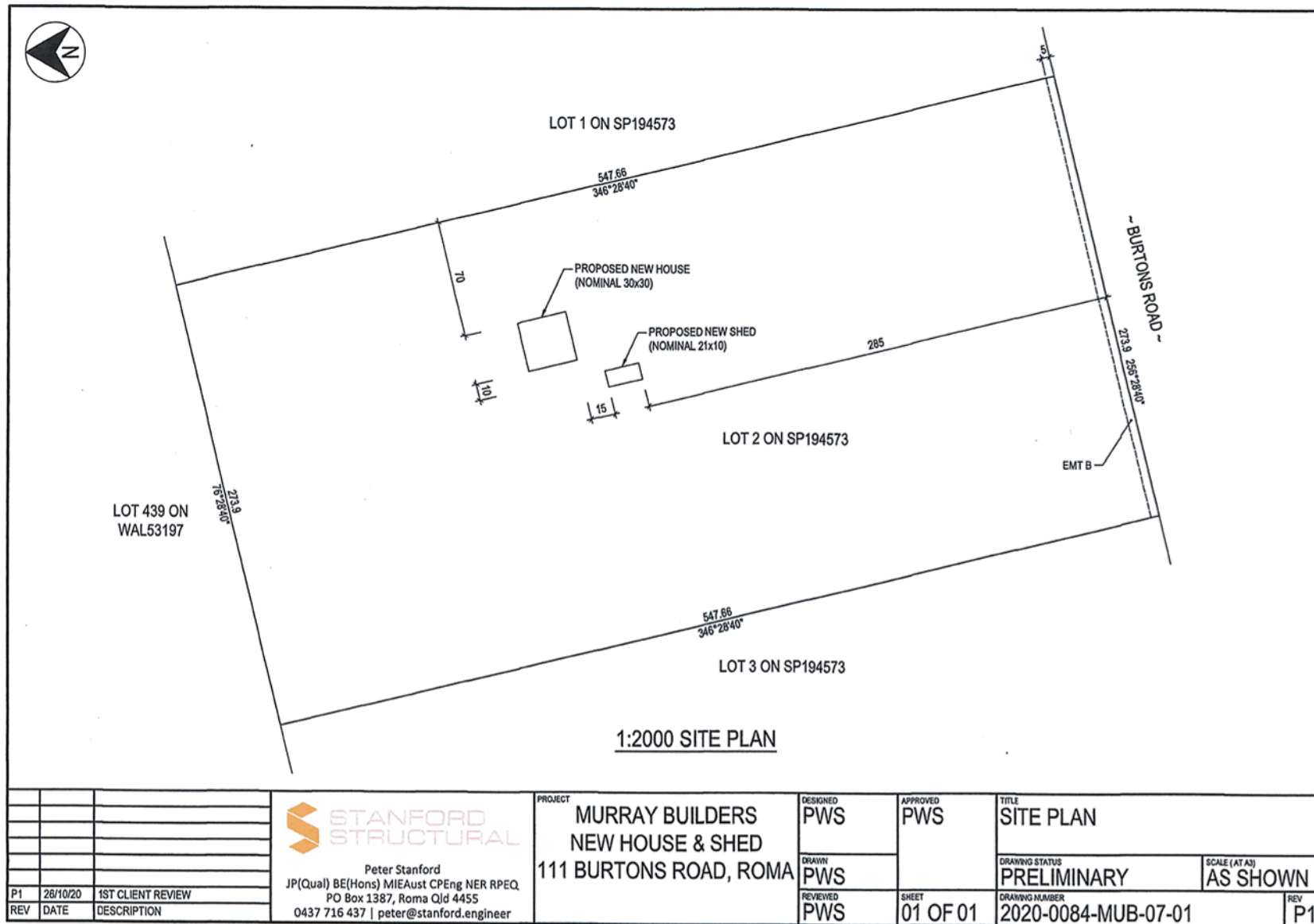
- (a) the type, location, scale, density and setbacks of *Accommodation activities* is consistent with the character and amenity of the applicable zone/s;
- (b) the design of buildings and structures is compatible with surrounding development in terms of built form and scale;
- (c) *Accommodation activities*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

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

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

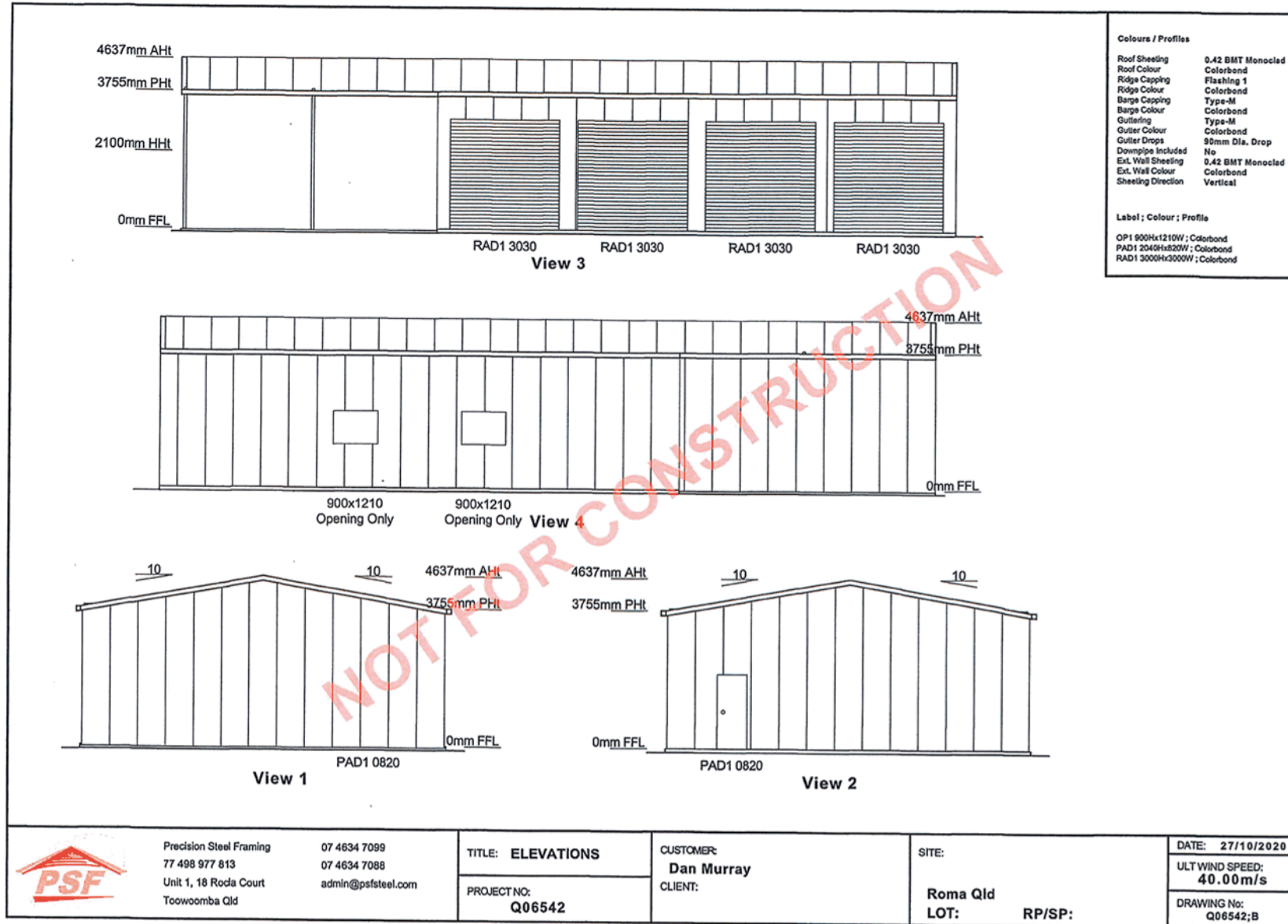
<b>THE ACCOMMODATION ACTIVITIES CODE</b>	
<b>Performance outcomes</b>	<b>Acceptable outcomes</b>
<b>DWELLING HOUSE</b>	
<b>PLANNING</b>	
<b>Use, density and built form</b>	
<b>PO 1 Density and site coverage</b> The density, scale and built form of	✓

<p>the <i>Dwelling house</i>:</p> <ul style="list-style-type: none"> <li>(a) does not compromise the predominate scale and character of the locality;</li> <li>(b) maintains an acceptable level of amenity for occupants of the <i>Dwelling house</i> and adjoining residential premises; and</li> <li>(c) integrates with any existing <i>Dwelling house</i> on the same allotment.</li> </ul>	<p>The proposed dwelling house will not compromise the scale and character of the locality because:</p> <ul style="list-style-type: none"> <li>• It is a small scale, low intensity use that will not compromise the balance of the lot being used for rural pursuits;</li> <li>• Significant setbacks are provided between the proposed dwelling house and surrounding development and road frontages; and</li> <li>• The proposed dwelling will be located on a large rural block wherein it is not necessary or considered reasonable to position dwellings within close proximity of one another.</li> </ul>
<p><b>Amenity</b></p>	
<p><b>PO 2 Building appearance</b></p> <p>The <i>Dwelling house</i> is oriented to the street to:</p> <ul style="list-style-type: none"> <li>(a) provide visual interest and ensure the streetscape is not dominated by garages, bathrooms, toilets and laundries; and</li> <li>(b) facilitate casual surveillance of the surrounding neighbourhood.</li> </ul>	<p>The proposed dwelling provides significant setbacks from the street.</p>









## **OFFICER REPORT**

**Meeting:** Ordinary 27 January 2021

**Date:** 20 January 2021

**Item Number:** L.7

**File Number:** D21/5161

**SUBJECT HEADING:** Request for Participation - National Day of Action against Bullying and Violence 2021

**Classification:** Open Access

**Officer's Title:** Deputy Director / Strategic Road Management

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### **Executive Summary:**

Council has received a request from the Queensland Education Department inviting Council to participate in raising awareness of National Day of Action against Bullying and Violence (NDA), on the third Friday in March.

On this day, 19 March 2021, organisations are being asked to light public spaces with orange lighting to indicate support and raise community awareness.

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

That Council:

1. Note the email from the Department of Education requesting Council's support for the National Day of Action against Bullying and Violence (NDA).
2. Support the National Day of Action against Bullying and Violence (NDA) by amending the variable street tree lighting in McDowall Street Roma to display orange only on the 19 March 2021.
3. Distribute a media release to inform the community of the reason behind the orange colour change in the tree lighting.

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

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

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

Department of Education – Staff, Students and their families

### **Acronyms:**

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

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

Acronym	Description
CBD	Central Business District
NDA	National Day of Action against Bullying and Violence

**Context:**

*Why is the matter coming before Council?*

Council has been approached by the Department of Education, requesting Council consider participating in lighting up Maranoa Regional Council in Orange, in recognition of National Day of Action against Bullying and Violence (NDA) on 19 March 2021.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The National Day of Action against Bullying and Violence (NDA) is an important day to mark Australian school communities standing together against bullying and violence.

In Queensland, 96 percent of schools are registered to participate in the 2021 NDA and 60 percent of all Australian schools are registered to participate with more than two million students anticipated to engage in the day nationally, this year's theme is *Take Action Together*.

On Friday 19 March 2021, lets *Take Action Together*, is designed to empower students to rally and unite their ideas and actions to address bullying, with the focus of all schools being a safe, supportive and respectful teaching and learning environment, that foster student wellbeing. The day promotes a future that is inclusive, supportive and free from all forms of bullying and violence.

School communities across Australia are the key drivers of the NDA and have been participating for eleven years. The NDA has demonstrated its proven ability to create positive change for students, staff and the overall school environment.

The *Shape the Future of the NDA Survey* analysed the impact of the NDA, it has been found, the longer schools are involved in the NDA, the stronger the results.

The data identified schools that have participated for one or two years reported a 77% increase in whole school community conversation and understanding of anti-bullying messages, with a large percentage, experiencing positive parent communication about their school values and culture.

A flyer identifying the benefits and outcomes of the NDA has been attached for Councils reference. Further information about NDA, the framework, strategies and programs for schools to follow, can be found by visiting the *Bullying. No Way!* website [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au). The Safe and Supportive Communities Working Group, a joint initiative of the Australian Government, Catholic and Independent schooling sectors, manage this site.

### **Request Options**

Council officers have previously investigated requests similar to this and the impacts associated with the request and key findings are detailed below.

- **Street Lighting**

Previously Council resolved not to amend the street lighting given the prime function of the lights and officers recommended against using these lights as a way of supporting the event.

- **Festoon Lighting**

Previously Council resolved not to consider this option given the costs associated with amending the lighting colours, it was recommended that lower cost alternatives be considered as a preference.

- **Street Tree Lighting**

Street Tree Lighting system installed at the base of the trees in the Roma CBD allows the multi coloured LED lighting to cycle. One of the lights in the colour cycle is **Orange**. Council staff can alter the lighting to a number of different configurations, including maintain a single colour for a set duration. Investigations considered this action as achievable, low cost and currently able to be implemented without any future budget allocation.

Council has previously resolved to amend the colour of the tree lighting in support of community groups and their respective causes.

### **Future Requests**

That this request be considered for inclusion in the pre-approved annual calendar for consideration by Council (as per resolution from Ordinary Meeting on 25 November).

### **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)

Deputy Director / Strategic Road Management  
Asset Officer – Transport Network (Author of report)

Team Coordinator - Roma Parks & Gardens and Bassett Park  
Department of Education - Project Officer, Bullying. No Way!

### Funding Bodies:

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

N/A

### This Financial Year's Budget:

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

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

As presented, there will be no financial impact from the recommendation. The staff time required to make the adjustment of the light cycle on the street trees or generating the media release; is likely to be minimal and it would be the intention that this time would be completed as part of day-to-day operations.

### Future Years' Budgets:

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

N/A

### Impact on Other Individuals or Interested Parties:

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

Department of Education – Staff, Students and their families

### Risks:

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

Risk	Description of likelihood & consequences
Decline to participate in the event altogether	Likely – as the local government of the regional, Council may find that declining to participate in the event altogether may result in a negative reputational impact.

### Advice to Council:

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

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

Given there would be limited time and cost to Council associated with (1) amending the lighting colour for one night; and (2) generating the media release to support public awareness, it is recommended that Council consider supporting the event by

amending the tree lights to orange for National Day of Action against Bullying and Violence (NDA).

**Recommendation:**

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

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

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

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

That Council:

1. Note the email from the Department of Education requesting Council's support for the National Day of Action against Bullying and Violence (NDA).
2. Support the National Day of Action against Bullying and Violence (NDA) by amending the variable street tree lighting in McDowall Street Roma to display orange only on the 19 March 2021.
3. Distribute a media release to inform the community of the reason behind the orange colour change in the tree lighting.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.5 Street lighting and public space lighting

**Supporting Documentation:**

- |                     |  |          |
|---------------------|--|----------|
| 1 <a href="#">↗</a> | Email from Mathias Broqua Project Officer, Bullying No Way - Request to light up Orange for National Day of Action against Bullying and Violence - 19 March 2021 | D21/5221 |
| 2 <a href="#">↗</a> | National Day of Action against Bullying and Violence - Benefits for schools Flyer - 19 March 2021  | D21/5175 |

**Report authorised by:**

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services



**Karen McMillan**

**From:** BROQUA, Mathias <Mathias.BROQUA@qed.qld.gov.au>  
**Sent:** Tuesday, 12 January 2021 2:11 PM  
**To:** Council  
**Subject:** Light up request

Good afternoon,

Each year, key landmarks across Queensland unite to light up **orange** and raise community awareness of the **National Day of Action against Bullying and Violence (NDA)** on the third Friday of March.

I am requesting that you please consider the appeal to light up Maranoa Regional Council in orange in recognition of the NDA on Friday 19 March 2021.

For your information, I have included some background on the campaign below:

*The National Day of Action against Bullying and Violence (NDA) is an Australian initiative of all education ministers with the intent of creating grassroots behaviour change in schools to counter bullying and violence. Schools across Australia engage in the day and use it as a platform to ignite positive conversations around bullying and violence and promote and celebrate the achievements of the programs and initiatives that counter bullying. The NDA is an annual celebration of a positive movement against bullying and violence and is in its eleventh year. The day promotes a future that is inclusive, supportive and free from all forms of bullying and violence. In Queensland, 96 percent of schools are registered to participate in the 2021 NDA and 60 percent of all Australian schools registered to participate with more than two million students anticipated to engage in the day nationally. The theme for the NDA 2021 is **Take Action Together**.*

For more information, please visit the [Bullying. No Way! website](https://www.bullyingnoway.gov.au/) or contact me by phone on 07 3513 5998, or via email at [mathias.broqua@qed.qld.gov.au](mailto:mathias.broqua@qed.qld.gov.au).

Thank you for your consideration and we look forward to working with you to light up the NDA in 2021.

Kind Regards,

**Mathias Broqua**

**Project Officer, Bullying. No Way!**

State Schools - Operations  
Department of Education

P: 07 3513 5998

E: [Mathias.Broqua@qed.qld.gov.au](mailto:Mathias.Broqua@qed.qld.gov.au)

Level 15 | Education House | 30 Mary Street | Brisbane QLD 4000

PO Box 15033 | City East QLD 4002

Please consider the environment before printing this email.



# National Day of Action against Bullying and Violence

## Benefits for schools

The **National Day of Action against Bullying and Violence (NDA)** is Australia's key anti-bullying campaign for schools. It supports schools to work with their school communities to find practical and lasting solutions to bullying and violence. This school-focused campaign is held annually on the third Friday in March.

The **Shape the Future of the NDA** survey was undertaken to identify whether the NDA contributes to change in schools. The survey of over 200 schools showed positive impacts which increased in schools with longer involvement with the NDA.



“The NDA has been an important part of giving bullying prevention a profile and focus each year.”

### Positive impacts

“We considered it important to be part of a national response to bullying. It is an opportunity to focus on and promote our bullying prevention policies and practices.”

“We needed to change the culture of staff, students, and community ... and how to deal with conflict in a calmer manner.”

“We wanted to help students to understand bullying and talk about it ... which then would open the doors for families and the community to talk about bullying also.”



“In participating in the NDA ... we are approaching bullying as a whole school community ... It sets this as a priority for our school and a tone for the year.”

“Shared understanding of the research and practices to reduce bullying.”

“We found out about the NDA and decided it reflected our school values beautifully.”

“We had seen information in the media and saw the NDA as a way to positively impact our school culture.”

**BULLYING. NO WAY!**

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)





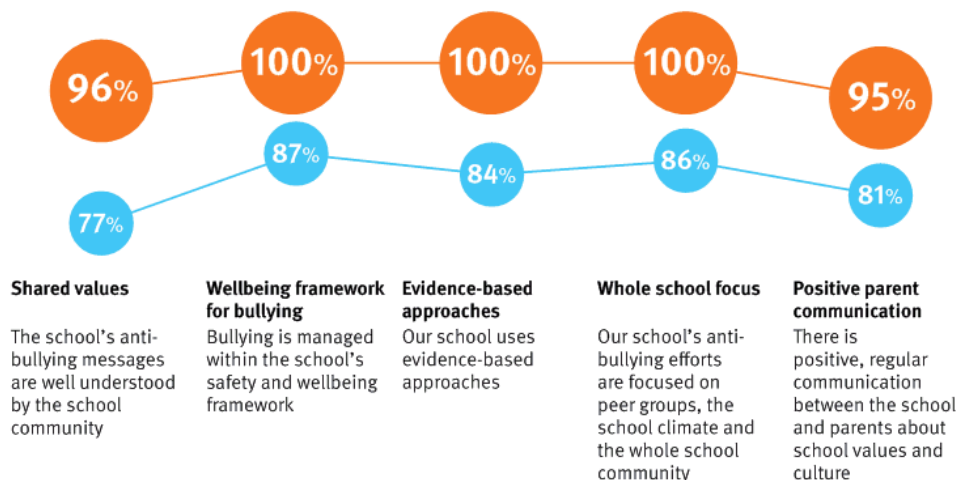
### Longer involvement – stronger results

Schools with longer NDA involvement showed stronger results, with more answering **usually** or **always** to the statements below.

5–7 years  
in the NDA

1–2 years  
in the NDA

\*Numbers rounded



Of the schools with more than five years NDA involvement:

**73%** reported positive changes for students

Including:

- greater understanding of what is bullying
- greater understanding of the importance of proactive bystander behaviours
- knowledge of what to do if bullied
- increased reporting of bullying
- a common language to use
- more positive relationships with other students and staff.

“We have noticed students being more inclusive and problem solving. If an incident arises it is reported almost immediately if the students can't work it out themselves.”

**66%** reported positive changes for staff

Including:

- greater knowledge of school policy and practices
- increased understanding of bullying
- improved response to bullying
- proactive management of student behaviour
- improved teaching about bullying and use of resources
- more positive relationships with students.

“Staff awareness of bullying, cyberbullying and the impact on individuals and groups has improved and has enabled staff to take a more active role in both challenging bullying behaviour and supporting students that have been bullied.”

**66%** reported positive changes in school climate

Including:

- a more positive school climate
- a sense of working together with a shared focus
- contribution to school values
- a common language to use
- reduced playground incidents
- more positive relationships.

“Overall the climate of the school has become more inclusive... The students understand the school's values and what it means to show respect to everyone.”

**BULLYING. NO WAY!**

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)