

BUSINESS PAPER

Ordinary Meeting

Wednesday 24 February 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 15 February 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 24 February, 2021 at 9.00AM.



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 10 March 2021.

Confidential Items

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

C.1 Saving Historical Assets

Classification: Closed Access

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

C.2 Request for Approval to Construct a New Carport at Major Mitchell Caravan Park

Classification: Closed Access

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

C.3 Multi Venue User Agreement - WOW Dance

Classification: Closed Access

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

C.4 Australian Government's Local Roads and Community Infrastructure Programs

Classification: Closed Access

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

Councillor Business

13 Councillor Business

Closure

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 5 February 2021

Item Number: 11.1

File Number: D21/9396

SUBJECT HEADING: Policy review - Cemeteries Operations
Classification: Open Access
Officer's Title: Manager - Communication, Information & Administration Services

Executive Summary:

The Cemeteries Operations Policy has been reviewed and is tabled for Council's consideration.

This policy outlines the management and administration of Council owned cemeteries.

Officer's Recommendation:

That Council adopt the 'Cemeteries Operations Policy' as presented.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

The Council Policy – Cemeteries Operations has undergone a review. A draft policy including minor changes is presented to Council for adoption.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The current "Cemetery Operations" policy required a fresh review to ensure it meets its purpose as it was adopted by Council several years ago.

This review has made only minor amendments, which are additions to the policy, without changing its intent.

These additions are highlighted in the Draft copy attached.

Summary of changes:

- Columbarium/Ash Wall to include reference to *Wall of Memory* and *Wall of Remembrance*.
- Definition of Columbarium/Ash Wall, Wall of Memory and Wall of Remembrance expanded to include reference - *and a standard plaque located. A plaque may be located in such areas without the placement of ashes.*
- Definition of *Inurnment* - *The practice of placing an urn in a niche wall and closing it up* added.
- Reference to the *Injune Wall of Remembrance*, *Wallumbilla Wall of Memory* and *Yuleba Wall of Memory* added to the policy.
- Update depth from 2.7 metres to 2.4 metres (8 feet) as follows:

4.8.1 All adult plots will be dug at a standard depth of *2.4 metres (8 feet)* to allow for two burials except in the instance where the soil structure or ground stability does not allow for a second interment

under the Requirements for Graves section of the policy.

- Include

4.8.5 Interment of ashes will be dug at a standard depth of half a metre x half metre unless otherwise specified

under the Requirements for Graves section of the policy.

- Include

4.15.4 Roma Lawn Beam Section – this area includes the plaque where it is positioned on a Council supplied granite plinth installed on a

concrete beam. Granite flower receptacles attached to the plinth are also supplied

under the Plaques, Monuments and Inscriptions – Lawn section of the policy.

- Include reference to *Injune Historical Cemetery* in section 6 Closed/Historical Cemeteries.

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)

Refer to the policy for details.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's current *Cemeteries Operations Policy* was adopted 28 May 2014:

Resolution GM/05.2014/49.

Input into the Report & Recommendation:

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

Sharon Frank - Director of Corporate and Community Services
Governance Officer

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

The current budget will not need to change as a result of adopting this policy.

Future Years' Budgets:

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

The future budgets will not need to change as a result of adopting this policy.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

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

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

It is recommended that regular reviews of Council policies are undertaken to ensure accuracy of detail and purpose.

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 adopt the 'Cemeteries Operations Policy' as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.6 Cemeteries

Supporting Documentation:

[1](#) Cemeteries Operations Policy

P20/9

Report authorised by:

Director - Corporate & Community Services

1. PURPOSE

The objective of the policy is to set down guidelines for the management and administration of Council owned cemeteries.

2. SCOPE

The policy covers all matters relevant to all Maranoa Regional Council managed cemeteries and applies to Council employees, Councillors, funeral directors, community members, legislative authorities and contractors.

3. DEFINITIONS

AUTHORISED PERSON	A person authorised by the delegated authority to exercise the powers of an authorised person under this policy and Council's Local Laws.
BURIAL	Means the interment of non-cremated human remains
BURIAL LICENCE	A licence for interment of non-cremated human remains
BURIAL LICENCE HOLDER	Person who has been issued with a burial licence
CEMETERY OR CEMETERIES	Designated area containing one or more burial places and/or areas for cremated remains
COUNCIL	Maranoa Regional Council
COLUMBARIUM/ASH WALL WALL OF MEMORY WALL OF REMEMBRANCE	A Structure having recesses in the walls to receive cremated remains and a standard plaque located. A plaque may be located in such areas without the placement of ashes
CREMATION	To reduce a body to ashes by fire
EXHUMATION	The removal of human remains
FEES AND CHARGES	A fee or charge fixed by Council and published in Council's Register of Fees and Charges
HEADSTONE	Masonry structure placed at the head of a grave site
INURNMENT	The practice of placing an urn in a niche wall and closing it up
LAWN CEMETERY	Burial area in which standard plaques are placed on the designated beam or ground level on a concrete plinth and the remainder of the cemetery is mown grass
MONUMENT	Any structure, headstone masonry, metal work, casting or item placed over, in or around a burial right or grave site
NICHE	Inurnment site or place in a wall where a container containing ashes of a deceased person may be placed
PLAQUE	Memorial sign that is attached to a plinth, headstone or niche wall

PLINTH	A structure placed on a grave for which a plaque or monument is attached
REGISTER	Council's formal data repository containing details of a burial, memorial site, immurement right, interment right or burial right
RESERVATION	Pre-need burial right

4. DETAILS

4.1. Introduction

Council maintains 19 cemeteries with the Maranoa Regional Council area providing a combination of monumental and lawn sections, and columbarium walls. These are:-

- Amby Monumental Cemetery
- Hodgson Monumental Cemetery
- Injune Lawn Cemetery
- Injune Monumental Cemetery
- Injune Wall of Remembrance
- Jackson Monumental Cemetery
- Mitchell Monumental Cemetery
- Mungallala Monumental Cemetery
- Roma Lawn Cemetery
- Roma Monumental Cemetery
- Roma Ash Wall
- Surat Monumental Cemetery
- Surat Ash Wall
- Wallumbilla Lawn Cemetery
- Wallumbilla Monumental Cemetery
- Wallumbilla Wall of Memory
- Yuleba Lawn Cemetery
- Yuleba Monumental Cemetery
- Yuleba Wall of Memory

All other cemeteries in the Maranoa region are administered by private trustees or closed to future burials.

Council recognises the heritage value of each cemetery and takes this into consideration with the ongoing management of each cemetery. It is acknowledged that cemeteries are special places requiring sensitive and sympathetic management, however this may not always be practicable. Council, as the Cemetery Manager reserves the right to determine what is appropriate, hazardous and acceptable management of a cemetery.

Commitment

As the Cemetery Manager of the cemeteries within the Maranoa Regional Council area, Council is the sole determinant of dignified behaviour within the cemeteries. This includes what constitutes a dignified funeral, monument design and installation, and the placement of tributes in addition to the permanent monument.

To minimise conflict as to what Council deems appropriate and acceptable conduct, Council has prepared and implemented this Policy.

Every attempt will be made to liaise with the families, funeral director or other representatives prior to any action being taken, however Council staff may take action to rectify situations without prior consultation if required.

4.2. Provisions at Cemeteries

Council will make such provisions as it considers necessary for the following:-

- 4.2.1 A Register of Burial, as required by Subordinate Local Law No.1.9, must be kept in respect of all burial places. (Except where historically this information was not retained)
- 4.2.2 A Register of Cremation, as required by Subordinate Local Law No.1.9, must be kept in respect of each cremation. (Except where historically this information was not retained)
- 4.2.3 The establishment and standards of construction and design for monuments and structures
- 4.2.4 The size, multiple use and location of burial places
- 4.2.5 The erection or installation of structures and the make of inscriptions
- 4.2.6 The carrying out of work by monument masons
- 4.2.7 The removal, replacement and maintenance of structures
- 4.2.8 The improvement and maintenance of cemeteries
- 4.2.9 The conduct of religious or other ceremonies of burial, cremation, disposition or commemoration

4.3. Register of Burial Places and Cremation

- 4.3.1 A Register of Burial, as required by Subordinate Local Law No.1.9, must be kept in respect of all burial places. (Except where historically this information was not retained)
- 4.3.2 A Register of Cremation, as required by Subordinate Local Law No.1.9, must be kept in respect of each cremation. (Except where historically this information was not retained)
- 4.3.3 A register of pre-need burial rights (Reserve Graves) will be kept and must contain the name and address of the owner of the burial right.
- 4.3.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing or entries by:-
 - Surname**
 - Date of burial or cremation**
 - Burial place location**
- 4.3.5 Each burial or cremation must be recorded in its respective register immediately after the service
- 4.3.6 Registers may be amended to remove or correct inaccuracies

4.4. Exclusive right of burial

- 4.4.1 Council will issue to the owner of an exclusive right of burial a certificate upon request, clearly showing:-
 - The owners name and address**
 - The amount paid**
 - The date of issue**
 - A description of the physical location of the grave**
 - The terms and conditions under which the certificate is issued**
- 4.4.2 Any fees relating to the purchase and issue of the certificate must be paid at the time of application

- 4.4.3 Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such rights as a business
- 4.4.4 Council will facilitate the transfer of a right of burial as result of a bequest following receipt of written evidence authorising the transfer and payment of the appropriate fee, and where this transfer does not facilitate the creation of a monopoly or a commercial transaction within the cemetery
- 4.4.5 Council may cancel a right of burial if it is not exercised within 60 years of issue. Council will utilise all available information to determine the availability or otherwise of the plot. For example, a right of burial may exist at one particular cemetery but Council has evidence that the right of burial holder has been interred at another cemetery

4.5. Burials

- 4.5.1 Burials in Council cemeteries must be undertaken by an accredited funeral business
- 4.5.2 Human remains must not be brought into a Maranoa Regional Council cemetery unless:-
 - Approval has been granted by Council; and
 - The remains are enclosed in a coffin or other form of container appropriate to the proposed form of disposal and complies with the industry standards for constructing coffins or other forms of containers for the burial of human remains; if it complies with the following requirements:-
 - a) Not leak liquids or gases
 - b) Be securely closed during transportation to the burial site and at the time of interment
 - c) Be constructed so as to not distort or collapse when handled during the normal course of event leading up to the burial (including handling when damp)
 - d) Be approved in writing by the Chief Executive Officer of the relevant Queensland Government Department with oversight of cemeteries and crematoria
- 4.5.3 Boxed ashes may be interred by private citizens during Council's ordinary business hours (or pre-arrange time)

4.6. Order for Burials

- 4.6.1 Burials and interment of ashes shall take place only during the hours approved by Council

These hours are:

- between the hours of 8.30 am and 3.30 pm Monday to Friday; or
 - by arrangement with Council on Saturdays, Sundays and public holidays (with the exclusion of Good Friday, Anzac Day and Christmas Day.) Burials by special arrangement will be subject to additional fees as laid out in Councils Fees and Charges schedule
- 4.6.2 Notice of the proposed burial, exhumation or disposal must be given to Council a minimum of two (2) full working days prior to the event
 - 4.6.3 There will be a minimum of three (3) hours between service bookings at any one cemetery
 - 4.6.4 Council may approve funerals inside of the two day notice period due to exceptional circumstances from time to time subject to conditions of, and approval by, the authorised person

- 4.6.5 Burials are not to take place unless a burial order/application has been approved by Council
- 4.6.6 Where, in the opinion of the authorised person, the digging of any particular grave is impossible or impracticable because of flooding, wet ground, rock or any other reason, the authorised person may, in his or her absolute discretion, refuse a burial in that grave and may order the relocation of the burial to another grave plot regardless of prior arrangements
- 4.6.7 Council may, due to operational needs, change or modify hours of burial as required, as approved by an authorised person

4.7. Bringing of Human Remains into a Cemetery

- 4.7.1 A person must not bring human remains into a Maranoa Regional Council cemetery unless approval has been given by an authorised officer
- 4.7.2 The remains are to be enclosed in a coffin or other form of container appropriate to the proposed form of disposal and complies with the industry standards

4.8. Requirements for Graves

- 4.8.1 All adult plots will be dug at a standard depth of 2.4 metres (8 feet) to allow for two burials except in the instance where the soil structure or ground stability does not allow for a second interment
- 4.8.2 A plot must be dug at a depth of 2.7 metres (9 feet) to allow a triple burial and the request for such must be received at the time of the first interment
- 4.8.3 There must be not less than 1 metre of soil coverage on top of the last coffin in a grave
- 4.8.4 The maximum number of coffin interments per grave space/plot is three (3) dependent on the depth of the first and second interments or if otherwise restricted in some way which would prevent reopening of the grave
- 4.8.5 Interment of ashes will be dug at a standard depth of half a metre x half metre unless otherwise specified
- 4.8.6 Burials within the designated children section shall only be facilitated where the coffin or casket size can be accommodated within the limitations of the surveyed plot

4.9. Exhumations

- 4.9.1 Exhumations are NOT to take place unless Council has received :-
 - Lodgement of written confirmation from an accredited undertaker that he/she is prepared to carry out the exhumation; and
 - Lodgement of the written consent to the proposed exhumation by the nearest living relative to the deceased; and
 - Lodgement of a Council's application form duly completed, together with the provision of the death certificate
- 4.9.2 Exhumations will be subject to the conditions outlined in Council's Subordinate Local Law No.1.13

4.10. Above Ground Entombment

- 4.10.1 Council does not facilitate above ground entombments

4.11. Vertical Burials

- 4.11.1 Council may consider a vertically spaced cemetery (as opposed to a conventional horizontal spacing) in the future for lawn cemeteries
- 4.11.2 Vertical spaced cemeteries are not planned for any Council cemetery and are not to be implemented for any burial (unless a religious or cultural request to undertake such a burial is received)

4.12. Opening and Reopening of Graves

- 4.12.1 Council staff will arrange for the digging of a grave by an appropriately qualified person
- 4.12.2 Open (prepared) graves must be covered with an appropriate structure to prevent persons from falling in if they are left unattended, unless an appropriate alternative barrier is in place
- 4.12.3 After a burial, a grave may only be reopened for a further burial with the written approval of the authorised person
- 4.12.4 The Council shall take every care when required to re-open a grave for a second or subsequent burial but will not accept responsibility for any accidental or unintentional damage caused to monuments, gravesite or lawn during such opening
- 4.12.5 Where it is necessary to re-open a grave by breaking up and removing a concrete cover/monument, the Council shall not be responsible for re-instatement of the memorial following burial
- 4.12.6 Breaking up or removing a concrete/granite/marble etc cover on a monument, to allow re opening of a grave for second or third interment shall be subject to the following:-
 - Liaison with the authorised person at the time of booking the interment; and
 - Completed by a person qualified to undertake such work, eg. concrete cutters, stonemason; and
 - Be organised by the person arranging the funeral, the funeral director, burial right holder or family member; and
 - Be completed in adequate time to allow excavation of the grave.
- 4.12.7 The Council may apply quantities of water or employ other methods to graves following interment to assist with subsidence and compaction of soil so that the grave can be restored to previous levels as soon as possible
- 4.12.8 The size and position of all graves in Council cemetery is to be determined by the authorised person

4.13. War Graves

- 4.13.1 Council does not have a specified area for war graves
- 4.13.2 These can be accommodated in the general cemeteries, and are to be constructed and maintained by the Australian War Graves Commission

4.14. Plaques, Monuments and Inscriptions – Monumental & Injune Lawn

- 4.14.1 Headstones and monuments in the general sections of the Councils' cemeteries are the responsibility of the holder of the burial licence
- 4.14.2 Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs
- 4.14.3 If headstones or monuments are dangerous, Council may conduct works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and will not include repairs or reinstatement of the headstone
- 4.14.4 All required fees to be paid and authorisation given before any work is commenced by suitably qualified stonemasons

- 4.14.5 The site must be reinstated to the previous standard with all rubbish and debris removed from the cemetery
- 4.14.6 Surrounding monuments and headstones must not be damaged in the course of undertaking any works
- 4.14.7 Memorials must be consistent with the existing amenity of the cemetery
- 4.14.8 Plastic type materials will not be permitted
- 4.14.9 The memorial shall be contained within the grave plot and be less than one metre in height unless certified by a structural engineer
- 4.14.10 The planting of trees, shrubs, roses or any other plants is not permitted on a grave/plot

4.15. Plaques, Monuments and Inscriptions – Lawn

- 4.15.1 Council will determine the standard sizes and design type for all memorial plaques and be responsible for the procurement of such to ensure conformity
- 4.15.2 Only one plaque per plinth is accepted. This plinth has recessed flower receptacles
- 4.15.3 Council will supply a standard concrete plinth for the affixing of a plaque. However applicants may make arrangements through an accredited monumental mason to supply a sandstone, granite or marble base consistent with the dimensions determined by Council
- 4.15.4 Roma Lawn Beam Section – this area includes the plaque where it is positioned on a Council supplied granite plinth installed on a concrete beam. Granite flower receptacles attached to the plinth are also supplied
- 4.15.5 Any image used for a photo must display the face of the person interred (or to be interred) at the location and cannot be interpreted as offensive in a public venue.
- 4.15.6 Other than photographs, no other form of media can be added to the plaque (eg. sound, video, lights etc)

4.16. Flowers and ornaments

- 4.16.1 Council welcomes the limited placement of fresh or artificial tributes at burial and memorial sites however, it is committed to providing fair guidelines that apply uniformly to everyone. This will ensure families are able to grieve in an environment that is safe and tidy and allow Council to meet its obligations in the management of the cemetery grounds
- 4.16.2 No unauthorised tree, shrub or other plant is to be placed or planted on any grave.
- 4.16.3 Within the lawn sections, flowers may be placed in the receptacles on the plaque plinth
- 4.16.4 Within the monumental areas, flowers and ornaments may be placed within the confines of the plot where the grave top has been paved or has a low fence to enclose the plot area
- 4.16.5 Flowers and ornaments must not exceed a height of 30cm
- 4.16.6 The placement of flowers must not encroach on the lawn, adjacent graves or walkways
- 4.16.7 The limit on receptacles is designed to allow families to express their grief but also ensures that other families do not feel marginalised or impinged upon by the placement of excessive items upon neighbouring locations
- 4.16.8 Tributes that encroach on neighbouring burial or memorial positions will be removed.
- 4.16.9 Within the Children's section of the Lawn Cemeteries, small ornaments or mementos may be placed within the plinth area relating to the grave site. No items are to be placed on the grassed area of the plot. The placement of small ornaments or mementos in the Adult Sections of the Lawn Cemeteries is prohibited

- 4.16.10 Within the monumental sections, small ornaments or mementos may be placed within that area relating to the grave where the top has been paved or has been enclosed by a low fence
- 4.16.11 Glass jars/bottles/containers, ceramic pots, crosses and large mementos are not permitted. If used they will be removed from the cemetery
- 4.16.12 Any non-approved items will be removed
- 4.16.13 Fresh flowers, wreaths and artificial flowers will be removed from grave sites by Council staff if, in their opinion, they have deteriorated to such an extent as to detract from the appearance of the cemetery

4.17. Ashes – Placement in Graves

- 4.17.1 Placement of cremated remains shall take place during the hours approved by Council
- 4.17.2 Multiple ashes are permitted to be placed in existing or new graves
- 4.17.3 A maximum of four (4) ashes may be interred in a new grave and a maximum of two (2) ashes interred in an existing grave. The plaques for lawn graves must comply with standard sizes and designs set by Council and must be ordered and placed by council
- 4.17.4 It is a requirement that details of the interment are memorialised on a plaque or monument

4.18. Ashes – Placement in Columbarium/Ash Wall

- 4.18.1 Placement of cremated remains shall take place only during the hours approved by Council
- 4.18.2 The container holding the ashes must be constructed of suitable weather resistant material
- 4.18.3 A standard bronze plaque or commonwealth War Graves plaque of the standard size must be installed over the niche
- 4.18.4 The placing of vases, bottles or containers, for holding of flowers is not permitted.
- 4.18.5 Single fresh or artificial flowers are permitted by placing the stem behind the wall plaques

4.19. Ashes – Scattering in a Cemetery

- 4.19.1 Ashes must not be scattered in a Council administered cemetery without prior approval
- 4.19.2 Details of the deceased must be provided in writing
- 4.19.3 Scattering of ashes shall only take place during the hours approved by Council.
- 4.19.4 The ashes must not be scattered so as to contaminate water sources or affect persons of close proximity

4.20. Removal of Ashes

- 4.20.1 Applications to have cremated remains removed from any cemetery for any reasons, must be made in writing to Council. The application must be signed by all applicants or their rightful successor, or a statutory declaration may be submitted stating that all near relations of the deceased have been advised of the request for removal
- 4.20.2 The holder of the burial licence may relinquish the burial licence to Council in writing after the removal of the ashes

4.21. Fees and Charges

- 4.21.1 Fees for services are determined by Council and specified in Council's Register of Regulatory Fees and Commercial Charges
- 4.21.2 All fees are to be paid in advance, unless approved credit arrangement is in place.
- 4.22.2 Council staff will not issue any certification until the appropriate fee if required in advance has been received
- 4.22.3 Graves can only be reserved on payment of the reservation or purchase for the grave

4.22. Prohibited – All Cemeteries

A person (other than an authorised employee or contractor of Council) must not do any of the following (within a cemetery without written exemption from Council) :-

- 4.22.1 Erect an unapproved monument/structure or tribute
- 4.22.2 Damage, deface, interfere with or alter burial places
- 4.22.3 Damage, deface, interfere with or alter monuments
- 4.22.4 Disturb or interfere with a lawfully conducted funeral or commemorative service.
- 4.22.5 Bury, inter or exhume any human or non-human remains, whether cremated or not.
- 4.22.6 Enter or remain in a cemetery between sunset and sunrise, unless Council permission is obtained
- 4.22.7 Cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision
- 4.22.8 Take part in any gathering, meeting or assembly, except for the purpose of recognised religious, research, historical, educational or other ceremony of burial or commemoration
- 4.22.9 Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material
- 4.22.10 Drive a vehicle at a speed of more than 8 kilometres per hour
- 4.22.11 Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
- 4.22.12 Teach, learn or practice driving a vehicle
- 4.22.13 Camp or reside on any land
- 4.22.14 Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service
- 4.22.15 Urinate or defecate (anywhere other than in a public toilet)
- 4.22.16 Bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other substances
- 4.22.17 Remove any dead timber, logs, trees and flora whether standing or fallen
- 4.22.18 Kill, capture or in any way interfere with animal, bird, fish or other fauna whether native or introduced
- 4.22.19 Plant any tree, shrub, herbage or other plant with prior consent
- 4.22.20 Obstruct any authorised person of, or contractor, of Council or any Funeral Business to, in the performance of the authorised person's duty or the employee's or contractor's, or Funeral Business' work in the cemetery
- 4.22.21 Picking flowers or plants within the cemetery grounds
- 4.22.22 Discharge a firearm (except at a military funeral)

Offenders may be prosecuted under relevant Local, State or Federal Law

5. Conservation and Heritage

Council recognises that burial grounds and cemeteries are places of significance to the community by virtue of their architectural, social and genealogical significance, and will provide reasonable assistance to community groups and interested parties who seek to promote or research cemetery issues

6. Closed/Historical Cemeteries

The Monumental section of the Injune Cemetery is closed and the Monumental section of the Roma Cemetery will be closed upon the allocation of the remaining available plots excepting where an Exclusive Right of Burial has been granted

The following are Historical Cemeteries only:

- Bindango Historical Cemetery
- Euthella Historical Cemetery
- Injune Historical Cemetery
- Muckadilla Historical Cemetery
- Yingerbay Historical Cemetery
- Dulbydilla Historical Cemetery

7. Related Policies and Legislation

Local Government Act 2009

Land Regulation 2009

Local Law No. 1 (Administration) 2011

Subordinate Local Law No.1.9 (Operation of Cemeteries) 2011

Subordinate Local Law No.1.13 (Undertaking Regulated Activities regarding Human Remains) 2011

Burials on Private Property Policy

8. Associated Documents

Maranoa Regional Council Register of Regulatory Fees and Commercial Charges
Cemeteries Burial Procedures and Responsibilities 2018

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 5 February 2021

Item Number: 11.2

File Number: D21/9466

SUBJECT HEADING: Policy review - Burials on Private Property

Classification: Open Access

Officer's Title: Manager - Communication, Information & Administration Services

Executive Summary:

The Burials on Private Property Policy has been reviewed and is tabled for Council's consideration.

This policy outlines the relevant criteria to allow burials on private land/property.

Officer's Recommendation:

That Council adopt the 'Burials on Private Property Policy' as presented.

Individuals or Organisations to which the report applies:

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

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

Nil

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

The Council Policy - Burials on Private Property has undergone a review. No changes are proposed, however the policy is presented to Council for adoption.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The current "Burials on Private Property" policy required a fresh review to ensure it met its purpose. No amendment is required at this time.

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)

Refer to policy detail.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's current adopted *Burials on Private Property Policy*: Resolution: GM/05.2014/49

Input into the Report & Recommendation:

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

Sharon Frank - Director of Corporate and Community Services
Governance Officer

Funding Bodies:

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

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?

There are no budget implications resulting from the adoption of this policy.

Future Years' Budgets:

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

There are no budget implications resulting from the adoption of this policy.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Interested parties: Families requesting burials on private land/property where the deceased person has had an historical association with the land/property.

Key interests: any proposed changes. No changes to the current policy are proposed.

Risks:

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

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

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

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

It is recommended that regular reviews of Council policies are undertaken to ensure accuracy of detail and purpose.

Recommendation:

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

That Council adopt the 'Burials on Private Property Policy' as presented.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.6 Cemeteries

Supporting Documentation:

[1](#) Council Policy: Burials on Private Property

P20/10

Report authorised by:

Director - Corporate & Community Services

1. Policy Purpose

The Objective of the policy is to set down guidelines defining relevant criteria to allow burials on private land/property.

2. Policy Scope

This policy will apply to all interments of deceased persons on private land/property not being a public or private cemetery.

3. Definitions

IMMEDIATE FAMILY Parent, sibling, child by blood, adoption or marriage, spouse, grandparent or grandchild.

4. Policy Details

Whilst Council would prefer a person to be buried in a public cemetery, Council does recognise that on occasions requests will be submitted to allow a family member to be buried on private land/property where the deceased person has had an historical association with the land/property.

The operation of the cemetery and interment of deceased persons on private land/property must be approved by Council. No interment shall take place on private land/property unless approval for burial has been issued by Council.

Burials on freehold and leasehold land will only be permitted on site if:

- evidence is provided that the person or their immediate family has or had an historical association with the land: and
- the total landholding must be equal to or exceed fifty (50) hectares; and
- the area should be suitably fenced to delineate the boundaries of the location and secure the location; and
- each grave should be permanently marked with details of the deceased and the boundaries of the grave excavation should also be permanently marked; and
- the burial location site should be described and drawn along with GPS coordinates of the location of the deceased buried in respective sites and a copy should be forwarded to the local authority for placement on the property file and burial register.

Requests which are not supported by historical association in the above circumstances are to be tabled for Council's consideration. To allow peace of mind for family members, Council will consider requests for arrangements for future burials on private land/property.

Notification and details of burials will be submitted electronically to the Registry of Births Deaths and Marriages (RBDM) – Department of Justice and Attorney-General.

5. Related Policies and Legislation

Local Government Act 2009

Land Regulation 2009

Local Law No. 1 (Administration) 2011

Subordinate Local Law No.1.9 (Operation of Cemeteries) 2011

Subordinate Local Law No.1.13 (Undertaking Regulated Activities regarding Human Remains) 2011

Cemeteries Operations Policy

6. Associated Documents

Maranoa Regional Council Register of Regulatory Fees and Commercial Charges

Cemeteries Burial Procedures and Responsibilities 2018

Application for Burial on Private Land

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 15 February 2021

Item Number: 11.3

File Number: D21/12264

SUBJECT HEADING: Monthly Financial Report for the period ending 31 January 2021

Classification: Open Access

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of January 2021 (including year to date).

Officer's Recommendation:

That the monthly financial report for the period ending 31 January 2021 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the financial report for the month of January 2021, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables a high-level summary of the Operating Statement (revenue & expenditure) actuals v budget for the period ended 31 January 2021.

For the seven months ended 31 January 2021 total operating revenue was \$43.1M representing 49.6% of budget with 58.33% of the year elapsed.

Within total operating expenses employee costs were 53.2% of budget with materials & services 59.7%.

For the seven months ended 31 January 2021 interest paid on QTC loans was \$347,075.

Total capital projects expenditure of \$22.2M represented 33.2% of budget with 58.33% of the year elapsed.

After seven months of the 2020/2021 financial year, operational income and expenses are mostly in line with expectations – with variances noted in the comments of the attachments. The Quarter 2 2020/21 Budget Review (separate report) incorporates the variances that are recommended for a change to the budget.

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

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

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

Local Government Regulation 2012

204 Financial report

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

This report is for information purposes.

Funding Bodies:

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

N/A.

This Financial Year's Budget:

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

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

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 January 2021 to 31 January 2021.

Future Years' Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

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

Risks:

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

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

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

That the monthly financial report for the period ending 31 January 2021 be received and noted.

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

No.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

1	Total Council Actual V Budget as at 31 January 2021	D2021/0012254
2	Office of the CEO Directorate Actual V Budget as at 31 January 2021	D2021/0012255
3	Corporate & Community Services Directorate Actuals V Budget as at 31 January 2021	D2021/0012256
4	Development Facilities & Environment Directorate Actual V Budget as at 31 January 2021	D2021/0012257
5	Infrastructure Services Directorate Actual V Budget as at 31 January 2021	D2021/0012258

Report authorised by:

Director - Corporate & Community Services



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2021

TOTAL COUNCIL			
	Revised Budget 2020-2021	% of Year Elapsed - 58.33%	
		Actual 31/01/2021	% Variance
Operating Revenue			
Rates and charges	(43,013,512)	(21,012,139)	48.9%
Sale of goods and major services	(4,107,000)	(2,268,521)	55.2%
Fees and charges - commercial	(8,640,781)	(4,514,634)	52.2%
Fees and charges - statutory	(2,426,019)	(970,345)	40.0%
Rental and levies	(819,214)	(390,195)	47.6%
Investment income - interest	(800,000)	(502,072)	62.8%
Sales of contract and recoverable works	(3,734,510)	(3,555,439)	95.2%
Other Revenue	(1,529,908)	(1,215,900)	79.5%
Reimbursements	0	0	0.0%
Grants subsidies and contributions	(19,972,951)	(7,667,107)	38.4%
Recovery of indirect expenses - external	(354,332)	(468,959)	132.4%
Contributions from general revenue	(60,000)	0	0.0%
Internal revenue	(1,506,825)	(582,039)	38.6%
Total Operating Revenue	(86,965,052)	(43,147,350)	49.6%
Operating Expenses			
Employee costs	28,946,013	15,395,863	53.2%
Materials and services	36,149,172	21,577,718	59.7%
Plant hire internal	(2,412,737)	(1,211,805)	50.2%
Overhead recovery	0	(0)	0.0%
Materials and services - contracts	3,840,861	2,462,264	64.1%
Finance Costs	741,953	426,093	57.4%
Depreciation Amortisation and Impairment	19,764,000	11,051,274	55.9%
Other Expenses	0	0	0.0%
Internal expense - rates and charges	(102,481)	11,532	-11.3%
Indirect expenses - corporate	0	0	0.0%
Internal expense	0	0	0.0%
Total Operating Expenses	86,926,781	49,712,940	57.2%
Reserve Transfers			
Transfer to reserves for operational	6,753,522	4,456,666	66.0%
Transfer from reserves for operational	(2,292,123)	0	0.0%
Transfer to reserves for capital	350,908	0	0.0%
Transfer from reserves for capital	(24,841,968)	(4,807,661)	19.4%
Operating (Surplus)/Deficit Before Capital Items	(20,067,932)	6,214,595	-31.0%
Capital Revenues and Expenses			
Grants and subsidies (capital) - Federal	(6,104,626)	(2,371,740)	38.9%
Grants and subsidies (capital) - State	(13,179,056)	(1,553,616)	11.8%
Other capital grants and subsidies	0	0	0.0%
Contributions - capital	(7,367,207)	(4,117,779)	55.9%
Operating (Surplus)/Deficit After Capital Items	(46,718,821)	(1,828,539)	3.9%
Sources and Applications of Capital Funding			
Capital Funding Sources			
Loans Contra	(1,477,576)	0	0.0%
Sale proceeds - trade ins/auctions	(1,851,000)	(981,427)	53.0%
Funded depreciation	(19,646,185)	0	0.0%
Total Capital Funding Sources Used	(22,974,761)	(981,427)	4.3%
Capital Funding Applications			
Projects - capital	66,756,658	22,155,021	33.2%
Loan repayments	1,511,633	746,221	49.4%
Total Capital Funding Applications	68,268,291	22,901,242	33.5%



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2021

OFFICE OF THE CEO DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 58.33%		Comments
		Actual 31/01/2021	% Variance	
Operating Revenue				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	0	0	0.0%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(55,000)	(66,500)	120.9%	Strategic HR grant under budgeted. Review to follow
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	0	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	(55,000)	(66,500)	120.9%	
Operating Expenses				
Employee costs	1,658,997	780,286	47.0%	
Materials and services	943,400	287,835	30.5%	
Plant hire internal	30,000	8,860	29.5%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	2,482,416	1,076,981	43.4%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,427,416	1,010,481	41.6%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,427,416	1,010,481	41.6%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
Total Capital Funding Applications	0	0	0.0%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2021

CORPORATE & COMMUNITY SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 58.33%		Comments
		Actual 31/01/2021	% Variance	
Operating Revenue				
Rates and charges	(32,018,117)	(15,438,839)	48.2%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,914,460)	(2,084,570)	53.3%	
Fees and charges - statutory	(194,650)	(121,279)	62.3%	
Rental and levies	0	0	0.0%	
Investment income - interest	(800,000)	(502,072)	62.8%	
Sales of contract and recoverable works	0	(17,877)	0.0%	
Other Revenue	(378,600)	(219,017)	57.8%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(17,568,960)	(4,518,760)	25.7%	
Recovery of indirect expenses - external	(354,332)	(468,959)	132.4%	Recovery Corp OIH from CSG projects not budgeted for
Contributions from general revenue	178,327	0	0.0%	
Internal revenue	0	0	0.0%	
Total Operating Revenue	(55,050,792)	(23,371,374)	42.5%	
Operating Expenses				
Employee costs	8,040,484	4,459,688	55.5%	
Materials and services	8,817,792	5,650,151	64.1%	Prepaid Insurances, vehicle registrations and ICT services
Plant hire internal	(8,038,655)	(4,047,495)	50.4%	
Overhead recovery	0	(0)	0.0%	
Materials and services - contracts	1,468,400	742,077	50.5%	
Finance Costs	243,963	130,150	53.3%	
Depreciation Amortisation and Impairment	2,557,980	1,582,994	61.9%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(491,335)	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	12,107,273	8,026,230	66.3%	
Reserve Transfers				
Transfer to reserves for operational	2,878,129	1,083,242	37.6%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(8,156,106)	(2,257,631)	27.7%	
Operating (Surplus)/Deficit Before Capital Items	(48,221,496)	(16,519,533)	34.3%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	(65,000)	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(48,286,496)	(16,519,533)	34.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(1,531,000)	(973,004)	63.6%	
Funded depreciation	(2,547,360)	0	0.0%	
Total Capital Funding Sources Used	(4,078,360)	(973,004)	23.9%	
Capital Funding Applications				
Projects - capital	12,000,806	3,493,868	29.1%	
Loan repayments	239,877	118,827	49.5%	
Total Capital Funding Applications	12,240,683	3,612,695	29.5%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2021

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 58.33%		Comments
		Actual 31/01/2021	% Variance	
Operating Revenue				
Rates and charges	(2,271,263)	(1,172,808)	51.6%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,410,047)	(867,538)	61.5%	
Fees and charges - statutory	(1,693,879)	(616,693)	36.4%	
Rental and levies	(819,214)	(390,195)	47.6%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(326,365)	(64,460)	19.8%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(2,017,534)	(1,411,372)	70.0%	
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(60,000)	0	0.0%	
Internal revenue	(15,500)	(15,654)	101.0%	
Total Operating Revenue	(8,613,802)	(4,538,720)	52.7%	
Operating Expenses				
Employee costs	6,361,784	3,340,021	52.5%	
Materials and services	12,447,637	6,388,178	51.3%	
Plant hire internal	688,074	371,833	54.0%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,704,461	834,308	48.9%	
Finance Costs	168,447	98,209	58.3%	
Depreciation Amortisation and Impairment	2,467,117	1,486,084	60.2%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	47,500	11,532	24.3%	
Indirect expenses - corporate	152,385	76,191	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	24,037,405	12,606,357	52.4%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(1,038,045)	0	0.0%	
Transfer to reserves for capital	61,000	0	0.0%	
Transfer from reserves for capital	(5,156,908)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	9,289,650	8,067,637	86.8%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(1,081,007)	(80,000)	7.4%	
Grants and subsidies (capital) - State	(4,104,000)	(269,050)	6.6%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(306,000)	(80,000)	26.1%	
Operating (Surplus)/Deficit After Capital Items	3,798,643	7,638,587	201.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(600,000)	0	0.0%	
Sale proceeds - trade ins/auctions	(320,000)	(8,424)	2.6%	
Funded depreciation	(2,549,933)	0	0.0%	
Total Capital Funding Sources Used	(3,469,933)	(8,424)	0.2%	
Capital Funding Applications				
Projects - capital	13,040,320	1,186,824	9.1%	
Loan repayments	596,278	294,622	49.4%	
Total Capital Funding Applications	13,636,598	1,481,447	10.9%	



Maranoa Regional Council
Actual vs. Budget for seven months ended
31 January 2021

INFRASTRUCTURE SERVICES DIRECTORATE

	Revised Budget 2020-2021	% of Year Elapsed - 58.33%		Comments
		Actual 31/01/2021	% Variance	
Operating Revenue				
Rates and charges	(8,724,132)	(4,400,492)	50.4%	
Sale of goods and major services	(4,107,000)	(2,268,521)	55.2%	
Fees and charges - commercial	(3,316,274)	(1,562,526)	47.1%	
Fees and charges - statutory	(537,490)	(232,372)	43.2%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(3,734,510)	(3,537,563)	94.7%	Additional works TMR not budgeted for. Budget review to come
Other Revenue	(824,943)	(932,422)	113.0%	Quarry cartage under budgeted. Budget review to come
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(331,457)	(1,670,475)	504.0%	Energy sector income not budgeted for (Santos)
Recovery of indirect expenses - external	0	0	0.0%	
Contributions from general revenue	(178,327)	0	0.0%	
Internal revenue	(1,491,325)	(566,385)	38.0%	
Total Operating Revenue	(23,245,458)	(15,170,757)	65.3%	
Operating Expenses				
Employee costs	12,884,748	6,815,868	52.9%	
Materials and services	13,940,343	9,251,554	66.4%	TMR works not budgeted for. Budget review to come
Plant hire internal	4,907,844	2,454,997	50.0%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	668,000	885,879	132.6%	TMR works not budgeted for. Budget review to come
Finance Costs	329,543	197,734	60.0%	
Depreciation Amortisation and Impairment	14,738,903	7,982,196	54.2%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	830,306	415,144	50.0%	
Internal expense	0	0	0.0%	
Total Operating Expenses	48,299,687	28,003,371	58.0%	
Reserve Transfers				
Transfer to reserves for operational	3,875,393	3,373,424	87.0%	
Transfer from reserves for operational	(1,254,078)	0	0.0%	
Transfer to reserves for capital	289,908	0	0.0%	
Transfer from reserves for capital	(11,528,954)	(2,550,030)	22.1%	
Operating (Surplus)/Deficit Before Capital Items	16,436,498	13,656,009	83.1%	
Capital Revenues and Expenses				
Grants and subsidies (capital) - Federal	(5,023,619)	(2,291,740)	45.6%	
Grants and subsidies (capital) - State	(9,010,056)	(1,284,566)	14.3%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(7,061,207)	(4,037,779)	57.2%	
Operating (Surplus)/Deficit After Capital Items	(4,658,384)	6,041,925	-129.7%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(877,576)	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,548,892)	0	0.0%	
Total Capital Funding Sources Used	(15,426,468)	0	0.0%	
Capital Funding Applications				
Projects - capital	41,715,532	17,474,329	41.9%	
Loan repayments	675,478	332,771	49.3%	
Total Capital Funding Applications	42,391,010	17,807,100	42.0%	

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 25 January 2021

Item Number: 13.1

File Number: D21/6022

SUBJECT HEADING: Bassett Park - Race Horse Trainers Agreement

Classification: Open Access

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

Executive Summary:

Council is asked to consider entering into formal Race Horse Trainer Agreements with Colin Storch and William Hill for the use of the Racetrack at Bassett Park.

Officer's Recommendation:

That Council:-

1. Enter into non- exclusive Race Horse Trainer Agreements with trainers Colin Storch and William Hill for a period of three (3) years for the use of the track and relevant facilities at Bassett Park.
2. Authorise the Chief Executive Officer (CEO), or delegate, to finalise and execute the agreement and any other associated documentation.

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).

Colin Storch
William Hill

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Mr Storch and Mr Hill have applied to Queensland Racing and have been granted licenses to train racehorses at Bassett Park.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council holds 11 current trainer agreements for the use of the track and the facilities at Bassett Park Roma. As more people gain their trainers licences and use this area, it is imperative that users enter into an agreement with Council to understand what their responsibilities are in regard to the use of Bassett Park, the stables and the race track 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)

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land Buildings & Structures)

Bassett Park Worker/Team Leader

Racehorse Trainer

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?

Revenue for Bassett Park –

- \$11.00 per horse per week old stalls
- \$22.00 per horse per week new stalls
- \$9.00 per horse per week for track fees

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)

Figures are increased as per annual fees and charges

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)

Users of Bassett Park

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

That Council enter into an agreement once proof is supplied from Racing Qld of all racehorse trainers who currently use the Bassett Park venue to train their horses.

Recommendation:

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

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

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

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

That Council:-

1. Enter into non- exclusive Race Horse Trainer Agreements with trainers Colin Storch and William Hill for a period of three (3) years for the use of the track and relevant facilities at Bassett Park.
2. Authorise the Chief Executive Officer (CEO), or delegate, to finalise and execute the agreement and any other associated documentation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1↓ Bassett Park User Agreement - Race Horse Trainer D16/102691
(Draft)

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



BASSETT PARK

Racehorse Trainers

User Agreement

FACILITY USER AGREEMENT

BACKGROUND

- A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.
- B. Council has agreed to grant an access licence to the Hirer on the terms and conditions contained in this document.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following words have these meanings in this document unless the contrary intention appears:

Access Times means the times that the Hirer may access and use the Venue and Facilities as specified in Item 8 of the Hire Details.

Associates means each of a party's employees, officers, agents, contractors, service suppliers, invitees, customers, patrons and those persons who at any time are under the control of, and in or on the Venue and the Facilities with the consent (express or implied) of, a party.

Council means the owner of the Venue and the Facilities more particularly described in Item 1 of the Hire Details.

Council Responsibilities means the costs, expenses, services, maintenance, cleaning and other matters specified in Item 16 of the Hire Details.

Facilities means those facilities, amenities, plant & equipment, accommodations, services, attractions or other features built or located at the Venue specified in Item 4 of the Hire Details.

Government Authority means any governmental or semi-governmental administrative, fiscal or judicial department, commission, authority, tribunal, agency or entity.

Hire Details means those details specified in Schedule 1.

Hire Fee means the amount specified in Item 9 of the Hire Details.

Hirer means the party described in Item 2 of the Hire Details.

Hirer Responsibilities means the cleaning, maintenance and other responsibilities to be carried out by Hirer under this document as specified in Item 15 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 13 of the Hire Details.

Outgoings means that share of the costs associated with the running and upkeep of the Venue and Facilities to be paid by Hirer as specified in Item 14 of the Hire Details.

Permitted Use means those uses of the Venue and the Facilities specified in Item 5 of the Hire Details.

Responsible Person means:

- (a) Council – that person or officer identified in Item 1 of the Hire Details; and

- (b) Hirer – that person or officer identified in Item 2 of the Hire Details.

Signage means the permanent signs and advertising that the Hirer is permitted to install or display at the Venue and Facilities in accordance with clause 6 and Item 10 of the Hire Details.

Term means the period specified in Item 7 of the Hire Details.

Venue means the land described in Item 3 of the Hire Details.

2. HIRE OF VENUE AND FACILITIES

- (a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.
- (b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.
- (c) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms from time to time.
- (d) If the licence granted under this document is stipulated in Item 6 of the Hire Details to be:
- (i) 'Exclusive' - Hirer may access and use the Venue and Facilities during the Access Times for the duration of the Term without interruption by Council or its Associates; or
 - (ii) 'Non-Exclusive' – Council reserves the right to grant to third party rights to access and use of the Venue and Facilities concurrent to Hirer's Access Times.
- (e) Council reserves its rights to deal with the Venue and Facilities outside of the Access Times in its absolute discretion.

3. CONDITION REPORTING

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of Schedule 1 (Hire Details) and in the format required by Council.

4. RESPONSIBLE PERSON

Each party's Responsible Person will administer this document and anything arising in connection with this document. Each party may nominate a new Responsible Person by giving written notice to the other party.

5. MAINTENANCE & CLEANING

- (a) Hirer must carry out the Hirer Responsibilities during the Term as well as make good any damage or deliberate act of vandalism caused or committed by Hirer or its Associates.
- (b) Council will undertake the Council Responsibilities all other upkeep of the Venue and the Facilities not specified in clause 5(a).

6. SIGNAGE AND ADVERTISING

The Hirer may erect the Signage but must not erect any other permanent signs or advertising at the Venue without the prior written approval of Council.

7. HIRER'S WORKS

The Hirer must ensure that anything done by it in connection with this document is undertaken:

- (a) in a proper and workmanlike manner;
- (b) by suitably qualified and reputable contractors and tradespeople;
- (c) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and
- (d) in accordance with any directions, conditions and requirements imposed by Council.

8. HIRER'S WARRANTIES

The Hirer warrants that:

- (a) it has the power to enter into and perform its obligations under this document;
- (b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it; and
- (c) its obligations under this document are valid and binding and are enforceable against it.

9. INDEMNITIES AND RELEASE

- (a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of any thing and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.
- (b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.
- (c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).

10. INSURANCE

Hirer must:

- (a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;
 - (b) give Council evidence of currency on request;
 - (c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
 - (d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.
-

11. SAFETY, ACCIDENTS AND/OR FIRST AID

- (a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.
- (b) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.
- (c) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aid or the risk of injury to a worker or any other person at the Venue.
- (d) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
- (e) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.
- (f) Hirer warrants that all information provided to Council by it in accordance with clause 11 is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

12. MISCELLANEOUS**12.1 Amendment**

This document can only be amended or replaced by another document signed by the parties.

12.2 Assignment

Hirer may not assign, mortgage, encumber, charge, subcontract or declare a trust over or create an interest in, its rights under this document without the prior written consent of Council.

12.3 Compliance with laws

Hirer must comply on time with all laws and all lawful requirements and orders of Government Authorities in connection with the occupation and use of the Venue and Facilities including obtaining any approvals or licences required in connection with the Permitted Use.

12.4 Costs

Each party shall meet their own costs incurred in connection with this document but the Hirer will pay any stamp duty in relation to this document.

12.5 Counterparts and facsimile copies

This document may be executed in counterparts including by a facsimile copies. All counterparts together are taken to constitute one instrument and may be relied upon by a party to the same extent as if it was an original of this document executed by the party.

12.6 Default

Council may immediately terminate this document by giving the Hirer notice if Hirer fails to comply with any conditions of this document.

12.7 Discretion in exercising rights

A party may exercise a right or remedy or give or refuse its consent in any way it considers appropriate (including by imposing conditions), unless this document expressly states otherwise.

12.8 Disputes

All disputes in connection with this document are to be resolved, fully and conclusively, by Council's Chief Executive Officer. Each party must continue to perform its obligations under this document while any dispute is determined under this clause.

12.9 Entire agreement

This document is entered into by the parties as an agreement and embodies the entire understanding between the parties and supersedes all previous arrangements on the subject matter of this document.

12.10 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

12.11 GST

All amounts payable under or in connection with this document are exclusive of Goods and Services Tax (GST) unless otherwise stated.

12.12 Make good

When this document ends the Hirer must make good the Venue and Facilities including by cleaning, repairing any damage arising in connection the Hirer's use of the Venue and Facilities, and removing all signage, advertising, plant, equipment and supplies that do not belong to Council or other authorised users of the Venue and Facilities.

12.13 No liability for loss

A party is not liable for loss caused by the exercise or attempted exercise of, failure to exercise, or delay in exercising a right or remedy under this document.

12.14 No merger

None of the rights and obligations of a party under this document merge whatsoever and at all times remain in full force and effect.

12.15 No warranty by giving consent

By giving its approval or consent, a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the consent or approval.

12.16 Remedies cumulative

The rights and remedies provided in this document are in addition to other rights and remedies given by law independently of this document.

12.17 Rights contractual

The rights granted under this document to the Hirer are contractual in nature only and do not attach to or create an interest or estate in, the Venue or the Facilities.

12.18 Severability

If the whole, or any part, of a provision of this document unenforceable in a jurisdiction, it is severed for that jurisdiction. The remainder of this document has full force and effect and the enforceability of that provision in any other jurisdiction is not affected.

12.19 Survival of rights and obligations

Rights accrued to a party up to the date of termination or expiration of this document, indemnities and obligations of confidence given by a party under this document survive termination or expiration of this document

12.20 Waiver

A right under this document can only be waived in writing by the party waiving the right. A party does not waive its rights under this document because it grants an extension or forbearance. A waiver of a right on one or more occasions does not operate as a waiver of that right if that right arises again. The exercise of a right does not prevent any further exercise of that right or of any other right. If a party does not exercise a right or remedy fully or at a given time, the party may still exercise it later.

Schedule 1

HIRE DETAILS

Item 1	Council	Maranoa Regional Council ABN 99 324 089 164 Responsible Person: Facility Lease Agreements Phone: 1300 007 662 Email: council@maranoa.qld.gov.au Address: P O Box 42 Mitchell Q 4465
Item 2	Hirer	Trainer Responsible Person: Phone: Email: Address:
Item 3	Venue	Bassett Park Show Grounds (Lot 1 on RP 173063 & Lot 7 on RP 173059)
Item 4	Facilities	Stables, Track, Equine Pool, Roll Yards, Day Yards, Wash Down Bay
Item 5	Permitted Use	Preparing and training of horses.
Item 6	Licence Type	Exclusive /Non-Exclusive
Item 7	Term	3 years
Item 8	Access Times	Daily <ul style="list-style-type: none"> Track times are restricted to 4am – 9am
Item 9	Hire Fee	Council's fees and charges adopted for each financial year in respect of the Venue and Facilities.
Item 10	Signage	Prior authorisation from Council must be sought.
Item 11	Condition Report	Notify Coordinator of Bassett Park of any damage, malfunction or required maintenance including any damage to the fixtures, fittings, plant, equipment or chattels within 24 hours of detecting an issue.
Item 12	Safety Reporting	Any safety Incident or Accident must be reported to Council immediately.
Item 13	Insurance	Public Liability - \$20,000,000.00 (on a 'claims occurring basis')
Item 14	Outgoings	<ul style="list-style-type: none"> Council shall be responsible for water and electricity at the premises. Water and electricity is a major cost item for Council and the usage of both is to be monitored carefully.
Item 15	Hirer Responsibilities	<ul style="list-style-type: none"> Insurance – property and public liability. All Persons using the track and /or facilities are deemed to have read these rules and have agreed to be bound by them. Must be registered with Racing Queensland and hold a current License, proof of this licence may be requested. Verbal or physical abuse of Maranoa Council staff will not be tolerated. Eviction of persons and horses from the grounds may occur if this should happen. Trainer/Owners must ensure riders are of a capable

standard to handle the horse they are riding each time.

- Training of horses must be done during the allotted times 4am – 9am, permission must be sought to use track out of nominated track hours.
- Trainers or Owner Trainers are not permitted to use track or associated facilities if the account has been placed on '**Stop Credit**' as per Councils Debt Recovery Policy. If Accounts are placed on stop credit, Invoices will be forwarded to Queensland Racing.
- All Trainers/Owners must report any accident or incident and must complete the Incident Report Forms available from the Coordinator Bassett Park.
- Understanding the limited number of riders available in the region, vehicle led horses on the track will be permitted. Notwithstanding, to ensure the safety of other users of the track there will be:
 - **No** vehicle led horses and rider ridden horses on the track at the same time.
 - Allocated training times are to be adhered to, too help maintain the isolation/separation of these training practices. Training hours will be :

Vehicle Lead Horses	am to am
Rider Ridden Horses	am to am

- No horse is to be exercised on a lead from another horse or pony on any track whilst the main body of horses is working.
- All trainers are to take responsibility and not cause damage to track by working when wet or unsuitable.
- All Trainers, Owner Trainer or any person deemed to be in charge of a horse/s are responsible for ensuring All Trainers, Owner Trainer or any person deemed to be in charge of a horse/s are responsible for ensuring that all riders, strappers, stable hands or any person engaged in the care and or handling of horses in this track are:
 - Registered with Racing Queensland.
 - Acting in accordance with the instruction of the Trainer, Owner, Owner Trainer or person in charge of a horse/s.
 - Insured against all contingencies resulting from any accident, mishap or action of that person which may result in action being taken for compensation expense or any claim under any law or regulation or at common law and that Maranoa Regional Council, Council Staff and the Track Supervisor/Caretaker are indemnified against any such claims by any persons against such Trainer, Owner or Owner Trainer.

-
- All work riders must comply with the following dress requirements, as per Racing Queensland Standards
 - Skull caps with approved chin strap properly fastened.
 - Approved safety vests.
 - Shirt with sleeves, long or short.
 - Riding breeched or appropriate trousers.
 - Approved riding boots.
 - Safety irons only to be used.
 - Any and all other steward's requirements.
 - Cleaning of facilities, removal of manure/hay/sawdust and replacement of bedding.
 - All horses being lead, ridden or swimming must have a bit in their mouth.
 - In the event of a 'lock down' due to exotic disease caused by their animals, Owners/Owner Trainers are responsible for all associated costs and any fees lost due to the facility not being available during that period and until the site is cleared by Government Authority.
 - Injured /sick animals must be vet checked and a report provided to Council.
 - Sharps & needles are to be disposed of in the containers provided.
 - Restraint, control, care and all costs associated with stabling an animal is the responsibility of the Owner/Trainer/Owner Trainer.
 - No dogs are permitted on site.
 - All children in the horse area must be supervised and accompanied by an adult.
 - Roll yards are not to be used as day yards.
 - Equine Pool gate is to remain closed at all times.
 - Day yard is only to be used during the day – fines will apply.
 - Stable lights are to be turned off when not in stables.
 - Horses may be required to be removed from part of or the entire complex for Annual Roma Show upon giving three weeks' notice.
 - Council reserves the right to close the track due to special events being held, upon prior notice being given.

Item 16 Council Responsibilities

- Annual pest control
 - Maintenance buildings/inclusions
 - Maintenance lawns/grassed area/gardens
 - Maintenance of track – safe condition as per racing regulations
 - Rates, water, sewerage and refuse charges
 - Organising bins
 - Insurances - property and public liability
 - Supply and cost of sawdust
 - Inform trainers of events at facility via calendar /whiteboard
-

Execution

Executed as an agreement.

COUNCIL

SIGNED for **MARANOA REGIONAL COUNCIL**

by its duly authorised officer, in the
presence of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

HIRER

SIGNED by **TRAINER –**

in the presence of:

Signature of trainer

Signature of witness

Name of Trainer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 18 January 2021

Item Number: 13.2

File Number: D21/4544

SUBJECT HEADING: Request for Fee Waiver-Bambagii Festival 2021

Classification: Open Access

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

Executive Summary:

The Surat Aboriginal Corporation (SAC) are hosting the inaugural Bamba Gii Festival – a one day celebration of the South West Indigenous Cultural Trail (SWQICT), where locals and visitors alike are invited to immerse themselves in Indigenous culture.

Initially scheduled to take place in 2020, the Festival was postponed due to COVID-19.

To be held at Bassett Park on Saturday, 25 September 2021, the Bamba Gii Festival will incorporate workshops, events, performances, and experiences across a full day program.

Grant funding received from Tourism and Events QLD will enable SAC to invest in promoting the event and region to a wider audience with an anticipated attendance of 2000 people.

Council has received a request from SAC requesting a fee waiver for the use of Bassett Park for the Festival and consideration for further in-kind and financial support, to be detailed at a later date.

Officer's Recommendation:

That Council:

1. Waive the fees associated with the hire of Bassett Park facility for the Bamba Gii Festival
2. Allocate the costs associated with the hire of Bassett Park to the In kind Assistance (Major) budget GL 2887.2248.2001
3. Consider further in-kind and financial support for the Festival with specific details and costings to be discussed at a later date.

Individuals or Organisations to which the report applies:

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

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

- Surat Aboriginal Corporation
- South West Indigenous Cultural Trail

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
SAC	Surat Aboriginal Corporation
SWQICT	South West Queensland Indigenous Cultural Trail

Context:

Why is the matter coming before Council?

The South West Indigenous Cultural Trail is a collaborative project between SAC, the University of Southern Queensland Community Futures team and the local stakeholders of each community included in the trail, to record and interpret Aboriginal heritage in South West Queensland. Initially funded by the Regional Economic Diversification Program, the project has enabled communities to build on their local knowledge, celebrate and share Indigenous culture and has produced many health and well-being to both the Indigenous and non-Indigenous communicates alike, as part of a wider economic and cultural initiative.

Looping from Dirranbandi to St George and Surat, to Roma, Mitchell and Charleville, then through Cunnamulla back to St George, the trail comprises a number of different cultural heritage sites across seven towns which hold significant meaning to the local Indigenous people. It is a network of Indigenous groups, each with their own amazing sites, stories, healing places and creative energies.

The Bamba Gii Festival will celebrate and share Indigenous cultures from the seven communities incorporated in South West Queensland Indigenous Cultural Trail, in the once place at the one time.

Through hands-on experiences with local Indigenous businesses and community, visitors will be immersed in the oldest living culture on the planet - creating a unique, authentic, cultural tourism experience like no other in South West Queensland.

SAC is currently working with all seven communities to develop and define the program and offering, with the final program expected to be published on the Bamba Gii Festival website by June 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Established in 2000 SAC was originally founded to preserve a permanent record of the lives, history, traditions and culture of Aboriginal people in the Surat district, including the Mandandanji, the traditional owners.

As a result of the organisation's exceptional record and credibility, in 2008 the Commonwealth requested SAC take responsibility for Indigenous cultural development for the Maranoa region. The Corporation grew into a well-respected establishment and one of Queensland's leading Aboriginal Corporations, committed to not only the preservation, promotion and development of Indigenous Culture, but the support and sustainability of Indigenous communities, and the physical and mental health, wellbeing and positive identity of Indigenous people across South West Queensland.

Based in Surat, with a focus on the Maranoa region, SAC is the main provider of Indigenous cultural and historical material to schools and tertiary institutions, tourism associations, community development committees, individuals and grey nomads passing through the area who become potential distributors of the local knowledge and stories passed on to them.

Delivering health and community services to multiple towns across the Maranoa, the Corporation has, and continues to, develop and implement various programs including: Culture & Capability / Indigenous Culture Support; Safety & Wellbeing; Children & Schooling.

Since 2012, SAC has also been developing and delivering cultural tourism projects including in the ground-breaking development of the South West Indigenous Cultural Trail.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's Community Grants & Non Financial Assistance Policy has the following guidelines regarding eligible community groups or organisations and activities:

4.1 Who is eligible?

Registered not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program.

Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region.

Eligible Applicants need to meet one (1) of the following eligibility criteria:

- *Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or*
- *Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or*
- *Registered not-for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or*
- *Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations.*

4.3 What is eligible?

Projects, activities and/or event that meet at least one of these grant categories:

- *Community Development*
- *Community Events*
- *Culture & Heritage*
- *Sport & Recreation*
- *Environment*
- *Economic Development*

Eligible activities and events will include, but are not restricted to:

- *One off events and activities*
- *Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region*
- *Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities*
- *Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region*
- *Building and development application//inspections and/or water sewerage and gas connection fee waiver.*

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)

Discussions with Justine Miller, Regional Tourism Development Coordinator have taken place regarding support for the Festival through possible cross promotion of the Maranoa region and developing visitor information for the Festival website.

At this point, the Bamba Gii Festival coordinators are still considering further requests to Council regarding additional support and sponsorship.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

If the fee waiver is approved, it is recommended the associated costs of hiring the Convention Hall / Bar / Marquee area at Bassett be allocated to the In kind Assistance (Major) budget GL 2887.2248.2001

The cost is:

Basset Park – Convention Hall / Bar / Marquee 3 Day Hire - \$1248.00

Future Years' Budgets:

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

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)

Surat Aboriginal Corporation

Risks:

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

Risk	Description of likelihood & consequences
Not approve request	Without Council's approval to waive the fees associated with hiring Bassett Park for the Festival, SAC's ability to host the Festival will be negatively impacted and place limitations on the workshops, events, performances, and experiences offered. This will be detrimental to the Festival's program and in-turn, marketing the event to a

wide audience will be negatively impacted.

Advice to Council:

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

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

As this event will invite a large number of people from across Queensland to the region, the Festival will provide wide economic benefit.

Additionally, sponsoring the Festival will enable Council to demonstrate affinity with the Indigenous community, show support for Australia's First Nation's People and benefit from positive brand exposure through promotional mediums.

At this point, the Bamba Gii Festival coordinators are still considering further requests to Council regarding support and sponsorship (in addition to the fee waiver).

It is recommended that strongly supports the Festival.

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. Waive the fees associated with the hire of Bassett Park facility for the Bamba Gii Festival
2. Allocate the costs associated with the hire of Bassett Park to the In kind Assistance (Major) budget GL 2887.2248.2001
3. Consider further in-kind and financial support for the Festival with specific details and costings to be discussed at a later date.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

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

Supporting Documentation:

1	Bamba Gii Festival Proposal Cover Letter	D21/11793
2	Bamba Gii Festival Proposal MRC 2021 - 27.01.2021	D21/6204
3	Bamba Gii Festival Sponsorship Prospectus 2021	D21/11794

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Manager - Economic & Community Development



Date: 10/02/2021

To: The Mayor & Council Members
Maranoa Regional Council
Bungil Street
Roma, Qld, 4455

Cc: Chief Executive Officer

Dear Mayor & Maranoa Regional Councillors,

BAMBA GII FESTIVAL PROPOSAL 2021

We are hosting our first inaugural Indigenous Cultural Festival in South West Queensland this year called "Bamba Gii" meaning "Strong Heart", as part of the Qld Government investment into the "Year of the Outback" Tourism Industry, host by Surat Aboriginal Corporation.

Bamba Gii is requesting the following financial or in kind support:

- Fee Waiver for the Bassett Park Grounds for the Bamba Gii Festival, as Surat Aboriginal Corporation is a Non Profit Community based organisation.

Being the Year of Indigenous Tourism, this will be a great message of the vibrant and cultural Queensland state and supporting the Maranoa community, whilst promoting Maranoa Regional Council support towards the community.

Please find enclosed our Bamba Gii Sponsorship Prospectus for our valued sponsors for your consideration, if there's an opportunity to discuss more in kind and financial support at a later date.

We would welcome any support in helping us meet this goal, please don't hesitate to contact myself or Jess Walsh (Surat Aboriginal Corporation, Cultural Manager) on the contact details below.

Jess Walsh, Cultural Manager
Surat Aboriginal Corporation
68 Burrowes Street | Surat | QLD | 4417
Office: (07) 46265 288 | Mobile: 0458 535 359
Email: chloe@suratabcorp.com.au

My contact number is 0437 508 815 to discuss any questions you may have regarding this request.

Regards,

Stephen Brown
Festival Coordinator
Bamba Gii Festival 2021



BAMBA GII FESTIVAL 2021

PROPOSAL

10.02.2021

Stephen Brown

Festival Coordinator

Bamba Gii Festival

Email: bambagiievent@gmail.com

Mobile: 0437 508 815

Surat Aboriginal Corporation

68 Burrowes Street

Surat, Qld, 4417



Overview

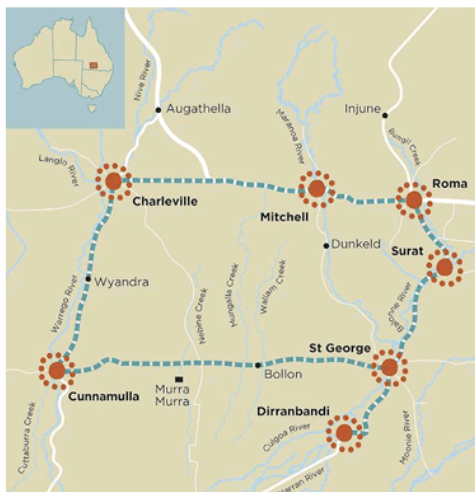
Bamba Gii meaning “Strong Heart”

A UNIQUE, AUTHENTIC, CULTURAL TOURISM EXPERIENCE

The Bamba Gii Festival of Cultures will celebrate and share Indigenous cultures from seven communities within South West Queensland in the once place at the one time. Through hands-on experiences with local Indigenous businesses and community, visitors will be immersed in the oldest living culture on the planet - creating a unique, authentic, cultural tourism experience like no other in South West Queensland.

SOUTH WEST INDIGENOUS CULTURAL TRAIL

The South West Indigenous Cultural Trail (SWQICT) is a collaborative project between the Surat Aboriginal Corporation (SAC), the University of Southern Queensland Community Futures team and the local stakeholders of each community, to record and interpret Aboriginal heritage in South West Queensland. Funded by the Regional Economic Diversification Programme, the project has enabled communities to build on their local knowledge, celebrate and share Indigenous culture and has produced many health and well-being benefits to both the Indigenous and non-Indigenous communities alike, as part of a wider economic social and cultural initiative.



Looping from Dirranbandi to St George and Surat, to Roma, Mitchell and Charleville, then through Cunnamulla back to St George, the trail comprises a number of different cultural heritage sites across seven towns which hold significant meaning to the local Indigenous people. It is a network of Indigenous groups, each with their own amazing sites, stories, healing places and creative energies.

How this story began...

<https://youtu.be/ofUSiHNwWdw>

Year of the Outback Tourism

In Queensland, 2019 was the Year of Outback Tourism and the celebrations continue in 2020. This Queensland Government initiative reinforces the state's position as a world-leading tourism destination and supports economic, social and cultural growth in Outback Queensland.

This is an opportune time for outback communities. Each year, more and more local and international tourists are discovering the fun and far-flung events and festivals of regional Queensland. In 2019, the region welcomed more than one million visitors—the first time this significant milestone has been achieved.

The Year of Outback Tourism will see these numbers continue to grow in years to come and create sustainable jobs for people in the outback.

The \$10 million Outback Tourism Infrastructure Fund will help establish much needed tourism infrastructure in Outback Queensland. Fifteen projects have been awarded funding—from Adels Grove and Cobbold Gorge in the north, all the way down to Roma and Cunnamulla in the south.

As part of the Year of Outback Tourism, the Queensland Government launched the \$3 million Year of Outback Tourism Events Program.

In 2019 and 2020, grants have been available for new events or to extend existing events, which contribute to enhancing the profile of Outback Queensland and attract new or increase the number of visitors.

Event and festival promoters, local governments, community organisations and local businesses were invited to apply and help grow tourism in their local communities.

The first three rounds of events funded through the Year of Outback Tourism Events Program have been announced by the Premier, collectively amounting to more than \$2.2 million in funding.

Surat Aboriginal Corporation was successful in 2019, but due to the COVID Pandemic Outbreak, has now rescheduled the Bamba Gii Festival for 2021.

For more information on the submission bid, please click the link.

<https://www.swqict.com/post/bamba-gii-festival>

Year of Indigenous Tourism

Indigenous (Aboriginal and Torres Strait Islander) tourism is an iconic part of the Queensland tourism offering. It is essential to attracting new and returning visitors to Queensland and ensuring participation of Indigenous Australians in the tourism industry.

We are committed to supporting the growth of Indigenous business and partnerships and increasing Indigenous participation in tourism, generating jobs and economic outcomes.

We are investing \$10 million over the next two years for Indigenous tourism development and growth.

The 2020, the Year of Indigenous Tourism is part of our commitment to supporting Aboriginal and Torres Strait Islander Queenslanders to take charge of their economic futures.

The Queensland Government, following consultation with industry, has extended the Year of Indigenous Tourism to 2021 as a result of the impacts of COVID-19.

Queensland is home to world-class Indigenous tourism experiences and has the unique ability for visitors to experience both Aboriginal and Torres Strait Islander culture.

Tourists are increasingly looking for local experiences that reflect their values and have a sense of purpose. Latest research from Queensland Tourism Industry Council (QTIC) shows:

- more than 324,000 international visitors to Queensland took part in an Indigenous tourism activity
- more than 120,000 domestic overnight trips to Queensland included an Aboriginal tourism experience.

The Year of Indigenous Tourism will build on this momentum, giving visitors greater access to Indigenous cultural experiences and thereby providing Aboriginal and Torres Strait Islander people with business and employment opportunities.

During the Year of Indigenous Tourism, our department will support:

- Indigenous tourism product and event development
- tangible business growth opportunities for existing operators
- expanded employment opportunities across the industry

- opportunities for visitors to explore the wealth of knowledge that Indigenous people can share about country and celebrate the rich art, music, stories and dance of Traditional Owners.

We will deliver initiatives including:

- a [fund](#) to support new, unique and innovative Indigenous tourism products and experiences in Queensland, particularly in regional areas
- a new Our Country Indigenous Tourism Development [Service](#) with officers on-the-ground in Brisbane and Cairns to help Indigenous tourism businesses start up and expand
- support for Indigenous businesses looking to grow to the next level through the Indigenous Innovation and Entrepreneurs Program (IIEP)

Adungadoo Pathway Yarning Circle



Date & Location

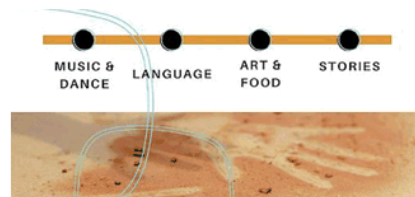
1. Saturday, 25th September 2021
2. Times will be from 12pm - 7pm
3. Located at the Bassett Park Showgrounds
4. Camping Area (optional) if Qld Govt & Maranoa Regional Council COVID restrictions have been changed in 2021.

Outline of the Festival

Bamba Gii is a one day Cultural Festival funded by Outback Events as part of the "Year of the Outback" Tourism Events Program and other local sponsorship groups.

Included in the Festival program will be Indigenous performers & music artists, Markets, Stalls, Food Vendors, Art & Cultural Workshops, Seminars & Indigenous Community Speakers & Acknowledgements.

Maranoa Regional Council would be a key stakeholders and all discussions of development, planning and communication in regards to the venue or any other Council locations within the Maranoa, would be done in consultation with the Regional Events Attraction / Local Development Economic & Community Development staff.



Included in the Festival will be Markets Stalls & Food Vendors, with a strong emphasis on getting Indigenous businesses and suppliers providing cultural arts & crafts, cultural workshops, bush foods and language & history information.

Community groups and services will be providing assistance and resources to the festival, to encourage more Indigenous people and communities of the Maranoa and the South West to participate and join in the celebration of the festival.

*We are people of many nations and backgrounds,
but we are people of the same community...*

Saturday, 25th September 2021
PLEASE NOTE: THIS IS NOT A FINALISED PROGRAM

To incorporate several other cultural and historical sites, such as the Adungadoo Pathway & Yarning Circle, Mandandanji Parklands & Big Rig Centre on the morning of the festival, with guided tour bus operating. This program would start at 8am to 11am before the Bamba Gii opens to the public at 12pm.

**Adungadoo Yarning Circle
(Morning til Festival)**

- Times: 7am - 10am
- Manadandanji Traditional Dancers Song & Dance
- Manadandanji Storytelling & Cultural Tours
- Indigenous Earth Healing Yoga & Meditation
- Allow visitor to walk the Adungadoo Walking Track, see the Aboriginal Bush Gardens & Big Rig Centre
- Festival Banners & Promotional Materials
- Transport from the Festival Grounds to Adungadoo return

The Bamba Gii Festival opens at 12pm and continues until 7pm. Please Note: This is a draft program, not yet finalised.

Bamba Gii Festival 2021

- Gates Open 11pm
- 12pm - Welcome to Country & Official Opening
- 1pm - Bamba Gii Festival Song / Surat School & Community Performance
- 2pm - South West Indigenous Cultural Trail Story
- 3pm - 2nd Performance / Music Act
- 4pm - Yet to be discussed.
- 5pm - 3rd Performance / Music Act
- 6pm - Thankyou, Acknowledgements & Closing Entertainment "Headline Act"
- Festival Closes 7pm

Draft Bamba Gii Festival Site Plan



COVID Safety Plan

All staff and volunteers are to undertake the Qld state Government COVID Training Session. Qld Health will be providing this training in January and upon completion obtaining a Certificate of Completion.

The Bamba Gii Festival will have a designated COVID Station setup at the entrance of the Festival. As of October 2020, COVID Safe Events in Queensland.

Our target under the Outback Events Funding Agreement is 2,000 people to attend the Festival.

Open Air Event are allowed:

- 1,500 people or less – must comply with the COVID Safe Event Checklist; no further Queensland Health approval needed
- 1,500 - 10,000 people – must comply with a COVID Safe Event Plan approved by the local Public Health Unit

Please note: Once endorsement has been given by Maranoa Regional Council, we will submit our COVID Safe Event Plan to the local Public Health Unit for approval.

Local Community Involvement

We are open to the idea of local musicians, performers, artists and storytellers that have interest in being part of the festival activities and workshops. As it is the Year of the Outback and Year of Indigenous Tourism themed, we value community members input and involvement.

Adungadoo Yarning Circle & Bush Gardens

We would hope to use the Adungadoo Yarning Circle & Walking Path through the Bush Gardens to offer visitors an insight to the local Aboriginal group the Mandandanji people's history, lifestyles and hunting & gathering of bush foods. We hope to have Traditional Dancers and Storytellers at this site.

Sponsorship Dinner Function

We will be hosting a Sponsorship Dinner Function, the night before the Festival and would be including an open invitation to the Mayor and/or Councillor and staff of the Maranoa Regional Council. Sponsors are to be acknowledged for the financial and in kind support we

have received towards the Bamba Gii Festival. All sponsors will have their logos promoted throughout the Bamba Gii Festival and marketing eg: brochures, webpage, social media etc

We are currently developing our Sponsorship Package for all our sponsors; financially and in kind.

Upcoming Art & Performance Workshops

Bamba Gii Management is planning to undertake several art & performance workshops leading up to the Festival. We will be visiting several communities, seeking interest from Indigenous performers, musicians and artists, that may wish to be involved in showcasing their performing and cultural identity are part of the Bamba Gii Festival program.

This is scheduled to start in 2021, with planned site visits as part of the South West Indigenous Cultural Trails engaging with communities in Roma, Surat, Mitchell, Charleville, Cunnamulla & St George.

We have been in contact and started consultation with Maranoa Regional Council staff, Natalie Walsh, Regional Events Attraction / Local Development Economic & Community Development. With a main emphasis of the support in which Maranoa Regional Council can offer for Art Displays, Performance Room and Facilities within Maranoa communities.

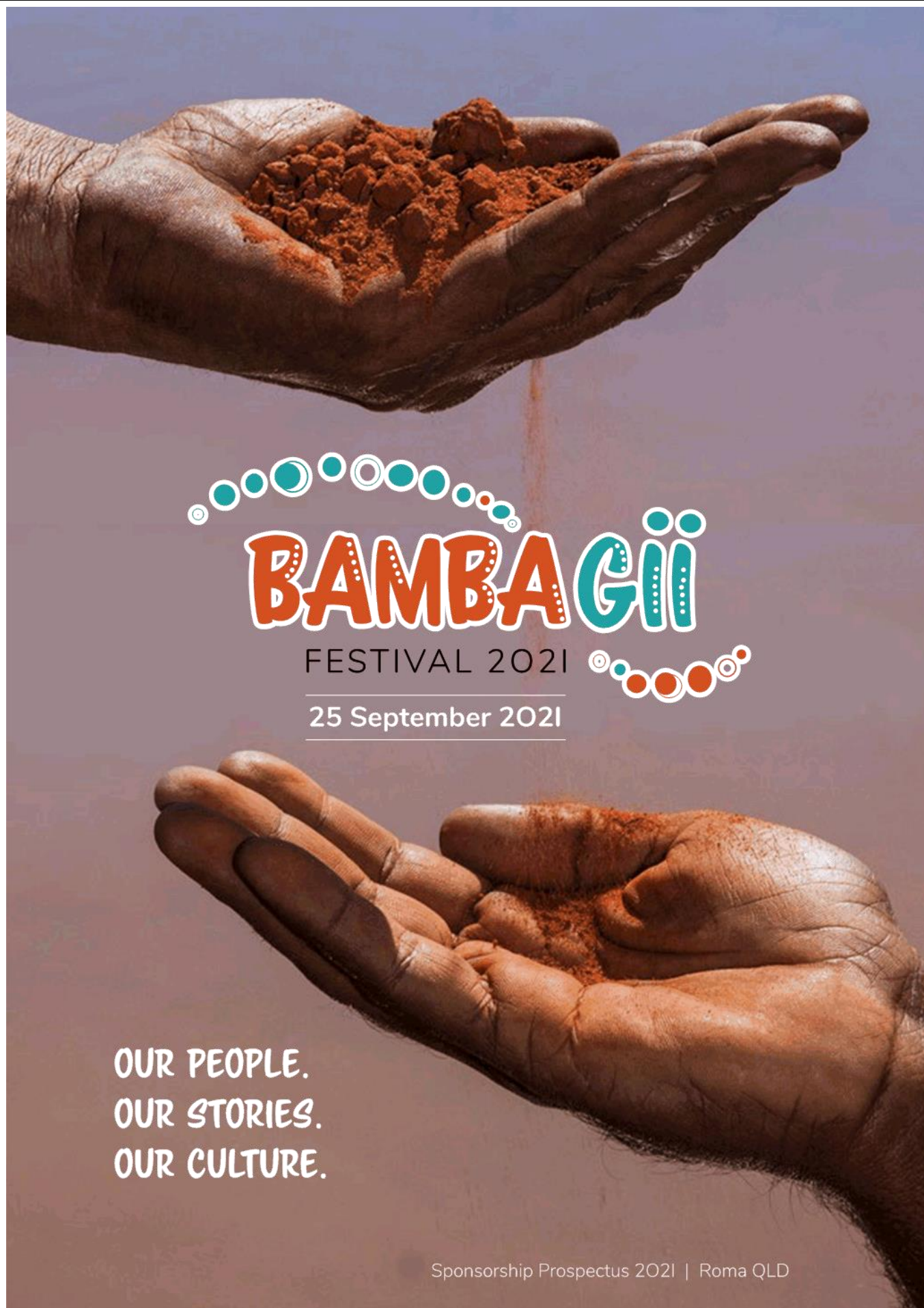
Included was a site visit to Bassett Park and discussions of the facility, with Maranoa Regional Council staff on what was available to access.

We hope this proposal has given Maranoa Regional Council a outline of
the Bamba Gii Festival 2021

QUESTIONS & ANSWERS



We acknowledge the Traditional Owners of the country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.



OUR PEOPLE.
OUR STORIES.
OUR CULTURE.

Sponsorship Prospectus 2021 | Roma QLD

ABOUT THE FESTIVAL



MEET OUR PEOPLE.

HEAR OUR STORIES.

EXPERIENCE OUR
CULTURE.

The Bamba Gii Festival is a one day celebration of the South West Queensland Indigenous Cultural Trail (SWQICT) – our people, our stories and our culture.

Locals and visitors alike are invited to immerse themselves in our indigenous culture as they tour the trail and experience sites of cultural significance. Enjoy live entertainment, see artists in residence, learn traditional skills and shop from our unique indigenous market.

Each of the seven communities that comprise the trail will hold a series of workshops, events, performances and experiences across a full day program.

Surat Aboriginal Corporation (SAC) is working now with all seven communities to develop and define their program offering. We expect the 2021 program will be published on the Bamba Gii Festival website by June 2021.

The Festival has received significant Tourism and Events QLD Funding which will enable us to invest in promoting the event and our region to a wider audience. The SAC team and our wider community is dedicated to ensuring the success of our festival which honours our late CEO Angie Walsh.

Please join us as we continue Angie's legacy and celebrate our rich history and culture.

CELEBRATING THE SWQ INDIGENOUS TRAIL.

The Bamba Gii Festival celebrates the South West Queensland Indigenous Cultural Trail (SWQICT). The trail journeys across sites that hold significant meaning to the local Indigenous people of Dirranbandi, St George, Surat, Roma, Mitchell, Charleville and Cunnamulla.



WHY SPONSOR OUR EVENT?

Supporting our event will enable you to demonstrate your affinity with our community, show support for our people and benefit from positive brand exposure through our promotional mediums. From social media exposure to PR, marketing, print and outdoor advertising, we can offer our sponsors a range of targeted promotional opportunities.

OUTDOOR BRAND EXPOSURE

Depending upon your sponsorship package, we can offer outdoor brand exposure by way of billboard advertising, posters and signage at our event.

E-MAIL COMMUNICATIONS

We will utilise email marketing in the lead up to our event providing brand exposure for sponsors. In addition, we will be developing an email signature panel that our team will be utilising. Sponsors are welcome to show their support for the festival by also utilising one of our supporters email ribbons.



SOCIAL MEDIA

We will be heavily marketing our event on Facebook in 2021. Sponsors will be mentioned appropriate across a mix of paid and organic posts dependent upon the sponsorship level selected.

BRAND AWARENESS AND RECOGNITION

Sponsors will be recognised on all promotional materials including flyers, our website, program and print advertising. Being recognised as a sponsor of our event will demonstrate your commitment to our community and your recognition of the importance of our people and culture to the region.

TAX DEDUCTIONS

Sponsorship of our event may be tax deductible if the exposure from that sponsorship provides benefits by way of advertising and could generate future income for your business.

2021 SPONSORSHIP OPPORTUNITIES

Tier 1: MAJOR SPONSOR

\$20,000

- Logo recognition on outdoor advertising
- Stage signage
- Full page advertisement in program
- 2 x Facebook acknowledgements
- Logo acknowledgement in all promotional materials
- Logo and link on official website
- 4 complimentary tickets to the Bamba Gii Official Sponsors Dinner
- 4 complimentary tickets to the Bamba Gii Festival

Tier 2: PARTNER

\$10,000

- 1/2 page advertisement in official program
- Logo acknowledgement in all promotional materials
- Logo and link on official website
- 2 complimentary tickets to the Bamba Gii Official Sponsors Dinner
- 2 complimentary tickets to the Bamba Gii Festival

Tier 3: SUPPORTER

up to \$9,000 (cash or in-kind)

- 1/3 page advertisement in official program
- Logo acknowledgement in all promotional materials
- 2 complimentary tickets to the Bamba Gii Official Sponsors Dinner
- 2 complimentary tickets to the Bamba Gii Festival

ADDITIONAL MARKETING OPPORTUNITIES:

Program advertising

Full Page	\$1,100 inc gst
1/2 page	\$550 inc gst
1/3 page	\$360 inc gst

INTERESTED?

Speak with our Festival Coordinator, Stephen Brown.

Contact **Stephen** on
0437 508 815 or
bambagiievent@gmail.com or
enquiries@bambagii.com.au

IMPORTANT NOTES:

All program artwork to be supplied by sponsors. Should we need to design, additional artwork charges will apply. We do have a cap on advertising placements so first in best dressed!



OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 29 January 2021

Item Number: 13.3

File Number: D21/7297

SUBJECT HEADING: ALIA Online Storytime Pilot Project

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

In 2021 the Australian Library and Information Association (ALIA) will pilot a scheme where publishers can permit the use of their Australian picture book titles in 'Online Storytime 2021' in return for a small annual payment from public library branches.

This 12-month program will run from 1 January 2021 to 31 December 2021. Participation in the Online Storytime Pilot project will cost a total of \$1320 for all eight (8) Maranoa Regional Council Library branches, to be sourced from the Libraries' Materials & Services budget GL# 02886.2001.2001

Officer's Recommendation:

That Council:

1. Approves the participation of Maranoa Regional Council Libraries in the 2021 Online Storytime Pilot Project at a cost of \$1320 for the 2021 calendar year.
2. Authorise the CEO to sign the Online Storytime Pilot, Agreement 2021.

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
ALIA	Australian Library and Information Association
FAQs	Frequently asked questions
CEO	Chief Executive Officer
URL	Uniform Resource Locator

Context:

Why is the matter coming before Council?

In 2021 ALIA will pilot a scheme where publishers can permit the use of their Australian picture book titles in 'Online Storytime 2021' in return for a small annual payment from public library branches.

The pilot follows the popularity of Online Storytime in Australian public libraries during the COVID-19 pandemic, where Australian children and caregivers embraced the online reading of picture books by their local librarians with many hundreds uploaded since April 2020.

How does the agreement work?

The one-year trial, which is welcomed by the Australian Publishers Association (APA) and will be managed by ALIA, will distribute an estimated \$40,000 to \$60,000 (in total) to Australian publishers in 2021 based on an estimated 300 to 400 public library branches by taking up an annual \$165 (*inc GST*) subscription. Participating library branches will be able to make short videos of picture book readings to post on social media accounts, such as library branch Facebook groups or administered YouTube channels.

Libraries

Will pay an annual subscription of \$150 + GST for unlimited use of nominated picture books to make recordings of library storytimes freely available on sharing platforms such as Facebook and YouTube. Each recording will be available for a period of up to six months. ALIA will use \$25 of the subscription to cover the cost of managing the service. The remaining \$125 will be paid to the publishers of the books, and through the publishers to the authors and illustrators.

Libraries need a wide range Australian picture books

ALIA invites publishers to put forward titles of Australian picture books as ALIA needs a good selection books for this scheme to be viable: preferably a well-sorted mix of authors and illustrators, some emerging and some well-known.

Where possible, Online Storytimes will carry branding for Australia Reads, the joint industry campaign, and publishers can nominate URLs for books and/or authors to be listed by libraries alongside the videos.

The pilot agreement will be reviewed by ALIA and the APA during 2021 to see how well it serves the needs of publishers, libraries, and the community ahead of more permanent arrangements for 2022, the program will be reviewed by ALIA in September 2021 to decide if it will continue or end on 31 December 2021. If it ends, libraries will not be able to record and post more storytimes, but they will be able to leave recordings up for the unexpired portion of the six-month period.

Throughout the process ALIA will provide transparency about the books used, the funds received and passed on. We will monitor and report on the usage by libraries each quarter and these reports will be published on the ALIA website.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In late 2020 an expression of interest was submitted for the Online Storytime Pilot Project being developed by the Australian Library & Information Association (ALIA). We have now been provided with more information about the project and have been invited to participate.

Since the My Maranoa Community Facebook page went live, we have published eight (8) online storytime sessions that have garnered a collective reach of 4879 people and 662 post engagements.

Participation in this pilot program would allow us to continue with our online storytime sessions, reaching people that we may not otherwise be able to reach and doing so without breaching copyright laws.

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

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

N/A

Council Policies or Asset Management Plans:

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

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

N/A

Input into the Report & Recommendation:

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

Ed Sims – Manager, Economic & Community Development

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

The cost for participation in this project is \$165 (*inc GST*) per library branch, which equates to a total cost of \$1320 for our eight (8) libraries, if we were to participate.

The cost is not about how many branches are involved in producing the recordings, it has been developed on a scale to balance out costs for libraries, making it affordable for smaller standalone library services.

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

N/A

Risks:

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

Risk	Description of likelihood & consequences
Not being involved	If we do not participate in this project, we cannot lawfully produce online storytime sessions for the My Maranoa Community Facebook page. The absence of an online presence would mean we are missing out on engaging with an audience that might not otherwise visit our libraries.

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)

Since the My Maranoa Community Facebook page went live, we have published eight (8) online storytime sessions that have garnered a collective reach of 4879 people and 662 post engagements.

Participation in this pilot program would allow us to continue with our online storytime sessions, reaching children and families who can't come to storytime sessions at libraries, for example, where both parents are working and can't get to the library, as well as those living in socially disadvantaged areas where transport options are limited but internet access and devices are not, and those in rural and remote areas.

Recommendation:

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

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

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

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

That Council:

1. Approves the participation of Maranoa Regional Council Libraries in the 2021 Online Storytime Pilot Project at a cost of \$1320 for the 2021 calendar year.
2. Authorise the CEO to sign the Online Storytime Agreement Pilot 2021.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

Supporting Documentation:

- | | | |
|---|--|----------|
| 1 | ALIA Online Storytime Pilot Project 2021 Agreement | D21/7295 |
| 2 | ALIA Online Storytime_Frequently asked questions | D21/8878 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

ONLINE STORYTIME AGREEMENT PILOT 2021**1. Parties to the agreement**

This agreement is between the Australian Library and Information Association Ltd (ALIA) ABN 40 090 953 236, and Maranoa Regional Council Libraries, Cnr Bungil & Quintin Streets, PO Box 620, Roma QLD 4455

2. Purpose of the agreement

The agreement is for payments to be made by libraries via ALIA, to publishers to enable recordings of childrens' storytimes, including nominated Australian picture books, to be made and posted free of charge to sharing platforms such as Facebook and YouTube, for a specified period of time. Libraries reserve their rights to rely on exceptions granted to them under the Copyright Act for face-to-face storytimes.

3. Scope of the agreement and definitions

The agreement covers:

- Public libraries. It does not cover school libraries but it does cover joint use school/community libraries, where the storytime is for the public, not exclusively for students. It does not cover early childhood centres or other settings outside public libraries.
- Australian picture books from the list provided to ALIA by publishers. It does not cover other picture books in the library collection.
- Recordings made and posted free of charge. It does cover recordings made by public library teams for non-commercial purposes according to the other criteria in this section 3. It does not cover recordings made by companies supplying libraries with content for a commercial return.
- Sharing platforms. This includes library websites, Facebook, YouTube, Vimeo and other media platforms which can be viewed without charge.
- Period of time. This is 6 months from the date of this agreement for recordings produced by libraries during 2020 and 6 months from the date the recording is first posted to a sharing platform, for those made after the date of this agreement.
- Accessible storytimes. The agreement includes publisher permission for signing the book in Auslan, with featured signs and words in English, alongside the visible text.

4. Responsibilities of ALIA

- ALIA will manage agreements with publishers and authors and payments on behalf of the library network.
- ALIA will provide regularly updated details of the available picture books, based on a minimum collection of 100 titles.

5. Responsibilities of Maranoa Regional Council Libraries

- Maranoa Regional Council Libraries will pay a subscription fee of [\$165 (inc GST) x 8 Libraries] on receipt of an invoice from ALIA for this sum.
- Maranoa Regional Council Libraries will abide by the scope of the agreement described above.
- Maranoa Regional Council Libraries will provide quarterly usage reports to ALIA in March, June, September and December in order for ALIA to make the appropriate payments to publishers and authors.
- Maranoa Regional Council Libraries will include Australia Reads branding, the book title, author/illustrator and a permission statement within the recording, and include a URL for the book or author to be posted alongside the recording.

6. Term of the subscription

The subscription will be valid for the period from the date of commencement until 31 December 2021. Recordings made under this agreement will be allowed to run their full 6-month period on sharing platforms, even when this goes beyond 31 December 2021.

7. Copyright

The copyright in the publications remains with the publishers. Libraries only have copyright of the recording of the virtual storytime session.

Signed on behalf of the parties:

[Name] for
Australian Library and Information Association

Date:

Julie Reitano (CEO) for
Maranoa Regional Council Libraries

Date:

ALIA ONLINE STORYTIME PILOT PROJECT

Frequently asked questions

Why is it good for storytime users?

It enables libraries to include children and families who can't come to storytime sessions at libraries, for example, where both parents are working and can't get to the library, as well as those living in socially disadvantaged areas where transport options are limited but internet access and devices are not, and those in rural and remote areas.

Why is it good for the book industry?

The main benefit for picture book publishers, authors and illustrators and bookshops will be the direct marketing channel to families with young children – but there will also be a useful sum of cash transferred back to publishers and creators from the library subscriptions, and libraries which don't have some of the books in their collection already may well buy them from booksellers.



Book title
By [author and illustrator]

An Online Storytime reading with permission from [name of publisher]

What branding does a library need to add?

Storytimes will need to carry an opening slide featuring the Australia Reads logo (the joint industry campaign) and acknowledging that permission has been given for the video. A template is available to download from the ALIA website - click on the image to link to the PowerPoint. Publishers will also nominate URLs for books and/or authors to be listed by libraries alongside the videos.

How long is the pilot program?

This is a 12-month pilot program, from 1 January 2021 to 31 December 2021.

Why 100 books as a minimum?

Libraries need a choice of picture books to meet different needs at different times of year and for different parts of their communities. We hope to have a broad range of picture books, including titles in languages other than English.

Why a payment per library branch rather than per service?

The largest library service in Australia has more than 30 branches, the smallest only one. We have priced it per library branch to make it more affordable for all.

Why six months, not 12 months?

Publishers prefer this shorter timescale for the pilot program.

How do we know who uses which books?

ALIA will provide full transparency about the books used, the funds received and passed on. ALIA will monitor and report on the usage by libraries each quarter. These reports will be published on the ALIA website.

When will publishers be paid?

There will be an annual payment. This will be made in January 2022, to account for the subscriptions and usage in the previous 12 months.

How will authors and illustrators be paid?

Publishers will make payments to the creators based on their own contract arrangements.

What about recordings made during the COVID-19 lockdown?

Libraries can transition existing recordings using books from the nominated list, made in 2020, to the new subscription, for a maximum of six months from the date of this agreement, for recordings produced by libraries during 2020, and six months from the date the recording is first posted to a sharing platform, for those made after the date of this agreement.

Can libraries make Auslan versions of storytime videos?

Yes, publishers have agreed that permissions cover a presenter signing the book in Auslan, with featured signs and words in English, alongside the visible text.

What happens at the end of the first year?

We will review the pilot program in September to decide if it will continue or end on 31 December. If it ends, libraries will not be able to record and post more storytimes, but they will be able to leave recordings up for the unexpired portion of the six-month period.

What happens to copyright?

The copyright in the publications remains with the publishers. Libraries only have copyright of the recording of the virtual storytime session.

Does the subscription cover titles not on the list?

No, only those that are listed.

Does it cover music?

The agreement does not cover music or songs, unless those songs are already covered under public domain.

Can other types of libraries eg schools, subscribe?

This agreement only covers activities performed as an official program of an Australian public library service.

Where can I find more information?

Contact us storytime@alia.org.au.

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 1 February 2021

Item Number: 13.4

File Number: D21/7835

SUBJECT HEADING: Request for in kind assistance - Tooloombilla Rodeo & Campdraft

Classification: Open Access

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

Executive Summary:

Council has received a request from Tooloombilla Rodeo and Campdraft Association requesting in kind assistance for the upcoming Rodeo to be held from the 19th – 21st of March 2021.

The in kind requested is for the use of a water truck & generator and slashing of the road leading in and out of the Rodeo grounds.

Officer's Recommendation:

That Council approve the request for in-kind assistance for the use of a water truck & generator and slashing of the road leading in and out of the Rodeo grounds.

Individuals or Organisations to which the report applies:

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

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

Tooloombilla Rodeo and Campdraft Association.

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
TMR	Department of Transport and Main Roads

Context:

Why is the matter coming before Council?

Council has received a request from Tooloombilla Rodeo and Campdraft Association requesting in kind assistance for the upcoming Rodeo to be held from the 19th – 21st of March 2021.

The in-kind requested is for the use of a water truck & generator and slashing of the road leading in and out of the Rodeo grounds.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Stephen Scott, Manager of Maintenance Delivery & Works has provided the following costings of the requested services and equipment from Tooloombilla Rodeo and Campcraft Association. As the Event was not held in 2020 due to COVID restrictions there are no records of previous costings for this event.

Slashing of the Mt Moffit and Forestvale roads is as per Councils and TMR,s road maintenance program has been programmed in to be completed as close as possible to the event. The maintenance budget will be used for this as this task is a frequent occurrence on the program.

Other cost that will need to be considered as In-Kind cost are as follows:

VEGETATION MANAGEMENT:

Slashing of the internal roads and carpark.

Cost detail	Cost per hour / hours required	Total Cost
Tractor hire	\$33 per hour x 8 hours	\$264.00
Slasher hire	\$13 per hour x 8 hours	\$104.00
Operator	\$55 per hour x 8 hours	\$440.00
Vehicle to & from works	\$8 per hour x 8 hours	\$64.00
TOTAL COSTING		\$872.00

GENERATOR AND POWER BOXES:

Council has no charge rates for the 3 power boxes which have been used in previous years.

Cost detail	Cost per hour / hours required	Total Cost
Generator hire, 200KVA, 3 days @ 24hrs running (19 th , 20 th and 21 st), diesel not supplied. To leave council depot full and be returned full.	\$26.40 per hour x 72 hours	\$1900.80
Council staff delivery & pick up from Mitchell, 2 workers	\$55.00 per hour x 4 hours	\$220.00
Council plant 378, truck for delivery & to tow generator	\$26.60 per hour x 4 hours	\$106.40
TOTAL COSTING		\$2,227.20

WATER TRUCK AND OPERATOR HIRE:

Cost detail	Cost per hour / hours required	Total Cost
Water truck hire, 3 days @ 8hrs per day	\$26.40 per hour x 24 hours	\$633.60
Operator, 3 days @ 10hrs	\$55.00 per hour x 30 hours	\$1650.00
Vehicle to & from works daily	\$10.56 per hour x 10 hours	\$316.80
TOTAL COSTING		\$2,600.40

TOTAL: \$ 5699.60

It should be also noted that a past employee of Council's used to volunteer their time to drive the water truck. As they are no longer an employee of Council, a willing employee will need to operate Council's water truck and wages be calculated for their time. On costs are included in these costings however no overtime rates have been applied to this quotation.

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

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

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

Local Government Act 2009 | S 262 (3)(c)

Powers in support of responsibilities

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

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

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

(a) power to enter into contracts; and

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

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

4. ELIGIBILITY

4.1 Who is eligible?

Registered Not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program. Eligible

community organisations are defined as:

Not-for-profit' organisations consisting of people having common interests; or

An entity that carries on

activities for a public

purpose or another entity

whose primary objective is

not directed at making a

profit, such as:

• sporting clubs

• social clubs

• school P&C's /

• arts and cultural groups,

• Church committees

• service organisations etc.

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)

Stephen Scott - Manager, Maintenance Delivery & Works

Darren Kay - Team Coordinator Maintenance Delivery & Works - West

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

If approved the estimated cost of \$ 5,699.60 can be allocated to the Major In-kind budget GL 2887.2248.2001.

NOTE: To date these are the groups who have received in kind/ fee waivers from Council this financial year:

Group name	Amount	in kind / fee waiver	Council Resolution if Applicable
Bendemere Pony Club	\$ 8,326.70	In kind	OM/08.2020/41
St Patricks School Mitchell	\$ 346.00	In Kind	
Churches together Injune	\$ 211.00	In kind	
Roma Show Society	\$ 139.00	Fee waiver	OM/10.2020/61
Dunkeld Pony Club	\$ 1,053.00	Fee waiver	OM/09.2020/33
CUC Maranoa	\$ 2,200.00	Fee waiver	OM/10.2020/79
Injune RSL	\$ 210.86	In Kind	
Mitchell State School	\$ 346.00	In Kind	

Care Outreach	\$	210.00	In Kind	OM/10.2020/100
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There is \$21,957.44 budget remaining for in kind and fee waivers for the 2020/2021 financial year.

Future Years' Budgets:

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

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)

Tooloombilla Rodeo and Campdraft Association .

Risks:

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

Risk	Description of likelihood & consequences
Not approve request	Tooloombilla Rodeo and Campdraft Association may be forced to cancel their event which will impact the association financially.

Advice to Council:

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

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

As per the Community Grants & Non-Financial Assistance Policy, Tooloombilla Rodeo and Campdraft Association are eligible to receive this in-kind assistance and have not previously applied for in-kind assistance in the 2020/2021 financial year.

With a targeted demographic consisting largely of primary producers, this event will boost community spirit and provide community members with a social outing that will assist in alleviating the stresses and struggles associated with the ongoing drought and the COVID-19 pandemic.

Recommendation:

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

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

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

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

That Council approve the request for in-kind assistance for the use of a water truck & generator and slashing of the road leading in and out of the Rodeo grounds.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

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

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 3 February 2021

Item Number: 13.5

File Number: D21/8611

SUBJECT HEADING: Request from Easter in the Country to use Roma Saleyards for Outback Tucker Under the Stars and additional support for hire of commercial kitchen

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

The Roma Easter in the Country Committee is requesting use of Roma Saleyards for Outback Tucker Under the Stars as part of the 2021 Easter in the Country Festival on Thursday, 1 April 2021.

In 2020 Maranoa Regional Council resolved to provide Easter in the Country with additional support to hire the commercial kitchen, but these funds were not required as the Festival was cancelled because of COVID-19. Easter in the Country President has written to Maranoa Regional Council Chief Executive Officer to request that this support will continue to be available for this specific purpose for 2021.

Officer's Recommendation:

That Council:

- 1) Grant approval to Easter in the Country Committee to host Outback Tucker Under the Stars on Thursday 1 April 2021, at the Roma Saleyards as part of Roma's Easter in the Country Festival
- 2) Provide Easter in the Country Committee with an additional \$10,285 (inc GST) for the hire of a Commercial Kitchen to be used at Tucker Under The Stars
- 3) Transfer \$6,285 from WO 14482.2537.2001 (Tourism budget - Assistance to Regional Events) to GL 2887.2249.2001 – (Sponsorship budget) to enable the additional financial support to be provided.

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).

Easter in the Country Committee

Acronyms:

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

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

Acronym	Description
EITC	Easter in the Country

Context:

Why is the matter coming before Council?

The Roma Saleyards is a Council facility and Easter in the Country is requesting additional financial support.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Easter in the Country Committee is a not-for-profit, volunteer organisation, and is requesting the use of the Roma Saleyards on Thursday, 1 April 2021 for the afternoon and evening. Easter in the Country will be bringing celebrity chef Matt Golinski to Roma for the festival, who will cook dinner on Thursday evening featuring local produce.

Tucker Under the Stars has been held at the Roma Saleyards since 2017 and it has become an iconic addition to the program with tickets selling out each year. The event attracts a combination of visitors and locals and encourages Festival goers to extend their stay by an extra night which equates to significant economic benefits for the region.

MRC staff provide in-kind assistance to the event by providing tables and chairs for 300 people.

In order to cater for 300 people at Tucker Under The Stars a commercial kitchen is required, please see attached quote. As there is not one available for use on-site it is necessary to hire a kitchen, which includes:

- 10 tray combi oven
- 6 burner stove
- Double basket deep fryer
- Prep sink
- Wash up sink/dishwasher
- 3 door under bench fridge.

The cost to hire this kitchen is \$3950.00 + GST, and there are the associated costs of grease trap and pump \$450.00+GST and the transport to and from Roma \$4950.00.

At its General Meeting on 24 January 2020 Council increased their sponsorship of Easter in the Country from \$15,000 to \$18,340, with the additional \$3,340 being

the balance of the 2019/20 sponsorship budget to assist with the hire of the kitchen. On the 26 February 2020 Council resolved to provide Easter in the Country Committee an additional \$6,945 (including GST) to enable them to hire a commercial kitchen for Tucker Under The Stars being held at the Roma Saleyards.

As the 2020 Festival was cancelled due to COVID-19 Easter in the Country only invoiced Council for the original sponsorship amount of \$15,000, this sponsorship was used to pay for program printing and TV, radio and social media advertising costs that were incurred prior to the event being cancelled.

Easter in the Country President, Jenny Flynn, has written to the Chief Executive Officer of Maranoa Regional Council to confirm the additional support offered for the 2020 Festival is still available for the 2021 Festival.

Currently Maranoa Regional Council has a budget allocation of \$15,000 cash sponsorship and \$15,000 in-kind for the 2021 Easter in the Country Festival.

A meeting with Konrad Crawford, Jenny Flynn and Justine Miller was held on Thursday 4 February to discuss in-kind requirements for the Easter weekend, for which the existing in-kind budget allocation is adequate.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

funding body, any dates of critical importance or updates or approvals required)

Konrad Crawford, Team Coordinator - Team Coordinator - Roma Parks, Gardens & Regional Horticulturist

Paul Klar, Manager Roma Saleyards

Jenny Flynn, Easter in the Country Committee President

Ed Sims, Manager Community and Economic Development

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Utilising \$4,000 from GL 2887.2249.2001 – Sponsorship and \$6,285 from WO 14482.2537.2001 Assistance to Regional Events, this additional support can be provided.

Future Years' Budgets:

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

This may be an ongoing issue at the Roma Saleyards with future events.

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
Impact on the financial sustainability of Easter in the Country	As the 2020 Easter in the Country Festival was cancelled due to COVID-19 the not-for-profit volunteer Committee still incurred many expenses but received no income, placing unnecessary financial pressure on the organisation. Council providing the extra support that was offered last year will contribute greatly to the financial sustainability of the Festival which injects significant dollars into the local economy which is still suffering from the impacts of ongoing drought and COVID-19.

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)

Grant approval to Easter in the Country Committee to host Outback Tucker Under the Stars on Thursday 1 April 2021, at the Roma Saleyards as part of Roma's Easter in the Country Festival and provide the additional support for the hire of the commercial kitchen.

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?

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.3 Attract visitors to our region to bring additional customers to our region's businesses

4.3.2 Research, design and deliver destination marketing initiatives aimed at increasing visitor numbers, duration of stay, repeat visits and visitor spend, in partnership with local tourism and progress associations.

Supporting Documentation:

1 [↓](#) Letter to MRC - commercial kitchen (003)

D21/8600

2 [↓](#) Easter in the Country kitchen requirements

D20/14758

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

17 January 2021

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
Bungil Street
ROMA Q 4455

Dear Julie

Re: Hire of Commercial Kitchen – Outback Tucker Under the Stars Dinner – Roma’s Easter in the Country Festival 2021

I refer to the approval provided by the Maranoa Regional Council (in 2020) for the hire of the commercial kitchen to facilitate the cooking and presentation of the meal at the above event due to the inability to utilize the kitchen facilities within the Saleyard complex. I wish to confirm that these funds will continue to be available for this specific purpose for 2021 as I understand the same situation still exists.

As you are aware the EITC Committee was forced to cancel the 2020 event and this has had a major financial impact on the committee so this assistance will be greatly appreciated.

I have also attached the invoice for the Maranoa Regional Council contribution to the festival marketing.

I would appreciate your early confirmation of this matter.

Jenny Flynn

**Jenny Flynn
President - EITC**

Roma Easter in the Country

From: Scott Petersen <scott.petersen@mobilekitchens.com.au>
Sent: Wednesday, 22 January 2020 1:46 PM
To: info@easterinthecountryroma.com.au
Cc: Lindsay Harmer
Subject: Kitchen Estimate

Good Afternoon Jenny,

Please see below estimation for hire of Kitchen. This price is not final and is subject to further information provided by Chef.

We have a one week minimum hire for all our kitchens, plus transport to and from site.

- Kitchen Hire P/W \$3950.00 + GST
- Grease Trap & Pump \$450.00 + GST
- Transport Return \$4950.00 + GST

A standard kitchen includes;

- 10 Tray Combi Oven
- 6 Burner Stove
- Double Basket Deep Fryer
- Prep Sink
- Wash Up Sink/Dishwasher
- 3 Door Under bench Fridge

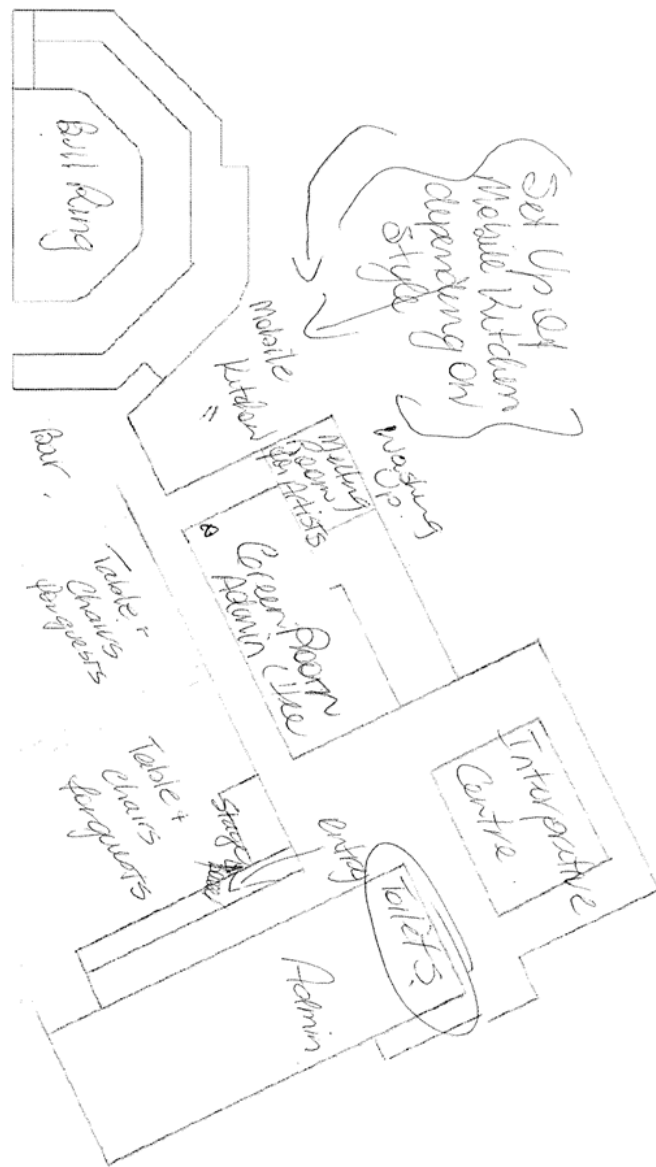
Other equipment can be added at an additional cost, and if more space is required in the kitchen we can remove the wash up sink/dishwasher if not needed.

Included in our price is the cost for a single Mobile Kitchens staff member to attend site to install and then decommission the kitchen.

Any questions feel free to call.

Kind regards,

.....
Scott Petersen | Project Coordinator
+61 (0)466 112 381
scott.petersen@mobilekitchens.com.au
2131 Elliot Road - Banyo, QLD, 4014 AUSTRALIA
Ph. (07) 3162 8927 or 1300 626 326
www.mobilekitchens.com.au



Use of One booked
to get load

crowds Wednesday am & Tuesday load up with Mary.

Set Up of Table + Chairs
set up of stage.

30 chairs

30/37 Tables

14

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 4 February 2021

Item Number: 13.6

File Number: D21/9004

SUBJECT HEADING: Felton Industries Voucher

Classification: Open Access

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

Executive Summary:

In late 2020, Council staff entered a Felton Industries Photo Competition to win one of three gift vouchers valued at \$3000 each.

The competition involved providing a photo of Felton products being used in the community. The project team that delivered the Roma Netball Courts submitted a photo of the Felton Grandstands that were purchased as part of the project.

In early November, Council received confirmation that it had been successful in its submission and had won one of the \$3000 vouchers under the Felton Industries Photo Competition.

This report seeks Councils consideration to receive the funds and disseminate to the community via a "one-off" special category under the current round of the *Community Grants & Non-Financial Assistance Program*.

Officer's Recommendation:

That Council:

1. receive and note that it was successful in winning a \$3000 gift voucher as part of the 2020 Felton Industries Photo Competition.
2. approve the addition of a "one-off" special grant category, under the current round of the *Community Grants & Non-Financial Assistance Program*, with the grant to provide community groups with the opportunity to secure one of two Felton Industries gift vouchers valued at \$1500 each.

Individuals or Organisations to which the report applies:

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

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

Maranoa community groups

Acronyms:

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

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

Acronym	Description
EOIs	Expressions of interest

Context:

Why is the matter coming before Council?

This report seeks Councils consideration to receive the funds received by winning the 2020 Felton Industries Photo Competition and, in lieu of using for our own purposes, disseminate to the community via a “one-off” special category under the current round of the Community Grants Program.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In late 2020, Council staff entered a Felton Industries Photo Competition to win one of three gift vouchers valued at \$3000 each.

Felton Industries is an Australian-owned family business that design, manufactures and supplies quality Australian made outdoor furniture for educational, community, sporting, and commercial purposes.

The competition involved providing a photo of Felton products being used in the community. The project team that delivered the Roma Netball Courts submitted a photo of the Felton Grandstands that were purchased as part of the project.

In early November, Council received confirmation that it had been successful in its submission and had won one of the \$3000 vouchers under the Felton Industries Photo Competition.

After the announcement Council staff discussed the option of, in lieu of using for our own purposes, potentially using the voucher to help community groups to purchase items from Felton Industries that would benefit not only the group but the broader community as well.

Council's *Gift and Benefits Policy* states that ‘a gift that is retained by Council must be used for public benefit and in an appropriate manner.’ By calling for EOIs from community groups who might benefit from this voucher, Council would be meeting the Policy's statement whilst disseminating funds in a fair manner.

The program of seeking EOIs would be open to community groups for the entire month of March and would be assessed by the panel who also assesses Council's Community Grant applications. Council's Community Grants program closes on the 26th of March 2021 making it a good fit for the EOI process.

EOIs will ask community groups to outline, should they be successful, what they would use the voucher for, and how it would benefit the group and the community.

The assessment panel will assess the expression of interest and make a formative decision and present their recommendations to Council as part of the *Community Grants & Non-Financial Assistance Program* report.

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)

Withing the Gift and Benefits Policy it is stated that a benefit must be used for public benefit:

Gift or Benefit Retained by Council

If a gift or benefit is retained by Council, it must be used for public benefit and in an appropriate manner. If Council does not have an appropriate use for the gift or benefit, it may be disposed of in accordance with Council's policies.

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)

Cameron Hoffmann - Deputy Director / Strategic Road Management

Ed Sims – Manager Economic and Community Development

Funding Bodies:

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

Felton Industries. The notion of the proposal outlined in the recommendation has been discussed with Felton Industries. It has been confirmed that they would be supportive of this approach for acquitting the \$3000 voucher won by Council.

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Community Groups who show an interest in this offer

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
Missed opportunity to assist community groups in purchasing equipment that otherwise might not have been possible.	Whilst Council could acquit the voucher on a current project approved for delivery in 2021/22, not supporting the recommendation may present a missed opportunity to assist community groups in purchasing equipment that otherwise might not have been possible.

Advice to Council:

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

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

It is recommended that Council endorse the recommendation as presented to provide community groups an opportunity to access some much-needed funds to purchase items that would assist in the operation of their group & presentation of community events, whilst providing a clear community benefit.

An example of how this may benefit a community group could be the purchase of outdoor picnic benches that could be used for events (including fund-raisers) run by the group.

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. receive and note that it was successful in winning a \$3000 gift voucher as part of the 2020 Felton Industries Photo Competition.

2. approve the addition of a “one-off” special grant category, under the current round of the *Community Grants & Non-Financial Assistance Program*, with the grant to provide community groups with the opportunity to secure one of two Felton Industries gift vouchers valued at \$1500 each.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

1	Felton Product Catalogue Council 2021	D21/9646
2	Expression of Interest - Felton Industries Voucher	D21/9647

Report authorised by:

Deputy Director / Strategic Road Management

Deputy Chief Executive Officer/Acting Director Infrastructure Services



PRODUCT CATALOGUE 2021

**EXCITING
NEW
PRODUCTS
INSIDE**

Summer Edition



TURNING EMPTY SPACES INTO MEETING PLACES

At the very heart of the Felton Industries brand is our mission to design and create products of the highest quality and safety. This mission drives our success and prosperity which we happily share with communities in need.



OUR STORY

Felton Industries is Australia's leading designer, manufacturer and supplier of quality outdoor furniture and have been supplying premium seating solutions for all educational, community, sporting and commercial environments across Australia for more than 20 years. We have the experience and commitment required to create products that deliver comfort and versatility while being able to withstand the harshest extremes of our climate. As an Australian-owned family business, we are committed to delivering the highest standards of customer service and quality workmanship.

OUR COMMITMENT TO QUALITY AND SAFETY

Felton Industries has achieved ISO 9001:2015, the international standard for quality assurance. Certification to this standard involves a rigorous independent assessment of products and processes to ensure that our business fully understands what our customers want and is committed to delivering those requirements efficiently. With quality and safety at the heart of Felton Industries brand, you can trust that all our products are long-lasting and designed to withstand Australia's tough climate. Our patented Safety End Caps and high quality products ensure outstanding safety for all areas.

NEW LOGO

We thrive on a culture of continuous improvement and are committed to the ongoing evolution of existing designs and the development of new and exciting products. To embody this we have designed a new logo which represents our continuing commitment to Innovation, Quality and Service. It symbolises Felton's dynamism for developing new, modern and exciting premium quality Australian Made outdoor furniture, whilst providing our customers with outstanding products, service and customer care.

AUSTRALIAN MADE AND OWNED

Felton Industries are proud to be certified as genuinely Australian. That means our customers can be sure they're buying authentic, premium-quality products that originate from our clean, green environment and that are made to demanding Australian standards.



THE FELTON ADVANTAGE



AUSTRALIAN
MADE & OWNED



UP TO 20% MORE
ALUMINIUM



7 YEAR
WARRANTY



ISO9001
CERTIFIED



LOW MAINTENANCE



BENCHMARK
ENGINEERING



PREMIUM
MATERIALS



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Recycled Plastic and Timber

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Composite Range



KIDS UNDER 9 EZYSEAT

EZYSEAT™**76**

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GRANDSTANDS



Select Grandstand 4 tier x 4 mtr



Inside this section:

- Elite Portable Grandstand
- Deluxe Grandstand Seating
- Select Grandstand
- Sunsaf Select Grandstand
- Spectator Seating
- Tiered Seating
- Tip 'n' Roll Grandstand

Outstanding portability
with superior views

**NEW
PRODUCT**



Elite Portable Grandstand

- Comfortably seats 55 people
- Towable sled base - Ideal for ease of portability
- Fully enclosed between tiers for user safety
- Full mesh safety surround
- Designated access walkway
- Double plank footwells

- 100% aluminium construction high durability
- Fork tine access for moving unit around safely
- Free standing with provision to bolt down
- Raised viewing height
- **Overall Plan:**
2780mm H x 2960mm D x 6330mm L

ELITE PORTABLE GRANDSTAND

Premium, portable and versatile spectator seating for all venues.
Innovation in Grandstand Design



- **Raised Viewing Height**

Superior view of the action to ensure a comfortable experience for all viewers



- **Full Mesh Safety Surround**

Removes the risk of falling from the unit



- **Fork Tine Access**

Removes any risks associated with lifting when relocating your grandstand



- **Towable Sled Base**

Ideal for ease of portability around your facility, simply tow using the eyelets behind a vehicle

6M option
Code SELAG6TS

\$19,600 + GST

Also available as 9M option
Code FELEPG5T9

\$29,200 + GST

DELUXE GRANDSTAND SEATING

6 Metre Deluxe Grandstand

Code **FEL6DG**

- Seats 50-60 people
- Walkway aisles and handrails are customisable
- Free standing with provision to bolt down
- Vertical security safety railing
- Durable aluminum frames
- **Overall Plan**
6000mm L x 2810mm D x 2400mm H (top of railing)
- Custom Lengths available in 1.5 metre increments

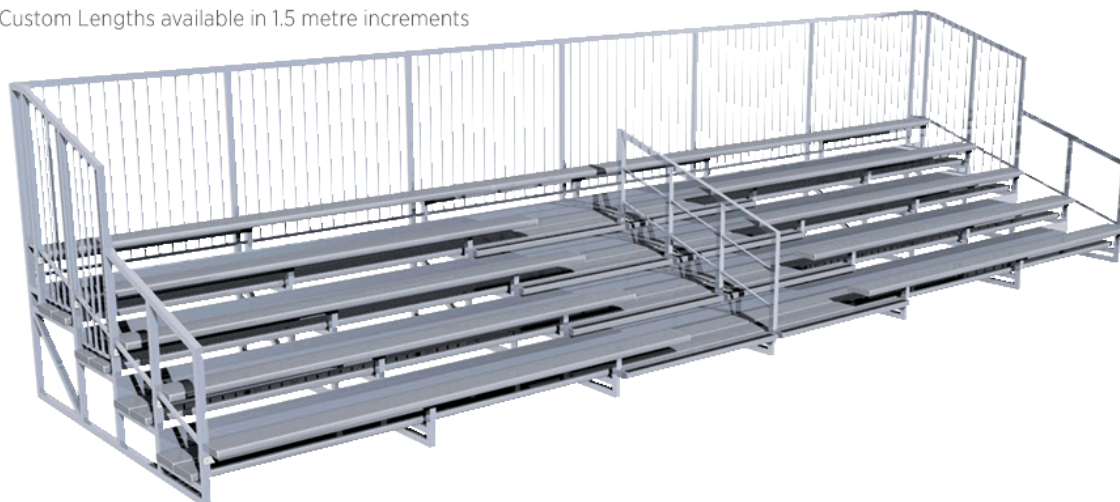


\$18,500 + GST

9 Metre Deluxe Grandstand

Code **FEL9DG**

- Seats 90-100 people
- Walkway aisles and handrails are customisable
- Vertical security safety railing
- Free standing with provision to bolt down
- Durable aluminum frames
- **Overall Plan** 9000mm L x 2810mm D x 2400mm H (top of railing)
- Custom Lengths available in 1.5 metre increments



\$35,000 + GST

SELECT GRANDSTAND

- ✓ Custom sizes available
- ✓ Free standing or bolt down

Select Grandstand

- 4m seats up to 40 and 6m seats up to 60 people
- Free standing with provision to bolt down
- Back rest and extra safety support bar included
- Durable aluminium frames
- Free standing and bolt down



Size 1 (4 metre)

Code **SELG4T4**

Overall Plan

4000mm L x 2250mm D
x 1270mm H
(900mm H 4th tier)

\$6,180 + GST

Size 2 (6 metre)

Code **SELG4T6**

Overall Plan

6000mm L x 2250mm D
x 1270mm H
(900mm H 4th Tier)

\$9,270 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



All our spectator seating can be customised to suit wheelchairs. Call our team of experts to find the perfect solution for your requirements.

SELECT GRANDSTAND

SUNSAFE SELECT GRANDSTAND

- ✓ Perfect for sports grounds
- ✓ Colorbond® roof
- ✓ Easy to assemble



SunSafe Select Grandstand

Code **SELG4T4R**

- Seats up to 40 people
- Available as 4m option with 4 tiers
- Structurally engineered all-in-one roof
- Footrest (Included)
- Back rest and extra safety support bar
- Cyclone rated Region C - Category 3
- Colorbond® roof for maximum weather protection
- Durable aluminium frames
- Only bolt down option available
- **Overall Plan**
5150mm L x 3540mm D x 2400mm H (4 Tier)
- **Roof Coverage:** 5150mm L x 3540mm W



\$13,850 + GST

SPECTATOR SEATING

- ✓ Custom sizes available
- ✓ Fully aluminium - will not rust

Double Plank with Backrest Spectator Seating



6 POWDER-COATED COLOURS AVAILABLE AT AN ADDITIONAL COST

- Free standing with provision to bolt down
- Extra safety support bar
- Custom lengths available
- **Overall Plan**
1145mm D x 650mm H (2 Tier)
1700mm D x 950mm H (3 Tier)



Product Code	Description	Price (EX. GST)
2TGS1	2 Tier H x 2000mm	\$1,747
2TGS2	2 Tier H x 3000mm	\$2,555
2TGS3	2 Tier H x 4000mm	\$3,494
3TGS1	3 Tier H x 2000mm	\$2,353
3TGS2	3 Tier H x 3000mm	\$3,529
3TGS3	3 Tier H x 4000mm	\$4,577

3 Tier x 3 metre option pictured

Wall Mounted Spectator Seating



6 POWDER-COATED COLOURS AVAILABLE AT AN ADDITIONAL COST



- Suitable for indoors and outdoors
- Available up to 6metres in length
- Kick boards included as standard
- Durable aluminium frames - will not rust
- **Overall Plan**
1050mm D x 665mm H (2 Tier)
1570mm D x 965mm H (3 Tier)

Product Code	Description	Price (EX. GST)
2TGS7	2 Tier H x 2000mm	\$1,081
2TGS8	2 Tier H x 3000mm	\$1,687
2TGS9	2 Tier H x 4000mm	\$2,163
3TGS7	3 Tier H x 2000mm	\$1,687
3TGS8	3 Tier H x 3000mm	\$2,401
3TGS9	3 Tier H x 4000mm	\$3,374

3 Tier x 3 metre option pictured

TIERED SEATING

AVAILABLE
IN A
VARIETY
OF SIZES

3 Tier Tiered Seating

Tiered Seating

- Compact to store
- Footrests standard
- Will not rust or fade
- Durable aluminum frames
- **Overall Plan**
1100mm D x 649mm H (2 Tier)
1900mm D x 850mm H (3 Tier)



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



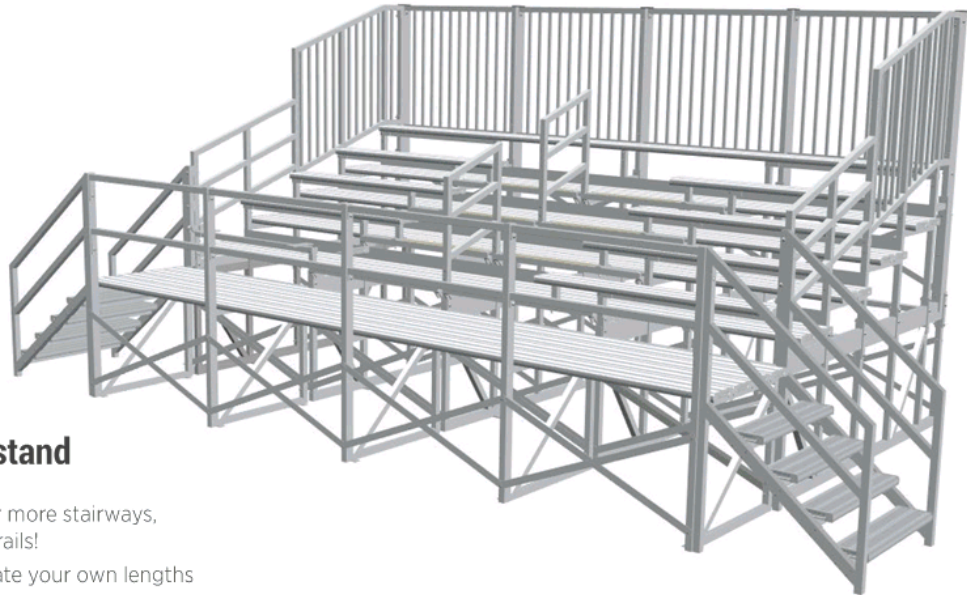
3 Tier x 3 metre option pictured



Product Code	Description	Price (EX. GST)
2TKG2	2 Tier H x 2000mm	\$1,100
2TKG3	2 Tier H x 3000mm	\$1,600
2TKG4	2 Tier H x 4000mm	\$2,250
3TKG2	3 Tier H x 2000mm	\$2,350
3TKG3	3 Tier H x 3000mm	\$3,575
3TKG4	3 Tier H x 4000mm	\$4,700

Customisation available!
call 1800 941 102 to speak with
a Grandstand Specialist TODAY

- ✓ Sturdy aluminium frames
- ✓ Powder coating available
- ✓ Patented Safety End Caps



Elevated Grandstand

- Options include: 1 or more stairways, walkways and handrails!
- Made to order - create your own lengths
- Custom Lengths available in 1.5 metre increments
- Raised 1m off the ground
- Durable aluminum frames



Tip 'n' Roll Grandstand

Code FELTR32

- Suitable for indoor hard court surfaces
- Durable aluminum frames
- **Flat (In Use)**
1800mm D x 2000mm W x 850mm H (3 Tier)
- **In Storage**
850mm D x 2000mm W x 1900mm H (3 Tier)

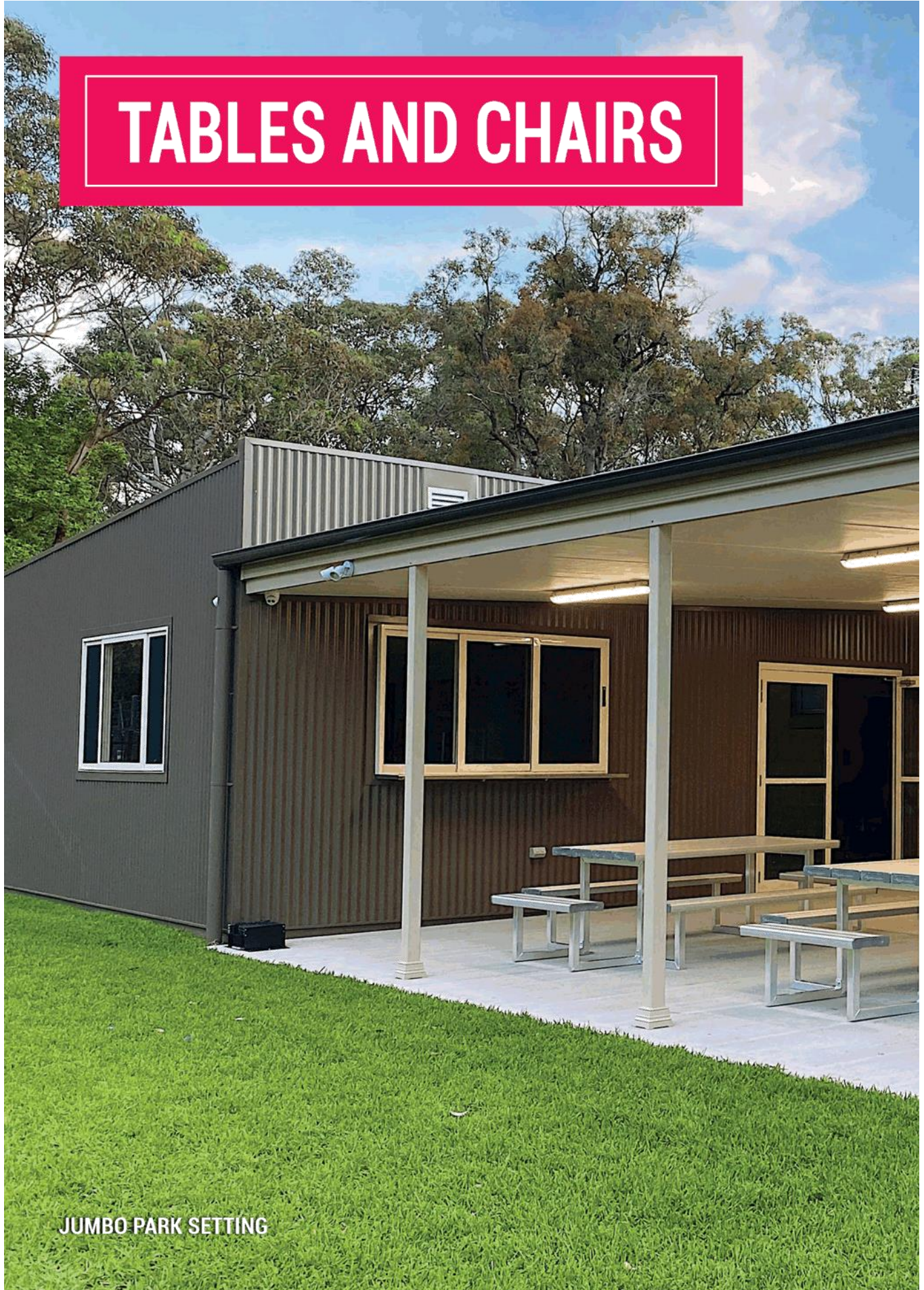
* ALSO IDEAL FOR CHOIR STANDS!

\$2,480 + GST

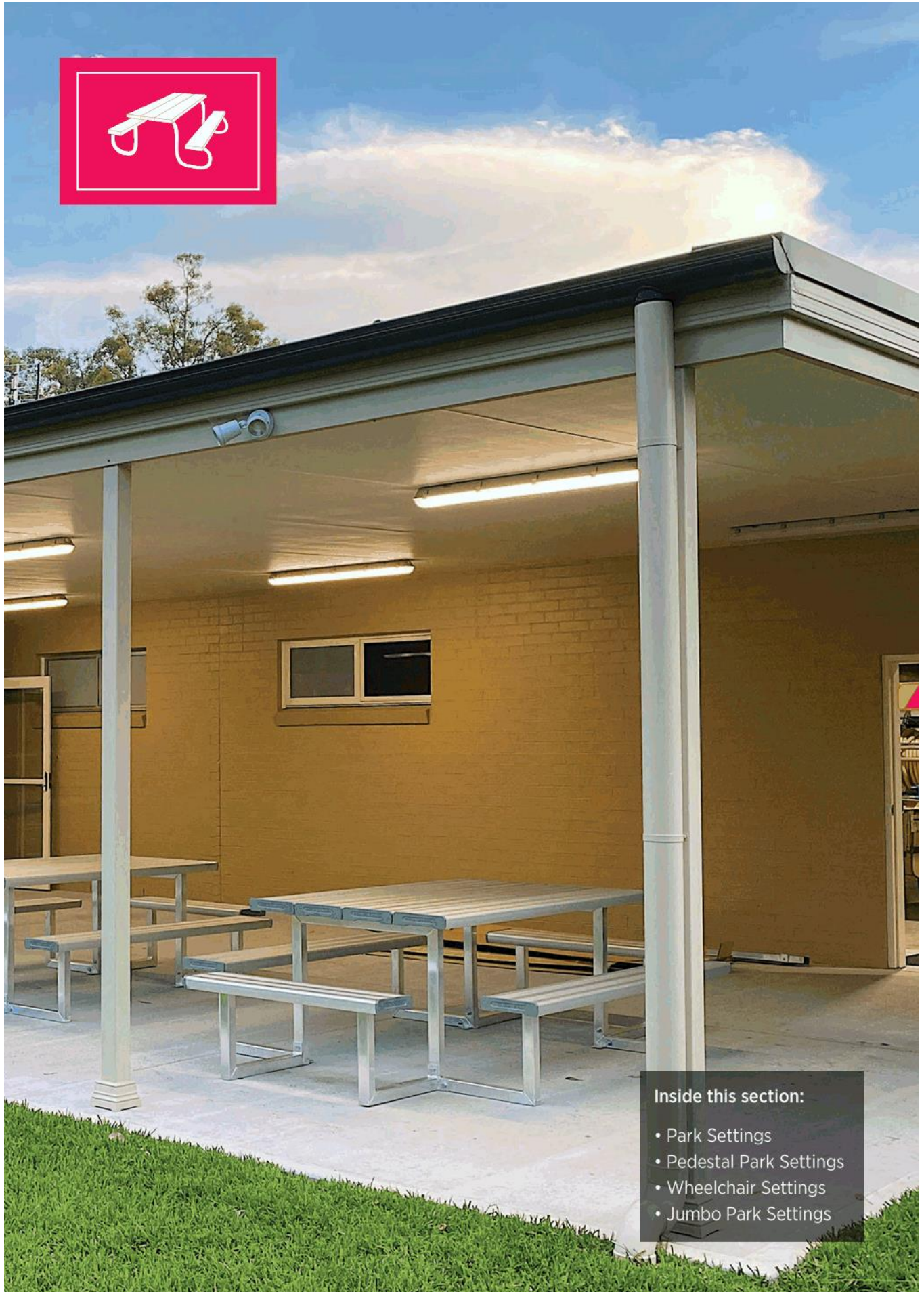


6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

TABLES AND CHAIRS



JUMBO PARK SETTING



Inside this section:

- Park Settings
- Pedestal Park Settings
- Wheelchair Settings
- Jumbo Park Settings

PARK SETTINGS

- ✓ Easy to install
- ✓ Free standing or bolt down

Park Setting

Our most popular setting comes in 2 convenient sizes



HIGHER
TABLE TOP
AND SEATS

Standard Size

Code FELPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 750mm H
- **Overall Plan** 1800mm L x 1750mm W x 750mm H

\$1,086 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Advanced Size

Code FELAPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 818mm H
- **Overall Plan** 1800mm L x 1820mm W x 818mm H

\$1,286 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Also available in kids size on page 83



PARK SETTING

All our tables and chairs have full aluminium construction, a 3mm walled frame and come with patented safety end caps.

Park Setting with BackRest

Comes in 2 convenient sizes

- Seats up to 8 people
- Wheelchair accessible

Standard Size

Code FELPSBR

Table Top

1800mm x 765mm
x 818mm

Overall Plan

1800mm L x 2073mm W
x 730mm H

\$1,450 + GST

Advanced Size

Code FELAPSBR

Table Top

1800mm x 765mm
x 730mm

Overall Plan

1800mm L x 2073mm W
x 818mm H

\$1,650 + GST



**PERFECT
FOR EVERY
OCCASION!**



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

**SMOOTH
TABLE TOP!**



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Lunch 'n' Learn Setting

Code FEL-LLS

- Seats up to 8 people
- Outdoor grade Laminex 13mm thick table top
- **Table Top** 1800mm L x 760mm W
x 695mm H
- **Overall Plan** 1800mm L x 1750mm W
x 695mm H

\$1,685 + GST

Also available in kids size on page 84

King Park Setting

Code FELKGPS

- Seats up to 14 people
- **Table Top** 3000mm L x 765mm W x 730mm H
- **Overall Plan** 3000mm L x 1758mm W x 730mm H

\$2,250 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

JUMBO SETTINGS

✓ Easy to clean

✓ Easy to install

Jumbo Park Setting

Code **FELJPS**

- Seats up to 14 people
- **Table Top** 1800mm L x 1000mm W x 755mm H
- **Overall Plan** 2740mm L x 1860mm W x 755mm H

SEATS 14
PEOPLE



\$1,850 + GST

Also available in kids size on page 84.



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

SEATS 18
PEOPLE



King Jumbo Park Setting

Code **FELKJPS**

- Seats up to 18 people
- **Table Top** 3000mm L x 1000mm W x 755mm H
- **Overall Plan** 3940mm L x 1860mm W x 755mm H



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

\$2,800 + GST



JUMBO PARK SETTING

ECONOMICAL SETTINGS

- ✓ Sturdy and strong
- ✓ Seats up to 8 people

Compact Park Setting

Code FELCPS

- Seats up to 8 people
- **Table Top** 1000mm L x 1000mm W x 755mm H
- **Overall Plan** 1860mm L x 1860mm W x 755mm H

\$1,650 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Bolt Down Park Setting

Code FELAGPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 755mm H
- **Overall Plan** 1800mm L x 1765mm W x 755mm H

\$1,200 + GST

In-Ground Park Setting

Code FELIGPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 750mm H
- **Overall Plan** 1800mm L x 1765mm W x 750mm H

\$1,086 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



PEDESTAL SETTINGS

- ✓ Easy to clean
- ✓ Easy to install

4 Sided Pedestal Park Setting

Code FEL4PPS

- Seats up to 8 people
- Space saver
- Heavy duty and durable
- Only bolt down option available
- **Table Top** 1000mm L x 1000mm W x 750mm H
- **Overall Plan** 1860mm L x 1860mm W x 750mm H

\$1,695* + GST

*Excludes powder coating - additional \$125 + GST per unit



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



4 SIDED PEDESTAL PARK SETTING

SEATS 8
PEOPLE



Chat 'n' Chill

Code FELASBS

- Seats up to 8 people
- Perfect height for teens and adults
- Ideal for concreted areas
- Distances can be adjusted to personal preference during installation
- Bolt down option only for extra stability
- **Table Top** 2000mm L x 765mm W x 1006mm H
- **Overall Plan** 2000mm L x 1665mm W x 1006mm H

\$1,850 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

LAMINEX TABLE TOP

Snack 'n' Study

Code FELSSS

- Available with or without backrests
- Seats up to 8 people
- Perfect height for teens and adults
- Ideal for concreted areas
- Bolt down option only for extra stability
- **Table Top**
2000mm L x 760mm W x 1000mm H
- Seat Height 695mm H
(plus back rest)
- **Overall Plan**
2000mm L x 1750mm W x 1000mm H

\$2,650 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



WHEELCHAIR SETTINGS

Create an inclusive outdoor space that everyone can enjoy!



6 POWDER-COATED COLOURS AVAILABLE AT AN ADDITIONAL COST

Standard Wheelchair Setting

Code FELSW

- Seats up to 6 people (including 2 wheelchairs)
- Free standing with provision to bolt down
- **Table Top** 2000mm L x 765mm W x 835mm H
- **Overall Plan** 2000mm L x 1245mm W x 835mm H

\$980 + GST

Access Wheelchair Setting

Code FELAWS

- Seats up to 6 people (including 4 wheelchairs)
- Free standing with provision to bolt down
- **Table Top** 2400mm L x 765mm W x 835mm H
- **Overall Plan** 2400mm L x 1730mm W x 835mm H



\$1,250 + GST



6 POWDER-COATED COLOURS AVAILABLE AT AN ADDITIONAL COST



6 POWDER-COATED COLOURS AVAILABLE AT AN ADDITIONAL COST

Interactive Wheelchair Setting

Code FELIWS

- Seats up to 8 people (including 2 wheelchairs)
- Free standing with provision to bolt down
- **Table Top** 2400mm L x 765mm W x 835mm H
- **Overall Plan** 2400mm L x 1730mm W x 835mm H

\$1,850 + GST

CREATE A
STUNNING
OUTDOOR AREA
WITH OUR
TABLES & CHAIRS



Pedestal Park Setting

SHELTERS

ECO-TREND SHELTERED PARK SETTING

**Inside this section:**

- Aluminium Skillion Shelters
- Stop, Drop & Go Zone Shelter
- Sheltered Settings
- Eco-Trend Sheltered Park Setting
- Modular Bus Shelter

ALUMINIUM SKILLION SHELTERS



6x3 Aluminium Skillion Shelter

Code FELASS63

- 6mtr x 3mtr Aluminium Skillion Shelter
- Full Aluminium Frame Construction
- 7.6 Degree Skillion Roof Design
- Aluminium strip Louvre Screen included on 1 x 6mtr side as standard
- Engineered for Wind Region A Terrain Category 3
- Bolt Down Footing Design Only
- Colorbond® Iron Roofing Material – Deep Ocean Standard with Alternative Colour Options Available
- Dulux Powder Coating Colour Range Available
- **Overall Plan:** 6010mm L x 3073mm W x 2920mm H (at highest point)

OFFERS
18m² OF
SHADE



\$8,495 + GST



DULUX POWDER
COATED COLOURS
AVAILABLE AT AN
ADDITIONAL COST



3x3 Aluminium Skillion Shelter

Code FELASS33

- 3mtr x 3mtr Aluminium Skillion Shelter
- Full Aluminium Frame Construction
- 7.6 Degree Skillion Roof Design
- Aluminium strip Louvre Screen included on 1 x 3mtr side as standard
- Engineered for Wind Region A Terrain Category 3
- Bolt Down Footing Design Only
- Colorbond® Iron Roofing Material – Deep Ocean Standard with Alternative Colour Options Available
- Dulux Powder Coating Colour Range Available
- **Overall Plan:** 3010mm L x 3073mm W x 2920mm H (at highest point)

OFFERS
9m² OF
SHADE



\$4,989 + GST



DULUX POWDER
COATED COLOURS
AVAILABLE AT AN
ADDITIONAL COST

STOP, DROP & GO ZONE SHELTER

**NEW
PRODUCT**

Stop, Drop & Go Zone Shelter

Code FELSDGZS

- Large 2.4m Deep Ocean Colorbond roof provides excellent weather protection
- Strong vandal proof nyloc fixings
- Fully enclosed vermin and insect resistant frames
- Fully engineered to Australian standards
- Powder-coated frames – APO Grey as standard. Or choose from our range of powder-coating colours – red, orange, blue, green, purple, and yellow.
- In-ground for stability (Footings required)
- **Overall Plan:** 2600mm L x 2400mm W x 2550mm H
Inside Posts: 2350mm L

\$3,385 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



SHELTERED SETTINGS

- ✓ Shade and shelter for any situation
- ✓ Ideal for bus stops, BBQ and rest areas

Deluxe Sheltered Park Setting

Code FELRPT

- Seats up to 8 people
- Bolt down lugs for maximum stability and safety
- Maximum weather protection with Colorbond® roof
- Fully engineered to Australian standards
- Powder coated frames - APO Grey
- **Table Top** 2020mm L x 765mm W x 747mm H
- **Overall Plan** 2215mm L x 1560mm W x 2555mm H

\$3,800 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



**HUGE
ROOF!**



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

BBQ Shelter

Code FELSPSH

- Maximum weather protection with Colorbond® roof
- Dulux powder coated steel frames - APO Grey
- In-Ground only for maximum stability & safety
- Fully engineered to Australian standards
- **Overall Plan** 2600mm L x 2400mm W x 2550mm H

\$3,385 + GST

Deluxe Broad Roof Sheltered Park Setting

Code FELBRPT

- Perfect for parks and playgrounds
- Seats up to 8 people
- Bolt down lugs for maximum stability and safety
- Powder coated frames - APO Grey
- Fully engineered to Australian standards
- **Table Top** 2020mm L x 765mm W x 747mm H
- **Overall Plan** 2215mm L x 2000mm W x 2385mm

\$4,380 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST





Eco-Trend Sheltered Park Setting

**Eco-Trend Sheltered Park Setting**

Code FELETSP

- Seats up to 8 people
- Maximum weather protection with Colorbond® roof
- Dulux powder-coated frames- APO Grey
- Bolt down lugs for maximum stability and safety
- Fully engineered to Australian standards
- **Table Top** 2020mm L x 765mm W x 747mm H
- **Overall Plan** 2215mm L x 1975mm W x 2570mm H

\$3,750 + GST6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST**Interactive Eco-Trend Sheltered Park Setting**

Code FELIETSP

- Seats up to 6 people (including 2 wheelchairs)
- Maximum weather protection with Colorbond® roof
- Powder coated frames - APO Grey
- Bolt down lugs for maximum stability and safety
- Fully engineered to Australian standards
- **Table Top** 2020mm L x 765mm W x 834mm H
- **Overall Plan** 2308mm L x 1975mm W x 2570mm H

\$3,850 + GST6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Modular Bus Shelter

Code **FELMBST**

- Seats up to 4-5 passengers per unit
- 5 bolt down lugs per unit for maximum stability and safety
- Maximum weather protection with Colorbond® roof
- Powder coated steel frames
- **Overall Plan** 2555mm L x 1525mm W x 2290mm H
- **Seat** 1800mm L x 250mm W x 395mm H

\$7,985 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



Double Bench Shelter

Code **FELDBSH**

- Seats up to 8 people
- Colorbond® roof
- Powder coated frames - APO Grey
- **Overall Plan** 2215mm L x 1560mm W x 2225mm H
- **Seat** 2040mm L x 514mm W x 450mm H

\$2,450 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST

Backrest Bench Shelter

Code **FELBRSH**

- Seats up to 4 people
- Colorbond® roof
- Powder coated frames - APO Grey
- In-ground Footing design
- **Overall Plan** 2215mm L x 1560mm W x 2225mm L
- **Seat** 2040mm L x 250mm W x 450mm H

\$2,600 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



BENCH SEATING

2m ABOVE GROUND BENCH WITH BACKREST
+ ARM REST FITTED



Inside this section:

- In-Ground Bench Seat with Backrest
- Above Ground Bench Seat
- Free Standing Bench Seating
- Leg Supports
- Buddy Bench
- Accessories

BENCH SEATING

IDEAL FOR
SCHOOLS &
PARKLAND!

Above Ground Bench Seat with Backrest

- Ideal for concrete areas
- Clear marine grade anodised finish
- Custom lengths available



Product Code	Description	Price (EX. GST)
FELAGB2	2 Metre	\$455
FELAGB3	3 Metre	\$661
FELAGB4	4 Metre	\$799

Extra leg included in 3m and 4m long bench seats
2 metre bench pictured

Custom lengths available /
high quality for high use



ABOVE GROUND BENCH SEAT WITH BACKREST

- ✓ Marine-grade anodised finish protects in any weather
- ✓ Rounded edges for safety and comfort

- ✓ Durable and long lasting
- ✓ Vandal resistant nyloc fixings

Above Ground Bench Seat

- Ideal for concrete areas
- Clear marine grade anodised finish
- Custom lengths available



Product Code	Description	Price (EX. GST)
FELAG2	2 Metre	\$298
FELAG3	3 Metre	\$427
FELAG4	4 Metre	\$495

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured

Product Code	Description	Price (EX. GST)
FELIG2	2 Metre	\$273
FELIG3	3 Metre	\$411
FELIG4	4 Metre	\$477

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured

In-Ground Bench Seat

- Ideal for grass or asphalt
- Custom lengths available
- Adjustable height during installation



In-Ground Bench Seat with Backrest

- Custom lengths available
- Fully aluminium - will not rust
- Adjustable height during installation



Product Code	Description	Price (EX. GST)
FELIGB2	2 Metre	\$444
FELIGB3	3 Metre	\$638
FELIGB4	4 Metre	\$771

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured



This free standing bench seat is the perfect solution. Easily stored and brought out when needed. Three lengths / sizes to choose from to ensure the right fit for your needs!

Product Code	Description	Price (EX. GST)
PSFSB2	2 Metre	\$447
PSFSB3	3 Metre	\$646
PSFSB4	4 Metre	\$797

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured

Free Standing Bench Seat with Backrest

- Heavy duty rubber caps on all legs to protect delicate surfaces
- Fully aluminium - will not rust
- Robust and sturdy
- Custom lengths available



Free Standing Stackable Bench Seat

- Heavy duty rubber caps on all legs to protect delicate surfaces
- Lightweight, easy to stack and store when not in use
- Fully aluminium - will not rust
- Robust and sturdy
- Custom lengths available



Product Code	Description	Price (EX. GST)
FELFSS2	2 Metre	\$313
FELFSS3	3 Metre	\$468
FELFSS4	4 Metre	\$545

Extra leg included in 3m and 4m long bench seats
2 metre bench pictured

LEG SUPPORTS FOR EVERY SPACE!

Leg supports for in-ground, above ground and free standing benches.

Our optional leg supports allow you to position our bench seats almost anywhere you need.



Wall Mounted Leg Support

Code FELWMLS

\$71 + GST



Above Ground Leg Support

Code FELAGLS

\$55 + GST



Above Ground Leg Support with Backrest

Code FELAGBLS

\$88 + GST



In-Ground Leg Support

Code FELIGLS

\$55 + GST



In-Ground Leg Support with Backrest

Code FELIGBLS

\$88 + GST



Free Standing Leg Support

Code FELFSSLS

\$55 + GST



Free Standing Leg Support with Backrest

Code PSFSBLS

\$88 + GST

BUDDY BENCH SEATING

- ✓ Promoting friendship
- ✓ Make a special place for friendship
- ✓ No one should be lonely or left out at playtime



THE PLACE WHERE NEW FRIENDSHIPS BEGIN!

A wonderfully simple idea which addresses a common playground problem - No student should feel alone in the playground. When there's a Buddy Bench in the playground, children feeling isolated only need to sit there and other students will know they're in need of friendship.

It's a place in the playground where children who feel upset, lonely or need to talk about a concern can find someone to speak with. It's a designated area of the playground where anyone can go and sit and someone will join them.

It works best as part of an integrated system to encourage inclusion and friendship where it has proven to be highly effective.

OPTIONS AVAILABLE INCLUDE:

In-Ground Buddy Bench with Backrest

| Code FELIGB2-BB

Above Ground Buddy Bench with Backrest

| Code FELAGB2-BB

Free Standing Buddy Bench with Backrest

| Code PSFSB2-BB

\$931 + GST
each option

ACCESSORIES

- ✓ Long-lasting and designed to withstand the harsh Australian climate
- ✓ Outstanding safety and premium quality - perfect for high use areas

CHOOSE FROM 6 EXCITING COLOURS



*End caps are also available in standard silver option

Aluminium End-Cap

Code FELALEC



\$16.20
+ GST

Plastic Safety End Cap

Code FELPEC



\$14.80
+ GST



**PATENTED BY
FELTON INDUSTRIES**

Skateboard Stopper

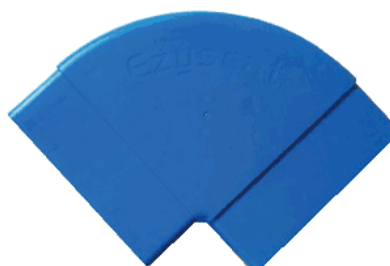
Code FELAST



\$7.50
+ GST

EZY-CONNECT™

Code EZYCON



\$75
+ GST



BIN SURROUNDS

EDUCATIONAL BIN ENCLOSURES



Inside this section:

- Educational Bin Enclosures
- Modular Bin Surrounds
- Wheelie Bins



- New! Stylish, Colourful Educational Bin Enclosures
- Superior chute design for enhanced rubbish collection
- Fully Enclosed – vermin proof
- Strong, durable & safe with unique rounded edges

Educational Bin Enclosure - 120Ltr

Code FELED120

Overall plan:

600mm L x 600mm W x 1000mm H per bay

\$1,682 + GST Each

- Access from both sides for high traffic areas
- Available in 6 powder coated colours and Ironstone grey
- Secure Bolt down base
- Rubbish or recycling decals included in A4/A3 as standard*

Educational Bin Enclosure - 240Ltr

Code FELED240

Overall plan:

800mm L x 700mm W x 1100mm H per bay

\$1,882 + GST Each



**Choose from our exciting range of 7 Bin Enclosures,
all options are available in 120Ltr & 240Ltr**



Standard colour is Ironstone and is available with Red, Yellow and Green chute.
6 additional optional colours available at extra price.

*The size of the decal is for illustrative purpose only and may differ on the actual product.

MODULAR BIN SURROUNDS

- Constructed with zinc seal steel
- Choice of openings: rubbish (frogmouth) or recycle (rossette)
- Bolt down base to secure (Anti-theft)
- Lasercut your logo into side panel
- Powder-coated Finish with Dulux Colours
- Rubbish or recycling stickers included

Colour options:

Recycling Surround:

Signal Yellow Top with Ironstone Base Colour

Rubbish Surround:

Flame Red Top with Ironstone Base Colour

Wheelie Bin Surround - 120Ltr

Code FELMB512

Overall plan:

600mm L x 600mm W x 1000mm H per bay

\$1,382 + GST Each

Wheelie Bin Surround - 240Ltr

Code FELMB524

Overall plan:

800mm L x 700mm W x 1100mm H per bay

\$1,482 + GST Each



WHEELIE BINS

Options to suit every
budget and landscape



AVAILABLE IN 8 COLOURS



Wheelie Bin

- High quality materials
- Resistant to decay, frost, heat and chemicals
- Quite-running solid rubber wheels
- All container parts are recyclable
- Safe and easy to handle

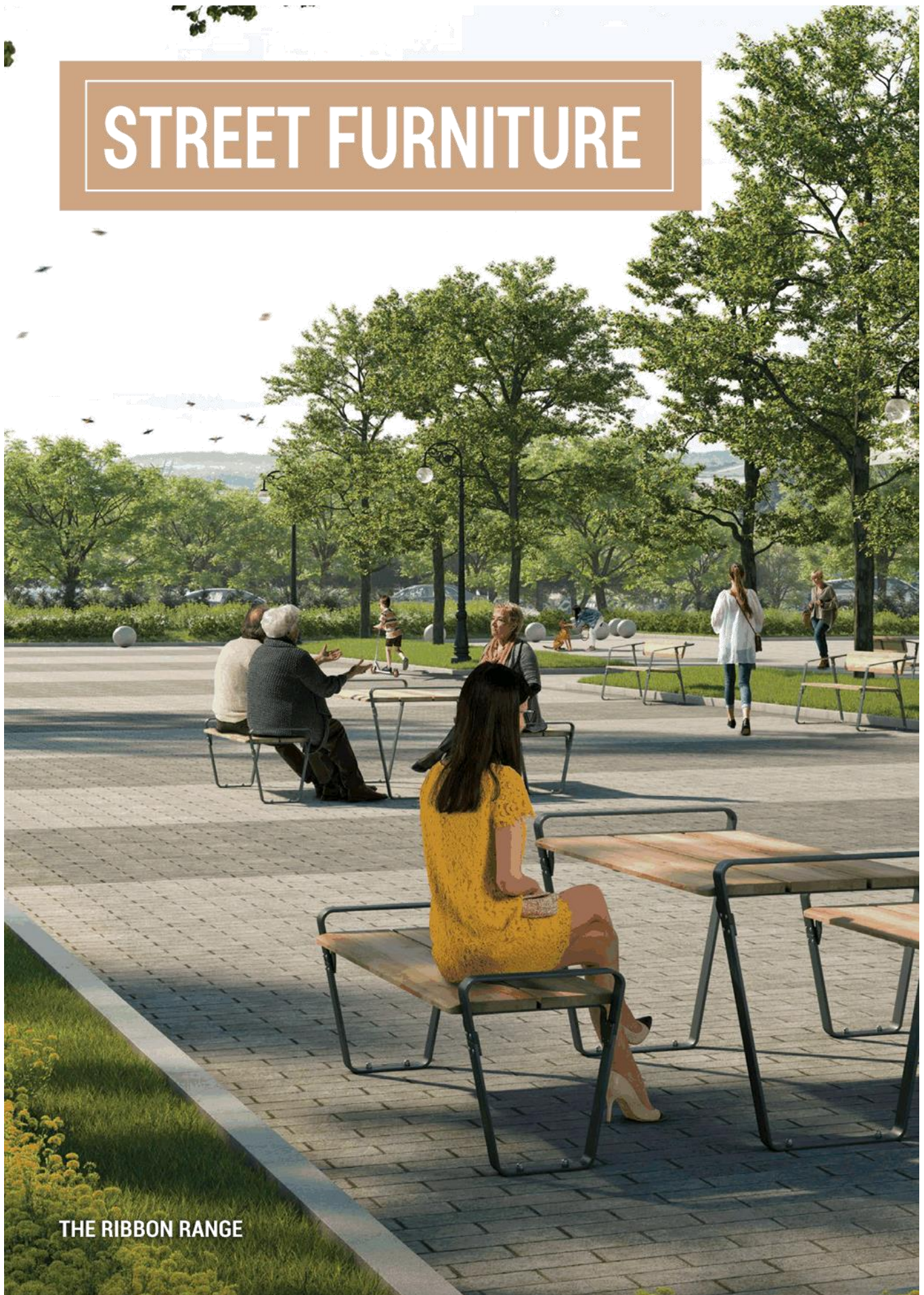
Product Code	Description	Price (EX. GST)
WB80	80L	\$135
WB120	120L	\$155
WB240	240L	\$160

Wheelie Bin Stand

Product Code	Description	Price (EX. GST)
WBDH	Double Headed, Galvanised	\$498
WBSH	Single Headed, Galvanised	\$446



STREET FURNITURE



THE RIBBON RANGE

**Inside this section:**

- The Ribbon Outdoor Setting
- The Ribbon Benches
- The Ribbon Bin Surrounds



Introducing our new Street Furniture range.

Get in touch for a custom quote for your requirements

- Contemporary, architectural design
- Stylish leg supports allow greater ease of access
- Radius edge for added comfort
- Strong and robust, suitable for Indoor and Outdoor use
- Available in 3 Quality finishes; Timber Spotted Gum, Moulded Timber and Aluminium
- Designed to Australian Standard AS 1428.2 (R2015)
- DDA Compliant



**The Ribbon
Outdoor Setting**

Code TRRS



**The Ribbon Bench Seat
with Backrest**

Code TRRBSBS



**The Ribbon
Bench Seat**

Code TRRBS



**The Ribbon
Bin Surrounds**

Code TBR240BS

STAGES





Inside this section:

- Stages and Accessories

STAGES



Easy to move



Perfect for schools



Easy to store



Velcro skirt attachments available

Portable Folding Stage

Code FELPSTAGE

- Adjustable height options of 400-600mm and 600-800mm
- Each Portable Stage Deck (when unfolded) measures 2.44 x 1.83 metres covering an area of more than 4.4 square metres.
- Excellent flexibility and matching accessories available to tailor your staging exactly to your needs.

\$2,850 + GST

Quick and easy to
adjust stage height!



Easy to fold up and
store out of the way



Stage Skirting

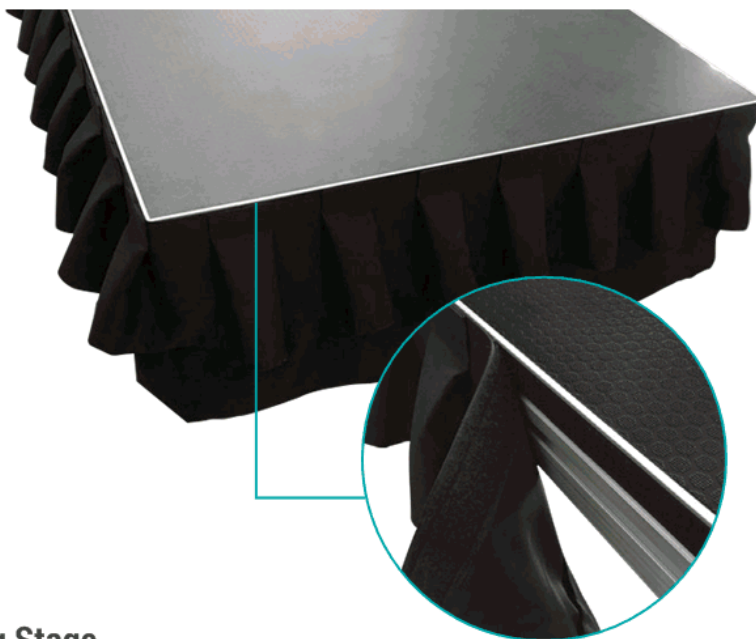
- Valance skirting includes high quality fit fasteners made of pleated fabric
- Stage deck comes standard with a compatible Velcro strip
- Quick and secure attachment of valance skirting, whatever your configuration

Stage Skirt – Modular Stage

Code **FELPSSKM**

Dimensions: 2000mm Overall Length
x 600mm Overall Depth

\$280 + GST



Stage Skirt – Portable Folding Stage

Code **FELPSSKP**

Dimensions: 2000mm Overall Length
x Adjustable Depth Options 400mm or 600mm

\$320 + GST

**The perfect finish
to any stage!**



Portable Stage Steps

Code **FELPS2TS**

- Two step system to accessorise your mobile stage
- Pre-manufactured and locked into position for maximum stability
- Perfect for stages up to 600mm high

\$395 + GST



PODIUM

Where successful presentations begin

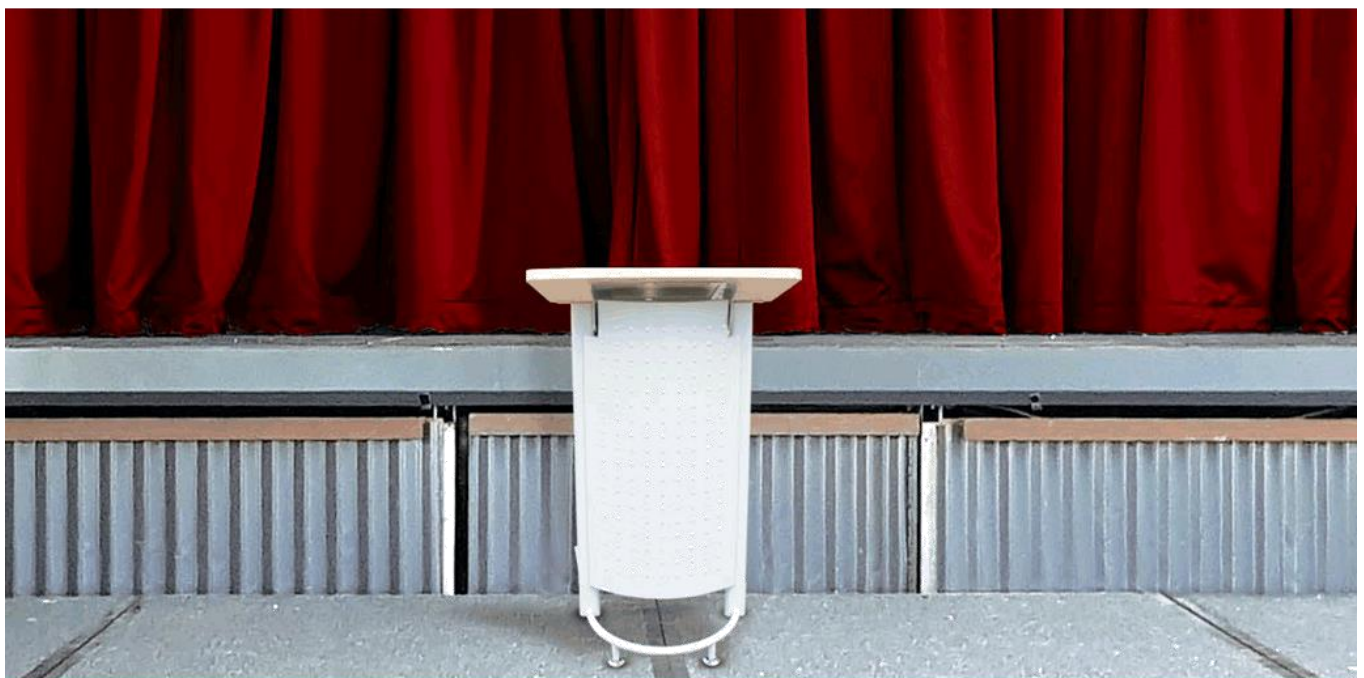
Podium

Code FELPOD

- Adjustable beach wood melamine lectern
- Powder coated steel base
- Light weight textured pressed metal facade
- **Top** 650mm W x 525mm L
- **Overall Plan** 550mm D x 1095mm H

\$590 + GST

Portable podium with lockable wheels!



MODULAR STAGE AND ACCESSORIES

- ✓ Sleek, modern design
- ✓ Premium, non-slip finish

Modular Stage

Code FELMSTAGE

- Aluminium alloy frame construction
- 18mm Birch plywood deck
- Premium Duraflex surface, a non-slip easy to clean covering
- Fully adjustable 'quick-lock' handles
- Up to 1.4 tonne of loading per square metre
- Adjustable telescopic legs 40-60mm included
- Allows precise adjustment on uneven surfaces
- **Overall Plan** 2000mm x 1000mm

\$895 + GST



Modular Stage 2 Step Kit

Code FELMS2TS

- Modular Stage Step Kits are very versatile, each step comes complete with the following inclusions;
- 1 x Step Deck – measuring 1 metre step width x 30cm tread depth x 8.2cm deck profile
- 4 x Step legs – to match the height of the stage
- 1 x Set of stage leg connecting hardware to connect step to step and final step to stage.

\$698 + GST

Modular Stage 3 Step Kit

Code FELMS3TS

- Modular Stage Step Kits are very versatile, each step comes complete with the following inclusions;
- 1 x Step Deck – measuring 1 metre step width x 30cm tread depth x 8.2cm deck profile
- 4 x Step legs – to match the height of the stage
- 1 x Set of stage leg connecting hardware to connect step to step and final step to stage.

\$985 + GST



BIKE STANDS & BAG RACKS



5 BAY BIKE STAND



Inside this section:

- Aluminium Bag Racks
- Bike Stands, Hoops and Hangers
- Bike Hangers and Scooter Rack

ALUMINIUM BAG RACKS

THE PERFECT
STORAGE
SOLUTION
TO MAINTAIN
TIDINESS

- ✓ Available in various lengths
- ✓ Option for floor or wall fixing available
- ✓ Centred leg support with 3m length racks
- ✓ Available in 2 and 3 tiers
- ✓ Easy to install
- ✓ Fully aluminium

2 Tier Bag Rack

Product Code	Description	Price (EX. GST)
BR22	2m Option 620mm W x 800mm H	\$648
BR24	3m Option 620mm W x 800mm H	\$972



3 Tier Bag Rack

Product Code	Description	Price (EX. GST)
BR23	2m Option 620mm W x 950mm H	\$898
BR25	3m Option 620mm W x 950mm H	\$1,374

BIKE RACKS, HOOPS AND HANGERS

- ✓ Practical and secure
- ✓ Galvanising available
- ✓ Free standing or bolt down

No matter what your bike storage needs we have a solution to meet your demands perfectly. Choose wall mounted or bolt down in a range of sizes and finishes.



5 Bay Bike Stand

Code BS125

- Surface or wall mounted
- Powder coated finish
- Galvanising available (additional cost)
- **Overall Plan**
1200mm L x 400mm W x 250mm H

\$369 + GST



Single Bay Bike Stand

Code BS9

- Surface or wall mounted
- Steel with grey powder-coated finish
- Galvanising available (additional cost)
- **Overall Plan**
240mm L x 400mm W x 250mm H

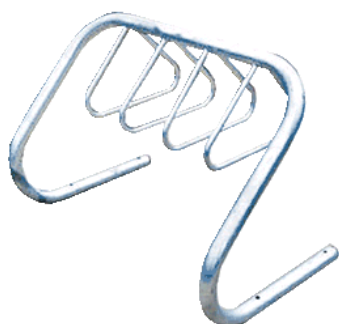
\$110 + GST



**Surface or wall
mounted for ultimate
convenience!**

Bike Hoop Rail - Bolt Down or In-Ground

Product Code	Description	Price (EX. GST)
FELBS35	Galvanised (standard) 800mm H x 850mm W	\$292
FELBS35SS	Stainless Steel 800mm H x 850mm W	\$517



4 Bay Bike Hanger Stand

Product Code	Description	Price (EX. GST)
FELBS4	60mm diameter tube Galvanised (standard)	\$728
FELBS4SS	Stainless Steel Option	\$1,652

7 Bay Bike Hanger Stand

Product Code	Description	Price (EX. GST)
FELBS7	60mm diameter tube Galvanised (standard)	\$865
FELBS7SS	Stainless Steel Option	\$2,002



5 Bay Scooter Rack

Code FELSC

- Bolt down (Anti-theft)
- Lockable
- Powder Coated - APO Grey
- **Overall Plan**
586mm H x 1350mm L

\$957 + GST



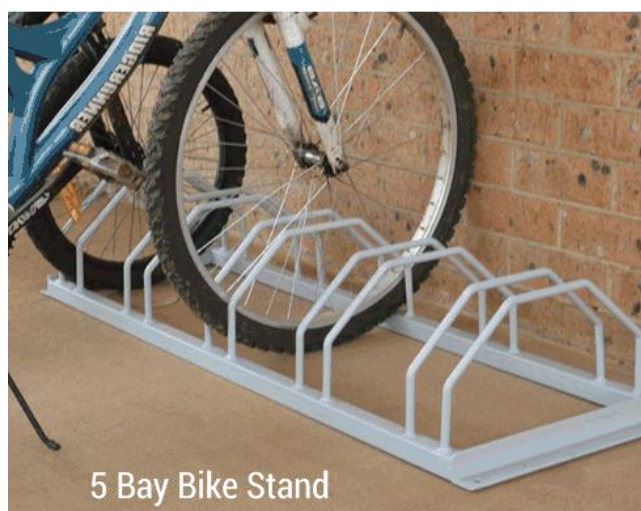
5 Bay Scooter Rack



3 Tier Bag Rack



2 Tier Bag Rack



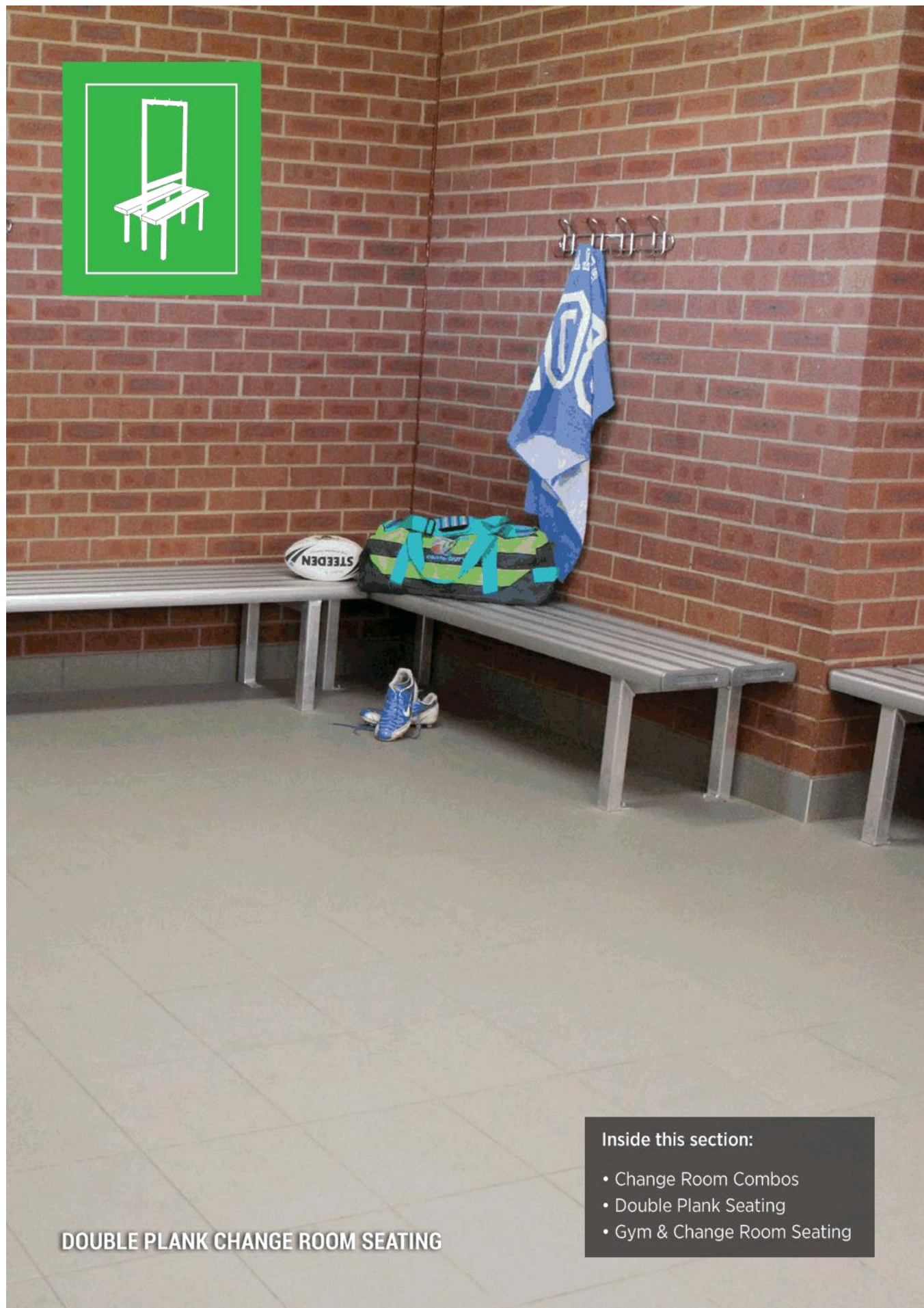
5 Bay Bike Stand



Single Bay Bike Stand

GYM & CHANGE ROOM SEATING





DOUBLE PLANK CHANGE ROOM SEATING

Inside this section:

- Change Room Combos
- Double Plank Seating
- Gym & Change Room Seating

CHANGE ROOM COMBOS

Single Sided Combo

Code GHSS18

- Can be placed against a wall
- Optional Powder coated finish for leg supports
- Free standing
- 3 hooks
- **Overall Plan**
1200mm W x 470mm D x 1600mm H

\$956 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



A great use
of space and
extremely
sturdy!

Double Sided Combo

Code GHDS18

- Can be used as an island
- Optional Powder coated finish for leg supports
- Free standing
- 6 hooks
- **Overall Plan**
1200mm W x 691mm D x 1600mm H

\$1,271 + GST



6 POWDER-COATED
COLOURS AVAILABLE AT
AN ADDITIONAL COST



Perfect
as central
island piece!

DOUBLE PLANK SEATING

Architects
Favourite!



Double Plank Seating

- Great for island or wall seating
- Aluminium - will not rust
- Ideal for wet areas
- Hose down for easy cleaning
- **Overall Plan**
500mm W x 450mm H

Product Code	Description	Price (EX. GST)
FELGCR12	2 metre	\$515
FELGCR13	3 metre	\$772
FELGCR14	4 metre	\$1,029



GYM & CHANGE ROOM SEATING

Triple Plank Seating

- Perfect for island or wall seating
- Aluminium – will not rust
- Ideal for wet areas
- Hose down for easy cleaning
- **Overall Plan** - 750mm W x 450mm H



Product Code	Description	Price (EX. GST)
FELGCR15	2 metre	\$772
FELGCR16	3 metre	\$1,157
FELGCR17	4 metre	\$1,544

Quad Plank Seating

- Ideal for island seating
- Aluminium - will not rust
- Ideal for wet areas
- Hose down for easy cleaning
- **Overall Plan** 1000mm W x 450mm H

Product Code	Description	Price (EX. GST)
FELGCR18	2 metre	\$1,029
FELGCR19	3 metre	\$1,544
FELGCR20	4 metre	\$1,848



Platform Seating

Code BRPFS

- Movable lightweight aluminium
- Custom sizes available
- Free standing with provision for bolt down
- **Overall Plan** 1250mm L x 1000mm W x 450mm H

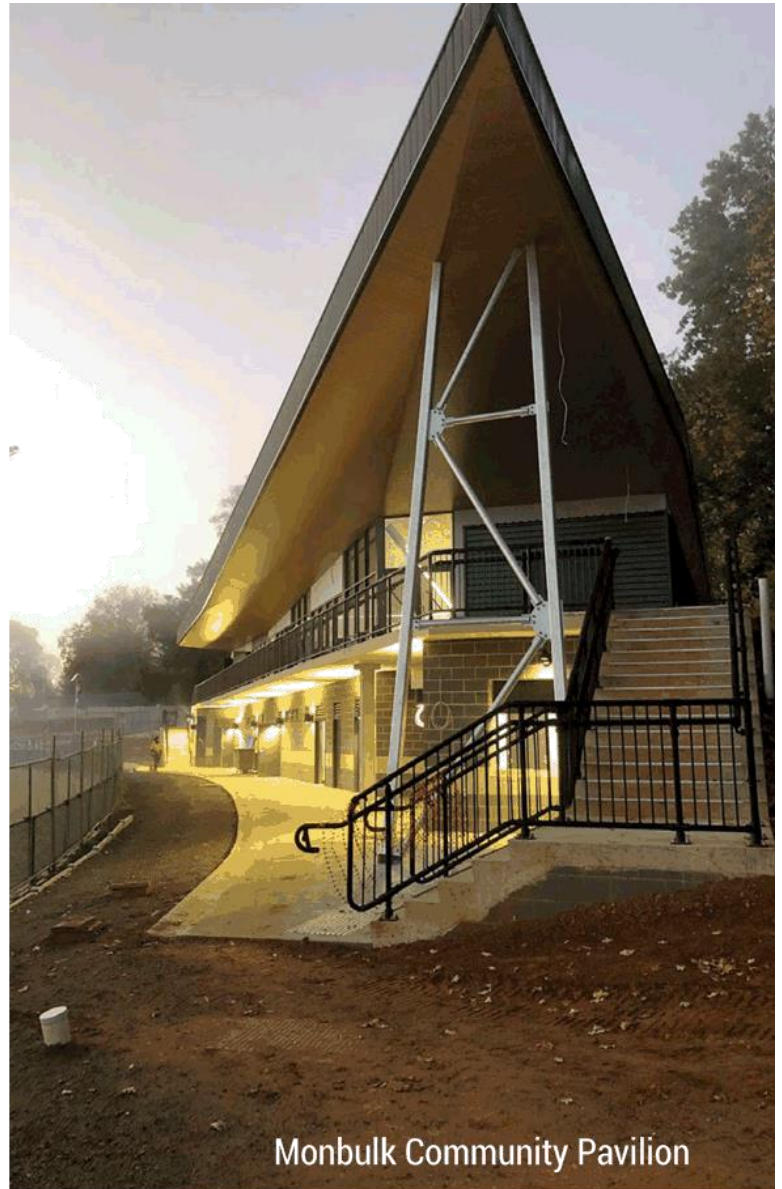
\$756 + GST



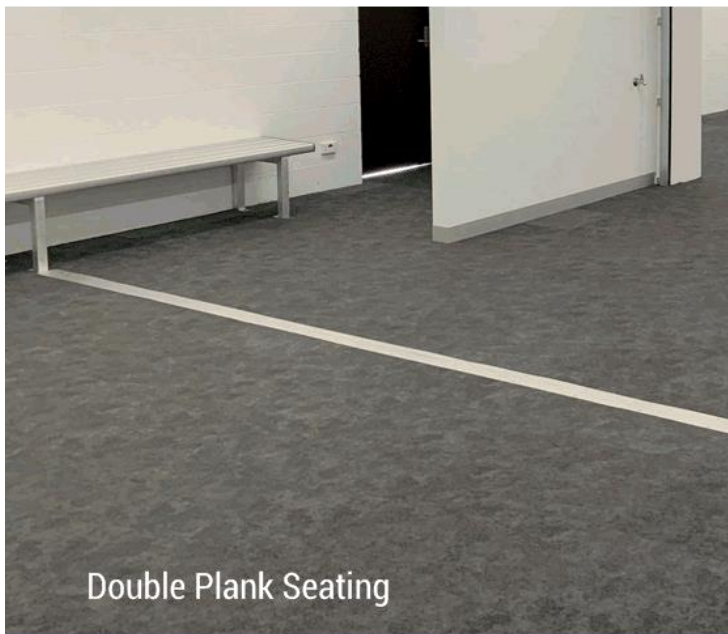
Case Study Monbulk Community Pavilion

Contacted the team at Felton Industries regarding seating for the new changeroom facilities. Importantly, they wanted seating that would maximise the available space, be large enough to store bags and strong enough to handle the demands of enthusiastic sporting teams while offering comfort, safety and visual appeal.

Delivered on time and on budget, our customised Double Plank Bench Seats were the perfect finishing touch on an impressive project, appreciated by the builder and community alike.



Monbulk Community Pavilion



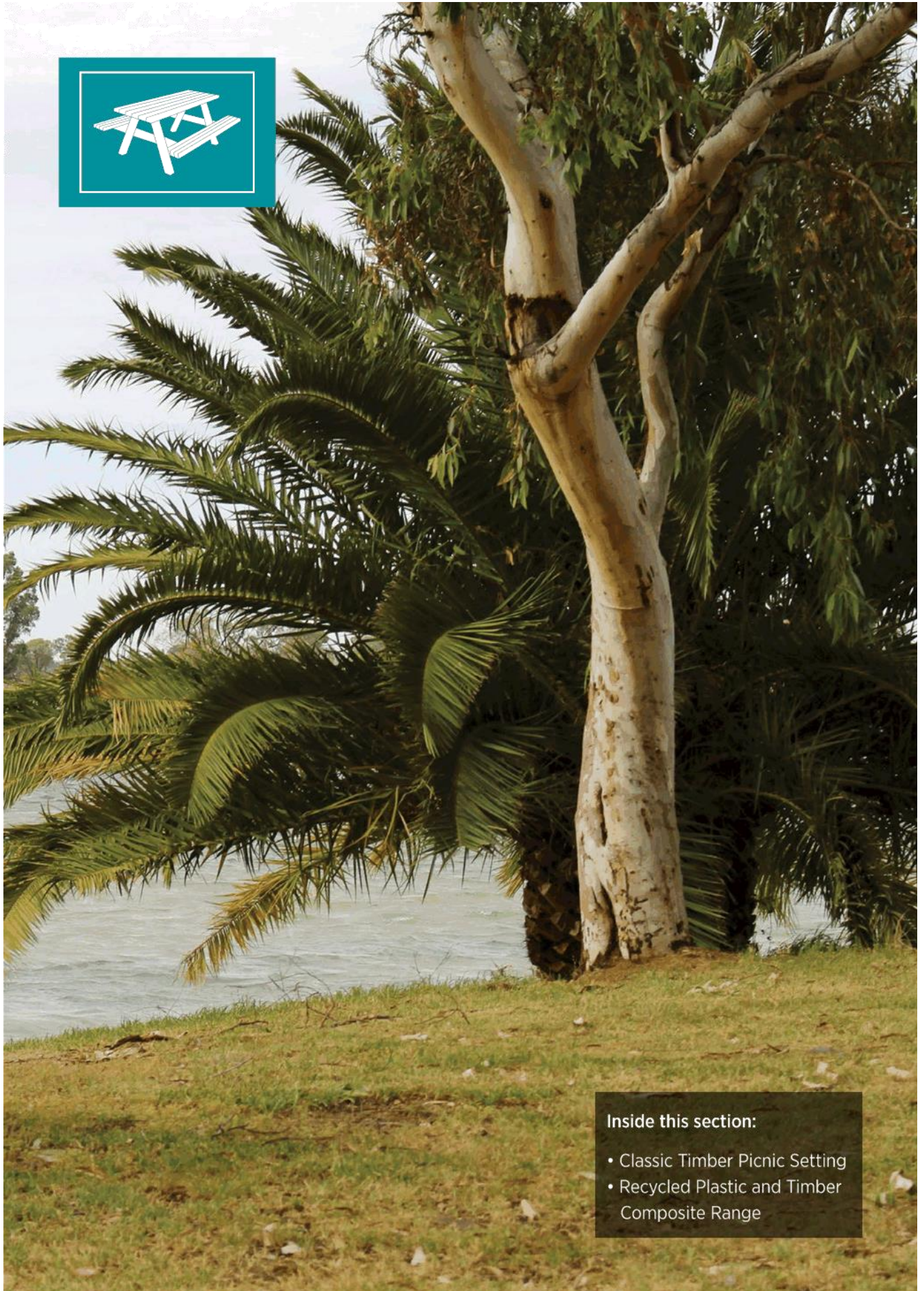
Double Plank Seating



TIMBER & RECYCLED



PEAK A FRAME 1.8m PICNIC TABLE



Inside this section:

- Classic Timber Picnic Setting
- Recycled Plastic and Timber Composite Range

TIMBER

MADE OF
DURABLE,
QUALITY
BLACKBUTT
HARDWOOD

Classic Timber Picnic Setting

Code **FELCTPS2**

- Seats 8 people
- Timber is 50mm thick for strength and quality
- Curved seats for additional comfort and safety
- Coated with oils to ensure a great lasting finish
- Umbrella hole is not standard and can be added for an additional cost
- **Overall Plan**
2000mm L x 1550mm W x 800mm H
- 400mm Seat Height



\$1,680 + GST



RECYCLED PLASTIC AND TIMBER RANGE

✓ Environmentally friendly

✓ Easy to install



Environmentally friendly

Peak In-Ground Picnic Table

Code PKPIGPT

- Seats 10 - 12 people
- Made from UV stabilised plastic and timber composite
- **Overall Plan**
2400mm L x 1750mm W x 750mm H
- 450mm Seat Height

\$2,050 + GST

AVAILABLE IN
2 COLOURS



Earth
Brown



Charcoal
Grey



Peak A Frame Picnic Table

- Resistant to rust, splintering and will never need painting
- Maintenance free
- Made from UV stabilised plastic and timber composite that guarantees longevity
- No exposed nuts, bolts, nails or sharp edges
- Available in 1800mm or 2400mm
- **Overall Plan:** 1460mm W x 770mm H
- 450mm Seat Height

AVAILABLE IN
2 COLOURS



Earth
Brown



Charcoal
Grey

Option of 1800mm L Code PKPPT

\$1,480 + GST

Option of 2400mm L Code PKPPT24

\$1,830 + GST

✓ Natural looking and maintenance free

✓ No sharp edges

✓ Made from recycled products

✓ Timber composite seating

Peak Bench Seat with Backrest

- Recycled timber and plastic composite bench with galvanised legs
- Overall Plan** - 520mm W x 470mm H



Powder coated leg supports pictured - Option available at additional cost
3 metre bench pictured

Product Code	Description	Price (EX. GST)
IN-GROUND SEAT		
PKPIGB18	1800mm long	\$815
PKPIGB24	2400mm long	\$899
ABOVE GROUND SEAT		
PKPAGB18	1800mm long	\$815
PKPAGB24	2400mm long	\$899

AVAILABLE IN
2 COLOURS



Earth
Brown



Charcoal
Grey

Peak Bench Seat

- Recycled timber and plastic composite bench with galvanised legs
- Overall Plan** - 255mm W x 470mm H



Powder coated leg supports pictured - Option available at additional cost
3 metre bench pictured

Product Code	Description	Price (EX. GST)
IN-GROUND SEAT		
PKPIG18	1800mm long	\$526
PKPIG24	2400mm long	\$562
ABOVE GROUND SEAT		
PKPAG18	1800mm long	\$526
PKPAG24	2400mm long	\$562

AVAILABLE IN
2 COLOURS



Earth
Brown



Charcoal
Grey



Peak A Frame Picnic Table



Classic Timber Picnic Setting



Peak Bench Seat

EZYSEAT™

KIDS PARK SETTING

**Inside this section:**

- Ezy-Connect™
- Ezyseat™ Benches
- Ezyseat™ Settings
- Art Tables



EZY-CONNECT™



Easy to use joiners



UV stabilised plastic

Code EZYCON

- 90-degree HDPE joiner
- Designed to complement EzySeat™ and Felton aluminium bench seating range
- Safe round edges
- Choice of 6 different colours

\$75 + GST

USE
EZY-CONNECT™
TO JOIN ANY
EZYSEAT BENCH
SEATING



EZY-CONNECT™ JOINERS AVAILABLE IN 6 EXCITING COLOURS

Built from UV stabilised plastic, Ezy-Connect™ can be used to create any configuration for all EzySeat™ Bench Seating.



CHOOSE ONE OF OUR EZY-CONNECT™ PACKAGES

PACKAGE A

The Snake

- 3 x 2m In-Ground, Free Standing or Above Ground Bench Seats
- 2 x Ezy-Connectors
- 2 x Patented Safety End Caps
- Choice of 6 different colours

\$1,104 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



PACKAGE B

Horseshoe

- 3 x 2m In-Ground, Free Standing or Above Ground Bench Seats
- 2 x Ezy-Connectors
- 2 x Patented Safety End Caps
- Choice of 6 different colours

\$1,104 + GST



6 POWDER-COATED
COLOURS
AVAILABLE

PACKAGE C

Tree Circle

- 4 x 2m In-Ground, Free Standing or Above Ground Bench Seats
- 4 x Ezy-Connectors
- Choice of 6 different colours

\$1,572 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



EZYSEAT™ BENCHES

- ✓ Easy to install
- ✓ Powder coated colour
- ✓ Fully aluminium - will not rust

Kids Above Ground Bench Seat



Product Code	Description	Price (EX. GST)
250MM BENCH HEIGHT		
EZYJAG1	1 metre L x 250mm H	\$205
EZYJAG2	2 metre L x 250mm H	\$250
EZYJAG3	3 metre L x 250mm H	\$340
300MM BENCH HEIGHT		
EZYSAG1	1 metre L x 300mm H	\$250
EZYSAG2	2 metre L x 300mm H	\$295
EZYSAG3	3 metre L x 300mm H	\$395

Kids Free Standing Stackable Bench Seat

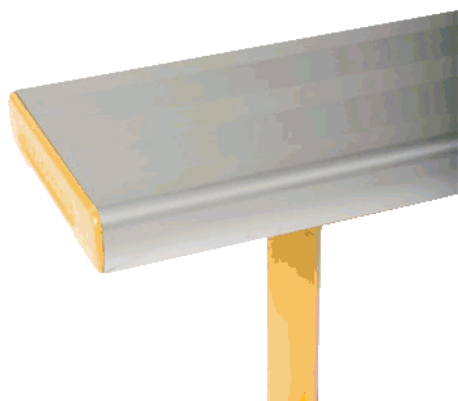


Product Code	Description	Price (EX. GST)
250MM BENCH HEIGHT		
EZYJFSS1	1 metre L x 250mm H	\$228
EZYJFSS2	2 metre L x 250mm H	\$273
EZYJFSS3	3 metre L x 250mm H	\$364
300MM BENCH HEIGHT		
EZYSFSS1	1 metre L x 300mm H	\$273
EZYSFSS2	2 metre L x 300mm H	\$318
EZYSFSS3	3 metre L x 300mm H	\$418

Ezyseat™ Provides Bold and Versatile Seating Solutions for Young Children

- ✓ Easy to clean
- ✓ Smooth edges for safety
- ✓ Free standing, bolt down or in-ground

Kids In-Ground Bench Seat



Product Code	Description	Price (EX. GST)
250MM BENCH HEIGHT		
EZYJIG1	1 metre L x 250mm H	\$195
EZYJIG2	2 metre L x 250mm H	\$240
EZYJIG3	3 metre L x 250mm H	\$330
300MM BENCH HEIGHT		
EZYSIG1	1 metre L x 300mm H	\$240
EZYSIG2	2 metre L x 300mm H	\$285
EZYSIG3	3 metre L x 300mm H	\$390



Kids Above Ground Bench Seat

**Brighten up your playground
with Ezyseat™!**

- ✓ Easy to install
- ✓ Powder coated colour
- ✓ Fully aluminium - will not rust

Kids Snack Bar Setting

- Seats 8 children
- Lightweight and robust
- Easy to move, stack and store
- Tables and chairs can be used separately
- Lightweight, easy to stack and store when not in use



Size 1

Code **EZYSBS2250**

Seat Height 250mm
Seat Length 900mm
Seat Width 250mm

Overall Plan

1200mm L x 645mm W x 450mm H

\$730 + GST

Size 2

Code **EZYSBS300**

Seat Height 300mm
Seat Length 1200mm
Seat Width 250mm

Overall Plan

1500mm L x 510mm W x 520mm H

\$780 + GST



6 POWDER-COATED
COLOURS
AVAILABLE

Kids Party Size Snack Bar Setting

- Seats 10 children
- Lightweight and robust
- Easy to move, stack and store
- Tables and chairs can be used separately



Size 1

Code **EZYSBS4250**

Seat Height 250mm
Side Seat Length 900mm
Seat Width 250mm
End Seat Length 500mm

Overall Plan

1200mm L x 645mm W x 450mm H

\$960 + GST

Size 2

Code **EZYSBS4300**

Seat Height 300mm
Side Seat Length 1200mm
Seat Width 250mm
End Seat Length 500mm

Overall Plan

1500mm L x 510mm W x 520mm H

\$980 + GST



6 POWDER-COATED
COLOURS
AVAILABLE

Kids Lunch Setting

Code EYZJPS8

- Back rest option available
- **Overall Plan**
1500mm L x 1150mm W x 520mm H
- Seat Height 300mm

\$780 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



**Brings the tummy
closer to the table!**



Kids Park Setting

Code EYZKPS8

- Back rest option available
- **Overall Plan**
1800mm L x 1450mm W x 520mm H
- Seat Height 300mm

\$945 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



Kids Snack Bar Setting

Kids Lunch and Learn Setting

Code EYZKPS8LT

- Back rest option available
- Outdoor grade Laminex 13mm thick table top
- **Overall Plan**
1800mm L x 1450mm W x 520mm H
- Seat Height 300mm



\$1,685 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



Kids Jumbo Park Setting

Code EYZJPS

- Seats up to 14 children
- **Table Top**
1800mm L x 1000mm W x 520mm H
- **Overall Plan**
2740mm L x 1860mm W x 520mm H
- Seat Height 300mm



6 POWDER-COATED
COLOURS
AVAILABLE

\$1,800 + GST



Kids Lunch and Learn Setting

ART TABLES

- ✓ Powder coated colour
- ✓ Lightweight and easy to move

Kids Art Table

Code **EZYSBT15**

- Patented Safety End Caps
- Free standing
- **Overall Plan**
1500mm L x 510mm W x 520mm H

\$350 + GST



6 POWDER-COATED
COLOURS
AVAILABLE



**LIGHTWEIGHT
BUT
STURDY**

**SMOOTH
SURFACE**



Kids Ezyclean Art Table

Code **EZYART12LT**

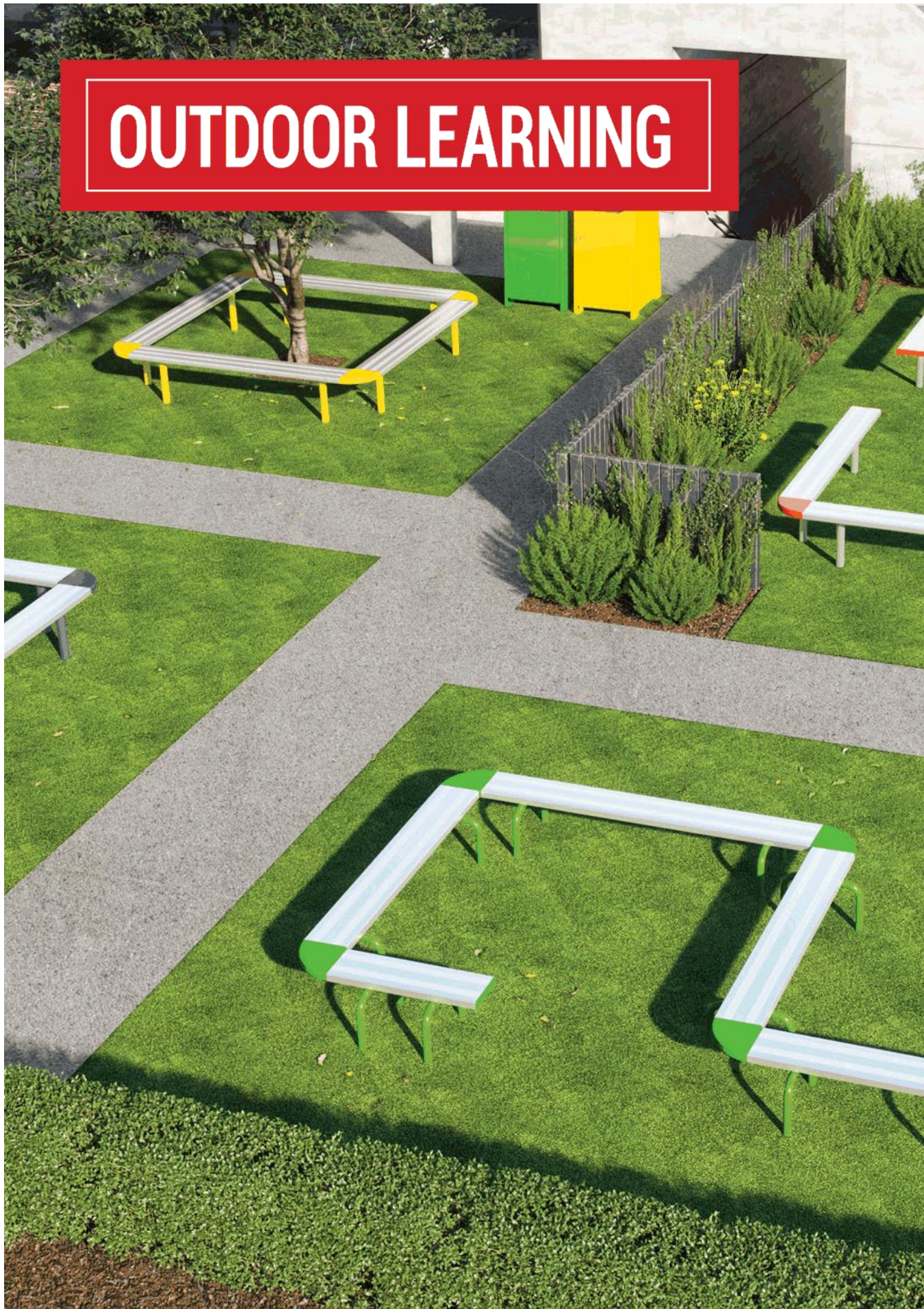
- Free standing
- Outdoor grade Laminex 13mm thick table top
- Lightweight, easy to move
- **Overall Plan**
1500mm L x 500mm W x 520mm H

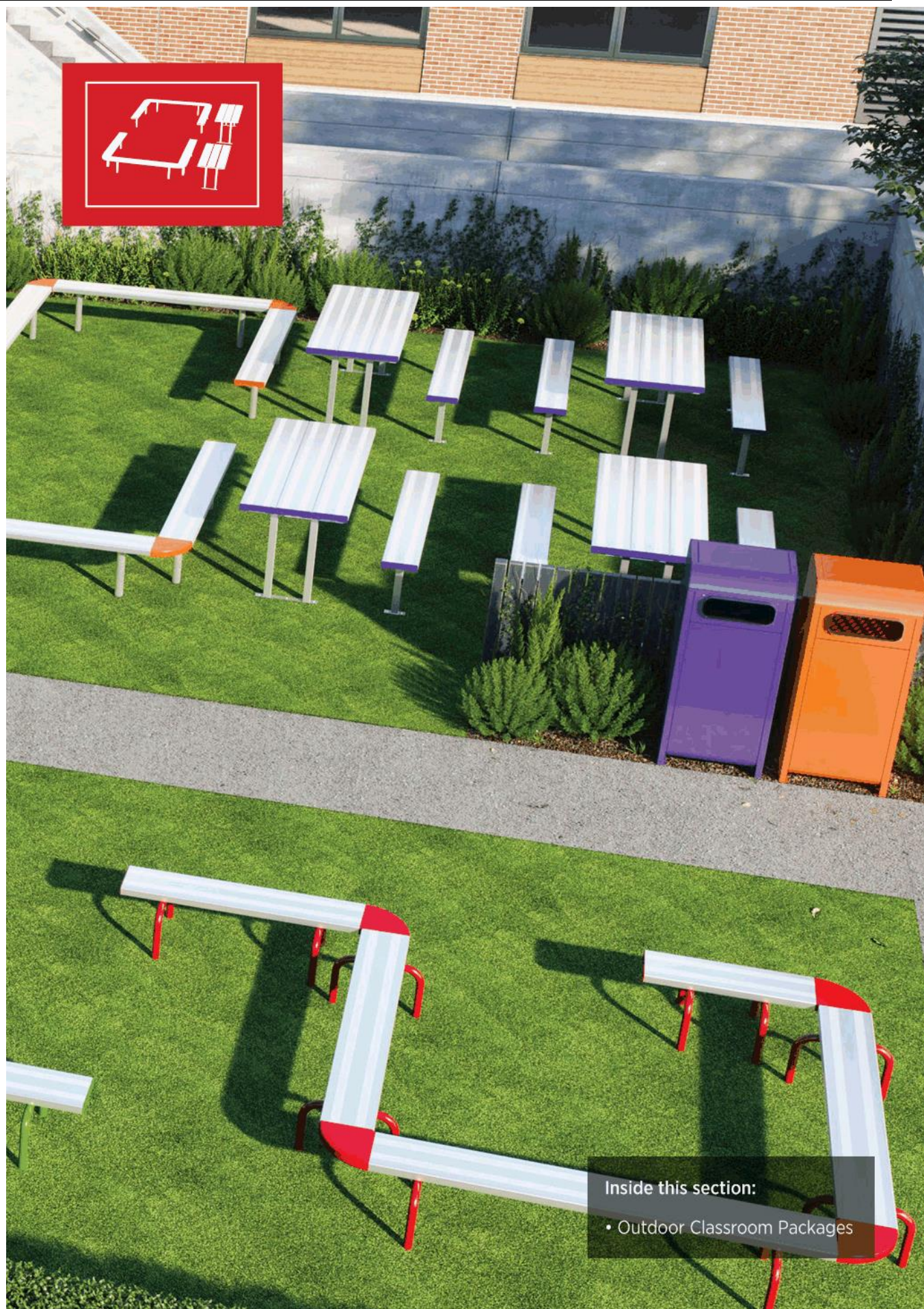
\$580 + GST



6 POWDER-COATED
COLOURS
AVAILABLE

OUTDOOR LEARNING





CHOOSE ONE OF OUR EXCITING OUTDOOR CLASSROOMS

Outdoor Classroom Package A*



CODE: FELOCPA

- 4 x Bolt Down Park Settings
- 6 x 2m In-Ground Bench Seats
- 4 x Ezy-Connect Joiners
- Matching Coloured Safety End Caps



6 POWDER-COATED
COLOURS
AVAILABLE***

ONLY
\$6,500** + GST

Outdoor Classroom Package B*



CODE: FELOCPB

- 4 x Pedestal Park Settings (Choose your colours)
- 6 x 2m Above Ground Bench Seating
- 4 x Ezy-Connect Joiners
- Matching Coloured Safety End Caps



6 POWDER-COATED
COLOURS
AVAILABLE****

ONLY
\$8,700** + GST

* All included products have standard "Felton" height. ** Wheelie bin surround not included. Available on page 44

*** Powder coating of frames available at an additional cost.

Outdoor Classroom Package C*



CODE: FELOPC

- 4 x Park Settings
- 6 x 2m In-Ground Bench Seating
- 4 x Ezy-Connect Joiners
- Matching Coloured Safety End Caps



6 POWDER-COATED
COLOURS
AVAILABLE***

ONLY
\$6,500** + GST

Outdoor Classroom Package D*



CODE: FELOCPD

- 4 x Lunch 'n' Learn Settings
- 5 x 2m Free Standing Bench Seating
- 4 x Ezy-Connect Joiners
- Matching Coloured Safety End Caps



6 POWDER-COATED
COLOURS
AVAILABLE*****

ONLY
\$8,700** + GST

**** Powder coating of bench legs available at an additional cost.

***** Powder coating of outdoor setting frames available at an additional cost.

LIKE TO DESIGN YOUR OWN OUTDOOR CLASSROOM? CHOOSE WHAT WORKS BEST FOR YOUR OUTDOOR SPACE!

3 benches to
choose from

6 exciting
colours available

Select from a wide
range of settings



STEP 1 CHOOSE YOUR BENCH SEAT

In-Ground Bench Seat

- Ideal for grass or asphalt
- Custom lengths available
- Adjustable height during installation



Product Code	Description	Price (EX. GST)
FELIG2	2 Metre	\$273
FELIG3	3 Metre	\$411
FELIG4	4 Metre	\$477

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured

Free Standing Stackable Bench Seat

- Heavy duty rubber caps on all legs to protect delicate surfaces
- Lightweight, easy to stack and store when not in use
- Fully aluminium - will not rust
- Robust and sturdy
- Custom lengths available



Product Code	Description	Price (EX. GST)
FELFSS2	2 Metre	\$313
FELFSS3	3 Metre	\$468
FELFSS4	4 Metre	\$545

Extra leg included in 3m and 4m long bench seats
2 metre bench pictured

Product Code	Description	Price (EX. GST)
FELAG2	2 Metre	\$298
FELAG3	3 Metre	\$427
FELAG4	4 Metre	\$495

Extra leg included in 3m and 4m long bench seats
3 metre bench pictured

Above Ground Bench Seat

- Ideal for concrete areas
- Clear marine grade anodised finish
- Custom lengths available



STEP 2 CHOOSE YOUR COLOURED JOINER



IMAGINE • DESIGN • CREATE
EZY-CONNECT
THE REVOLUTIONARY JOINER

CUSTOM DESIGN YOUR EZYSEAT™ LAYOUT

Built from UV stabilised plastic, Ezy-Connect™ can be used to create any configuration for all EzySeat™ Bench Seating.

\$75 + GST (each)

STEP 3 CHOOSE YOUR TABLE

Our most popular settings for outdoor classrooms are below
or [click here to view the full range on our website.](#)

4 Sided Pedestal Park Setting

Code FEL4PPS

- Seats up to 8 people
- Space saver
- Heavy duty and durable
- **Table Top** 1000mm L x 1000mm W x 750mm H
- **Overall Plan** 1860mm L x 1860mm W x 750mm H

\$1,695* + GST



*Excludes powder coating - additional \$125 + GST per unit



Bolt Down Park Setting

Code FELAGPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 755mm H
- **Overall Plan** 1800mm L x 1765mm W x 755mm H

\$1,200 + GST

Park Setting

Code FELPS

- Seats up to 8 people
- **Table Top** 1800mm L x 765mm W x 750mm H
- **Overall Plan** 1800mm L x 1750mm W x 750mm H

\$1,086 + GST



Lunch 'n' Learn Setting

Code FEL-LLS

- Seats up to 8 people
- Outdoor grade Laminex 13mm thick table top
- **Table Top** 1800mm L x 760mm W x 695mm H
- **Overall Plan** 1800mm L x 1750mm W x 695mm H

\$1,685 + GST

WHY NOT CHOOSE A RANGE OF COLOURFUL NEW BIN ENCLOSURES TO COMPLEMENT YOUR OUTDOOR CLASSROOM?



Bin Enclosures available on page 44

The size of the decal is for illustrative purpose only and may differ on the actual product.

SCHOOL BLAST™





Inside this section:

- School Blast™ Water Blaster

SCHOOL BLAST™

A high pressure cleaning and sanitisation unit for schools, councils, sportsgrounds and other venues.

**NEW
PRODUCT**

School Blast™ Water Blaster

- Easy to set up and use
- Dual Purpose
- 4 year warranty for Honda engine
- 7 year warranty for trailer
- Heavy duty wheels and axles for outstanding weight bearing
- **Dimensions**
3030mm L x 124mm W x 1170mm H



\$8,500 + GST

Mobile Self-Sufficient Unit

- No attachment to water or power supplies required
- Mobile and self-sufficient
- With a 400 litre water tank and quality Honda motor
- High-pressure water cleaning and sanitisation for schools, councils and other venues
- Inbuilt foam gun for sanitisation
- Perfect for cleaning all outdoor surfaces



400 Litre
Water Tank



Honda Motor
2000 PSI

**PERFECT FOR
KEEPING
PLAY AREAS
CLEAN &
COVID SAFE**





PROCUREMENT

Felton Industries is an accredited supplier for local government organisations and education departments and has serviced these sectors for over 20 years. Our experience and long term commitment to working with schools, councils and other local organisations ensures we deliver the right solutions to enable communities to get the best outdoor seating to suit their individual requirements.





CORE VALUES

Righteousness, Professionalism, Accountability, Culture Driven Team, Passion, Innovation.

VISION STATEMENT

With Quality and Safety at the heart of our brand, Felton Industries, we want to share our prosperity with communities in need and expand our operations globally.

MISSION STATEMENT

We are team driven for customer satisfaction and confidence, forging lasting relationships through reliability and a righteous foundation of professionalism.



A Division of Felton International Group Pty Ltd | ABN 17 130 687 240



felton.net.au



sales@felton.net.au



1800 941 102



1800 05 91 58

Expression of Interest

Felton Industries Gift Voucher

Date: 1 March 2021 to 26 March 2021

Felton Industries is Australia's leading designer, manufacturer and supplier of quality outdoor furniture and have been supplying premium seating solutions for all educational, community, sporting and commercial environments across Australia for more than 20 years. They have the experience and commitment required to create products that deliver comfort and versatility while being able to withstand the harshest extremes of our climate.

Felton Industries has grown to become the leading provider of premium outdoor furniture in Australia. Using only premium Australian aluminium, they design and manufacture innovative, outdoor furniture that perfectly blends function with style.

As an Australian-owned family business, they are committed to delivering the highest standards of customer service and quality workmanship.

In 2020 Felton Industries held a nationwide photo competition in which Maranoa Regional Council submitted an entry. The competition called for entrants to submit a photo of Felton Industries products being used within their community. Maranoa Regional Council submitted a photo of the newly purchased grandstands that are located at the Bassett Park netball courts. Three winners were chosen, one of which was Maranoa Regional Council, who subsequently received a \$3000.00 voucher to be used on products produced by Felton Industries.

For more information on what Felton Industries has to offer visit [Australia's leading Aluminium Outdoor Furniture Specialists | Felton](#)

Expression of Interest:

Maranoa Regional Council is seeking expressions of interest from local community groups who would benefit from the purchase of Felton Industries products. Three groups will be selected to receive \$1000.00 each for the purchase of products from the Felton Industries range.

What's Required?

Community groups are required to complete this expression of interest form, outlining what products would be purchased from Felton Industries and how the purchase would benefit the group & the community.

If you are a community group who is interested in purchasing \$1000.00 worth of Felton Industries products, please complete the below selection criteria and forward to grants@maranoa.qld.gov.au by COB Friday, 26 March 2021.

Community Group Name	
Contact person and position within the Group	
Contact number	
Postal Address	
Email Address	
What would your group spend \$1000.00 on at Felton Industries	

How will the purchase benefit your group and the community?	

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 8 February 2021

Item Number: 13.7

File Number: D21/10087

SUBJECT HEADING: Request for Bassett Park Fee Waiver

Classification: Open Access

Officer's Title: Regional Events Attraction / Local Development

Executive Summary:

Council has received a request from Rapid Relief Team who are planning a charitable event – Farmers Community Connect, in Roma on Thursday, 15 April 2021.

It is anticipated that the event will provide tangible assistance to approximately 200 farmers and their families in the Maranoa region that are struggling, as a result of the drought.

The event is to be held at Bassett Park in the carpark and grassed area (pending dry weather, or under the Marquee, should wet weather prevail). It is requested that fees for Bassett Park be waived and set-up / pack-down assistance provided.

It is recommended that the request be accommodated.

Officer's Recommendation:

That Council:

1. Waive the fees associated with the hire of Bassett Park carpark and marquee (in the event of wet weather) for the charitable event – Farmers Community Connect, to be held on Thursday, 15 April 2021.
2. Assist Rapid Relief Team with setting-up and packing down tables and chairs for the event.
3. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Minor) budget GL 2887.2246.2001
4. Request that Council is acknowledged in all forms of promotion, leading up to, and during the event.

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).

- Rapid Relief Team
- Farming families located within the Maranoa region
- Local Mental Health & Rural Financial Counselling support services
- Local Commercial Accommodation Providers

- Local Retailers

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
RRT	Rapid Relief Team
FCC	Farmers Community Connect

Context:

Why is the matter coming before Council?

RRT is a registered not-for-profit organisation based in Sydney, that offers assistance and tangible support to charities, government and emergency services confronting some of humankind's greatest challenges. RRT adapts their benevolent support services to meet the need at hand. Whether it be fire, drought or even a global pandemic, RRT volunteers bring hope to people in their time of need.

Launched on the back of the success of Operation Drought Relief, where RRT came to the aid of thousands of farmers, transporting bales of hay from one side of Australia to the other, FCC are feel-good day events for farmers, where they can connect with their local community, have a bite to eat and reach out to local service providers. As part of this community day out, RRT donate bulker bags of livestock pellets to drought affected farmers.

Initially planned for 3 April 2020, the FCC Roma event, was postponed due to COVID-19.

A new date of 15 April, 2021 has been set. The RRT will arrive around mid-day on Wednesday, 14 April to set up, with the FCC day commencing from 7am on Thursday, 15 April.

It is anticipated that the event will provide tangible assistance to approximately 200 farmers and their families in the Maranoa region that are struggling, as a result of the drought.

RRT will provide the following free of charge:

- 1 Ton bulker bag of drought supplement pellets valued at \$800
- Free BBQ burgers and barista coffee (all food items will be purchased locally)
- 30 volunteers to assist with the event (staying in local accommodation)
- Total event cost to RRT \$150,000

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

N/A

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

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

N/A

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's Community Grants & Non Financial Assistance Policy has the following guidelines regarding eligible community groups or organisations and activities:

4.1 Who is eligible?

Registered not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program.

Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region.

Eligible Applicants need to meet one (1) of the following eligibility criteria:

- Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or*
- Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or*
- Registered not- for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or*
- Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations.*

4.3 What is eligible?

Projects, activities and/or event that meet at least one of these grant categories:

- *Community Development*
- *Community Events*
- *Culture & Heritage*
- *Sport & Recreation*
- *Environment*
- *Economic Development*

Eligible activities and events will include, but are not restricted to:

- *One off events and activities*
- *Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region*
- *Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities*
- *Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region*
- *Building and development application//inspections and/or water sewerage and gas connection fee waiver.*

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)

Rhonda Toms-Morgan from Connect Ag was consulted to gain feedback regarding the date of the Roma event and reaching those farmers who could most benefit from the initiative. In conversation, it was mentioned, a more rural location (such as Wallumbilla) might be more inviting for farmers and may increase attendance numbers.

This information and Rhonda's details were passed on to RRT, who further discussed with Rhonda, the option of having the event at Wallumbilla. With Farmer registrations already received being from a wide radius (up to 200km), Wallumbilla didn't prove to be a viable location for those farmers travelling from West and North West of Roma.

It was decided to keep Roma as the event location, with RRT now working closely with Rhonda to capture those farmers who would benefit most from the event.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

Council will lose income of \$278 from the hire of Bassett Park carpark over two days, and possibly an additional \$832 for the Marquee area over two days, if wet weather prevails.

The costs associated with set-up assistance is \$250.

Total costs to council are as below:

Dry Weather		Wet Weather	
Bassett Park	278.00	Bassett Park	832.00
Set-up/Pack-down	250.00	Set-up/Pack-down	250.00
TOTAL	528.00	TOTAL	1082.00

Future Years' Budgets:

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

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)

Unknown

Risks:

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

Risk	Description of likelihood & consequences
<Insert Risk>	<Provide details>

Advice to Council:

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

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

It is recommended that the request for assistance be accommodated.

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. Waive the fees associated with the hire of Bassett Park carpark and marquee (in the event of wet weather) for the charitable event – Farmers Community Connect, to be held on Thursday, 15 April 2021.
2. Assist Rapid Relief Team with setting-up and packing down tables and chairs for the event.
3. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Minor) budget GL 2887.2246.2001
4. Request that Council is acknowledged in all forms of promotion, leading up to, and during the event.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | ↓ Rapid Relief Team - Farmers Community Connect - Bassett Park Fee Waiver request & Site Plan | D21/10246 |
| 2 | ↓ Community Grants and Non-Financial Assistance Policy - 9 December 2020 OM/12.2020/22 - CURRENT | P20/29 |
| 3 | ↓ Rapid Relief Team Certificate of Endorsement of Charity | D21/10277 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



1300 858 208
PO Box 144 Ermington NSW 1700
action.au@rrtglobal.org
www.rrtglobal.org

L5, 10 Herb Elliot Avenue
Sydney Olympic Park NSW 2127

ABN: 61 166 059 392

4th February 2021

Dear CEO of Maranoa Regional Council,

Rapid Relief Team (RRT) would like to apply for a fee waiver for the hire of the Bassett Park Facility for our un coming charitable event – Farmers Community Connect.

Rapid Relief Team is a registered non-for-profit charity which delivers hope and relief to people, whether it be fire, flood, drought or humanitarian need, RRT expands their support services to meet the need at hand.

Farmers Community Connect is an initiative of RRT which we are planning on bring to Roma, providing tangible help to approximately 200 Farmers and their families in the Balonne shire that are doing it tough as a result of the drought.

RRT will be providing the following free of charge:

- 1 Ton bulker bag of drought supplement pellets valued at \$800
- Free BBQ Burgers and barista coffee (all food items will be purchased form local shops in Roma))
- 30 volunteers to assist with the event (all accommodation is at local motels in Roma)
- Total event cost to RRT is \$150,000

RRT guarantees it will leave the facilities in the same condition as before the event.

We do appreciate councils help and willingness to support RRT for this event, in providing the Bassett Park facility.

In consideration of the above, would council a fee waiver for the Bassett Park Facility?

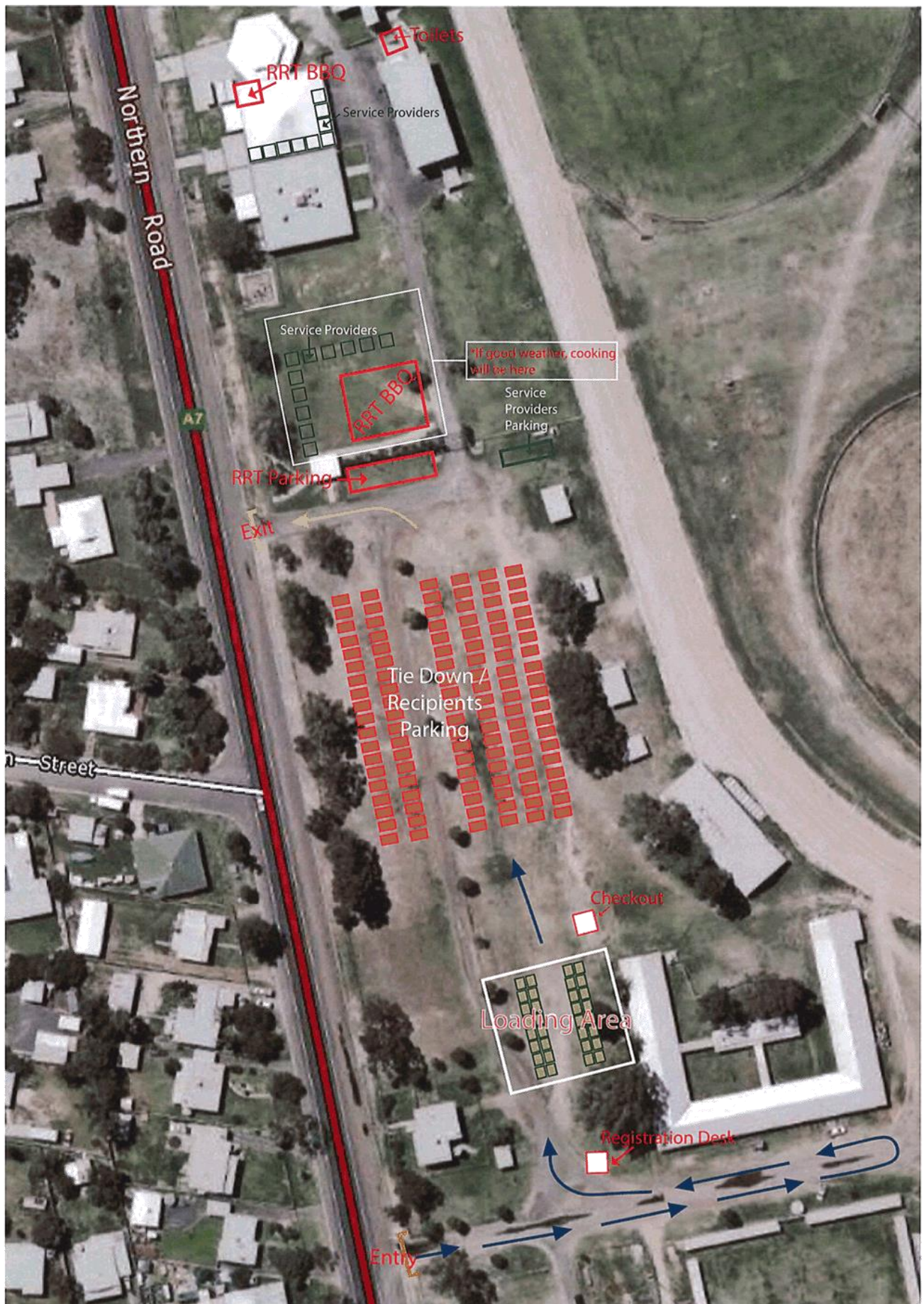
Look forward to your favorable response.

Yours Sincerely

A handwritten signature in blue ink that reads 'Ron Arkell'. Below the signature, the name 'Ron Arkell' is printed in a blue, sans-serif font.



COMMUNITY | COMPASSION | SUPPORT



COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY



OVERVIEW

1. PURPOSE

Council partners with community, government and business to grow our region, developing opportunities, lifestyle and attractions for current and future residents.

One of the ways we do that is through a number of funding programs for community groups.

This policy provides the framework for what funding programs will be offered by Council each year, who can apply, and what the criteria will be. It also outlines other forms of assistance that community groups may be eligible for.

2. PRINCIPLES

This policy is based on Council's recognition that community groups and organisations enrich community life in the Maranoa region. Council is committed to supporting local and regional initiatives that enhance lifestyle and opportunities for residents and visitors.

Consideration is based on merit and budget provisions.

This policy is based on the following principles of good governance:

- Timely, open and transparent decision making
- Accessibility
- An equitable framework for assessing requests for assistance through financial grants and non-financial assistance including the waiver of fees and charges

3. OBJECTIVES

To partner with not for profit community groups and other eligible entities offering relevant non-profit services with the aim of supporting a range of events, programs and infrastructure that:

1. assist community organisations and individuals to make a positive contribution towards enhancing the wellbeing of our residents and the liveability of our region including building social connections, supporting opportunities to get active, and providing beneficial places and spaces for our community.
2. grow our region – through economic development and resident attraction
3. support financially sustainable initiatives for community organisations, Council and our region
4. celebrate our unique past and our region's assets through a range of services and community celebrations and commemorative events
5. maximising the use of limited resources by working together to enhance economic vitality and positively building the region's profile
6. foster strategic partnerships to build both capacity and financial self-sufficiency of organisations, encourage partnerships and long-term planning
7. support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of natural resources of our region

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY



4. ELIGIBILITY

4.1 Who is eligible?	
Registered Not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program. Eligible community organisations are defined as:	
Not-for-profit' organisations consisting of people having common interests; or	
An entity that carries on activities for a public purpose or another entity whose primary objective is not directed at making a profit, such as:	<ul style="list-style-type: none"> • sporting clubs • social clubs • school P&C's / • arts and cultural groups, • Church committees • service organisations etc.
Not-For-Profit Entity:	For the purpose of this policy, a not-for-profit legal entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community
Legal Status of Community Groups / Organisations:	Community groups and organisations that make application under the Grants and Non-Financial Assistance Program must be incorporated, auspiced by an incorporated entity, demonstrate that it has had a minimum five (5) years continuous operation or can provide proof of their legal status as an entity
Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region	
Eligible Applicants need to meet one (1) of the following eligibility criteria:	<ul style="list-style-type: none"> • Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or • Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or • Registered not- for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or • Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations
4.2 Who is ineligible?	
Ineligible applicants will include, but are not restricted to:	<ul style="list-style-type: none"> • Organisations with outstanding grant project and/or acquittal reports • Organisations formed under the umbrella of a political party or that may have an affiliation with a political party • Commercial entities or businesses where the event or activity is for financial gain • Private individuals where the event, function or activity is of a private or personal nature

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY



4.3 What is eligible?	
Projects, activities and/or event that meet at least one of these grant categories:	<ul style="list-style-type: none"> Community Development Community Events Culture & Heritage Sport & Recreation Environment Economic Development
Eligible activities and events will include, but are not restricted to:	<ul style="list-style-type: none"> One off events and activities Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region Building and development application/inspections and/or water sewerage and gas connection fee waiver
Further information is presented in Council's Grants and Non-Financial Assistance Program Guide. We encourage community organisations to liaise with the Economic and Community Development team to identify opportunities for partnership and/or support	
4.4 What is ineligible?	
Community Grants	
Ineligible activities will include, but are not restricted to:	<ul style="list-style-type: none"> Events, programs or activities which are scheduled to occur prior to the funding round closing date / during the associated assessment and approval period Items included in another grant application or to top-funding for a previous grant or any other council funding Events that are exclusive to group members / not open community events Events, programs or services run solely for commercial profit Requests for the costs or waiver of fees for Council rates payments, service charges, and building and development application/inspection fees, unless for registered not-for-profit groups who may apply for a waiver of fees for water sewerage and gas connection fees and building and development application and inspection fees Requests for in-kind assistance from Council for general and routine maintenance activities for Council owned facilities and property Requests for fees and charges waivers for Council owned facilities, plant and equipment Programs or activities where the core funding responsibility normally rests with Federal or State Government
Non-Financial Assistance	
Ineligible activities and events will include, but are not restricted to:	<ul style="list-style-type: none"> Events, programs or activities run solely for commercial profit An activity, event or program that contravenes Council's existing policies or does not align with Council's strategic direction Private event, celebratory function or party Events or activities which do not directly benefit the residents of the Maranoa Region Activities or events promoting political parties or that may have an affiliation with a political party

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY



RELATED LEGISLATION, POLICIES & GUIDELINES

Local Government Act 2009
Local Government Regulation 2012
Local Government Finance Standard 2005
Guidelines for local government administration of community grants October 2009
Community Grants and Non-Financial Assistance Procedure
Maranoa Regional Council Grants and Non-Financial Assistance Guide
Q&As for Community Grants 2020/21
Q&As for Non-Financial Assistance 2020/21

ASSESSMENT PROCESS OVERVIEW

Equity & Transparency

Council is committed to ensuring that the assessment of all grant and assistance applications are coordinated in a fair and transparent manner. We do this by following the criteria and conditions of our standardised and impartial Community Grants and Non-Financial Assistance Procedure.

The informative Maranoa Regional Council Grants Program and Non-Financial Assistance Guide is available to community groups, members and individuals. Our Economic and Community Development team are also available to support community groups throughout the process and partnership.

POLICY EXEMPTIONS

This policy does not relinquish Council's discretionary powers to consider requests for grants or assistance on a case by case basis as it determines relevant.

This policy does not apply to applications submitted under the Regional Arts Development Fund (RADF) Program. Applications for RADF grants will be assessed, awarded and distributed under the guidelines of the RADF Program.

PROMOTION OF GRANTS PROGRAM

Promotion of Council's Grants and Non-Financial Assistance will be undertaken in accordance with an annual program communications plan. The communications plan will identify appropriate communication strategies, activities and resources to encourage a diverse range of applications. Guidelines and application forms will be made available to all interested parties.

Grants Program information sessions will be held on a needs basis throughout the Maranoa Region.

GRANTS PROGRAM – CRITICAL TIMEFRAMES

Grant Types	Round Opens	Round Closes	Notification to Applicants
Small Grant (500 - \$300)	August	September	November
	February	March	May
Community Grant (\$500 – \$10,000)	August	September	November
	February	March	May
Major Grant (\$10,001 – to \$20,000)	August	September	November
	February	March	May



COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE CATEGORIES

Type of funding program / assistance	What is this program aiming to achieve	Who can apply	Grant Categories	Funding scale	Funding source	When can applications be made	How can you maximise your chance of success	Assessment & Consideration
Major Grants	To assist in eligible organisations to undertake larger scale projects, events or activities	Applicants must demonstrate: <ul style="list-style-type: none">A genuine need for the project / activityLinkage to the specific aims and priorities of the selected grant categoryThe benefit to the people, environment or economy of the Maranoa Region	Applicants should meet at least one of the priorities listed in the following grant categories: <ul style="list-style-type: none">Community Development – building capacity, self-sufficiency and long-term planningCommunity Events – encourage a range of community celebrations and eventsCulture & Heritage – preserve and share our social history, culture, and heritage assetsSport & Recreation – promote active communities through sports and recreational pursuitsEnvironment – protect/enhance our natural assets and promote sustainable management of the region's natural resources and/or:	\$10,001 to \$20,000	Council may fund up to 25% of the total project is funded from sources other than Council.	Funding Rounds are assessed twice yearly	Priority will be given to applicants that have not previously received Maranoa Regional Council funding during the preceding twelve (12) months.	Applications will be assessed by the Grants Advisory Committee, whose recommendations will be forwarded to Council for consideration and final determination
	Community Grants		\$3,001 to \$10,000	Council may fund up to 50% of the total project is funded from sources other than Council.	Organisations may only apply for one of each type of grant per funding round			
Small Grants				\$500 to \$3,000	Council may fund up to 50%* of the total project is funded from sources other than Council This category is jointly funded by Council and Senex Energy Limited. It is			Applications will be assessed by the Grants Advisory Committee with up to two representative from Senex Energy Limited involved with the process. The Grants Advisory Committee's recommendations will be forwarded to Council for

Document ID: P20/29
Adopted 9 December 2020
Resolution No. OM/12.2020/22

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COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY

		<ul style="list-style-type: none"> Evidence of consultation and community partnerships 	<ul style="list-style-type: none"> Economic Development – area/industry based initiatives to improve economic performance and prosperity of the local community 		<p>subject to a funding agreement between both parties.</p>		<p>consideration and final determination.</p>
Minor Non-Financial Assistance	<ul style="list-style-type: none"> To encourage local and regional initiatives that provide opportunities for the community through non-financial support 	<ul style="list-style-type: none"> A capacity to successfully undertake/complete the project, activity or event and its ongoing sustainability (if relevant) A balanced, realistic and complete project budget Evidence of inclusive participation 	<p>Eligible applications for one-off fees and charges waivers as prescribed in Council's Fees and Charges Register for support through: use of Council items or plant and facilities such as halls or facilities, chairs and small plant and equipment etc as well as the waiver of Development application and inspection fees (e.g. Planning/Building/Plumbing fees)</p>	<p>Maximum fees and charges waiver request considered is \$500</p>	<p>Costs related to non-financial support are managed through Council's Economic Development General Ledger</p>	<p>Applications must be:</p> <ul style="list-style-type: none"> Submitted on the approved Minor Non-Financial Assistance Application Form Received at least five (5) working days prior to the commencement of the activity, event or project unless otherwise approved by the Chief Executive Officer or delegated officer; or For development applications and inspections, received prior to Council providing the service. 	<p>Applications will be assessed by the relevant Customer Service Officer or Delegated Officer with the approval of the Manager, Director or Chief Executive Officer required</p>
Major Non-Financial Assistance		<ul style="list-style-type: none"> That the proposal does not directly duplicate existing projects 	<p>Eligible applications for one-off fees and charges waivers as prescribed in Council's Fees and Charges Register. Examples include fee waivers relating to Development applications</p>	<p>Fees and charges waiver exceeding \$500.00 or direct financial cost</p>	<p>Applications must be:</p> <ul style="list-style-type: none"> Submitted on the approved Major Non-Financial Assistance Application Form Received at least twenty (20) working 	<p>Applications will be processed as follows:</p> <ul style="list-style-type: none"> \$500-1,500 assessed by the relevant Customer Service Officer or Delegated Officer 	

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COMMUNITY GRANTS & NON-FINANCIAL ASSISTANCE POLICY



Ongoing Non-Financial Assistance	and inspections (eg. Planning/Building/Plumbing fees), Council equipment, plant and operator hire rates, grounds maintenance work, road closures and assistance for community events, etc.	implications for Council		days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer; or • For development applications and inspections, received prior to Council providing the service.	with the approval of the Manager, Director or Chief Executive Officer required \$1,501 + assessed by the Manager with approval by the Director or Chief Executive Officer required
	Eligible applications for ongoing non-financial support. Examples mirror those provided in the Major and Minor Non-Financial Assistance categories but on an ongoing basis as reviewed against needs criteria annually	Ongoing or recurrent* non-financial assistance regardless of value Support agreements are reviewed by relevant officers annually Renewed applications will be considered by Council at the beginning of each Council term within the first 6 months	Applications are accepted throughout the term of the sitting Council and processed quarterly (end of March, June, September & December)	Applications must be: • Submitted on the approved Ongoing Non-Financial Assistance Application Form • Received by the last day of March, June, September or December each year	Applications will be assessed by the Manager and approved by Council

It is incumbent upon the organisation requesting assistance to notify Council of any changes in circumstances that may affect their eligibility under the provisions of this policy.


Chief Executive Officer

Date: 9 / 12 / 2020

Document ID: P20/29
Adopted 9 December 2020
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Internal Ref. P2029



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

**Rapid Relief Team
(RRT) Ltd**

ABN 61 166 059 392

HAS BEEN REGISTERED BY THE

**Australian Charities and
Not-for-profits Commission**

ON THE DATE OF

30 September 2013

CERTIFIED BY

A handwritten signature in black ink that reads "Susan Pascoe".

Susan Pascoe AM
Commissioner
Australian Charities and
Not-for-profits Commission



OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 8 February 2021

Item Number: 13.8

File Number: D21/10114

SUBJECT HEADING: Request from Injune State School - Bailing of hay on reserve

Classification: Open Access

Officer's Title: Rural Land Services & Funding Officer / Team Coordinator

Executive Summary:

Injune State School Cattle Club has written to Council seeking permission to bale grass on the Injune reserve for the purpose of providing bulk for their cattle, as part of their "Beef Cattle Production, Preparation and Exhibition" curriculum.

Officer's Recommendation:

That council:

1. Consent to the bailing of excess pasture on the Injune reserve by the Injune State School for the purposes of Section 180 (2) of the *Stock Route Management Act 2002*.
2. Advise that the baled grass must be used as feed for cattle used in the Injune State School Cattle Club only.
3. Advise Injune State School Cattle Club, that a representative is to liaise with Council's Rural Land Services and Funding/Team Coordinator regarding the timing and area of land to be harvested for hay bailing purposes.
4. Advise the Injune State School that all harvested hay is to be used at the school only, to eliminate the cartage and spread of pest plants/seed.
5. Request that the Injune State School undertake ongoing recorded pasture monitoring of the proposed hay harvesting site to determine the quality and quantity of pasture available.

Individuals or Organisations to which the report applies:

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

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

Injune State School – reducing the cost of bulk fodder for their "beef cattle production, preparation an exhibition" curriculum.

Students participating in Injune State School Cattle Club – availability of feed for cattle to allow the continuation of their studies

Stock Route Users – reduction in available pasture on the Injune reserve

Injune residents – Reduction of fuel load on areas of the reserve – reducing potential fire risk

Acronyms:

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

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

Acronym	Description
<Insert Acronym>	<Provide details>

Context:

Why is the matter coming before Council?

Council has received a request from the Injune State School seeking approval to bale grass located on the Injune reserve to use as fill material within the feed ration provided to cattle used by the school as part of their Cattle Club program.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Injune State School has organised and set up “Cattle Club” as an extra-curricular activity for interested students. This activity is curriculum based under the auspices of Agricultural Science.

The students of Injune State School study “Beef Cattle Production Preparation and Exhibition” as a sub-set of their elective Agriculture subjects and an after school club in which students engage in, what is commonly known as “Cattle Club.” Since 2017 excluding 2020, the school has prepared and exhibited animals for local and regional shows.

The Department of Education does not provide any financial or physical resources for this Activity. As such, the entirety of Cattle Club has been set up and funded through grants and donations from various local, regional and state organisations.

The largest cost to the school in 2019 was the supply of quality fodder in the form of hay for their animals.

The School would like permission to bale an area of pasture grass on the north eastern corner of the Injune reserve for the purpose of making round bales, and use this fodder as roughage in their ration for their livestock.

Council is required under legislation to manage the pasture on the stock route network to ensure that there is sufficient feed available for travelling stock, however

Council may also make decisions in regard to the amount of feed available, and the quality of the feed and the health and safety risks that the pasture may create.

The proposed area for harvesting has previously been burned by uncontrolled fires, and the reduction in pasture levels will provide some benefit in regard to the mitigation of fire risk to the town of Injune.

The *Stock Route Management Act 2002* lists the *Principles of the Act* in section 97 – *Principles. The principles of stock route management include “Consultation and Partnership” and “Payment for use”.*

The Department of Resources has recommended that, while the proposal would satisfy the principle of “Consultation and Partnership”, the granting of approval without compensation may be seen as a failure to comply with the principle of “Payment for use”.

An Officer from the Department of Resources has suggested that it may be reasonable to request some contribution or service to council in return for removal of pasture from the reserve.

Council is required to monitor and measure the amount of available pasture by assessment against the Stock Route Condition Assessment Reference Guide. It has been suggested that it might be possible for the Injune State School to undertake these assessments of the Injune reserve on behalf of Council. This could be considered as part of their Agricultural Science studies. Providing this service to council could then be seen as an “in kind” payment for access to bale the pasture on the reserve, thus satisfying the principle of “Payment for use”.

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

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

Council has an obligation under Section 160 of the Stock Route Management Act 2002 to manage and conserve pasture, which states:

160 Managing and conserving pasture

A local government must manage and conserve pasture on the stock route network in its area to ensure, as far as practicable, an adequate supply of pasture for travelling stock.

Section 180 of the Stock Route Management provides further detail on offences in relation to removing pasture.

180 Burning or removing pasture

(2) A person must not, without reasonable excuse, remove pasture on the stock route network without the consent of the local government for the area in which the pasture is situated.

Example of removing pasture— cutting and baling pasture for hay

Maximum penalty—50 penalty units.

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 management of the Stock Route Network is primarily governed by the *Stock Route Management Act 2002*. The management of pasture on the stock route network is undertaken in accordance with the Stock Route Condition Assessment Reference Guide - V1.3 (September 2016) supplied to Council by the Department of Resources.

Input into the Report & Recommendation:

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

Fiona Vincent – Maranoa Regional Council Regional Sport & Recreation Development Coordinator (Former Local Area Manager, Injune):

Advice on the impact of the proposal for the Injune community, and details on any advantages or disadvantages in relation to the proposal.

Robert Nowlan, Principal, Injune State School:

Information on the number of cattle and the quantity of hay required, and the proposed usage of the hay

Kay Crosby – Manager, Environment, Health, Waste and Rural land services:

Advice on the proposed conditions under which the harvesting could occur and feedback on the proposed location of the harvested area. The benefits to the local community and agriculture skill for the Region.

Jason Reberger – Senior Biosecurity and Stock Route Management Officer – Department of Resources:

Advice on the legislative implications of the proposal and comment on the proposed conditions under which the baling could occur.

Ivan Gillies – Maranoa Regional Council Land Management Officer:

Advice on the suitability of the area to baling inclusive of weed and pest management issues at the proposed location.

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?*

The proposal will have no impact on Council's budget

Future Years' Budgets:

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

The proposal will have no impact on Council's budget

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis – IS9001:2015)

Injune residents

Reduced fuel load (fire risk) on the Injune reserve, access to extra-curricular activities by students at the Injune school, reduced fundraising efforts by the Injune School.

Stock route users

Reduced quantity of available pasture on the Injune Reserve, however harvesting will have a positive affect on the quality, as the grass will be mowed which will improve the health and growth of the species available.

Risks:

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

Risk	Description of likelihood & consequences
Weed Spread	Injune reserve is located within a known area of Parthineum infestation. Harvesting of feed from the reserve could spread Parthineum weed. This can be mitigated by ensuring the hay is only used at the school, and not transported throughout the region
Complaints from other stock route users	The stock route network is used by drovers and drought affected landholders as a source of stockfeed. These users may be dissatisfied with council allowing the bailing and removal of fodder from the reserve, as it will no longer be available for their use.

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 proposal can be considered by Council as part of the management of the Stock Route Network. Ongoing availability of fodder from the Injune reserve will be entirely dependent on weather conditions and other considerations. The requirement under legislation to ensure minimum pasture levels on the stock route network will dictate the availability of such fodder for harvesting from the reserve. With this in mind, it would be necessary to review the proposal annually before allowing harvesting of fodder to occur.

Whilst the request is out of the ordinary with regard to the use of the stock route network, it is possible to ensure that request be approved with appropriate conditions to address the requirements of the Stock Route Management Act 2002, and the Stock Route Condition assessment Guide. Other matters, such as the biosecurity risks associated with the harvesting of plant material, and the potential distribution of pest plants (particularly Parthenium) can be managed with conditions that restrict the movement of the hay outside of the immediate Injune area.

Recommendation:

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

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

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

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

It is recommended that Council support the proposed resolution as it provides a community benefit not only to Council, but the Injune State School, the Students of the Injune State school and the Injune community. The proposed resolution is intended to satisfy the intent of the legislation, as well as providing a community and environmental benefit.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Rural lands

Supporting Documentation:

- | | | |
|---------------------|--|-----------|
| 1 ↓ | Request from Injune State School - Permission to bale hay from reserve | D21/11403 |
| 2 ↓ | Map of proposed harvesting area - Injune reserve | D21/11409 |

Report authorised by:

Manager - Environment, Health, Waste & Rural Land Services

Deputy Chief Executive Officer/Acting Director Infrastructure Services



2-4 Fourth Avenue

Injune,

Qld 4454

3rd of Feb 2021

Dear Sir/Madam (Maranoa District Council),

RE: Consideration into the possibility of Baling Hay in common areas at Injune.

Injune P-10 State School has organised and set up "Cattle Club" as an extra-curricular activity for interested students. This activity is curriculum based under the auspices of Agricultural Science.

The students of Injune P-10 State School study "Beef Cattle Production Preparation and Exhibition" as a sub-set of the elective Agriculture and an after school club in which students engage in, known as "Cattle Club."

Each year since 2017 excluding 2020 the school has prepared and exhibited animals for local and regional shows.

Unfortunately, the Department of Education does not provide any resources financial or physical for such Curriculum Activity thus the entirety of Cattle Club has been set up and funded by grants and donations from various local regional and state organisations.

Our largest cost in 2019 was the supply of quality fill fodder in the form of hay for our animals.

It is with this fact in mind that I, on behalf of Injune P-10 State School, wish to enquire into obtaining permission to bale areas of excessive grass plant dry matter that would be perfect as a fodder fill into Round Bales. These bales would be cut from common areas around the school in precincts that are at the moment overgrown with medium quality grass pasture. Pasture that as the winter period progresses will lose all nutritional value to stock as a fill medium.

This baling would have added benefits if approved:

Fire Hazard Reduction

Over growth and excessive plant growth reduction

Reduction in the spread of noxious weeds

Pest and Vermin control due to reduced habitat.

Fire break areas for resident and town protection.

Fire break areas for the control of fire outbreaks around the pastoral properties of Injune

At this embryonic stage of planning I would not foresee any action being taken before mid to late 2021 as most grassy pasture areas have grown to a stage of dehiscence that would not be suitable for Hay production.

Fourth Avenue – PO Box 12, INJUNE QLD 4454

Telephone: 07 4626 0222 – Fax: 07 4626 0200 – E-mail: the.principal@injune.eq.edu.au – Web: <http://injune.eq.edu.au>



Injune P-10 State School

Prep-Yr10 Campus

The promotion of excellence in a supportive environment

If approval was granted, Injune P-10 State School would look to engage a local contractor to donate Time and Machinery to complete the process on a quid pro quo basis.

Yours sincerely,

Rob Nowlan

Principal

Injune State School.

07 46260222

Fourth Avenue – PO Box 12, INJUNE QLD 4454


Telephone: 07 4626 0222 – Fax: 07 4626 0200 – E-mail: the.principal@injuness.eq.edu.au – Web: <http://injuness.eq.edu.au>

11-Feb-2021

Mapping Provides an Indication of
Approximate Location Only

Injune State School - Proposed hay bailing

Annotations

 Proposed area - Hay bailing

Road Network

Road Register (Feb 2017)

 Local

 Other

 State

Cadastre

Waterways and Drainage

 1

 3

 5


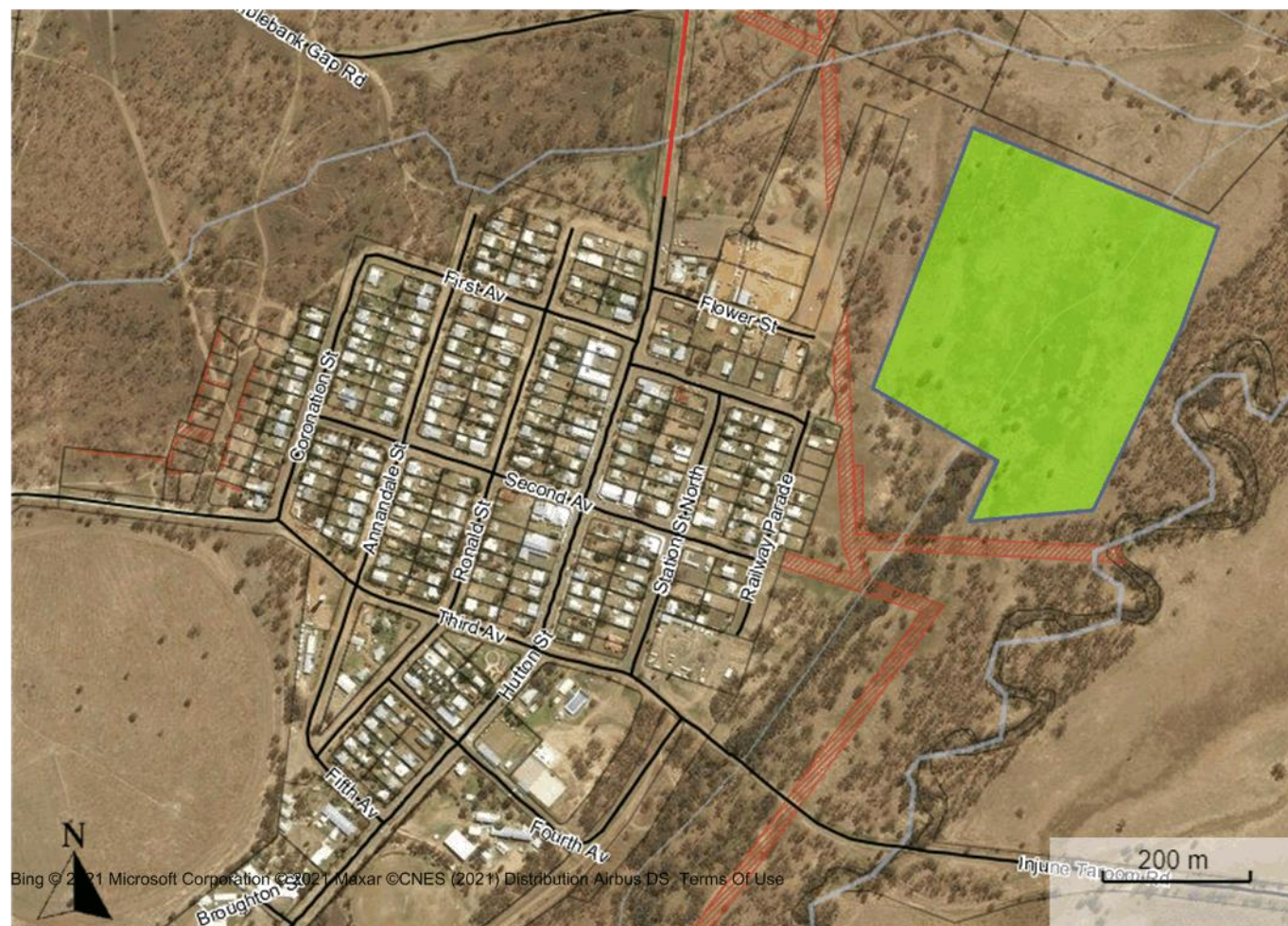
 7

 Cadastre Parcel Boundaries (DCDB)

 Easements

 Strata Parcel

Council Extents

 Maranoa Regional Council Extents


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

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 8 February 2021

Item Number: 13.9

File Number: D21/10124

SUBJECT HEADING: Request to host Opera Queensland 2021 Tour -
Are You Lonesome Tonight

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

Council has been approached by Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021. This will be part of the regional tour of Opera Queensland for 2021. Maranoa Regional Council has hosted Opera Queensland for several years and on each occasion has been well received by the Community.

The cost to Council for this performance is \$6,000 plus GST. It is proposed that tickets would go on sale to the community at a cost of \$45.00 per adult and \$30 for under 18s. Ticket prices will include the show and a complimentary Champagne on arrival, followed by canapes at interval.

Officer's Recommendation:

That Council

1. Accept the proposal from Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021.
2. Allocate funds from the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000.
3. Provide the Roma Saleyards Bull Ring as the stage for the Opera and the use of the Multi-purpose Meeting Room by performers.
4. Ensure that all attendees have completed the Roma Saleyards Entrant's Warning and Indemnity Form prior to entrance of the Saleyards.
5. Agree to the proposed ticket pricing of \$45 per adult and \$30 for under 18s.
6. Authorise the CEO to sign the agreement on behalf of Maranoa Regional Council

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council
Opera Queensland
Community Members and 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
Saleyards	Roma Saleyards
RADF	Regional Arts Development Fund

Context:

Why is the matter coming before Council?

Council has been approached by Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021. This will be part of the regional tour of Opera Queensland for 2021 commencing in Rockhampton at Beef Fest.

Maranoa Regional Council has hosted Opera Queensland for several years and on each occasion has been well received by the Community.

The cost to Council for this performance is \$6,000 plus GST. It is proposed that tickets would go on sale to the community at a cost of \$45.00 per adult and \$30 for under 18s.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The performance 'Are You Lonesome Tonight' is a celebration of the power of song and the freedom of living life, true to your dreams.

Opera Queensland plan to open the 2021 tour in Rockhampton at Beef Fest with the tour ending in Roma.

This production which is a 110 minute performance including interval, with collaborative planning, will work well in an outdoor setting. The Bull Ring at the Roma Saleyards would provide the perfect location to accommodate this performance.

The cost to Council for this performance is \$6,000 plus GST. It is proposed that tickets would go on sale to the community at a cost of \$45.00 per adult and \$30 for under 18s. Ticket prices will include the show and a complimentary Champagne on arrival, followed by canapes at interval.

Council will coordinate tickets sales via Customer Service and our online account with Eventbrite.

It is also anticipated that an Expression of Interest go out to Community Groups for operation of the bar.

Opera Queensland has previously performed in the Maranoa area. In 2017 at the Amby Quarry and 2019 in the Cultural Centre. Both events where successfully delivered.

There are no conflicts with this date for this performance to be held in the Bull Ring at the Roma Saleyards.

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)

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Input into the Report & Recommendation:

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

Ed Sims, Manager - Economic Development

Paul Klar – Manager Saleyards

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

If adopted there will be a financial impact on the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000 if no ticket sales are achieved.

Future Years' Budgets: ,

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

No impact, one off event

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Maranoa Regional Council
Opera Queensland
Community Members and Organisations

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 proposal from Opera Queensland	May be seen unfavorably by the Community as a missed opportunity to attend an entertaining and social event.
The Roma Saleyards is a working cattle saleyard. As a saleyard that sells cattle, there is a risk of QFever being present at the Saleyards. (Attendees contracting Q-Fever)	Likelihood is possible. Consequence is attendees contracting QFever and the potential of legal proceedings against Council.

Advice to Council:

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

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

The recommendation to Council would be to approve the proposal from Opera Queensland, as it is an opportunity to promote arts and culture within the region and provide a social setting for the community to come together.

Information to be provided to attendees regarding the risk of QFever as part of the Online Ticketing, and a Roma Saleyards Entrant's Warning and Indemnity Form must be completed and signed by all attendees prior to entry.

Recommendation:

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

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

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

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

That Council

1. Accept the proposal from Opera Queensland to perform 'Are You Lonesome Tonight' at the Roma Saleyards Bull Ring on Thursday, 3 June 2021.
2. Allocate funds from the Regional Arts Development Fund (RADF) Budget GL 2885.2250.2001 of up to \$6,000.
3. Provide the Roma Saleyards Bull Ring as the stage for the Opera and the use of the Multi-purpose Meeting Room by performers.
4. Ensure that all attendees have completed the Roma Saleyards Entrant's Warning and Indemnity Form prior to entrance of the Saleyards.
5. Agree to the proposed ticket pricing of \$45 per adult and \$30 for under 18s.
6. Authorise the CEO to sign the agreement on behalf of Maranoa Regional Council

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

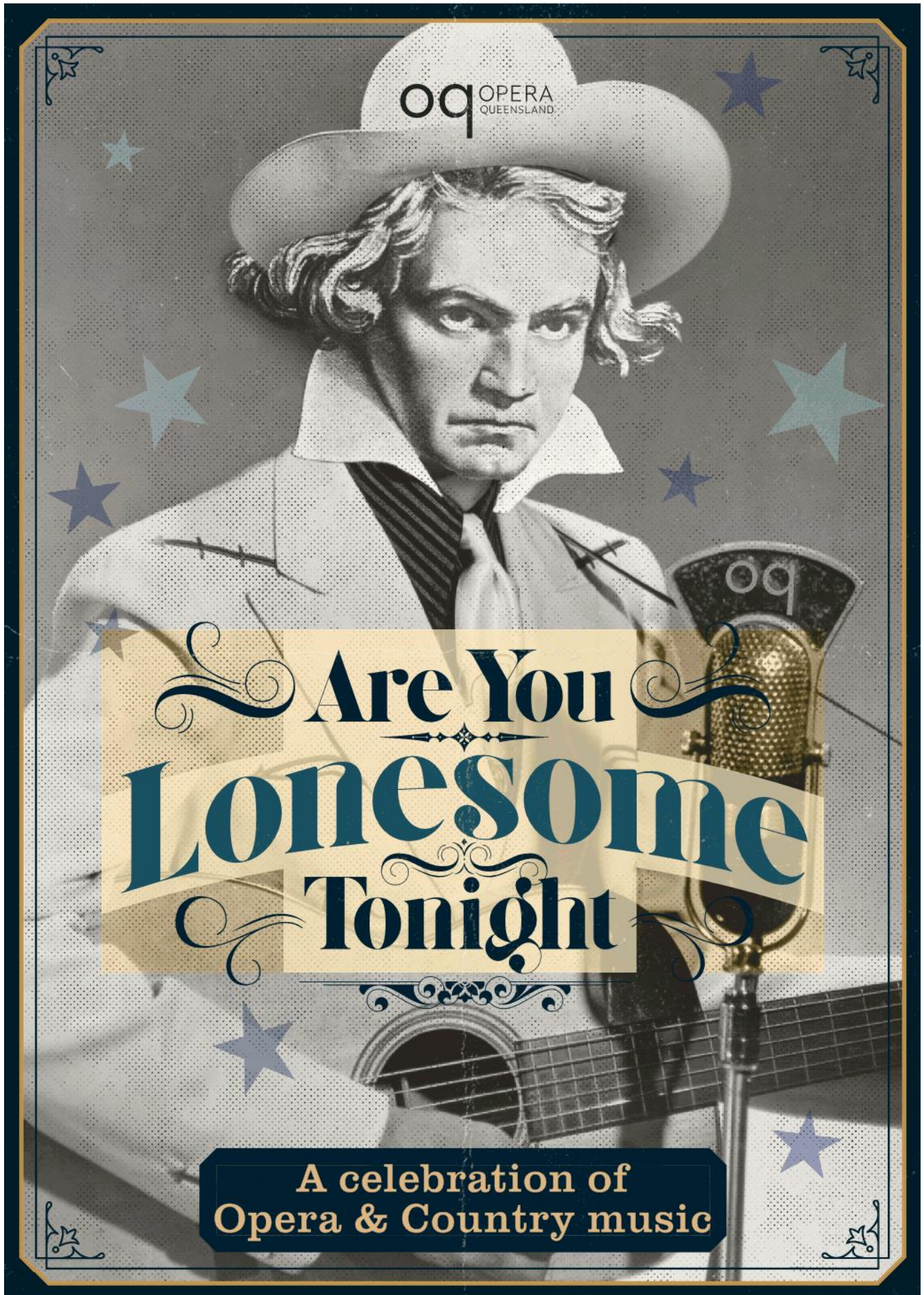
Supporting Documentation:

[1](#) Opera Queensland - Are You Lonesome Tonight D21/10236
Presenter Pack - Tour 2021

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Are You Lonesome Tonight is a celebration of the power of song and the freedom of living life, true to your dreams

In the early Twentieth Century, Opera was one of the most popular forms of entertainment. One of the greatest singers of that time was Dame Nellie Melba. Born in Melbourne (and living for a short while in Mackay), her career took her to London, Paris and New York, where she played to packed houses in all the major opera houses – Covent Garden, Palais Garnier, Metropolitan Opera. Not long before her death in 1931, she toured Australia, a time that coincided with a new recording era and the beginning of what would come to be known as Country music.

Today most people consider Opera and Country music to be two genres with very little in common. If Opera is for the exclusive few, Country music is for the anybody who can play a guitar and sing along; if Opera is grand, Country music is humble, born in the cattle yards and homesteads of the Appalachian Mountains; if Opera is technically complex, Country is accessible and, on the comparisons, go...

A closer analysis reveals a very different story – Opera and Country music in fact share many similar qualities and inclinations. Both celebrate the virtuosic –

be it singing, demanding technique or complex storylines; both rely on character driven stories to communicate their ideas; both revel in the involvement of the audience, who are passionate about the artists they love and will do anything to get a ticket.

Are You Lonesome Tonight uses these similarities as a springboard into a cabaret style performance that explores the extraordinary qualities of each genre – celebrating their similarities and their differences alike. Three singers and a specialist musician will use the canvas of history – 400 years of opera and almost 100 years of Country – to tell a story about love, yearning and life on the road.

Working with direct address, audience members feel as if they are involved in a living room conversation as they join a group of people passionate about the joys and wonders Opera and Country music have to offer. Songs by composers like Puccini and Verdi sit alongside Hank Williams and Dolly Parton. The lives of the great stars are compared, and the emotional richness of the songs shown to share many of the same trials and tribulations.

Community Engagement

Opera Queensland will reach beyond your audience into the wider community to offer a bespoke engagement program developed for each touring location. This could include a vocal workshop with school students, a performance at an aged care facility or a masterclass with a local choir or barbershop group. Once performance dates are confirmed Opera Queensland will meet with key stakeholders to ensure that our presence in town is felt beyond the stage.

Suitable Venues

Are You Lonesome Tonight is self-contained, and can be accommodated in traditional proscenium arch venues, town halls, school halls and cultural facilities. This production, with collaborative planning, will also work well in outdoor settings, and may serve to celebrate local natural features or attractions.

The performance area should measure 8 metre depth by 8 metre width (minimum) with overhead clearance of 4 metres (minimum). We will require two dressing rooms (with seating and benches for approximately three artists in each) with mirrors, running water, and preferably access to toilets not shared with audience. The nature of these amenities is negotiable when working with outdoor venues.

Technical

Are You Lonesome Tonight will tour all set pieces, costuming, props, and a basic lighting and sound rig to fit performance requirements. Where a venue is equipped, we will access the in-house standard lighting and audio rigs. Opera Queensland will tour a digital keyboard.

While 32amp, 240V 3-phase power (5 pin outlet) is advantageous it is not essential. Three dedicated 15amp, 240v GPO outlets running from separate circuits is the minimum requirement for technical needs.

Freight Notes

Freight will travel in a 5-tonne van driven by touring crew. A loading dock is preferred. However, if not available, easy vehicle access to a double door that opens to the stage environment is essential.

Example Schedule

- | | |
|-----|--|
| 1PM | <ul style="list-style-type: none"> • Bump-in/set-up/tech checks: 3 – 4 hours • Check-in to accommodation • Dinner • Rehearsal/Sound Check: 30 – 60 mins |
| 7PM | <ul style="list-style-type: none"> • Performance: 110 mins including interval • Bump-out: 2 hours
(depends on technical rig and crew) • Return to accommodation |



Images from 2019 Opera Queensland Tour – *Songs to Die For*



Contact

Mark Taylor MEd BEd
DIRECTOR OF LEARNING, REGIONAL AND COMMUNITY
OPERA QUEENSLAND

E mtaylor@operaq.com.au
D 07 3735 3044 M 0412 641 339



Queensland
Government



Australian Government

Australia
Council
for the Arts

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 8 February 2021

Item Number: 13.10

File Number: D21/10327

SUBJECT HEADING: Request for sponsorship-Mercy Shield

Classification: Open Access

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

Executive Summary:

St Johns School Roma has requested sponsorship for the upcoming Mercy Shield Carnival to be held in Roma on 19-21 March 2021, and involving Warwick, Emerald, Dalby, Toowoomba, Brisbane and Roma Schools. The Carnival will involve approximately 400 Rugby League players, Netball players, Officials, Parents/Caregivers and Spectators.

The request to Council is for sponsorship to professionally print 500 Carnival booklets for the event using a local supplier, at a cost of approximately \$1,750.

Officer's Recommendation:

That Council:

1. Approve the request to sponsor the Mercy Shield Carnival by way of payment to print the official event program.
2. Transfer funding of \$1,750 from the Sports and Recreation Materials and Services Budget (GL 2884.2001.2001) to the Sponsorship Budget.
3. Organisers to acknowledge Council's contribution in all advertising for this event and during the Carnival.

Individuals or Organisations to which the report applies:

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

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

St John's School Roma

Acronyms:

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

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

Acronym	Description
Nil	Nil.

Context:

Why is the matter coming before Council?

St Johns School Roma has requested sponsorship for the upcoming Mercy Shield Carnival to be held 19-21 March 2021 which involves approximately 100 Rugby League players and officials, 90 Netball players and officials as well as many parents and spectators.

The request to Council is to sponsor the printing of their programs for the event which is estimated at a cost of \$1,750.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The 2020 Mercy Shield Carnival involved teams from Emerald, Dalby, Warwick, Toowoomba as well as St Johns School Roma and Roma State College. In 2021, an additional 2 schools are travelling to Roma for the Carnival.

The teams who attended the 2020 Carnival stayed in local accommodation and supported local businesses throughout the weekend. The carnival was well received by local businesses due to being greatly affected by the restrictions that had been put in place due to COVID19.

Due to the success of the Carnival in 2020, St John's School Roma are hosting the event again in 2021. St Johns enquired about one of the other participating schools playing host, but it was unanimously agreed by all schools to again travel to Roma for the event. St John's School Roma is requesting Council sponsor the event by way of payment for the professional printing of the official program using a local business, with Council to be recognised as a major sponsor of the event.

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)

Community Grants & Non-Financial Assistance Policy

Maranoa Regional Council

Ordinary Meeting - 24 February 2021

Eligible activities and events will include, but are not restricted to:	<ul style="list-style-type: none"> • One off events and activities • Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region • Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities • Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region • Building and development application//inspections and/or water sewerage and gas connection fee waiver
---	---

Input into the Report & Recommendation:

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

Fiona Vincent – Regional Sport and Recreation Coordinator
 Natalie Walsh – Events Attraction Specialist/ Local Development Officer Roma
 Ed Sims – Economic and Community Development Manager
 Samuel Valentine-St John's School Roma PE Teacher

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

If approved the cost of printing estimated at \$1,750 can be allocated to GL 2884.2001.2001 (Sport and Recreation Materials and Services)

Sponsorship request to date:

Organisation	Request	Sponsorship allocation	Council Resolution if Applicable
Young Auctioneers Competition	Sponsorship	\$ 4,400.00	OM07.2020/90
Roma and District Eisteddfod	Sponsorship	\$ 2,500.00	OM/08.2020/98
Roma Historical Precincts Inc	Sponsorship	\$ 10,000.00	SM/10.2020/12
Roma Rugby 7s	Sponsorship	\$ 1,000.00	OM/12.2020/34

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

N/A

Risks:

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

Risk	Description of likelihood & consequences
Not approving the request	St Johns School Roma may be unable to hold the Carnival due to lack of support which would affect the ability for the school to be supportive of school sport at a regional level, with local businesses experiencing loss of income benefits from this Carnival.

Advice to Council:

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

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

The Carnival is a great opportunity for the local community to showcase what is on offer while visiting the Maranoa. Local businesses can benefit from economic stimulus from this Carnival.

This is an opportunity for Maranoa Regional Council to support an event that has been organised by a local school for senior students and supported by a number of community groups and businesses within the Region.

Recommendation:

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

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

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

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

That Council

1. Approve the request to sponsor the Mercy Shield Carnival by way of payment to professionally print the official event program.
2. Allocate this cost to the Sports and Recreation Materials and Services Budget (GL 2884.2001.2001)

3. Organisers to acknowledge Council's contribution in all advertising for this event and during the Carnival

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

[1](#) St Johns School - Letter Requesting Sponsorship for D21/11732
Mercy Shield Carnival 2021 - 11.02.2021

Report authorised by:

Manager - Economic & Community Development
Chief Executive Officer

St John's School

A school in the Mercy tradition, since 1881



11/02/2021

Dear Julie Reitano,

Each year, St John's School Roma attends the Confraternity Rugby League and Queensland Netball carnival. Due to COVID-19 this carnival was cancelled last year. As a school, we wanted to give our students something to strive for, so we came up with a Rugby League and Netball carnival, the Mercy Shield. This was designed to give our students an opportunity to participate and promote what Roma has to offer to various towns; Warwick, Dalby, Toowoomba, Emerald and Stanthorpe.

The 2021 Mercy Shield Rugby League and Netball Carnival will be held on the 19th to 21st of March, in Roma. This event was a great success last year with positive feedback from all schools and the community, which resulted in the school being acknowledged in an Australia Day Award for 'Community Event of the Year' in 2020. We have an increase of four to six schools involved this year.

With this increase in teams means an increase in cost for our school. Without support, St John's would not be able to offer this wonderful opportunity to our students and community, as it would not be financially viable for our school. We are looking at promoting the Maranoa Region to our visitors through promotion in our carnival booklets, which each player and official will receive (over 500 booklets will be printed).

Additionally, employing local referees and umpires from within our community provides valuable experience, without having to travel outside of our region (over 10 local referees and umpires will be employed).

I am writing to you to request financial support for this carnival for printing of booklets and employing local umpires and referees.

I would like to thank you for your time in considering this proposal and look forward to speaking with you soon.

Yours sincerely,

Sam Valentine
Mercy Shield Coordinator

Jim Brennan
Principal

29 Duke St, PO Box 41
Roma Q 4455
P: 07 4622 1842
F: 07 4622 3736
roma@twb.catholic.edu.au
www.roma.catholic.edu.au

Future in Faith

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 10 February 2021

Item Number: 13.11

File Number: D21/11121

SUBJECT HEADING: Maranoa Employment Expo

Classification: Open Access

Officer's Title: Regional Events Attraction / Local Development

Executive Summary:

The BEST 'Bringing Employers and Schools Together' Group – a collaboration between Government departments, private employers and community organisations, is coordinating the 2021 Maranoa Employment Expo and Council's support has been requested.

The 2021 Maranoa Employment Expo will consist of a free one-day exhibition to be held at Bassett Park on Wednesday, 19 May 2021. The Expo will incorporate a variety of exhibitors showcasing a range of opportunities for training and employment in the region. Exhibitors will include local businesses and industries, as well as universities and the Australian Defence Force.

It is requested that fees for Bassett Park be waived and Council consider sponsoring the event as an exhibitor.

It is recommended that Council supports the 2021 Maranoa Employment Expo via in-kind assistance, sponsorship and support in planning the event as a committee member.

Officer's Recommendation:

That Council:

1. Waive the fees associated with the hire of Bassett Park facility for the Maranoa Employment Expo to be held on Wednesday, 19 May 2021.
2. Assist with setting-up and packing-down tables and chairs for the event.
3. Request Council be a Gold Sponsor for the event and host an interactive and engaging exhibition at the Maranoa Employment Expo.
4. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Major) budget GL 2887.2248.2001
5. Allocate the cost of sponsorship to the Roma LDO budget WO 14825.2539.2001

Individuals or Organisations to which the report applies:

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

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

- The BEST Group
- Local Businesses
- Schools across the region
- Universities
- Australia Defense Force

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
BEST	Bringing Employers and Schools Together

Context:

Why is the matter coming before Council?

The Maranoa Employment Expo is an initiative of the BEST 'Bringing Employers & Schools Together' Group – a collaboration between Government departments, private employers and community organisations.

The BEST Group was formed in 2012 and through the Marana Employment Expo, aims to:

- Build cooperative, productive relationships between schools and industries / business.
- Increase knowledge of careers and career pathways including an understanding of workplace expectations and culture.
- Collaborate with industry, schools and stakeholders to identify, develop and promote career pathways and local employment opportunities and projects.
- Provide learning and workplace-relevant skills development opportunities.

The Maranoa Employment Expo has since taken place annually between 2012 to 2015.

Current committee members of The Best Group include representatives from:

- Golden West Apprenticeships
- Origin
- Santos
- TAFE
- Department of Small Business and Training (DESBT)
- CUC Maranoa
- Roma State College
- St Johns School
- Maranoa Regional Council

In 2021, the Maranoa Employment Expo will consist of a one-day exhibition free to all attendees.

Targeted at students from years 10 to 12 as well as mature aged job seekers, it is anticipated the 2021 Maranoa Employment Expo will see over 500 participants from around the region attend.

To be held at Bassett Park in the Wool Hall / Marquee area and adjoining grassed area, the Expo will incorporate a variety of exhibitors showcasing a range of opportunities for training and employment in the region. Exhibitors will include local businesses and industries, as well as universities and the Australian Defence Force.

Exhibitors are welcomed to:

- Provide working displays of equipment and products.
- Offer giveaways, competitions and sample bags to students and jobseekers.

At the time of the report, prospect exhibitors have been provided tiered sponsorship options which is as follows:

- Gold Sponsors \$750
 - Provided 6m x 3m space with tables and chairs
 - Opportunity for presentation (10min) during each session
 - Opportunity to offer 'hands on' activity
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Silver Sponsorship \$500
 - Provided 6m x 3m space with tables and chairs
 - Opportunity to offer 'hands on' activity
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Bronze Sponsorship \$250
 - Provided 3m x 3m space with tables and chairs
 - Marketing paragraph & logo in PowerPoint presentation displayed on digital screens during the Expo
- Exhibitor Only \$100
 - Provided 3m x 3m space with tables and chairs

Exhibitors will set up on Tuesday, 18 May and pack down on Thursday 20, May 2021 with exhibition to run all-day on Wednesday, 19 May 2021.

Students will be transported to Bassett Park in groups during scheduled intervals to allow attendees maximum exposure and access to exhibitors; with an allocated timeframe also scheduled for mature aged job seekers to attend.

Further details are yet to be determined as planning is still in progress.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council initially supported previous Maranoa Employment Expo's in 2012 and 2013, to the value of approximately \$7500 pa. At the time of this report, evidence to support Council's contribution in 2012 could not be verified, however, in 2013, The BEST Group, received a Community Grant for \$7506 for the Expo which was acquitted. The funds were allocated to:

- Booth Hire – Corporate AV,
- Advertising, and
- An Event Coordinator.

Subsequent to the first two events, the BEST committee requested \$7000 pa for the 2014, 2015 and 2016 events. Council resolved to support the 2014 and 2015 events; however, would not support the 2016 event as the incumbent Council did not want to bind the future Council to an agreement.

Resolution No. GM/12.2013/13

Moved Cr Flynn

Seconded Cr O'Neil

That Council approve financial support for the Maranoa Employment Expo totalling \$14,000 (\$7,000 per year for two years).

The Employment Expo did not go ahead in 2016 and has not been progressed until 2021.

A 2015 Market Analysis Report was produced to determine the interest of local businesses in participating in the Maranoa Employment Expo in 2015. Fifteen (15) local businesses and businesses operating in the Maranoa region agreed to participate in the market analysis exercise. In summary, the sampled businesses exhibited support for the Maranoa Employment Expo and associated career focused activities. There was a theme of positivity through the feedback regarding the community benefit from continuing the event. Concern was shown, however, regarding the price of exhibitor fee's and several businesses noted they would not be interested in participating in an event focused on recruitment due to the economic climate and decrease in workforce numbers at the time the 2015 Market Analysis Report was generated.

The feedback and survey results are being taken into consideration by The BEST Group in planning for the 2021 Maranoa Employment Expo.

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council's Community Grants & Non Financial Assistance Policy has the following guidelines regarding eligible community groups or organisations and activities:

4.1 Who is eligible?

Registered not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program.

Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region.

Eligible Applicants need to meet one (1) of the following eligibility criteria:

- Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or*
- Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or*
- Registered not- for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or*
- Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations.*

4.3 What is eligible?

Projects, activities and/or event that meet at least one of these grant categories:

- Community Development*
- Community Events*
- Culture & Heritage*
- Sport & Recreation*
- Environment*
- Economic Development*

Eligible activities and events will include, but are not restricted to:

- One off events and activities*

- *Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region*
- *Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities*
- *Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region*
- *Building and development application//inspections and/or water sewerage and gas connection fee waiver.*

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)

Noela Ward, Organisational Development and Human Resources Manager has been consulted regarding a Council site at the 2021 Maranoa Employment Expo. Noela was very supportive of the event and the opportunity to showcase the depth of opportunities and career pathways Council offers. Noela expressed, however, that a whole of council approach should be taken i.e., each Council Department needs to be actively involved in delivering Council's exhibition as an interactive and engaging display.

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

Council will lose income of \$1248 from the hire of Bassett Park Wool Hall and Marquee over the three days.

The costs associated with set-up assistance is \$250.

Gold Sponsorship is a cost of \$750.

Total costs to council are as below:

GL 2887.2248.2001	
Bassett Park Hire	1248.00
Set-up/Pack-down	250.00
WO 14825.2539.2001	

Gold Sponsorship	750.00
TOTAL	\$2248.00

Future Years' Budgets:

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

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)

Internal Departments of Council who are yet to be consulted, may have their operational plans impacted in order to accommodate a whole of council approach and interactive display at the Expo.

Additionally, there is a high expectation of key stakeholders in The BEST Group that Council be strongly engaged in the Expo planning and implementation.

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 not supporting the Expo	Without continued support from Maranoa Regional Council, the future of this event may be at risk.

Advice to Council:

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

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

It is recommended that Council supports the 2021 Maranoa Employment Expo via in-kind assistance, sponsorship and support in planning the event as a committee member.

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. Waive the fees associated with the hire of Bassett Park facility for the Maranoa Employment Expo to be held on Wednesday, 19 May 2021.
2. Assist with setting-up and packing-down tables and chairs for the event.

3. Request Council be a Gold Sponsor for the event and host an interactive and engaging exhibition at the Maranoa Employment Expo.
4. Allocate the costs associated with the hire of Bassett Park and set-up / pack-down assistance to the In kind Assistance (Major) budget GL 2887.2248.2001
5. Allocate the cost of sponsorship to the Roma LDO budget WO 14825.2539.2001

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

1	Maranoa Employment Expo 2021 - Letter of Request from The BEST Group	D21/11701
2	Maranoa Employment Expo 2021 - Sponsorship Expression of Interest	D21/11706
3	Maranoa Employment Expo - 2015 Market Research Report	D21/11708
4	Community Grant round 2 2012/13 Maranoa BEST Employment Expo	D13/12524
5	Community Grant Acquittal - Round 2 2012/2013 - Maranoa BEST (1/2)	D13/59011
6	Maranoa BEST Committee - Request for Financial Support (including budget and letters of support) - Maranoa Employment Expo (20 Nov 2013)	D13/58776

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



10 February 2021

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
Roma QLD 4455

Dear Ms Reitano,

Re: 2021 Maranoa Employment Expo

The Maranoa Employment Expo is an initiative of the BEST 'Bringing Employers & Schools Together' Group – a collaboration between Government departments, private employers, and community organisations.

The BEST Group was formed in 2012 and through the Maranoa Employment Expo, aims to:

- Build cooperative, productive relationships between schools and industries / business.

- Increase knowledge of careers and career pathways including an understanding of workplace expectations and culture.

- Collaborate with industry, schools and stakeholders to identify, develop and promote career pathways and local employment opportunities and projects.

- Provide learning and workplace-relevant skills development opportunities.

With the support of Council and other sponsors, The BEST Group has successfully taken place annually from 2012 to 2015.

In 2021, the Maranoa Employment Expo will consist of a one-day exhibition, free to all attendees.

Without continued support from Maranoa Regional Council, the future of this event may be at risk.

The BEST Group request Maranoa Regional Council waive fees associated with the hire of the Wool Hall and Marquee area Bassett Park, or in the event of bad weather, the fees associated with hiring the Auditorium in the Roma Cultural Centre, for the Maranoa Employment Expo, to be held on Wednesday, 19 May 2021.

The BEST Group also request Maranoa Regional Council consider being an Exhibitor at the Expo in the form a Gold Sponsor. A Sponsorship proposal is attached, for your consideration.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Lorinda Otto'.

Lorinda Otto
On behalf of The BEST Group



Dear Exhibitor

The Maranoa Employment Expo is an initiative of the BEST 'Bringing Employers & Schools Together' committee. The BEST committee is a collaboration between Government departments, private employers and community organisations.

By exhibiting at the Maranoa Employment Expo, you will benefit from marketing to over 500 Year 9 to Year 12 high school students & mature aged job seekers from across the Maranoa region.

The Maranoa Employment Expo provides you the platform to:

- Build awareness of your products/service and relationships between schools and industries/businesses
- Develop one-on-one relationships with potential employees including an understanding of workplace expectations and culture
- Build relationships with other organisations & local businesses who will also be exhibiting on the day
- Reduce recruitment costs and address current and future skill shortages
- Highlight your business and career opportunities to students & job seekers

As an exhibitor, you are welcome to:

- Provide working displays of equipment and products used in your industry to our Gold & Silver sponsors
- Offer giveaways, competitions and sample bags to students & jobseekers
- Use any appropriate resources you need to make your display as striking as possible

Site Information

Gold Sponsors

\$750

- Provided with 6m x 3m cubicle with tables & chairs
- Opportunity for presentation (10min) during every session (school bus arrival)
- Offered a "hands on" activity
- Marketing paragraph & logo in PowerPoint presentation displayed on screens during expo

Silver Sponsors

\$500

- Provided with 6m x 3m cubicle with tables & chairs
- Marketing paragraph & logo in PowerPoint presentation displayed on screens during expo
- Offered a "hands on" activity

Bronze Sponsors

\$250

- Provided with 3m x 3m cubicle with tables & chairs
- Marketing paragraph & logo in PowerPoint presentation displayed on screens during expo

Exhibitor only

\$100

- Provided with 3m x 3m cubicle with tables & chairs

Exhibitor Expression of Interest

Company Name: _____

ABN: _____

Address: _____

Contact Name: _____

Ph: _____ Mobile: _____

Email: _____

Site/Sponsorship Type: _____

I strongly encourage your support to make this an annual success

Please return Expressions of Interest to Lorinda Otto via

Email: lorinda.otto@desbt.qld.gov.au

Any queries, please call Lorinda 0476 824 011

MARANOA EMPLOYMENT EXPO 2015 MARKET ANALYSIS REPORT

THE RESULTS OF A MARKET ANALYSIS
EXERCISE DETERMINING THE INTEREST
OF LOCAL BUSINESSES IN PARTICIPATING
IN THE MARANOA EMPLOYMENT EXPO

This market analysis and subsequent report has been commissioned by the Bringing Employers and Schools Together (BEST) Committee and has been completed by Rebecca Girle.

MARANOA EMPLOYMENT EXPO

2015 MARKET ANALYSIS REPORT

OVERVIEW

The Brining Employers and Schools Together (BEST) Committee has commissioned this piece of work to determine the interest of local businesses in participating in the Maranoa Employment Expo in 2015. The result of the market analysis will inform the BEST Committee on whether it is feasible to continue with the event in its current format.

Fifteen (15) local businesses and businesses operating in the Maranoa region agreed to participate in the market analysis exercise. This sample section of businesses represented the hospitality, training, health, retail, trades, resources and construction industries. Eleven (11) from the fifteen (15) businesses had previously been involved in the Maranoa Employment Expo. An overview of businesses responses has been attached in Appendix 2.

The majority of businesses were interviewed over the phone, some chose to provide their comments via email after a list of the questions had been supplied; consultations were recorded and have been attached in Appendix 3.

The responses by businesses to the survey questions have been carefully considered and recommendations have been provided at the end of the report.

SUMMARY

The sampled businesses exhibited support for the Maranoa Employment Expo and associated career focused activities. There is a theme of positivity through the feedback regarding the community benefit from continuing this event. There is support for a different style of event focused on career pathways and all of businesses are willing to participate in this activity.

The 2014 exhibitor fee of \$400 was considered to be too expensive and in some cases the 2013 exhibitor fee of \$250 was deemed too expensive - generally businesses would be motivated to attend if there was a lower fee or no charge. Some businesses recorded a willingness to pay a fee to contribute to the running costs of the activity. Sponsorship at the current level of \$500-\$2000 is not supported.

Due to the current economic climate the response tends toward a career pathway focused activity for school leavers rather than an event that promotes job vacancies. Several businesses noted that they would not be interested in participating in an event focused on recruitment as they are currently decreasing their workforce and it wouldn't be appropriate.

67% of the businesses surveyed would participate in the Employment Expo in its current format

36% of businesses that responded would sponsor the event at the current rate of \$500-\$2000

100% of businesses that responded would support an alternate careers and training focused activity in 2015

LIMITATIONS

It is important to note that neither job seekers nor general community have been engaged with as part of this market analysis exercise, therefore it is difficult to understand the need for an activity that promotes current employment opportunities within the region. There is anecdotal evidence to support the logic that currently the greatest community need is an initiative to promote local job opportunities to locally based job seekers who may have been directly or indirectly affected by the downturn of the CSG industry in the local area. There may be an opportunity for the BEST Committee or an associate to respond to this potential need.

Schools have also not been engaged with and therefore it remains unseen as to whether there will be support for an activity focused around school leavers. It could be presumed that the local schools will support an activity to a similar level to which they have supported the Maranoa Employment Expo in the previous 3 years.

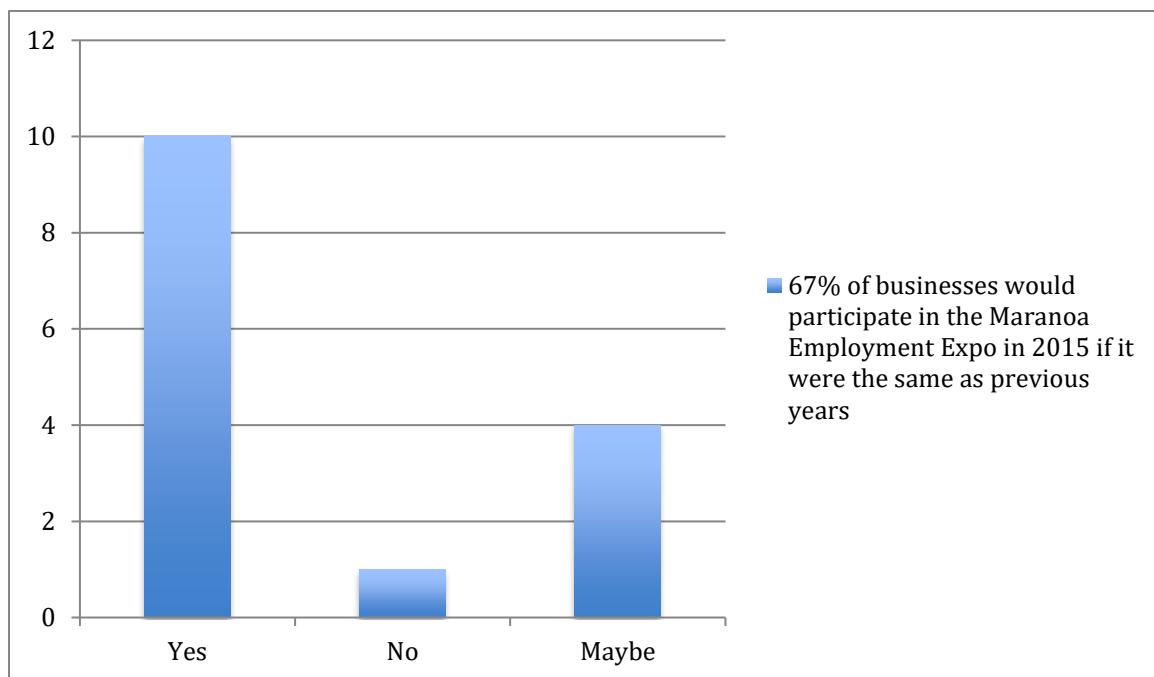
RESULTS

The participating businesses were approached with the same series of questions to ensure consistency of the sample data. Questions were derived from the Project Scope document provided by the BEST Committee (Appendix 1) the requested information would allow an informed decision to be made about the format of the 2015 Maranoa Employment Expo. The results from the business consultations has been summarised below – full consultation records have been included in Appendix 3.

Enquiry

Would businesses participate in the Maranoa Employment Expo in the current event format?
--

Response



Yes – 10

No – 1

Maybe – 4

Notable comments:

- We had a positive experience last year. It was good to promote Woolworths employment opportunities and do something proactive in the community.
- The link with the community is important – provides indirect benefits. (Western Star)

Enquiry

Why haven't businesses participated in the past?

Response

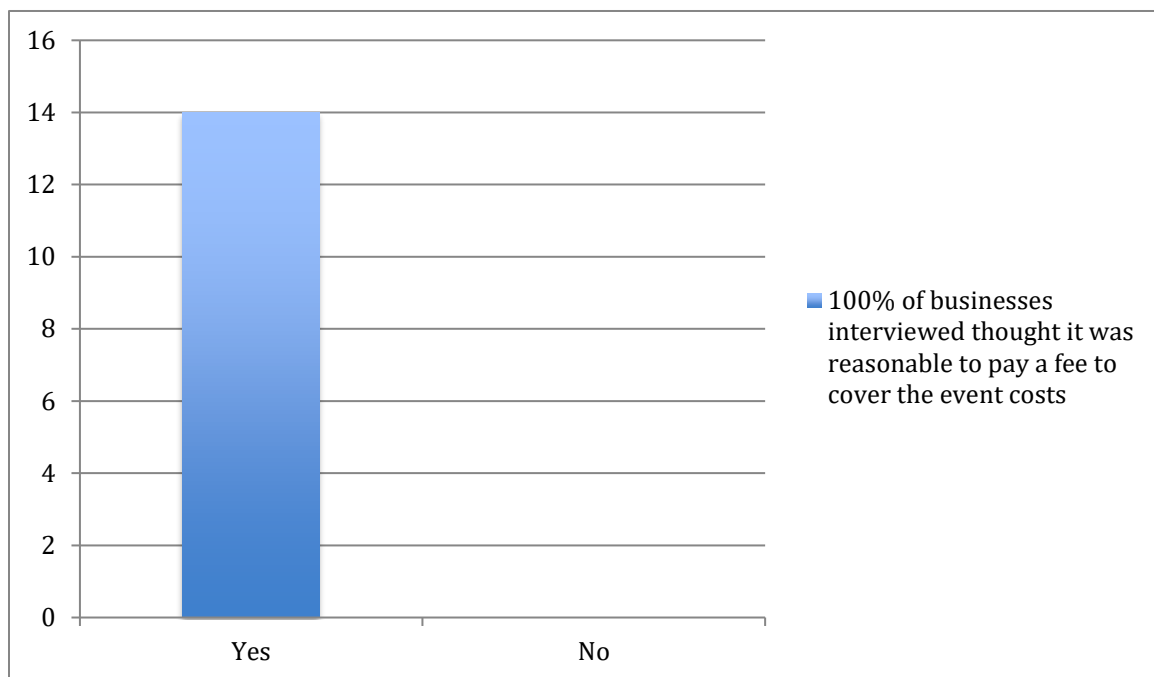
Reasoning:

- Staff resourcing presents an issue - don't have appropriate staff member to attend / don't have enough staff members to man the stall for the day.
- Didn't know about it.
- Have had other methods of recruiting.
- Didn't have local position vacancies to promote.

Enquiry

Is it reasonable to pay to participate?

Response



Yes – 14

No – 0

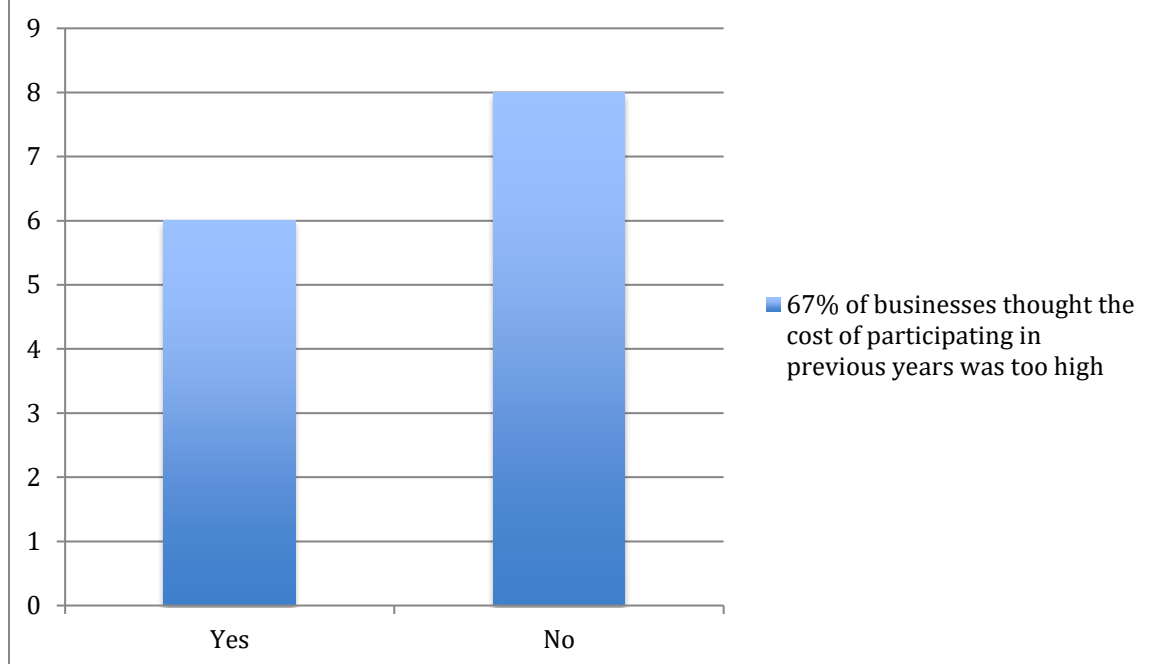
Notable comments:

- Appreciate a good stall set up and venue – happy to assist with associated costs.
- It is reasonable to have to pay a fee to be involved as there would be costs related to running the event, however we need to consider whether our participation is good value for money.
- Our business doesn't make any money from being involved in the expo, students are not generally clients we can market our service to (their parents are), though we believe it is something we should be at to be seen to supporting the community and promoting career pathways.
- There are lots of costs associated with us attending the event, particularly the time of our professionals attending the event – it is important for the students/job seekers have the opportunity to speak with physiotherapists, dieticians, exercise physiologists, speech pathologists and occupational therapists.

Enquiry

Were past exhibitor fees reasonable?

Response



Yes – 6

No - 8

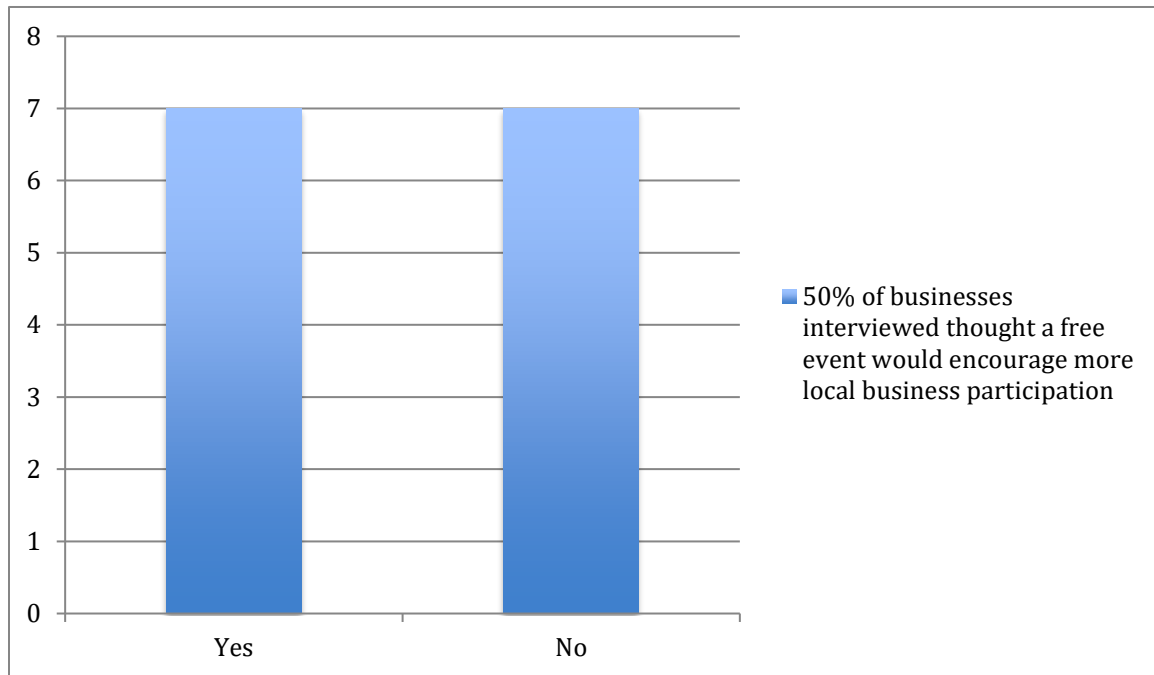
Notable comments:

- \$250 or less more reasonable - \$150 suggested by a local business.
- \$400 is far too expensive for local business with minimal budgets.
- Far too expensive. A price at this level will cut some businesses out immediately, last year we participated because we had been involved in the other expos in our region and felt we needed to be there. I didn't feel that I got \$400 worth of business from the event. (Busy at Work)
- Price comparison - Roma is the second most expensive Expo in the region behind Toowoomba. Costs are: Pitsworth – free to exhibit; Stanthorpe - free to exhibit; Dalby – free to exhibit and \$400 for major sponsorship (2 major sponsors which covers the \$800 venue hire); Toowoomba - \$1200 to exhibit. (Busy at Work)
- \$400 sounds reasonable. TAFE has recently been getting sites at shopping centres and they are more expensive than this.
- \$400, seems to be too expensive for local businesses, though if the business is recruiting attendance at the Expo would be valuable and a higher cost could be justified.
- Would suggest looking at the cost of advertising in the local paper and use this a base cost for an expo booth.
- Might depend on the amount of people through the door and the businesses return - would be good to present stats from 2014 event to prospective exhibitors/sponsors.

Enquiry

If the event were free would businesses be motivated to participate?

Response



Yes – 7

No - 7

Notable comments:

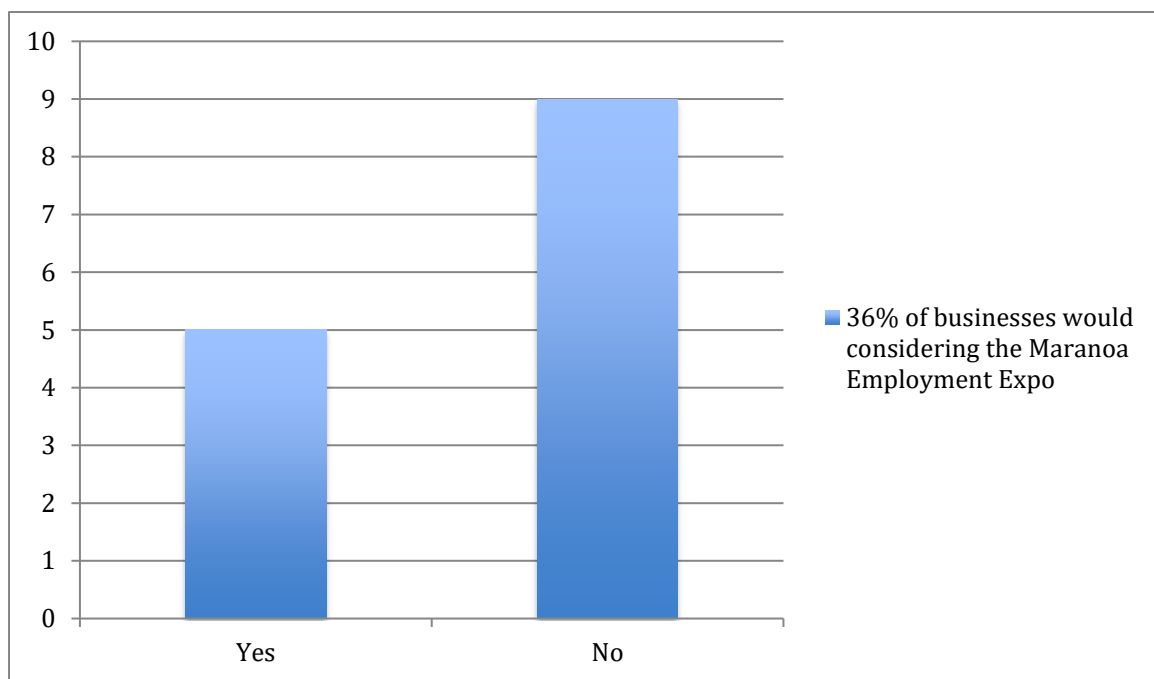
- No, I think businesses need to contribute something to ensure there is a perceived value for attendance. If businesses see attending the Expo as a valuable activity they will make the effort to be there no matter the cost.
- Not necessarily, happy to pay a reasonable fee to cover the costs of the event.
- This could attract more local business.
- Suggest offering exclusively to local business – would need to be done via personal approach to have good effect (phone conversations or face to face).
- I believe that Council would attend regardless of the attendance fee, as Council would see this as a significant community event that requires support. (Please note that this decision would be subject to a Council resolution at a General Meeting.)
- If it is a Council driven event and there is a low fee or no fee, it shows that Council is taking the current situation very seriously – it would make it easy for job seekers if there were many different employers in the one location.
- Yes. Suggest having a nominal fee to cover costs. Could subsidise local businesses. A low fee or no fee wouldn't restrict any businesses financially.
- Would like to think that making the event free would entice more local businesses, however from previous experience in Roma it won't matter. The businesses won't value the opportunity if it is free.
- Yes! It is a cost to business to attend – staff member time, samples to give away, etc – any reduction in fee would be appreciated.

Enquiry
What would be businesses main reasons for attendance?
Response
<ul style="list-style-type: none">• Recruitment of school leavers for employment after completion of schooling.• To have a presence.• Promotion and awareness of our business.• To educate school leavers about local career opportunities and encourage them to stay local or come back to the community.• We aren't able to recruit school leavers for our professional/technical roles, however this opportunity to engage with them could motivate them to do their study and come back to the community.• General community engagement – people will approach us at these events to ask general questions they might not have bothered to come into the office to find out.• Promote the courses available locally. (TAFE Roma)• Promotion of student placements and graduate programs.• Be recognised as an employer of choice.• To educate school students about the GLNG Project.• The 2014 event was combined with an ATSI Employment Session that we sponsored, this was an important event as it allowed us to undertake Aboriginal Engagement, which a key initiative of our Social Impact Management Plan. (Santos GLNG)• Educate job seekers on where to look for our job vacancies.• Promote our apprenticeship /traineeship opportunities.• Pick up resumes and reverse market them back to the local businesses. (Golden West)

Enquiry

Would businesses consider sponsoring the event at the current rate of \$500-\$2000?

Response



Yes – 5

No - 9

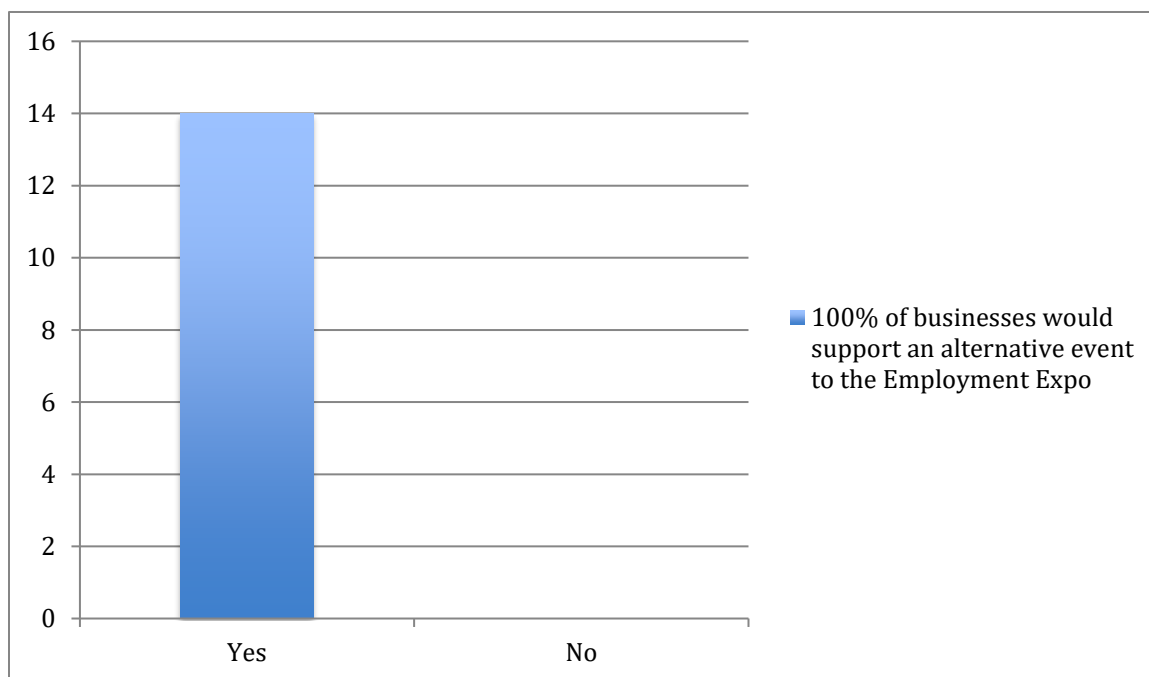
Notable comments:

- The sponsorship amounts are too expensive for us to consider. We would contribute to something if there was a valuable tangible return.
- Yes, Santos GLNG would participate as a sponsor, however would need to ensure that the sponsorship package is value for money
- Would advise that the committee move away from the corporate style sponsorship packages and make it more of a grass roots event. This would allow all participants to feel that they are on equal playing field.
- The value/return wasn't there – wouldn't sponsor again.
- FKG may consider a minimal sponsorship package (if the focus of the event aligned with their current needs).
- Wouldn't consider if more than \$400, though more than happy not to be a sponsor. However would like to be part of the passport/booklet and happy to pay for this extra benefit. In 2014 we paid our \$400 for the site and requested to pay extra in order to be in the passport/booklet but were told we couldn't unless we were a major sponsor at \$1000 – couldn't justify this cost. (Busy at Work)

Enquiry

Would businesses support an alternate event/activity in lieu of the Maranoa Employment Expo in 2015?

Response



Yes – 14

No - 0

Notable comments:

- Would be happy take students for a tour of the Feedlot. Already take TAFE students regularly. (Australian Country Choice)
- Thought the panel discussion in the ATSI Employment Session in 2014 was excellent! This worked particularly well with the health/wellbeing panel – there was Preston Campbell from sport, Fiona Flanders with cooking and sport, Mahinda head Chef from BC's, myself from allied health and Leah Wyman from Aboriginal health. (Vital Health)
- Happy to take group of school students through. Already do this with the St Johns retail/commercial class. (Woolworths)
- Roma Western Star will take a group of students for an office tour and arrange a staff member to speak.
- Some businesses may be put off by this concept due to the risk of having non inducted/insured persons at their workplace, however legally a volunteer going into a workplace is responsible for themselves - should reassure businesses of this.
- Would imagine that we would be able to take the students on a tour of TAFE.
- For privacy reasons, the areas students could be shown in the hospital would be limited and therefore may not be beneficial to attend/have tour of this workplace. If students are genuinely interested in certain pathways, eg, physio, dental, midwifery, etc, we could definitely organise a session (1-2 hours) in our training room, where various presenters come and talk to the group and discuss their role/answer questions. (South West Hospital and Health Service)

- There are some areas that the current Expo does not cover which would be useful to deliver:
 - Practical workshops for school leavers – resume writing, interview techniques, a realistic look at what a job might involve for a school leaver (eg, you might be sweeping the floor or doing photocopying).
 - Give jobseekers a realistic understanding of local industries and job opportunities.
- We would like to see the Expo take a different format. The ATSI Employment session worked really well in 2014, perhaps a format like this would be good for all students. (Santos GLNG)
- We have encouraged workplace tours with Roma State College in the past. (Roma Glass & Aluminium)
- Council has indicated that they would support a field trip style event if the business community failed to support the traditional trade-show style event. (Maranoa Regional Council)
- Yes – fantastic. WHS might be an issue with some businesses. Students will get more from the experience if they can try rather than just look.
- Golden West can deliver presentations on resume writing and interview techniques.
- Try a trade type of event for the expo would work well, especially if the attendees could build something, get hands on with engines, give a headblock doll a blow dry, etc. Have someone talk about that trade – a snapshot.
- Would be better than a trade show for FKG.
- Believe that the expo would work both ways – as a trade show and as a work readiness activity. Dalby has gone away from the exhibition format and towards conference style event with ready for work lectures and problem solving activities. In Dalby these used to be separate activities – Expo for school leavers and job seekers; and conference sessions for school leavers.
- Busy at Work can assist with the event by presenting some information/running activities.
- Currently have 3 x first year apprentices, they may be able to speak to the school leavers about their roles to give them a realistic view of what the first year out is like. (Black Trucks)

Enquiry

Are businesses experiencing difficulties recruiting? Particularly recruiting suitably skilled people locally.

Response

- It was an issue, though due to the gas downturn the past 6 months we have had about 60 job enquiries per week. (Woolworths).
- Recruitment is an issue, however the situation has changed a lot in the past 6 months, was much worse during the time the CSG industry was in full swing due to the wage expectations and competition with mining companies who hire onsite allied health professionals. There is much more interest in our job vacancies now, we are getting 3 or 4 good applicants for long term clinical positions rather than waiting for 2 years to find someone who is keen for a long term position. (Vital Health)
- Liveability has been a huge issue with attracting clinicians. (Vital Health)
- We are rarely able to recruit clinicians locally due to the level of expertise and training required. (Vital Health)
- Recruitment is an ongoing issue. Always try to recruit locally, sometimes not possible. (Western Star)

- Generally suitably qualified candidates can be attracted locally; however some specialised technical roles are difficult to recruit locally. It is important for universities / training institutions and local business to be present at the Expo for this reason – to allow local students to see the local opportunities that are available and then find out the training they require to be a suitable applicant. (Santos GLNG)
- Recruitment isn't an issue however it is difficult to find local people with necessary skills for some of the technical roles. These are not the sort of roles that we can wait until a suitably skilled person comes along or can't take the time to upskill. Origin is very supportive of getting locally based staff. From the business perspective it costs an additional \$90,000 to keep on a FIFO worker than a locally based employee. (Origin APLNG)
- Considering the current market conditions I believe that it is easier for Council to recruit and retain suitable staff, as opposed to 2-3 years ago. (This comment was provided by Ryan Gittins and may not necessarily reflect the opinion of the elected members of Council.) (Maranoa Regional Council)
- This year recruitment hasn't been an issue, previous to this year it was a big issue as we were competing with the gas industry. (Black Trucks)
- Would very much like to have a staff member based in Roma. Currently the Roma area is serviced by someone from Toowoomba. The issue is that the person in that role would need to do approx 1000km per week – this often puts candidates off as well as the remote location. (Busy at Work)

Enquiry

What are the workforce training needs of local businesses?

Response

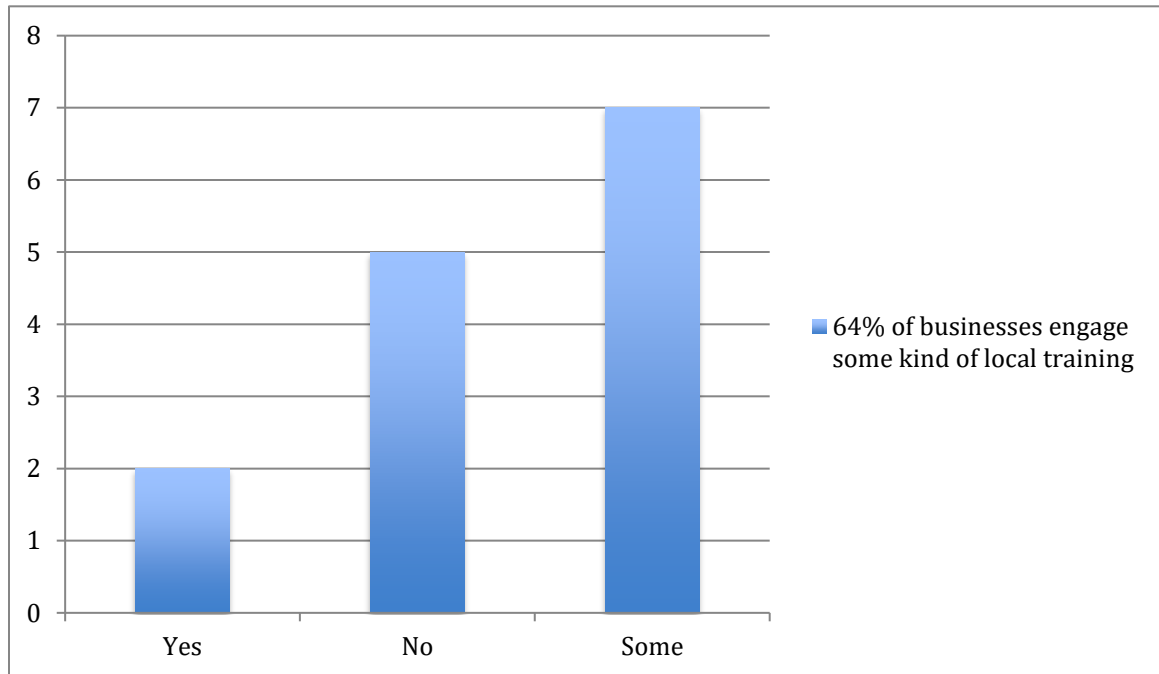
- Chemical handling
- First aid
- Stock handling
- Working at heights
- Horse handling
- Sales training
- Management courses
- Specialised training for different machines (Black Trucks)
- TAFE component of mechanical apprentice course
- White Card
- Blue Card
- Q Fever Card/shot
- Cert 4 in Career Advising and Employment (not mandatory)
- Training on computer systems
- Diesel fitter/mechanics
- Traineeships
- Internal process and procedures
- Paperwork and legislation
- Conflict resolution
- Networking

- Customer service
- WHS
- First Aid
- 4WD Driver training
- Fire warden training
- Operational training for field staff.
- Glazier Apprentice
- Cert 4 in Sales Training
- WHS - Risk Management
- Journalists undertake training, workshops, etc, career development.
- General customer service
- Mentoring
- Knife skills
- Food safety supervision
- High level technology training – Excel, One Drive, Word, Powerpoint, etc.
- Defensive driving for country areas
- Industry specific training/upskilling
- Council has a very large range of training needs considering they have office based specialised professionals, saleyards, airports, operational, libraries, etc
- Basic industry standards need to be taught – cleaning for medical industry, business ethics, etc – training that would upskill local businesses.

Enquiry

Are training needs being satisfied locally? If not why?

Response



Yes – 2

No – 5

Some – 7

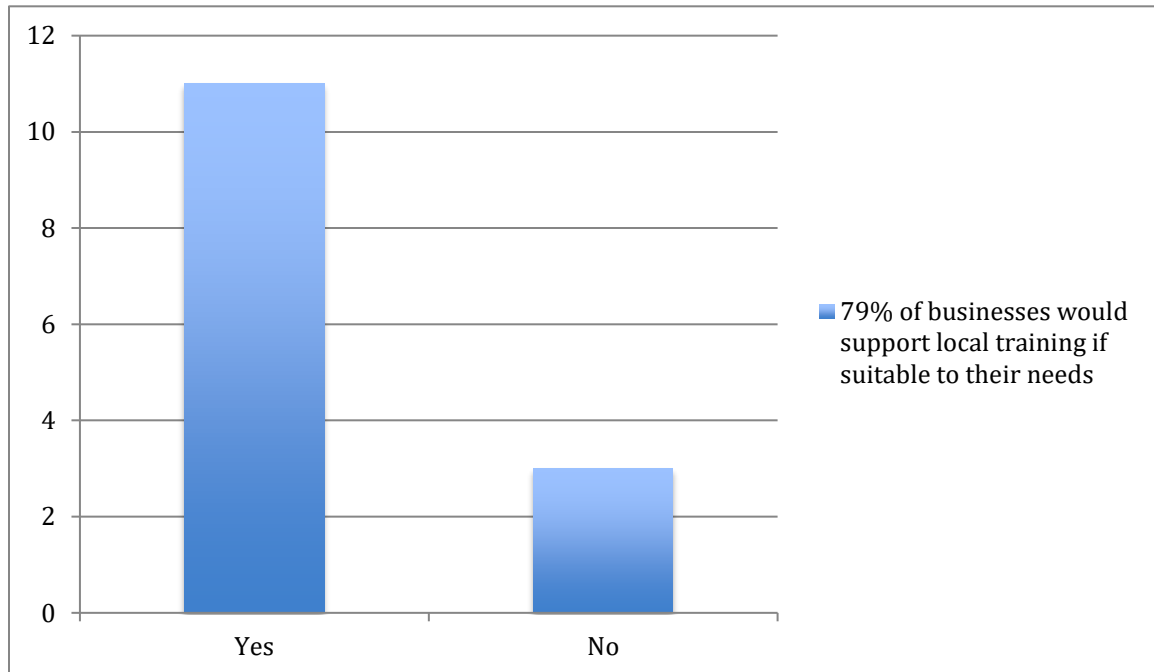
Reasoning:

- Training not available locally.
- Provide in house or online training as an alternative.
- Prefer to send staff away to a larger office location for team building.
- More cost effective to send a staff member away than bring a trainer out.
- Staff member wants to go away or fits in with a personal commitment.

Enquiry

If suitable training courses could be provided locally would businesses utilise?

Response



Yes – 11

No – 3

Notable Comments:

- It would be really good if the TAFE component of the mechanical training could be delivered locally. Generally the apprentices go away for 2-3 weeks TAFE which is a big cost to them and to the business.
- Origin has recently built the Regional Learning Centre – a centralised training facility for Origin internal staff members – this is in Miles and will provide training to all staff members in the region.
- Obviously the local training cost would need to be cheaper than paying for training and travel.
- If skills can be built locally then people will stay local. It gives them the opportunity to upskill and progress their careers without having to go to the cities
- Need to make sure that training currently provided locally stays even with the decline of the CSG industry – particularly first aid and driver training.

Enquiry
Other comments
Response
<ul style="list-style-type: none"> • Would like to see more in the community to recognise the supporters/exhibitors. I feel like the general community wouldn't know which businesses were involved in the expo. • Need to get more people involved with the event – always the same people! • Need more local businesses to get on board. • Grabbing of merchandise is an issue with an expo event – would get a better result with a hands on activity. • Don't agree that 'snatch and grab' of merchandise is a bad thing because the students will look at the info when they get home and their parents will often find it and create discussion. • <u>Dalby Expo Format</u> - Dalby expo has evolved over the years. Currently it is made up of 2 sessions, training provider stands and organising committee stands. There is an understanding between local business that if they come to at least one organising committee meeting they are welcome to have a booth at the expo. 2 sessions are: 'How do you get that job?' and 'How do you keep that job?'. 'How do you get that job?' covers off on how to present yourself, what training, where is training available – facilitated by Golden West, Busy at Work, DETE. 'How do you keep that job?' last year was facilitated by 2 local businessmen, the CEO of engineering firm and Manager of Big W, both men were around 30 and very engaging speakers – covered topics like what they looked for in employees and attitudes. Sessions ran for 30-45mins each. • Would advise the committee to consider the target market for the event and focus on their needs. Last years event was open to the public and schools, yet felt that the exhibitors were mainly focused on the school leavers. This year it may be better to focus on recruitment due to the number of people who are in need of employment due to the recent decline of CSG activity. Suggest getting in touch with the local employment agencies to find out the skill set of the people who are looking for work and try to bring in the businesses requiring these skills. • Employment Expo works well when there are tangible takeaways for people – businesses accepting resumes or employment agencies signing people up on the day. • Make sure that there is no double up from the STEM School program. • Suggest that each business who hosts a site tour address: job availability, training requirements and ways for students to explore their interest in the profession. • Several businesses requested to be advised about how they can get involved with an activity in 2015. • As a vendor, I believe schools need to improve their ownership over the expo and preparation of students. On the same note, students need to seek value themselves (ask questions rather than collecting merchandise). • The ATSI Employment session went well in 2014, would like to see more of this in 2015. It was hands on, we engaged a local chef, good facilitation by the Titans (Titans 4 Tomorrow Program) and the kids really got a lot from it. • Students were very interested in the knife skills sessions. • The biggest issue with the event is getting the schools and the small local businesses to value it. Believe that the people on the committee should have a vested interest in the moving forward of the event not just the same people who do it because it is good for the community. Do the schools have career advisers or guidance counsellors who could be involved? • Aware that TAFE Roma has an uncertain future – concerned about this – is there a way the Expo can support or promote TAFE? If the Roma campus closes there will be a lot of

students from this region and western areas who will not be able to afford to go elsewhere to study. Also the Roma high schools have a close connection with TAFE – the closure of the campus would disrupt the programs that are currently in place.

- The 2014 Expo was much more interactive, a better experience for us and presumably for attendees. The ATSI Employment Session was excellent, very well run, very inclusive of service providers for that demographic. A very good exercise to create linkages and relationships between service providers, local business, teachers and parents – was excited to be part of the organising committee.
- Teachers and parents need to drive the activity.
- It is important for this event or something similar to continue – local business needs it!
- It is important to try to keep the TAFE operational in our area as it services not only Roma but the western areas as well. Though TAFE needs to be proactive - engage with local businesses - phone business owners to find out what they want/need and then respond.
- Would be good to see some specific training catering to business needs on a local level.

RECOMMENDATION

It is recommended that the Employment Expo in its current format of an exhibition style event aimed at both job seekers and school leavers should not go ahead in 2015. It is recommended that the BEST Committee plan to organise the Maranoa Employment Expo in 2016 and continue the event every second year. By continuing the Maranoa Employment Expo on a biennial basis there are three main benefits:

1. The local high school students will be able to experience at least one occurrence of the event during their senior years.
2. The local business community won't fatigue and lose interest as quickly as they might with an annual event.
3. The BEST Committee Members will have enough time to organise valuable events tailored to the needs of the community.

It is recommended that the following options of alternate activities be considered for 2015:

- Partner with Golden West, Busy at Work and some key local business people to deliver career focused information sessions for school leavers.
- Engage with school leavers (year levels as recommended by the respective schools) to collect data on which industries they are considering pursuing. Utilising this data develop a schedule of workplace visits and discussions with professionals for the students.
- Engage with businesses operating in the Maranoa region to promote current employment opportunities to local job seekers through local channels – a jobs guide lift out/regular advertisement in the Western Star and/or a weekly employment segment on the local radio.

It is recommended that the decision made by the BEST Committee regarding the 2015 Maranoa Employment Expo be widely communicated to the community, primarily targeting local businesses. This strategic communication will give the BEST Committee an opportunity to invite businesses to be involved in an alternate activity in 2015 and encourage businesses to prepare for the 2016 Maranoa Employment Expo (dependent on the above recommendations being endorsed).

Appendix 1 – Scope of Work

Maranoa Employment EXPO

Scope of Work – Project Manager (2015)

The Bringing Employers & Schools Together (BEST) Committee requires the services of a suitably qualified individual to project manage the event from its inception. The 2015 expo is scheduled for 12 August 2015.

The scope of work for the event's management has been broken into two stages, as per below:

Stage 1 – Event Feasibility

The Best Committee would like to undertake a market analysis exercise, to ascertain the interest of the local business community to exhibit at the expo. The consultation period should involve a broad cross-section of local businesses in the hospitality, training, health, retail, trades, resources, and engineering/fabrication industries.

At the conclusion of the market analysis, the project manager will report to the Employment Expo subcommittee (in writing) and answer the following questions:

- Based on the previous experience of exhibiting at the Maranoa Employment Expo (if applicable), are businesses likely to exhibit at the 2015 expo?
 - If not, why? (please quantify numbers)
 - If yes, why? (please quantify numbers)
- If a business hasn't exhibited at the expo, what has stopped/is stopping them?
- Are businesses willing to pay an exhibition fee for the event, to cover the marketing and fit-out expenses for the event? (please quantify number of businesses willing to pay fees)
 - Traditionally, a fee of \$250 has been charged for attendance at the expo. Is this still acceptable considering market conditions?
 - If not, what is a fee that is acceptable to the business community?
- If the event was free, would there be more support from the business community to exhibit at the event, considering the response to the above question? (please quantify interest)
- Are businesses willing to sponsor the event? Sponsorship packages (and deliverables) will be negotiated and range from \$500 to \$2,000 (please quantify)
- Is the event still required from the perspective of businesses? Are they still encountering problems attracting suitably skilled staff?

The BEST Committee will offer a remuneration package for Stage 1, equal to 20 hours of work at \$50/hour (maximum payment of \$1,000).

Stage 2 – Event Management (TBC)

Pending the results of stage 1, the BEST committee may decide to proceed to Stage 2 – Event Management. It is anticipated that the scope of work may include:

- Marketing activities
- Liaison with school's representative, to confirm timetable for school attendance at event
- Liaison with event suppliers (fit-out)
- Develop and promulgate exhibitor information pack
- Develop and promulgate sponsorship package
- Administration related to exhibitor & sponsorship packages (exhibitor and sponsor payment etc.)
- Development of event schedule
- Event management

The remuneration package for Stage 2 will be confirmed, following the completion of Stage 1. It is not yet confirmed that the expo will proceed to Stage 2.

Appendix 2 –Overview of Business Responses

Maranoa Employment Expo – Overview of Business Responses												
Business name	Contact person/s	Industry represented	Previous exhibitor	Exhibit in 2015?	Previous sponsor	Sponsor in 2015?	Support different format?	Willing to pay to exhibit?	Is fee of \$400 reasonable?	Would free event motivate you?	Workforce trained locally?	If training offered locally would you consider supporting?
Santos GLNG	Camille Johnson	Resources	Y	Y	Y	Y, if value for money	Y	Y	Y, for Santos, not for local business	N, a cost associates value	Some	Y
Maranoa Regional Council	Ryan Gittins and Ben Knight	Local Government / Trades	Y	Y	Y	Y, Council have resolved to support 2015 event	Y	Y	Y, imagine Council would support the event	N, imagine Council would participate regardless	Some	Y
TAFE QLD South West	Tammy Minchell and Fiona Flanders	Training / Hospitality	Y	Y	N	Y, would put forward for approval	Y	Y	Y	N, TAFE ok to pay, though suggest local business discount	Some	Y
Golden West	Russell Addison and Darren Smith	Training	Y	Y	Y	N	Y	Y	Y, ok for GW, though too expensive for local business	N	N	Y
Western Star / APN	Karin-ane King	Professional Service	Y	Y	Y	Y, in kind	Y	Y	Y, businesses should have to cover costs	N, don't think it would motivate other local business in Roma, the community is very difficult to engage	Some	Y
Busy at Work	Alison Welke	Training	Y	Y	N	N	Y, would work both ways	Y, to cover reasonable costs	N	N	N	N
Black Trucks	Rick Benham	Trade / Retail	N	Maybe, price dependant	N	N	Y	Y	N	Y	N	Y

South West Hospital and Health Service Workforce Development Unit	Elyse Absolon	Health	Y	Y	N	N	Y	Y	N	Y	Y	Y
FKG Group (includes FKG, Eziquip Hire and Diamantina Village)	Susan Barron	Construction / Hospitality / Engineering	Y	Maybe, dependant on focus	N	Y, would consider \$500 package	Y	Y	Y, on for FKG, though too expensive for local business	N	Some	Y
Woolworths	Heath Till	Retail	Y	Y	N	N	Y	Y	N	Y	N	N
Origin	Alistair Brown	Resources	Y	Maybe, dependant on focus	N	N	Y, good idea, unsure how Origin can contribute	Y	N	Y	Some	N
Australian Country Choice	Jim Titmarsh	Agriculture	N	Y	N	N	Y	Y	N	Y	Y	Y
Senex	Allan Waldron	Resources	N	N	N	n/a	N/A	n/a	n/a	n/a	n/a	n/a
Roma Glass and Aluminium	Hillary Turner	Trade / Construction	N	Maybe, price dependant	N	N	Y	Y	N	Y	N	Y
Vital Health	Jean Benham	Health	Y	Y	N	N	Y	Y, to cover reasonable costs	N, businesses incur costs to be involved	Y	Some	Y

10 yes out of 15 / 67%

5 y out of 14 responded / 36%

14 out of 14 responses / 100%

14y out of 14 responded / 100%

y6 out of 14 responded / 43% Yes

y7 out of 14 responded / 50%

Y 2, N 5, Some 7 - 50% try to train local if possible

Y 11, N3 - 79% Yes

Appendix 3 – Consultation Records (15)

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Australian Country Choice
Contact person	Jim Titmarsh
Method of contact	Phone
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes would consider involvement.	
<i>If have not previously exhibited, why is this?</i>	
Resourcing issues come into play – need to find a suitable Roma based person to attend as we currently are short on HR personnel. We do school visits and other recruitment activities – generally this is a head office activity.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Too expensive.	
<i>If the event were free would this entice your business to attend?</i>	
Yes	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Recruitment of school leavers.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No, too expensive.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>No, generally word of mouth and school visits are enough. Jobs are also advertised online and in the paper.</p> <p>TAFE Students do feedlot visits monthly.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i></p>
<p>Good idea. We could take a group for a tour of the Feedlot.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>External training needs: Chemical handling First aid Stock handling Working at heights Horse handling</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>Yes</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes – already do.</p>
<p><i>Do you have any other comments?</i></p>
<p>n/a</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business consultation record	
Business name	Black Trucks
Contact person	Rick Benham, Branch Manager
Method of contact	Phone 0475769075
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Would consider, depending on cost vs value.	
<i>If have not previously exhibited, why is this?</i>	
Didn't know that the opportunity was there – have only been in this role a reasonably short amount of time. Black Trucks have been in Roma only a few years.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
This is probably more than we would want to spend this year considering we are not hiring and wouldn't be getting a lot of return from being involved. It costs a business to send staff members to attend the event.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, wouldn't hesitate.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
To educate school leavers on the jobs that are available locally and the career pathways. Promotion and awareness of Black Trucks.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
This year recruitment hasn't been an issue, previous to this year it was a big issue as we were	

competing with the gas industry.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
It should be ok to have groups of school leavers tour the workplace, however WHS may be an issue with any hands on activities.
<i>Do you have any workforce training needs? If so, what areas?</i>
Yes. Sales training, management courses, specialised training for different machines, TAFE component of mechanical course.
<i>Are your staff currently trained locally? If not, why?</i>
No, generally they go away. Apprentices have to go away to TAFE.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Yes, though doubt the specialised training would be able to be offered locally. It would be really good if the TAFE component of the mechanical training could be delivered locally. Generally the apprentices go away for 2-3 weeks TAFE which is a big cost to them and to the business.
<i>Do you have any other comments?</i>
Currently have 3 x first year apprentices, they may be able to speak to the school leavers about their roles to give them a realistic view of what the first year out is like.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Busy At Work
Contact person	Alison Welke, Regional Manager
Method of contact	Phone 0409 700 742 / 4616 8900
Time of contact	17/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
<p>Far too expensive. A price at this level will cut some businesses out immediately, last year we participated because we had been involved in the other expos in our region and felt we needed to be there. I didn't feel that I got \$400 worth of business from the event. For example, Roma is the second most expensive Expo in the region behind Toowoomba. Costs are:</p> <p>Pitsworth – free to exhibit</p> <p>Stanthorpe - free to exhibit</p> <p>Dalby – free to exhibit and \$400 for major sponsorship (2 major sponsors which covers the \$800 venue hire)</p> <p>Toowoomba - \$1200 to exhibit – not participating in Toowoomba this year due to cost.</p>	
<i>If the event were free would this entice your business to attend?</i>	
Not necessarily. Happy to pay a reasonable fee to contribute to the cost of running the event.	
<i>What are your reasons for attending the event? (Recruitment, be seen as an employer of choice, etc)</i>	
To have a presence.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
Wouldn't consider if more than \$400, though more than happy not to be a sponsor. However would like to be part of the passport/booklet and happy to pay for this extra benefit. In 2014 we	

paid our \$400 for the site and requested to pay extra in order to be in the passport/booklet but were told we couldn't unless we were a major sponsor at \$1000 – couldn't justify this cost.
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Busy At Work would very much like to have a staff member based in Roma. Currently the Roma area is serviced by someone from Toowoomba. The issue is that the person in that role would need to do approx 1000km per week – this often puts candidates off as well as the remote location. The role also needs a very in depth knowledge of many different industries and therefore it does make it difficult to recruit locally.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
Believe that the expo would work both ways – as a trade show and as a work readiness activity. Dalby has gone away from the exhibition format and towards conference style event with ready for work lectures and problem solving activities. In Dalby these used to be separate activities – Expo for school leavers and job seekers; and conference sessions for school leavers.
<i>Do you have any workforce training needs? If so, what areas?</i>
Yes. White card, blue card, Q Fever Card/shot/Cert 4 in Career Advising and Employment (not mandatory). Other in house training on computer systems and the like.
<i>Are your staff currently trained locally? If not, why?</i>
No.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Probably not, generally all staff from branches get together in Brisbane for training or the Head Office on the Gold Coast. Induction training is completed at the Gold Coast. This creates an opportunity for team members to come together from different locations.
<i>Do you have any other comments?</i>
Busy at Work is an Australian Apprenticeship Centre - a free service. We are different to Golden West –not our core business to place apprentices and trainees but assist with paperwork and make sure businesses get the govt support for hosting apprentices and trainees. Because we are engaging with businesses we do hear about places available and sometimes do assist in placements if opportunities align. Busy at Work could assist with the event by presenting some information/running activities.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	FKG Group
Contact person	Susan Barron, Marketing Manager
Method of contact	Phone 4624 5800 / email susan.barron@fkg.com.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Maybe, dependant on the focus for the event. Would be inclined to be involved if it were around career pathways for school leavers.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
\$250 may be reasonable for local businesses. It seems on the expensive side, though might depend on the amount of people through the door and their return. Would be keen to see stats from 2014 event.	
<i>If the event were free would this entice your business to attend?</i>	
Wouldn't matter.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Education on career pathways. Career pathways for school leavers would be a current driver in the Roma areas for FKG Group as operations are declining in this area, however other projects across Queensland are recruiting. Previously in Roma there has been a recruitment focus.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
May consider a \$500 package.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>Not an issue in Roma at this point in time.</p> <p>There are currently career opportunities with Ezyquip Hire in Roma.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i></p>
<p>Would be better than a trade show for FKG. Focus on careers and long term industry employment as well as education/training needs.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>A range - operational and also internal. Diesel fitter/mechanics. Traineeships.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>A mix – on the job training. Internal accounting systems are trained in Toowoomba. Often it depends on how many people require training and where they are located.</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes, would consider supporting local if available. Obviously internal training would stay the same.</p>
<p><i>Do you have any other comments?</i></p>
<p>FKG Group includes: FKG, Diamantina Village and Ezyquip Hire.</p> <p>Would like more information on Sponsorship opportunities when available – email to susan.barron@fkg.com.au</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Golden West
Contact person	Darren Smith and Russell Addison
Method of contact	Phone 0428 889 028
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes, as a sponsor.	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Too expensive for local business.	
<i>If the event were free would this entice your business to attend?</i>	
This could attract more local business.	
This would need to be sold to local business by an invitation flyer to everyone and face to face encouragement.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Get the business name out there.	
Talk to students to get them interested in particular trades.	
Pick up resumes and reverse market them back to the local businesses.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
The value/return wasn't there – wouldn't sponsor again.	

Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
Yes – fantastic. WHS might be an issue with some businesses. Students will get more from the experience if they can try rather than just look.
Do you have any workforce training needs? If so, what areas?
Internal process and procedures, paperwork and legislation. Conflict resolution Networking
Are your staff currently trained locally? If not, why?
Office staff generally go to Toowoomba for training.
If these courses were able to be provided locally would you enrol your staff at a local training facility?
Would try to support local, though the majority of staff members have easy access to Toowoomba.
Do you have any other comments?
<p>RA – Need to get more people involved with the event – always the same people!</p> <p>Grabbing of merchandise is an issue with an expo event – would get a better result with a hands on activity.</p> <p>Try a trade type of event for the expo would work well, especially if the attendees could build something, get hands on with engines, give a headblock doll a blow dry, etc. Have someone talk about that trade – a snapshot.</p> <p>Would like to see more local business/employer engagement.</p> <p>Golden West can deliver presentations on resume writing and interview techniques.</p> <p>DS – Don't agree that 'snatch and grab' of merchandise is a bad thing because the students will look at the info when they get home and their parents will often find it and create discussion.</p> <p>Dalby expo has evolved over the years. Currently it is made up of 2 sessions, training provider</p>

stands and organising committee stands. There is an understanding between local business that if they come to at least one organising committee meeting they are welcome to have a booth at the expo. 2 sessions are: 'How do you get that job?' and 'How do you keep that job?'. 'How do you get that job?' covers off on how to present yourself, what training, where is training available – facilitated by Golden West, Busy at Work, DETE. 'How do you keep that job?' last year was facilitated by 2 local businessmen, the CEO of engineering firm and Manager of Big W, both men were around 30 and very engaging speakers – covered topics like what they looked for in employees and attitudes. Sessions ran for 30-45mins each. There is always the issue of getting parent permissions slips back. Always a good idea to have a committee member meeting students on arrival to explain the format. The key is getting school support.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Maranoa Regional Council
Contact person	Ryan Gittins and Ben Knight (training specific questions)
Method of contact	Phone 1300 007 662 and email ryan.gittins@maranoa.qld.gov.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
<p>RG – Council would exhibit this year as it would be a component of Council’s sponsorship package for the event.</p> <p>If Council were not a sponsor for the event, I would suggest that Council would most likely be a paying exhibitor, considering the community benefit of supporting events such as this. (Please note that this decision would be subject to a Council resolution at a General Meeting.)</p>	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250, is this reasonable? Indicate what you consider to be a reasonable fee.</i>	
<p>RG –I think this is a reasonable fee considering the expenses required to arrange a professional event such as this. It is cheap advertising for local businesses. (This is a personal opinion and doesn’t necessarily reflect the opinion of Council.)</p> <p>POST INTERVIEW NOTE: 2014 the exhibition price was \$400. Previous to this it was \$250.</p>	
<i>If the event were free would this entice your business to attend? Or do you think it would encourage local business to be involved?</i>	
<p>RG – I believe that Council would attend regardless of the attendance fee, as Council would see this as a significant community event that requires support. (Please note that this decision would be subject to a Council resolution at a General Meeting.)</p>	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, promote a career pathway, etc)</i>	
RG –It is a good opportunity to promote Council’s career paths to school leavers (and mature-age	

job seekers).
<i>Would you consider sponsoring the event? Previously sponsorship packages have ranged between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>RG – This decision would be dependent on the outcome of a Council resolution at the General Meeting.</p> <p>Council initially supported the events in 2012 and 2013, to the value of approximately \$7,500 pa. Subsequent to the first two events the BEST Committee requested \$7,000 pa for the 2014, 2015 and 2016 events. Council resolved to support the 2014 and 2015 events; however, would not support the 2016 event as the incumbent Council did not want to bind the future Council to an agreement (Local Government elections will take place in March 2016).</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
<p>RG – Considering the current market conditions I believe that it is easier for Council to recruit and retain suitable staff , as opposed to 2-3 years ago. (This is a personal opinion and doesn't necessarily reflect the opinion of Council.)</p>
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of these this research project. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration and/or workplace tour. What are your thoughts on this concept?</i>
<p>RG – Council has indicated that they would support a field trip style event if the business community failed to support the traditional trade-show style event. Council suggested that the field-trip event should not be considered until the market assessment has been completed, in order to gauge the support of the business community for the trade-show concept.</p> <p>Council said that the field-trip concept would exclude mature-age job seekers from the event and that school students wouldn't be exposed to a broad range of career paths that the trade-show event offers. For those reasons, Council suggested that alternative trade-show concepts should be considered (such as running the event every second year) before implementing the field-trip event.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
<p>BK - Council has training needs across a large area of disciplines – it is difficult to select a few. Council owns airports, saleyards, libraries, plant and many other buildings and grounds – associated training is required to look after all of these. Also office based training is required such as customer service, computer programs, etc.</p>
<i>Are your staff currently trained locally? If not, why?</i>
<p>BK - We try to train employees in Roma, however sometimes it is not viable. Often a trainer is brought out if there are enough employees requiring the training to make it viable – generally a group of 7 people are required. Otherwise it is more cost effective to send the employee away to</p>

undertake the training. Some in-house training is also delivered and this can be done locally or between different offices in the Maranoa region.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
BK - Yes, we would try to support local if the courses were available here.
<i>Do you have any other comments?</i>
<p>BK – Would advise the committee to consider the target market for the event and focus on their needs. Last years event was open to the public and schools, yet felt that the exhibitors were mainly focused on the school leavers. This year it may be better to focus on recruitment due to the number of people who are in need of employment due to the recent decline of CSG activity. Suggest getting in touch with the local employment agencies to find out the skill set of the people who are looking for work and try to bring in the businesses requiring these skills.</p> <p>Employment Expo works well when there are tangible takeaways for people – businesses accepting resumes or employment agencies signing people up on the day.</p> <p>Believe that the current Expo format (trade show) works well for school students – it gives a broad overview of businesses in the areas and good attendance from training organisations.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Origin Energy
Contact person	Alistair Brown
Method of contact	Phone 0467 767 661
Time of contact	22/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
I would put it up for consideration. (Maybe)	
<i>If have not previously exhibited, why is this?</i>	
Last year did not exhibit as there were no local positions to communicate and staff resourcing was an issue for the day.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
<p>Too expensive. Understand that the organising committee needs to cover the event expenses.</p> <p>If a business is looking for employees or if they were to experience a return on their investment then the cost would be worthwhile. If a business already has much interest in their job vacancies using their current methods of advertising then there may not be any gain for them by going to the expo.</p> <p>Would suggest looking at the cost of advertising in the local paper and use this a base cost for an expo booth.</p>	
<i>If the event were free would this entice your business to attend?</i>	
<p>Yes. Suggest having a nominal fee to cover costs. Could subsidise local businesses. A low fee or no fee wouldn't restrict any businesses financially.</p> <p>If it is a Council driven event and there is a low fee or no fee, it shows that Council is taking the current situation very seriously – it would make it easy for job seekers if there were many different employers in the one location.</p>	

<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>
<p>Good to have a presence even if don't have jobs available it is good to educate the jobseekers where to go to look for Origin jobs.</p> <p>Have recently started a weekly national job listing email that general public can sign up to, it is called Join us.</p> <p>Origin would also attend to be seen as an employer of choice.</p>
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>Would need to have a sponsorship request processed, however doubtful that it would be successful as there is a limited budget each year for community sponsorships and generally they are granted to groups and organisations that are most in need.</p> <p>I would advise that the committee move away from the corporate style sponsorship packages and make it more of a grass roots event. This would allow all participants to feel that they are on equal playing field.</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Recruitment isn't an issue however it is difficult to find local people with necessary skills for some of the technical roles. These are not the sort of roles that we can wait until a suitably skilled person comes along or can't take the time to upskill. Origin is very supportive of getting locally based staff. From the business perspective it costs an additional \$90,000 to keep on a FIFO worker than a locally based employee.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour. What are your thoughts on this concept?</i>
Origin has sponsored a Regional Learning Centre at Miles - it is expected that a Try a Trade program will start and students will receive training in the Regional Learning Centre. Would be good to take students through this facility but too far from Roma.
<i>Do you have any workforce training needs? If so, what areas?</i>
WHS, First Aid, 4WD Driver training, fire warden training and other operational training for field staff.
<i>Are your staff currently trained locally? If not, why?</i>

First aid, dependent on numbers. Origin has recently built the Regional Learning Centre – a centralised training facility for Origin internal staff members – this is in Miles and will provide training to all staff members in the region.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Would depend on supply and demand. Generally the Regional Learning Centre is where Origin staff go to be trained, however if there was a large group in Roma who needed training would consider a local arrangement.
<i>Do you have any other comments?</i>
<p>Make sure that there is no double up from the STEM School program.</p> <p>Suggest that each business who hosts a site tour address: job availability, training requirements and ways for students to explore their interest in the profession.</p> <p>Origin's Green Hands program may be useful to promote as part of the expo – the program takes people with professional backgrounds and trains them to be well site operators.</p> <p>Requested a proposal regarding the expo when committee decides on format for the event – this will allow the correct approvals to be sought.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Roma Glass and Aluminium
Contact person	Hillary Turner
Method of contact	Phone/email - assist@romaglass.com.au
Time of contact	19/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
n/a	
<i>If have not previously exhibited, why is this?</i>	
Fee was too expensive.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
\$150	
<i>If the event were free would this entice your business to attend?</i>	
Yes.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
To exhibit our organisation as a valid career path into the construction industry through apprenticeships and retailing.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
Yes	

<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>We have encouraged workplace tours organised by the Roma State College in the past.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>Glazier Apprentice</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>No, not offered at local TAFE</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes.</p>
<p><i>Do you have any other comments?</i></p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Santos GLNG
Contact person	Camille Johnson
Method of contact	Phone
Time of contact	12/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes. Have sponsored each Expo.	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would be involved again in some way. Would like to see more participation from local businesses.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Yes, though do not believe \$400 is a reasonable fee for a stall holder if a local small business. Though if the business is recruiting attendance at the Expo would be valuable and a higher cost could be justified.	
<i>If the event were free would this entice your business to attend?</i>	
No, I think businesses need to contribute something to ensure there is a perceived value for attendance. If businesses see attending the Expo as a valuable activity they will make the effort to be there no matter the cost.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
To be recognised locally as an employer of choice and to educate school students about the GLNG Project. The 2014 event was combined with an ATSI Employment Session that we sponsored, this was an important event as it allowed us to undertake Aboriginal Engagement, which a key initiative of our Social Impact Management Plan.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	

Yes, Santos GLNG would participate as a sponsor, however would need to ensure that the sponsorship package is value for money. If was recruiting it would be a good method and money well spent
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Recruitment is not an issue for Santos GLNG. Generally suitably qualified candidates can be attracted locally; however some specialised technical roles are difficult to recruit locally. It is important for universities / training institutions and local business to be present at the Expo for this reason – to allow local students to see the local opportunities that are available and then find out the training they require to be a suitable applicant.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
<p>We would be keen to see the Expo take a different format.</p> <p>There are some areas that the current Expo does not cover which would be useful to deliver:</p> <ul style="list-style-type: none"> • Practical workshops for school leavers – resume writing, interview techniques, a realistic look at what a job might involve for a school leaver (eg, you might be sweeping the floor or doing photocopying). • Give jobseekers a realistic understanding of local industries and job opportunities. <p>The ATSI Employment session worked really well in 2014, perhaps a format like this would be good for all students.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
Yes ongoing training needs –first aid and driver training – for new starters and refreshers. Other than these not a great deal of needs that can be delivered locally.
<i>Are your staff currently trained locally? If not, why?</i>
First aid and driver training are delivered locally.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Yes, however it would depend on whether training be delivered onsite or offsite and the cost. Obviously the local training cost would need to be cheaper than paying for training and travel.
<i>Do you have any other comments?</i>
As a vendor, I believe schools need to improve their ownership over the expo and preparation of

students. On the same note, students need to seek value themselves (ask questions rather than collecting merchandise).

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Senex Energy
Contact person	Allan Waldron
Method of contact	Phone/email - allan.waldron@senexenergy.com.au
Time of contact	21/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
No	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
n/a	
<i>If have not previously exhibited, why is this? Would you consider being involved in 2015?</i>	
No, however we would like to be contacted about activities in 2016 as Senex will have more of a presence in the Roma area then.	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
-	
<i>If the event were free would this entice your business to attend?</i>	
-	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
-	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
-	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	
-	

<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour. What are your thoughts on this concept? Do you have any other ideas?</i>
-
<i>Does your business have any workforce training needs for local staff? If so, what areas?</i>
-
<i>Are your staff currently trained in the Roma area? If not, why?</i>
-
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
-
<i>Do you have any other comments?</i>
-

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	South West Hospital and Health Service – Workforce Development Unit
Contact person	Elyse Anderson, Workforce Development Unit
Method of contact	Phone and email - elyse.absolon@health.qld.gov.au
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes. The SWHHS encourages students to complete their placements in our health service.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you could consider a reasonable fee.</i>	
Being invoiced a fee for the event is reasonable, however with a tight budget we would not be able to exceed approx \$250.	
<i>If the event were free would this entice your business to attend?</i>	
Yes.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, education on available career paths, etc)</i>	
Promoting working within our health service, including student placements for nursing and medical staff and recruitment into the graduate nurse program upon completion of university.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No, budget constraints would not allow for this.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

Recruitment is not an issue.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors as well as education and training providers, the organising committee is considering another approach to the event this year depending on the results of this research project. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration/workplace tour. What are your thoughts on this concept?</i>
For privacy reasons, the areas students could be shown in the hospital would be limited and therefore may not be beneficial to attend/have tour of this workplace. If students are genuinely interested in certain pathways, eg, physio, dental, midwifery, etc, we could definitely organise a session (1-2 hours) in our training room, where various presenters come and talk to the group and discuss their role/answer questions.
<i>Do you have any workforce training needs? If so, what areas?</i>
Many various training needs.
<i>Are your staff currently trained locally? If not, why?</i>
Mostly yes.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Yes, already do.
<i>Do you have any other comments or ideas?</i>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	TAFE QLD South West
Contact person	Tammy Minchell, Promotions Officer, and Fiona Flanders, Hospitality Teacher (Roma based)
Method of contact	Phone 0439 035 442
Time of contact	12 June 2015
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes, TAFE has been an exhibitor and also had demonstrations (knife skills, coffee making).	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would need to seek appropriate approvals but would imagine that TAFE would be involved again.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Yes, would expect to pay a fee. \$400 fee of previous year sounds reasonable. TAFE has recently been getting sites at shopping centres and they are more expensive than this.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, though TAFE would be willing to pay for a site, perhaps offer the free sites to local businesses, services you are trying to attract or those who are unable to pay the fee but want to attend.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Not recruitment for TAFE employees. Would be to promote training courses that are offered in Roma and online.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
Would need to seek approval, however would recommend.	

<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Not an issue.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration. What are your thoughts on this concept?</i>
Good idea. When students see where they could be working it inspires them, gives them something to work toward. Would imagine that we would be able to take the students on a tour of TAFE – will need to get approvals.
<i>Do you have any workforce training needs? If so, what areas?</i>
Various, unsure of details.
<i>Are your staff currently trained locally? If not, why?</i>
Some, wherever possible
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
I would imagine so.
<i>Do you have any other comments?</i>
Fiona Flanders: The ATSI Employment session went well in 2014, would like to see more of this in 2015. It was hands on, we engaged a local chef, good facilitation by the Titans and the kids really got a lot from it. Students were very interested in the knife skills sessions. Transporting kids around could be a good alternative for this year. Businesses could provide morning tea to save the Expo the cost.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Western Star / APN
Contact person	Karin-ane King
Method of contact	Phone 4980 0820 / 0427 031 774
Time of contact	22/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes. The link with the community is important – provides indirect benefits.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what you would consider reasonable fee.</i>	
Fees were waived as part of the in kind sponsorship package.	
Most exhibitions that have a similar professional set up cost around that amount to cover the expenses.	
<i>If the event were free would this entice your business to attend?</i>	
Not of concern to Western Star due to sponsorship arrangement.	
Would like to think that making the event free would entice more local businesses, however from previous experience in Roma it won't matter. The businesses won't value the opportunity if it is free.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, career pathway education, etc)</i>	
To promote career pathways, recruitment, community engagement and to have a presence/keep the newspaper in front of mind with general public.	
Generally at these type of events we have ppl approach us to ask questions or provide information then they may have not come into the office. Often we find out stories this way.	

<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
Yes, in kind sponsorship.
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
Yes, recruitment is an issue. We do prefer to recruit local people, however sometimes it isn't possible.
<i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of local business consultations. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration or workplace tour. What are your thoughts on this concept?</i>
Yes, like the idea of the concept. Roma Western Star will take a group of students for an office tour and arrange a staff member to speak. Some businesses may be put off by this concept due to the risk of having non inducted/insured persons at their workplace, however legally a volunteer going into a workplace is responsible for themselves - should reassure businesses of this.
<i>Do you have any workforce training needs? If so, what areas?</i>
APN has their own training department and online training system – most training is in house via this method or mentoring by Senior Leaders. Managers did complete a Cert 4 in Sales Training recently. Previously have used TAFE to provide a WHS Risk Management course. Journalism is now a university course, though used to be a cadetship. Journalists do undertake training, workshops, etc, career development.
<i>Are your staff currently trained locally? If not, why?</i>
Generally not due to in house training.
<i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i>
Have used TAFE previously.

Do you have any other comments?

The biggest issue with the event is getting the schools and the small local businesses to value it. Believe that the people on the committee should have a vested interest in the moving forward of the event not just the same people who do it because it is good for the community. Do the schools have career advisers or guidance counsellors who could be involved?

Roma Western Star has a new Manager starting on the 13th of July, Claire Morris.

Aware that TAFE Roma has an uncertain future – concerned about this – is there a way the Expo can support or promote TAFE? If the Roma campus closes there will be a lot of students from this region and western areas who will not be able to afford to go elsewhere to study. Also the Roma high schools have a close connection with TAFE – the closure of the campus would disrupt the programs that are currently in place.

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business Consultation Record	
Business name	Woolworths
Contact person	Heath Till
Method of contact	phone
Time of contact	16/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, we had a positive experience last year. It was good to promote Woolworths employment opportunities and do something proactive in the community.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
Didn't think the fee was \$400... \$250 or less more reasonable. Stall was good, venue good. In terms of return on investment, not sure how many people were employed but it got the word into the community that Woolworths was a major employer.	
<i>If the event were free would this entice your business to attend?</i>	
Yes! It is a cost to business to attend – staff member time, samples to give away, etc – any reduction in fee would be appreciated.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
Recruitment.	
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>	
No. No budget for this.	
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>	

<p>It was an issue but not now due to the mining down turn. Currently have about 60 people per week enquiring about jobs.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>The trade show style event worked for us.</p> <p>Happy to take group of school students through. Already do this with the St Johns retail/commercial class.</p>
<p><i>Do you have any workforce training needs? If so, what areas?</i></p>
<p>General customer service and knife skills for new starters.</p> <p>Food safety supervision - Manager training.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>In house training and online.</p> <p>Manager trained away</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>No need for the in house training.</p>
<p><i>Do you have any other comments?</i></p>
<p>No.</p>

MARANOA EMPLOYMENT EXPO – 2015 Market Research Project Business interview record	
Business name	Vital Health
Contact person	Jean Benham
Method of contact	Phone
Time of contact	25/06/15
QUESTIONNAIRE	
<i>Have you participated in the Maranoa Employment Expo in previous years? Y/N</i>	
Yes	
<i>If have previously exhibited, would you consider exhibiting again this year? Y/N. Please explain.</i>	
Yes, would consider being involved again.	
<i>If have not previously exhibited, why is this?</i>	
n/a	
<i>If your business were to attend would you expect to pay a fee? Last year this fee was \$250/\$400, is this reasonable? Indicate what is a reasonable fee.</i>	
It is reasonable to have to pay a fee to be involved as there would be costs related to running the event, however we need to consider whether our participation is good value for money. Our business doesn't make any money from being involved in the expo, students are not generally clients we can market our service to (their parents are), though we believe it is something we should be at to be seen to supporting the community and promoting career pathways. There are lots of costs associated with us attending the event, particularly the time of our professionals attending the event – it is important for the students/job seekers have the opportunity to speak with physiotherapists, dieticians, exercise physiologists, speech pathologists and occupational therapists.	
<i>If the event were free would this entice your business to attend?</i>	
Yes, it would be a good incentive, as we will still have the aforementioned costs. It would be a good message to local businesses if Council or the MEE Organising Committee could do this, it would show that we are both contributing to the event.	
<i>What are your reasons for attending the event?(Recruitment, be seen as an employer of choice, etc)</i>	
We take a philanthropic approach to the Employment Expo, we are not able to employ school leavers in our professional roles, however perhaps it will motivate them to study and one day	

come back to us. The study time for our professional roles vary from 4-6 years.
<i>Would you consider sponsoring the event? Previously sponsorship packages have cost between \$500-\$2,000. Sponsorship entitlements included exhibition space, logo/ blurb in event collateral and pre event promotion.</i>
<p>The sponsorship amounts are too expensive for us to consider. We would contribute to something if there was a valuable tangible return.</p> <p>Would like to see more in the community to recognise the supporters/exhibitors. I feel like the general community wouldn't know which businesses were involved in the expo.</p>
<i>Is recruitment an issue for your business? Particularly, are you able to attract suitably skilled staff members locally?</i>
<p>Yes, recruitment is an issue, however the situation has changed a lot in the past 6 months, was much worse during the time the CSG industry was in full swing due to the wage expectations and competition with mining companies who hire onsite allied health professionals. There is much more interest in our job vacancies now, we are getting 3 or 4 good applicants for long term clinical positions rather than waiting for 2 years to find someone who is keen for a long term position. Liveability has been a huge issue with attracting clinicians.</p> <p>We have had to be flexible with working rosters (FIFO) and also provide accommodation support.</p> <p>We are rarely able to recruit clinicians locally due to the level of expertise and training.</p>
<p><i>The Maranoa Employment Expo has previously been a trade show style event open to the local high schools and general public with some brief information sessions provided by sponsors/ education and training providers, the organising committee is considering another approach to the event this year depending on the results of these surveys. The alternative concept is for local high school students to be transported to various businesses representing key local industries to be given a hands on demonstration.</i></p> <p><i>What are your thoughts on this concept?</i></p>
<p>Thought the panel discussion in the ATSI Employment Session in 2014 was excellent! This worked particularly well with the health/wellbeing panel – there was Preston Cambell from sport, Fiona Flanders with cooking and sport, Mahinda head Chef from BC's, myself from allied health and Leah Wyman from Aboriginal health. Suggest doing this again, breaking students into groups of industries that they are interested in, doing some workplace tours/activities and a panel discussion then bring the whole group together for the generic discussion. Suggest 3 or 4 panellists with very different angles, need them to be informed about the study that students would need to do to achieve this career or have the TAFE/Uni contacts available to provide info. Last year some of the organisers had questions ready to go in order to start the discussion, it didn't take long for the students to join in.</p> <p>Suggest negotiating with the schools to see if they want to make it compulsory or give students the choice.</p> <p>Interaction seems to be the key to make an impact with teenagers. The Fireys, police, ambulance or army would another good session option for students to sign up to they would be able to have some fun interactive activities.</p>
<i>Do you have any workforce training needs? If so, what areas?</i>
<p>High level technology training – excel, one drive, etc.</p> <p>First aid</p>

<p>Defensive driving for country areas Industry specific training/upskilling.</p> <p>There is also a need for basic standards to be delivered as training for local business/industry – even if they are one off courses or held every 6 months. An example is a training course on the basic standards of cleaning, so local cleaning businesses could put their staff through the training and we could put our staff through so they understood the cleaning standards for working in the health industry. Another example is business ethics, a general training that any professional could go along to.</p>
<p><i>Are your staff currently trained locally? If not, why?</i></p>
<p>Staff go away for industry specific training, sometimes we bring out trainers depending on how many staff need to do the training – choose the most cost effective option. First aid has been something we have done locally – hopefully it will continue to be offered locally. Sometimes staff members go away for training because it fits in with their personal needs (eg, want to go to Brisbane for the weekend anyway, so they book in for training in Brisbane on the Friday or Monday).</p>
<p><i>If these courses were able to be provided locally would you enrol your staff at a local training facility?</i></p>
<p>Yes. If skills can be built locally then people will stay local. It gives them the opportunity to upskill and progress their careers without having to go to the cities Need to make sure that training currently provided locally stays even with the decline of the CSG industry – particularly first aid and driver training.</p>
<p><i>Do you have any other comments?</i></p>
<p>The 2014 Expo was much more interactive, a better experience for us and presumably for attendees. The ATSI Employment Session was excellent, very well run, very inclusive of service providers for that demographic. A very good exercise to create linkages and relationships between service providers, local business, teachers and parents – was excited to be part of the organising committee.</p> <p>The teachers and parents really need to be more involved, students would have taken away a lot from that day, however without the follow up at school and at home I am uncertain as to how far they would have progressed.</p> <p>I observed that the students go with a variety of intents on the day, unfortunately some are not related to learning more about their future career.</p> <p>It is important for this event or something similar to continue – local business needs it!</p> <p>It is important to try to keep the TAFE operational in our area as it services not only Roma but the western areas as well. Though TAFE needs to be proactive - engage with local businesses - phone business owners to find out what they want/need and then respond. Would be good to see some specific training catering to business needs on a local level.</p>

-END-

Community Grant Application Form

Funding amounts from \$101 to \$15,000



APPLICANT'S DETAILS

Applicant Name	Maranoa BEST - 2013 Maranoa Employment Expo Committee		
Postal Address	PO Box 350 Roma QLD 4455		
Contact Person	Sarah Holt	Position Committee Member	
Contact Numbers	Phone (Business hours)	Phone (After hours)	Mobile
	07 4624 1543		
Email Address	sarah.holt@dsdip.qld.gov.au		Website Address
Is your organisation not for profit? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO - your organisation is not eligible			
Organisational Status	<input type="checkbox"/> Incorporated Legal Entity (Incorporated Association); or <input type="checkbox"/> Charitable Institution; or <input checked="" type="checkbox"/> Community Organisation with a minimum of 5 years continuous operation; or <input checked="" type="checkbox"/> Auspiced by an eligible organisation (Please complete Auspicing Organisation's details below)		
Is your organisation registered for GST?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ABN: If you do not have an ABN you must submit a completed Statement of a Supplier Form	

GRANT CATEGORY – select only one grant category. Priorities are listed in the Grants Guide

- | | |
|--|--|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Sport & Recreation |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Culture & Heritage | <input checked="" type="checkbox"/> Economic Development |

PROJECT DETAILS

Project Name	2013 Maranoa Employment Expo		
Project Brief: What / When / Where / How			
<p>The goal of the Employment Expo is to bring together a cohort of all secondary students, jobseekers and the general community into an exhibition display in the town of Roma to identify and promote employment and career pathway opportunities within the Maranoa region, as well as further education and training opportunities for school students and jobseekers.</p> <p>The exhibition will showcase small, medium and large business from the Maranoa, as well as providers of further education and training such as Universities, TAFE, Defence and Police.</p> <p>The 2013 Employment Expo will be held in Roma on the 14th August 2013.</p>			
Project Timeframe 5mths	Start Date (DD/MM/YY) 01/04/2013	Completion Date (DD/MM/YY) 14/08/13	
Project Cost \$22,514.50	Total Project Cost: \$ \$22,514.50	Requested Grant Amount: \$ 7,506.00	

PROPERTY DETAILS - Details of where the project, event or activity will be undertaken. If you are not the property owner, do you have approval from the owner to undertake the project, event or activity? Please provide evidence of the property owner's approval for the project, event or activity.

Property Owner	Approval from Maranoa Regional Council, Ryan Gittens
Property Address	Cultural Centre - Bungil Street ROMA QLD 4455

Community Grant Application Form

Funding amounts from \$101 to \$15,000



ORGANISATION'S FINANCIAL CAPACITY TO SELF FUND

Does your organisation have the financial resources to undertake the project?

- ☒ NO - please provide copies of financial statements including a financial positioning statement certified by the Treasurer clearly detailing any committed funds and reflecting the real financial capacity of the organisation to self fund the project
- ☐ YES - please provide copies of financial statements and details as to why Council support is being sought.

Details:

Committee is not part of a financial organisation. \$184.50 has been carried over income from last years event (income sourced from BBQ fundraising).

AUSPICING ORGANISATION'S DETAILS (if applicable)

This section must be completed if an organisation is auspicing your Grant Application

- Attach a copy of letter of agreement from your auspicing organisation
- Attach copies of documentation verifying the auspicing organisation's status

Organisation's Name Golden West Group Training Scheme Inc

Is the organisation registered for GST?

- ☒ YES
☐ NO

ABN: 99990663318

If you do not have an ABN you must submit a completed Statement of a Supplier Form

Postal Address PO Box 732

Contact Person Camille Johnson

Position Administration Manager

Contact Numbers Phone (Business hours)

Phone (After hours)

Mobile

0746223422

Email Address cjohnson@goldenwest.org.au

Website Address www.goldenwest.org.au

ABOUT YOUR PROJECT

What evidence is there of genuine community need for your project? Include details of any consultation with other organisations.

Objective

The Employment Expo aims:

- To link business, schools and community.
- Provide an opportunity for employers to showcase themselves to community, potential employees and schools.
- Assist in the attraction and retention of persons in the region.

Benefits

The benefits of the Employment Expo are:

- School students and jobseekers are exposed to the employers in the region.
- School students and jobseekers are informed on further education and training opportunities.
- Community support and involvement with business and industry.
- Relationships formed between business, community and schools.

Members of the steering committee include: Youth Invest, DISCO, DETE, Santos, Origin, Golden West Apprenticeships, SQIT, Maranoa Regional Council, DISDIP, Centrelink, Western Star, Max Employment.

Previous meeting dates for 2013 Expo: 14 JAN 13, 7 FEB 13, 26 FEB 13, 12 MAR 13, 26 MAR 13.

The 2012 expo recorded 266 unique registrations from school students and jobseekers requesting additional information on local employment and educational opportunities. The number of people through the door were not recorded but estimated at over 350 people. We anticipate the 2013 Expo will grow to over 500 people.

Please see attached Letters of Support for evidence of community need.

Community Grant Application Form

Funding amounts from \$101 to \$15,000



Does your project duplicate similar projects within the Maranoa Region? ☒ NO ☐ YES – please provide details

Details:

What will be the outcomes of your project for the community? (What do you want to achieve and how will this project benefit the residents of the Maranoa Region?)

Outcomes:

- Increased awareness of local employment and broader education opportunities for school students and jobseekers
- Provide access to employment and educational opportunities for students, jobseekers and existing staff
- Promote the availability and benefits of lifelong learning opportunities to the community
- Promote the Maranoa as a great place to live, work and visit, which may assist in attraction and retention of persons to the region.
- Development of relationships between business, community, education provider, government and schools
- Businesses can develop one-on-one relationships with existing and potential employees
- Businesses can develop relationships with other organisations and local business who can provide networking and support mechanisms
- Businesses are able to reduce recruitment expenses and address current and future skill shortages

Who will benefit from your project?

- ☒ Older People
☒ Younger People

- ☒ People with Disabilities
☒ Indigenous People

- ☒ Families & Children
☒ Culturally / Linguistically Diverse People
☐ Other

Number of participants or beneficiaries: 500

Number of volunteers involved: 12

Are other organisations involved in the project? ☐ NO ☒ YES (please provide details including role and level of involvement)

Details: (if applicable)

Members of the steering committee include: Youth Invest, DISCO, DETE, Santos, Origin, Golden West Apprenticeships, SQIT, Maranoa Regional Council, DISDIP, Centrelink, Western Star, Max Employment.

Roles for the 2013 Expo subcommittee:

- Advertising and promotion - Kaitlyn Campbell (Golden West) and Karin-Anne King (Western Star)
- Employer/Vender liaison –Sarah Holt (State Development) and Rebecca Girle/Rachel Bell (Santos) and Event Coordinator
- Schools liaison – Amanda Lacey (DISCO) and Ingrid Bailey (Youth Invest)
- Project Management - Event Coordinator
- University liaison – Wayne Rutledge (DETE) and Ingrid Bailey (Youth Invest)
- Venue liaison – Ryan Gittins (Maranoa Regional Council)

Community Grant Application Form

Funding amounts from \$101 to \$15,000



LINK TO GRANT CATEGORY AIMS & PRIORITIES

Each grant category has specific aims and priorities and you must demonstrate how your project achieves these aims and priorities.

How does your project achieve the priorities of the nominated grant category?

Economic Development

We believe we meet the following priority as identified by the Project outcomes:

- a) Sustainable development of the regional and local economy;
- b) Collaborative initiatives between local businesses and/or regional networks;
- c) Seminars, networking and business and skill development programs;
- d) Local enterprise facilitation and mentoring.

PROMOTION & MARKETING - It is a condition of Council funding that grant recipients acknowledge Council's support.

Please detail how your organisation will acknowledge Council's support.

Council support will be acknowledged as a supporting partner on all promotional material developed and in media releases.

The Committee offers to Council a free vendor site as well as a free session to promote themselves.

Community Grant Application Form

Funding amounts from \$101 to \$15,000



ABOUT YOUR ORGANISATION

When was your organisation established: 2012

Current membership: 25

How many people does your organisation service annually? 500 approx.

What are the aims and objectives of your organisation?

The Mission Statement for Maranoa BEST is:

- COMMUNICATION – To build cooperative, productive relationships between schools and industries/business.
- EDUCATION – Increase knowledge of careers and career pathways including an understanding of workplace expectations and culture.
- CAREER PATHWAYS – Collaborate with industry, schools and stakeholders to identify, develop and promote career pathways and employment opportunities and projects
- SKILLS DEVELOPMENT – Provide learning and workplace-relevant skills development opportunities.

How is your organisation funded?

Maranoa BEST is not part of a financial organisation. Funding is secured on a project basis, last years Employment Expo was funded via sponsorships and some costs recovery. However, previous years sponsorship is unavailable.

Has your organisation previously received assistance from Maranoa Regional Council?

☒ NO

☐ YES (please specify)

Date (DD/MM/YY):

Assistance Amount: \$

Assistance details:

Community Grant Application Form

Funding amounts from \$101 to \$15,000



PROJECT BUDGET – If insufficient space please attach a separate budget

Project Income – All amounts to include GST (DO NOT include your Council Grant request in this section)

Organisation's Financial Contribution Retain income from last year \$ 184.50

Volunteer Staff (maximum \$20 per hr e.g. number of hours x \$20) 12 Staff x 20hrs \$ 4,800

Other Grants / Sponsorships (please detail) \$ 303.55

In-kind hall donation

Other Income (please detail) \$ 9,800

Vender fees (Indicative from 2012)

TOTAL PROJECT INCOME A \$ 15,088.50

ESTIMATED PROJECT EXPENDITURE DETAILS

List the total cost of each project component and how it will be funded

Please attach quotes for items over \$1,000.00

AMOUNT

AMOUNT REQUESTED FROM COUNCIL

Project Management (previous year)

\$ 3,000.00

\$ 1,500.00

Venue Hire

\$ 303.55

\$

Special Events Insurance

\$ 484.85

\$

Equipment Hire

\$ 6942.00

\$ 6006.00

Accomm & Meals for Hire Ppl:

\$ 500.00

\$

Advertising - Logo Design

\$ 500.00

\$

Advertising - Print Media

\$ 900.00

\$

Advertising - TV

\$ 3334.10

\$

Program (Design)

\$ 800.00

\$

Program (Printing)

\$ 950.00

\$

\$

\$

\$

\$

\$

\$

Volunteer Staff (as per Income Section)

\$ 4,800

\$

TOTAL PROJECT EXPENDITURE

B \$ 22514.5

C \$ 7,506.00

B Total Expenses \$ 22514.50

A Less Total Income \$ 15008.50

C Grant Amount Requested \$ 7506.00 (Council contribution must not exceed 50% of total project cost)

Community Grant Application Form

Funding amounts from \$101 to \$15,000



PROJECT PLAN - please detail your project elements and associated timeframes. Attach separate project plan if necessary.

Project Stages / Elements – provide a brief description

TIMEFRAME

Expected completion date

Initial Committee Meeting	FEB 13
Engagement of Event Coordinator	MAR 13
Council Funding Outcome	APR 13
Development of Project Brief	FEB 13
Booking Venue and Date Confirmation	FEB 13
Vender Attraction, Contact and Confirmation	JUN / JUL 13
School Attraction, Contact and Confirmation	JUN / JUL 13
Promotion and Marketing to both students, jobseekers and businesses	Ongoing until AUG 13
Set up and running of event	AUG 13
Debrief	AUG 13
Clean up	AUG 13

CERTIFICATION

I, being the authorised officer of the organisation making this declaration, confirm and agree that:

- The information given in this application, including any attachments hereto is true and correct in every particular.
- I am authorised by the applicant organisation to prepare and submit this grant application.
- If funds are granted by Maranoa Regional Council, they will be spent on the approved project. The Council must approve any significant change to the project.
- I understand that if Maranoa Regional Council approves a grant, I will be required to accept the terms and conditions of the grant as detailed in the Grant Acceptance Agreement.
- Any moneys not expended on the completion of the project will be returned to Maranoa Regional Council.
- I will supply a Project Summary and Financial Acquittal Report including receipts by the date specified in the Grant Acceptance Agreement.
- If funded, Maranoa Regional Council will be recognised as a funding source on any promotional and/or publicity material published for the approved project and will adhere to Council's guidelines for use of the logo.
- I understand that Maranoa Regional Council does not accept any liability or responsibility for the proposal of in this application.
- All necessary approvals/permits are obtained prior the commencement of the project.

Applicant Name: Sarah Holt Applicant Signature: [Signature]

Position: Committee member Date (DD/MM/YY): 28/03/2013

Witness Name: Camille Johnson Witness Signature: [Signature]

Community Grant Application Form

Funding amounts from \$101 to \$15,000



IMPORTANT FEEDBACK

How did you find out about the Grants Program?

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Direct Mailout | <input type="checkbox"/> Print Media e.g. newspaper | <input type="checkbox"/> Radio Promotion |
| <input type="checkbox"/> Word of MouthEmail | <input type="checkbox"/> Council Newsletter | <input type="checkbox"/> Social Networking e.g. facebook |
| | <input type="checkbox"/> Council Website | <input type="checkbox"/> Other _____ |

Did you receive assistance from Council?

- | | |
|---|--|
| <input type="checkbox"/> Council's Customer Service Centre | <input type="checkbox"/> Council Website |
| <input type="checkbox"/> Grant Program Information Session | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Community Development Coordinator | |

CHECKLIST

- ☒ All sections of the application form completed
- ☒ Applicant Certification signed, dated and witnessed
- ☒ Copy of documents verifying organisational status of applicant or auspicng organisation
- ☒ Copy of letter of agreement from auspicng organisation (if applicable)
- ☒ Copy of property owner's approval (if applicable)
- ☒ Quotations for project costs exceeding \$1,000.00 attached
- ☐ Copy of current certified financial statements attached
- ☒ Copy of Financial Positioning Statement attached (if applicable)
- ☒ Letters of Support
- ☒ Copy of application retained for organisation's records

LODGMET OF APPLICATION

Post to:
Grants Program
Maranoa Regional Council
PO Box 42
Mitchell Q 4465

Deliver to Council Customer Service Centres

Roma – Cnr Bungil & Quintin Strs

Mitchell – 100 Cambridge St

Surat – 73 Burrowes St

Injune – 32 Hutton St

Yuleba – 20 Stephenson St



golden west group training scheme inc. abn 99 990 663 318 trading as golden west employment solutions

☎ 1300 650 775

head office

95 Charles Street PO Box 732 Roma QLD 4455

telephone: 07 4622 3422 facsimile: 07 4622 5119

roma@goldenwest.org.au

28th March 2013

Sarah Holt
Maranoa BEST – 2013 Maranoa Employment Expo Committee
PO Box 350
ROMA QLD 4455

Dear Sarah,

**Auspecting Agreement between Golden West Group Training Scheme Inc and Maranoa
BEST – 2013 Maranoa Employment Expo Committee**

This letter is to confirm that Golden West Group Training Scheme Inc. agrees to act as the Auspecting Organisation for the Maranoa BEST – 2013 Employment Expo Committee.

Golden West Group Training Scheme Inc. agrees to comply with the conditions relating to the grant application for Maranoa BEST – 2013 Employment Expo Committee, applied for under the Maranoa Regional Council's Community Grants Program.

I confirm that Golden West Group Training Scheme Inc. is a not for profit, incorporated association and attached is a copy of our Certificate of Incorporation of an Association.

Golden West Group Training Scheme Inc. understands that as an Auspecting Organisation, we agree to act financially and legally on behalf of the Maranoa BEST – 2013 Employment Expo Committee.

As part of this agreement, we expect the committee of Maranoa BEST – 2013 Maranoa Employment Expo to act within the best interests of Golden West Group Training Scheme Inc, and to ensure that all activities are undertaken with care and due diligence.

If you agree to above conditions, please sign below.

Yours sincerely

Camille Johnson
ADMINISTRATION MANAGER

AGREED TO BY:

Signed of the behalf of the Maranoa BEST – 2013 Employment Expo. Date: 28/3/13

with offices in



emerald

Shop 9 Clerana Centre
Cor Anala & Clermont Streets
Emerald QLD 4720
PH: 07 4987 7184



longreach

Shop 14 & 15
118A Eagle Street
Longreach QLD 4730
PH: 07 4658 1588



dalby

10 Cunningham Street
Dalby QLD 4405
PH: 07 4662 1410



toowoomba

Suite 1
25 Isabel Street
Toowoomba QLD 4350
PH: 07 4688 9000



charleville

102 Alfred Street
Charleville QLD 4470
PH: 07 4654 2566

www.goldenwest.org.au

Address:

Floor 21 State Law Building
Cnr George and Ann Streets
Brisbane Q 4000

Postal:

G80 Box 3111
Brisbane Q 4001



Office of Fair Trading
Department of Equity and Fair Trading

BUSINESS NAMES

☐ Registrations: (07) 3246 1581
☐ Renewals: (07) 3246 1582
☐ Changes: (07) 3246 1583
☐ Cancellations: (07) 3246 1584
Facsimile: (07) 3220 0076

ASSOCIATIONS

☐ General: (07) 3246 1551
Facsimile: (07) 3239 6894

Golden West Group Training Scheme Inc.
The Secretary
P O Box 732
Roma QLD 4455

QUEENSLAND

Associations Incorporation Act 1981

Form 19

Incorporation Number: **IA4758**

Certified Copy of the Certificate of Incorporation of an Association

This is to certify that

GOLDEN WEST GROUP TRAINING SCHEME INC.

was, on and from the twenty-first day of September 1988
incorporated under the Associations Incorporation Act 1981.

Dated this twenty-eighth day of May 1999

Delegate of Director-General





Enquiries: Ryan Gittins
Phone: 4624 0505 (Direct)
1300 007 662 (Reception)

26 March 2013

By Email
Camille Johnson
Maranoa Employment Expo Committee
cjohnson@goldenwest.org.au

Dear Camille,

RE: Confirmation of Council Venue – Maranoa Employment Expo 14 August 2013

I am writing to confirm the availability of the Auditorium at the Roma Cultural Centre for the Maranoa Employment Expo scheduled to occur on Wednesday 14 August 2013. The booking has been confirmed, Council awaits event specific details (layout etc.) and it would be appreciated if these were received no later than Monday 15 July 2013.

The costs associated with the venue hire will be absorbed by the Economic Development Unit as part of our in-kind support for regional business support initiatives.

If you have any questions regarding Council's involvement within this event please contact Ryan Gittins, Coordinator – Economic Development on 4624 0505 (Direct) or via Reception on 1300 007 662.

Yours sincerely

Ed Sims
Manager – Major Projects, Economic Development & Tourism

Maranoa Regional Council	Postal Address
Cnr Bungil & Quintin Streets	PO Box 42
Roma Queensland 4455	Mitchell Queensland 4465
P 1300 007 662 F 07 4624 6990	ABN: 99 324 089 164
E council@maranoa.qld.gov.au	www.maranoa.qld.gov.au

WORKING FOR YOU. GROWING WITH YOU.

**Eventive Creations***Your total event planning, decorating and management service**Project Management*

25 September, 2012

Careers Expo
Committee

Dear Katrina

Thank you for the opportunity to assist the committee with the organisation of the Roma Careers Expo.

I base the quotation on the supply of the following services:

- Attendance at event in event manager role
- Co-ordination of site holders
- Attending to site plans for venue
- Distribution of relevant information to committee members and site holders
- Liaising with function centre management
- Assistance with promotion
- Supplier quotations and co-ordination
- Attending to event accounts
- Risk Analysis & Management Plan
- Assisting with booth installation and dismantling
- Attendance at committee meetings

Our quote for the above work and any other minor incidentals within reason is \$3,000 inc gst.

Once again thank you for the opportunity, I look forward to talking with you further.

Kind Regards

K Richters

Karen Richters
Eventive Creations

PO Box 1515, Roma Qld 4455
Mobile: 0438 221 320
Email: eventives@bigpond.com

Equipment hire.

-----Original Message-----

From: Mal Brown [mailto:mal@corporateaudiovisual.com.au]
Sent: Thursday, 18 October 2012 11:05 AM
To: personalassist@miscam.com.au
Subject: Boothing

Attention Karen,

Quote to supply, set up and remove the following Boothing in Roma (Travel included)

10 x 2m x 3m Booths
2 x 3m x 6m Booths

Each booth to have
1 x 4 way power board
Fascia Signage
Premium stall holders get 2 fascia signs

Accommodation and meals is to be supplied for 2 staff .

Total cost Inc gst \$6,942-00

Mal Brown
0417775939

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2221 / Virus Database: 2441/5336 - Release Date: 10/16/12

*****DISCLAIMER*****

The information contained in the above e-mail message or messages (which includes any attachments) is confidential and may be legally privileged. It is intended only for the use of the person or entity to which it is addressed. If you are not the addressee any form of disclosure, copying, modification, distribution or any action taken or omitted in reliance on the information is unauthorised. Opinions contained in the message(s) do not necessarily reflect the opinions of the Queensland Government and its authorities. If you received this communication in error, please notify the sender immediately and delete it from your computer system network.



Rep Bkg No:	
Date:	4.12.2012
Auth by:	
Title:	
Sign:	
O/N:	

Total	67	Sub Total	\$ 3,031.00
Special Instructions:		GST	\$ 303.10
		Total	\$ 3,334.10

- | | | | | |
|---------|--|---------|------------------------|--|
| Entered | | Checked | Material Instructions: | |
| | | | | |
| | | | | |
| | | | SOURCE | |

To whom it may concern,

STATEMENT OF FINANCIAL POSITION

I confirm that the Maranoa BEST – 2013 Maranoa Employment Expo, has current assets of \$184.50 cash and nil current liabilities.

Therefore, the Maranoa BEST – 2013 Maranoa Employment Expo is showing net assets and a closing balance of \$184.50 as at 28th March 2013.

If you require any further information, please do not hesitate to contact me.

Kind regards,



Sarah Holt

COMMITTEE MEMBER



Australian Government
Australian Taxation Office

Statement by a supplier

Complete this statement if the following applies:

- ☐ you are an individual or a business
- ☐ you have supplied goods or services to an other enterprise (the payer), and
- ☐ you are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

HOW TO COMPLETE THE STATEMENT

- ☐ Print clearly in BLOCK LETTERS using a black pen only.
- ☐ Use BLOCK LETTERS and print one character in each box.

S M I T H S T

- ☐ Place ☒ in all applicable boxes.

Payers can check ABN records of suppliers by visiting www.abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

1 Your name?

MAKANOON BEST - 2013 MARANOA EXPO COMMITTEE

2 Your address?

PO Box 350
Suburb/town: ROMA State/territory: QLD Postcode: 4455

3 Your reason/s for not quoting an ABN? Place ☒ in the appropriate box/es.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

- ☐ made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ wholly of a private or domestic nature (from the supplier's perspective).
- ☒ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

Section B: Declaration

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

SAKAI HOLT

Signature of supplier (or authorised person)

Sakai

Daytime phone number

0746241543

Date

Day: 28 Month: 03 Year: 2013

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to the Tax Office. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.



Department of
State Development,
Infrastructure and Planning

8 March 2013

To Whom It May Concern

Re: 2013 Maranoa Employment Expo

We would like to offer our support for the application for funding for the 2013 Maranoa Employment Expo.

The Department of State Development, Infrastructure and Planning believe the Maranoa Employment Expo offers the following benefits to local businesses who make up our client base:

- Opportunity to showcase their business at a prominent community event
- Reduction in recruitment expenses due to opportunity to meet job seekers and possible future employees
- Training and business development opportunities for the business
- Build relationships with other local businesses, schools and community

Our organisation will be involved in ensuring this event continues to be successful by being a part of the organising committee.

Yours Sincerely

A handwritten signature in dark ink, appearing to read 'Sarah Holt'.

Sarah Holt
Senior Economic Development Officer

1-3 Alfred Street
PO Box 350
Roma Queensland 4455
Telephone + 61 7 4624 4543
Facsimile + 61 7 4624 1559
Website: www.dsdlp.qld.gov.au



golden west group training scheme inc. abn 99 990 663 318 trading as golden west employment solutions

☎ 1300 650 775

head office

95 Charles Street PO Box 732 Roma QLD 4455

telephone: 07 4622 3422 facsimile: 07 4622 5119

roma@goldenwest.org.au

27th March 2013

To whom it may concern

It is with pleasure that I provide this letter of support to the Committee of the Maranoa Employment Expo in its efforts to obtain funding for the 2013 Expo.

It is my understanding that the goal of the Maranoa Employment Expo is to bring together a cohort of school students, jobseekers and the general community into an exhibition display in the town of Roma to identify and promote employment and career pathway opportunities within the Maranoa region, as well as further education and training opportunities for school students and jobseekers.

It is evident to Golden West Apprenticeships from our engagement with school in the region that school students are not aware of the employment and career opportunities that are available to them within the Maranoa region. There is a large need to educate school students and jobseekers of the availability of local employment in an attempt to retain them within the region.

Your consideration to this genuine and worthy event would be greatly appreciated.

Kind regards,

Camille Johnson

ADMINISTRATION MANAGER



www.goldenwest.org.au

with offices in



emerald

Shop 9 Clerana Centre
Cnr Anakie & Clemont Streets
Emerald QLD 4720
PH: 07 4987 7184



longreach

Shop 14 & 15
118A Eagle Street
Longreach QLD 4730
PH: 07 4658 1588



dalby

10 Cunningham Street
Dalby QLD 4405
PH: 07 4662 1410



toowoomba

Suite 1
25 Isabel Street
Toowoomba QLD 4350
PH: 07 4688 9000



charleville

102 Alfred Street
Charleville QLD 4470
PH: 07 4654 2566



To whom it may concern

It is with pleasure that I provide this letter of support to the Committee of the Maranoa Employment Expo in its efforts to obtain funding for the 2013 Expo.

The current 2.1% unemployment rate across this region and the recent expansion of the CSG / LNG industry has created a critical labour shortage for rural and regional employers.

Local businesses have expressed difficulties with regards to staff attraction and retention during a recent Business Mentoring Business forum and many felt that the expo will assist with the engagement and retention of youth within the Maranoa region thus alleviating some of the labour shortage.

It is my understanding that the expo promotes both employment and education and training opportunities to school students and jobseekers from the Maranoa region. The expo allows local businesses the opportunity to directly promote career opportunities and pathways their business can offer school students and jobseekers.

Your consideration to this genuine and worthy event would be greatly appreciated.

Gary Schefe
PRESIDENT



Enquiries: Ryan Gittins
Phone: 4624 0505 (Direct)
1300 007 662 (Reception)

26 March 2013

By Email
Camille Johnson
Maranoa Employment Expo Committee
cjohnson@goldenwest.org.au

Dear Camille,

RE: Confirmation of Council Support – Maranoa Employment Expo 14 August 2013

I am writing to confirm Council's support for the Maranoa Employment Expo which is scheduled to occur on Wednesday 14 August 2013. Council has pledged to support this event through the provision of a venue (Roma Cultural Centre Auditorium), the associated costs will be absorbed by the Economic Development Unit.

The Economic Development Unit believes that this event will contribute greatly to regional businesses, job seekers and the broader community. Employment expos enable high school students and job seekers to gain valuable insight into potential career paths and opportunities that they may not have previously considered. This event will also allow regional businesses to advertise job vacancies and career paths to the next generation of employees. Council's Economic Development Unit supports this grant application on the basis of the above comments.

If you have any questions regarding Council's involvement within this event please contact Ryan Gittins, Coordinator – Economic Development on 4624 0505 (Direct) or via Reception on 1300 007 662.

Yours sincerely

Ed Sims
Manager – Major Projects, Economic Development & Tourism

Maranoa Regional Council Cnr Bungil & Quintin Streets Roma Queensland 4455 P 1300 007 662 F 07 4624 6990 E council@maranoa.qld.gov.au	Postal Address PO Box 42 Mitchell Queensland 4465 ABN: 99 324 089 164 www.maranoa.qld.gov.au
---	--

WORKING FOR YOU. GROWING WITH YOU.

Santos

GLNG Project

26 March 2013

Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 42
MITCHELL QLD 4465

Dear Julie

I am writing to convey Santos GLNG's support for the Maranoa BEST (Bringing Employers and Schools Together) Group's application to the Maranoa Regional Council's Community Grants program for the delivery of the 2013 Maranoa Employment Expo on the 14th of August 2013.

Santos GLNG participated as a Gold Sponsor at the 2012 Maranoa Employment Expo held in November 2012. Additional financial and in kind support was also provided to ensure that the Expo went ahead successfully. This event allows businesses in the Maranoa the opportunity to promote the career pathways that lead into their relevant sector; it also demonstrates the wide range of employment and training options that are available in the Maranoa region.

The continuation of this event would certainly be beneficial for the local business community as well as students and mature-age job seekers. Santos GLNG looks forward to participating as exhibitors in the 2013 Maranoa Employment Expo in August.

I hope that you will give due consideration to the BEST Group's funding application.

Yours sincerely



John Phalen
Manager Social Performance

Ph: + 61 7 3838 3567
Fax: + 61 7 3838 3311
www.glng.com.au

Santos GLNG Project
32 Turbot Street
Brisbane QLD 4000
Australia



26 March 2013

ATTENTION: GRANTS APPLICATION OFFICER

GRANT APPLICATION FOR CAREERS' EXPO

Dear Sir/Madam,

It is my pleasure to write a letter in support of Maranoa Careers' Expo Committee in their funding application to deliver the 2013 Careers' Expo.

Maranoa Careers' Expo provides opportunities to gain invaluable knowledge and wider understanding of business and industry expectations for young people transitioning from the classroom to further education and/or employment. It also provides local employment market knowledge, increased linkages with business and industry for parents and the wider community both in the Maranoa Region and beyond.

In 2012 the Maranoa Careers' Expo Committee were pivotal in organising an event which has been applauded by schools and the wider community. I have been advised by schools from Charleville, Cunnamulla and Quilpie of the importance that intra-regional opportunities present for their students and teaching staff alike. Increased access to information from large industry and SME's in the Maranoa Local Government Area, as well as showcasing options for continued learning opportunities has been advised of being of vital importance. Without a continuing presence in Roma, students, parents and teaching staff alike are often not able to seek access to information of education or employment options without travelling to Toowoomba or Brisbane.

In conclusion, I fully support the efforts of Maranoa Careers' Expo Committee as they seek external funding to deliver an event designed in supporting the youth and wider community of regional and rural Queensland in the creation of wider understanding of transition pathways towards getting a job, or continuing with other education or training.

Kind Regards

Ingrid Bailey

Strategic Partnership Broker
0424751904

YouthInvest

www.cciq.com.au/youthinvest



March 2013

Department of
Education and Training
ABN 54 456 676 679

To Whom It May Concern

Re: 2013 Maranoa Employment Expo - Letter of Support

We would like to offer our support for your application of funding for 2013 Maranoa Employment Expo.

Southern Queensland Institute of TAFE recognises the need for comprehensive options which contribute to skills development and sustainable employment in Queensland.

BEST (Bringing Employers and Schools Together) has been pro-active in assessing industry needs and consultative in their approach with industry partners to provide innovative and practical vocational solutions.

This encourages us to believe that they will continue to succeed in offering high quality service and we would like to offer our support to your proposal.

Yours sincerely

Suzanne Roche
Workplace Training Officer

Toowoomba
100 Bridge St
Toowoomba Q 4350
(07) 4694 1600

Dalby
Cnr Archibald &
Condamine St
Dalby Q 4405
(07) 4669 9999

Roma
Timbury St
Roma Q 4455
(07) 4624 4300

Charleville
Parry St
Charleville Q 4470
(07) 4654 4900

Chinchilla
9 Zeller St
Chinchilla Q 4413
(07) 4672 6400

Kingaroy
Cnr Bunya Hwy & Geritz Rd
Kingaroy Q 4610
(07) 4160 4400

Nurunderi
Collins Rd, Cherbourg
Murgon Q 4605
(07) 4179 6899

Warwick
176-202 Dragon St
Warwick Q 4370
(07) 4660 4600

Stanthorpe
22 Caves Rd
Stanthorpe Q 4380
(07) 4685 5000

www.sqit.tafe.qld.gov.au
CRICOS Provider Code 02011C




Community Grant Acquittal

Funding amounts from \$101 to \$15,000



D13/54780

1. TYPE OF GRANT RECEIVED (please tick)	
<input type="checkbox"/> Community Development	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Community Events	<input type="checkbox"/> Environment
<input type="checkbox"/> Culture & Heritage	<input checked="" type="checkbox"/> Economic Development
Funding Round & Year Grant was Issued: Round 2 Year: 20 13	
Grant Purpose: (Briefly describe the purpose for which you received your grant) To assist funding of the 2013 Maranoa Employment Expo, which brings together a cohort of all secondary students, jobseekers and the general community into an exhibition display in the town of Roma. The Employment Expo aims to identify and promote employment and career pathway opportunities within the Maranoa region, as well as further education and training opportunities for school students and jobseekers.	
Amount of Grant Funding Received: \$ 7506.00	
2. APPLICANT DETAILS	
Grant Recipient: Maranoa Employment Expo Steering Committee	
Postal Address: PO Box 265	
Contact Person's Name: Melissa Murray	
Telephone: (Business Hours) 0433 838 843	Email: melevents@outlook.com
3. GRANT RECIPIENT'S DECLARATION	
I certify to the best of my knowledge and information the details provided in this acquittal and associated documentation are true and correct.	
Name: Melissa Murray	Signature:  Date (DD/MM/YY): 31/10/2013
OFFICE USE ONLY	
Further action required?	
<input type="checkbox"/> No	Officer: _____
<input type="checkbox"/> Yes specify: _____	Signature: _____ Date (DD/MM/YY): _____

Community Grant Acquittal

Funding amounts from \$101 to \$15,000



4. PROJECT OUTCOME REPORT

Project Start Date: 01/04/2013 **Project Completion Date:** 31/08/2013 **Total Project Cost:** \$ 18,648.50

How many people benefited / participated in the project: approx 500pax **Number of Volunteers:** 25

Briefly describe the project, its achievements for the community and any issues encountered. Please include photographs of your project (digital images on disc are preferred)

The goal of the Maranoa Employment Expo was to bring together a cohort of all secondary students, jobseekers and the general community into an exhibition display in the town of Roma to identify and promote employment and career pathway opportunities within the Maranoa Region. Also included was further education and training opportunities for school students and jobseekers. The Employment Expo showcased small, medium and large businesses from the Maranoa region, as well as providers of further education and training such as three QLD Universities, TAFE and Defence Force.

Achievements:

- * Increase in attendee numbers, both school and mature aged jobseekers;
- * Interest and participation from western schools ie: Charleville, Quilpie and Cunnamulla;
- * Inclusion of local food providers for catering;
- * VIP attendance through Titans 4 Tomorrow program;
- * Official opening of the event by Mayor Rob Loughnan;
- * Increase in information breakout sessions for students ie: TAFE demonstrations, presentations by Universities;
- * Based on feedback received by businesses this was a successful event that assisted in networking and may possibly reduce their recruitment costs in future.

Improvements:

- * Revise opening hours - possibly close earlier as attendance was lower after 4pm;
- * Allow more time for school sessions, especially those schools who travelled for event;
- * Increase advertising target towards mature aged jobseekers;
- * Increase in advertising for catering to ensure mature aged attend during lunch hour;
- * Potentially move to larger venue with more defined break out areas as this event continues to grow.

5. Council Acknowledgement

Detail how Council's support for this project was acknowledged. Please attach any materials developed as part of your project e.g. media coverage or publicity, flyers, brochures, reports etc

Maranoa Regional Council was acknowledged in all articles, radio announcements and the official program relating to the Maranoa Employment Expo (see attachments).

Community Grant Acquittal

Funding amounts from \$101 to \$15,000



6. PROJECT INCOME & EXPENDITURE STATEMENT - GST inclusive				
Budget Details	Total Cost of Each Component	Your Contribution	Other/Sponsor Contribution	Council's Contribution
List the total cost of each component				
• Please provide copies of receipts.				
• Volunteer hours are costed at \$20.00 per hour				
Booth Hire - Corporate AV	\$ 9700.00	\$ 5700.00	\$	\$ 4000.00
Advertising Package	\$ 3500.00	\$ 1500.00	\$	\$ 2000.00
Printing cost of Passports	\$ 258.50	\$ 258.50	\$	\$
Stamps for exhibitors	\$ 150.00	\$ 150.00	\$	\$
Event Coordinator - 80hrs @ \$50/hr	\$ 4000.00	\$ 2494.00	\$	\$ 1506.00
Exhibitor Networking Event	\$ 540.00	\$ 540.00	\$	\$
Volunteer - 25hrs @ \$20/hr	\$ 500.00	\$ 500.00	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$ 18648.50	\$ 11142.50	\$	\$ 7506.00

If you are able to provide a more detailed budget report, please attach to this acquittal.

Did you fully expend your grant? Please note that any unexpended funds of \$100 or more must be returned to Council.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Amount refunded to Council: \$
To be signed by your organisation's Treasurer (or appropriately delegated office bearer) or independent auditor.		
I certify that the above Statement of Income and Expenditure Statement provides a true and fair record of this project.		
Name: Melissa Murray	Position: Event Coordinator	
Signature:	Date (DD/MM/YY): 31/10/2013	
Checklist: Have you included <input checked="" type="checkbox"/> Copies of receipts <input checked="" type="checkbox"/> Detailed Profit & Loss Statement (if required) <input checked="" type="checkbox"/> Copies of marketing and promotional materials <input checked="" type="checkbox"/> Images of your project		

ROMA CAREERS EXPO 2013				
PROFIT & LOSS				
INCOME		Inc GST		ACTUAL
Site Fees		\$10,975.00		CONFIRMED 1 x Gold 5 x Silver 16 x Bronze 1 x Space only 2 x Bronze (no payment)
Council Grant		\$7,506.00		
from 2012		\$186.20		
TOTAL		\$18,667.20		
EXPENSES		Inc GST		
MelEvents		\$4,000.00		PAID \$4000
Corporate AV		\$9,700.00	Installation and Accommodation included	PAID \$9700
Networking Event		\$540.00		PAID \$540
Advertising		\$3,500.00		PAID \$3500
Passport Print Costs		\$258.50		PAID \$258.5
Volunteer		\$500.00		
stamps		\$150.00		PAID \$150
TOTAL EXPENSE		\$18,648.50		
PROFIT / LOSS				
TOTAL INCOME		\$18,667.20		
TOTAL EXPENSE		\$18,648.50		
PROFIT / LOSS		\$18.70		

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88 McDowall Street
Roma, QLD, 4455
Ph (07) 4622 1330 Fax (07) 4622 4044
info@thequeensarms.com.au
Irish McGann's at The Queens Arms
ABN 32 722 648 411

DATE: August 29, 2013
INVOICE # 305


INVOICE TO: Maranoa Employment Expo Steering Committee

FOR: Function

DESCRIPTION	QTY	AMOUNT	TOTAL
Food + Beverage Package for 20pax	1.00	540.00	540.00
SUBTOTAL			\$ 540.00
GST INCLUDED			\$ 49.09
TOTAL			\$ 540.00

We accept cheque, credit cards or EFT payments to the following account.
Bank: ANZ
Account Name: Irish McGann's Hotel
BSB: 014 650
A/C Number: 5270 37897

THANK YOU FOR YOUR BUSINESS!

RADIOACTIVE ENTERTAINMENTS

 0417 775 939
 4152 3714
 P.O. Box 5547 Bundaberg Qld 4670
 STAGING BUNDABERG
 E-Mail: radioactiveentertainments@hotmail.com
 • Seminars
 • Tradeshows
 • Conventions
 • Concert & Event Productions
For Your Audio Visual Needs
 Berns No 115 Pty Ltd Trading as: Radioactive Entertainments A.B.N. 38 010 401 411

DATE: 14/08/2013 TAX INVOICE NO: 5202
 NAME: MARANOA EMPLOYMENT
 ADDRESS: COMMITTEE

QTY	DESCRIPTION OF SUPPLY	PRICE	TOTAL
	SUPPLY, SET UP AND REMOVE BOOTHING AS PER QUOTE.		9518-18
	NAB RADIOACTIVE A/C BSB 084571 A/C NO 018208627		
PAYMENT 14 DAYS		GST: 881-82	
		TOTAL AMOUNT PAYABLE:	\$9,700-00

No Statement issued please pay on this Tax Invoice



Booking Summary

Please contact us immediately on 07 4662 7368 if you consider any part of this booking to be incorrect. This will help us achieve our aim to provide excellent customer service and results for your business. *Thank you for your assistance*
Please quote the full material number (eg. 1234567AC) when submitting material

Date&Time:	24/07/2013, 10:54:53 AM		
Agency:	No Agency Selected	Client:	MARANOA EMPLOYMENT EXPO MELEVENTS ()
		APN Rep (Site):	karin-ane.king (Chinchilla: 850)
Booking No:	5324820	Contact:	Melissa Murray
Order No:		Total Price (excGST AUD):	\$3,181.82
Tearsheet Type:	-	Contact Phone:	0433 838843
ON HOLD		Total Price (incGST AUD):	\$3,500.00
		No. Tearsheets:	-

Classification	Style	Size	Colour	Gloss
Preprint TV Guide 300mm -> (M7)	Billing Only	Full Page	-	No
Schedule: 6/08/2013 to 6/08/2013 - RWS:6Aug2013				
Sort Caption: EVENT PROGRAM			Package: -	
Web Upsell: -				

Mat No:	Phys Size	Art Status	Mat Type	Key No.	Date	Publication
5324820AA	(30cm x 25.5cm)		N/A		6/08/2013	Roma Western Star
Total(incGST):\$3,500.00						



31st August 2013

Invoice No. 0306

TO: Maranoa Employment Expo Steering Committee

EVENT	DUE DATE
2013 Maranoa Employment Expo	30 th Sept 2013

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Event Coordinator 80hrs @ \$50/hr	\$4000.00	\$4000.00
TOTAL AMOUNT PAYABLE			\$4000.00

No GST has been charged

Direct Deposit Details:
 NAB
 M Murray Employment Expo Ac
 BSB: 084 961
 A/C: 94 278 2587

Thank you for your business
 PO Box 265, Roma QLD 4455



Maranoa Employer

Wednesday 14 August 2013

HISTORY

The Maranoa Employment Expo is run by the Maranoa BEST group. The group was formed in 2012 with the aim to build cooperative, productive and sustainable relationships between schools and industries. BEST helps to give students a better understanding of workplace expectations and culture.

Maranoa BEST group collaborates with industries, schools and stakeholders to identify, develop, educate and promote career pathways, employment opportunities and projects within the region. Communication between schools and businesses is high on the group's agenda.

The Maranoa Employment Expo is in its second year, with the first event held late last year, where 25 Exhibitors and 320 students took part.

This year, the event aims to provide a forum for regional schools and industries to build relationships to strengthen career pathways, work readiness and skills development.

The Expo will give students and community members a better understanding of the current work force, including a greater insight into work conditions and the type of work undertaken in different industries.

Local businesses and industries who take part in the Expo will have the opportunity to showcase their brand and highlight career opportunities within their company to all students and jobseekers in the Maranoa district. Teachers also benefit from coming

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Bronze Sponsors	

WELCOME



MARANOA BEST Committee presents the 2013 Maranoa

Maranoa BEST is proud to be associated with Maranoa

BB Better Business

NEWS

Better Business

► Strengthening local business

All hands on deck for job

PLANNING is under way for the 2013 Maranoa Employment Expo on August 14.

Melissa Murray was appointed event co-ordinator earlier this month and is working towards promoting the event throughout the region.

Ms Murray sits on the committee in a dual-capacity, working as the co-ordinator and also representing Origin.

Last year's expo focused on school leavers but with the addition of mature-aged job seekers to the expo's target audience. This year Ms Murray said the committee hopes to widen community outreach.

"We are really hoping to get more of the community interested," Ms Murray said.

"There will be a lot of opportunity for mature-aged Roma residents who are looking for more in their current career but don't know how to go about it in their area and need a point in right direction."



SHARING INFORMATION: Golden West at last year's Maranoa Employment Expo.

Plans for the event this year include a new format with break-out sessions to cover a multitude of topics

such as resume writing, job readiness for employers and employees, recognition of prior learning,

apprenticeships information, expectations of employers for new workers and skills development

session. Their hands-on presentation



Outlook

CONFIDENCE in the construction industry is slowly picking up with resource-rich areas leading the way.

A Master Builders Association of Queensland quarterly report reveals confidence in the state is rising.

In New South Wales, the Australian Construction Industry Forum construction market report has forecast a strong recovery in the

The Master Builders Survey of the construction industry, medium-term outlook. Master Builders chief executive said the industry is looking for a strong recovery in the

Maranoa BEST – Maranoa Employment Expo
c/- Sue Roche – DSDIP
PO Box 350
ROMA QLD 4455

18 November 2013

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 42
MITCHELL QLD 4465

Dear Ms Reitano

Maranoa BEST – Maranoa Employment Expo

Over the past two years the Maranoa BEST committee has successfully coordinated the Maranoa Employment Expo. We have seen the expo grow in size to almost double the number of students and jobseekers attending the Expo in 2013.

This event brings together a cohort of all secondary students, jobseekers and the general community in an exhibition display in the town of Roma to identify and promote employment and career pathways opportunities within the Maranoa Region, as well as further education and training opportunities for school students and jobseekers.

As an event such as this requires greater than twelve months of planning, we are writing to you to explore the opportunity to secure funding for the Maranoa Employment Expo for the next three years of \$21,000.00 (ie. \$7,000.00 per year). The Maranoa Employment Expo supports the following Maranoa Regional Council Economic Development priorities:

- Sustainable development of the regional and local economy;
- Collaborative initiatives between local businesses and/or regional networks;
- Seminars, networking and business and skill development programs; and
- Local enterprise facilitation and mentoring.

The Expo also aligns to support the Local Plan 2013 and specifically the themes of Foundations for the Future – Knowledge & Skills for life and Foundations for the Future – Smart Economy.

Without continued support from the Maranoa Regional Council, the future of this event may be at risk.

We have attached a brief project plan for the Maranoa BEST – Maranoa Employment Expo and letters of support.

We urge you to give this proposal your favourable consideration.

Kind regards



Sue Roche
On behalf of the Maranoa BEST – Maranoa Employment Expo

Maranoa BEST – Maranoa Employment Expo

Objective:

The Employment Expo aims:

- To link business, schools and community
- Provide an opportunity
- Assist in the attraction and retention of persons in the region

Benefits:

The benefits of the Employment Expo are:

- School students and jobseekers are exposed to employers in the region
- School students and jobseekers are informed on further education and training opportunities
- Community support and involvement with business and industry
- Relationships are formed between business, community and schools.

Collaboration efforts:

Members of the steering committee include:

- Youth Invest
- Downs Industry Schools Coop
- Dept. Education Training and Employment
- Santos
- Origin
- Golden West Apprenticeships
- Southern Queensland Institute of TAFE
- Department of State Development, Infrastructure and Planning
- Maranoa Regional Council
- Centrelink
- Western Star
- Max Employment
- Roma State College

Anticipated Outcomes:

- Increased awareness of local employment and broader education opportunities for school students and jobseekers
- Provide access to employment and educational opportunities for students, jobseekers, existing staff
- Promote the availability and benefits of lifelong learning opportunities to the community
- Promote the Maranoa as a great place to live work and visit, which may assist in attraction and retention of person to the region
- Development of relationships between business, community and education providers, government and schools
- Businesses can develop one-on-one relationships with existing and potential employees
- Businesses can develop relationships with other organisations and local business who can provide networking and support mechanisms
- Businesses are able to reduce recruitment expenses and address current and future skill shortages

Key Project Milestones (3 years = 3 Expos):

DATE	ACTIVITY
SEPT 2013	Booking Venue and Date Confirmation for 2014 Expo
DEC 2013	Development of comprehensive project brief for Event Coordinator
JAN 2014	Engagement of Event Coordinator
FEB – JUN 2014	Vender Attraction, Contact and Confirmation
MAR – JUN 2014	School Attraction, Contact and confirmation
Ongoing until JUN 2014	Promotion and Marketing to both students, jobseekers and

	businesses
JUN 2014	Set up and running of event (17 th June 2014)
JUL 2014	Debrief and planning for 2015 Expo
AUG 2014	Booking Venue and Date Confirmation for 2015 Expo
DEC 2014	Development of comprehensive project brief for Event Coordinator
JAN 2015	Engagement of Event Coordinator
FEB – JUN 2015	Vender Attraction, Contact and Confirmation
MAR – JUN 2015	School Attraction, Contact and confirmation
Ongoing until JUL 2015	Promotion and Marketing to both students, jobseekers and businesses
JUL 2015	Set up and running of event
JUL 2015	Debrief and planning for 2016 Expo
AUG 2015	Booking Venue and Date Confirmation for 2016 Expo
DEC 2015	Development of comprehensive project brief for Event Coordinator
JAN 2015	Engagement of Event Coordinator
FEB – JUN 2015	Vender Attraction, Contact and Confirmation
MAR – JUN 2015	School Attraction, Contact and confirmation
Ongoing until JUL 2015	Promotion and Marketing to both students, jobseekers and businesses
JUL 15	Set up and running of event
JUL 15	Debrief and planning for 2016 Expo

Roma State College (32449)

Letter of Support



To whom it may concern,

Can I say how invaluable and well run the Maranoa Employment Expo was this year. All our students found it engaging and came away with a wealth of information. Many of our older students remarked on how much better it was this year and how well laid out the displays were.

Roma State College is committed to building real pathways for all our students in VET, SQIT and Higher Education and this expo gives them an opportunity to speak with representation from these industries first hand. Many would otherwise not get the opportunity to do so.

For the council and sponsors to commit to this, is fabulous. RSC hopes that we can make it an ongoing, sustainable venture and see it as real community building.

Mr Peter Gaiter
HOD VET
RSC Senior Campus



The Western Star

Dear Sir/Madam

It is with great pleasure that the Western Star writes a letter of support for the Maranoa Employment Expo.

The Expo has grown to provide an extensive range of career opportunities for students from right across the Maranoa region.

The Expo has continued to grow in size and there is sound interest in the 2014 Expo.

It is essential that this event continues to gain favorable support with seed funding to continue to deliver a vital service to students from right across the region.

This event not only continues to service the local community by those further afield which further enhance our ability to service and grow as a major regional center within the South West Queensland corner.

The Western Star is proud to continue to support community based events that enhance and grow our community and region as a whole.

Please feel free to contact me if you require any further information to support this application.

Your Sincerely

Karin-ane King
Roma Site Manager

ABN 009 798 841

PO Box 287 120 McDowall Street, Roma Qld 4455
Email: westernstar.news@bigpond.com
Phone: 07 4622 1411 Fax: 07 4622 3443



10 October 2013

Department of Education,
Training and Employment
ABN 54 456 676 679

To Whom It May Concern

I am writing to support the application by Maranoa Employment Expo committee for continued financial support with the delivery of the Employment Expo for the next three years to ensure continuity and growth opportunities for the community and local students.

Southern Queensland Institute of TAFE were a silver sponsor for this year's Careers Expo, and as an exhibitor with break out programs (skills demonstrations from our Hospitality team) we were staggered at the positive response from the local schools within the Maranoa as well as the outer lying regions of Charleville, Cunnamulla and Quilpie. The enthusiasm and maturity of these young people; in taking advantage of the Careers Expo to talk to various industries, trainers and local businesses about possible career choices, was inspirational.

It should be mentioned that the professional look of the booths that were used this year also added to the success of the Expo and the provision for separate exhibitor space allowed for exclusive interaction between exhibitors and visitors. created an exhibition that rivalled metropolitan areas.

I believe that the Maranoa Careers Expo will continue to grow and provide valuable support and information for students and community members who are looking to change careers, enter the workforce or seek ongoing training.

Kind regards

Leanne Gaiter
Business Development Officer
Roma Campus

Toowoomba
100 Bridge St
Toowoomba Q 4350
07 4694 1600

Charleville
Perry St
Charleville Q 4470
07 4654 4900

Chandulla
9 Zeller St
Chandulla Q 4413
07 4672 6400

Dalby
463 Bonga Highway
Dalby Q 4405
07 4660 9999

Kingaroy
Cnr Bonga Hwy & Gerritz Rd
Kingaroy Q 4610
07 4160 4400

Merredin
Collins Rd, Charlebourg
Merredin Q 4605
07 4129 6899

Bonaa
110007 St
Bonaa Q 4455
07 4624 4300

Stanthorpe
22 Coors Rd
Stanthorpe Q 4380
07 4681 9200

Warwick
176-202 Dragon St
Warwick Q 4370
07 4660 4600

www.sqit.tafe.qld.gov.au
CRICOS Provider Code 02011C
NVR Registered Training
Organisation No 0526



Department of
**State Development,
Infrastructure and Planning**

2 October 2013

To Whom It May Concern

Re: Maranoa Employment Expo

We would like to offer our support for the continuation of the Maranoa Employment Expo.

The Department of State Development, Infrastructure and Planning believe the Maranoa Employment Expo offers the following benefits to local businesses that make up our client base:

- Opportunity to showcase their business at a prominent community event
- Reduction in recruitment expenses due to opportunity to meet job seekers and possible future employees
- Training and business development opportunities for the business
- Build relationships with other local businesses, schools and community

Our organisation will be involved in ensuring this event continues to be successful by being a part of the organising committee.

Yours Sincerely

A handwritten signature in blue ink that reads "Suzanne Roche".

Suzanne Roche
Senior Economic Development Officer

1-3 Alfred Street
PO Box 350
Roma Queensland 4455
Telephone + 61 7 4624 1543
Facsimile + 61 7 4624 1559
Website: www.dsdiq.qld.gov.au

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 10 February 2021

Item Number: 13.12

File Number: D21/11174

SUBJECT HEADING: Letter of Support Request

Classification: Open Access

Officer's Title: Customer & Library Services Officer

Executive Summary:

Booringa Action Group have requested a letter of support from Council to accompany their grant funding application.

Officer's Recommendation:

That Council endorse the letter of support from the Mayor on behalf of Council to the requesting organisation for their grant application to facilitate the Booringa Fire and Water Projection Artwork and Development.

Individuals or Organisations to which the report applies:

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

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

Booringa Action Group

Acronyms:

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

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

Acronym	Description
N/A	N/A

Context:

Why is the matter coming before Council?

Booringa Action Group have requested a letter of support from Council to accompany their grant funding application to facilitate the Booringa Fire and Water Projection Artwork and Development workshop and display at the Booringa Fire and Water Festival 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Booringa Action Group will be hosting the Bi-Annual Booringa Fire and Water Festival from the 16th – 18th September 2021. The Group have started working on different elements of the festival, one of which includes facilitating workshops in the lead up to the festival.

Booringa Action Group are working on securing funds for the Booringa Fire and Water Projection Artwork and Development. The project will be a large-scale public artwork of light and sound, propelled by a professional development opportunity for Maranoa artists.

The collaborative video-projection will be presented outdoors at the Booringa Fire and Water Festival on the 17th September 2021. Workshops and development of the projection will be held from the 4th – 8th July 2021 in Mitchell with local artists, community groups and individuals facilitated by Kellie O'Dempsey, with the finalisation and sound montage being completed from the 10th – 20th August 2021.

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

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

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)

N/A

Funding Bodies:

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

Booringa Action Group is applying for funding through the Regional Arts Fund – Flying Arts Alliance Projects Grants 2021.

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

N/A

Risks:

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

Risk	Description of likelihood & consequences
N/A	N/A

Advice to Council:

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

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

That Council endorse the letter of support from the Mayor on behalf of Council to the requesting organisation for their grant application to facilitate the Booringa Fire and Water Projection Artwork and 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 letter of support from the Mayor on behalf of Council to the requesting organisation for their grant application to facilitate the Booringa Fire and Water Projection Artwork and Development.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

[1](#) Letter of Support Request - Booringa Action Group - D21/11119
Booringa Fire and Water Projection Artwork and
Development - RAF FAA Project Funding

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Dee Schafer**Subject:** FW: Letter of Support Request - RAF FAA Project Funding

From: Jeff Watson <booringaactiongroup@gmail.com>
Sent: Tuesday, February 9, 2021 8:34 am
To: Edward (Ed) Sims
Subject: Letter of Support Request - RAF FAA Project Funding

Good Morning Ed,

The Booringa Action Group will be hosting the Bi-Annual Booringa Fire and Water Festival this year from the 16th-18th September 2021. We have started working on different elements of our festival, one of which include workshops in the lead up to our festival.

We are currently working on a grant application through the Regional Arts Fund - FAA Projects Grants 2021 for the: **Booringa Fire and Water Projection Artwork and Development.**

This project is a large-scale public artwork of light and sound, propelled by a professional development opportunity for Maranoa artists. Working directly with community, arts industry professionals, Kellie O'Dempsey, Jude Roberts and Dr Vicki Saunders will build a layered moving story of drawing and animation generating a new video artwork. The theme is Booringa, meaning 'fire and water' in Gunggari language. The collaborative video-projection will be presented outdoors at the 2021, Booringa Fire and Water Festival. The project aims to; build ongoing collaborations between local artists and professional practitioners; impact new skills to regional practitioners expanding local production and exhibition opportunities.

Key Dates Include:

- 4th - 8th July 2021 - Workshop and development of projection in Mitchell with local artists, community groups and individuals, facilitated by Kellie O'Dempsey
- 10th - 20th August - Finalise edit and sound montage
- 17th September - Projection display at the Booringa Fire and Water Festival

I was hoping you may be able to provide the Booringa Action Group with a letter of support for our grant application.

I look forward to hearing from you.

Kind Regards,
Bree

Booringa Action Group



0429 099 443



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OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 10 February 2021

Item Number: 13.13

File Number: D21/11255

SUBJECT HEADING: Community Housing - Maintenance Upgrade

Classification: Open Access

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

Executive Summary:

Request approval from Council to undertake a project to upgrade the perimeter fence surrounding community housing units at 68 - 72 Russell Street Wallumbilla.

Officer's Recommendation:

That Council allocate funds from the Community Housing Operating Reserve for the identified upgrades at Units 1 & 2 at 68 Russell Street Wallumbilla.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council Community Housing
Tenants

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The Council managed community housing property requires fencing upgrades, due to the state of the surrounding and dividing fence, unit 1 & 2 at 68 Russell Street Wallumbilla.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council manages the Community Housing property at 68 - 72 Russell Street Wallumbilla for the Department of Housing. The property where upgrade work is planned, will become part of Council's housing stock once the transition with the Department of Housing and Public Works occurs on June 30 2021.

Council has a duty of care to its tenants, but there is no legal requirement for Council to undertake these works.

Unit 1/68 Russell Street Wallumbilla – Tenancy agreement for this property was signed on 28 September 2020.

Unit 2/68 Russell Street Wallumbilla - Tenancy agreement for this property was signed on 19 June 2019.

During annual inspections carried out August 2020 it was noted that the fence post and mesh on the boundary and dividing fence for these units was rusted due to unlevel ground, water settling and garden beds. At the end of January an inspection was completed when the tenant reported that two posts were falling over. The fence requires replacement.

Money can be used from the Community Housing Operating Reserve which has a balance of \$324, 227. These funds are available to use on the Community Housing Properties which are held jointly with the Department and managed by Council.

Cost of the replacement fence will be approximately \$25,000.

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

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

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

Local Government Regulation 2012

Section 170 - Adoption and amendment of budget

(1) A local government must adopt its budget for a financial year—

(a) after 31 May in the year before the financial year; but

(b) before—

(i) 1 August in the financial year; or

(ii) a later day decided by the Minister.

(2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.

(3) The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

(4) If the budget does not comply with the following when it is amended, the amendment of the budget is of no effect—

(a) section 169;

(b) the local government's decision about the rates and charges to be levied for the financial year made at the budget meeting for the financial year.

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)

Program Funding & Budget Coordinator – Advice sort regarding funds held by Council. Was advised money could be used from the Community Housing Operating Reserve which has a balance of \$324, 227.

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?

Funds to be allocated from Community Housing Operating Reserve account.

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)

Rental income towards Council revenue.

- 1/68 Russell St Wallumbilla - \$310 per fortnight (\$8,060 per annum)
- 2/68 Russell St Wallumbilla - \$310 per fortnight(\$8,060 per annum)

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
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Nil	Nil
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Advice to Council:

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

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

It is recommended that Council make the upgrades to this property to ensure tenant safety and to maintain property value.

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 allocate funds from the Community Housing Operating Reserve for the identified upgrades at units 1 & 2 at 68 Russell Street Wallumbilla.

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 24 February 2021

Date: 10 February 2021

Item Number: 13.14

File Number: D21/11273

SUBJECT HEADING: Queensland Feral Pest Initiative - Round 2.2 -
Pests Without Borders project - Contract variation

Classification: Open Access

Officer's Title: Rural Land Services & Funding Officer / Team
Coordinator

Executive Summary:

Council has received funding for a joint project between Maranoa Regional Council, Balonne Shire Council and Goondiwindi Regional Council to undertake a mentoring project, where social linkages for the residents lie outside the specific local government area in which they reside.

The project is primarily focussed in the Teelba area, eastern parts of the Balonne Shire and the north west corner of Goondiwindi Regional Council area. The project involves face to face contact with land managers in these target areas.

Due to COVID-19 pandemic directives placed upon the community, face to face contact with individuals was suspended. As such, the Project Officer was assigned to other duties required by Council. As such, Council as the lead applicant for the project, is seeking a time variation to allow for the project to be completed.

Officer's Recommendation:

That Council authorise the Chief Executive Officer to execute a Deed of Variation between Maranoa Regional Council and the Department of Agriculture and Fisheries for funding received under round 2.2 of the Queensland Feral Pest Initiative, for the delivery of the "Pests Without Borders" project.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council, Balonne Shire Council and Goondiwindi Regional Council

Department of Agriculture and Fisheries

Landholders located within the identified area specific to the project.

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
QFPI	Queensland Feral Pest Initiative
DAF	State Department of Agriculture and Fisheries

Context:

Why is the matter coming before Council?

Council has delayed the delivery of the QFPI funded “Pests Without Borders” project, due to the impact of COVID 19 directives from pandemics lead agency – Queensland Health. Council aims to extend the original project deadline by 12 months to reflect the intermission in the delivery of this project.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Due to the impact of directives given for the COVID-19 Pandemic, the project officer was redirected in March 2020 to implement other work for Council, with the intention to recommence the project plan work once restrictions eased. Council anticipates to resume the on-ground component of the project in the coming weeks, and therefore would like to submit a request for a contract variation to extend the completion date of the project by 12 months, and amend the milestone dates.

The project required face to face engagement with landholders, however social distancing, health status consideration of clients and movement restrictions prevented the delivery of this component of the project. Given the average age of landholders, the access to emergency healthcare and the quarantine benefits that living in isolated rural and regional areas provided, it was considered an unacceptable risk to clients of the area to continue face to face contact during this period.

Furthermore, as part of Councils emergency preparedness plan in the event of an outbreak of COVID-19 in the area, Council sought to identify the core services that needed to be maintained, and the risks associated with their continued operation. Council decided to redeploy non-essential staff to provide backup and support to these core functions, should the staff currently delivering these services become infected. As a result, staff from the Rural Lands team were tasked with shadowing the Waste team in operation of the Council landfills, which resulted in the redeployment of a number of staff, including the project officer, to the operation of Councils waste services.

As a result of this redeployment, Council has reallocated funding from its internal budgets for the wages of the project officer to cover a period of 10 months from March 2020 through to January 2021

The officer has been undertaking other components of the project during this hiatus, such as renewed overview of biosecurity plans, data evaluation etc., but the officer has not undertaken face to face engagement during this period.

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)

Management of the project is undertaken in accordance with the Grant Deed executed between Maranoa Regional Council and DAF.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Not Applicable

Input into the Report & Recommendation:

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

funding body, any dates of critical importance or updates or approvals required)

Shari Hurst – Contracts Officer – Biosecurity Queensland

Advice on the need, content and process of preparing a variation to the Grant Deed

Frank Martinek – Project Officer – Maranoa Regional Council

Provision of information in regard to project progress, and input into timing of future milestones and targets

Funding Bodies:

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

The project is a fully funded project, investing \$360,000 into the Region. The current completion date is set for 31 July 2021, however numerous milestones have not been undertaken due to restrictions.

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?

While the project is fully funded and will have no net impact on Councils' budget, it may result in an alteration to the payment schedule for the project milestones. The exact implication of these variations cannot be determined until such time as the variation is finalised with the funding body – DAF.

Future Years' Budgets:

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

No net impact on future years budgets

Impact on Other Individuals or Interested Parties:

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

Balonne shire council and Goondiwindi regional Council;

The project is a joint project between the 3 local government areas of Maranoa, Balonne and Goondiwindi local governments. The successful delivery of this project will ensure that the benefits are provided to all participating areas.

Targeted landholders:

The project aims to build the capacity of landholders to Identify pest plants and animals, understand the control options available, and to understand who to contact for assistance, advice and support within each of the local governments. Should the project not be completed, targeted landholders will not receive the benefits from this project.

Risks:

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

Risk	Description of likelihood & consequences
Failure to adopt resolution	Should council fail to adopt the resolution, it will result in council having failed to meet its project milestones, and having failed to expend the grant funds. This would result in council: <ol style="list-style-type: none"> 1. having to return unspent funds to DAF; and 2. failing to comply with its Grant Deed.

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)

Adoption of the proposed resolution will allow council to complete the project in accordance with the project plan and milestones listed in the Grant Deed that have been developed in consultation with DAF. The uncertainties created by COVID-19, resulted in an ultra-cautious approach by council to ensure all risks identified with the actions, were minimized to the target clients.

DAF have been receptive and responsive to councils concerns and have repressed a willingness to consider a contract variation, however they are still to decide if they are prepared to enter into a Deed of Variation for the project and are awaiting additional information from Council.

The project officer is preparing a workplan at the request of DAF for the remainder of the project to provide further detail on the milestones and timing required to complete the project outcomes.

Recommendation:

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

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

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

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

It is recommended that council adopt the proposed resolution. This will allow council to update the milestone delivery dates, and ensure the project outcomes can be delivered to the targeted landholders as planned. This will provide benefit to both the landholders and the respective local governments, by ensuring landholders have the knowledge and skills to identify Biosecurity threats and to take proactive steps to manage or mitigate their impacts.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Rural lands

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 24 February 2021

Date: 11 February 2021

Item Number: 13.15

File Number: D21/11404

SUBJECT HEADING: 32 George St Wallumbilla - Offer property for tender

Classification: Open Access

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

Executive Summary:

The Council managed housing property at 32 George Street Wallumbilla, is located on Lot 2 on CP 850185. Council has plans to build the new Wallumbilla Calico Cottage & Heritage Precinct on this site.

Subject to a successful funding announcement under the Building Better Regions Fund – Round Five, it is expected that construction of the new Wallumbilla Council and Calico Cottage Building could commence as early as later in 2021. The house located at 32 George Street will need to be removed to make way for this project.

Officer's Recommendation:

That Council:

1. Formally seek approval from the Department of Housing and Public Works to offer for sale by tender the house located on 32 George Street Wallumbilla, described as Lot 2 on CP850185 with the house to be offered for removal.
2. Once approval has been granted, call for tenders to dispose of the house located on Lot 2 on CP 850185.
3. Source market valuations for 32 George Street Wallumbilla.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council Community Housing

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The Council managed housing property at 32 George Street Wallumbilla is located on Lot 2 on CP 850185. Council has plans to build the new Wallumbilla Calico Cottage and Heritage Precinct on this land.

This house is part of the planned community housing transition currently occurring within the Queensland Department of Housing. It is anticipated that the house at 32 George Street will need to be removed to allow for construction to commence on the new Wallumbilla Council & Calico Cottage Building before the planned housing transition can be completed.

As permission needs to be sought from the Department of Housing to tender this property for removal, this is a matter for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council manages Community Housing properties for the Department of Housing. 32 George Street Wallumbilla will become part of Council's housing stock, once the housing transition occurs which is planned for June 30 2021. However Councillors should note that this date has been moved back on a number of occasions by the Department of Housing.

Council has title to the property located at 32 George Street Wallumbilla and entered into a capital funding agreement between the Department of Housing and Public Works and Bendemere Shire Council.

Under this agreement the Department of Housing and Public Works contributed a monetary amount to construct the property with Bendemere Shire Council also providing a percentage monetary amount and providing the land at 32 George Street. Searches between Council and the Department of Housing have failed to turn up an agreement that would have existed between the parties, so the Department will need to consult with their legal team regarding the agreement for this property.

In accordance with Council's Capital Assistance Agreement with the Department of Housing and Public Works, approval from the department needs to be sort before a property is listed for tender.

Current written down value for 32 George Street is \$78,363.31. A market valuation will need to be sought for this property.

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

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

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

Local Government Regulation 2012 – Reg 227

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

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

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

This section is subject to *division 4*.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings and Structures)

Contractor Accounting Services – Department of Housing and Public Works – Enquiries were made to Senior Contract Officer Tonia Jackson regarding this report and advised permission to tender would need to be sort from the Department of Housing and Public Works.

Project Officer – Program & Contract Management
Deputy Director – Strategic Road Management

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)

At the Ordinary Meeting, 10 February 2021, it was resolved by Council to submit an application for funding for the Wallumbilla Calico Cottage & Tourism Precinct under the *Australian Government's Building Better Regions Fund – Round Five Infrastructure Projects Stream* (**Resolution No. OM/02.2021/xx**).

Under this funding, the project is required to be able to commence construction within 12 weeks of the funding announcement. Based on the timeframes currently available from the Funding, an announcement could be expected as early as mid-2021, with the construction to commence by late-2021. In order to ensure Council can meet this funding timeframe, it is recommended that Council seek approval from the Department to tender the house for removal in advance of the planned housing transition.

This Financial Year's Budget:

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

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

Nil

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

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

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

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

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

It is recommended the Council proceed with offering the house for sale for removal, to ensure the house does not create any delays for the Calico Cottage project.

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. Formally seek approval from the Department of Housing and Public Works to offer for sale by tender the house located on 32 George Street Wallumbilla, described as Lot 2 on CP850185 with the house to be offered for removal.

2. Once approval has been granted, call for tenders to dispose of the house located on Lot 2 on CP 850185.
3. Source market valuations for 32 George Street Wallumbilla.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[1](#) Title Search - Lot 2 CP 850185

D21/11728

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services

View File		Return To Top
INTERNAL CURRENT TITLE SEARCH NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND		
Search Date: 22/03/2018 10:42	Title Reference: 18503053 Date Created: 16/04/1993	
REGISTERED OWNER		
THE COUNCIL OF THE SHIRE OF BENDEMERE		
ESTATE AND LAND		
Estate in Fee Simple		
LOT 2	CROWN PLAN 850185 Local Government: MARANOA	
EASEMENTS, ENCUMBRANCES AND INTERESTS		
1. Rights and interests reserved to the Crown by Deed of Grant No. 18503053 (Lot 2 on CP 850185)		
ADMINISTRATIVE ADVICES - NIL UNREGISTERED DEALINGS - NIL		
CERTIFICATE OF TITLE ISSUED - Yes		Certificate No. 1
** End of Current Title Search **		
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OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 11 February 2021

Item Number: 13.16

File Number: D21/11430

SUBJECT HEADING: Maranoa Netball Association-Request for Assistance

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

In 2020 Maranoa Netball Association were successful in securing the opportunity to host an Inter-District Netball Carnival in Roma, which was to be held on 25/26 April 2020. Due to COVID19 the carnival was cancelled. Council resolved to support the request for an additional two grass courts **(GM/02.2020/15)** which were not constructed due to the cancellation of the carnival.

Maranoa Netball Association have again secured the opportunity to host an Inter-District Netball Carnival to be held in Roma 18 July 2021 and are requesting Council uphold the resolution made on the 12 February 2020.

This event will bring approximately 500 netballers, officials, and parents/family members to Roma for the weekend, in addition to local netball members. This is a great opportunity to showcase Council's magnificent netball precinct and provide economic stimulus to local businesses.

To be eligible to host an Inter-District Netball Carnival, the committee must provide a minimum of 10 courts at one venue. Currently there are 8 synthetic courts, and the committee are requesting Council assistance to provide 2 grass courts.

Officer's Recommendation:

That Council:

1. Support Maranoa Netball Association with their request to provide two temporary grass courts for the Inter-District Netball Competition to be held on 18 July 2021, as per Option A of this report.
2. Costs associated with the provision of temporary line marking and installation of four sleeves for installation of netball posts estimated at \$3 000 to be costed to GL 2887.2248.2001 (in-kind major assistance)
3. Maranoa Netball Association acknowledge Council's contribution in all advertising for this event and during the Inter-District Netball Competition.

Individuals or Organisations to which the report applies:

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

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

Maranoa Netball Association

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
Maranoa Netball Association	MNA

Context:

Why is the matter coming before Council?

This matter is coming to Council to request budget release, to be allocated to achieve two grass courts to total 10 courts for the competition to proceed in Roma.

The request was made in the last term of Council however due to COVID19 and the Carnival being cancelled the construction of the two grass courts did not take place.

This report is seeking Council uphold the resolution made by the previous Council on 12 February 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A meeting was held between MNA and Council staff in 2020 to gauge the level of support required from Council to meet the minimum number of 10 courts for the competition. Discussion was held around two options:

1. Option A on the main lawn of Bassett Park south of the Wool Court, north of the ticket box.
2. Option B near the south western end of the bull stalls adjacent to the netball precinct.

Option 2 was the preferred site.

Since COVID19 resulted in Maranoa Netball Association cancelling the carnival in 2020. Maranoa Netball Association have requested that Council resume the discussion and action the two additional courts as agreed last year via Resolution:

Resolution No. GM/02.2020/15

Moved Cr O'Neil

Seconded Cr Schefe

That:

1. **Council support Maranoa Netball Association with their request to provide two temporary grass courts for the Inter-District Netball Competition to be held on 25/26 April, as per Option B of the officer's report.**

2. Costs associated with the provision of temporary line marking and installation of four sleeves for installation of netball posts estimated at \$6,000 be costed to GL 2887.2248.2001 (in-kind major assistance, \$13,000 remaining).
3. Maranoa Netball Association acknowledge Council's contribution in all advertising for this event and during the Inter-District Netball Competition.

CARRIED

8/0

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to

Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

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

Ed Sims-Manager Economic and Community Development

Robert Hayward- Deputy CEO / Director, Development, Facilities & Environmental Services

Ian Allen- Team Leader - Rural Roads Maintenance (Signs), Urban Streets Drainage & Footpaths

Chris Barrett-Bassett Park Staff Member

Justine Miller-Tourism Coordinator

Wendy Steinhart-Previous President MNA

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?

Costs associated with the provision of temporary line marking and installation of four sleeves for installation of netball posts estimated at \$3 000 to be costed to GL 2887.2248.2001 (in-kind major assistance)

Maranoa Regional Council

Ordinary Meeting - 24 February 2021

To date these are the groups who have received in kind for this financial year.

Group name	Amount	in kind / fee waiver	Council Resolution if Applicable
Bendemere Pony Club	\$ 8,326.70	In kind	OM/08.2020/41
St Patricks School Mitchell	\$ 346.00	In Kind	
Churches together Injune	\$ 211.00	In kind	
Roma Show Society	\$ 139.00	Fee waiver	OM/10.2020/61
Dunkeld Pony Club	\$ 1,053.00	Fee waiver	OM/09.2020/33
CUC Maranoa	\$ 2,200.00	Fee waiver	OM/10.2020/79
Injune RSL	\$ 210.86	In Kind	
Mitchell State School	\$ 346.00	In Kind	
Care Outreach	\$ 210.00	In Kind	OM/10.2020/100

There is \$21,957.44 budget remaining for in kind and fee waivers for the 2020/2021 financial year.

Future Years' Budgets:

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

Nil

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
Declining the request	Maranoa Netball Association may not be able to accept the offer to host the Carnival due to not being able to meet the required court numbers.

Advice to Council:

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

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

This is a wonderful opportunity both with sporting and economic benefits for the Maranoa. Netball is a fast-growing sport and with the new precinct for netball at Bassett Park, it is noteworthy that MNA has nominated to host an inter-district competition.

Recommendation:

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

That Council:

1. Support Maranoa Netball Association with their request to provide two temporary grass courts for the Inter-District Netball Competition to be held on 18 July 2021, as per Option B of this report.
2. Costs associated with the provision of temporary line marking and installation of four sleeves for installation of netball posts estimated at \$3 000 to be costed to GL 2887.2248.2001 (in-kind major assistance)
3. Maranoa Netball Association acknowledge Council's contribution in all advertising for this event and during the Inter-District Netball Competition

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?

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Develop healthy and connected communities through sport and recreation activities and facilities

4.12.5 Implement initiatives to maximise use of facilities and participation in sport and recreation.

Supporting Documentation:

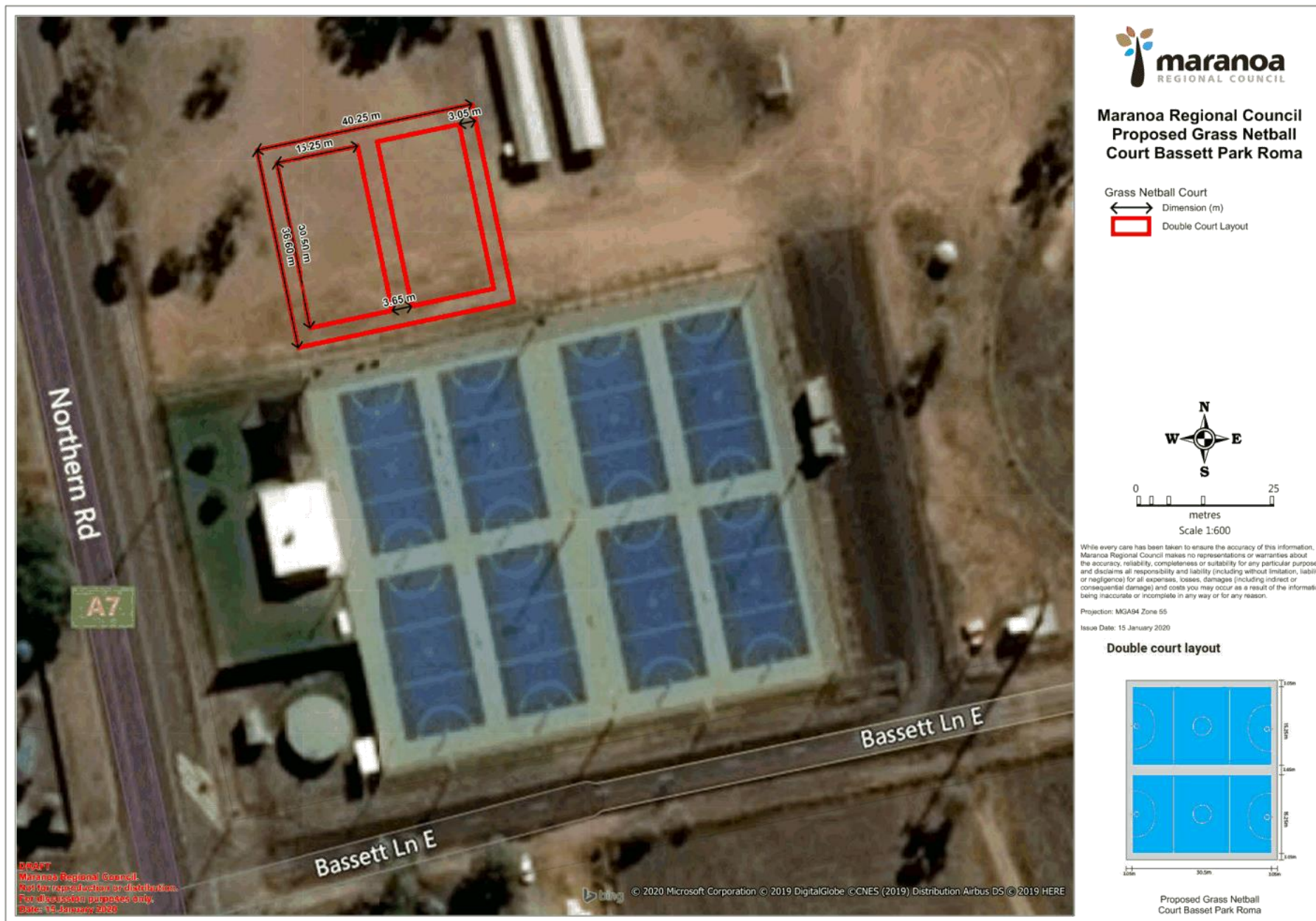
1	Proposed Grass Netball Court_Option A	D20/9414
2	Proposed Grass Netball Court_Option B	D20/9415
3	Maranoa Netball Association - Letter requesting 2 grass courts - 11.02.2021	D21/11426

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services







PO Box 1160
Roma Qld 4455

25th Jan 2021

Maranoa Regional Council
C/o Fiona Vincent
Roma Qld 4455

Dear Fiona

In 2020 Maranoa Netball Association requested the construction of two additional grass courts at the Bassett Park Netball Precinct to allow us to host an Inter District Carnival. Unfortunately due to COVID19 and the cancellation of many events this did not go ahead as planned.

We have however been successful in obtaining the same event as part of the 2021 Inter District Competition. This carnival will see in excess of 500 players come to our region and introduce teams from Toowoomba, Warwick, Lockyer, Dalby, Goondiwindi, Kingaroy, Highfields, Laidley, Fassifern, Chinchilla and Stanthorpe to our wonderful complex. The date for this carnival is Sunday the 18th July 2021.

The association would therefore like to ask the council to resume the discussion and action of these two additional courts, as agreed last year, to allow us to host this carnival. As mentioned in previous correspondence we must have a minimum of 10 courts to host.

Should you have any queries or require any further information please do not hesitate to contact us.

Kind Regards

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

Tracey Ferguson
Secretary
Maranoa Netball Association

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 19 January 2021

Item Number: 13.17

File Number: D21/4892

SUBJECT HEADING: Advertising Sign on Council Land - Shady's Lagoon

Classification: Open Access

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council has received correspondence enclosing plans for an upgrade of the sign located at Shady's Lagoon. The proposed new sign includes business directional advertising for 'Up the Creek Garage' Museum.

Officer's Recommendation:

That:

1. Council thank the applicant but decline the applicant's proposal to upgrade the sign at Shady's Lagoon to include third-party advertising.
2. Council provide the applicant with the opportunity to meet with Council Strategic Road Management staff to discuss the option of tourism fingerboard signage.
3. Council acknowledge Shady's Lagoon sign needs attention and include new signage for Shady's Lagoon in the 2021/2022 Budget Deliberations.

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).

Robert and Edith Burton – Owners of 'Up the Creek Garage' Museum

Acronyms:

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

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

Acronym	Description
Nil	

Context:

Why is the matter coming before Council?

Council has received correspondence from Mr Robert Burton enclosing plans for an upgrade of the sign located at Shady's Lagoon. The proposed new upgraded sign incorporates business directional advertising for the 'Up the Creek Garage' Museum.

Mr Burton states that the current sign is due for an upgrade as the posts are showing signs of age and that he has talked with Mr Dale Latemore about this proposed upgrade as the current sign is in honour of his late father, a former Council employee.

Mr Burton also advises that the proposed new sign that they have designed is over designed compared to plans provided by Council, but that they will use seven inch bore casing to retain the log look.

Mr Burton further advises that they construct the proposed new sign and frame but as the sign is located on Council land would suggest that Council erect the sign where the old sign is situated.

Council is asked to consider the matter.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Shady's Lagoon

Shady's Lagoon is in Roma on Council freehold land described as Lot 205 on R861, being 54 – 56 Charles Street, and Lot 210 on R861, being 35 – 37 Gregory Street.

The sign for Shady's Lagoon is located on Lot 205 on R861.



Located on the land is a plaque dedicated to the memory of Mr Colin (Shady) Latemore. The plaque reads -

'SHADY'S LAGOON

Dedicated to the memory of long term Roma Town Council Employee, Mr Colin (Shady) Latemore who worked for the Council during the period

commencing 27-2-58 until he passed away on 2-11-93 and who lived his entire life in the area.

SHADY'S LAGOON was officially opened by Roma Town Council Mayor, Alderman Barry Braithwaite and Mrs June Latemore on 23 February 1994.'



'Up the Creek Garage' Museum

Robert and Edith Burton are the property owners of 14 George Street, Roma. 'Up the Creek Garage' Museum is located at 14 George Street, Roma.

A check of the website shows 'Up the Creek Garage' Museum was established in Roma in May 2017. The Museum is a commercial business.



Background information relating to a previous request to install advertising signage on Council owned freehold land by a local business-

In 2016 Council received a request to install third party commercial advertising signage on the traffic islands in the Arthur Street Carpark. (Arthur Street Carpark is a public carpark managed by Council.)

Council resolved to further investigate the options through conducting a community registration of interest and a Council administrated full cost recovery model.

Following the presentation of the full cost recovery module, Council resolved to call expressions of interest for lease based signage.

In 2020 Council accepted a submitted expression of interest and enter into a licence agreement.

The licence agreement for the commercial advertising sign was not finalized due to not being executed by the successful applicant.

- In 2016 Council received a request for permission to install signage in the public carpark at 64 Arthur Street, Roma to direct the public to a local business. 64 Arthur Street is Council owned freehold land. Council considered the matter at its General Meeting held 14 December 2016 and resolved –

Resolution No. GM/12.2016/04

That:

1. Council advise the applicant that Council does support the proposal, however, does not give approval for the installation of permanent advertising signage within the carpark at 64 Arthur Street by the applicant at this time.
 2. Council call for Expressions of Interest, through advertisements in the local media, from parties interested in the placement of advertising signage in this location.
 3. A report detailing the outcome of the Expression of Interest process, and consultation with respondents, be presented to a future General Meeting.
- The draft document and the process associated with calling for expressions of interest were presented to the General Meeting held on 23 January 2019 for Council's endorsement. Council resolved –

Resolution No. GM/01.2019/33

That Council:

1. Endorse the Arthur Street Carpark Signage Expression of Interest document and advertising plan.
2. Formally correspond with the original applicant advising of the Expression of Interest on release.

3. Note that as per GM/12.2016/04, a report detailing the outcome of the Expression of Interest process and consultation with respondents, is to be presented to a future Council meeting.
- At Council's General Meeting held 10 April 2019, a report was presented to Council with a summary of the Registration of Interest and the number of submissions received. Council resolved –

Resolution No. GM/04.2019/23

That Council:

1. Note the submissions received under the Registration of Interest – Business Advertising Arthur Street Carpark.
 2. Further consult with the two (2) applicants:
 - a) with the view to establishing signage based on the Option 1 arrangement; and
 - b) about the conditions of such arrangement, which are to be based on Council's standard user arrangements as used for other signage installations on Council land.
- At Council's General Meeting held 13 November 2019, Council considered a report detailing a cost analysis on the concept of a Council administered signboard, with the analysis presented based on a full cost recovery model. Council resolved –

Resolution No. GM/11.2019/27

That Council:

1. Not proceed with the installation of a Council managed advertising device at the Arthur Street Carpark at this stage.
 2. Call Expressions of Interest for lease based signage for the Arthur Street Carpark in Roma.
- At Council's General Meeting held 26 February 2020, Council considered the expressions of interest received from the community to enter into a Licence Agreement for the use of the space in the Arthur Street Carpark. Council resolved –

Resolution No. GM/02.2020/113

That Council:

1. Accept the expression of interest to enter into a four (4) year licence with an option of an additional four (4) years with Western Bakeries, for one 900mm x 1800mm double sided sign at a rate of \$1,100.80 per annum.
2. Authorise the Chief Executive Officer or delegate to finalise and sign the licence agreement and any other documentation related to the licence.

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)

A number of planning and local law requirements apply to the installation of advertising devices. These include:

- Maranoa Planning Scheme
- Local Government Act 2009
- Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011
- Subordinate Local Law 1.2 Commercial Use of Local Government Controlled Areas 2011
- Subordinate Local Law 1.4 – Installation of Advertising devices 2011

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)

Background information on the former Council employee was provided by Team Coordinator – Roma Parks, Gardens and Regional Horticulturist. Photos of the plaque located at Shady's Lagoon and information that Mr Colin Latemore worked for the Roma Town Council as a Labourer for 30+ years. Mr Latemore was a current employee when he died and the plaque was an acknowledgement of his provided service. There is also a plaque installed on the bottle tree outside the old Roma Depot 'Tree of Knowledge – In Memory of Shady'.

Advice has been sought from Council's Strategic Road Management and Planning & Building Development to ascertain their views/comments on the upgrade of the signage request.

Information received from Deputy Director / Strategic Road Management –

I think it is important to acknowledge and thank Mr Burton's offer to replace the Shady's Lagoon signage.

In terms of recommendation, I provide the following for consideration.

That Council respectfully decline the application to install private advertising signage at Shady's Lagoon, noting:

- There is a number of other local businesses that advertise in areas visible to public traffic (i.e. on the approaches to town etc.). It is likely that these businesses pay a fee for these signs to be installed on freehold property.

- High risk of establishing a dangerous precedent should other businesses wish to advertise at “Shady’s Lagoon”. Council would need consider the requirement to provide fair and equitable representation – so there is a potential for a situation to arise whereby more requests may be received for this site (or other prominent sites owned by Council).

As an option/alternative, Council may resolve to consider working with the applicant to install tourism fingerboard signage along road reserves controlled by Council, provided that these are in accordance with *AS1742 Part 5: Street name and community facility name signs*.

By way of background, the purpose of tourist signs is to assist visitors to navigate safely to their destination. Tourists are a distinct category of motorist who are usually non-local and unfamiliar with the surrounding road network. As outlined in the standard, such signs are not a substitute for effective marketing and they are not for promotional purposes. Visitors signage, designed as a “brown-on-white” and is to ensure that such signage is only used on tourist attractions that are of a high standard.

Information received from Lead Town Planner – Planning & Building Department –

Operational works approval (planning approval) may be required from Council for the proposed sign, pending final design and location.

Should Council resolve to support the sign at this site, I would encourage the customer to contact Council’s Planning team to discuss final design and any planning application requirements.

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?

Should Council resolve to support the request –

Expenditure

Potential financial cost calling Expressions of Interest including staff administration time.

Potential legal cost for preparation of licence agreement.

Revenue

Potential financial income from advertising fees

Future Years' Budgets:

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

Should Council resolved to support the request –

Revenue

Potential financial income from advertising fees

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)

Robert and Edith Burton – Owners of 'Up the Creek Garage' Museum

Risks:

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

Risk	Description of likelihood & consequences
Political	May be perceived that a private entity may have received benefit from transaction (justified or not justified)
Not calling Expressions of Interest	By not inviting expressions of interest Council could be perceived as not acting fair and equitable
Establishing a precedent	More requests may be received for this site or other prominent sites owned by Council
Advertising device detracting from amenity of the area	A third-party advertising sign may detract from the amenity of the park area

Advice to Council:

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

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

That Council decline the applicant's proposal to upgrade the Shady's Lagoon sign to include third-party advertising.

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:

1. Council thank the applicant but decline the applicant's proposal to upgrade the sign at Shady's Lagoon to include third-party advertising.
2. Council provide the applicant with the opportunity to meet with Council Strategic Road Management staff to discuss the option of tourism fingerboard signage.
3. Council acknowledge Shady's Lagoon sign needs attention and include new signage for Shady's Lagoon in the 2021/2022 Budget Deliberations.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1 [↓](#) Shady's Lagoon - Sign Upgrade Plans and Business Advertising Signage - Robert Burton - Up The Creek Garage (Museum) D21/865

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



UP THE CREEK GARAGE,
14 George St.,
Roma 4455
30/12/2020

Maranoa Regional Council,

Re:- Shady's Lagoon sign,

Dear Councillors,

Please find enclosed plans for the upgrade of the sign at Shad's Lagoon, it is due for an upgrade as the post are showing signs of age.

The sign that we have designed is over designed, compared to plans provided by council, we will use seven inch bore casing to retain the log look.

We will construct the sign and frame, because it is on council land, we suggest that council erect the sign, where the old sign is situated.

I have talked, with Dale Latemore about this upgrade, he is in favour of this, the reason been, is that this sign is honour of his late Father, a former council employee.

Yours Sincerely,

Robert Burton.

Signed :-

A handwritten signature in black ink, appearing to read 'R. Burton'.





Queensland
Government

Department of Housing and Public Works

Form 15—Compliance certificate for building design or specification

Version 4 – July 2017

NOTE: This is to be used for the purposes of section 10 of the *Building Act 1975* and/or section 46 of the *Building Regulation 2006*.


RESTRICTION: A building certifier (class B) can only give a compliance certificate about whether building work complies with the BCA or a provision of the Queensland Development Code (QDC). A building certifier (Class B) can not give a certificate regarding QDC boundary clearance and site cover provisions.

<p>1. Property description</p> <p>This section need only be completed if details of street address and property description are applicable.</p> <p>E.g. in the case of (standard/generic) pool design/shell manufacture and/or patio and carport systems this section may not be applicable.</p> <p>The description must identify all land the subject of the application.</p> <p>The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p> <p>If the plan is not registered by title, provide previous lot and plan details.</p>	<p>Street address (include no., street, suburb/locality and postcode)</p> <p>Postcode</p> <p>Lot and plan details (attach list if necessary)</p> <p>In which local government area is the land situated?</p> <p>Maranoa Regional Council</p>
<p>2. Description of component/s certified</p> <p>Clearly describe the extent of work covered by this certificate, e.g. all structural aspects of the steel roof beams.</p>	<p>Bored piers</p> <p>Structural steel framing</p>
<p>3. Basis of certification</p> <p>Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.</p>	<p>AS 2870 - Site Classification E-D</p> <p>AS 3600</p> <p>AS 4100</p> <p>AS 1170 Parts 1 & 2 – Region A, Regional Wind Velocity 45 m/sec, Terrain category 2</p>
<p>4. Reference documentation</p> <p>Clearly identify any relevant documentation, e.g. numbered structural engineering plans.</p>	<p>Drawing number 18132 dated 27 July 2018</p>

LOCAL GOVERNMENT USE ONLY

Date received

Reference Number/s

5. Building certifier reference number	Building certifier reference number <input type="text"/>	
6. Competent person details A competent person for building work, means a person who is assessed by the building certifier for the work as competent to practice in an aspect of the building and specification design, of the building work because of the individual's skill, experience and qualifications in the aspect. The competent person must also be registered or licensed under a law applying in the State to practice the aspect. If no relevant law requires the individual to be licensed or registered to be able to give the help, the certifier must assess the individual as having appropriate experience, qualifications or skills to be able to give the help. If the chief executive issues any guidelines for assessing a competent person, the building certifier must use the guidelines when assessing the person.	Name (in full) <input type="text" value="Russell Anstey"/> Company name (if applicable) <input type="text" value="Anstey Design Pty Ltd"/> Contact person <input type="text" value="Russell Anstey"/> Phone no. (business hours) Mobile no. Fax no. <input type="text" value="0417 029464"/> <input type="text" value="0417 029 464"/> <input type="text"/> Email address <input type="text" value="russellanstey@iinet.net.au"/> Postal address <input type="text" value="34 Wilden St"/> <input type="text" value="Paddington"/> <input type="text" value="Postcode 4064"/> Licence or registration number (if applicable) <input type="text" value="RPEQ No 4212"/>	
7. Signature of competent person This certificate must be signed by the individual assessed by the building certifier as competent.	Signature  Date <input type="text" value="27/7/18"/>	

The *Building Act 1975* is administered by the Department of Housing and Public Works

- 400 -

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 11 February 2021

Item Number: 13.18

File Number: D21/11643

SUBJECT HEADING: Public Library Strategic Priorities Grants Program
2020-21 - Commercial TVs for Libraries

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

The Strategic Priorities Grant program has recently been released by the State Library of Queensland. The grant offers Council the opportunity to source funding for the purpose of purchasing four commercial televisions to be used in the Surat, Roma, Injune & Mitchell Libraries and adjacent Galleries.

The purchase of these televisions will allow for regular promotion of library eResources and services, including First 5 Forever (messages to play on loop, recordings, rhymes etc.) & other public programming. It will also provide libraries with the opportunity to play key messages and promote events from a whole of Council perspective.

The 2020–2021 Strategic Priorities Grant round opened on Wednesday 27 January 2021 and closes 4pm Tuesday 2 March 2021.

Council's formal endorsement is sought to submit an application to this funding program.

Officer's Recommendation:

That Council:

1. Submit an application for funding under the Public Library Strategic Priorities Grants Program 2020-21 up to \$25,000 (GST exempt).
2. Approve the Chief Executive Officer, or delegate, to authorise the online funding application, and sign the funding agreement if successful.
3. Note the requirement for projects to commence no later than 1 July 2021 and conclude within one year of the date commenced (30 June 2022).

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council Libraries
State Library of Queensland – Public Libraries
Community members

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
NOGI	National Oil & Gas Institute

Context:

Why is the matter coming before Council?

The Strategic Priorities Grant program has recently been released by the State Library of Queensland. The grant offers the opportunity for Council to purchase four commercial TVs to be used in the Surat, Roma, Injune & Mitchell Libraries and adjacent Galleries.

One of the future perspectives of library services is a personalized interaction between the system and the user. Whether this is an interactive game projected onto the floor for children, digital exhibitions featured on screens, or big screens in libraries that can be used to offer different kinds of information and also inspire users to find certain books, libraries can use technology to create a digital experience for the user.

The purchase of these televisions will allow for regular promotion of library eResources and services, including First 5 Forever (messages to play on loop, recordings, rhymes etc.) & other public programming. It will also provide libraries with the opportunity to play key messages and promote events from a whole of Council perspective.

The 2020–2021 Strategic Priorities Grant round opened on Wednesday 27 January 2021 and close 4pm Tuesday 2 March 2021.

Councils may apply for grant funding for a minimum of \$5,000 up to a maximum of \$25,000 (GST exempt).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council Libraries are hoping to be able to participate in an Australian Libraries & Information Association (ALIA) Online Storytime Pilot project in 2021. Participation in this pilot project will allow Libraries to present approved titles in online digital format within their libraries. The purchase of TVs for our libraries will provide an additional platform to present these stories within the physical library environment.

Discussions have been had with Rueben Broom - Manager, Information and Communications Technology with regards to the purchase of the televisions. Rueben has recommended the use of the televisions in conjunction with BrightSign, a digital media player that allows for the remote setting up of displays. Maranoa Regional Council's Tourism team currently use BrightSign.

Council also applied for and was successful in receiving a Strategic Priorities Grant in 2018 for the digitization of the National Oil & Gas Institute (NOGI) Collection.

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)

Kym Walters – Specialist Arts & Culture
Ed Sims – Manager, Economic & Community Development
Rueben Broom - Manager, Information and Communications Technology
Cindy Irwin, who has been notified but not discussed at the time report approval

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)

Public Library Strategic Priorities Grants Program 2020-21

Strategic Priorities Grants program overview

Grant funding of up to \$25,000 is available to councils to deliver strategic projects through public libraries and Indigenous Knowledge Centres (IKCs) across Queensland that reflect one or more of the objectives outlined in *Realising our potential: A vision for Queensland public libraries*:

- **Realising our potential:** Recognising the diversity of Queensland public libraries as they progress in their journeys toward becoming fully realised 21st century libraries. Becoming active players in Queensland communities by investing in citizen wellbeing for long-term prosperity. A state-wide and cohesive network.
- **Deeply local outcomes:** Deeply local approaches to outcomes for Queensland communities. Providing access to information; supporting

learning, community wellbeing and recreation activities. An inclusive place to access the past, present and future.

- **Extending our reach:** Influencing beyond the library by creating new pathways to connect and advocate to stakeholders and all levels of government.
- **Future focused workforce:** Responsive and diverse services shaped and inspired by skilled staff that strive to innovate.

The following guidelines have been developed to assist councils in developing applications for funding. Please read these application guidelines carefully before completing the separate application form.

Eligibility

All Queensland councils that have Service Level Agreements (SLAs) in place with the Library Board of Queensland are eligible to apply for grant funding.

Please note that non-compliance with the terms of an SLA may affect council's eligibility to be considered as there is a limited funding pool and a fixed period for deliverables.

Grant amount

Councils may apply for grant funding for a minimum of \$5,000 up to a maximum of \$25,000 (GST exempt).

Project timeframes

Projects must commence no later than 1 July 2021 and conclude within one year of the date commenced (30 June 2022). Extensions to the project duration may be negotiated under exceptional circumstances and by agreement with State Library of Queensland (State Library).

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

N/A

Risks:

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

Risk	Description of likelihood & consequences
Grant declined	Council misses out on an opportunity to enhance promotion of Library & Council Services across the Maranoa.

Advice to Council:

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

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

It is recommended that Council endorse the submission of a grant application to this funding program.

The application, if successful, will reflect the following objectives outlined in *Realising our potential: A vision for Queensland public libraries*:

- **Realising our potential:** Recognising the diversity of Queensland public libraries as they progress in their journeys toward becoming fully realised 21st century libraries. Becoming active players in Queensland communities by investing in citizen wellbeing for long-term prosperity. A state-wide and cohesive network.
- **Deeply local outcomes:** Deeply local approaches to outcomes for Queensland communities. Providing access to information; supporting learning, community wellbeing and recreation activities. An inclusive place to access the past, present and future.
- **Extending our reach:** Influencing beyond the library by creating new pathways to connect and advocate to stakeholders and all levels of government.

The addition of commercial quality TVs to four of our Regional Library branches will enhance our ability to promote Library & Council services and will provide a digital platform that can be utilized through our extensive annual schedule of public programming activities. It will also be a step forward in ensuring our Libraries are providing up to date technology within our public spaces.

Recommendation:

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

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

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

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

That Council:

1. Submit an application for funding under the Public Library Strategic Priorities Grants Program 2020-21 up to \$25,000 (GST exempt).

2. Approve the Chief Executive Officer, or delegate, to authorise the online funding application, and sign the funding agreement if successful.
3. Note the requirement for projects to commence no later than 1 July 2021 and conclude within one year of the date commenced (30 June 2022).

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

Supporting Documentation:

1 [Public library grants - 2020-21 Strategic Priorities Grant application guidelines](#) D21/11628

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Public Library Strategic Priorities Grants Program 2020-21

Application guidelines

Strategic Priorities Grants program overview

Grant funding of up to \$25,000 is available to councils to deliver strategic projects through public libraries and Indigenous Knowledge Centres (IKCs) across Queensland that reflect one or more of the objectives outlined in [Realising our potential: A vision for Queensland public libraries](#):

- **Realising our potential**
Recognising the diversity of Queensland public libraries as they progress in their journeys toward becoming fully realised 21st century libraries. Becoming active players in Queensland communities by investing in citizen wellbeing for long-term prosperity. A state-wide and cohesive network.
- **Deeply local outcomes**
Deeply local approaches to outcomes for Queensland communities. Providing access to information; supporting learning, community wellbeing and recreation activities. An inclusive place to access the past, present and future.
- **Extending our reach**
Influencing beyond the library by creating new pathways to connect and advocate to stakeholders and all levels of government.
- **Future focused workforce**
Responsive and diverse services shaped and inspired by skilled staff that strive to innovate.

The following guidelines have been developed to assist councils in developing applications for funding. Please read these application guidelines carefully before completing the separate application form.

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Project proposals

Some examples of past projects which have been funded under this grant program can be found on the [Public Libraries Connect Blog](#), for example:

- Moreton Bay's local Aboriginal languages project

<https://plconnect.slq.qld.gov.au/blog/moreton-bays-local-aboriginal-languages-project>

- Southern Downs' local history project

<https://plconnect.slq.qld.gov.au/blog/southern-downs-history-journey>

- Western Downs' creative space project

<https://plconnect.slq.qld.gov.au/blog/creative-spaces-empower-western-downs-libraries>

- Fraser Coast's hearing loops project

<https://plconnect.slq.qld.gov.au/blog/hearing-loops-help-hervey-bay-and-maryborough-library-users>

Selection criteria

Applicants are required to provide responses to the selection criteria listed in the grant application form, as outlined below.

Where written responses are required these **must not exceed the maximum word limit listed below**.

1. Realising our potential <i>Weighting 30%</i> <i>Maximum 400 words</i>	<p>Applicants are required to describe how the project will align with <u>no more than two</u> of the Vision's objectives.</p> <p><i>Realising our potential Deeply local outcomes</i></p> <p><i>Extending our reach Future focused workforce</i></p>
2. Expected benefits <i>Weighting 30%</i> <i>Maximum 400 words</i>	<p>Applicants are required to identify how the project will support and promote <u>no more than two</u> of the Vision's enablers.</p> <ol style="list-style-type: none"> <i>1. Future Ready</i> <i>2. Commitment to improve</i> <i>3. Capability</i> <i>4. Our place in the public realm</i> <i>5. Library spaces</i> <i>6. Investing in learning and literacy</i> <i>7. Advocacy</i> <i>8. Locally connected</i> <i>9. Partnership possibilities</i> <i>10. Leadership</i>
3. Capability and capacity <i>Weighting 25%</i> <i>Maximum 300 words</i>	<p>Applicants are required to identify the resources to complete the project as outlined in SC1 and SC2, including:</p> <ul style="list-style-type: none"> • the capabilities required to deliver the project • the resources needed to deliver the project • the capacity to manage the project to its conclusion

4. Measuring success <i>Weighting 15%</i> <i>Maximum 200 words</i>	Applicants are required to: <ul style="list-style-type: none"> • identify <u>at least two</u> measures or outcomes that will determine the success of the project • identify the processes or systems to collect data that will support these reporting obligations
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Activities not funded

The funding for these grants cannot be used in relation to the following:

- activities required under existing agreements with the Library Board of Queensland
- established or ongoing library facility operating and administration costs
- the acquisition of standard or core library collections
- professional development for staff
- prize money, prizes or trophies
- projects funded by other government subsidies or grants
- staff wages not directly associated with the delivery of the project activities or outcomes detailed in an application submitted under this grant program
- retrospective deficit funding (funding of past council projects) or costs incurred prior to a grant being provided.

How to apply

The 2020–21 Strategic Priorities Grant round will open 9am Wednesday 27 January 2021 and close 4pm Tuesday 2 March 2021.

Councils should submit one Strategic Priorities Grant application only. Councils may also submit separate applications for First 5 Forever Innovation grant rounds also open during the application period. Please refer to the separate application guidelines for each grant round for specific details. Joint applications across one or more council areas will be accepted if evidence of collaboration is provided with the application.

Applications must be completed online via the State Library of Queensland SmartyGrants portal at: <https://slq.smartygrants.com.au/spg2021>

A FAQ sheet for new users of SmartyGrants is also available from the Local Government Coordination team by emailing lgc@slq.qld.gov.au

A help guide for applicants using SmartyGrants can be found at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Minimum and maximum word limits are set for each question in the application form.

The following additional documentation may be provided as attachments:

- letters of support from community partners
- quotes from product or service providers
- detail project budget breakdown.

Any other attachments will not be accepted.

Assessment of applications

Applications for funding will be assessed against the selection criteria by an Assessment Panel with appropriate knowledge and expertise. Assessment is based on the information provided by the Applicant, including limited supporting material.

If the total combined funding requested across all applications exceeds the amount of funds available, it is possible that not all applications that are assessed as meeting the criteria will receive funding. In assessing applications, consideration will also be given to:

- the total amount of funding available
- a relative comparison to other similar project proposals received
- the need to ensure a fair distribution of funding across Queensland, in metropolitan, regional and remote areas.

The State Library may elect to fund a portion of a project and reserves the right to negotiate with applicants in relation to project scope, budget items, level of contribution and costings.

The number of grants awarded, and amount awarded for each grant is at the discretion of State Library.

Notification

All applicants will be notified no later than 30 April 2021 regarding the outcome of their application. State Library will make publicly available the results of this grant round on websites and in media.

Unsuccessful applicants are encouraged to request feedback on their application.

A review of the funding decision can be sought by submitting a request to lgc@slq.qld.gov.au with information outlining the reasons for your request, including:

- your unique grant number
- your reasons for dissatisfaction
- contact details to further discuss your request for a review.

The outcome of the review will be sent to you within 28 business days of receiving your request. If you are not satisfied with the outcome of this review, you are entitled to request a further review under the *Judicial Review Act 1991* and/or by the Queensland Ombudsman.

Payments

Successful applicants will enter into a grant agreement with the Library Board of Queensland which will detail the obligations of both parties and the agreed timelines for delivery and acquittal of the project.

The grant payment will be made in one lump sum to the applicant within 28 days of receipt of a signed Grant Agreement from successful applicants. Payments of grants will only be made when council has completed the acquittal of grants that are due to be acquitted and have met reporting obligations under the Service Level Agreements for the Public Library Grant and for the First 5 Forever program.

Grant payments do not attract GST.

Funding provided under this grant program is not recurrent funding and success in this grant process does not provide any ongoing funding for the applicant.

Reporting requirements

Successful applicants must provide an acquittal report which will be formalised in the Grant Agreement (on a template supplied by State Library) no later than 28 days after the completion of the project.

Funding acknowledgement

Grant recipients must acknowledge the Queensland Government's financial assistance to the project in the manner described on the Funding acknowledgement webpage <https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/funding-acknowledgement>

Where a project includes printed material, banners, electronic media, media releases or media alerts the following statement must be included:

- This project has received financial assistance from the Queensland Government through State Library of Queensland.

If the Applicant holds a local event in conjunction with the project (e.g. local launch, announcement, celebration or other public event other than scheduled programming) it is a requirement that council extend an invitation to (at a minimum):

- Queensland State Government Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts
- State Librarian and Chief Executive Officer, State Library of Queensland.

Showcasing excellence

State Library is committed to recognising and celebrating excellence in library and IKC programs and services and fostering a learning culture that supports sharing best practice.

All grant recipients are required to share information about their projects through the Public Libraries Connect website.

Further information

It is recommended that applicants contact State Library prior to submitting an application to discuss ideas and seek initial feedback about the eligibility of the proposed project. Please contact:

Local Government Coordination
State Library of Queensland
Tel: 07 3842 9047
Email: lgc@slq.qld.gov.au